

# EEO Utilization Report

## Organization Information

Name: Marion County

City: SALEM

State: OR

Zip: 97309

Type: County Correctional Department and/or Institution

## **Step 1: Introductory Information**

### **Policy Statement:**

EQUAL EMPLOYMENT OPPORTUNITY POLICY

41 CFR Section 60-300.44(a), 41 CFR Section 60-741.44(a)

It is the policy at Marion County to provide equal employment and advancement opportunities to all qualified individuals. To achieve this goal, Marion County is dedicated to taking affirmative action to employ and advance in employment protected veterans and individuals with disabilities. All personnel actions, including compensation, benefits, recruitment, hiring, training, and promotion of persons in all job titles, are administered without regard to protected veteran or disability status, and all employment decisions are based solely on valid job requirements. In addition, employees and applicants are protected from harassment, threats, coercion, intimidation, or discrimination for:

- 1) Filing a complaint;
- 2) Assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 4212, Section 503, or any other Federal, State, or local law requiring equal opportunity for protected veteran or individuals with disabilities;
- 3) Opposing any act or practice made unlawful by Section 4212, Section 503, or any other Federal, State or local law requiring equal opportunity for protected veterans and individuals with disabilities; or
- 4) Exercising any other right protected by Section 4212, Section 503.

A copy of the Equal Employment Opportunity statement that reaffirms Marion County's commitment to protected veterans and individuals with disabilities is posted in a form that is accessible and understandable to an individual with a disability.

## **Step 4b: Narrative of Interpretation**

### Step 4b: Narrative Underutilization Analysis

The Marion County Human Resources Office reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

White Males were significantly under-represented in the following job categories:

1. Professionals
2. Protective Services: Non-Sworn
3. Administrative Support

Hispanic or Latino Males were significantly under-represented in the following job categories:

1. Protective Services: Sworn Patrol Officers
2. Skilled Craft

Asian Males were under-represented in the job category of: Professionals

White Females were significantly under-represented in the following job categories:

1. Technicians
2. Protective Services-Sworn Patrol Officers
3. Protective Services-Non-Sworn
4. Service/Maintenance

Hispanic or Latino Females were significantly under-represented in the job category of:  
Protective Services-Sworn Patrol Officers

Two or More Races Females were under-represented in the job category of: Professionals

### Improvements

In reviewing the EEOP Utilization Report that the County submitted in 2018 (for FY 2017-18), we were able to track significant improvements in the recruitment and retention of the following:

1. White Males: Professionals; Administrative Support
2. Hispanic or Latino Males: Protective Services: Sworn; Skilled Craft
3. White Females: Protective Services: Non-Sworn

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

### **1. Continue to utilize internal and external recruitment methods.**

- a. Encourage existing employees to recruit for Marion County and to present us as a viable employer for all groups by sending out periodic e-mail communications to employees regarding ongoing recruitment efforts.
- b. Continue to use social media platforms to network and provide job awareness for minority, female, and Veteran groups.

### **2. Continue to improve internal recruitment and data-gathering processes.**

- a. Disability, Ethnic, Veteran and Gender self-identification forms have been updated and are being included with new hire packets to collect this data more effectively.
- b. Applications are being forwarded to hiring managers without names or other gender or ethnic information to prevent unconscious bias and will continue with this practice.

- c. Tracking sheets and checkpoints are being used to monitor effectiveness of diversity recruitment.

**3. Increase diversity and inclusion awareness in Marion County.**

- a. Marion County is providing more diversity and inclusion trainings. We will continue with these.

**4. Continue to partner with the Sheriffs Office Recruitment Team and the District Attorneys Office to promote Marion County as a diverse employer in the criminal justice field.**

- a. Recruit representatives from the Sheriffs Office, the District Attorney's Office, and other departments to attend these gatherings along with the county recruiter.
- b. A defined number of positions have been designated as Minimum Staffing Required for women only recruitment for the job category of Protective Services: Sworn. These will be adjusted to increase recruitment for women.

**5. Continue with recruitment efforts on college and high school campuses, focusing on promoting Marion County as a diverse employer.**

- a. Visit McKay High School, which has a high minority population.
- b. Visit, attend job fairs and post job flyers at Chemeketa Community College; which has programs for Corrections, Business and Skilled Trades.
- c. Partner with Willamette University colleges for Law and Business, as well as their Japanese university.

