

The County of York



Equal Employment Opportunity Plan (EEOP)

July 31, 2020

INTRODUCTION

The County of York is committed to providing equal employment opportunity for all persons and to prohibiting discrimination because of race, color, religion, sex (including pregnancy, sexual orientation and transgender), national origin, age (40 or older), disability, genetic information, or any other protected status and/conditions specified in federal or Pennsylvania civil rights laws. In event of a conflict between this policy and any such laws, the laws shall control. The County of York's policy of equality or opportunity applies to all levels of employment in the County of York and to all job classifications. In addition, it is the responsibility of each department director and supervisor to give the County of York's non-discrimination policy full support through leadership and by personal example. In addition, it is the duty of each employee to help maintain a work environment which is conducive to and which reflects the County of York's commitment to equal employment opportunity. Every effort will be made to employ and retain disabled individuals, in compliance with the Americans with Disabilities Act (ADA) of July 26, 1990 and the Americans with Disabilities Act (ADA) Amendments Act of 2008. The County of York exercises an affirmative duty to make reasonable accommodations to disabled applicants and employees so that qualified individuals can perform the essential functions of a job.

The County of York's Equal Employment Opportunity Plan (EEOP) is reviewed bi-annually and updated based on the County of York employment trends.

STEP 2: YORK COUNTY, PENNSYLVANIA WORKFORCE

See attachment Table 1

STEP 3: COUNTY OF YORK GOVERNMENT WORKFORCE

See attachment Table 2

STEP 4a: COUNTY OF YORK UTILIZATION ANALYSIS

See attachment Table 3

STEP 4b: NARRATIVE UTILIZATION ANALYSIS

COUNTY WIDE

Given the small numbers in the job categories Protective: Sworn Officials (15) and Skilled Craft (17), it is difficult to interpret the level of under-utilization in each job category as significant in relation to the relevant community labor market. The County's Human Resource Department reviewed the Utilization Analysis (Attachment Table 3), comparing the County's workforce to the relevant labor market, and it is noteworthy to address:

1. White males were underutilized in the following job categories: Professional (-9%) and Administrative Support (-21%).
2. Asian males were underutilized in the following job category: Professional (-1%).
3. White females were underutilized in the following job categories: Technicians (-11%), Protective Service: Sworn Officials (-11%), Protective Service: Sworn Patrol Officers (-20%), Protective Service: Non-Sworn (-32%).

In keeping with the County of York's commitment to having a workforce that reflects the community it serves; the County of York will examine its recruitment and retention practices and discover ways to attract more Asian males to apply for professional positions and white females within the technicians, protective service sworn: patrol officers, protective service – non sworn.

In reviewing the EEO Utilization Report the County submitted to OCR in 2018, we were able to track significant improvements in the recruitment and retention of Black females in the Professional job category.

GOAL, OBJECTIVE AND STRATEGIES

GOAL

To maintain a qualified County of York workforce which, as closely as possible, reflects the area population and available area workforce.

STEP 5: OBJECTIVES

The County of York is committed to maintaining a workforce at all levels of employment that represents the community it serves.

The County of York will continue efforts to promote and hire qualified individuals for all positions and will make every effort to assure that all qualified individuals are provided with equal opportunity to apply for all position vacancies.

The County of York provides opportunities for employees to attend Junior college, college, professional and other related training programs to increase opportunities for promotions and makes every effort to ensure that all qualified individuals are provided with equal opportunity to apply for all position vacancies.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

The County of York is committed to continuing to shape its workforce to reflect the ethnic diversity of the community it serves. The County of York will make every effort to ensure equal opportunity regardless of race, color, sex, national origin, age, religious preference, marital status, disability, or any other protected status and/or conditions specified in federal or Pennsylvania civil rights laws. The information provided below summarizes specific objectives to assist the County of York in reaching this goal.

