

EEO Utilization Report

Organization Information

Name: Washoe County

City: Reno

State: NV

Zip: 89512

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

As a political subdivision of the State of Nevada, Washoe County is a merit system in which personnel actions, except for a limited number of unclassified appointments, are taken based upon merit and fitness. Washoe County, through its Board of County Commissioners, sets policy for all employment actions affecting Washoe County departments including elected and appointed officers and for Washoe County employees. The Board of County Commissioners hereby reaffirms its commitment to equal employment opportunity.

It is the policy of Washoe County to be fair and impartial in recruitment, retention, examination, appointment, training, promotion, compensation, discipline and any other aspect of human resources administration.

As an Equal Employment Opportunity Employer, Washoe County does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, protected disability, or national origin as defined under NRS 613.330 including in employment practices in which it operates, except where specific requirements constitute a bona fide occupational qualification.

This Equal Employment Opportunity Plan commits Washoe County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

Washoe County is working together in support of this program.

This Equal Employment Opportunity Plan (EEOP) supersedes Washoe Countys previous EEOP and will remain in force and effect through September 2021, or until further revision or amendment by the Board of County Commissioners.

Step 4b: Narrative of Interpretation

See Attachment for full narrative.

* The community labor statistics show that Black or African American, Native Hawaiian or Other Pacific Islander, and American Indian or Alaska Native populations are proportionately small in Washoe County (3% or less). These smaller minority populations make it difficult to draw reliable conclusions regarding underutilization in the Washoe County workforce due to the actual numbers of employees in specific job categories and the corresponding availability of minorities in the labor market.

* No underutilization or an utilization % of less than 2% occurred in the job categories of Officials and Administrators, Professionals, Protective Services: Sworn, Protective Services: Non-Sworn, and Service/Maintenance.

* Hispanic males were not represented in the Technicians job category. Hispanic males were also under-represented in the Administrative Support (-3%) and Skilled Craft job category (-18%).

* Asian males were not represented in the Officials/Administrators job category. In addition, Asian males showed an underutilization of less than 3% (-1%) in the Administrative Support job category which would not ordinarily be a concern, however, Step 4a of the U.S. Department of Justice identified Asian males as underutilized by two or more standard deviations.

* In comparison to the relevant labor market, White females were under-represented in the Skilled Craft job category (-3%) and the Service/Maintenance job category (-8%).

* Asian females were not represented in the Service/Maintenance job category (-4%).

* All employees in the Protective Services: Non-Sworn job category are White males or females, which represents a noticeable equal employment opportunity challenge.

* Identified areas of underutilization are primarily in the job categories of Administrative Support for Hispanic males and Asian males, and Skilled Craft for Hispanic males.

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Step 5: Objectives and Steps

1. Encourage Hispanic males to apply for vacancies in the Technicians, Administrative Support, and Skilled Craft job categories

a. The Washoe County Department of Human Resources (HR) will review the composition of the applicant pool for all vacancies in the Technicians, Administrative Support, and Skilled Craft job categories in the last fiscal year to determine whether Hispanic male applicants were under-represented. HR will also review the applicant flow data, that it is required to keep under the EEOP regulations, for all vacancies in the last fiscal year in the Technicians, Administrative Support, and Skilled Craft job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic male applicants.

b. HR will conduct a detailed analysis to identify specific County departments and divisions and job classes that represent significant underutilization of Hispanic males in the Technicians, Administrative Support, and Skilled Craft job categories. The workforce analysis may include interviews with supervisors and managers. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year.

c. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts that target Hispanic male applicants in the Technicians, Administrative Support, and Skilled Craft job categories (e.g., attend job fairs and partner with vocational educational institutions, especially those with significant Hispanic male membership; post job vacancies on free job sourcing outlets; and develop relationships with organizations serving the Hispanic community). Organizations which the County will approach in these outreach efforts are as follows: Truckee Meadows Community College, Nevada Job Connect, Nevada Department of Employment, Training and Rehabilitation and Government Jobs. Paid advertising options such as diversity-jobs.com, diversityworking.com, LatPro.com, La Voz Hispana Newspaper and Hispanic Hotline will be utilized as funding allows.

