COUNTY OF KERN

WORKFORCE UTILIZATION ANALYSIS

FISCAL YEAR 2017-2018

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.

The U.S. Census Bureau Labor Market estimates remain the same as last year. The Census Bureau has conducted no new estimates and all labor market information is based off the 2016's labor market. Attachment "A" provides data taken from the United States Census Bureau 2017 estimate. Attachment "B" provides data for the full-time Kern County workforce, as of October 4th, 2017. 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 2017 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 2017 County of Kern workforce (as of 10/04/2017) 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 2017 County of Kern minority employee workforce is 51.55%, which exceeds the available minority labor force of 46.95%.

Figure 1.

Kern County Labor Market - Ethnicity

4.26% 0.83%

36.40% 53.05%

5.46%

- White
- Black
- Hispanic
- Asian
- AI/AN'

Figure 2.

Kern County Workforce - Ethnicity

4.65% 1.04%
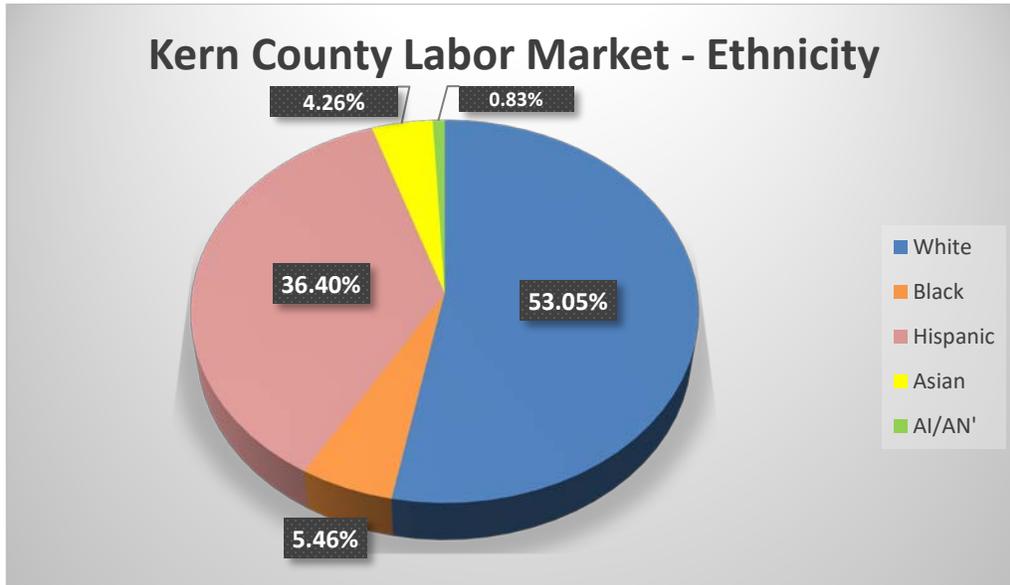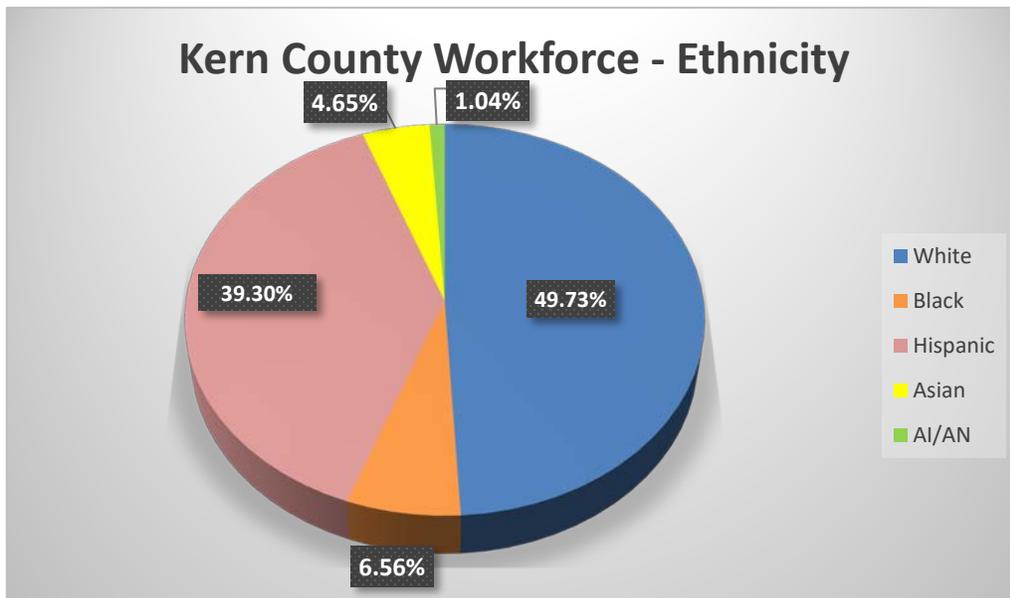
39.30% 49.73%