The County of York shall continue to recruit workers from several areas. Recruitment contacts have been made and will continue to be used at HACC, York County School of Technology, York County Alliance for Learning, and York Technical Institute where a career/skills educational curriculum is taught. The County should also take advantage of programs such as business/office programs taught in local high schools, as well as, community colleges, state university local campuses, and local business institutions that offer business-related courses and could provide viable candidates for positions with the County of York.

The County of York is committed to continually making contacts and presentations at job fairs, community colleges, state university local campuses, technical schools and high schools throughout the community concerning job opportunities throughout the County.

The County of York will identify employees with promotional potential in various county departments.

The County of York will make every effort to identify, contact, and advertise open positions in community agencies, as well as the York County Job Gateway, a service of PA Careerlink; and through television, local publications, recruitment websites and social media.

The County of York will make every effort to encourage upward mobility of all employees, but also assure that opportunities for advancement are equally distributed while encouraging minority participation.

The County of York will make every effort to publicize employment and career opportunities with minority and professional societies as well as develop contacts and a presence in minority communities by working with established groups.

The County of York will make every effort to provide EEO training to supervisors and managing directors on EEO policies, processes, documentation, interview processes and employment requirements.

The County of York will review and update annually recruitment methods, practices and policies and promote equal employment opportunity through recruitment efforts.

The County of York will monitor recruitment policies and procedures to determine if recruitment efforts are enabling the County to continue to meet and maintain minority objectives.

The County of York will regularly review recruitment and retention efforts and apply information derived from stay and exit interviews in an effort to improve retention.

The County of York will identify employees with an interest in pursuing educational and/or promotional opportunities.

The County of York has an electronic application process so that the public and internal candidates can apply via the appropriate application website.

STEP 7: DISSEMINATION

Internal Dissemination:

1. The County of York will conspicuously post portions of the EEO plan/policy on the employee bulletin board located in the Department of Human Resources at the York County Administrative Center.
2. The County of York will include the EEO plan/policy on the County's web page and the intranet site.
3. In employee staff meetings, held with all managers, we will periodically update the County of York's compliance with this plan/policy. Discussions will include assisting managers in identifying and addressing problem areas with effective solutions.

External dissemination:

1. The County of York will include the following to all written job announcements and help wanted ads: "York County is a dedicated Equal Opportunity Employer".
2. The County of York will remind applicants, vendors, and suppliers regularly and in writing of the County of York's EEO plan/policy and indicate that the plan/policy is available for review.

CERTIFICATION

Grant Title:

Grantee Name: County of York

Address: 28 East Market Street, Room 210, York, PA 17401

Contact Person: Kristy L. Bixler, Deputy Administrator

Telephone: 717-771-9214

Grant Number:

Award Amount:

Date and effective duration of EEOP: July 31, 2020 – 2 Years

Policy Statement:

The County of York is firmly committed to equal opportunity and provides for equal opportunity prior to and during employment with the County of York for all applicants and employees regardless of race, color, sex, national origin, age, religious preference, marital status, disability, or any other protected status and/or conditions specified in federal or Pennsylvania civil rights laws. The County of York policy of equality or opportunity applies to all levels of employment in the County of York and all job classifications. In addition, it is the responsibility of each department director and supervisor to give the County of York's non-discrimination policy full support through leadership and by personal example. In addition, it is the duty of each employee to help maintain a work environment which is conducive to and which reflects the County of York's commitment to equal employment opportunity. In compliance with the Americans with Disabilities Act of July 26, 1990 and the Americans with Disabilities Act (ADA) Amendments Act of 2008, the County of York will make every effort to employ and retain disabled individuals. The County of York exercises an affirmative duty to make reasonable accommodations to disabled applicants and employees so that qualified individuals can perform the essential functions of a job.

