

EEO Utilization Report

Organization Information

Name: Belknap County

City: Laconia

State: NH

Zip: 03246

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

POLICY STATEMENT.

Belknap County is committed to promoting equal employment opportunity as part of its mission to provide fairness and equity in its employment practices. Equal Employment Opportunities will be provided for all employees and applicants. The County will make employment decisions based on merit, qualifications, abilities and other legitimate business considerations. We seek to maintain a cordial, professional work place where the dignity and respect of individuals is promoted and protected.

There are certain non-merit characteristics for which it is strictly prohibited to illegally discriminate against any individual with respect to his/her recruitment, examination, appointment, compensation, retention, fringe benefits, upgrading, training and transfer opportunities, discipline, or any phase of employment. These characteristics include sex, race, color, national origin, political opinions, religion, age, military or veteran status, physical or mental disability, marital status, pregnancy, sexual orientation or genetic information or any other legally protected category. No employee or applicant will be subject to unlawful discrimination, segregation, limitations, classifications, or deprivation in any way which would adversely affect his/her status as an employee or applicant because of the above stated personal characteristics.

Consideration of a protected status such as age or disability may occur only in cases where specific job requirements constitute a bona fide qualification necessary to proper and efficient administration. These conditions of employment will be made available to the applicant.

Step 4b: Narrative of Interpretation

After reviewing the Utilization Analysis Chart and determined 4 areas of under utilization of white males in Professionals, Protective Services - Sworn, Administrative Support and Service Maintenance. This is not surprising given the overwhelming number of women who are employed in our office support across the County, the number of LNA's employed in the nursing home and administration positions predominately held by females. We have taken a close look at our Utilization Analysis Chart. Belknap County is committed to a diverse workforce and equal employment.

The data does not show significant underutilization of any women or member of minority groups.

Step 5: Objectives and Steps

1. Belknap Countys objectives remain to continue ensure equal opportunity in employment for individuals, women and minorities in all area of employment including recruitment, applicant screening, hiring, promotion, termination, transfer and discipline.

- a. Belknap County objectives remain to continue to ensure equal opportunity in employment and we will continue to have our human resource team serve as a liaison and educational and consultative resource to departments and employees engaged in all aspects of employment including but not limited to recruitment, applicant screening, hiring, promotion, termination, transfer and discipline.
- b. The County will continue our policy of publicizing vacancies to inform as many qualified individuals as possible. The following methods of publicizing may be used as indicated by the position being considered: posting on public bulletin boards (Belknap County website & New Hampshire Technical Institute), advertising in newspapers (Laconia Daily Sun & Concord Monitor) and other appropriate publications, listing with the State Employment Service, approaching community and other organizations that may have special interest in the position.
- c. Human resources will continue to review applications and screening processes to ensure receipt of as many qualified applicants as possible. Practices are reviewed to ensure there are no barriers for applicants. Human resources annually will review applicant data to ensure diversity.

Step 6: Internal Dissemination

Examples of disseminating our EEO Utilization Report internally include but may not be limited to:
Distributing & Discussing the EEO Utilization Report with all members of the County Management team;
Posting the EEO Utilization Report on the Belknap Countys intranet; Posting information on bulletin boards in employee break areas about where a copy of the EEO Utilization Report can be located. Copies of the report are available upon request in the human resources department.

Step 7: External Dissemination

Examples of disseminating our EEO Utilization Report externally include but may not be limited to:
Posting a copy of the EEO Utilization Report on the Belknap Countys website; and Notifying applicants and contractors that the Belknap County has developed an EEO Utilization Report and that it is available on request for review by contacting human resources by phone at (603) 527-5400 or mail at 34 County Drive, Laconia NH 03246.

Utilization Analysis Chart
Relevant Labor Market: Belknap County, New Hampshire

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 #/%	9/45%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/55%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,475/53%	15/1%	20/1%	40/1%	40/1%	0/0%	0/0%	0/0%	1,140/41%	0/0%	0/0%	0/0%	30/1%	0/0%	4/0%	4/0%
Utilization #/%	-8%	-1%	-1%	-1%	-1%	0%	0%	0%	14%	0%	0%	0%	-1%	0%	-0%	-0%
Professionals																
Workforce #/%	5/16%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	20/62%	1/3%	0/0%	0/0%	5/16%	0/0%	0/0%	0/0%
CLS #/%	1,830/41%	10/0%	10/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2,545/57%	10/0%	0/0%	10/0%	55/1%	0/0%	4/0%	0/0%
Utilization #/%	-25%	-0%	3%	0%	0%	0%	0%	0%	6%	3%	0%	-0%	14%	0%	-0%	0%
Technicians																
Workforce #/%	1/4%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	17/74%	0/0%	0/0%	1/4%	3/13%	0/0%	0/0%	0/0%
CLS #/%	335/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	520/61%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%
Utilization #/%	-35%	0%	0%	0%	4%	0%	0%	0%	13%	0%	0%	4%	13%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	52/76%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	14/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	470/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	40/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-16%	0%	3%	0%	0%	0%	0%	0%	13%	0%	0%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	10/100%	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%
Utilization #/%																
Administrative Support																
Workforce #/%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,410/31%	10/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	5,195/67%	44/1%	0/0%	0/0%	20/0%	0/0%	15/0%	4/0%
Utilization #/%	-23%	-0%	0%	0%	-0%	0%	0%	0%	25%	-1%	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
Skilled Craft																
Workforce #/%	6/100%	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 #/%	3,185/88%	105/3%	0/0%	20/1%	10/0%	0/0%	15/0%	0/0%	300/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	12%	-3%	0%	-1%	-0%	0%	-0%	0%	-8%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	10/9%	0/0%	1/1%	0/0%	2/2%	0/0%	0/0%	0/0%	86/77%	1/1%	0/0%	0/0%	11/10%	0/0%	1/1%	0/0%
CLS #/%	3,715/48%	8/0%	0/0%	20/0%	80/1%	0/0%	15/0%	0/0%	3,580/47%	115/1%	10/0%	0/0%	65/1%	0/0%	0/0%	60/1%
Utilization #/%	-40%	-0%	1%	-0%	1%	0%	-0%	0%	30%	-1%	-0%	0%	9%	0%	1%	-1%

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
Professionals	✓															
Protective Services: Sworn	✓															
Administrative Support	✓															
Service/Maintenance	✓															

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.

Certified As Final By: Debra L. Laflamme

HR Generalist

05-02-2017

[signature]

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[date]