

EEOP Utilization Report



Tue Nov 03 14:35:13 EST 2015

Step 1: Introductory Information

| | | | |
|-------------------------------|-----------------------------------------------------------------------------|----------------------|-----------------|
| Grant Title: | Byrne JAG | Grant Number: | 2013-DJ-BX-0025 |
| Grantee Name: | County of Lancaster | Award Amount: | \$24,938.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 150 N Queen St Lancaster, Pennsylvania 17601 | | |
| Contact Person: | Dale Brubaker | Telephone #: | 717-824-8500 |
| Contact Address: | 150 N Queen St Lancaster, Pennsylvania 17601 | | |
| State Granting Agency: | Federal Government | Grant Number: | 2013-DJ-BX-0025 |
| Contact Name: | CIT Train the Trainer | | |
| Contact Address: | PA Commission on Crime and Delinquency Harrisburg, Pennsylvania 17108 | | |
| Telephone #: | | | |

| | | | |
|-------------------------------|----------------------------------------------------|----------------------|-----------------|
| Grant Title: | Violence Against Woman Act | Grant Number: | 2013-WF-AX-0029 |
| Grantee Name: | County of Lancaster | Award Amount: | \$25,000.00 |
| Grantee Type: | Local Government Agency | | |
| Address: | 150 N Queen St Lancaster, Pennsylvania 17601 | | |
| Contact Person: | Dale Brubaker | Telephone #: | 717-824-8500 |
| Contact Address: | 150 N Queen St Lancaster, Pennsylvania 17601 | | |
| State Granting Agency: | Federal Government | Grant Number: | 2013-WF-AX-0029 |
| Contact Name: | PA Commission on Crime and Delinquency | | |
| Contact Address: | PO Box 1167 Harrisburg, Pennsylvania 17108 | | |
| Telephone #: | | | |

| | | | |
|---------------------|----------------------------|----------------------|---------------|
| Grant Title: | Violence Against Woman Act | Grant Number: | 2014-WF-AX003 |
|---------------------|----------------------------|----------------------|---------------|

Grantee Name: County of Lancaster **Award Amount:** \$100,000.00
Grantee Type: Local Government Agency
Address: 150 N Queen St
Lancaster, Pennsylvania
17601
Contact Person: Dale Brubaker **Telephone #:** 717-824-8500
Contact Address: 150 N Queen St
Lancaster, Pennsylvania
17601
State Granting Agency: Federal Government **Grant Number:** 2014-WF-AX003
Contact Name: PA Commission on Crime and Delinquency
Contact Address: PO Box 1167
Harrisburg, Pennsylvania
17108
Telephone #:

Grant Title: Victim Advocacy Project **Grant Number:** 2014-VF-05-24408
Grantee Name: County of Lancaster **Award Amount:** \$46,278.00
Grantee Type: Local Government Agency
Address: 50 N Duke St
Lancaster, Pennsylvania
17601
Contact Person: Pamela Grosh **Telephone #:** 717-299-5947
Contact Address: 50 N Duke St
Lancaster, Pennsylvania
17601
State Granting Agency: Federal Government **Grant Number:** 2014-VF-05-24408
Contact Name: Victim Advocacy Project
Contact Address:
Telephone #:

Grant Title: Victim Advocacy Project **Grant Number:** 2015-VF-05-24408
Grantee Name: County of Lancaster **Award Amount:** \$64,958.00
Grantee Type: Local Government Agency
Address: 50 N Duke St
Lancaster, Pennsylvania

17601

Contact Person: Pamela Grosh **Telephone #:** 717-299-5947
Contact Address: 50 N Dule St
Lancaster, Pennsylvania
17601
State Granting Agency: Victim Advocacy Project **Grant Number:** 2015-VF-05-24408
Contact Name:
Contact Address:
Telephone #:

Grant Title: Unknown **Grant Number:** 2014-VF (CFDA# 16.575)
Grantee Name: County of Lancaster **Award Amount:** \$38,984.00
Grantee Type: Local Government Agency
Address: 50 N Duke St
Lancaster, Pennsylvania
17601
Contact Person: Pamela Grosh **Telephone #:** 717-299-5947
Contact Address: 50 N Duke St
Lancaster, Pennsylvania
17601
State Granting Agency: Federal Government **Grant Number:** 2014-VF (CFDA# 16.575)
Contact Name:
Contact Address:
Telephone #:

