

# EEOP Utilization Report



Sun Dec 13 20:25:02 EST 2015

## Step 1: Introductory Information

<b>Grant Title:</b>	Fiscal Year 2012 Edward Byrne Memorial Justice Assistant Grant	<b>Grant Number:</b>	2012-DJ-BX-1043 (150017)
<b>Grantee Name:</b>	Forsyth County	<b>Award Amount:</b>	\$92,687.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	201 N Chestnut Street Winston-Salem, North Carolina 27101		
<b>Contact Person:</b>	Randy Hunsucker	<b>Telephone #:</b>	336-917-7324
<b>Contact Address:</b>	301 N Church St Winston-Salem, North Carolina 27101		
<b>State Granting Agency:</b>	City of Winston-Salem	<b>Grant Number:</b>	2012-DJ-BX-1043
<b>Contact Name:</b>	Rebekah Recardo		
<b>Contact Address:</b>	725 N Cherry St Winston-Salem, North Carolina 27101		
<b>Telephone #:</b>	336-773-7783		

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<b>Grant Title:</b>	Fiscal Year 2013 Edward Byrne Memorial Justice Assistance Grant	<b>Grant Number:</b>	2013-DJ-BX-1163 (161013)
<b>Grantee Name:</b>	Forsyth County	<b>Award Amount:</b>	\$169,640.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	201 N Chestnut Street Winston-Salem, North Carolina 27101		
<b>Contact Person:</b>	Randy Hunsucker	<b>Telephone #:</b>	336-917-7324
<b>Contact Address:</b>	301 N Church St Winston-Salem, North Carolina 27101		
<b>DOJ Grant Manager:</b>	Tamaro White	<b>DOJ Telephone #:</b>	202-353-3503

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<b>Grant Title:</b>	Fiscal Year 2014 Edward Byrne Memorial Justice Assistant Grant	<b>Grant Number:</b>	2014-DJ-BX-11444 (150020)
<b>Grantee Name:</b>	Forsyth County	<b>Award Amount:</b>	\$88,341.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	201 N Chestnut Street		

Winston-Salem, North Carolina  
27101

**Contact Person:** Randy Hunsucker      **Telephone #:** 336-917-7324  
**Contact Address:** 301 N Church St  
Winston-Salem, North Carolina  
27101  
**State Granting Agency:** City of Winston-Salem      **Grant Number:** 2014-DJ-BX-11444  
**Contact Name:** Rebekah Recardo  
**Contact Address:** 725 N Cherry St  
Winston-Salem, North Carolina  
27101  
**Telephone #:** 336-773-7783

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**Grant Title:** Fiscal Year 2015 Edward Byrne Memorial Justice Assistant Grant      **Grant Number:** 2015-DJ-BX-0930 (161015)  
**Grantee Name:** Forsyth County      **Award Amount:** \$155,272.00  
**Grantee Type:** Local Government Agency  
**Address:** 201 N Chestnut Street  
Winston-Salem, North Carolina  
27101  
**Contact Person:** Randy Hunsucker      **Telephone #:** 336-917-7324  
**Contact Address:** 301 N Church St  
Winston-Salem, North Carolina  
27101  
**DOJ Grant Manager:** Tamaro White      **DOJ Telephone #:** 202-353-3503

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**Grant Title:** 2015 State Criminal Alien Assistance Program      **Grant Number:** 2015-AP-BX-0668  
**Grantee Name:** Forsyth County      **Award Amount:** \$39,841.00  
**Grantee Type:** Local Government Agency  
**Address:** 201 N Chestnut Street  
Winston-Salem, North Carolina  
27101  
**Contact Person:** Randy Hunsucker      **Telephone #:** 336-917-7324  
**Contact Address:** 301 N Church St  
Winston-Salem, North Carolina  
27101  
**DOJ Grant Manager:** Joseph Husted      **DOJ Telephone #:** 202-353-4411