CERTIFICATION (EEOP ON FILE)

Certification Statement:

I, Kristy L. Bixler, Deputy Administrator, certify that the County of York has formulated an Equal Employment Opportunity Plan in accordance with 28 C.F.R. § 42.301, *et seq.*, that it has been signed into effect by the proper authority and disseminated to all employees, and that it is on file in the York County Government, Human Resources Department, 28 East Market Street, Room 210, York, PA 17401, for review or audit by officials of the Office for Civil Rights as required by relevant laws and regulations.

Kristy Bixler

Deputy Administrator

7/31/2020

Signature

Title

Date

Attachment Table 1

YORK COUNTY, PENNSYLVANIA WORKFORCE

Occupation	Total	MALE TOTAL	MALE								FEMALE TOTAL	FEMALE							
			W	H	B	A	NH OR OPI	AI OR AN	2 OR MORE	Other		W	H	B	A	NH OR OPI	AI OR AN	2 OR MORE	Other
Officials and Managers %	18288 100.0%	11534 63.1%	10850 59.3%	165 0.9%	285 1.6%	200 1.1%	0 0.0%	10 0.1%	20 0.1%	4 0.0%	6754 36.9%	6145 33.6%	175 1.0%	270 1.5%	135 0.7%	0 0.0%	25 0.1%	0 0.0%	4 0.0%
Professional %	26873 100.0%	11309 42.1%	10420 38.8%	360 1.3%	350 1.3%	160 0.6%	0 0.0%	4 0.0%	15 0.1%	0 0.0%	15564 57.9%	14555 54.2%	200 0.7%	510 1.9%	140 0.5%	10 0.0%	4 0.0%	120 0.4%	25 0.1%
Technicians %	6065 100.0%	2355 38.8%	2220 36.6%	45 0.7%	25 0.4%	65 1.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	3710 61.2%	3200 52.8%	85 1.4%	240 4.0%	135 2.2%	0 0.0%	30 0.5%	0 0.0%	20 0.3%
Protective Service: Sworn Officials %	2369 100.0%	2019 85.2%	1880 79.4%	79 3.3%	60 2.5%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	350 14.8%	260 11.0%	70 3.0%	20 0.8%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Protective Service: Sworn Patrol Officers %	22078 100.0%	13148 59.6%	11050 50.0%	1175 5.3%	600 2.7%	115 0.5%	0 0.0%	30 0.1%	163 0.7%	15 0.1%	8930 40.4%	7275 33.0%	690 3.1%	610 2.8%	175 0.8%	0 0.0%	0 0.0%	170 0.8%	10 0.0%
Protective Service: Non-Sworn %	299 100.0%	155 51.8%	155 51.8%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	144 48.2%	140 46.8%	4 1.3%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Administrative Support %	45790 100.0%	15135 33.1%	13890 30.3%	390 0.9%	580 1.3%	145 0.3%	0 0.0%	15 0.0%	90 0.2%	25 0.1%	30655 66.9%	28125 61.4%	695 1.5%	1240 2.7%	245 0.5%	0 0.0%	90 0.2%	230 0.5%	30 0.1%
Skilled Craft %	18275 100.0%	17185 94.0%	16040 87.8%	540 3.0%	450 2.5%	95 0.5%	0 0.0%	40 0.2%	20 0.1%	0 0.0%	1090 6.0%	1000 5.5%	35 0.2%	40 0.2%	15 0.1%	0 0.0%	0 0.0%	0 0.0%	0 0.0%
Service Maintenance %	60630 100.0%	34795 57.4%	29630 48.9%	2570 4.2%	1670 2.8%	390 0.6%	0 0.0%	60 0.1%	370 0.6%	105 0.2%	25835 42.6%	22130 36.5%	1430 2.4%	1340 2.2%	600 1.0%	0 0.0%	25 0.0%	225 0.4%	85 0.1%
TOTALS	200667 100.0%	107635 53.6%	96135 47.9%	5324 2.7%	4020 2.0%	1170 0.6%	0 0.0%	159 0.1%	678 0.3%	149 0.1%	93032 46.4%	82830 41.3%	3384 1.7%	4270 2.1%	1445 0.7%	10 0.0%	174 0.1%	745 0.4%	174 0.1%

NOTE: Percentages may not add to total due to rounding.