Grant Title: Coverdell Grant **Grant Number:** 2013-CD-BX-0056
Grantee Name: County of Lancaster **Award Amount:** \$22,312.00
Grantee Type: Local Government Agency
Address: 150 N Queen St
Lancaster, Pennsylvania
17601
Contact Person: Dale Brubaker **Telephone #:** 717-824-8500
Contact Address: 150 N Queen St
Lancaster, Pennsylvania

17601

State Granting Agency: Federal government
Grant Number: 2013-FS-01-25488
Contact Name: PA Commission on Crime and Delinquency
Contact Address: P.O. Box 1167
Harrisburg, Pennsylvania
17108
Telephone #:

Grant Title: 3-D Scanner Byrne JAG
Grant Number: 2013-DJ-BX-0025
Grantee Name: County of Lancaster
Award Amount: \$79,712.00
Grantee Type: Local Government Agency
Address: 150 N Queen St
Lancaster, Pennsylvania
17601
Contact Person: Dale Brubaker
Telephone #: 717-824-8500
Contact Address: 150 N Queen St
Lancaster, Pennsylvania
17601

State Granting Agency: Federal Government
Grant Number: 2013-DJ-BX-0025
Contact Name: PA Commission on Crime and Delinquency
Contact Address: PO Box 1167
Harrisburg, Pennsylvania
17108
Telephone #:

Policy Statement:

Equal Employment Opportunity Statement

Lancaster County Government provides Equal Employment Opportunity for all persons regardless of race, religion, age, sex, national origin, genetic information or disability. The County also observes all applicable laws regarding Veterans' status. The County reflects this action in all areas of employment and compensation practices and policies. Employment with the County is based upon the ability to perform the job, as well as dependability and reliability once an individual is hired.

Approved by the County of Lancaster Commissioners July 27th, 2011 for the County of Lancaster Policy and Procedure Manual.

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The Total Number of Employees of Known Race, National Origin, and Sex

In the next screens we will be asking you to create a Workforce Analysis Chart that shows the number of employees in your organization, cross-classified by race, national origin, and sex, in each of eight major job categories: (1) Officials and Managers, (2) Professionals, (3) Technicians, (4) Protective Services: Sworn, (5) Protective Services: Non-sworn; (6) Administrative Support, (7) Skilled Craft, and (8) Service Maintenance.

For help on collecting and reporting the race, national origin, or sex of employees, [click here](#)

A preliminary step in creating a Workforce Analysis Chart is distinguishing between your organization's total number of employees and the total number of employees of known race, national origin and sex. The Workforce Analysis Chart relies only on this latter number.

For help on determining who is an employee, [click here](#)

Total number of employees:

Number of employees of unknown race, national origin, or sex:

Total number of employees of known race, national origin, or sex that will appear in the Workforce Analysis Chart:

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Sworn Officers Chart

For each rank below, please enter the number of employees, cross-classified by race, national origin, and sex. In the "Total" column please enter the total number of employees for that specific rank.

| Job Category | Total | | | | | | | | 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 |
| Chief Park Ranger | 1 100% | 1 100% | 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% |
| County Detective | 14 100% | 12 85.7% | 1 7.1% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 1 7.1% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% |
| Asst District Attorney Unit Mgr | 5 100% | 2 40% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 3 60% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% |
| Asst District Attorney Mgr | 2 100% | 1 50% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 1 50% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% |
| Sergeant-Deputy Office | 7 100% | 5 71.4% | 1 14.3% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 1 14.3% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% |
| LT Deputy Sheriff | 2 100% | 1 50% | 1 50% | 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% |
| Asst District Attorney I | 19 100% | 9 47.4% | 1 5.3% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 9 47.4% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% |
| PT Asst District Attorney | 1 100% | 1 100% | 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% |
| GIS-Tech Sr Crime Analyst | 1 100% | 1 100% | 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% |
| Protective Services: Sworn-Patrol Officers | 54 100% | 37 68.5% | 2 3.7% | 0 0% | 0 0% | 0 0% | 0 0% | 0 0% | 10 18.5% | 3 5.6% | 1 1.9% | 0 0% | 0 0% | 1 1.9% | 0 0% | 0 0% |

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Race, Sex, and National Origin of Sworn Patrol Officers and Sworn Officials

One of the eight job categories used in the Workforce Analysis Chart for reporting the race, national origin, and sex of employees is Protective Services: Swom.

