

EEO Utilization Report

Organization Information

Name: COUNTY OF WOOD

City: WISCONSIN RAPIDS

State: WI

Zip: 54495-

Type: County/Municipal Law Enforcement

Section 1: EEO Policy Statement

Policy Statement:

Wood County will conduct business in compliance with the equal opportunity policy and standards of the Wisconsin Department of Workforce Development, Department of Health Services, Department of Family Services, and all applicable state and federal statutes and regulations relating to non-discrimination in employment and service delivery.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment, or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or non-use of lawful products off the employers premises, or any other characteristic protected by law. All employees are expected to support goals and programmatic activities relating to non-discrimination in employment.

No otherwise qualified applicant for service or service recipient shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin or ancestry, sex, religion, age, political belief or affiliation, disability or association with a person with a disability. This policy covers eligibility for the access to service delivery and treatment in all of the programs and activities.

To assist us in complying with all applicable equal opportunity rules, regulations, and guidelines, the Human Resources Director has been appointed as Equal Opportunity Coordinator. Employees are encouraged to discuss any perceived discrimination concerns in employment or service delivery with the Human Resources Director.

The Human Resources Director may be reached Monday through Friday, from 8:00 a.m. through 4:30 p.m., at 715-421-8457.

Section 5: Narrative Interpretation of Data

In reviewing the Utilization Analysis Chart, the Wood County Human Resources Department made the following observations:

White males were underutilized in the following job categories: Professionals (-11%), Administrative Support (-17%), and Service/Maintenance (-25%).

Asian males were underutilized in the following job category: Professionals (-1%)

Wood County is committed to having a workforce that reflects the community it serves. Wood County Human Resources will evaluate its recruitment and retention strategy and look closer at the market to determine if there are practices creating barriers to employment for applicants in these underutilized categories.

Section 6: Objectives and Steps

1. Work to expand applicant pool in all minority classes and encourage underutilized demographics to apply to open positions.

- a. Wood County Human Resources will monitor demographics of applicants for open positions to understand trends and areas for improvement. This information will be used to evaluate underutilize demographics to determine if our utilization is improving or declining.
- b. Wood County Human Resources will continue to evaluate current methods of recruitment and sourcing of candidates to ensure that there are no inadvertent barriers to apply for open positions with Wood County.
- c. Wood County Human Resources will participate in community recruitment events such as Job/Career fairs and seek out opportunities to promote Wood County job vacancies, especially with local Technical Colleges, Universities, and Job Centers.
- d. Wood County Human Resources will continue to improve utilization of social medial (Facebook, LinkedIn, etc.) to boost engagement and expand reach to various demographics and applicant pools.
- e. Wood County Human Resources will seek community organizations, including local Technical Colleges and Universities as well as their student organizations/clubs, which could partner with Wood County to promote job vacancies, especially to Asian males and under-represented minority populations.
- f. Wood County Human Resources will continue to evaluate exit interview data, especially for minority staff, to determine what, if any, barriers or complications exist in the recruitment process or throughout employment.

2. Work to enhance County-wide initiatives to promote an inclusive and diverse culture at Wood County.

- a. Wood County Human Resources will be enhancing and re-vamping the Civil Rights Training that all new employees are required to take and all current employees are required to renew every three years. This training will be enhanced to include additional training on diversity and inclusion.
- b. Wood County Human Resources will continue to promote the Core Values of Wood County, particularly Diversity, amongst all internal staff, applicants, and external stakeholders. Rewarding employees that display leadership in diversity and inclusion, as well as other Wood County Core Values, will enhance the culture.
- c. Wood County Human Resources will continue to support management, leadership, and all staff in the promotion of respectful, welcoming, open-minded, accepting, and discrimination-free environments for all staff, applicants, and members of the public.

3. Continue to evaluate the compensation and benefit plans to ensure they are competitive within our market area and internally equitable.

- a. Wood County Human Resources will conduct a market review of the two non-elected, non-represented compensation plans in 2024 for implementation in 2025. This will ensure that Wood County is competitive with wages to the local market and will also evaluate internal equity amongst employees and positions. A competitive compensation plan aids in attracting qualified applicants.
- b. Wood County Human Resources will continue to review benefit plans available to employees to ensure that the benefits are competitive with the market. Annually a non-discrimination test of benefit plans is conducted to ensure

that benefit plans and premiums are equitable amongst all employee groups. Employee feedback on benefit plans will continue to be collected and reviewed to ensure that benefits offered match what is desired. Competitive benefits aid in attracting and retaining qualified applicants.

