

EEO Utilization Report

Organization Information

Name: Kitsap County

City: Port Orchard

State: WA

Zip: 98366

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

Kitsap County is an equal opportunity employer. The County believes the participation of employees of diverse ages, races, religions, cultures, abilities, genders, gender identity, and backgrounds, will add to personal development and organizational success. By express policy, the County is committed to promoting and protecting the rights and opportunities for equal employment for all and to ensure that no discrimination is committed against any person on the basis of race, color, religion, gender, national origin, age, disability, veterans status, marital status, sexual orientation, HIV status, genetic information, or sensory, mental or physical disability. This policy extends to all areas of employment and to all relations with employees including recruitment, selection and placement, compensation, promotion and transfer, disciplinary matters, demotions, layoffs and terminations, testing and training, working conditions, awards and benefits, and all other terms and conditions of employment.

Step 4b: Narrative of Interpretation

The highest levels of underutilization in Kitsap County are white females: in the Protective Services Non-Sworn category (-26%), the Protective Services-Sworn category, (-22%), and in the service maintenance job category (-19%). White females are also underutilized in the Officials/Administrators and Professionals job categories (both -7%) and Skilled Craft (-5%).

The highest levels of male underutilization are white males in the Administrative Support job category (-17%), and in the Protective Services-Sworn category for Asian males (-8%) and those declaring Two or more Races (-6%).

The remaining underutilization categories are -4% or less.

Kitsap County is reviewing and implementing additional recruitment efforts and processes to assist in improving our workforce diversity in the underutilized categories, including job fairs and wider social media postings to include minority focused sites. The County will also explore increased employee benefit offerings that may enable more females to enter the workforce.

Step 5: Objectives and Steps

1. Increase Educational Opportunities

- a. Kitsap created a Diversity, Equity, and Inclusion Coordinator who will increase community involvement and employee diversity efforts.
- b. The DEi coordinator will form relationships with community-based groups including those from diverse backgrounds. This increased collaboration will form partnerships to increase our minority applicant pipeline.
- c. The County's Learning and Development Coordinator will partner with the DEi Coordinator to provide robust employee learning and development opportunities, fostering an inclusive work environment that promotes minority employee retention.
- d. The County will incorporate the results of a 2022 employee survey gathering information from Kitsap County staff about their understanding and perspectives of diversity, equity, and inclusion practices within the County to develop and promote additional educational and inclusion practices to assist with employee retention.

2. Increase Community Outreach

- a. The Diversity Equity and Inclusion Coordinator will create Community focus groups, including those representing minority interests. This will allow promotion of Kitsap employment opportunities among these groups and allow opportunities for increased community applicants.
- b. "Careers in Kitsap" will be advertised to the public and local schools, creating increased opportunities to reach diverse members of the community and encourage their interest in local government and public sector careers.
- c. Kitsap continues to offer paid and unpaid internship opportunities to encourage wider participation in educational development and career opportunities with Kitsap.
- d. Kitsap will continue and expand its Supported Employee Program, recruiting and providing job opportunities to provide meaningful work for community members with developmental disabilities.

3. Expand Recruitment Efforts and Hiring Practices

- a. Kitsap is launching an annual Careers in Kitsap job fair, inviting all local high schools, colleges, and members of the community. This will serve as an opportunity to showcase County services and career opportunities to diverse groups in the labor market.
- b. Our recruiters continue to attend job fairs state-wide including veterans' events, reaching the most diverse applicant pool possible.
- c. The Sheriffs Office continues to use a national firm for Deputy Sheriff and Corrections Officer recruitment and testing in order to broaden the candidate pool.
- d. We will continue to advertise job postings through state, regional, and national sources, and recruit through nine minority focused social media sites in an effort to reach a more diverse applicant pool

- e. We will continue to utilize blind screening for job applications.
- f. We will continue to ensure interview panelists are trained regarding fair interview and hiring practices.

Step 6: Internal Dissemination

The EEO Utilization Report for Kitsap County will be posted on the Human Resources intranet with a link to the County's EEO information and procedure webpage. In addition, information about the County's EEO utilization Report will be provided to all employees through the County newsletter.

Step 7: External Dissemination

The EEO Utilization Report will be posted on the County's Human Resources external webpage with a link to [the County's Nondiscrimination policy](#). Contractors and vendors who conduct business with Kitsap County will be notified that a copy of the EEO Utilization Report is available on the Human Resources webpage.

