

COUNTY OF KERN
WORKFORCE UTILIZATION ANALYSIS
FISCAL YEAR 2015-2016

PREPARED BY
THE KERN COUNTY HUMAN RESOURCES DIVISION

UTILIZATION ANALYSIS NARRATIVE

The Human Resources Division of the County of Kern is tasked with maintaining the Equal Employment Opportunity Plan (EEOP) for the County. A major component of the EEOP is data collection and analysis. The Workforce Utilization compares the demographics of the available labor market, geographic Kern County, to those of the full-time labor force employed by the County of Kern.

Attachment "A" provides data taken from the United States Census Bureau 2016 estimate. Attachment "B" provides data for the full-time Kern County workforce, as of November 19, 2016. Attachment "C" is the Utilization Analysis that compares Kern County workforce data to Kern County labor market information.

Comparisons of the County of Kern workforce to labor market information indicate that the County of Kern employs the traditional minority population and females at a rate that is consistent with the relevant labor market.

Instances of underutilization are identified when there is an available minority labor market category of at least three (3) percent and the same category is under-employed in the County workforce by at least two (2) percent, relative to the available labor market. Instances of underutilization of the White male population are not evaluated as this segment of the workforce is not traditionally underrepresented.

The federal government recognizes the following races in the development of the national census: White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian and Other Pacific Islander, and Hispanic or Latino. Based on the 2016 U.S. Census Bureau (USCB) estimate, community labor statistics indicate that the local Native Hawaiian or other Pacific Islander population comprises about one tenth of one percent of the local labor force. Due to the negligible size of this workforce, the following analysis does not evaluate their respective utilization.

COMPARATIVE DATA

This section analyzes the County of Kern's progress in its efforts to provide a diverse workforce reflective of the local labor market. This is accomplished by comparing the 2016 County of Kern workforce (as of 10/19/2016) to the available community labor force (2016 USCB estimate) by ethnicity, gender, and occupational categories and identifies areas exceeding representation and those under-represented.

The combined 2016 County of Kern minority employee workforce is 50.27% which exceeds the available minority labor force of 46.95%.

Figure 1.