Law enforcement agencies break this category down into two additional subcategories:

1. **Patrol Officers:** the most common rank for sworn employees; and
2. **Officials:** all sworn ranks above the patrol officer rank.

Based on the Sworn Officers Chart you already completed, the online system will automatically import the following data into the Workforce Analysis Chart:

| Job Category | Total | | 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 |
| Protective Services: Sworn-Officials | 52/ 100% | 33/ 63.5% | 4/ 7.7% | 0/ 0% | 0/ 0% | 0/ 0% | 0/ 0% | 0/ 0% | 15/ 28.8% | 0/ 0% | 0/ 0% | 0/ 0% | 0/ 0% | 0/ 0% | 0/ 0% | 0/ 0% |
| Protective Services: Sworn-Patrol Officers | 54/ 100% | 37/ 68.5% | 2/ 3.7% | 0/ 0% | 0/ 0% | 0/ 0% | 0/ 0% | 0/ 0% | 10/ 18.5% | 3/ 5.6% | 1/ 1.9% | 0/ 0% | 0/ 0% | 1/ 1.9% | 0/ 0% | 0/ 0% |

To change this data, you will have to return to the [Sworn Officers Chart](#). To proceed to the Workforce Analysis Chart, click "Next Step".


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Workforce Analysis Chart

For each of the eight job categories that appear in the rows of the Workforce Analysis Chart below, enter in the appropriate columns the number of employees cross-classified by race, national origin, and sex. In the "Total" column please enter the total number of employees for that job category.

For help in assigning a particular position to one of the eight job categories, [click here](#)

The total number of reported employees is: **1873**

For help in understanding why each job category adds up to 100%, [click here](#)

Once you have entered all of the workforce numbers click here:

For a copy of a blank Workforce Analysis Chart, [click here](#).

| Job Category | 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 | <input type="text" value="76"/> 100% | <input type="text" value="43"/> 56.6% | <input type="text" value="0"/> 0% | <input type="text" value="1"/> 1.3% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="30"/> 39.5% | <input type="text" value="0"/> 0% | <input type="text" value="2"/> 2.6% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% |
| Professionals | <input type="text" value="736"/> 100% | <input type="text" value="201"/> 27.3% | <input type="text" value="8"/> 1.1% | <input type="text" value="13"/> 1.8% | <input type="text" value="0"/> 0% | <input type="text" value="4"/> 0.5% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="452"/> 61.4% | <input type="text" value="34"/> 4.6% | <input type="text" value="21"/> 2.9% | <input type="text" value="1"/> 0.1% | <input type="text" value="1"/> 0.1% | <input type="text" value="0"/> 0% | <input type="text" value="1"/> 0.1% | <input type="text" value="0"/> 0% |
| Technicians | <input type="text" value="109"/> 100% | <input type="text" value="54"/> 49.5% | <input type="text" value="0"/> 0% | <input type="text" value="1"/> 0.9% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="51"/> 46.8% | <input type="text" value="1"/> 0.9% | <input type="text" value="2"/> 1.8% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% |
| Protective Services: Sworn-Officials | <input type="text" value="52"/> 100% | <input type="text" value="33"/> 63.5% | <input type="text" value="4"/> 7.7% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="15"/> 28.8% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% |
| Protective Services: Sworn-Patrol Officers | <input type="text" value="54"/> 100% | <input type="text" value="37"/> 68.5% | <input type="text" value="2"/> 3.7% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="10"/> 18.5% | <input type="text" value="3"/> 5.6% | <input type="text" value="1"/> 1.9% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="1"/> 1.9% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% |
| Protective Services: Non-sworn | <input type="text" value="344"/> 100% | <input type="text" value="189"/> 54.9% | <input type="text" value="28"/> 8.1% | <input type="text" value="34"/> 9.9% | <input type="text" value="0"/> 0% | <input type="text" value="2"/> 0.6% | <input type="text" value="0"/> 0% | <input type="text" value="1"/> 0.3% | <input type="text" value="60"/> 17.4% | <input type="text" value="19"/> 5.5% | <input type="text" value="11"/> 3.2% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% |
| Administrative Support | <input type="text" value="430"/> 100% | <input type="text" value="29"/> 6.7% | <input type="text" value="2"/> 0.5% | <input type="text" value="1"/> 0.2% | <input type="text" value="0"/> 0% | <input type="text" value="1"/> 0.2% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="309"/> 71.9% | <input type="text" value="63"/> 14.7% | <input type="text" value="21"/> 4.9% | <input type="text" value="0"/> 0% | <input type="text" value="4"/> 0.9% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% |
| Skilled Craft | <input type="text" value="3"/> 100% | <input type="text" value="3"/> 100% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% |
| Service/Maintenance | <input type="text" value="69"/> 100% | <input type="text" value="39"/> 56.5% | <input type="text" value="5"/> 7.2% | <input type="text" value="3"/> 4.3% | <input type="text" value="0"/> 0% | <input type="text" value="1"/> 1.4% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="14"/> 20.3% | <input type="text" value="7"/> 10.1% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% | <input type="text" value="0"/> 0% |
| Totals | 100% | 628/34% | 49/3% | 53/3% | 0/0% | 8/0% | 0/0% | 1/0% | 0/0% | 941/50% | 127/7% | 58/3% | 1/0% | 5/0% | 1/0% | 1/0% |

