

TO: Equity Committee  
FROM: Antoine Wilson, EEO Officer  
DATE: March 15, 2023  
SUBJECT: EEO Outreach & Recruitment Update

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## **BACKGROUND**

The purpose of analyzing the workforce data is to insure full and equal participation of men and women regardless of gender and race/ethnicity in the workforce. The Office of Equal Employment Opportunity is responsible for assessing Contra Costa County's (the County) workforce and analyzing underrepresentation within. Outreach and recruitment plans are an effective way that the County reaches underrepresented people.

In order to determine underrepresentation, EEO performs a demographics analysis of the County's workforce, which is known as benchmarking. Benchmarking is one tool used for achieving workforce diversity and involves analyzing the demographic make-up of the County over a specific period to determine the overall diversity of our workforce.

EEO conducts underrepresentation analysis by race/ethnicity and gender as defined by the occupational categories within each department. An occupational category is a broad grouping of job classes, which require similar levels of skill and training. EEO compares the County's workforce to the local labor market data which is compiled by the United States Department of the Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation).

The EEO Tabulation is a benchmark for comparing the gender and racial makeup of an organization's workforce. The analysis relies on subtraction: the percentage of employees in the business's workforce in a particular job category, cross-classified by race, national origin and sex, minus the percentage of workers in the same job category in the relevant labor market, also cross.

## **METHODOLOGY**

In order to determine under-representation in each department, the EEO Officer annually compares the County's workforce data to the availability of qualified people who reside in the local labor market who are 16 years old or older. The County's workforce data within this report is derived from employment records from the Human Resources database.

The local labor market data is compiled by the 2014-2018 United States Department of the Census Bureau (Census) using the EEO Tabulation. The EEO Tabulation is sponsored by four Federal agencies consisting of the Equal Employment Opportunity

Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM).

The current reporting format involves the use of statistical data to determine underrepresentation. EEO conducted utilization analysis by race and gender as defined by the occupational categories within each department. An occupational category is a broad grouping of job classes, which require similar levels of skill and training. The following is a list of the occupational categories and definitions used to complete the analysis for this EEO Plan:

- Officials/Managers – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments. This category includes titles such as department heads, directors, deputy directors, etc.
- Professionals – Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: accountants, personnel and labor relations workers, police and fire captains and lieutenants.
- Technicians – Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafters, survey and mapping technicians, radio operators, technicians, police and fire sergeants, inspectors, first-line supervisors.
- Protective Services: Sworn – Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers, fire fighters.
- Protective Services: Non-sworn – Occupations in which workers provide assistance, guidance, or protection in a specific area. Includes: animal control workers, crossing guards, lifeguards, and other protective service workers.
- Administrative Support – Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office. Includes: customer service, payroll clerks, meter readers, dispatchers, secretaries, receptionists, etc.

- Skilled Craft – Occupations in which workers perform duties which require manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, equipment operators, highway maintenance workers, first-line supervisors of mechanics and other skilled crafts people.
- Service Maintenance – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Includes: groundskeepers, sewer workers, garage laborers, custodial, etc.

## **OUTREACH AND RECRUITMENT**

The departments are required to reach out to individuals depending on where their under-representation exists. Each racial, ethnic, and gender category is separate from the other and requires departments to participate in outreach to all groups where it has been determined that low representation exists. As the County's EEO Officer, I am responsible for conducting outreach efforts to community-based organizations (cbos). I am also responsible for making sure that the departments conduct outreach to underserved communities to attract qualified candidates to apply for vacancies.

The outreach efforts emphasize attracting under-represented groups within the County's workforce through ongoing marketing efforts. It is designed to meet them at the transaction level and provide County employment information to management teams, rank-and-file employees, and the agency's clientele. Community outreach is an important part of EEO's strategic plan to help the County reach underserved populations. We plan to bring the County and the community together to help eradicate barriers to employment. To make this endeavor successful, we must build stronger relationships with one another. Our communities need to know who the County is and what we have to offer them. Outreach is specific to organizations whose clientele consists of veterans, women, disabled, re-entry, low-income, faith-based, Hispanics, Blacks, Asians, and the homeless to name a few.