

EEO Utilization Report

Organization Information

Name: WASHOE COUNTY

City: RENO

State: NV

Zip: 89512-

Type: County/Municipal Government

Section 1: EEO Policy Statement

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 2023, or until further revision or amendment by the Board of County Commissioners.

Section 5: Narrative Interpretation of Data

The community labor statistics show that the populations of Black or African American, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native and those that are Two or More Races are proportionately small in Washoe County.

* Hispanic males were significantly underutilized in the Technicians category (-9%), Administrative Support (-3%) and Skilled Craft (-16%) job categories. Although there is still a significant under-representation of Hispanic males in the skills craft category, the representation has improved by 2% over the 2021 utilization report.

* Asian males were not represented in the Officials/Administrators job category and therefore showed an underutilization of (-1%) for that category. Asian males showed a significant underutilization of (-2%) in the Professional and Administrative Support categories and a (-4%) in the Protective Services Non-Sworn category.

* In comparison to the relevant labor market, White females were significantly underutilized in the Technician category (-8%), and the Service/Maintenance job category (-13%).

* Hispanic females showed significant under-representation in the Officials/Administrators category (-5%), Technicians (-9%), and Service/Maintenance (-12%).

* Though there is still under-representation present in the Protective Services: Non-Sworn job category; there has been a significant improvement over 2021 when there was no representation beyond White males and females. We now have representation of Hispanic males and females, Black and Asian females.

*The category with most underutilization has occurred in the Service/Maintenance category, with White females and Hispanic females showing an underutilization of (-13%) and (-12%) respectively.

*The single largest area of underutilization is with Hispanic males in the category of Skilled Craft (-16%).

Section 6: Objectives and Steps

1. Encourage Hispanic males to apply for vacancies in the Technicians, Protective Services: Non-Sworn, and Skilled Craft job categories.

a. The Washoe County Department of Human Resources will review the composition of the applicant pool for all vacancies in the Technicians, Protective Services: Non-Sworn and Skilled Craft job categories in the last fiscal year to determine whether Hispanic male applicants were under-represented. The analysis will help determine whether any step in the selection process for these positions may have had a significant impact on screening out Hispanic male applicants which will guide policy changes for any areas of deficiency.

b. As recruiting budgets and staff capacity allow, HR will enhance outreach efforts to those organizations that serve a greater population of the Hispanic Community; such as: University programs, Nevada Job Connect, community centers, diversity-jobs .com, diversityworking.com, LatPro.com, La Voz Hispana Newspaper and Hispanic radio.

2. Encourage Asian males to apply for vacancies in the Officials/Administrators, Professional, Administrative and Protective: Non-Sworn categories.

a. The Washoe County Department of Human Resources will review the composition of the applicant pool for all vacancies in the Officials/Administrators, Professionals, Administrative, and Protective: Non-Sworn job categories in the last fiscal year to determine whether Asian male applicants were under-represented. The analysis will help determine whether any step in the selection process for these positions may have had a significant impact on screening out Asian male applicants which will guide policy changes for any areas of deficiency.

b. Washoe County HR will partner with departments to increase outreach to male Asian applicants across our job categories, focusing on those where underutilization is currently reported to increase the pool of applicants.

3. Partner with internal County departments to promote the Countys EEOP 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 working with the HR Manager, Organizational Effectiveness which includes Diversity 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 EEOP plan.

4. Encourage White and Hispanic 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 White and Hispanic female applicants in the Service/Maintenance job categories. This will include developing relationships with vocational job training centers and those that typically focus job training on these areas of focus. One such organization is the National Association of Women in Construction as well as Nevada Builders Association.

b. The Washoe County Department of Human Resources 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 White and Hispanic female applicants were under-represented. The analysis will help determine whether any step in the selection process for these positions may have had a significant impact on screening out White and Hispanic female applicants which will guide policy changes for any areas of deficiency.

Section 7: Dissemination Strategy: Internal

1. Washoe County HR will post the 2023 EEOP on the Countys Intranet site and will provide all employees notice of this posting via our internal employee communication website Inside Washoe.

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 EEOP and how to access this information on the County website. Additionally, in 2022, Washoe County established an Employee Resource Group focused on Diversity, Equity and Inclusion which will involve discussions with employees on ways to increase outreach to the targeted populations.

3. Washoe County HR conducts equal employment opportunity training for managers and supervisors and will familiarize managers and supervisors with the County EEOP and how to access this information on the County website.

4. All employment advertisements contain our EEO statement.

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.