6.56%

- White
- Black
- Hispanic
- Asian
- AI/AN

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.
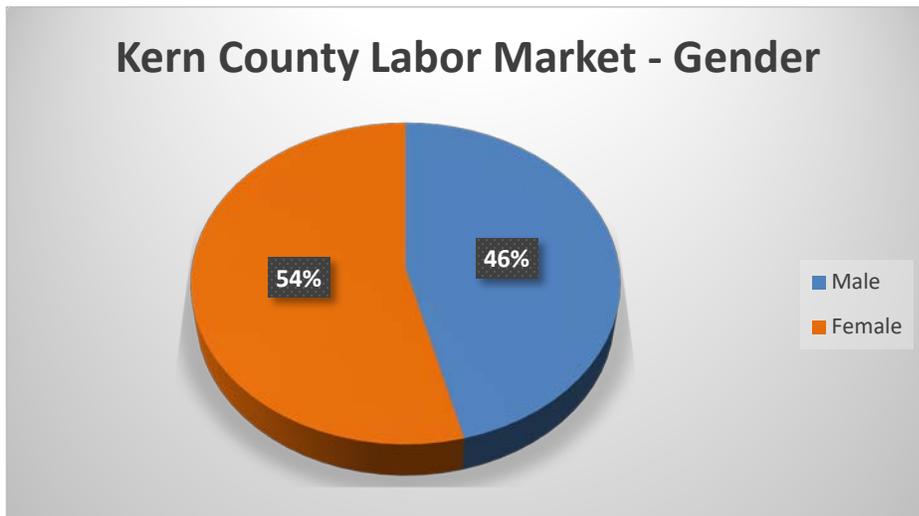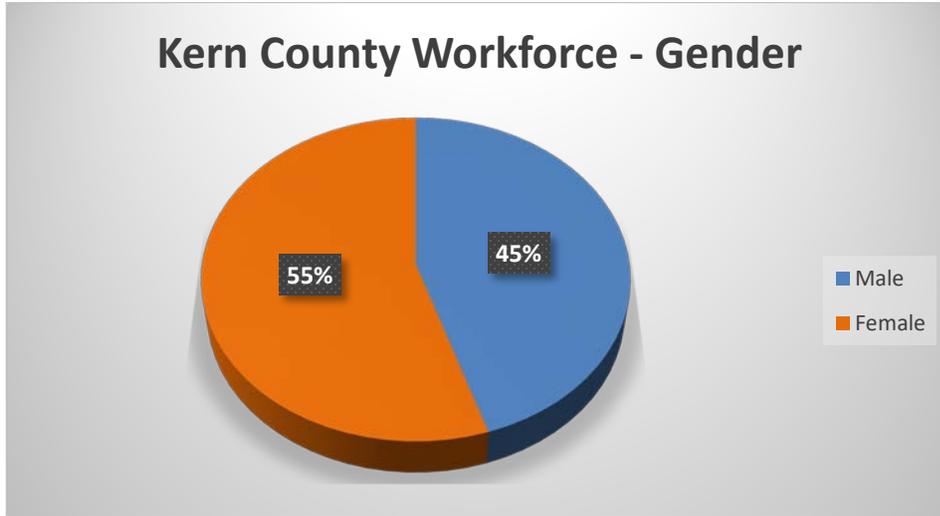
Figure 3.

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. We experienced a significant **increase** in 2016 by 26.68% and in 2017, we experienced a slight **decrease** by 0.15%, however we are continuing to increase minority representation across all classifications.

AREAS OF UNDERUTLIZATION

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 3.27%. This represents an **increase** in representation of 0.09% from 2016's underrepresentation of 3.36%.

Professionals. This category includes classifications such as Administrative Analyst, Program Coordinator, and Engineer. White females are underrepresented by 12.49%. In 2016, underrepresentation was at 10.83%. This represents a **decrease** in representation by 1.66%.

Technicians. This category includes classifications such as Drafting Technician, Air Quality Specialist, and Appraiser. White females are underrepresented by 8.40% and Hispanic females are underrepresented by 2.45%. In 2016, white females were underrepresented by 8.92% and Hispanic females were underrepresented by 4.19%. Both underrepresented groups have an **increase** in representation by 0.52 and 1.74, respectively.

Office and Clerical. This category includes classifications such as Fiscal Support Specialist, Legal Process Technician, and Fire Dispatcher. Hispanic males are underrepresented by 6.60%. This represents an **increase** in representation by 0.42 compared to 2016's underrepresentation of 7.02%.

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 27.15%. In 2016, white females were underrepresented by 15.88%, while Hispanic females were underrepresented by 26.4%. White female representation experienced **no change** in comparison to 2016. However, Hispanic females had an **increase** in underrepresentation by 0.75%.