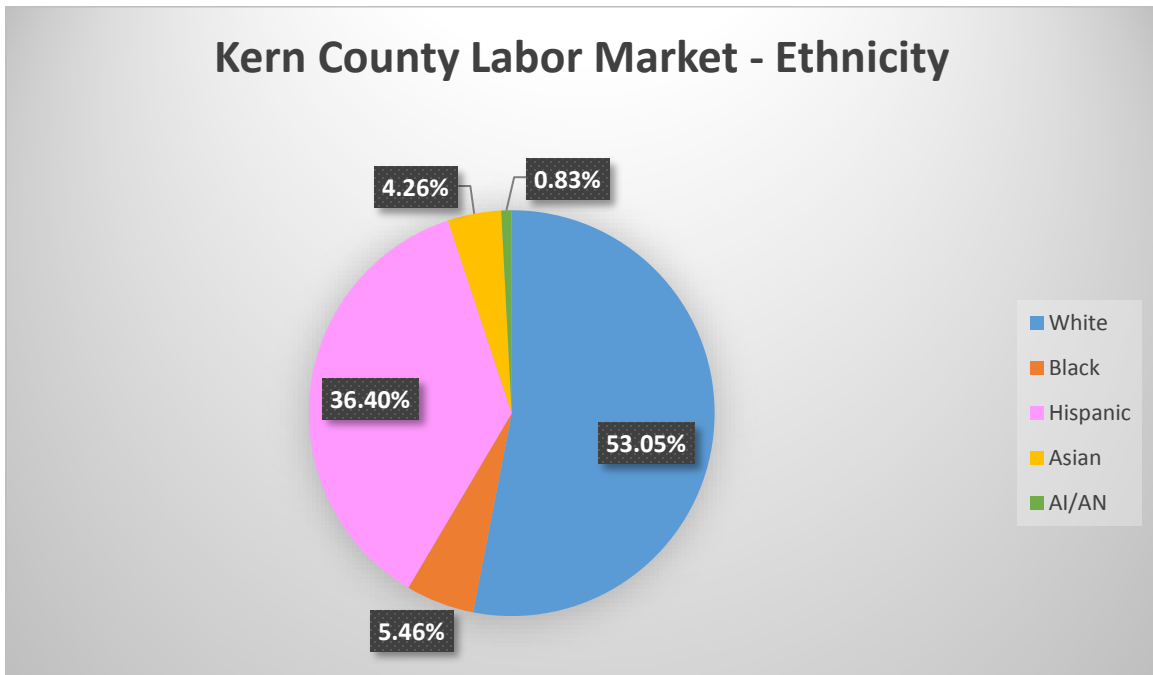
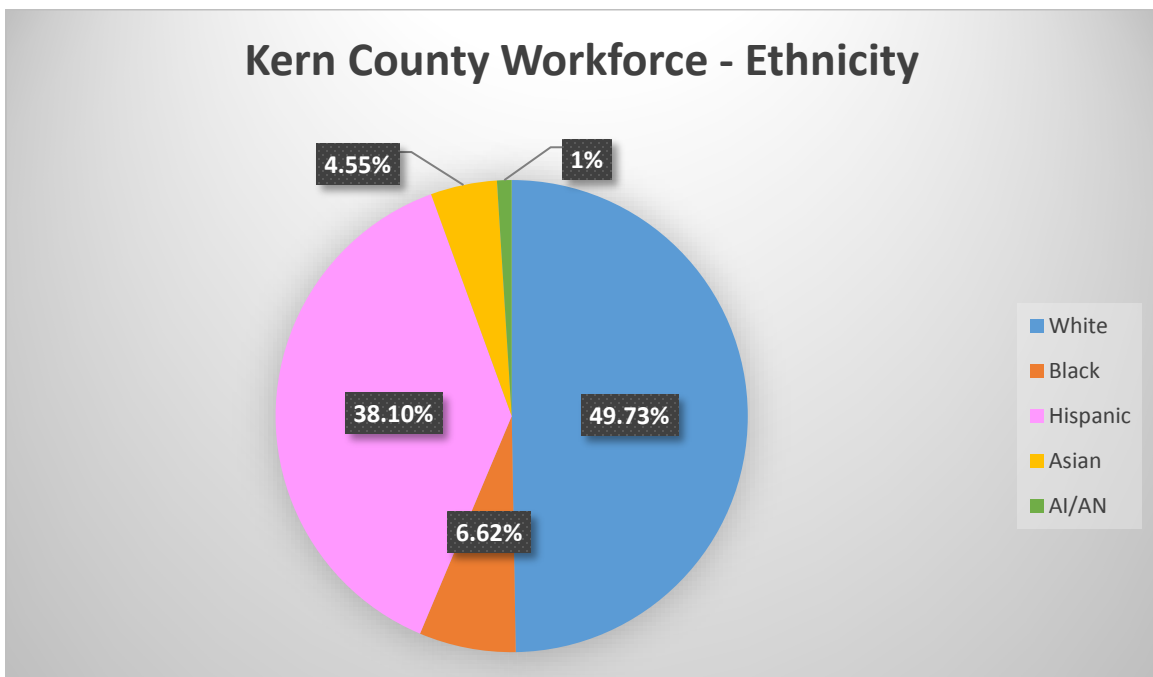


Figure 2.



County of Kern employee representation exceeds the available community labor market for the following minority populations:

- Black
- Hispanic
- Asian
- American Indian/Alaska Native

The Kern County workforce is comprised of a percentage of female employees that is consistent with the local labor market. According to the 2016 USCB estimate, females comprise 54.9% of the local labor market. The Kern County workforce is 54% Female and 46% Male.

Figure 3.