Key: W (White), H (Hispanic), B (Black), A (Asian), NH or OPI (Native Hawaiian or Other Pacific Islander), AI/AN (American Indian or Alaska Native), A/PI (Asian or Pacific Islander)

Source: U.S. Department of Commerce, Bureau of the Census, 2010 Census - York County, Pennsylvania

Attachment Table 2

COUNTY OF YORK GOVERNMENT WORKFORCE

Occupation	Total	MALE									FEMALE TOTAL	FEMALE								
		MALE TOTAL	W	H	B	AI OR AN	A	NH OR OPI	2 OR MORE	Other		W	H	B	AI OR AN	A	NH OR OPI	2 OR MORE	Other	
Officials and Managers	77	40	40	0	0	0	0	0	0	0	0	37	36	1	0	0	0	0	0	
%	100.0%	51.9%	51.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	48.1%	46.8%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%	
Professional	777	264	231	11	22	0	0	0	0	0	513	456	13	35	0	3	1	5	0	
%	100.0%	34.0%	29.7%	1.4%	2.8%	0.0%	0.0%	0.0%	0.0%	0.0%	66.0%	58.7%	1.7%	4.5%	0.0%	0.4%	0.1%	0.6%	0.0%	
Technicians	151	80	77	2	1	0	0	0	0	0	71	63	2	4	0	1	0	1	0	
%	100.0%	53.0%	51.0%	1.3%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	47.0%	41.7%	1.3%	2.6%	0.0%	0.7%	0.0%	0.7%	0.0%	
Protective Service: Sworn - Officials	15	15	14	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
%	100.0%	100.0%	93.3%	6.7%	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%	
Protective Service: Sworn Patrol Officers	77	64	58	1	3	0	0	1	1	0	13	10	1	2	0	0	0	0	0	
%	100.0%	83.1%	75.3%	1.3%	3.9%	0.0%	0.0%	1.3%	1.3%	0.0%	16.9%	13.0%	1.3%	2.6%	0.0%	0.0%	0.0%	1.0%	1.0%	
Protective Service: Non-Sworn	429	353	317	17	14	1	3	0	1	0	76	65	5	5	0	0	0	1	0	
%	100.0%	82.3%	73.9%	4.0%	3.3%	0.2%	0.7%	0.0%	0.2%	0.0%	17.7%	15.2%	1.2%	1.2%	0.0%	0.0%	0.0%	1.0%	1.0%	
Administrative Support	515	57	46	3	7	0	0	0	1	0	458	384	30	32	0	5	0	7	0	
%	100.0%	11.1%	8.9%	0.6%	1.4%	0.0%	0.0%	0.0%	0.2%	0.0%	88.9%	74.6%	5.8%	6.2%	0.0%	1.0%	0.0%	1.4%	0.0%	
Skilled Craft	17	17	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
%	100.0%	100.0%	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%	0.0%	0.0%	
Service Maintenance	59	35	29	1	4	0	1	0	0	0	24	20	1	3	0	0	0	0	0	
%	100.0%	59.3%	49.2%	1.7%	6.8%	0.0%	1.7%	0.0%	0.0%	0.0%	40.7%	33.9%	1.7%	5.1%	0.0%	0.0%	0.0%	0.0%	0.0%	
TOTALS	2117	925	829	36	51	1	4	1	3	0	1192	1034	53	81	0	9	1	14	0	
	100.0%	43.7%	39.2%	1.7%	2.4%	0.0%	0.2%	0.0%	0.1%	0.0%	56.3%	48.8%	2.5%	3.8%	0.0%	0.4%	0.0%	0.7%	0.0%	

NOTE: Percentages may not add to total due to rounding.