<b>Grant Title:</b>	Safe on Seven Forsyth Domestic Violence Center 2014	<b>Grant Number:</b>	PROJ009645
<b>Grantee Name:</b>	Forsyth County	<b>Award Amount:</b>	\$161,447.00
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	201 N Chestnut Street Winston-Salem, North Carolina 27101		
<b>Contact Person:</b>	Allison Cranford	<b>Telephone #:</b>	336-779-6559
<b>Contact Address:</b>	200 N. Main Street, HOJ, 7th Floor Winston-Salem, North Carolina 27101		
<b>State Granting Agency:</b>	North Carolina Governor's Crime Commission	<b>Grant Number:</b>	PROJ009645
<b>Contact Name:</b>	Mel Chilton		
<b>Contact Address:</b>	1201 Front Street, Suite 200 Raleigh, North Carolina 27609		
<b>Telephone #:</b>	919-733-4564		

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**Policy Statement:**

Forsyth County Government is committed to providing Equal Employment Opportunity (EEO) to all qualified persons regardless of race, color, religion, gender, national origin, age, disability or political affiliation. All employment and personnel policies and practices including recruiting, hiring, promotions, transfers, training, compensation, benefits, reductions-in-force, terminations and tuition assistance will be administered in a non-discriminatory manner consistent with EEO principles. The County is committed to complying with all applicable federal, state and local civil rights laws that pertain to employment.

## **Step 4b: Narrative Underutilization Analysis**

The County's Human Resources Department reviewed the utilization analysis, comparing the County's workforce to the relevant labor market and noted the following:

1. While males were under-represented in the Professionals and Administrative Support job categories.
2. Hispanic males were under-represented in the Protective Services: Sworn, Administrative Support, Service/Maintenance, and Skilled job categories.
3. Black males were under-represented in the Administrative Support job category.
4. Asian males were under-represented in the Professionals job category.
5. Two or More races were under-represented in the Protective Services: Sworn job category.
6. White females were under-represented in the Professionals, Technicians, and Service/Maintenance job categories.
7. Hispanic females were under-represented in the Technicians, Protective Services: Sworn, and Service/Maintenance job categories.
8. Black females were under-represented in the Technicians and Protective Services: Sworn job categories.

Objectives have been developed to help achieve demographics that are more in line with our relevant labor market.

## **Step 5 & 6: Objectives and Steps**

### **1. To encourage White males, Asian Males, and White Females to apply for vacancies in the Professional job category.**

- a. Human Resources will continue to offer diversity training for supervisors to make them more aware of the need for our workforce to reflect the demographics of our labor pool.
- b. The Human Resources department will conduct a more detailed workforce analysis to identify which particular County departments represent significant underutilization of White females and White males in these job categories. The workforce analysis may include interviews with employees as well as department managers. Based on the findings, a recruitment action plan will be developed.
- c. The Human Resources department will make the management of affected departments aware of this under-representation and will seek to enhance outreach efforts that target White and Asian males and White females in these job categories through job fairs, trade associations, professional journals and sites, educational institutions, the Employment Security Commission and employment training institutions.

### **2. To encourage White, Hispanic, and Black females to apply for vacancies in the Technician job category.**

- a. The Human Resources department identified which County jobs fell within the Technician job category and ground that over 40% of the job classes in the Technician category have only one position assigned to the job class. This does offer some explanation as to the under-representation. As a strategy to remedy this, Human Resources may interview affected department managers to make them aware of the under-representation and jointly identify solutions. Based on the findings, a recruitment action plan will be developed.
- b. The Human resources department will seek to enhance outreach efforts that target White, Hispanic, and Black females in the Technicians job category through job fairs, trade associations, professional journals, minority educational institutions, minority targeted media outlets, the Employment Security Commission and employment training institutions.
- c. Human Resources will continue to offer diversity training for supervisors to make them more aware of the need for our workforce to reflect the demographics of our labor pool.

### **3. To encourage Hispanic and Two or More Races males and White, Hispanic, and Black females to apply for vacancies in the Protective Services: Sworn job category.**

- a. The Human Resources department identified that the majority of these positions fall within the Sheriff and Fire departments. The workforce analysis may include interviews with current employees and department management. In addition, Human Resources will discuss these findings with the recruitment staff with the affected departments. Based on the findings, a recruitment action plan will be developed.