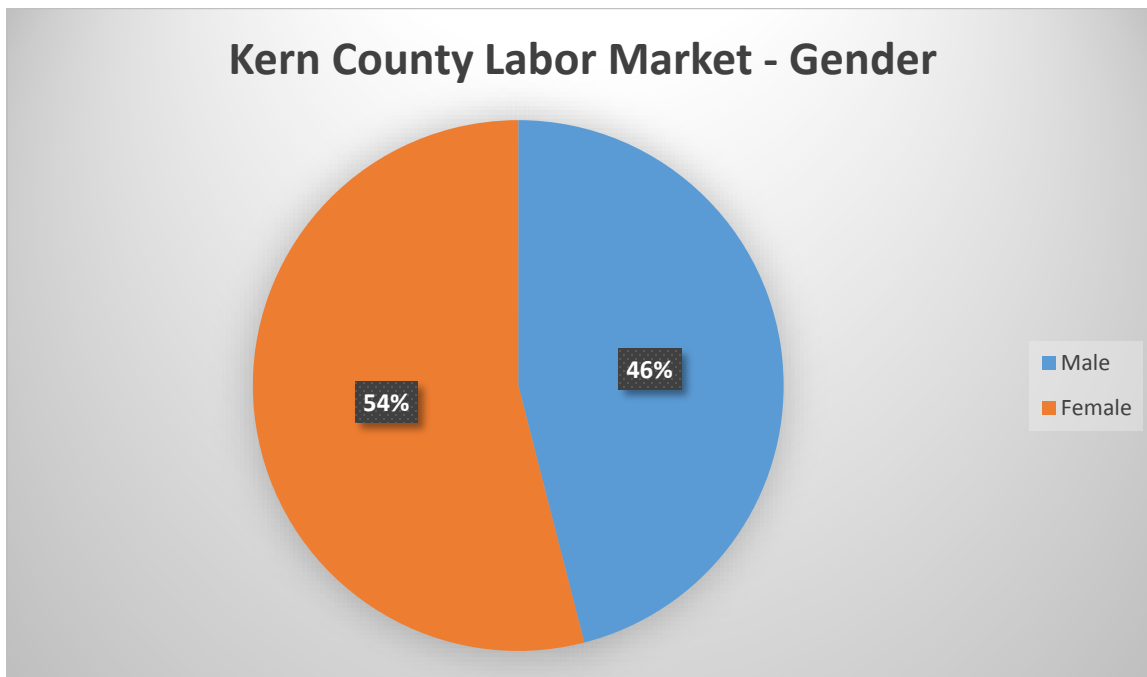
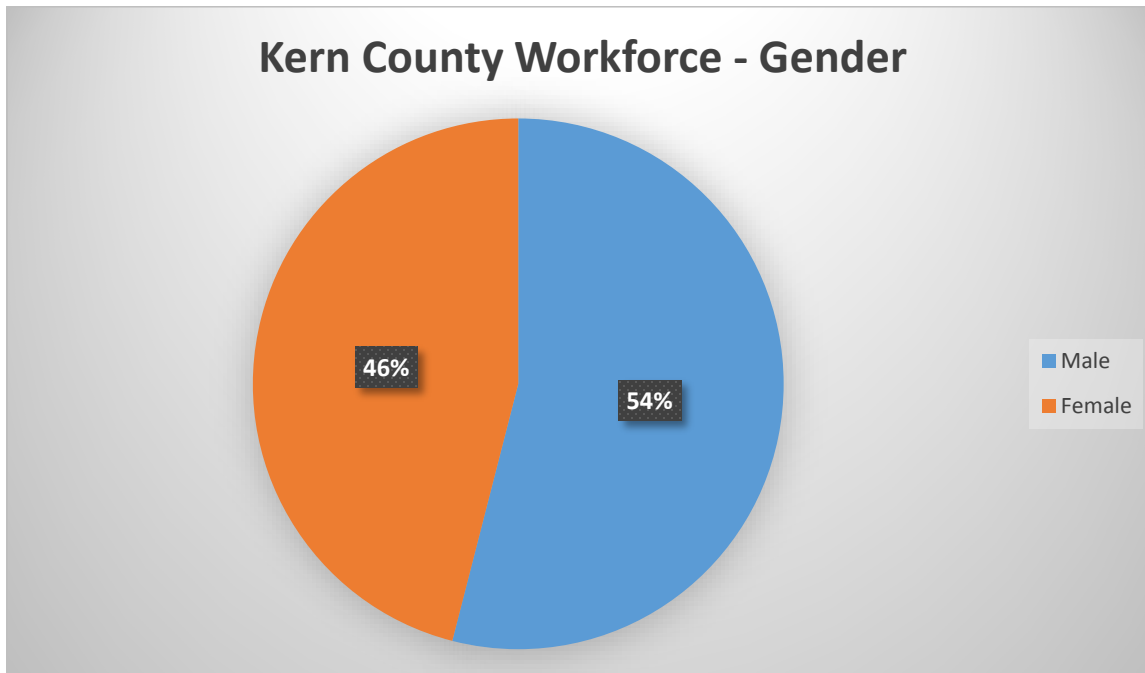


Figure 4.



