

Waukesha County Government

EEOP SHORT FORM

Data from 2007 Waukesha County EEO-4 Report and
Census 2000 EEO Residence Data Results for Waukesha County, Wisconsin

Step 1: Introduction

It is the express policy of Waukesha County to promote equal employment opportunity to qualified individuals regardless of their race, sex, color, religion, national origin, sexual orientation, marital status, disability, or age and to conform to applicable laws and regulations. Waukesha County will ensure equal employment opportunity in all of its human resources policies including but not limited to its recruiting, testing, hiring, transfer, promotion, demotion, termination, disciplinary action, training, compensation, benefit, layoff, and recall practices. Waukesha County recognizes the benefits of a heterogeneous workforce and will take positive measures to maintain a heterogeneous workforce.

Step 2: Waukesha County's Workforce

		MALE					FEMALE					
JOB GROUP CATEGORY	TOTAL	White	Black	Hispanic	Asian	American Indian	White	Black	Hispanic	Asian	American Indian	
OFFICIALS/ADMINISTRATORS	75	49 65.3%	1 1.3%	1 1.3%	0 0	0 0	24 32%	0 0	0 0	0 0	0 0	
PROFESSIONALS	331	113 34.1%	0 0	4 1.2%	0 0	0 0	199 60.1%	2 0.6%	5 1.5%	6 1.8%	0 0	
TECHNICIANS	64	24 37.5%	0 0	0 0	0 0	0 0	38 59.4%	1 1.6%	0 0	0 0	1 1.6%	
PROTECTIVE SERVICE	Sworn*	280	198 70.7%	10 3.6%	6 2.1%	1 0.4%	1 0.4%	57 20.4%	3 1.1%	3 1.1%	0 0	1 0.4%
	Non-Sworn	16	6 37.5%	2 12.5%	1 6.3%	1 6.3%	0 0	5 31.3%	1 6.3%	0 0	0 0	0 0
OFFICE/CLERICAL	372	10 2.7%	1 0.3%	0 0	0 0	0 0	336 90.3%	3 0.8%	20 5.4%	2 0.5%	0 0	
SKILLED CRAFT	36	35 97.2%	0 0	1 2.8%	0 0	0 0	0 0	0 0	0 0	0 0	0 0	
SERVICE/MAINTENANCE	157	110 70.1%	2 1.3%	11 7%	0 0	2 1.3%	29 18.5%	1 0.6%	2 1.3%	0 0	0 0	

Data taken from Waukesha County 2007 EEO-4 Report; modified to fit census categories. Includes Correctional Officers and Supervisors who are not sworn officers in Waukesha County but are categorized as sworn under Census Tabulation.

Step 3: Community Labor Statistics (CLS)

JOB GROUP CATEGORY		TOTAL	MALE				FEMALE					
			White	Black	Hispanic	Asian	American Indian	White	Black	Hispanic	Asian	American Indian
OFFICIALS/MANAGERS		35065 100%	22605 64.5%	110 0.3%	225 0.6%	280 0.8%	10 0	11185 31.9%	65 0.2%	230 0.7%	150 0.4%	25 0.1%
PROFESSIONALS		44980 100%	19810 44%	110 0.2%	210 0.5%	790 1.8%	40 0.1%	22865 50.8%	120 0.3%	265 0.6%	490 1.1%	4 0
TECHNICIANS		4565	1510 33.1%	10 0.2%	55 1.2%	10 0.2%	0 0	2840 62.2%	25 0.5%	60 1.3%	30 0.7%	10 0.2%
PROTECTIVE SERVICE	Sworn	1870	1585 84.8%	15 0.8%	49 2.6%	0 0	10 0.5%	200 10.7%	4 0.2%	14 0.7%	0 0	0 0
	Non-Sworn	135	45 33.3%	0 0	0 0	0 0	0 0	85 63%	0 0	0 0	0 0	4 3%
ADMINISTRATIVE SUPPORT		52745	16895 32%	70 0.1%	355 0.7%	85 0.2%	25 0	33975 64.4%	125 0.2	585 1.1%	250 0.5%	105 0.2%
SKILLED CRAFT		20300	18310 90.2%	50 0.2%	305 1.5%	60 0.3%	55 0.3%	1275 6.3%	35 0.2%	95 0.5%	15 0.1%	10 0
SERVICE/MAINTENANCE		40830	21355 52.3%	280 0.7%	1230 3%	260 0.6%	195 0.5%	16075 39.4%	130 0.3%	685 1.7%	200 0.5%	55 0.1%

Data taken from Census 2000 EEO Residence Data Results for Waukesha County, Wisconsin.