- b. The Human Resources department will seek to enhance outreach efforts that target Hispanic and Two or More Races males and White, Hispanic, and Black females through job fairs, trade associations, professional journals, minority educational institutions, minority targeted media outlets, the Employment Security Commission and employment training institutions.
- c. Human Resources will continue to offer diversity training for supervisors to ensure they are aware of the need for our workforce to reflect the demographics of our labor pool.

**4. To encourage White, Hispanic, and Black males to apply for vacancies in the Administrative Support job category.**

- a. The Human Resources department has identified that there are a wide variety of job classes within this job category. The workforce analysis may include interviews with current employees and department management. Based on the findings, a recruitment action plan will be developed.
- b. The Human Resources department will make the affected departments aware of this under-representation and will seek to enhance outreach efforts that target White, Hispanic, and Black males in this job category.
- c. Human Resources will continue to offer diversity training for supervisors to make them aware of the need for our workforce to reflect the demographics of our labor pool.

**5. To encourage Hispanic males and White and Hispanic females to apply for vacancies in the Service/Maintenance job category.**

- a. The Human Resources department will identify which County jobs fall within the Service/Maintenance job category to assist in identifying recruitment sources for these jobs. The workforce analysis may include interviews with employees and department management. Based on the findings, a recruitment action plan will be developed.
- b. The Human Resources department will make the affected departments aware of this under-representation and will seek to enhance efforts that target females in this category through job fairs, trade associations, targeted media outlets, the Employment Security Commission, and employment training institutions.
- c. Human Resources will continue to offer diversity training for supervisors to make them aware of the need for our workforce to reflect the demographics of our labor pool.

**6. To encourage Hispanic males to apply for vacancies in the Skilled Craft job category.**

- a. The Human Resources department will continue to offer diversity training for supervisors to make them more aware of the need for our workforce to reflect the demographics of our labor pool.
- b. The Human Resources department will conduct a more detailed workforce analysis to identify which particular divisions and departments represent the most significant underutilization of hispanic males in this job category. The workforce analysis may include interviews with both employees and department management. Based on the findings, a recruitment action plan will be developed.
- c. The Human Resources department will make the management of the affected departments aware of this under-representation and will seek to enhance outreach efforts that target Hispanic males in this job category through job fairs, trade associations, minority educational institutions, minority targeted media outlets, the Employment Security Commission and employment training institutions.

**Step 7a: Internal Dissemination**

1. Once the EEOP Short Form is accepted, the Human Resources department will post a copy on the County's intranet site (FCNet). Human Resources will also inform new employees aware during New Employee Orientation.
2. The Human Resources department will include a written notice in the Employee Handbook explaining how employees may view and/or obtain a copy of the County's EEOP Short Form.
3. The Human Resources department will provide an updated bound copy of the EEOP Short Form on display in the reception area of Human Resources for access by employees and the general public.
4. During management diversity training, the EEOP will be discussed as well as related demographic data and under-represented areas.

### **Step 7b: External Dissemination**

1. The Human Resources department will post a copy on the County's internet site [www.forsyth.cc](http://www.forsyth.cc) for the public to review.
2. The Human Resources department will provide a bound copy of the updated EEOP Short Form to be put on display in the reception area of Human Resources for access by employees and the general public.
3. The Human Resources Department will send bound copies of the County's EEOP Short Form to each of the library branches to be put on display in their respective reading areas.

