

Equal Employment Opportunity Plan
2020-2023

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Executive Statement

Weber County has established a strategic plan to assist individuals in regards to the American Disability Act, equal employment opportunity, accommodation, discrimination, or grievances. Through the implementation of this plan, Weber County promotes fairness and equal opportunity to all individuals. The Weber County Equal Employment Opportunity Plan (hereinafter referred to as the “EEO Plan”) is part of a commitment to provide equal opportunity to all personnel actions. Qualified individuals will be sought for all employment opportunities and treated without discrimination in all personnel procedures.

The EEO Plan presented in this document will be in effect for a period of three (3) years, from January 1, 2020 – December 31, 2023. The goal of the current plan is to continue to develop a workforce that embraces diversity and practices inclusion. Weber County’s EEO Plan consists of the following:

- A written EEO Plan statement;
- Dissemination of the EEO Plan;
- Responsibilities for the implementation of the EEO Plan;
- Identifying areas for improvement (goals);
- Accountability to ensure continued progress in meeting goals;
- Identifying and addressing equal employment for persons with disabilities;
- Workforce Analysis.

Weber County also adopted EEO representatives to facilitate the performance of the EEO Plan. A list of the EEO Department Representatives can be found on the Weber County Human Resource Page <http://www.webercountyutah.gov/HR/EEO.php>.

EEO Plan Statement

Weber County strives to create and maintain a work environment in which people are treated with dignity, civility, and respect. The EEO Plan is part of a commitment to provide equal opportunity to all personnel actions including but not limited to employment, compensation, benefits, transfers, layoffs, County-sponsored education and training, tuition assistance, social and recreational programs, and advancement without regard to race, color, religion, national origin, sex, age or disability. Employees are encouraged to report to a supervisor, a member of the EEO Department Representatives Committee, the Equal Employment Opportunity, Human Resources, the County’s Attorney’s Office, or by calling the harassment hotline at 801-399-8355 to report any incidents where they feel discrimination may have occurred. Any incidents reported will be promptly and effectively investigated and will follow the complaint procedure found in the [Weber County Human Resource Policy 3-100: Harassment, Discrimination, and Retaliation](#).

The Weber County departments and agencies covered by the plan are as follows:

- Administrative Services Departments
- Assessor's Office
- Attorney's Office
- Clerk Auditor's Office
- Commission Office
- Community Development Departments
- Culture, Parks, and Recreation Departments
- Library
- Recorder's Office
- Sheriff's Office
- Treasurer's Office
- Weber-Morgan Health Department

Dissemination of EEO Plan

A successful Equal Employment Opportunity Plan requires effective communication. The Weber County EEO Plan will be disseminated to elected officials, department directors, division directors, and the human resources staff. A website link to the electronic version of the plan will be made available to employees through the Human Resource website. Employees will have access to view a hard copy of the plan upon request. The public will have access to the plan upon request.

Additionally, the County will:

- Review and update the EEO Plan annually;
- Incorporate the EEO plan into personnel policies;
- Hold regular meetings with the EEO Department Representatives Committee; and
- Post employee's equal opportunity rights under employment laws and policies in designated county buildings.

Plan Responsibilities

The responsibilities of the primary organizational and functional entities involved in the administration and implementation of the EEO Plan are set forth below.

Equal Employment Opportunity Officer

1. Develop policy statements, EEO programs, and internal and external communication techniques.

2. Investigate and mediate complaints of discrimination in an effort to resolve the problem. Also, assist in the identification of problem areas and arrive at solutions to problems prior to specific complaints.
3. Design and implement audit and reporting systems to measure the effectiveness of the program, indicate the need for remedial action, and determine the degree to which Weber County's goals and objectives have been attained.
4. Serves as a liaison between Weber County and underrepresented or community action groups.
5. Keep department administration informed of the latest developments in the entire equal opportunity area. Regular discussions with commissioners, elected officials, department directors, division directors, and employees to ensure awareness of responsibilities.
6. