

# EEO Utilization Report

## Organization Information

Name: Peoria County

City: Peoria

State: IL

Zip: 61602

Type: County Correctional Department and/or Institution

## **Step 1: Introductory Information**

### **Policy Statement:**

This Affirmative Action Program has been developed as an expression of the County of Peorias compliance with all laws, orders, rules, regulations, and ordinances covering County employees in the State of Illinois. The program is aimed at prevention of any practices of unlawful discrimination and the continuance of further development of employment practices that will facilitate full integration of the Countys full work force. It is the intent of the Peoria County Board that all County departments follow

its Affirmative Action Policy. Departments for which the Board can legally mandate action are required to follow the Plan; and all other Departments are encouraged to voluntarily follow its provisions. All

Departments are, of course, required to follow State and Federal law. The County Administrators Office will monitor the Affirmative Action record of all departments and periodically report its findings to the Affirmative Action/EEO Committee of the Peoria County Board.

For more information, the full policy is available for review in the attached document or by contacting Peoria County Administration.

Following File has been uploaded:Nondiscrimination statement 2018.pdf

## Step 4b: Narrative of Interpretation

- 1.) White males were underrepresented in Administrative Support and Service/Maintenance.
- 2.) Hispanic or Latino males were underrepresented in the Service Maintenance category.
- 3.) Black or African American males were underrepresented in the Protective Sworn Services and Administrative Support category.
- 4.) Asian males were underrepresented in the Professionals category.
- 5.) There was no underrepresentation listed in any category for females.

## Step 5: Objectives and Steps

**1. 1. Our objective is to provide equal employment opportunities for white males when our organization fills vacancies that become available in the Administrative Support and Service/Maintenance job categories.**

a. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process. Furthermore, Human Resource and key departmental staff will continue to engage in diversity recruitment efforts throughout the County.

**2. 2. Our objective is to provide equal employment opportunities for Asian males when our organization fills vacancies that become available in the Professionals job categories.**

a. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process. Furthermore, Human Resource and key departmental staff will continue to engage in diversity recruitment efforts throughout the County.

**3. 3. Our objective is to provide equal employment opportunities for Hispanic or Latino males when our organization fills vacancies that become available in the Service Maintenance job category.**

a. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process. Furthermore, Human Resource and key departmental staff will continue to engage in diversity recruitment efforts throughout the County.

**4. 4. Our objective is to provide equal opportunities for black or African American males in the Protective Services Sworn and Administrative Support job categories.**

a. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process. Furthermore, Human Resource and key departmental staff will continue to engage in diversity recruitment efforts throughout the County.

**5. 5. Our objective is to continue to provide equal employment opportunities for all applicants, including those job categories that were not underrepresented.**

a. The Human Resources Department will provide information regarding hiring, diversity, and equal employment opportunity to staff who have a key role in the hiring process. Furthermore, Human Resource and key departmental staff will continue to engage in diversity recruitment efforts throughout the County.

**6. 5. Our objective is to continue to provide equal employment opportunities for all applicants, including those job categories that were not underrepresented.**

## Step 6: Internal Dissemination

The Human Resources Department will provide hiring managers with a copy of the EEO Utilization Report.

The Human Resources Department will post a copy of the EEOP Short Form on the County's website in a format that can be downloaded by employees.

The Human Resources Department will announce the County's EEOP in the employee newsletter and provide copies to employees upon request.

**Step 7: External Dissemination**

The Human Resources Department will post a copy of the EEO Short Form on the County's website in a format that can be downloaded by the public.

The Human Resources Department will provide copies to the public upon request.