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Relevant Labor Market Statistics

The third step in preparing an EEOP Utilization Report is retrieving the appropriate employment statistics in your labor market. This information will allow you to evaluate later how representative your workforce is of your community.

In deciding what community labor statistics to use, you should consider the following:

- Where do you recruit new employees?
- Are there any residential requirements for new employees?
- From where do most of your new employees come?
- Where do most of your current employees live?

For law enforcement agencies, one set of labor market statistics is used for identifying underutilization of sworn patrol officers, while another set of statistics is used for identifying underutilization of sworn officials. For more information [click here](#)

Your answers to these questions may determine whether the relevant labor market statistics are for a state, a county, a number of counties, a city or town, or a metropolitan statistical area (MSA). The availability of 2010 Census data for some geographic areas may also limit your options.

Select the appropriate residential area (state, county, city, MSA) listed below:

▼

▼

From the options in the pull-down menu below, choose the category that most closely matches the minimum age and educational level requirements for entry-level patrol officers in your organization.

▼

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Relevant Labor Market Statistics

Review the relevant market statistics that have been loaded for Lancaster County before proceeding to the next step. Click [here](#) to change the area used for statistical comparison.

| Job Category | 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 and Managers | 17,230/63.7% | 365/1.4% | 105/0.4% | 4/0% | 245/0.9% | 0/0% | 25/0.1% | 95/0.4% | 8,305/30.7% | 315/1.2% | 145/0.5% | 0/0% | 110/0.4% | 25/0.1% | 25/0.1% | 35/0.1% |
| Professional | 13,055/37.4% | 365/1% | 410/1.2% | 30/0.1% | 415/1.2% | 0/0% | 70/0.2% | 0/0% | 18,835/53.9% | 675/1.9% | 630/1.8% | 0/0% | 285/0.8% | 0/0% | 59/0.2% | 90/0.3% |
| Technicians | 2,220/31.7% | 85/1.2% | 100/1.4% | 0/0% | 40/0.6% | 20/0.3% | 40/0.6% | 0/0% | 4,175/59.6% | 195/2.8% | 75/1.1% | 15/0.2% | 15/0.2% | 0/0% | 15/0.2% | 10/0.1% |
| Protective Service: Sworn | 1,470/79.6% | 110/6% | 45/2.4% | 0/0% | 20/1.1% | 0/0% | 14/0.8% | 0/0% | 180/9.8% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/0.2% | 0/0% |
| Civilian Labor Force | 10,000/42.6% | 970/4.1% | 545/2.3% | 0/0% | 195/0.8% | 20/0.1% | 119/0.5% | 50/0.2% | 9,630/41% | 1,155/4.9% | 285/1.1% | 10/0% | 310/1.3% | 10/0% | 150/0.6% | 65/0.3% |
| Protective Service: Non-Sworn | 145/32.6% | 20/4.5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 10/2.2% | 260/58.4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 10/2.2% | 0/0% |
| Administrative Support | 19,105/31% | 1,375/2.2% | 580/0.9% | 30/0% | 390/0.6% | 0/0% | 90/0.1% | 100/0.2% | 35,495/57.6% | 2,355/3.8% | 1,100/1.8% | 10/0% | 430/0.7% | 0/0% | 375/0.6% | 135/0.2% |
| Skilled Craft | 21,875/86.9% | 1,175/4.7% | 265/1.1% | 35/0.1% | 235/0.9% | 0/0% | 165/0.7% | 30/0.1% | 1,240/4.9% | 75/0.3% | 25/0.1% | 0/0% | 20/0.1% | 0/0% | 45/0.2% | 0/0% |
| Service Maintenance | 37,400/47.8% | 4,975/6.4% | 1,790/2.3% | 60/0.1% | 1,130/1.4% | 55/0.1% | 370/0.5% | 70/0.1% | 26,370/33.7% | 3,710/4.7% | 1,125/1.4% | 45/0.1% | 840/1.1% | 0/0% | 220/0.3% | 55/0.1% |
| Totals | 122,500/47% | 9,440/4% | 3,840/1% | 159/0% | 2,670/1% | 95/0% | 893/0% | 355/0% | 104,490/40% | 8,480/3% | 3,365/1% | 80/0% | 2,010/1% | 35/0% | 903/0% | 390/0% |

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Utilization Analysis Chart: Subtraction

The fourth step in developing an EEOP Utilization Report is reviewing the utilization analysis. Using simple subtraction, the utilization analysis chart that appears below compares your Workforce Analysis Chart to the relevant labor market statistics that you selected. The negative numbers indicate underutilization (i.e., where your workforce has comparatively fewer qualified people, cross-classified by race, national origin, and sex, than similar qualified people available in your labor market). *The online system calculates workforce utilization to the closest whole number.

| Job Category | 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 |
| Officials/Administrators | | | | | | | | | | | | | | | |
| Your Agency | 43/56.6% | 0/0% | 1/1.3% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 30/39.5% | 0/0% | 2/2.6% | 0/0% | 0/0% | 0/0% | 0/0% |
| Lancaster County | 17,230/63.7% | 365/1.4% | 105/0.4% | 4/0% | 245/0.9% | 0/0% | 25/0.1% | 95/0.4% | 8,305/30.7% | 315/1.2% | 145/0.5% | 0/0% | 110/0.4% | 25/0.1% | 25/0.1% |
| Utilization % * | -7% | -1% | 1% | -0% | -1% | 0% | -0% | -0% | 9% | -1% | 2% | 0% | -0% | -0% | -0% |
| Professionals | | | | | | | | | | | | | | | |
| Your Agency | 201/27.3% | 8/1.1% | 13/1.8% | 0/0% | 4/0.5% | 0/0% | 0/0% | 0/0% | 452/61.4% | 34/4.6% | 21/2.9% | 1/0.1% | 1/0.1% | 0/0% | 1/0.1% |
| Lancaster County | 13,055/37.4% | 365/1% | 410/1.2% | 30/0.1% | 415/1.2% | 0/0% | 70/0.2% | 0/0% | 18,835/53.9% | 675/1.9% | 630/1.8% | 0/0% | 285/0.8% | 0/0% | 59/0.2% |
| Utilization % * | -10% | 0% | 1% | -0% | -1% | 0% | -0% | 0% | 7% | 3% | 1% | 0% | -1% | 0% | -0% |
| Technicians | | | | | | | | | | | | | | | |
| Your Agency | 54/49.5% | 0/0% | 1/0.9% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 51/46.8% | 1/0.9% | 2/1.8% | 0/0% | 0/0% | 0/0% | 0/0% |
| Lancaster County | 2,220/31.7% | 85/1.2% | 100/1.4% | 0/0% | 40/0.6% | 20/0.3% | 40/0.6% | 0/0% | 4,175/59.6% | 195/2.8% | 75/1.1% | 15/0.2% | 15/0.2% | 0/0% | 15/0.2% |
| Utilization % * | 18% | -1% | -1% | 0% | -1% | -0% | -1% | 0% | -13% | -2% | 1% | -0% | -0% | 0% | -0% |
| Protective Services: Sworn-Officials | | | | | | | | | | | | | | | |
| Your Agency | 33/63.5% | 4/7.7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 15/28.8% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Lancaster County | 1,470/79.8% | 110/6% | 45/2.4% | 0/0% | 20/1.1% | 0/0% | 14/0.8% | 0/0% | 180/9.8% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 4/0.2% |
| Utilization % * | -16% | 2% | -2% | 0% | -1% | 0% | -1% | 0% | 19% | 0% | 0% | 0% | 0% | 0% | -0% |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | | | | | | |
| Your Agency | 37/68.5% | 2/3.7% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 10/18.5% | 3/5.6% | 1/1.9% | 0/0% | 0/0% | 1/1.9% | 0/0% |