Section 7: Dissemination Strategy: Internal

Distribute a hard copy of the EEOP Utilization Report by email to all employees in a supervisory position.

Send an email to all employees to let them know that a copy of the EEOP Utilization Report is available on the Human Resources Intranet site.

Include a hard copy of the EEOP Utilization Report among the reading materials in the Human Resources office.

Section 7: Dissemination Strategy: External

A copy of the EEOP Utilization Report will be posted on Wood County's public website.

Wood County will notify applicants that the EEOP Utilization Report is available for review upon request through a notice in the application system.

Wood County will distribute copies of the EEOP Utilization Report to the McMillan Memorial Library and Everett Roehl Marshfield Public Library to be made available in appropriate reading rooms.

Utilization Analysis Chart
Relevant Labor Market: Wood County
, Wisconsin

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 #/%	24/43%	0/0%	0/0%	0/0%	0/0%	0/0%	2/4%	30/54%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,275/53%	10/0%	0/0%	4/0%	30/1%	0/0%	20/0%	1,840/43%	20/0%	4/0%	15/0%	20/0%	0/0%	15/0%
Utilization #/%	-11%	-0%	0%	-0%	-1%	0%	3%	10%	-0%	-0%	-0%	-0%	0%	-0%
Professionals														
Workforce #/%	29/15%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	148/77%	3/2%	1/1%	2/1%	6/3%	0/0%	2/1%
CLS #/%	2,605/34%	30/0%	15/0%	10/0%	245/3%	0/0%	0/0%	4,425/58%	70/1%	10/0%	55/1%	135/2%	0/0%	20/0%
Utilization #/%	-19%	-0%	-0%	-0%	-3%	0%	0%	19%	1%	0%	0%	1%	0%	1%
Technicians														
Workforce #/%	12/46%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	12/46%	0/0%	0/0%	0/0%	1/4%	0/0%	0/0%
CLS #/%	2,500/52%	10/0%	4/0%	0/0%	4/0%	4/0%	4/0%	2,165/45%	10/0%	4/0%	4/0%	15/0%	0/0%	45/1%
Utilization #/%	-6%	4%	-0%	0%	-0%	-0%	-0%	1%	-0%	-0%	-0%	4%	0%	-1%
Protective Services:														
Sworn														
Workforce #/%	65/86%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	8/11%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	305/82%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%	50/13%	0/0%	15/4%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	4%	0%	0%	0%	0%	0%	0%	-3%	1%	-3%	0%	0%	0%	0%
Protective Services: Non-sworn														
Workforce #/%	17/47%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	18/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	35/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-3%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support														
Workforce #/%	18/12%	1/1%	0/0%	0/0%	0/0%	0/0%	2/1%	126/85%	0/0%	0/0%	0/0%	2/1%	0/0%	0/0%
CLS #/%	2,210/28%	50/1%	20/0%	4/0%	10/0%	0/0%	15/0%	5,270/68%	105/1%	4/0%	0/0%	55/1%	0/0%	25/0%
Utilization #/%	-16%	0%	-0%	-0%	-0%	-0%	1%	17%	-1%	-0%	0%	1%	0%	-0%
Skilled Craft														

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 #/%	36/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,950/91%	45/1%	0/0%	4/0%	0/0%	0/0%	4/0%	235/7%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%
Utilization #/%	1%	-1%	0%	-0%	0%	0%	-0%	0%	0%	0%	0%	-0%	0%	0%
Service/Maintenance														
Workforce #/%	31/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	73/66%	3/3%	1/1%	0/0%	1/1%	0/0%	1/1%
CLS #/%	5,510/53%	225/2%	45/0%	10/0%	60/1%	10/0%	20/0%	4,220/40%	60/1%	55/1%	20/0%	110/1%	4/0%	80/1%
Utilization #/%	-25%	-2%	-0%	-0%	-1%	-0%	-0%	26%	2%	0%	-0%	-0%	-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
Professionals	✓				✓									
Administrative Support	✓													
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
Chief Deputy														
Workforce #/%	1/100%	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%
Captain														
Workforce #/%	1/100%	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%
Lieutenant														
Workforce #/%	6/100%	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%
Sergeant														
Workforce #/%	13/100%	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%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	44/80%	0/0%	0/0%	1/0%	0/0%	0/0%	0/0%	8/15%	1/2%	1/2%	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: Kelli Francis

Assistant HR Director

03-08-2024

[signature]

[title]

[date]