AREAS OF UNDERREPRESENTATION THAT HAVE BEEN ELIMINATED

The County of Kern workforce has experienced a significant increase in minority representation since the last evaluation period in the following area:

Skilled Craft. This category includes classifications such as Maintenance Plumber and Traffic Signal Technician. Hispanic male representation has increased by 26.68%.

AREAS OF UNDERUTILIZATION

The Kern County labor market is underrepresented in the County of Kern workforce in the following ethnicity/gender/occupational categories:

Officials – Administrators. This category includes classifications such as Directors, Assistant Directors, and Division Managers. White females are underrepresented by 3.36%. This represents an **increase** in representation of 1.93% from the previous underrepresentation of 5.29%.

Professionals. This category includes classifications such as Administrative Analyst, Program Coordinator, and Engineer. White females are underrepresented by 10.83%.

Technicians. This category includes classifications such as Drafting Technician, Air Quality Specialist, and Appraiser. White females are underrepresented by 8.92% and Hispanic females are underrepresented by 4.19%.

Office and Clerical. This category includes classifications such as Fiscal Support Specialist, Legal Process Technician, and Fire Dispatcher. Hispanic males are underrepresented by 7.02%. This represents an **increase** in representation of 1.42% from the previous underrepresentation of 8.44%.

Service and Maintenance. This category includes classifications such as Utility Worker, Disposal Site Gate Attendant, and Maintenance Worker. White females are underrepresented by 15.88% and Hispanic females are underrepresented by 26.4%.

OBJECTIVES

The County of Kern is committed to a workforce that closely reflects the available community labor market. It is the goal of the County of Kern to increase representation of minority employees in areas where underutilization is identified. The following identifies objectives that support the County's commitment to achieve a workforce reflective of the community it serves.

- The County will evaluate areas of underutilization as identified above, and will continue to review recruitment, examination, selection, promotion, compensation and training practices and policies to ensure equal employment opportunity for persons in all aspects of employment and career advancement.
- Representation of both Hispanic males and females has increased in some areas but underrepresentation of this group continues to exist in others. The County will continue to evaluate its recruitment advertising/announcement practices to more effectively target this segment of the labor market.
- Increase employment opportunities of all qualified persons by eliminating non job-related factors, conditions, and requirements from all specifications where applicable.
- Recruitment efforts should be increased by additional outreach to underrepresented segments of the labor market through the various action items listed in the Steps to Achieve Utilization section.

STEPS TO ACHIEVE UTILIZATION

- Continue to utilize existing relationships and develop new opportunities with local and regional educational institutions such as, the Kern High School District, Kern Community College District, California State University Bakersfield, and Employers' Training Resource.
- Continue to participate in job/recruitment fairs conducted by local educational institutions and allied agencies.
- Increase the breadth of social media outreach to engage all segments of the community labor market.
- Continue to utilize internet based application processes.
- Expand the use of internet based testing.
- Continue to monitor recruitment policies and procedures to determine if efforts are enabling the County to meet and maintain its objective to maintain a diverse workforce.
- Periodically review and update the County's recruitment, practices, and policies to promote equal employment opportunity through recruitment efforts.
- Provide ongoing training to County employees on Equal Employment Opportunity policy, processes, and legal requirements.

PREPARATION AND DISSEMINATION

Internal

- The Annual Workforce Utilization Analysis will be conducted after the close of each fiscal year.
- The Analysis will be distributed to each County Department Head, The Kern County Board of Supervisors, The Kern County Human Relations Commission, and the Kern County Civil Service Commission.

External

- The Annual Workforce Utilization Analysis will be available for public view on the Kern County Human Resources website.