**6. Continue to attend local recruitment events to promote Marion County as a diverse employer.**

- a. Attend minority, female, and Veteran focused career fairs and networking groups.

**Step 6: Internal Dissemination**

The utilization information for the entire County will be disseminated on an annual basis by the County recruiter. We will continue with this practice and will schedule individual meetings with departments that show underutilization. We will review existing goals and action plans and develop new ones to address underutilization.

**Step 7: External Dissemination**

Marion County publishes the EEO Law Notice, Diversity Policy and EEOP information on its Human Resources internet page.

**Utilization Analysis Chart  
Relevant Labor Market: Oregon**

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 #/%	26/59%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%	16/36%	0/0%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	118,680/52%	5,830/3%	1,615/1%	740/0%	4,290/2%	200/0%	1,815/1%	385/0%	84,295/37%	4,025/2%	1,260/1%	640/0%	3,175/1%	100/0%	1,610/1%	320/0%
Utilization #/%	7%	-3%	-1%	-0%	0%	-0%	-1%	-0%	-0%	-2%	-1%	-0%	1%	-0%	-1%	-0%
<b>Professionals</b>																
Workforce #/%	140/25%	25/4%	4/1%	2/0%	8/1%	1/0%	0/0%	0/0%	300/54%	55/10%	4/1%	2/0%	13/2%	6/1%	0/0%	0/0%
CLS #/%	128,425/40%	5,350/2%	2,250/1%	615/0%	10,895/3%	340/0%	2,250/1%	920/0%	148,285/46%	7,335/2%	1,855/1%	835/0%	8,660/3%	185/0%	2,665/1%	815/0%
Utilization #/%	-15%	3%	0%	0%	-2%	0%	-1%	-0%	7%	8%	0%	0%	-0%	1%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	53/60%	0/0%	0/0%	1/1%	6/7%	0/0%	0/0%	0/0%	24/27%	2/2%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,845/43%	945/2%	325/1%	205/0%	1,155/2%	20/0%	375/1%	40/0%	20,110/43%	1,015/2%	215/0%	290/1%	1,295/3%	60/0%	530/1%	65/0%
Utilization #/%	18%	-2%	-1%	1%	4%	-0%	-1%	-0%	-16%	0%	-0%	2%	-3%	-0%	-1%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	31/84%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	41/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,385/71%	1,200/4%	555/2%	260/1%	310/1%	55/0%	605/2%	155/1%	4,075/15%	340/1%	40/0%	25/0%	65/0%	65/0%	160/1%	15/0%
Utilization #/%	13%	-4%	-2%	4%	-1%	-0%	-2%	-1%	-4%	-1%	-0%	-0%	-0%	-0%	-1%	-0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	136/64%	11/5%	6/3%	3/1%	2/1%	0/0%	0/0%	0/0%	46/22%	6/3%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	67,745/44%	16,775/11%	1,315/1%	1,160/1%	1,845/1%	750/0%	2,300/1%	395/0%	47,025/30%	9,850/6%	1,260/1%	820/1%	1,440/1%	465/0%	1,615/1%	350/0%
Utilization #/%	21%	-6%	2%	1%	-0%	-0%	-1%	-0%	-9%	-4%	-1%	-0%	-1%	-0%	-1%	-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 #/%	27/31%	16/19%	2/2%	1/1%	1/1%	0/0%	0/0%	0/0%	25/29%	13/15%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,265/45%	44/2%	45/2%	15/1%	0/0%	0/0%	19/1%	0/0%	1,305/46%	34/1%	25/1%	20/1%	25/1%	0/0%	14/0%	0/0%
Utilization #/%	-14%	17%	1%	1%	1%	0%	-1%	0%	-17%	14%	0%	-1%	-1%	0%	-0%	0%
<b>Administrative Support</b>																
Workforce #/%	15/6%	8/3%	3/1%	0/0%	0/0%	0/0%	0/0%	0/0%	156/66%	43/18%	1/0%	3/1%	6/3%	3/1%	0/0%	0/0%
CLS #/%	141,055/30%	12,440/3%	3,030/1%	1,185/0%	5,525/1%	550/0%	2,630/1%	760/0%	257,925/55%	19,110/4%	3,615/1%	2,900/1%	9,240/2%	1,035/0%	5,560/1%	1,510/0%
Utilization #/%	-24%	1%	1%	-0%	-1%	-0%	-1%	-0%	10%	14%	-0%	1%	1%	1%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	34/89%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	120,515/78%	16,235/11%	950/1%	1,305/1%	2,470/2%	470/0%	2,435/2%	490/0%	6,945/5%	670/0%	150/0%	155/0%	725/0%	70/0%	230/0%	20/0%
Utilization #/%	11%	-11%	-1%	-1%	1%	-0%	-2%	-0%	3%	-0%	-0%	-0%	-0%	-0%	-0%	-0%
<b>Service/Maintenance</b>																
Workforce #/%	64/64%	7/7%	3/3%	3/3%	0/0%	4/4%	0/0%	0/0%	15/15%	2/2%	0/0%	0/0%	0/0%	2/2%	0/0%	0/0%
CLS #/%	206,780/40%	61,700/12%	6,140/1%	3,090/1%	9,560/2%	1,015/0%	4,575/1%	1,200/0%	159,540/31%	36,315/7%	3,930/1%	2,565/0%	10,025/2%	1,165/0%	4,800/1%	1,035/0%
Utilization #/%	24%	-5%	2%	2%	-2%	4%	-1%	-0%	-16%	-5%	-1%	-0%	-2%	2%	-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-Patrol Officers		✓							✓	✓						
Protective Services: Non-sworn	✓								✓							
Administrative Support	✓															
Skilled Craft		✓														
Service/Maintenance									✓							