| Lancaster County | 10,000/42.6% | 970/4.1% | 545/2.3% | 0/0% | 195/0.8% | 20/0.1% | 119/0.5% | 50/0.2% | 9,630/41% | 1,155/4.9% | 265/1.1% | 10/0% | 310/1.3% | 10/0% | 150/0.6% |
| Utilization % * | 26% | -0% | -2% | 0% | -1% | -0% | -1% | -0% | -22% | 1% | 1% | -0% | -1% | 2% | -1% |
| Protective Services: Non-sworn | | | | | | | | | | | | | | | |
| Your Agency | 189/54.9% | 28/8.1% | 34/9.9% | 0/0% | 2/0.6% | 0/0% | 1/0.3% | 0/0% | 60/17.4% | 19/5.5% | 11/3.2% | 0/0% | 0/0% | 0/0% | 0/0% |
| Lancaster County | 145/32.6% | 20/4.5% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 10/2.2% | 260/58.4% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% | 10/2.2% |
| Utilization % * | 22% | 4% | 10% | 0% | 1% | 0% | 0% | -2% | -41% | 6% | 3% | 0% | 0% | 0% | -2% |
| Administrative Support | | | | | | | | | | | | | | | |
| Your Agency | 29/6.7% | 2/0.5% | 1/0.2% | 0/0% | 1/0.2% | 0/0% | 0/0% | 0/0% | 309/71.9% | 63/14.7% | 21/4.9% | 0/0% | 4/0.9% | 0/0% | 0/0% |
| Lancaster County | 19,105/31% | 1,375/2.2% | 580/0.9% | 30/0% | 390/0.6% | 0/0% | 90/0.1% | 100/0.2% | 35,495/57.6% | 2,355/3.8% | 1,100/1.8% | 10/0% | 430/0.7% | 0/0% | 375/0.6% |
| Utilization % * | -24% | -2% | -1% | -0% | -0% | 0% | -0% | -0% | 14% | 11% | 3% | -0% | 0% | 0% | -1% |
| Skilled Craft | | | | | | | | | | | | | | | |
| Your Agency | 3/100% | 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% |
| Lancaster County | 21,875/86.9% | 1,175/4.7% | 265/1.1% | 35/0.1% | 235/0.9% | 0/0% | 165/0.7% | 30/0.1% | 1,240/4.9% | 75/0.3% | 25/0.1% | 0/0% | 20/0.1% | 0/0% | 45/0.2% |
| Utilization % * | 13% | -5% | -1% | -0% | -1% | 0% | -1% | -0% | -5% | -0% | -0% | 0% | -0% | 0% | -0% |
| Service/Maintenance | | | | | | | | | | | | | | | |
| Your Agency | 39/56.5% | 5/7.2% | 3/4.3% | 0/0% | 1/1.4% | 0/0% | 0/0% | 0/0% | 14/20.3% | 7/10.1% | 0/0% | 0/0% | 0/0% | 0/0% | 0/0% |
| Lancaster County | 37,400/47.8% | 4,975/6.4% | 1,790/2.3% | 60/0.1% | 1,130/1.4% | 55/0.1% | 370/0.5% | 70/0.1% | 26,370/33.7% | 3,710/4.7% | 1,125/1.4% | 45/0.1% | 840/1.1% | 0/0% | 220/0.3% |
| Utilization % * | 9% | 1% | 2% | -0% | 0% | -0% | -0% | -0% | -13% | 5% | -1% | -0% | -1% | 0% | -0% |


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Utilization Analysis Chart: Two or More Standard Deviations

In evaluating discriminatory practices in the workplace, courts have generally recognized that statistics showing underutilization of qualified employees (classified by race, national origin, or sex) by two standard deviations or more may be significant. Based on the data you provided, the utilization analysis chart below displays only the job categories with underutilization of two or more standard deviations. In the displayed job category, the chart also indicates each particular group (cross-classified by race, national origin, and sex) in which the underutilization by two or more standard deviations occurred.

