

# EEO Utilization Report

## Organization Information

Name: Santa Cruz County Probation Department

City: Santa Cruz

State: CA

Zip: 95060

Type: County/Municipal Law Enforcement

## **Step 1: Introductory Information**

### **Policy Statement:**

As provided by State and Federal laws, the County of Santa Cruz will ensure equal employment opportunity and nondiscrimination in all personnel transactions including, but not limited to, the recruitment, selection, transferring, promotion, retention, discipline, compensation, assignment, benefits, training, evaluation, layoff, and rehire of qualified persons; to be fair and impartial with all of its employees and applicants for employment, whether elected, exempt, or civil service without regard to the status of or perceived status of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, gender, age (over 18), veteran status, pregnancy or any other non-merit factor.

## **Step 4b: Narrative of Interpretation**

Santa Cruz County, California includes a large Hispanic or Latino population and this is also reflected by the youth and adults under probation supervision in the County. Specifically, the Hispanic or Latino population under probation supervision comprise 44% for adults and 76% for juveniles. The underrepresentation in the job category Protective Services-Sworn (white male & white female) may be a result of the need to have a bi-cultural, bi-lingual workforce to match the needs of the clients and their parents, many of whom are monolingual Spanish speaking. In light of the information we have been provided in this report the Santa Cruz County Probation Department will continue to adhere to EEO policies and practices, and be mindful of the need to address the underutilization in this specific job category.

## **Step 5: Objectives and Steps**

### **1. To encourage white males and white females to apply for vacancies in the protective services sworn job category**

- a. The Equal Employment Opportunity Officer will review the County's application process and recruitment, selection, promotion, and career development efforts and strategies and work with the Probation Department in identifying and addressing areas that may be causing the underrepresentation of certain sectors and protected groups within the Departments workforce as compared with these populations representation in the surrounding community.
- b. The Probation Department will collaborate with the Personnel Department to establish relationships and a recruiting pool of potential applicants with local colleges, universities, and vocational training institutions, such as the University of California-Santa Cruz, California State University-Monterey Bay, Cabrillo Community College, and San Jose State University.
- c. The Probation Department will work with the Personnel Department in providing targeted community outreach activities, including attending local job fairs and career days at local schools and disseminating information regarding available job opportunities to community and professional organizations, particularly those with sub-organizations representative of the diverse populations residing within Santa Cruz County when feasible, to ensure that the Departments workforce accurately reflects the diversity of the surrounding communities it services.
- d. The Probation Department will strive to promote cultural awareness and positive, effective interactions with diverse community populations through maintaining bilingual employees in positions requiring interaction with members of the public, encouraging employees to complete EEO and cultural competence courses available through the County's Santa Cruz County Learns (SCCL) online training and professional development program, evaluating the language needs of the Departments clientele and ascertaining other cultural competence related issues through customers feedback surveys, and providing bilingual (English/Spanish) informational materials and communications, as needed, to promote efficiency and efficacy in the delivery of customer services.

## **Step 6: Internal Dissemination**

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send an e-mail and with the report attached to all employees, to let them know that a copy of the EEOP Utilization Report is available upon request.
3. Include a bound copy of the EEOP Utilization Report among materials displayed in the lobby of the Santa Cruz County Personnel Office.
4. Place notices that the EEOP Utilization Report is available in break rooms, lobby's and other areas frequented by staff and visitors to the probation department.

## **Step 7: External Dissemination**

1. Post a copy of the EEOP Utilization Report on the Santa Cruz County Probation Department public website.
2. Distribute bound copies of the EEOP Utilization Report to local public libraries for display in their reading rooms.
3. Include on all job announcements for Santa Cruz County Probation Department positions that applicants may obtain a copy of the Probation Department's EEOP Utilization Report on request.
4. Place notices that the EEOP Utilization Report is available in break rooms, lobby's, and other areas frequented by staff

and visitors to the probation department.

5. When probation staff attend job fairs or go on specific recruitment trips, the EEOP Utilization Report will be available for the public to view.

**Utilization Analysis Chart**  
**Relevant Labor Market: Santa Cruz County, California**

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
<b>Officials/Administrators</b>																
Workforce #/%	1/17%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/50%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,930/44%	1,000/7%	120/1%	15/0%	640/5%	0/0%	89/1%	25/0%	4,410/33%	820/6%	55/0%	10/0%	350/3%	25/0%	45/0%	35/0%
Utilization #/%	-27%	9%	-1%	-0%	-5%	0%	-1%	-0%	17%	-6%	16%	-0%	-3%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	1/6%	3/19%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/62%	1/6%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,640/34%	1,120/5%	90/0%	35/0%	760/3%	0/0%	185/1%	55/0%	9,500/42%	1,775/8%	205/1%	4/0%	940/4%	0/0%	125/1%	55/0%
Utilization #/%	-28%	14%	-0%	-0%	-3%	0%	-1%	-0%	20%	-2%	-1%	6%	-4%	0%	-1%	-0%
<b>Technicians</b>																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	940/37%	335/13%	0/0%	0/0%	25/1%	0/0%	20/1%	0/0%	815/32%	295/12%	35/1%	0/0%	45/2%	0/0%	10/0%	20/1%
Utilization #/%	13%	-13%	0%	0%	-1%	0%	-1%	0%	18%	-12%	-1%	0%	-2%	0%	-0%	-1%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	885/49%	390/22%	15/1%	15/1%	120/7%	30/2%	75/4%	10/1%	185/10%	40/2%	0/0%	0/0%	10/1%	0/0%	15/1%	0/0%
Utilization #/%																
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	7/9%	28/35%	2/2%	1/1%	2/2%	0/0%	0/0%	0/0%	17/21%	21/26%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	3,500/36%	650/7%	39/0%	0/0%	270/3%	0/0%	109/1%	55/1%	3,475/36%	1,040/11%	135/1%	0/0%	210/2%	4/0%	125/1%	35/0%
Utilization #/%	-28%	28%	2%	1%	-0%	0%	-1%	-1%	-15%	15%	-1%	2%	-2%	-0%	-1%	-0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	75/45%	10/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	80/48%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

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
Utilization #/%																
<b>Administrative Support</b>																
Workforce #/%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/50%	3/25%	0/0%	0/0%	2/17%	0/0%	0/0%	0/0%
CLS #/%	6,205/24%	2,275/9%	255/1%	10/0%	555/2%	10/0%	190/1%	70/0%	10,350/39%	4,880/19%	225/1%	85/0%	680/3%	75/0%	275/1%	110/0%
Utilization #/%	-15%	-9%	-1%	-0%	-2%	-0%	-1%	-0%	11%	6%	-1%	-0%	14%	-0%	-1%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	4,430/52%	3,265/38%	30/0%	25/0%	110/1%	40/0%	50/1%	55/1%	270/3%	145/2%	25/0%	35/0%	0/0%	0/0%	0/0%	4/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	3/75%	1/25%	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%
CLS #/%	6,455/19%	11,950/35%	195/1%	30/0%	485/1%	0/0%	315/1%	75/0%	6,250/18%	7,650/22%	45/0%	20/0%	810/2%	4/0%	155/0%	105/0%
Utilization #/%	56%	-10%	-1%	-0%	-1%	0%	-1%	-0%	-18%	-22%	-0%	-0%	-2%	-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
<b>Protective Services: Sworn-Patrol Officers</b>	✓								✓							

### 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
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	7/9%	28/35%	2/2%	1/2%	2/2%	0/0%	0/0%	0/0%	17/21%	21/26%	0/0%	2/2%	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: Robert Doty

Juvenile Division Director

07-24-2018

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