

EEO Utilization Report

Organization Information

Name: County Of Loudoun

City: Leesburg

State: VA

Zip: 20177

Type: County/Municipal Law Enforcement

Step 1: Introductory Information

Policy Statement:

HUMAN RESOURCES POLICY HANDBOOK

CHAPTER 1.5

EQUAL EMPLOYMENT OPPORTUNITY

The County of Loudoun is an Equal Employment Opportunity Employer. Consistent with the Civil Rights Act of 1964 as amended in 1991, the Rehabilitation Act of 1973, the Equal Pay Act of 1963, the Americans with Disabilities Act of 1990, and other relevant statutes, including state law, the county does not discriminate against employees in any aspect of employment or applicants for employment based upon race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, childbirth or related medical conditions, marital status, sexual orientation, gender identity, or status as a veteran. The Board of Supervisors has also declared that the county does not discriminate against employees or applicants for employment based on political affiliation.

Step 4b: Narrative of Interpretation

Step 4b: Narrative of Interpretation

See Attachment

Following File has been uploaded:Narrative - 2022 v2 08032022.pdf

Step 5: Objectives and Steps

1. To collect and maintain accurate data on employee race, national origin, and sex.

a. Loudoun County will continue the procedures that encourage all new hires and current employees to self-identify and update or correct their race/national origin/sex information on record in Human Resources.

2. To attract a wider range of qualified candidates for positions in the Protective Services job categories (Sworn-Officials, Sworn-Patrol Officers, and Non-Sworn).

a. Loudoun County will annually review the recruitment efforts of the Sheriffs Office and the Department of Fire and Rescue including ad placements, job fairs attended, and other recruitment activities and make recommendations for improving recruitment efforts to attract a wider range of qualified candidates.

3. To attract a wider range of qualified candidates for positions by sharing job vacancy information with a diverse group of community leaders and organizations.

a. Loudoun County will periodically e-mail job vacancy announcements to a diverse group of organizations and individuals including females and minority organizations.

4. To attract a wider range of qualified candidates for positions in the Administrative Support job category.

a. Loudoun County will annually identify and analyze advertisements placed and other recruitment activities for vacant positions in the Administrative Support job category and look for opportunities to improve our ability to attract a wider range of qualified candidates.

5. To attract a wider range of qualified candidates for positions in the Technicians job category.

a. Loudoun County will annually identify and analyze advertisements placed and other recruitment activities for vacant positions in the Technicians job category and look for opportunities to improve our ability to attract a wider range of qualified candidates.

Step 6: Internal Dissemination

Loudoun County will post its EEO Utilization Report on the internal employee intranet as well as make the EEO Utilization Report available upon request in the Department of Human Resources.

Step 7: External Dissemination

Loudoun County will post its EEO Utilization Report on the County's internet website as well as make the EEO Utilization Report available upon request.