Utilization Analysis Chart
Relevant Labor Market: Kitsap County, Washington

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 #/%	38/66%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	17/29%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	6,000/52%	155/1%	120/1%	100/1%	105/1%	15/0%	129/1%	15/0%	4,215/37%	135/1%	90/1%	25/0%	210/2%	45/0%	135/1%	40/0%
Utilization #/%	13%	0%	-1%	1%	-1%	-0%	-1%	-0%	-7%	-1%	-1%	-0%	-2%	-0%	1%	-0%
Professionals																
Workforce #/%	146/45%	2/1%	3/1%	0/0%	1/0%	1/0%	5/2%	0/0%	135/42%	5/2%	4/1%	2/1%	8/2%	4/1%	4/1%	2/1%
CLS #/%	7,500/41%	275/2%	90/0%	40/0%	480/3%	20/0%	85/0%	30/0%	8,810/49%	185/1%	40/0%	130/1%	270/1%	25/0%	105/1%	35/0%
Utilization #/%	4%	-1%	0%	-0%	-2%	0%	1%	-0%	-7%	1%	1%	-0%	1%	1%	1%	0%
Technicians																
Workforce #/%	41/44%	0/0%	1/1%	0/0%	2/2%	1/1%	0/0%	0/0%	39/42%	3/3%	0/0%	1/1%	2/2%	1/1%	2/2%	0/0%
CLS #/%	1,310/38%	75/2%	80/2%	0/0%	120/4%	0/0%	79/2%	35/1%	1,425/42%	80/2%	0/0%	4/0%	175/5%	20/1%	20/1%	0/0%
Utilization #/%	6%	-2%	-1%	0%	-1%	1%	-2%	-1%	0%	1%	0%	1%	-3%	0%	2%	0%
Protective Services: Sworn-Officials																
Workforce #/%	19/86%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/5%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,245/62%	105/5%	90/4%	40/2%	170/8%	30/1%	120/6%	20/1%	175/9%	14/1%	0/0%	0/0%	10/0%	0/0%	0/0%	0/0%
Utilization #/%	25%	-1%	-4%	-2%	-8%	-1%	-6%	-1%	-4%	4%	0%	0%	-0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	83/83%	4/4%	2/2%	0/0%	1/1%	0/0%	1/1%	1/1%	7/7%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force#/%	4,195/45%	465/5%	280/3%	110/1%	190/2%	50/1%	185/2%	105/1%	2,695/29%	270/3%	200/2%	54/1%	215/2%	65/1%	180/2%	10/0%
Utilization #/%	38%	-1%	-1%	-1%	-1%	-1%	-1%	-0%	-22%	-2%	-2%	-1%	-2%	-1%	-2%	-0%
Protective Services: Non-sworn																

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 #/%	57/53%	5/5%	6/6%	1/1%	6/6%	0/0%	0/0%	1/1%	26/24%	1/1%	2/2%	0/0%	2/2%	0/0%	0/0%	1/1%
CLS #/%	85/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	85/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	3%	5%	6%	1%	6%	0%	0%	1%	-26%	1%	2%	0%	2%	0%	0%	1%
Administrative Support																
Workforce #/%	24/10%	0/0%	0/0%	0/0%	0/0%	0/0%	1/0%	0/0%	169/73%	7/3%	6/3%	2/1%	9/4%	6/3%	7/3%	1/0%
CLS #/%	6,480/27%	325/1%	130/1%	65/0%	410/2%	70/0%	140/1%	80/0%	13,285/55%	870/4%	315/1%	225/1%	795/3%	235/1%	435/2%	160/1%
Utilization #/%	-17%	-1%	-1%	-0%	-2%	-0%	-0%	-0%	18%	-1%	1%	-0%	1%	2%	1%	-0%
Skilled Craft																
Workforce #/%	91/85%	4/4%	2/2%	0/0%	4/4%	0/0%	4/4%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	8,735/80%	425/4%	390/4%	160/1%	275/3%	40/0%	160/1%	60/1%	585/5%	4/0%	0/0%	0/0%	95/1%	0/0%	0/0%	0/0%
Utilization #/%	5%	-0%	-2%	-1%	1%	-0%	2%	1%	-5%	-0%	0%	0%	-1%	0%	0%	0%
Service/Maintenance																
Workforce #/%	62/63%	3/3%	3/3%	0/0%	3/3%	2/2%	4/4%	1/1%	15/15%	1/1%	1/1%	0/0%	1/1%	0/0%	2/2%	0/0%
CLS #/%	10,415/40%	1,355/5%	605/2%	250/1%	735/3%	140/1%	445/2%	120/0%	8,865/34%	1,110/4%	505/2%	115/0%	1,065/4%	145/1%	305/1%	25/0%
Utilization #/%	24%	-2%	1%	-1%	0%	2%	2%	1%	-19%	-3%	-1%	-0%	-3%	-1%	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					✓				✓							
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
Sheriff																
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%	0/0%	0/0%
Undersheriff																
Workforce #/%	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%	0/0%	0/0%	0/0%
Chief																
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%
Lieutenant																
Workforce #/%	4/100%	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%
Sergeant																
Workforce #/%	12/86%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/7%	1/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	83/83%	4/4%	2/2%	0/1%	1/1%	0/0%	1/1%	1/1%	7/7%	1/1%	0/0%	0/0%	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: Denise Greer

HR Director

02-03-2023

[signature]

[title]

[date]