Key: W (White), H (Hispanic), B (Black), A (Asian), NH or OPI (Native Hawaiian or Other Pacific Islander), AI/AN (American Indian or Alaska Native), A/PI (Asian or Pacific Islander)

Source: Taken from July 22, 2020 Employee Information Download

Attachment Table 3

COUNTY OF YORK UTILIZATION ANALYSIS

Occupation	Total	MALE TOTAL	MALE							FEMALE TOTAL	FEMALE						
			W	H	B	A	NH or OPI	AI or AN	2 or More		W	H	B	A	NH or OPI	AI or AN	2 or More
Officials and Managers																	
County of York Government Workforce	100.0%	51.9%	51.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	48.1%	46.8%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
York County Workforce	100.0%	63.1%	59.3%	0.9%	1.6%	1.1%	0.0%	0.1%	0.1%	36.9%	33.6%	1.0%	1.5%	0.7%	0.0%	0.1%	0.0%
Utilization %		-11.1%	-7.4%	-0.9%	-1.6%	-1.1%	0.0%	-0.1%	-0.1%	11.1%	13.2%	0.3%	-1.5%	-0.7%	0.0%	-0.1%	0.0%
Professional																	
County of York Government Workforce	100.0%	34.0%	29.7%	1.4%	2.8%	0.0%	0.0%	0.0%	0.0%	66.0%	58.7%	1.7%	4.5%	0.4%	0.1%	0.0%	0.6%
York County Workforce	100.0%	42.1%	38.8%	1.3%	1.3%	0.6%	0.0%	0.0%	0.1%	57.9%	54.2%	0.7%	1.9%	0.5%	0.0%	0.0%	0.4%
Utilization %		-8.1%	-9.0%	0.1%	1.5%	-0.6%	0.0%	0.0%	-0.1%	8.1%	4.5%	0.9%	2.6%	-0.1%	0.1%	0.0%	0.2%
Technicians																	
County of York Government Workforce	100.0%	53.0%	51.0%	1.3%	0.7%	0.0%	0.0%	0.0%	0.0%	47.0%	41.7%	1.3%	2.6%	0.7%	0.0%	0.0%	0.7%
York County Workforce	100.0%	38.8%	36.6%	0.7%	0.4%	1.1%	0.0%	0.0%	0.0%	61.2%	52.8%	1.4%	4.0%	2.2%	0.0%	0.5%	0.0%
Utilization %		14.2%	14.4%	0.6%	0.3%	-1.1%	0.0%	0.0%	0.0%	-14.2%	-11.0%	-0.1%	-1.3%	-1.6%	0.0%	-0.5%	0.7%
Protective Service: Sworn Officials																	
County of York Government Workforce	100.0%	100.0%	93.3%	6.7%	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%
York County Workforce	100.0%	85.2%	79.4%	3.3%	2.5%	0.0%	0.0%	0.0%	0.0%	14.8%	11.0%	3.0%	0.8%	0.0%	0.0%	0.0%	0.0%
Utilization %		14.8%	14.0%	3.3%	-2.5%	0.0%	0.0%	0.0%	0.0%	-14.8%	-11.0%	-3.0%	-0.8%	0.0%	0.0%	0.0%	0.0%
Protective Service: Sworn Patrol Officers																	
County of York Government Workforce	100.0%	83.1%	75.3%	1.3%	3.9%	0.0%	1.3%	0.0%	1.3%	16.9%	13.0%	1.3%	2.6%	0.0%	0.0%	0.0%	1.0%
York County Workforce	100.0%	59.6%	50.0%	5.3%	2.7%	0.5%	0.0%	0.1%	0.7%	40.4%	33.0%	3.1%	2.8%	0.8%	0.0%	0.0%	0.8%
