

EEO Utilization Report

Organization Information

Name: Miami Township (Clermont County)

City: Milford

State: OH

Zip: 45150

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

1.4 EQUAL OPPORTUNITY EMPLOYER

The Township will implement these policies and procedures in accordance with all Federal, State and local laws and regulations, particularly those prohibiting discrimination on the basis of race, color, religion, national origin, citizenship, sex, age, and disability in all aspects of the employment of Township Employees.

Step 4b: Narrative of Interpretation

The Township HR Department reviewed the Utilization Analysis (comparing the Township's workforce to the relevant labor market), and noted the following: White females were significantly under-represented in the service/maintenance category. This category included the Miami Township Fire Department only. In comparison to the relevant labor market data, this underrepresentation was -29%.

Step 5: Objectives and Steps

1. Our objective is to encourage white females to apply to our Fire Department when our organization fills vacancies that become available.

- a. The HR Department will enhance outreach efforts that target White female applicants for the fire department openings (e.g., trade associations, job fairs, and educational institutions). The HR Department will consult with the Fire Chief to determine what organizations will facilitate our effort to recruit and retain white female firefighters.
- b. The Township HR Department will review the composition of the applicant pool for all vacancies in the fire department in the last fiscal year to determine whether White female applicants were under-represented. The findings will be submitted to the Township Administrator within three months of filing this report.

Step 6: Internal Dissemination

1. Distribute a hard copy of the EEOP Utilization Report to all employees in a supervisory position.
2. Send an e-mail to all employees to let them know that a copy of the EEOP Utilization Report is available on request.
3. Post a copy of the EEOP Utilization Report on the Miami Township shared drive, an in-house electronic drive that all employees have access to.
4. Include a bound copy of the EEOP Utilization Report in the Human Resources Office.

Step 7: External Dissemination

1. Post EEOP Utilization Report on the Miami Township public website.
2. Post on Miami Township Careers page that applicants may obtain a copy of the Miami Township's EEOP Utilization Report upon request.
3. Include on all job announcements for Miami Township positions that applicants may obtain a copy of the Miami Township's EEOP Utilization Report upon request.

Utilization Analysis Chart
Relevant Labor Market: Clermont County, Ohio

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 #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,980/56%	75/1%	130/2%	0/0%	80/1%	0/0%	4/0%	0/0%	2,800/39%	0/0%	20/0%	0/0%	20/0%	0/0%	4/0%	0/0%
Utilization #/%	4%	-1%	-2%	0%	-1%	0%	-0%	0%	1%	0%	-0%	0%	-0%	0%	-0%	0%
Professionals																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	3,520/36%	35/0%	60/1%	0/0%	335/3%	0/0%	30/0%	0/0%	5,405/56%	70/1%	50/1%	0/0%	75/1%	0/0%	84/1%	25/0%
Utilization #/%																
Technicians																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	390/32%	35/3%	15/1%	0/0%	30/2%	0/0%	0/0%	0/0%	730/59%	0/0%	35/3%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Protective Services: Sworn																
Workforce #/%	31/79%	0/0%	0/0%	0/0%	1/3%	0/0%	1/3%	0/0%	6/15%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	490/77%	20/3%	0/0%	0/0%	0/0%	0/0%	4/1%	0/0%	110/17%	0/0%	0/0%	0/0%	10/2%	0/0%	0/0%	0/0%
Utilization #/%	2%	-3%	0%	0%	3%	0%	2%	0%	-2%	0%	0%	0%	-2%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	20/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	65/76%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-24%	0%	0%	0%	0%	0%	0%	0%	24%	0%	0%	0%	0%	0%	0%	0%
Administrative Support																
Workforce #/%	3/27%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	8/73%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,075/36%	40/0%	240/1%	25/0%	30/0%	0/0%	85/1%	4/0%	10,105/60%	85/1%	165/1%	0/0%	20/0%	0/0%	50/0%	15/0%
Utilization #/%	-9%	-0%	-1%	-0%	-0%	0%	-1%	-0%	13%	-1%	-1%	0%	-0%	0%	-0%	-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 #/%	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%
CLS #/%	5,875/90%	145/2%	130/2%	35/1%	0/0%	0/0%	14/0%	10/0%	300/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	10%	-2%	-2%	-1%	0%	0%	-0%	-0%	-5%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	37/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	7/15%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	8,040/47%	380/2%	220/1%	20/0%	135/1%	0/0%	100/1%	20/0%	7,530/44%	100/1%	205/1%	25/0%	145/1%	0/0%	95/1%	10/0%
Utilization #/%	33%	-2%	-1%	-0%	-1%	0%	-1%	2%	-29%	-1%	-1%	-0%	-1%	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
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: Emily Asher

HR Director

02-15-2023

[signature]

[title]

[date]