



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

April 7, 2021

Melanie Woodson
Human Resources Director
Calvert County Board Of Commissioners
175 Main Street
Prince Frederick, MD 20678

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for Calvert County Board Of Commissioners, 21-OCR-0581

Dear Ms. Woodson,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston
Director
Signed by: Michael Alston

EEO Utilization Report

Organization Information

Name: Calvert County Board Of Commissioners

City: Prince Frederick

State: MD

Zip: 20678

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

See Attachment

Following File has been uploaded:CCG Nondiscrimination Policy Statement.docx

Step 4b: Narrative of Interpretation

The Department of Human Resources reviewed the Utilization Analysis (comparing the County's workforce to the relevant labor market), and noted the following:

1. White females were significantly underutilized in the following job categories: Professionals (-10%), Technicians (-9%), Protective Services: Sworn (-11%), Protective Services: Non-Sworn (-48%), and Service/Maintenance (-16%).
2. Hispanic females were underutilized in the Service/Maintenance category (-4%).
3. Black females were underutilized in the Technicians (-3%) and Protective Services: Sworn (-6%) categories.
4. Asian females were underutilized in the Technicians category (-4%).
5. White males were underutilized in the Administrative Support (-11%) and Skilled Craft (-23%) categories.
6. Hispanic or Latino males were underutilized in the Protective Services: Sworn (-8%) and Skilled Craft (-5%) categories.
7. Black or African American males were underutilized in the Protective Services: Sworn (-14%) category and Skilled Craft (-9%) categories.

Calvert County Government is committed to increasing the representation of all underutilized group into all areas of the organization. The Department of Human Resources ensures continuing recruitment strategies to reach and attract applicants that represent the diverse community. The County will also continue to create and promote a productive working environment that sustains and supports a diverse workforce.

Step 5: Objectives and Steps

1. Expand and continue to provide department based employee training and development programs

- a. Encourage departments/divisions and employees to participate in training and to utilize employee development resources.
- b. Publicize to employees the availability of the Tuition Assistance Program.
- c. Utilize online learning management system to develop employees for potential promotional opportunities.

2. Review and update essential functions, qualifications, and duties of the County's job descriptions in order to maintain accuracy

- a. On an ongoing basis, the Department of Human Resources in partnership with appropriate departments/divisions will review and update job descriptions prior to recruitments and during job studies.
- b. Review job descriptions to assure that they accurately reflect the duties and responsibilities of the job to ensure there are no barriers or adverse impact to both current employees and potential applicants.

3. Ensure understanding and compliance of Equal Employment Opportunity principles

- a. Review compliance with posting requirements to ensure that EEO non-discrimination posters are in public view.
- b. Educate and encourage departments/divisions to ensure EEO principles are understood and followed.
- c. Ensure Department/Agency Heads, County Administrator, and the Board of County Commissioners are aware of the utilization analysis and objectives.
- d. Ensure that there are procedures for responding to discrimination complaints, and procedures for distributing sexual harassment and workplace violence policies.

4. Ensure hiring decisions are made based upon merit and equal employment opportunity principles to determine the best-qualified applicants

- a. Base all decisions that impact employees, recruitment, hiring, training, development, and promotions entirely on job-related factors.
- b. When positions are available, appropriate recruitment efforts will be made to assist in increasing the number of qualified candidates in underutilized job categories.
- c. Ensure that Black or African American, Hispanic or Latino, Asian, and female members of Calvert County Government serve on the interview panels.

d. Review current employment application and hiring practices such as job announcements, application screening, oral and performance exams, and reference checking, to ensure that there are no artificial barriers for applicants.

5. Target women and minorities in recruitment efforts

- a. Continue participation in the following annual job fairs: Calvert County Job Fair, Calvert Career Center Job Fair, Parks and Recreation Job Fair for Teens.
- b. Provide online capability to access job announcements, employment application, and class specifications.
- c. Disseminate job announcements via social media, electronic mail, and local cable channel announcements.
- d. Target dissemination of job announcements via electronic mail to local organizations to identify qualified minority and female applicants, to include the NAACP, Commission for Women, Concerned Black Men of Calvert County, minority churches, local jurisdictions, educational institutions, and public agencies.
- e. Develop a diversity statement as a standard part of all job announcements and recruiting advertising.

Step 6: Internal Dissemination

The EEO Report will be made available for viewing and downloading on the County's Intranet and Internet websites.

Upon request, the Department of Human Resources will provide the EEO Report for those who do not have access to the Intranet or Internet.

Current employees will be notified via electronic mail that the EEO Report is available for viewing or downloading on the County's Intranet and Internet websites.

Job announcements will state Calvert County Government is an Equal Opportunity Employer and that we have developed an EEO Report available upon request for review.

A copy of the revised EEO Report will be provided to Department/Agency Heads, the County Administrator, the Deputy County Administrator and the Board of County Commissioners.

Step 7: External Dissemination

A copy of the EEO Report will be made available for viewing and downloading on the County's Internet website.

Upon request, The Department of Human Resources will provide the EEO Report for those who do not have access to the Internet.

Vendors and contractors will be notified in writing that the EEO Report and that it is available on request for review.

The County will investigate the feasibility of using Social Media to advise the public of the EEO Report and where and how to get a copy of it.