Utilization %		23.6%	25.3%	-4.0%	1.2%	-0.5%	1.3%	-0.1%	0.6%	-23.6%	-20.0%	-1.8%	-0.2%	-0.8%	0.0%	0.0%	0.2%
Protective Service: Non-Sworn																	
County of York Government Workforce	100.0%	82.3%	73.9%	4.0%	3.3%	0.7%	0.0%	0.2%	0.0%	17.7%	15.2%	1.2%	1.2%	0.0%	0.0%	0.0%	1.0%
York County Workforce	100.0%	51.8%	51.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	48.2%	46.8%	1.3%	0.0%	0.0%	0.0%	0.0%	0.0%
Utilization %		30.4%	22.1%	4.0%	3.3%	0.7%	0.0%	0.2%	0.0%	-30.4%	-31.7%	-0.2%	1.2%	0.0%	0.0%	0.0%	1.0%
Administrative Support																	
County of York Government Workforce	100.0%	11.1%	8.9%	0.6%	1.4%	0.0%	0.0%	0.0%	0.2%	88.9%	74.6%	5.8%	6.2%	1.0%	0.0%	0.0%	1.4%
York County Workforce	100.0%	33.1%	30.3%	0.9%	1.3%	0.3%	0.0%	0.0%	0.2%	66.9%	61.4%	1.5%	2.7%	0.5%	0.0%	0.2%	0.5%
Utilization %		-22.0%	-21.4%	-0.3%	0.1%	-0.3%	0.0%	0.0%	0.0%	22.0%	13.1%	4.3%	3.5%	0.4%	0.0%	-0.2%	0.9%
Skilled Craft																	
County of York Government Workforce	100.0%	100.0%	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%
York County Workforce	100.0%	94.0%	87.8%	3.0%	2.5%	0.5%	0.0%	0.2%	0.1%	6.0%	5.5%	0.2%	0.2%	0.1%	0.0%	0.0%	0.0%
Utilization %		6.0%	12.2%	-3.0%	-2.5%	-0.5%	0.0%	-0.2%	-0.1%	-6.0%	-5.5%	-0.2%	-0.2%	-0.1%	0.0%	0.0%	0.0%
Service Maintenance																	
County of York Government Workforce	100.0%	59.3%	49.2%	1.7%	6.8%	1.7%	0.0%	0.0%	0.0%	40.7%	33.9%	1.7%	5.1%	0.0%	0.0%	0.0%	0.0%
York County Workforce	100.0%	57.4%	48.9%	4.2%	2.8%	0.6%	0.0%	0.1%	0.6%	42.6%	36.5%	2.4%	2.2%	1.0%	0.0%	0.0%	0.4%
Utilization %		1.9%	0.3%	-2.5%	4.0%	1.1%	0.0%	-0.1%	-0.6%	-1.9%	-2.6%	-0.7%	2.9%	-1.0%	0.0%	0.0%	-0.4%
TOTALS																	
County of York Government Workforce	100.0%	43.7%	39.2%	1.7%	2.4%	0.2%	0.0%	0.0%	0.1%	56.3%	48.8%	2.5%	3.8%	0.4%	0.0%	0.0%	0.7%
York County Workforce	100.0%	53.6%	47.9%	2.7%	2.0%	0.6%	0.0%	0.1%	0.3%	46.4%	41.3%	1.7%	2.1%	0.7%	0.0%	0.1%	0.4%
Utilization %		-9.9%	-8.7%	-1.0%	0.4%	-0.4%	0.0%	0.0%	-0.2%	9.9%	7.6%	0.8%	1.7%	-0.3%	0.0%	-0.1%	0.3%

NOTE: Percentages may not add to total due to rounding.

Key: W (White), H (Hispanic), B (Black), A (Asian), NH or OPI (Native Hawaiian or Other Pacific Islander), AI/AN (American Indian or Alaska Native), A/PI (Asian or Pacific Islander)

Sources: U.S. Department of Commerce, Bureau of the Census, 2010 Census - York County, Pennsylvania, and July 22, 2020 Employee Information Download