For information on the use of standard deviations in ensuring equal employment opportunity, please [click here](#)

| Job Category | 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 | | | | | | | | | ✓ | | | | | | | |
| Protective Services: Sworn-Officials | ✓ | | | | | | | | | | | | | | | |
| Protective Services: Sworn-Patrol Officers | | | | | | | | | | ✓ | | | | | | |
| Protective Services: Non-sworn | | | | | | | | ✓ | ✓ | | | | | | | ✓ |
| Administrative Support | ✓ | ✓ | | | | | | | | | | | | | | |
| Service/Maintenance | | | | | | | | | ✓ | | | | | | | |

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Narrative of Interpretation

After reviewing the Utilization Analysis Chart, write a narrative that states your understanding of the results (e.g., identifying particular job categories that have notable underrepresentation of employees of a particular race and sex; explaining why relatively high percentages of underrepresentation may be insignificant; or noting important trends that affect the entire workforce, such as underrepresentation of women across a number of job categories). For an example of an interpretive narrative, see the [Sample EEOP Utilization Report](#).

The Utilization Analysis Chart for the County of Lancaster shows large under utilization of white males and white females. Under utilization for white females occurred in job categories technicians, protective services sworn patrol, protective services non-sworn, skilled craft, and service/maintenance. Underutilization for white males occurred in officials/administrators, professionals, protective services sworn officials, and administrative support.

The largest underutilization for white females is in the Protective non-sworn category which cannot be addressed as the majority of the positions in this area are designated male positions in the County prison. The technician field is also difficult to address due to the limited number of positions and turnover. The remaining areas of white female underutilization and male underutilizations shall be addressed through communication of underutilization results with those responsible to

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Step 4b: Narrative Underutilization Analysis

The Utilization Analysis Chart for the County of Lancaster shows large under utilization of white males and white females. Under utilization for white females occurred in job categories technicians, protective services sworn patrol, protective services non-sworn, skilled craft, and service/maintenance. Underutilization for white males occurred in officials/administrators, professionals, protective services sworn officials, and administrative support.

The largest underutilization for white females is in the Protective non-sworn category which cannot be addressed as the majority of the positions in this area are designated male positions in the County prison. The technician field is also difficult to address due to the limited number of positions and turnover. The remaining areas of white female underutilization and male underutilizations shall be addressed through communication of underutilization results with those responsible to recruit, interview and fill the positions.

Currently the County is under a hiring freeze that allows only safety sensitive positions to be filled causing an elevated vacancy rate to cause some shifts in utilization.

Step 5 & 6: Objectives and Steps

1. To assure the County of Lancaster non-discrimination policies are adhered to in the recruitment and hiring for all positions

a. To communicate the County non-discrimination policy with those officials charged with the recruiting and hiring of positions included in underutilization. This topic shall also be covered with all those in a supervisory position in the County during the 2016 Sexual Harassment and Discriminatory Harassment mandatory training.

2. To communicate with those officials charged with recruitment, hiring and selection of applicants those areas where underutilization was found in the County

a. Provide the exact underutilization statistics to those supervisors who have positions included in the underutilization areas. Encourage recruiting to address the areas underutilized while still hiring qualified candidates for the positions.

3. HR to monitor changes in underutilization categories

a. Three months after the County hiring freeze is lifted HR to monitor utilization for the County in underutilization areas for changes. Communicate results to those who have the underutilized positions in their departments. Human Resources shall perform random audits on a quarterly basis to monitor utilization.

Step 7a: Internal Dissemination

The EEOP Plan will be posted on the County of Lancaster website.

The EEOP Plan will be posted in each physical location that the County operates out of.

The EEOP Plan will be communicated in detail with those offices where underutilization is significant.

The EEOP Plan will be posted in the Office of Human Resources.

Step 7b: External Dissemination

The EEOP Plan will be posted on the County of Lancaster public website.

The EEOP Plan will be posted in a public area in the Office of Human Resources.

The EEOP Plan will be posted in all physical locations where the County operates business.