Utilization Analysis Chart
Relevant Labor Market: Calvert County, Maryland

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 #/%	39/53%	0/0%	3/4%	0/0%	0/0%	0/0%	0/0%	0/0%	25/34%	1/1%	5/7%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,240/47%	100/4%	140/5%	0/0%	0/0%	0/0%	0/0%	0/0%	945/36%	50/2%	65/2%	0/0%	40/2%	0/0%	15/1%	25/1%
Utilization #/%	6%	-4%	-1%	0%	0%	0%	0%	0%	-2%	-1%	4%	0%	-2%	0%	-1%	-1%
Professionals																
Workforce #/%	41/47%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	40/45%	0/0%	4/5%	1/1%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,130/26%	70/2%	105/2%	0/0%	65/2%	0/0%	20/0%	0/0%	2,355/55%	80/2%	345/8%	0/0%	105/2%	0/0%	10/0%	0/0%
Utilization #/%	20%	-2%	-0%	0%	-2%	0%	-0%	0%	-10%	-2%	-4%	1%	-2%	0%	-0%	0%
Technicians																
Workforce #/%	115/41%	3/1%	15/5%	1/0%	0/0%	2/1%	0/0%	0/0%	133/47%	2/1%	10/4%	1/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	165/31%	0/0%	10/2%	0/0%	10/2%	0/0%	0/0%	0/0%	300/56%	0/0%	35/6%	0/0%	20/4%	0/0%	0/0%	0/0%
Utilization #/%	10%	1%	3%	0%	-2%	1%	0%	0%	-9%	1%	-3%	0%	-4%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	119/84%	4/3%	11/8%	0/0%	1/1%	0/0%	0/0%	0/0%	7/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	215/45%	50/11%	105/22%	0/0%	0/0%	0/0%	0/0%	0/0%	75/16%	0/0%	30/6%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	39%	-8%	-14%	0%	1%	0%	0%	0%	-11%	0%	-6%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	45/61%	1/1%	10/14%	0/0%	0/0%	0/0%	0/0%	0/0%	9/12%	1/1%	7/9%	0/0%	1/1%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	10/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	21%	1%	14%	0%	0%	0%	0%	0%	-48%	1%	9%	0%	1%	0%	0%	0%
Administrative Support																
Workforce #/%	30/12%	0/0%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	171/70%	2/1%	35/14%	0/0%	1/0%	0/0%	0/0%	0/0%
CLS #/%	1,425/23%	40/1%	220/4%	0/0%	25/0%	0/0%	4/0%	10/0%	3,525/57%	60/1%	690/11%	15/0%	90/1%	0/0%	90/1%	0/0%
Utilization #/%	-11%	-1%	-2%	0%	-0%	0%	-0%	-0%	13%	-0%	3%	-0%	-1%	0%	-1%	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
Skilled Craft																
Workforce #/%	81/50%	1/1%	6/4%	1/1%	2/1%	0/0%	0/0%	0/0%	62/39%	3/2%	1/1%	0/0%	4/2%	0/0%	0/0%	0/0%
CLS #/%	1,885/74%	135/5%	330/13%	0/0%	55/2%	0/0%	4/0%	0/0%	115/5%	0/0%	15/1%	0/0%	15/1%	0/0%	0/0%	0/0%
Utilization #/%	-23%	-5%	-9%	1%	-1%	0%	-0%	0%	34%	2%	0%	0%	2%	0%	0%	0%
Service/Maintenance																
Workforce #/%	78/36%	4/2%	55/25%	0/0%	0/0%	0/0%	0/0%	0/0%	42/19%	0/0%	36/17%	1/0%	1/0%	1/0%	0/0%	0/0%
CLS #/%	2,025/30%	115/2%	705/10%	0/0%	15/0%	0/0%	59/1%	0/0%	2,365/35%	270/4%	970/14%	100/1%	100/1%	0/0%	69/1%	0/0%
Utilization #/%	6%	0%	15%	0%	-0%	0%	-1%	0%	-16%	-4%	2%	-1%	-1%	0%	-1%	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
Technicians					✓				✓		✓		✓			
Protective Services: Sworn		✓	✓						✓		✓					
Protective Services: Non-sworn									✓							
Administrative Support	✓															
Skilled Craft	✓	✓	✓													
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.

Certified As Final By: Dina M. Davis

Human Resources Deputy Director

09-30-2020

[signature]

[title]

[date]

Calvert County Government

Non-Discrimination Policy

It is the policy of the Board of County Commissioners to comply fully with Federal Government and State regulations with regard to equal employment opportunity. It is, and shall continue to be, the policy of the Board of County Commissioners to provide employment, training, compensation, promotion, and other conditions of employment in the County service based on merit and without regard to age, sex (including pregnancy) (except where age or sex are essential bona fide occupational requirements), sexual orientation, marital status, ancestry or national origin, religion, race, color, genetic information, actual or perceived disability, or gender-related identity or expression.

Calvert County shall continue to direct its employment and personnel practices toward ensuring equal opportunity for everyone in the County service. Therefore, Calvert County intends that all matters related to recruiting, hiring, training, benefits, tuition, grants, compensation, promotion, transfer, layoff, disciplinary action, termination, and all treatment on the job be free from discriminatory practices.

In addition, while it is the policy of Calvert County to apply job-related standards appropriate to each position in the County service and to maintain such standards at a level consistent with effectiveness of the County's operations, it is also the policy to take affirmative action to seek out individuals at any level of the organization whose potential has not been fully met, with the objective of assisting them to reach their full potential and meet job standards. Affirmative action shall include finding additional sources of applicants who can meet minimum job standards, utilizing appropriate training, which shall assist these individuals toward full qualification, and developing programs to assure upward mobility for such qualified individuals.

All County personnel who are responsible for recruiting, hiring, training, supervising, promoting, transferring, and assigning employees are governed by this policy.