2. Encourage Asian males to apply for vacancies in the Administrative Support category

a. The Washoe County Department of Human Resources (HR) will review the composition of the applicant pool for all vacancies in the Administrative Support job category in the last fiscal year to determine whether Asian male applicants were under-represented. HR will also review the applicant flow data, that it is required to keep under the EEO regulations, for all vacancies in the last fiscal year in the Administrative Support job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian male applicants.

b. HR will conduct a detailed analysis to identify specific County departments and divisions and job classes that represent significant underutilization of Asian males in the Administrative Support job category. The workforce analysis may include interviews with supervisors and managers. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year.

c. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts that target Asian male applicants in the Administrative Support job category (e.g., attend job fairs and partner with vocational and higher educational institutions, especially those with significant Asian male membership; post job vacancies with free job sourcing outlets; and develop relationships with organizations serving the Asian male community). Organizations which the County will approach in these outreach efforts are as follows: University of Nevada Reno, Truckee Meadows Community College, and Nevada Job Connect. Paid advertising options such as diversity-jobs.com, diversityworking.com, and Asian Pacific Careers will be utilized as funding allows.

3. Encourage White females to apply for vacancies in the Skilled Craft, and Service/Maintenance job categories

a. The Washoe County Department of Human Resources (HR) will review the composition of the applicant pool for all vacancies in the Skilled Craft, and Service/Maintenance job categories in the last fiscal year to determine whether White female applicants were under-represented. HR will also review the applicant flow data, that it is required to keep under the EEO regulations, for all vacancies in the last fiscal year in the Skilled Craft, and Service/Maintenance job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants.

b. HR will conduct a detailed analysis to identify specific County departments and divisions and job classes that represent significant underutilization of White females in the Skilled Craft, and Service/Maintenance job categories. The workforce analysis may include interviews with supervisors and managers. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year.

c. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts that target White female applicants in the Skilled Craft, and Service/Maintenance job categories (e.g., attend job fairs and partner with vocational and higher educational institutions, especially those with significant White female membership; post job vacancies with free job sourcing outlets; and develop relationships with organizations serving the White female community). Organizations which the County will approach in these outreach efforts are as follows: University of Nevada Reno, Truckee Meadows Community College, Nevada Job Connect and Nevada Womens Fund, a non-profit entity that focuses on womens issues, educational advancements and grant funding. Paid advertising options such as diversity-jobs.com, National Association of Women in Construction, and diversityworking.com will be utilized as funding allows.

4. Encourage Asian females to apply for vacancies in the Service/Maintenance job category

a. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts that target Asian female applicants in the Service/Maintenance job category (e.g., attend job fairs and partner with vocational and higher educational institutions, especially those with significant Asian female membership; post job vacancies with free job sourcing outlets; and develop relationships with organizations serving the Asian female community). Organizations which the County will approach in these outreach efforts are as follows: University of Nevada Reno, Truckee Meadows Community College, Nevada Job Connect and Nevada Womens Fund, a non-profit entity that focuses on

womens issues, educational advancements and grant funding. Paid advertising options such as diversity-jobs.com, diversityworking.com, and Asian Pacific Careers will be utilized as funding allows.

b. The Washoe County Department of Human Resources (HR) will review the composition of the applicant pool for all vacancies in the Service/Maintenance job category in the last fiscal year to determine whether Asian female applicants were under-represented. HR will also review the applicant flow data, that it is required to keep under the EEO regulations, for all vacancies in the last fiscal year in the Service/Maintenance job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian female applicants.

c. HR will conduct a detailed analysis to identify specific County departments and divisions and job classes that represent significant underutilization of Asian females in the Service/Maintenance job category. The workforce analysis may include interviews with supervisors and managers. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year.

5. Partner with internal County departments to promote the Countys EEO objectives during the recruitment process

a. The Washoe County Department of Human Resources (HR) will make specific outreach efforts to targeted departments, which hold the affected job classes, at the time of recruitment to partner together in order to promote strategic advertising efforts to reach the underrepresented populations. The HR Manager Compensation & Recruitment will notify specific department heads within the County that Human Resource Analysts will approach them and/or their designees, at the time of recruitment, to work together to promote the objectives of the Countys EEO plan.