ATTACHMENT A

KERN COUNTY												
COMMUNITY LABOR STATISTICS (U.S. Census Bureau estimate 10/18/2016)												
	Male						Female					
	White	Black	Hispanic	Asian	AI/AN*		White	Black	Hispanic	Asian	AI/AN*	
Officials/Managers												Total
Workforce #	11485	525	3260	650	200		7585	795	3275	500	80	28355
Workforce %	40.50%	1.85%	11.50%	2.29%	0.71%		26.75%	2.80%	11.55%	1.76%	0.28%	
Professionals												
Workforce #	7040	545	1755	455	25		11480	875	4840	610	170	27795
Workforce %	25.33%	1.96%	6.31%	1.64%	0.09%		41.30%	3.15%	17.41%	2.19%	0.61%	
Technicians												
Workforce #	2555	360	1020	230	0		1770	215	1390	470	20	8030
Workforce %	31.82%	4.48%	12.70%	2.86%	0.00%		22.04%	2.68%	17.31%	5.85%	0.25%	
Protective Services												
Workforce #	4840	675	2695	270	125		1075	175	890	20	65	10830
Workforce %	44.69%	6.23%	24.88%	2.49%	1.15%		9.93%	1.62%	8.22%	0.18%	0.60%	
Paraprofessionals												
Workforce #	4680	220	640	505	20		1115	20	225	100	15	7540
Workforce %	62.07%	2.92%	8.49%	6.70%	0.27%		14.79%	0.27%	2.98%	1.33%	0.20%	
Office and Clerical												
Workforce #	4860	555	5000	460	50		19820	2170	14400	1180	270	48765
Workforce %	9.97%	1.14%	10.25%	0.94%	0.10%		40.64%	4.45%	29.53%	2.42%	0.55%	
Skilled Craft												
Workforce #	7845	350	6595	410	95		325	75	155	55	0	15905
Workforce %	49.32%	2.20%	41.46%	2.58%	0.60%		2.04%	0.47%	0.97%	0.35%	0.00%	
Service & Maintenance												
Workforce #	5020	875	8830	925	125		10635	2075	15115	1360	345	45305
Workforce %	11.08%	1.93%	19.49%	2.04%	0.28%		23.47%	4.58%	33.36%	3.00%	0.76%	
Total	48325	4105	29795	3905	640		53805	6400	40290	4295	965	192525
Total Male+Female	102130	10505	70085	8200	1605							
Total Male+Female %	53.05%	5.46%	36.40%	4.26%	0.83%							
Total Minority Labor Force	90395											
Total Minority Labor %	46.95%											
Total Males	86770											
Total Male %	45.07%											
Total Females	105755											
Total Female %	54.93%											

*AI/AN = American Indian/Alaska Native

ATTACHMENT B

KERN COUNTY												
WORKFORCE STATISTICS 10/19/2016												
	Male					Female						
	White	Black	Hispanic	Asian	AI/AN*	White	Black	Hispanic	Asian	AI/AN*		
Officials/Managers												Total
Workforce #	144	18	64	12	2	116	22	104	13	1		496
Workforce %	29.03%	3.63%	12.90%	2.42%	0.40%	23.39%	4.44%	20.97%	2.62%	0.20%		
Professionals												
Workforce #	402	37	148	60	9	532	100	366	85	7		1746
Workforce %	23.02%	2.12%	8.48%	3.44%	0.52%	30.47%	5.73%	20.96%	4.87%	0.40%		
Technicians												
Workforce #	505	26	171	25	11	140	31	140	14	4		1067
Workforce %	47.33%	2.44%	16.03%	2.34%	1.03%	13.12%	2.91%	13.12%	1.31%	0.37%		
Protective Services												
Workforce #	445	19	288	24	7	84	8	70	5	2		952
Workforce %	46.74%	2.00%	30.25%	2.52%	0.74%	8.82%	0.84%	7.35%	0.53%	0.21%		
Paraprofessionals												
Workforce #	52	13	96	6	0	158	95	410	13	5		848
Workforce %	6.13%	1.53%	11.32%	0.71%	0.00%	18.63%	11.20%	48.35%	1.53%	0.59%		
Office and Clerical												
Workforce #	40	2	32	3	0	388	41	445	26	14		991
Workforce %	4.04%	0.20%	3.23%	0.30%	0.00%	39.15%	4.14%	44.90%	2.62%	1.41%		
Skilled Craft												
Workforce #	109	4	45	0	2	2	0	0	0	0		162
Workforce %	67.28%	2.47%	27.78%	0.00%	1.23%	1.23%	0.00%	0.00%	0.00%	0.00%		
Service & Maintenance												
Workforce #	64	6	56	5	0	12	3	11	1	0		158
Workforce %	40.51%	3.80%	35.44%	3.16%	0.00%	7.59%	1.90%	6.96%	0.63%	0.00%		
Total	1761	125	900	135	31	1432	300	1546	157	33		6420
Total Male+Female	3193	425	2446	292	64							
Total Male+Female %	49.73%	6.62%	38.10%	4.55%	1.00%							
Total Minority Workforce	3227											
Total Minority %	50.27%											
Total Males	2952											
Total Males %	45.98%											
Total Females	3468											
Total Female %	54.02%											

