

# EEO Utilization Report

## Organization Information

Name: COUNTY OF GUILFORD

City: GREENSBORO

State: NC

Zip: 27402-3427

Type: County/Municipal Law Enforcement

Thu 02-13-2025 16:27:16 EST

## **Section 1: EEO Policy Statement**

### **Policy Statement:**

Guilford County prohibits unlawful discrimination in employment policy or practice against current employees and persons seeking employment on the basis of race; color; religion; gender, including on the basis of actual or perceived gender as expressed through dress, appearance, or behavior; sex; national origin; age; disability; sexual orientation; pregnancy; genetic history; veteran status; political affiliation; or any other factor that is not reasonably related to job qualification or performance. All human resource actions including, but not limited to, hiring, compensation, benefits, promotions, demotions, transfers, layoffs, dismissals, and training are to be administered in a manner that does not constitute unlawful discrimination. Guilford County adheres to the affirmative action requirements set forth in the Countys EEO Plan. Adoption of this Regulation does not constitute approval or expansion of County benefits beyond those which are expressly provided by the Board of County Commissioners as of the date of this Regulation Number 3.

Following File has been uploaded:Personnel Regulation 3.pdf

## Section 5: Narrative Interpretation of Data

Guilford County Government strives to ensure that its workforce reflects the diverse community it serves. The County's Human Resources Department, in consultation with the Assistant County Manager for Quality Government, reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. White Males were under-represented in the following categories: Professionals (-20%), and Administrative Support (-20%).
2. Hispanic Males were under-represented in the following categories: Technicians (-3%) and Skilled Craft (-14%)
3. Black Males were under-represented in the following categories: Professionals (-3%), Technicians (-8%), and Administrative Support (-4%)
4. Asian Males were under-represented in the following categories: Professionals (-2%), Technicians (-2%)
5. White Females were under-represented in the following categories: Professionals (-17%), Protective Services Non-sworn (-17%), and Admin Support (-9%).
6. Black Females were under-represented in the Technicians (-6%) category.
7. Asian Females were under-represented in the following categories: Professionals (-1%) and Technicians (-2%)

## Section 6: Objectives and Steps

### **1. To expand and diversify Guilford County's applicant pool and to continue to ensure equitable and inclusive hiring practices throughout Guilford County Government.**

- a. The Human Resources Department will conduct a more detailed workforce analysis to identify which divisions and departments have the most significant underutilization of expected labor market representation in each job category.
- b. The Human Resources Department will plan, prepare, and facilitate diversity training for supervisors and managers to emphasize the importance of the County workforce reflecting the demographics of the local labor market.
- c. Strengthen existing alliances with public and private universities in Guilford County, especially the Historically Black Colleges and Universities (HBCUs), and college and university programs. Some examples include NC A&T, GTCC, HPU, UNCG, and Bennett.
- d. When possible, participate in career fairs and advertise in publications targeted at under-represented groups.
- e. Ensure that hiring panels, particularly for supervisory and management positions, are diverse, including with respect to race/ethnicity and gender. Human Resources additionally commits to ongoing monitoring of this practice in accordance with County Regulation.
- f. Encourage employees to apply for promotional opportunities for which they are qualified. Should a concern of unequal consideration or opportunity arise, the applications of employees shall be reviewed by Human Resources to assure that qualified individuals are given equal consideration and opportunities for promotions, and transfers.
- g. Any full-time employee separating from County Employment voluntarily shall be afforded the opportunity of an exit interview.
- h. The Human Resources Department will make management of the affected departments aware of underrepresentation and will seek to improve and increase outreach efforts to increase and attract

underrepresented applicants. Outreach efforts may include but are not limited to the County having a presence at job fairs, trade associations, educational institutions, and other education training institutions, connecting with local minority affinity groups and organizations, and utilizing minority-targeted media outlets to increase awareness of employment opportunities with the County.

- i. Explore additional ways to actively support and enhance career development and succession planning initiatives both internal and external.
- j. Guilford County plans to review and amend the Countys Equal Employment Opportunity Regulation and the collective Personnel Regulations and policies to enhance inclusive recruitment efforts over the next 12 to 24 months.
- k. Increase the number of equity-related training for all staff regarding the benefits of a diverse and inclusive workforce, and how to create an internal culture of belonging.
- l. Human Resources will work towards a full audit of Guilford Countys application and hiring practices using a recognized equity analysis tool.
- m. The County plans to implement the recommended suggestions provided by the external diversity, equity and inclusion consultant and to develop a long-term plan with the support of the Equity, Inclusion, and Diversity Program Manager over the next 24 months.
- n. The Countys goal is to conduct bias awareness training for hiring managers and panel members over the next 12 to 24 months.
- o. The Countys goal is to ensure that job descriptions are equitable and are not creating undue barriers over the next 12 to 24 months.
- p. The County will conduct periodic assessments of our progress over the next 24 months.

## **Section 7: Dissemination Strategy: Internal**

1. Once approved, the Human Resources Department will post a copy of the EEOP Utilization Report on the Guilford County intranet site (OnePlace) within the Human Resources page. Human Resources will also inform new employees of the location of the document during New Employee Orientation.
2. 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 public.
3. The EEOP Utilization Report will also be shared with and made available to Department Directors and Managers during strategic planning discussions

## **Section 7: Dissemination Strategy: External**

1. The Human Resources Department will publish a copy of the EEOP Utilization Report on the Guilford County external website ([www.guilfordcountync.gov](http://www.guilfordcountync.gov)) for the public to review.
2. 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 public.

3. The Human Resources Department will include the Guilford County EEO Policy Statement on all job postings and employment advertisements.