Step 6: Internal Dissemination

1. HR will post the 2019 EEO on the Countys Intranet site and will provide all employees notice of this posting via the Managers Monday Memo.
2. All new and returning employees are required to sign a Washoe County Policy Acknowledgment form acknowledging that they have read and understand various County policies including the Discrimination, Harassment and Retaliation Policy. These policies are also discussed during new employee orientation, which includes familiarizing new employees with the County EEO and how to access this information on the County website.
3. HR conducts equal employment opportunity training for managers and supervisors and will familiarize managers and supervisors with the County EEO and how to access this information on the County website.
4. All employment advertisements contain the phrase, Washoe County does not discriminate on the basis of race, color, sex, sexual orientation, gender identity and expression, age, disability or national origin in the activities and/or service which it provides. EOE.
5. Each County Labor Agreement has a Non-Discrimination Article which includes a sub-section with non-discrimination language as defined by NRS 613.330.

Step 7: External Dissemination

1. Washoe County has posted a copy of the EEO to the Countys public website.
2. Washoe County has provided copies of the EEO to local public libraries for public access by library patrons.

Utilization Analysis Chart
Relevant Labor Market: Washoe County, Nevada

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 #/%	55/42%	5/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/45%	5/4%	2/2%	0/0%	5/4%	0/0%	0/0%	0/0%
CLS #/%	12,260/49%	1,070/4%	315/1%	120/0%	590/2%	20/0%	140/1%	8,405/34%	1,285/5%	75/0%	30/0%	405/2%	30/0%	114/0%	0/0%	0/0%
Utilization #/%	-7%	-1%	-1%	-0%	-2%	-0%	-1%	12%	-1%	1%	-0%	-0%	2%	-0%	-0%	0%
Professionals																
Workforce #/%	238/32%	22/3%	11/1%	4/1%	18/2%	4/1%	0/0%	357/48%	51/7%	8/1%	2/0%	19/3%	0/0%	3/0%	0/0%	0/0%
CLS #/%	12,595/38%	950/3%	205/1%	85/0%	945/3%	10/0%	130/0%	15,250/46%	1,020/3%	175/1%	165/0%	1,170/4%	130/0%	175/1%	85/0%	85/0%
Utilization #/%	-6%	0%	1%	0%	-0%	1%	-0%	2%	4%	1%	-0%	-1%	-0%	-0%	-0%	-0%
Technicians																
Workforce #/%	8/11%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	40/56%	20/28%	1/1%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,030/40%	135/3%	70/1%	85/2%	150/3%	25/0%	55/1%	1,870/37%	220/4%	70/1%	30/1%	250/5%	20/0%	15/0%	10/0%	10/0%
Utilization #/%	-29%	-3%	-1%	-2%	-2%	-0%	-1%	18%	23%	-0%	-1%	-2%	-0%	-0%	-0%	-0%
Protective Services:																
Sworn																
Workforce #/%	289/66%	36/8%	7/2%	1/0%	13/3%	2/0%	0/0%	711/16%	10/2%	3/1%	4/1%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,280/72%	290/6%	60/1%	4/0%	125/3%	35/1%	124/3%	480/11%	90/2%	0/0%	10/0%	15/0%	20/0%	15/0%	0/0%	0/0%
Utilization #/%	-6%	2%	0%	0%	0%	-0%	-3%	6%	0%	1%	1%	-0%	-0%	-0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	17/57%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	13/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	155/42%	35/10%	0/0%	10/3%	0/0%	0/0%	0/0%	150/41%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/4%
Utilization #/%	14%	-10%	0%	-3%	0%	0%	0%	2%	0%	0%	0%	0%	0%	0%	0%	-4%
Administrative Support																
Workforce #/%	98/14%	13/2%	2/0%	0/0%	3/0%	0/0%	0/0%	426/62%	103/15%	11/2%	6/1%	18/3%	0/0%	5/1%	0/0%	0/0%
CLS #/%	16,930/29%	2,595/4%	535/1%	235/0%	940/2%	70/0%	155/0%	27,625/48%	5,510/9%	555/1%	450/1%	1,520/3%	105/0%	395/1%	310/1%	310/1%