*AI/AN = American Indian/Alaska Native

ATTACHMENT C

		KERN COUNTY WORKFORCE UTILIZATION ANALYSIS - November 2016									
		Male					Female				
		White	Black	Hispanic	Asian	AI/AN*	White	Black	Hispanic	Asian	AI/AN*
Officials/Administrators											
Workforce %		29.03%	3.63%	12.90%	2.42%	0.40%	23.39%	4.44%	20.97%	2.62%	0.20%
Community %		40.50%	1.85%	11.50%	2.29%	0.71%	26.75%	2.80%	11.55%	1.76%	0.28%
Utilization %		-11.47%	1.78%	1.40%	0.13%	-0.31%	-3.36%	1.64%	9.42%	0.86%	-0.08%
Professionals											
Workforce %		23.02%	2.12%	8.48%	3.44%	0.52%	30.47%	5.73%	20.96%	4.87%	0.40%
Community %		25.33%	1.96%	6.31%	1.64%	0.09%	41.30%	3.15%	17.41%	2.19%	0.61%
Utilization %		-2.31%	0.16%	2.17%	1.80%	0.43%	-10.83%	2.58%	3.55%	2.68%	-0.21%
Technicians											
Workforce %		47.33%	2.44%	16.03%	2.34%	1.03%	13.12%	2.91%	13.12%	1.31%	0.37%
Community %		31.82%	4.48%	12.70%	2.86%	0.00%	22.04%	2.68%	17.31%	5.85%	0.25%
Utilization %		15.51%	-2.04%	3.33%	-0.52%	1.03%	-8.92%	0.23%	-4.19%	-4.54%	0.12%
Protective Services											
Workforce %		46.74%	2.00%	30.25%	2.52%	0.74%	8.82%	0.84%	7.35%	0.53%	0.21%
Community %		44.69%	6.23%	24.88%	2.49%	1.15%	9.93%	1.62%	8.22%	0.18%	0.60%
Utilization %		2.05%	-4.23%	5.37%	0.03%	-0.41%	-1.11%	-0.78%	-0.87%	0.35%	-0.39%
Paraprofessionals											
Workforce %		6.13%	1.53%	11.32%	0.71%	0.00%	18.63%	11.20%	48.35%	1.53%	0.59%
Community %		62.07%	2.92%	8.49%	6.70%	0.27%	14.79%	0.27%	2.98%	1.33%	0.20%
Utilization %		-55.94%	-1.39%	2.83%	-5.99%	-0.27%	3.84%	10.93%	45.37%	0.20%	0.39%
Office and Clerical											
Workforce %		4.04%	0.20%	3.23%	0.30%	0.00%	39.15%	4.14%	44.90%	2.62%	1.41%
Community %		9.97%	1.14%	10.25%	0.94%	0.10%	40.64%	4.45%	29.53%	2.42%	0.55%
Utilization %		-5.93%	-0.94%	-7.02%	-0.64%	-0.10%	-1.49%	-0.31%	15.37%	0.20%	0.86%
Skilled Craft											
Workforce %		67.28%	2.47%	27.78%	0.00%	1.23%	1.23%	0.00%	0.00%	0.00%	0.00%
Community %		49.32%	2.20%	14.46%	2.58%	0.60%	2.04%	0.47%	0.97%	0.35%	0.00%
Utilization %		17.96%	0.27%	13.32%	-2.58%	0.63%	-0.81%	-0.47%	-0.97%	-0.35%	0.00%
Service & Maintenance											
Workforce %		40.51%	3.80%	35.44%	3.16%	0.00%	7.59%	1.90%	6.96%	0.63%	0.00%
Community %		11.08%	1.93%	19.49%	2.04%	0.28%	23.47%	4.58%	33.36%	3.00%	0.76%
Utilization %		29.43%	1.87%	15.95%	1.12%	-0.28%	-15.88%	-2.68%	-26.40%	-2.37%	-0.76%

*American Indian/Alaska Native