Section 7: Dissemination Strategy: External

1. Washoe County will post the 2023 EEOP utilization report to our public website.

2. Washoe County has provided a copy of our 2023 EEOP utilization report for posting at our public libraries.

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 #/%	42/46%	4/4%	2/2%	0/0%	1/1%	0/0%	0/0%	38/42%	1/1%	1/1%	0/0%	2/2%	0/0%	0/0%
CLS #/%	12,850/47%	1,945/7%	250/1%	150/1%	585/2%	15/0%	175/1%	8,815/32%	1,535/6%	220/1%	70/0%	485/2%	45/0%	250/1%
Utilization #/%	-1%	-3%	1%	-1%	-1%	-0%	-1%	10%	-5%	0%	-0%	0%	-0%	-1%
Professionals														
Workforce #/%	237/27%	27/3%	11/1%	3/0%	12/1%	0/0%	4/0%	448/50%	98/11%	8/1%	4/0%	26/3%	1/0%	11/1%
CLS #/%	13,915/35%	1,520/4%	390/1%	250/1%	1,200/3%	30/0%	425/1%	17,365/43%	2,635/7%	260/1%	165/0%	1,300/3%	65/0%	520/1%
Utilization #/%	-8%	-1%	0%	-0%	-2%	-0%	-1%	7%	4%	0%	0%	-0%	-0%	-0%
Technicians														
Workforce #/%	112/60%	8/4%	3/2%	1/1%	5/3%	3/2%	2/1%	36/19%	8/4%	2/1%	2/1%	4/2%	1/1%	0/0%
CLS #/%	5,095/33%	2,040/13%	155/1%	190/1%	660/4%	30/0%	190/1%	4,250/27%	2,015/13%	115/1%	125/1%	550/4%	25/0%	110/1%
Utilization #/%	27%	-9%	1%	-1%	-2%	1%	-0%	-8%	-9%	0%	0%	-1%	0%	-1%
Protective Services: Sworn														
Workforce #/%	281/59%	54/11%	8/2%	2/0%	16/3%	6/1%	6/1%	81/17%	18/4%	3/1%	2/0%	3/1%	0/0%	0/0%
CLS #/%	2,320/57%	355/9%	205/5%	70/2%	65/2%	10/0%	115/3%	600/15%	210/5%	60/1%	0/0%	0/0%	0/0%	40/1%
Utilization #/%	1%	2%	-3%	-1%	2%	1%	-2%	2%	-1%	-1%	0%	1%	0%	-1%
Protective Services: Non-sworn														
Workforce #/%	23/13%	4/2%	0/0%	1/1%	0/0%	0/0%	0/0%	86/50%	45/26%	8/5%	1/1%	2/1%	0/0%	3/2%
Civilian Labor Force #/%	240/42%	35/6%	35/6%	15/3%	25/4%	4/1%	0/0%	110/19%	65/11%	25/4%	0/0%	0/0%	0/0%	20/3%
Utilization #/%	-29%	-4%	-6%	-2%	-4%	-1%	0%	31%	15%	0%	1%	1%	0%	-2%
Administrative Support														
Workforce #/%	98/13%	23/3%	3/0%	0/0%	4/1%	0/0%	1/0%	437/58%	143/19%	6/1%	6/1%	19/3%	0/0%	8/1%
CLS #/%	13,700/26%	3,470/7%	710/1%	230/0%	1,410/3%	60/0%	485/1%	22,250/42%	6,780/13%	515/1%	460/1%	2,090/4%	255/0%	865/2%

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 #/%	-13%	-3%	-1%	-0%	-2%	-0%	-1%	17%	6%	-0%	-0%	-1%	-0%	-1%
Skilled Craft														
Workforce #/%	58/82%	10/14%	0/0%	1/1%	1/1%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	9,935/58%	5,250/30%	130/1%	105/1%	400/2%	90/1%	255/1%	560/3%	325/2%	50/0%	40/0%	90/1%	0/0%	45/0%
Utilization #/%	24%	-16%	-1%	1%	-1%	-1%	-1%	-2%	-2%	-0%	-0%	-1%	0%	-0%
Service/Maintenance														
Workforce #/%	35/49%	25/35%	1/1%	0/0%	1/1%	0/0%	1/1%	6/8%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%
CLS #/%	18,685/30%	14,165/23%	780/1%	445/1%	1,880/3%	360/1%	585/1%	13,190/21%	8,730/14%	515/1%	370/1%	2,220/4%	300/0%	720/1%
Utilization #/%	20%	13%	0%	-1%	-2%	-1%	0%	-13%	-12%	-1%	-1%	-4%	-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
Officials/Administrators									✓					
Professionals	✓				✓		✓							
Technicians		✓						✓	✓					
Protective Services: Sworn			✓	✓			✓							✓
Protective Services: Non-sworn	✓	✓	✓		✓									
Administrative Support	✓	✓	✓	✓	✓		✓					✓	✓	
Skilled Craft		✓												
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: Elizabeth Jourdin

HR Manager Organizational Effectiveness 12-14-2023

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