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 #/%	-15%	-3%	-1%	-0%	-1%	-0%	-0%	-0%	15%	6%	1%	0%	0%	-0%	0%	-1%
Skilled Craft																
Workforce #/%	73/88%	8/10%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,690/62%	5,295/28%	115/1%	260/1%	330/2%	55/0%	215/1%	125/1%	485/3%	210/1%	30/0%	30/0%	10/0%	0/0%	10/0%	0/0%
Utilization #/%	26%	-18%	-1%	-0%	-1%	-0%	-1%	-1%	-3%	-1%	-0%	-0%	-0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	46/52%	15/17%	2/2%	0/0%	2/2%	0/0%	0/0%	0/0%	13/15%	8/9%	0/0%	1/1%	0/0%	0/0%	1/1%	0/0%
CLS #/%	18,995/32%	11,930/20%	905/2%	300/1%	2,115/4%	210/0%	350/1%	195/0%	13,550/23%	7,330/12%	545/1%	410/1%	2,380/4%	170/0%	340/1%	175/0%
Utilization #/%	21%	-3%	1%	-1%	-1%	-0%	-1%	-0%	-8%	-3%	-1%	0%	-4%	-0%	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
Professionals	✓															
Technicians	✓															
Protective Services: Sworn	✓						✓									
Administrative Support	✓	✓			✓											
Skilled Craft		✓														

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: Cathie Korson

HR Manager

11-04-2019

[signature]

[title]

[date]

Step 4b of 7: Narrative of Interpretation

The Department of Human Resources (HR) reviewed the results of the Utilization Analysis (comparing Washoe County's workforce to the relevant community labor statistics for the Washoe County labor market) and has identified the following for each job category:

Officials/Administrators – No underutilization is identified in the Officials and Administrators job category as the utilization % does not exceed 2% or two standard deviations in any of the minority groups for males or females.

Professionals – No underutilization is identified in the Professionals job category as the utilization % does not exceed 2% or two standard deviations in any of the minority groups for males or females.

Technicians – Washoe County continues to demonstrate underutilization of Hispanic males in the Technicians job category. The community workforce statistics for Hispanic males in this job category is 3% vs. 0% at Washoe County or (-3%) underutilization.

Protective Services: Sworn (also see Washoe County Sheriff's Department EEO) – Two or More Races was identified for males as underutilized in the Protective Services Sworn Official job category. The community workforce statistics for males in the Two or More Races job category is 3% vs. 0% at Washoe County or (-3%) underutilization. This may be due to historic recordkeeping for long-time employees which may not have had the opportunity to previously identify themselves as Two or More Races at time of hire. Current recordkeeping allows employees the ability to identify as Two or More Races and all employees have accessibility to a secure employee portal to make identifying changes as deemed appropriate by the employee.

Protective Services: Non-Sworn – No underutilization is identified in the Protective Services: Non-Sworn job category as the utilization % does not exceed 2% or two standard deviations in any of the minority groups for males or females. It is important to note, however, that all employees in this job category are White, which represents a noticeable equal employment opportunity challenge for Washoe County.

Administrative Support – Washoe County demonstrates underutilization of Hispanic males (-3%) and Asian males (-1%) in the Administrative Support job category. The community workforce statistics for Hispanic males in this job category is 4% vs. 2% at Washoe County or (-3%) with rounding. The community workforce statistics for Asian males in this job category is 2% vs. 0% at Washoe County or (-1%) with rounding.

Skilled Craft – Washoe County demonstrates underutilization of Hispanic males (-18%) in the Skilled Craft job category. The community workforce statistics for Hispanic males in this job category is 28% vs. 10% at Washoe County or (-18%).

Service/Maintenance – No underutilization is identified in the Service Maintenance job category as the utilization % does not exceed 2% or two standard deviations in any of the minority groups for males or females.

Overall findings indicate:

