

EEO Utilization Report

Organization Information

Name: Cowlitz Wahkiakum Narcotics Task Force

City: Kelso

State: WA

Zip: 98626

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

3.21 NON-DISCRIMINATION POLICY

3.21.1 Policy.

Cowlitz County will comply with the provisions of Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Chapter 49.60 RCW, the Americans with Disabilities Act, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans reemployment Rights Act, and the Uniformed Services Employment and Reemployment Act of 1994.

3.21.2 Procedures.

The County policy of equal opportunity and non-discrimination extends to all employment-related matters, including hiring, layoffs, promotion, transfer, work assignments, pay and benefits, discipline, training and other conditions of employment. Any form of discrimination based on age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, or any other status protected by law, is strictly prohibited, unless based upon a bona fide occupational qualification: Provided, that the prohibition against discrimination because of such disability shall not apply if the particular disability prevents the proper performance of the particular work involved. Cowlitz County is committed to maintaining an environment free from discrimination, harassment and intimidation based on any status protected herein.

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the Cowlitz County Human Resources Department (CCHR) for the Cowlitz County Sheriffs Office (CCSO) made the following observations:

White females in the Technicians

Hispanic males in the Protective Services: Sworn-Patrol Officers

White males in the Protective Services: Non-Sworn and Administrative Support

More significant, is the underutilization of White male in the job category of the Administrative Support (-28%); White males in Protective Services Non-Sworn (-20%); White female Technicians (-15%); and Hispanic male in Protective Services Sworn-Patrol Officers (-7%);

In keeping with the CCHR commitment to having a workforce that reflects the community it services, the CCHR will examine its recruitment and retention practices to see if there may be ways to attract more White males to apply for Administrative Support and Protective Services Non-Sworn; Hispanic males to apply for Protective Services Sworn-Patrol Officers; and White females to apply for Technicians

Step 5: Objectives and Steps

1. To encourage equal employment opportunities in these job categories

a. White males in the following positions: Administrative Support and Protective Services Non-Sworn

Hispanic males in the following position: Protective Services: Sworn-Patrol Officers

White females in the following position: Technicians

Collaborate with hiring managers during the recruitment process to sustain awareness of county goals of increasing the diversity of applicant pools for under-represented categories.

Increase relationships in various ethnically and social diverse community organizations.

Continue to review employment organizational data related to job categories that shows significant underutilization to identify issues that may pose barriers for any protected class.

Step 6: Internal Dissemination

1. State and Federal EEO notices will be posted on bulletin boards throughout the county.
2. Records of EEO applicant flow data for all positions are monitored and appropriate reports are made.
3. The CCHR will post a PDF file of the EEOP Short Form on the Countys Intranet, (the electronic communication system for the County).
4. The CCHR will keep two bound copies of the EEOP Short Form on display in its office at the Countys Administration Building.
5. Cowlitz County will continue to advertise employment opportunities on its internet website, newspapers and job posting bulletin boards.
6. Job announcements/applications for promotional recruitment will continue to include the following statement of discrimination, Cowlitz County is an Equal Opportunity Employer and it is the Countys policy that no person shall be subjected to employment discrimination because of race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.
7. Continue to include statements of nondiscrimination in collective bargaining union agreements. A copy of the collective bargaining union agreement is distributed to union/guild employees by their respective union/guild.
8. Policy for non-discrimination is included in the Countys intranet website under the Commissioners Office labeled County

Policies & Procedures and distributed to new and existing employees. County Policies & Procedures are also posted on the Countys website.

9. Provide EEO reports upon request with workforce minority and female statistics to department directors for specific position vacancies to strategize how to attract and retain diversity in the underutilized job categories.

Step 7: External Dissemination

1. The application is periodically reviewed to determine compliance with the latest state and federal EEO regulations to ensure each applicant is provided the maximum opportunity to present their related qualifications.
2. Work sessions with the County Commissioners will be held to review the countys EEOP progress and results to reinforce the Countys commitment as an Equal Opportunity Employer.
3. Copies of the EEOP will be sent to the county Public Libraries so that copies may be on display.
4. Electronic copy will be posted on the Countys Internet site.
5. The County will include protected group members through targeted advertising newspapers, special publications, websites, posting with community organizations, etc.
6. Job announcements/applications for promotional recruitment will continue to include the following statement; Cowlitz County is an Equal Opportunity Employer.
7. It is the Countys policy of equal opportunity and non-discrimination extends to all employment related matters, including hiring, layoffs promotion, transfer, work assignments, pay and benefits, discipline, training and other conditions of employment. Any form of discrimination based on age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, or any other status protected by law, is strictly prohibited, unless based upon a bona fide occupational qualification: Provided, that the prohibition against discrimination because of such disability shall not apply if the particular disability prevents the property performance of the particular work involved. Cowlitz County is committed to maintaining an environment free from discrimination, harassment and intimidation based on any status protected herein.