Step 4A: Utilization Analysis

JOB GROUP CATEGORY (CLS = Community Labor Statistics)*		MALE					FEMALE				
		White	Black	Hispanic	Asian	American Indian	White	Black	Hispanic	Asian	American Indian
OFFICIALS/EXECUTIVE											
	Workforce #%	65.3	1.3	1.3	0	0	32	0	0	0	0
	CLS #%	64.5	0.3	0.6	0.8	0	31.9	0.2	0.7	0.4	0.1
	Utilization %	0.8	1.0	0.7	-0.8	0	0.1	-0.2	-0.7	-0.4	-0.1
PROFESSIONALS											
	Workforce #%	34.1	0	1.2	0	0	60.1	0.6	1.5	1.8	0
	CLS #%	44.0	0.2	0.5	1.8	0.1	50.8	0.3	0.6	1.1	0
	Utilization %	-9.9	-0.2	0.7	-1.8	-0.1	9.3	0.3	0.9	0.7	0
TECHNICIANS											
	Workforce #%	37.5	0	0	0	0	59.4	1.6	0	0	1.6
	CLS #%	33.1	0.2	1.2	0.2	0	62.2	0.5	1.3	0.7	0.2
	Utilization %	4.4	-0.2	-1.2	-0.2	0	-2.8	1.1	-1.3	-0.7	1.4
PROTECTIVE SERVICES	SWORN										
	Workforce #%	70	3.6	2.1	0.4	0.4	20.4	1.1	1.1	0	0.4
	CLS #%	84.8	0.8	2.6	0	0.5	10.7	0.2	0.7	0	0
	Utilization %	-14.8	2.8	-0.5	0.4	-0.1	9.7	0.9	0.4	0	0.4
	NON-SWORN										
	Workforce #%	37.5	12.5	6.3	6.3	0	31.3	6.3	0	0	0
CLS #%	33.3	0	0	0	0	63.0	0	0	0	3	
	Utilization %	4.2	12.5	6.3	6.3	0	-31.7	6.3	0	0	-3
OFFICE/CLERICAL											
	Workforce #%	2.7	0.3	0	0	0	90.3	0.8	5.4	0.5	0
	CLS #%	32	0.1	0.7	0.2	0	64.4	0.2	1.1	0.5	0.2
	Utilization %	-29.3	0.2	-0.7	-0.2	0	25.9	0.6	4.3	0	-0.2
SKILLED CRAFT											
	Workforce #%	97.2	0	2.8	0	0	0	0	0	0	0
	CLS #%	90.2	0.2	1.5	0.3	0.3	6.3	0.2	0.5	0.1	0
	Utilization %	7.2	-0.2	1.3	-0.3	-0.3	-6.3	-0.2	-0.5	-0.1	0
SVCS/MAINTENANCE											
	Workforce #%	70.1	1.3	7	0	1.3	18.5	0.6	1.3	0	0
	CLS #%	52.3	0.7	3.0	0.6	0.5	39.4	0.3	1.7	0.5	0.1
	Utilization %	17.8	0.6	4	-0.6	0.8	-20.9	0.3	-0.4	-0.5	-0.1

Step 4B: Utilization Analysis

A comparison of Waukesha County's workforce to the community labor statistics for Waukesha County shows an overall diversified workforce. The areas of underutilization of minorities range from -0.1% to -3% and are offset by areas in which their utilization exceeds the community statistics from 0.1% to 12.5%. Women exceed the community statistics in three categories; Professionals, Protective Services/Sworn, and Office/Clerical. Overall, there are more women than men employed by Waukesha County. The underutilized areas are:

Officials and Administrator: White females exceed the community statistics by less than 1%, minority females are under utilized by less than 1% in each category. Minorities in total are underutilized by 0.5%

Non-Sworn: White females are underutilized by 31.7%. This category is made up of Juvenile Center Workers employed by Waukesha County to staff the Juvenile Center. Since the majority of juveniles housed there are male, there are bona fide occupational qualifications that require the majority of the staff to be male. Waukesha County cannot meet the community workforce statistics in this category.

Skilled Craft: White females are underutilized 6.3% and minority categories are underutilized by a total of 0.3%. There are a limited number of positions in this category and these are filled by long-term employees. If turnover does occur the union contract requires that the position be posted to employees covered by the contract as a promotional opportunity prior to considering individuals from the community. If recruitment does occur, Waukesha County will make an effort to recruit qualified female and minority workers.

Service/Maintenance: White females are underutilized by 20.9*%. Overall minority utilization exceeds community statistics by 4.1%.

Summary: Overall Waukesha County's workforce is representative of the available labor force in the community. White females are significantly underutilized in the service/maintenance category (20.9%) but significantly over utilized in the office/clerical category (25.9%). The slight underutilization in skilled craft and technicians is offset by the higher utilization in the Professional, and Protective Service/Sworn areas. Bona fide occupational qualifications require more males for Protective Service/Non-Sworn to operate the Juvenile Center. The total under utilization of minorities in the Officials/Executives is 0.5%.

Step 5: Objectives

Waukesha County is committed to maintaining a diversified workforce that reflects the available labor force in the Community. To that end, the County will continue to evaluate our promotional and recruitment practices to ensure that all categories of our applicant pool receive equal opportunity to secure employment. Human Resources will continue to review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny anyone equal opportunity with the County.

Step 6: Steps to Achieve Objectives

- Continue to advertise job opportunities using local minority newspapers and outreaching to community groups serving minorities, females, and persons with disabilities.
- Continue to provide EEO training to supervisors and managers on EEO policies.
- Continue to encourage females and minorities to apply to maintain a diverse workforce and especially emphasize those areas where there is underutilization.
- Continue to evaluate employment and selection procedures for job-relatedness, validity, and effectiveness, identify, and eliminate any artificial barriers to employment on a timely basis.
- Report to the County Executive concerning analysis of the County workforce and actions taken within the EEO Plan.

Step 7: Dissemination

- Continue to include the statement “Waukesha County is an Equal Opportunity Employer” on all job applications, postings, and advertisements.
- Post the EEOP on the County Internet website.
- Post a memo on the Human Resources bulletin board explaining how applicants and members of the public may receive a copy of the plan.
- Include a copy of the EEOP in the Department of Administration Policies and Procedures which is posted on the County intranet.