- The community labor statistics show that Black or African American, Native Hawaiian or Other Pacific Islander, and American Indian or Alaska Native populations are proportionately small in Washoe County (3% or less). These smaller minority populations make it difficult to draw reliable conclusions regarding underutilization in the Washoe County workforce due to the actual numbers of employees in specific job categories and the corresponding availability of minorities in the labor market.
- No underutilization or an utilization % of less than 2% occurred in the job categories of Officials and Administrators, Professionals, Protective Services: Sworn, Protective Services: Non-Sworn, and Service/Maintenance.
- Hispanic males were not represented in the Technicians job category. In comparison to the relevant labor market the under-representation was (-3%). Hispanic males were also under-represented in the Administrative Support (-3%) and Skilled Craft job category (-18%).
- Asian males were not represented in the Officials/Administrators job category. In addition, Asian males showed an underutilization of less than 3% (-1%) in the Administrative Support job category which would not ordinarily be a concern, however, Step 4a of the U.S. Department of Justice identified Asian males as underutilized by two or more standard deviations on their "Utilization Analysis Chart: Two or More Standard Deviations" in this job category.
- In comparison to the relevant labor market, White females were under-represented in the Skilled Craft job category (-3%), and the Service/Maintenance job category (-8%).
- Asian females were not represented in the Service/Maintenance job category (-4%).
- It is important to note that the U.S. Department of Justice's "Utilization Analysis Chart: Two or More Standard Deviations" (Step 4a) did not identify females in any of the job categories as underutilized with two or more standard deviations.
- All employees in the Protective Services: Non-Sworn job category are either White males or White females, which represents a noticeable equal employment opportunity challenge.
- Identified areas of underutilization are primarily restricted to the job categories of Administrative Support for Hispanic males and Asian males, and Skilled Craft for Hispanic males.

Washoe County is committed to a workforce that closely reflects the available labor force in the Washoe County community and will continue to explore ways of communicating job opportunities and facilitating employment opportunities among all gender, race, and ethnic groups.

The following "Objectives and Steps", noted in Step 5 and 6, have been formulated to assist in achieving our goals:

Step 5: Objectives and Steps

Objectives

Washoe County strives to maintain an inclusive organizational climate that recognizes and promotes the value of a diverse workforce that reflects the community and clients to which the County provides services by:

General

- Requiring all new employees to attend a mandatory orientation session that covers workplace policies and includes information on the Washoe County EEOP.
- Continuing to ensure all employees receive mandatory Discrimination, Harassment and Retaliation training every (2) two years in accordance with Washoe County policy.
- Ensuring EEO posters are posted in County departments and facilities.

HR/Recruitment

- Monitoring situations where females and/or minorities are identified as underutilized.
- Researching and implementing outreach efforts.
- Reviewing examination instruments and selection processes to remove potential employment or promotional barriers to females and minorities competing for job classes within the identified job categories.
- Monitoring potential areas of underutilization when females and minority employee levels are identified as approaching underutilization levels or specific applicant pools for females and minorities are identified through historical recruitment data as being historically difficult to attract.
- Partner with internal County departments during the recruitment process to promote the County's EEOP

Steps

Steps supporting identified objectives represent ongoing efforts by the County to achieve EEOP objectives and are as follows:

- 1. Encourage Hispanic males to apply for vacancies in the Technicians, Administrative Support, and Skilled Craft job categories**
 - a. The Washoe County Department of Human Resources (HR) will review the composition of the applicant pool for all vacancies in the Technicians, Administrative Support, and Skilled Craft job categories in the last fiscal year to determine whether Hispanic male applicants were under-represented. HR will also review the applicant flow data, that it is required to keep under the EEOP regulations, for all vacancies in the last fiscal year in the Technicians, Administrative Support, and Skilled Craft job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic male applicants.
 - b. HR will conduct a detailed analysis to identify specific County departments and divisions and job classes that represent significant underutilization of Hispanic males in the Technicians, Administrative Support, and Skilled Craft job categories. The workforce analysis may include

interviews with supervisors and managers. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year.

- c. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts that target Hispanic male applicants in the Technicians, Administrative Support, and Skilled Craft job categories (e.g., attend job fairs and partner with vocational educational institutions, especially those with significant Hispanic male membership; post job vacancies on free job sourcing outlets; and develop relationships with organizations serving the Hispanic community). Organizations which the County will approach in these outreach efforts are as follows: Truckee Meadows Community College, Nevada Job Connect, Nevada Department of Employment, Training and Rehabilitation and Government Jobs. Paid advertising options such as diversity-jobs.com, diversityworking.com, LatPro.com, La Voz Hispana Newspaper and Hispanic Hotline will be utilized as funding allows.