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 10/04/2017)											
		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%												

Attachment B

		KERN COUNTY										
		WORKFORCE STATISTICS 10/04/2017										
		Male						Female				
		White	Black	Hispanic	Asian	AI/AN*		White	Black	Hispanic	Asian	AI/AN*
Officials/Managers													Total
Workforce #		135	14	64	12	2		112	17	107	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 #		398	35	155	60	9		508	106	398	87	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 #		486	24	166	27	11		145	29	158	12	5	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 #		449	19	292	26	8		80	8	69	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 #		49	13	96	7	0		148	93	398	12	6	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 #		36	3	36	5	0		369	45	454	25	13	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 #		101	3	39	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 #		53	5	59	4	0		11	3	9	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		**1707**	**116**	**907**	**141**	**32**		**1375**	**301**	**1593**	**155**	**34**	**6361**
Total Male+Female		3082	417	2500	296	66							
Total Male+Female %		49.73%	6.62%	38.10%	4.55%	1.00%							
Total Minority Workforce	3279												
Total Minority %	51.54%												
Total Males	2903												
Total Males %	45.64%												
Total Females	3458												
Total Female %	54.36%												

Attachment C

	KERN COUNTY									
	KERN COUNTY WORKFORCE UTILIZATION ANALYSIS									
	Male						Female			
	White	Black	Hispanic	Asian	AI/AN*		White	Black	Hispanic	Asian	AI/AN*
Officials/Administrators											
Workforce %	28.30%	2.94%	13.42%	2.52%	0.42%		23.48%	3.56%	22.43%	2.73%	0.21%
Community %	40.50%	1.85%	11.50%	2.29%	0.71%		26.75%	2.80%	11.55%	1.76%	0.28%
Utilization %	**-12.20%**	1.09%	1.92%	0.23%	-0.29%		**-3.27%**	0.76%	10.88%	0.97%	-0.07%
Professionals											
Workforce %	22.58%	1.99%	8.79%	3.40%	0.51%		28.81%	6.01%	22.58%	4.93%	0.40%
Community %	25.33%	1.96%	6.31%	1.64%	0.09%		41.30%	3.15%	17.41%	2.19%	0.61%
Utilization %	-2.75%	0.03%	2.48%	1.76%	0.42%		**-12.49%**	2.86%	5.17%	2.74%	-0.21%
Technicians											
Workforce %	45.72%	2.26%	15.62%	2.54%	1.03%		13.64%	2.73%	14.86%	1.13%	0.47%
Community %	31.82%	4.48%	12.70%	2.86%	0.00%		22.04%	2.68%	17.31%	5.85%	0.25%
Utilization %	13.90%	-2.22%	2.92%	-0.32%	1.03%		**-8.40%**	0.05%	**-2.45%**	**-4.72%**	0.22%
Protective Services											
Workforce %	46.87%	1.98%	30.48%	2.71%	0.84%		8.35%	0.84%	7.20%	0.52%	0.21%
Community %	44.69%	6.23%	24.88%	2.49%	1.15%		9.93%	1.62%	8.22%	0.18%	0.60%
Utilization %	2.18%	**-4.25%**	5.60%	0.22%	-0.31%		-1.58%	-0.78%	-1.02%	0.34%	-0.39%
Paraprofessionals											
Workforce %	5.96%	1.58%	11.68%	0.85%	0.00%		18.00%	11.31%	48.42%	1.46%	0.73%
Community %	62.07%	2.92%	8.49%	6.70%	0.27%		14.79%	0.27%	2.98%	1.33%	0.20%
Utilization %	**-56.11%**	-1.34%	3.19%	**-5.85%**	-0.27%		3.21%	11.04%	45.44%	0.13%	0.53%
Office and Clerical											
Workforce %	3.65%	0.30%	3.65%	0.51%	0.00%		37.42%	4.56%	46.04%	2.54%	1.32%
Community %	9.97%	1.14%	10.25%	0.94%	0.10%		40.64%	4.45%	29.53%	2.42%	0.55%
Utilization %	**-6.32%**	-0.84%	**-6.60%**	-0.43%	-0.10%		**-3.22%**	0.11%	16.51%	0.12%	0.77%
Skilled Craft											
Workforce %	68.71%	2.04%	26.53%	0.00%	1.36%		1.36%	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 %	19.39%	-0.16%	12.07%	-2.58%	0.76%		-0.68%	-0.47%	-0.97%	-0.35%	0.00%
Service & Maintenance											
Workforce %	36.55%	3.45%	40.69%	2.76%	0.00%		7.59%	2.07%	6.21%	0.69%	0.00%
Community %	11.08%	1.93%	19.49%	2.04%	0.28%		23.47%	4.58%	33.36%	3.00%	0.76%
Utilization %	25.47%	1.52%	21.20%	0.72%	-0.28%		**-15.88%**	-2.51%	**-27.15%**	-2.31%	-0.76%

*AI/AN = American Indian/Alaska native