

EEO Utilization Report

Organization Information

Name: County Of Cheshire

City: Keene

State: NH

Zip: 03431

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

The policy of Cheshire County is to provide a work environment that is free from discrimination, including harassment, based on race, color, national origin, religion, sex, age, or disability. It is the county's policy to administer all conditions and privileges of employment including recruitment, examination, transfer, appointment, training, promotion, compensation or the administration of employee benefits without discrimination. The prohibition against employment discrimination and harassment may extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace. The County is committed to complying with all applicable federal, state, and local civil rights laws that pertain to employment.

If you believe the County of Cheshire has discriminated against you in its employment practices, you may file a brief written narrative describing the complaint with the County's human resources manager, the county administrator, or the Board of Commissioners. The respective individual(s) must respond to the complaint in writing within one week. Should this process not result in a satisfactory resolution, or if the complainant prefers for any reason, a formal complaint may be filed with the Federal Office of Civil Rights at 810 7th Street, NW, Washington, DC 20531 or askojp@ncjrs.gov. Visit www.ojp.gov for instructions and more information.

The human resources manager is the designated Equal Employment Opportunity Officer for Cheshire County as it relates to employment. The human resources manager is responsible for implementing and maintaining adherence to the Equal Employment Opportunity program including tracking statistical data, promoting the County as an equal opportunity employer, and receiving and resolving complaints.

Step 4b: Narrative of Interpretation

In general, statistics show no evidence of gender discrimination as there are twice as many women as men working for Cheshire County Government and management is fairly balanced. Additionally, statistics show no evidence of racial discrimination.

Particular job categories that have notable under-representation of employees of a particular race and sex include white males in the professionals, technicians and service/maintenance categories. These high percentages of under-representation are insignificant because they do not include individuals of a protected class.

Step 5: Objectives and Steps

- 1. The County as with many other employers around the Country struggle with staff shortages in most all job classifications. The County will work to enhance outreach efforts to attract new applicants and increase individuals in a protected class**
- 2. The County Human Resource Director stays aware of the composition of the applicant pool for all vacancies in all job categories**

Step 6: Internal Dissemination

The EEO Utilization Report will be available in the Human Resources office. An electronic communication will inform all employees that the report is available upon request.

Step 7: External Dissemination

Post on the County Human Resources website that a copy of the EEOP Utilization is available upon request by calling the Human Resources Department.

Utilization Analysis Chart
Relevant Labor Market: Cheshire County, New Hampshire

Job Categories	Male										Female																																																																																																																																																																																																																																																																																																																																																																																																												
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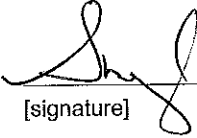
Job Categories	Male										Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	
Skilled Craft																	
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%	
CLS #/%	3,035/93%	4/0%	0/0%	4/0%	15/0%	0/0%	30/1%	4/0%	155/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
Utilization #/%	7%	-0%	0%	-0%	-0%	0%	-1%	-0%	-5%	0%	0%	0%	0%	0%	0%	0%	
Service/Maintenance																	
Workforce #/%	30/18%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	133/79%	3/2%	0/0%	0/0%	0/0%	2/1%	1/1%	0/0%	
CLS #/%	5,990/53%	200/2%	25/0%	10/0%	55/0%	0/0%	14/0%	15/0%	4,770/42%	80/1%	0/0%	0/0%	95/1%	0/0%	55/0%	25/0%	
Utilization #/%	-35%	-2%	-0%	-0%	-0%	0%	-0%	-0%	37%	1%	0%	0%	-1%	1%	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
Professionals	✓															
Technicians	✓															
Service/Maintenance	✓															

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] Sheryl A. Lombly Financial Director [title] 11/15/19 [date]



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EEO Utilization Report

[FAQ](#)

Congratulations, you have completed the EEO Utilization Report! You can download the PDF below as confirmation that utilization report has been completed and to archive.

The form was certified by Sheryl Trombly, Finance Director, Email=strombly@co.cheshire.nh.us, Phone=603-355-3036, on Mon Nov 04 14:52:20 EST 2019

For the EEO Utilization Report to be valid, a responsible official in your organization, defined as someone who has the authority to implement your Equal Opportunity Program (per 28 CFR 42.304), must sign and date it. Based on the information you already entered about your organization, the applicable federal regulations require you to keep the EEO Utilization Report on file. You are also obliged to make it available to the Office for Civil Rights (OCR) on request. However, at this time, you do not have to send the EEO Utilization Report to the OCR for review. To claim the exemption from the EEO submission requirement, you must complete Section B of the Certification Form and send an endorsed copy to the OCR. To fill in and download a copy of the Certification Form, [click here](#).



To open, review and print your complete EEO Utilization Report click here.

The documents you uploaded for this EEO Utilization Report can be viewed/downloaded by clicking the documents' name links below:
None available

If you still require programmatic assistance with your submission, please call the Office for Civil Rights at 202-616-1771 and leave a detailed message, or email EEOPForms@usdoj.gov. If you have IT or system related problems with your submission, please call the EEOP Service Desk at 202-307-0627 and leave a detailed message, or email EEOPITSupport@usdoj.gov.