**Utilization Analysis Chart**  
**Relevant Labor Market: Forsyth County, North Carolina**

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
<b>Officials/Administrators</b>																
Workforce #/%	38/45%	0/0%	6/7%	0/0%	0/0%	0/0%	0/0%	0/0%	23/27%	0/0%	16/19%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	10,705/48%	320/1%	1,065/5%	10/0%	130/1%	0/0%	75/0%	10/0%	7,710/35%	290/1%	1,840/8%	25/0%	75/0%	0/0%	55/0%	0/0%
Utilization #/%	-3%	-1%	2%	-0%	-1%	0%	-0%	-0%	-7%	-1%	11%	-0%	1%	0%	-0%	0%
<b>Professionals</b>																
Workforce #/%	89/21%	0/0%	17/4%	0/0%	1/0%	0/0%	0/0%	0/0%	155/37%	10/2%	140/34%	0/0%	3/1%	0/0%	0/0%	0/0%
CLS #/%	11,850/33%	310/1%	1,430/4%	25/0%	570/2%	0/0%	60/0%	45/0%	16,465/46%	595/2%	4,075/11%	4/0%	370/1%	0/0%	90/0%	45/0%
Utilization #/%	-12%	-1%	0%	-0%	-1%	0%	-0%	-0%	-8%	1%	22%	-0%	-0%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	130/63%	1/0%	5/2%	0/0%	1/0%	0/0%	0/0%	0/0%	60/29%	0/0%	8/4%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	1,695/25%	75/1%	330/5%	10/0%	110/2%	0/0%	0/0%	0/0%	3,200/48%	215/3%	975/15%	0/0%	75/1%	0/0%	10/0%	0/0%
Utilization #/%	38%	-1%	-3%	-0%	-1%	0%	0%	0%	-19%	-3%	-11%	0%	-1%	0%	-0%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	1,870/56%	64/2%	625/19%	10/0%	15/0%	0/0%	49/1%	0/0%	455/14%	10/0%	225/7%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	323/63%	5/1%	58/11%	3/1%	0/0%	0/0%	0/0%	0/0%	81/16%	2/0%	43/8%	0/0%	1/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,365/25%	1,890/14%	1,950/14%	60/0%	90/1%	100/1%	119/1%	35/0%	2,605/19%	1,040/8%	2,260/17%	20/0%	115/1%	0/0%	34/0%	0/0%
Utilization #/%	38%	-13%	-3%	0%	-1%	-1%	-1%	-0%	-3%	-7%	-8%	-0%	-1%	0%	-0%	0%
<b>Protective Services: Non-sworn</b>																

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
Workforce #/%	12/100%	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%
CLS #/%	95/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	135/55%	0/0%	0/0%	0/0%	0/0%	15/6%	0/0%	0/0%
Utilization #/%	61%	0%	0%	0%	0%	0%	0%	0%	-55%	0%	0%	0%	0%	-6%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	38/7%	3/1%	13/2%	0/0%	2/0%	0/0%	0/0%	0/0%	234/42%	48/9%	218/39%	2/0%	4/1%	0/0%	0/0%	0/0%
CLS #/%	12,550/26%	790/2%	2,955/6%	35/0%	240/0%	15/0%	90/0%	40/0%	22,545/46%	1,500/3%	7,265/15%	50/0%	350/1%	45/0%	330/1%	25/0%
Utilization #/%	-19%	-1%	-4%	-0%	-0%	-0%	-0%	-0%	-5%	5%	24%	0%	-0%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	57/83%	2/3%	7/10%	0/0%	1/1%	0/0%	0/0%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10,405/66%	2,485/16%	1,530/10%	25/0%	120/1%	35/0%	230/1%	0/0%	510/3%	70/0%	345/2%	20/0%	15/0%	0/0%	0/0%	30/0%
Utilization #/%	17%	-13%	0%	-0%	1%	-0%	-1%	0%	-0%	-0%	-2%	-0%	-0%	0%	0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	83/44%	0/0%	32/17%	0/0%	0/0%	0/0%	0/0%	0/0%	24/13%	2/1%	46/25%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	14,925/31%	4,445/9%	7,480/16%	125/0%	620/1%	95/0%	85/0%	45/0%	10,500/22%	2,745/6%	6,505/14%	25/0%	360/1%	10/0%	115/0%	40/0%
Utilization #/%	13%	-9%	2%	-0%	-1%	-0%	-0%	-0%	-9%	-5%	11%	-0%	-1%	-0%	-0%	-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
<b>Professionals</b>	✓				✓				✓							
<b>Technicians</b>									✓	✓	✓					
<b>Protective Services: Sworn-Patrol Officers</b>		✓					✓			✓	✓					
<b>Administrative Support</b>	✓	✓	✓						✓							
<b>Skilled Craft</b>		✓														
<b>Service/Maintenance</b>		✓							✓	✓						

### 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
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	323/63%	5/1%	58/11%	3/0%	0/0%	0/0%	0/0%	0/0%	81/16%	2/0%	43/8%	0/0%	1/0%	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 EEOP Utilization Report.

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



Human Resources Director

12/13/15

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[signature]

[title]

[date]