Utilization Analysis Chart
Relevant Labor Market: Loudoun County, Virginia

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 #/%	57/51%	1/1%	5/4%	0/0%	1/1%	0/0%	0/0%	0/0%	35/31%	3/3%	8/7%	1/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	10,120/49%	545/3%	645/3%	35/0%	1,335/6%	10/0%	85/0%	35/0%	5,760/28%	455/2%	700/3%	4/0%	845/4%	0/0%	85/0%	30/0%
Utilization #/%	2%	-2%	1%	-0%	-6%	-0%	-0%	-0%	3%	0%	4%	1%	-3%	0%	-0%	-0%
Professionals																
Workforce #/%	551/26%	40/2%	94/4%	6/0%	37/2%	0/0%	12/1%	0/0%	931/43%	130/6%	185/9%	7/0%	128/6%	2/0%	20/1%	0/0%
CLS #/%	10,430/35%	730/2%	1,135/4%	50/0%	1,825/6%	0/0%	230/1%	125/0%	11,830/40%	785/3%	1,015/3%	25/0%	1,530/5%	0/0%	110/0%	75/0%
Utilization #/%	-9%	-1%	1%	0%	-4%	0%	-0%	-0%	4%	3%	5%	0%	1%	0%	1%	-0%
Technicians																
Workforce #/%	106/68%	9/6%	2/1%	3/2%	1/1%	0/0%	2/1%	0/0%	24/15%	4/3%	2/1%	0/0%	1/1%	0/0%	1/1%	0/0%
CLS #/%	1,245/36%	100/3%	265/8%	15/0%	175/5%	0/0%	4/0%	0/0%	1,070/31%	105/3%	225/7%	0/0%	170/5%	0/0%	0/0%	40/1%
Utilization #/%	32%	3%	-6%	1%	-4%	0%	1%	0%	-16%	-0%	-5%	0%	-4%	0%	1%	-1%
Protective Services: Sworn-Officials																
Workforce #/%	85/78%	4/4%	7/6%	0/0%	4/4%	0/0%	1/1%	0/0%	6/6%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,225/47%	260/10%	520/20%	0/0%	55/2%	0/0%	40/2%	0/0%	310/12%	55/2%	75/3%	0/0%	50/2%	0/0%	0/0%	0/0%
Utilization #/%	31%	-6%	-14%	0%	2%	0%	-1%	0%	-6%	-2%	-1%	0%	-2%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	258/61%	31/7%	37/9%	4/1%	20/5%	5/1%	12/3%	0/0%	39/9%	11/3%	5/1%	0/0%	1/0%	1/0%	0/0%	0/0%
Civilian Labor Force #/%	1,750/27%	1,225/19%	465/7%	0/0%	380/6%	30/0%	140/2%	0/0%	995/15%	685/11%	400/6%	0/0%	350/5%	0/0%	35/1%	0/0%
Utilization #/%	34%	-12%	2%	1%	-1%	1%	1%	0%	-6%	-8%	-5%	0%	-5%	0%	-1%	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 #/%	316/74%	20/5%	13/3%	4/1%	4/1%	2/0%	2/0%	0/0%	59/14%	0/0%	3/1%	1/0%	1/0%	0/0%	1/0%	0/0%
CLS #/%	225/39%	75/13%	95/16%	0/0%	25/4%	0/0%	0/0%	0/0%	140/24%	10/2%	0/0%	0/0%	10/2%	0/0%	0/0%	0/0%
Utilization #/%	35%	-8%	-13%	1%	-3%	0%	0%	0%	-10%	-2%	1%	0%	-1%	0%	0%	0%
Administrative Support																
Workforce #/%	42/17%	3/1%	4/2%	1/0%	5/2%	0/0%	0/0%	0/0%	130/52%	29/12%	17/7%	2/1%	13/5%	2/1%	2/1%	0/0%
CLS #/%	8,145/25%	1,170/4%	1,970/6%	25/0%	1,965/6%	0/0%	220/1%	205/1%	12,240/37%	2,720/8%	1,795/5%	20/0%	2,045/6%	30/0%	350/1%	65/0%
Utilization #/%	-8%	-2%	-4%	0%	-4%	0%	-1%	-1%	15%	3%	1%	1%	-1%	1%	-0%	-0%
Skilled Craft																
Workforce #/%	7/70%	1/10%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	1/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,115/54%	3,070/27%	795/7%	0/0%	525/5%	0/0%	40/0%	25/0%	370/3%	0/0%	40/0%	0/0%	265/2%	0/0%	0/0%	10/0%
Utilization #/%	16%	-17%	3%	0%	-5%	0%	-0%	-0%	7%	0%	-0%	0%	-2%	0%	0%	-0%
Service/Maintenance																
Workforce #/%	118/72%	6/4%	7/4%	1/1%	4/2%	0/0%	1/1%	0/0%	13/8%	6/4%	4/2%	0/0%	0/0%	0/0%	4/2%	0/0%
CLS #/%	6,120/23%	5,020/19%	1,995/8%	15/0%	1,535/6%	0/0%	120/0%	30/0%	4,940/19%	3,105/12%	1,480/6%	35/0%	1,720/7%	15/0%	130/0%	30/0%
Utilization #/%	49%	-15%	-3%	1%	-3%	0%	0%	-0%	-11%	-8%	-3%	-0%	-7%	-0%	2%	-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
Officials/Administrators					✓											
Professionals	✓				✓			✓								✓
Technicians			✓		✓				✓		✓		✓			
Protective Services: Sworn-Officials		✓	✓						✓							
Protective Services: Sworn-Patrol Officers		✓							✓	✓	✓		✓			
Protective Services: Non-sworn		✓	✓		✓				✓	✓			✓			
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
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%
Colonel																
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%
Lieutenant Colonel																
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%
Major																
Workforce #/%	4/80%	0/0%	1/20%	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 #/%	9/82%	0/0%	0/0%	0/9%	1/9%	0/0%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
1st 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%	0/0%	0/0%
2nd Lieutenant																
Workforce #/%	15/75%	0/0%	1/5%	0/5%	1/5%	0/0%	1/5%	0/0%	1/5%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%
Sergeant																
Workforce #/%	47/75%	4/6%	5/8%	0/3%	2/3%	0/0%	0/0%	0/0%	4/6%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	258/61%	31/7%	37/9%	4/5%	20/5%	5/1%	12/3%	0/0%	39/9%	11/3%	5/1%	0/0%	1/0%	1/0%	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.

[signature]

[title]

[date]