4. Include on all job announcements for Guilford County positions that applicants may obtain a copy of the Guilford County EEOP Utilization Report located on [guilfordcountync.gov](http://guilfordcountync.gov).

## Utilization Analysis Chart

### Relevant Labor Market: Guilford 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 #/%	27/34%	1/1%	11/14%	1/1%	1/1%	1/1%	0/0%	18/23%	0/0%	17/22%	0/0%	1/1%	0/0%	1/1%
CLS #/%	17,385/44%	1,020/3%	3,295/8%	70/0%	650/2%	25/0%	185/0%	11,245/28%	505/1%	4,510/11%	70/0%	395/1%	0/0%	230/1%
Utilization #/%	-10%	-1%	6%	1%	-0%	1%	-0%	-6%	-1%	10%	-0%	0%	0%	1%
<b>Professionals</b>														
Workforce #/%	136/10%	11/1%	60/5%	0/0%	6/0%	1/0%	7/1%	288/22%	45/3%	713/55%	1/0%	16/1%	0/0%	21/2%
CLS #/%	17,450/30%	585/1%	4,180/7%	30/0%	1,645/3%	0/0%	315/1%	22,365/39%	955/2%	7,905/14%	95/0%	1,190/2%	4/0%	655/1%
Utilization #/%	-20%	-0%	-3%	-0%	-2%	0%	-0%	-17%	2%	41%	-0%	-1%	-0%	0%
<b>Technicians</b>														
Workforce #/%	112/37%	6/2%	23/8%	1/0%	4/1%	1/0%	0/0%	115/38%	8/3%	28/9%	0/0%	1/0%	1/0%	5/2%
CLS #/%	7,905/31%	1,260/5%	3,825/15%	30/0%	870/3%	0/0%	190/1%	5,985/24%	685/3%	3,710/15%	80/0%	570/2%	0/0%	75/0%
Utilization #/%	5%	-3%	-8%	0%	-2%	0%	-1%	14%	-0%	-6%	-0%	-2%	0%	1%
<b>Protective Services: Sworn</b>														
Workforce #/%	125/54%	13/6%	42/18%	1/0%	5/2%	0/0%	2/1%	18/8%	6/3%	19/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,955/58%	185/4%	1,030/20%	15/0%	60/1%	0/0%	40/1%	270/5%	40/1%	460/9%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	-4%	2%	-2%	0%	1%	0%	0%	2%	2%	-1%	0%	0%	0%	-0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	107/30%	12/3%	90/25%	0/0%	3/1%	0/0%	1/0%	32/9%	9/3%	96/27%	2/1%	1/0%	0/0%	3/1%
CLS #/%	95/23%	0/0%	75/18%	0/0%	0/0%	0/0%	4/1%	105/26%	4/1%	125/31%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	7%	3%	7%	0%	1%	0%	-1%	-17%	2%	-4%	1%	0%	0%	1%
<b>Administrative Support</b>														
Workforce #/%	14/5%	1/0%	13/4%	0/0%	1/0%	1/0%	1/0%	90/29%	14/5%	166/54%	0/0%	2/1%	1/0%	3/1%
CLS #/%	16,780/24%	865/1%	5,870/8%	0/0%	1,020/1%	10/0%	405/1%	26,275/38%	1,710/2%	14,515/21%	65/0%	1,020/1%	30/0%	840/1%
Utilization #/%	-20%	-1%	-4%	0%	-1%	0%	-0%	-9%	2%	33%	-0%	-1%	0%	-0%
<b>Skilled Craft</b>														
Workforce #/%	41/68%	1/2%	10/17%	1/2%	0/0%	0/0%	0/0%	2/3%	0/0%	5/8%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,710/55%	3,875/16%	3,185/13%	120/0%	700/3%	4/0%	360/1%	1,245/5%	445/2%	785/3%	15/0%	480/2%	0/0%	25/0%
Utilization #/%	13%	-14%	4%	1%	-3%	-0%	-1%	-2%	-2%	5%	-0%	-2%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	3/14%	2/10%	8/38%	0/0%	0/0%	0/0%	0/0%	5/24%	1/5%	2/10%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,480/28%	4,825/7%	13,560/20%	190/0%	1,490/2%	35/0%	635/1%	11,285/16%	3,180/5%	11,895/17%	110/0%	1,545/2%	0/0%	880/1%
Utilization #/%	-14%	3%	18%	-0%	-2%	-0%	-1%	7%	0%	-8%	-0%	-2%	0%	-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	✓		✓		✓			✓				✓		
Technicians		✓	✓		✓					✓		✓		
Protective Services: Non-sworn								✓						
Administrative Support	✓		✓					✓						
Skilled Craft		✓												

## 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>Sheriff</b>														
Workforce #/%	0/0%	0/0%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Chief Deputy</b>														
Workforce #/%	1/50%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Major</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%
<b>Captain</b>														
Workforce #/%	4/57%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	1/14%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%
<b>First Lieutenant</b>														
Workforce #/%	9/82%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/18%	0/0%	0/0%	0/0%	0/0%
<b>Lieutenant</b>														
Workforce #/%	1/50%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sergeant</b>														
Workforce #/%	20/67%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	5/17%	1/3%	2/7%	0/0%	0/0%	0/0%	0/0%
<b>Master Corporal</b>														
Workforce #/%	24/73%	2/6%	4/12%	0/0%	0/0%	0/0%	0/0%	1/3%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%
<b>Protective Services: Swom-Patrol Officers</b>														
Workforce #/%	64/45%	11/8%	32/22%	1/3%	5/3%	0/0%	2/1%	11/8%	4/3%	13/9%	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: Jason Jones

Assistant County Manager for Quality Government02-13-2025

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[signature]

[title]

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