**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>Undersheriff</b>																
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%
<b>Division Commander</b>																
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%
<b>Lieutenant</b>																
Workforce #/%	7/78%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>																
Workforce #/%	20/83%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%	3/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	136/64%	11/5%	6/3%	3/1%	2/1%	0/0%	0/0%	0/0%	46/22%	6/3%	0/0%	1/0%	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.

Certified As Final By: Lori O'Mara

HR Supervisor

09-30-2019

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[signature]

[title]

[date]

**Marion County, Oregon**  
**Federal Grants for EOP 2019 (FY 2018-19)**

	District Attorney's Office	Sheriff's Office
Grant Title	2018-19 STOP Violence Against Women Act Competitive Grant	FY '16 Body-Worn Camera Policy and Implementation Program
Grant number	VAWA-C-2018-MarionCo.DAVAP-00001	2016-BC-BX-K068
Grantee Name	Marion County, District Attorney's Office	Marion County, Sheriff's Office
Award Amount	\$219,198.14	\$99,000.00
Grantee Type	Local Government Agency	Local Government Agency
Address	PO Box 14500 Salem OR 97309	555 Court ST NE Salem OR 97301
DOJ Grant Manager	Mackenzie Gray	Stephen Fender
DOJ Telephone #	503-378-5647	202-532-0027
Grant Title	2017-2019 VOCA Non-Competitive Grant	Category 1 - Comprehensive Opioid Abuse Program: First Responder Partnerships
Grant number	VOCA/CFA-2017-MarionCo.DAVAP-00043	2018-AR-HX-K054
Grantee Name	Marion County, District Attorney's Office	Marion County, Sheriff's Office
Award Amount	\$607,913.34	\$460,806.00
Grantee Type	Local Government Agency	Local Government Agency
Address	PO Box 14500 Salem OR 97309	555 Court ST NE Salem OR 97301
DOJ Grant Manager	Mackenzie Gray	Marie Anderson
DOJ Telephone #	503-378-5647	202-298-7381
Grant Title	2016-2019 VOCA Competitive Grant	Category 3 - Comprehensive Opioid Abuse Program: System Level Diversion
Grant number	VOCA-C-2016-MarionCo.DAVAP-00005	2018-AR-HX-K021
Grantee Name	Marion County, District Attorney's Office	Marion County, Sheriff's Office
Award Amount	\$223,997.40	\$899,562.00
Grantee Type	Local Government Agency	Local Government Agency
Address	PO Box 14500 Salem OR 97309	555 Court ST NE Salem OR 97301
DOJ Grant Manager	Mackenzie Gray	Marie Anderson
DOJ Telephone #	503-378-5647	202-298-7381
Grant Title	Department of Justice Cooperative Agreement Child Support Services	
Grant number	Agreement # 19300	
Grantee Name	Marion County, District Attorney's Office	
Award Amount	Not specific	
Grantee Type	Local Government Agency	
Address	PO Box 14500 Salem OR 97309	
DOJ Grant Manager	Kate Ahmad	
DOJ Telephone #	503-947-4361	