**Utilization Analysis Chart**  
**Relevant Labor Market: Peoria County, Illinois**

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 #/%	41/64%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	18/28%	0/0%	1/2%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS #/%	6,850/53%	85/1%	150/1%	4/0%	305/2%	0/0%	4/0%	10/0%	4,895/38%	30/0%	460/4%	0/0%	35/0%	0/0%	4/0%	10/0%
Utilization #/%	11%	-1%	4%	-0%	-2%	0%	-0%	-0%	-10%	-0%	-2%	0%	1%	0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	100/43%	0/0%	14/6%	0/0%	2/1%	0/0%	0/0%	0/0%	95/41%	0/0%	18/8%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	9,250/39%	240/1%	505/2%	0/0%	860/4%	10/0%	24/0%	10/0%	11,195/48%	245/1%	550/2%	0/0%	445/2%	0/0%	85/0%	4/0%
Utilization #/%	4%	-1%	4%	0%	-3%	-0%	-0%	-0%	-6%	-1%	5%	0%	-1%	0%	-0%	-0%
<b>Technicians</b>																
Workforce #/%	27/47%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	26/46%	0/0%	4/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,255/33%	15/0%	35/1%	0/0%	75/2%	0/0%	19/1%	0/0%	2,115/56%	19/1%	140/4%	0/0%	20/1%	0/0%	70/2%	10/0%
Utilization #/%	14%	-0%	-1%	0%	-2%	0%	-1%	0%	-10%	-1%	3%	0%	-1%	0%	-2%	-0%
<b>Protective Services: Sworn</b>																
Workforce #/%	90/70%	4/3%	8/6%	1/1%	4/3%	0/0%	0/0%	0/0%	13/10%	1/1%	6/5%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	840/61%	0/0%	170/12%	4/0%	10/1%	0/0%	4/0%	4/0%	210/15%	0/0%	120/9%	0/0%	0/0%	0/0%	20/1%	0/0%
Utilization #/%	10%	3%	-6%	0%	2%	0%	-0%	-0%	-5%	1%	-4%	0%	1%	0%	-1%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	19/68%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	7/25%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	50/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	80/57%	0/0%	10/7%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	32%	0%	7%	0%	0%	0%	0%	0%	-32%	0%	-7%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	11/8%	0/0%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	106/74%	4/3%	20/14%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	8,035/28%	440/2%	840/3%	4/0%	125/0%	0/0%	125/0%	0/0%	16,395/57%	475/2%	1,990/7%	20/0%	155/1%	4/0%	120/0%	35/0%

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 #/%	-20%	-2%	-3%	-0%	0%	0%	-0%	0%	17%	1%	7%	-0%	0%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	12/100%	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%
CLS #/%	8,035/85%	345/4%	435/5%	4/0%	60/1%	15/0%	4/0%	4/0%	425/4%	35/0%	60/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	-4%	-5%	-0%	-1%	-0%	-0%	-0%	-4%	-0%	-1%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	54/28%	0/0%	10/5%	0/0%	0/0%	0/0%	0/0%	0/0%	65/34%	1/1%	58/30%	0/0%	4/2%	0/0%	0/0%	0/0%
CLS #/%	13,110/46%	815/3%	2,290/8%	10/0%	180/1%	0/0%	10/0%	8,855/31%	%	355/1%	2,195/8%	4/0%	205/1%	0/0%	135/0%	0/0%
Utilization #/%	-18%	-3%	-3%	-0%	-1%	0%	-0%	3%	3%	-1%	22%	-0%	1%	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>Professionals</b>					✓											
<b>Protective Services: Sworn</b>			✓													
<b>Administrative Support</b>	✓		✓													
<b>Service/Maintenance</b>	✓	✓														





## CERTIFICATION FORM

### Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements


Recipient's Name:	Peoria County		
Address:	324 Main Street Room 502, Peoria, IL, 61602		
Recipient Type:	Direct Recipient	Law Enforcement Agency:	No
DUNS Number:		Vendor Number (only if direct recipient):	376001763
Name of Contact Person:	Shauna Musselman	Title of Contact Person:	Assistant County Administrator
Telephone Number:	(309) 672-6056	E-Mail Address:	smusselman@peoriacounty.org
Subrecipients:	No		

### Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **Shauna Musselman** (*authorized official*), acknowledge that **Peoria County** (*recipient organization*) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2017** (*fiscal year*). I understand the regulatory obligations under 28 C.F.R. Section 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 EEOP Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **Peoria County** (*organization*) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

Shauna Musselman, Assistant County Administrator  
11/14/2017

Shauna Musselman 

Print or Type Name and Title

Signature

Date

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Peoria County	
Address: 324 Main Street Room 502, Peoria, IL 61602	
Is agency a: <input checked="" type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DUNS Number:	Vendor Number (only if direct recipient) 376001763
Name and Title of Contact Person: Shauna Musselman, Assistant County Administrator	
Telephone Number: (309) 672-6056	E-Mail Address: smusselman@peoriacounty.org

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe            | <input type="checkbox"/> Medical Institution.                            |
| <input type="checkbox"/> Nonprofit Organization     | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Scott A. Sorrel \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ the County of Peoria, Peoria, Illinois [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:  
County Administration Office

[organization],  
Peoria County Courthouse 324 Main Street, Room 502 Peoria IL 61602

[address],  
Scott A. Sorrel, Peoria County Administrator  
Print or Type Name and Title

Signature

Date



12/22/17

### Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date