2. Encourage Asian males to apply for vacancies in the Administrative Support category

- a. The Washoe County Department of Human Resources (HR) will review the composition of the applicant pool for all vacancies in the Administrative Support job category in the last fiscal year to determine whether Asian male applicants were under-represented. HR will also review the applicant flow data, that it is required to keep under the EEO regulations, for all vacancies in the last fiscal year in the Administrative Support job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian male applicants.
- b. HR will conduct a detailed analysis to identify specific County departments and divisions and job classes that represent significant underutilization of Asian males in the Administrative Support job category. The workforce analysis may include interviews with supervisors and managers. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year.
- c. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts that target Asian male applicants in the Administrative Support job category (e.g., attend job fairs and partner with vocational and higher educational institutions, especially those with significant Asian male membership; post job vacancies with free job sourcing outlets; and develop relationships with organizations serving the Asian male community). Organizations which the County will approach in these outreach efforts are as follows: University of Nevada Reno, Truckee Meadows Community College, and Nevada Job Connect. Paid advertising options such as diversity-jobs.com, diversityworking.com, and Asian Pacific Careers will be utilized as funding allows.

3. Encourage White females to apply for vacancies in the Skilled Craft, and Service/Maintenance job categories

- a. The Washoe County Department of Human Resources (HR) will review the composition of the applicant pool for all vacancies in the Skilled Craft, and Service/Maintenance job categories in the last fiscal year to determine whether White female applicants were under-represented. HR will also review the applicant flow data, that it is required to keep under the EEO regulations, for all vacancies in the last fiscal year in the Skilled Craft, and

Service/Maintenance job categories to determine whether any step in the selection process for these positions may have had a significant impact on screening out White female applicants.

- b. HR will conduct a detailed analysis to identify specific County departments and divisions and job classes that represent significant underutilization of White females in the Skilled Craft, and Service/Maintenance job categories. The workforce analysis may include interviews with supervisors and managers. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year.
- c. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts that target White female applicants in the Skilled Craft, and Service/Maintenance job categories (e.g., attend job fairs and partner with vocational and higher educational institutions, especially those with significant White female membership; post job vacancies with free job sourcing outlets; and develop relationships with organizations serving the White female community). Organizations which the County will approach in these outreach efforts are as follows: University of Nevada Reno, Truckee Meadows Community College, Nevada Job Connect and Nevada Women's Fund, a non-profit entity that focuses on women's issues, educational advancements and grant funding. Paid advertising options such as diversity-jobs.com, National Association of Women in Construction, and diversityworking.com will be utilized as funding allows.

3. Encourage Asian females to apply for vacancies in the Service/Maintenance job category

- a. The Washoe County Department of Human Resources (HR) will review the composition of the applicant pool for all vacancies in the Service/Maintenance job category in the last fiscal year to determine whether Asian female applicants were under-represented. HR will also review the applicant flow data, that it is required to keep under the EEOP regulations, for all vacancies in the last fiscal year in the Service/Maintenance job category to determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian female applicants.
- b. HR will conduct a detailed analysis to identify specific County departments and divisions and job classes that represent significant underutilization of Asian females in the Service/Maintenance job category. The workforce analysis may include interviews with supervisors and managers. Based on the results of the analysis, as well as other data collected, HR will create a recruitment action plan for implementation by the end of the current fiscal year.
- c. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts that target Asian female applicants in the Service/Maintenance job category (e.g., attend job fairs and partner with vocational and higher educational institutions, especially those with significant Asian female membership; post job vacancies with free job sourcing outlets; and develop relationships with organizations serving the Asian female community). Organizations which the County will approach in these outreach efforts are as follows: University of Nevada Reno, Truckee Meadows Community College, Nevada Job Connect and Nevada Women's Fund, a non-profit entity that focuses on women's issues, educational advancements and grant funding. Paid advertising options such as diversity-jobs.com, diversityworking.com,

and Asian Pacific Careers will be utilized as funding allows.

4. Partner with internal County departments to promote the County's EEO objectives during the recruitment process

- a. The Washoe County Department of Human Resources (HR) will make specific outreach efforts to targeted departments, which hold the affected job classes, at the time of recruitment to partner together in order to promote strategic advertising efforts to reach the underrepresented populations. The HR Manager – Compensation & Recruitment will notify specific department heads within the County that Human Resource Analysts will approach them and/or their designees, at the time of recruitment, to work together to promote the objectives of the County's EEO plan.