Utilization Analysis Chart
Relevant Labor Market: Cowlitz County, Washington

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	24/46%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	26/50%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	1,815/52%	45/1%	0/0%	0/0%	65/2%	0/0%	0/0%	4/0%	1,390/40%	40/1%	0/0%	25/1%	85/2%	0/0%	4/0%	0/0%
Utilization #/%	-6%	1%	0%	0%	-2%	0%	-0%	0%	10%	-1%	0%	-1%	-2%	0%	2%	0%
Professionals																
Workforce #/%	32/43%	1/1%	0/0%	0/0%	1/1%	1/1%	0/0%	0/0%	36/49%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,880/33%	75/1%	4/0%	15/0%	25/0%	0/0%	10/0%	60/1%	3,395/60%	65/1%	0/0%	10/0%	75/1%	0/0%	50/1%	10/0%
Utilization #/%	10%	0%	-0%	-0%	1%	1%	-0%	2%	-11%	-1%	0%	1%	-1%	0%	-1%	-0%
Technicians																
Workforce #/%	38/62%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	22/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	405/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/1%	460/51%	10/1%	0/0%	10/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	17%	0%	0%	0%	0%	0%	0%	1%	-15%	-1%	0%	-1%	0%	0%	0%	0%
Protective Services:																
Sworn-Officials																
Workforce #/%	20/91%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	745/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/3%	55/7%	0/0%	0/0%	15/2%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	0%	0%	0%	0%	0%	0%	-3%	3%	0%	0%	-2%	0%	0%	0%	0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	51/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,650/50%	235/7%	0/0%	10/0%	39/1%	4/0%	4/0%	34/1%	1,085/33%	140/4%	15/0%	10/0%	35/1%	0/0%	10/0%	19/1%
Utilization #/%	25%	-7%	0%	-0%	-1%	-0%	-0%	-1%	-8%	-4%	-0%	-0%	-1%	0%	-0%	-1%
Protective Services: Non-Sworn																
Workforce #/%	27/52%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	22/42%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	65/72%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	25/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male										Female					
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%	Workforce #/%	CLS #/%	Utilization #/%
Administrative Support	-20%	2%	0%	0%	0%	0%	0%	0%	15%	0%	0%	0%	0%	0%	2%	0%
Workforce #/%	6/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	142/90%	1/1%	0/0%	1/1%	2/1%	1/1%	5/3%	0/0%	0/0%
CLS #/%	3,095/32%	140/1%	0/0%	20/0%	110/1%	35/0%	99/1%	5,855/60%	140/1%	45/0%	15/0%	50/1%	0/0%	135/1%	15/0%	15/0%
Utilization #/%	-28%	-1%	0%	-0%	-1%	-0%	-1%	30%	-1%	-0%	0%	1%	1%	2%	-0%	-0%
Skilled Craft																
Workforce #/%	56/85%	0/0%	0/0%	1/2%	0/0%	0/0%	2/3%	7/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,375/88%	175/5%	25/1%	4/0%	25/1%	0/0%	25/1%	135/4%	0/0%	0/0%	0/0%	0/0%	0/0%	60/2%	0/0%	0/0%
Utilization #/%	-3%	-5%	-1%	1%	-1%	0%	2%	7%	0%	0%	0%	0%	0%	-2%	0%	0%
Service/Maintenance																
Workforce #/%	8/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,070/47%	1,045/8%	10/0%	45/0%	170/1%	45/0%	175/1%	4,470/34%	570/4%	0/0%	65/0%	185/1%	10/0%	135/1%	25/0%	25/0%
Utilization #/%	42%	-8%	-0%	-0%	-1%	-0%	-1%	-23%	-4%	0%	-0%	-1%	-0%	-1%	-1%	-0%

Significant Underutilization Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Technicians									✓							
Protective Services: Sworn-Patrol Officers		✓														
Protective Services: Non-sworn	✓															
Administrative Support	✓															

Law Enforcement Category Rank Chart

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Sergeant																
Workforce #/%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Captain/Undersheriff/Program Manager																
Workforce #/%	5/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Chief Deputy																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Director/Sheriff																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	51/75%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	17/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Sabrina Fraidenburg HR Director 7/2/2021
[signature] [title] [date]

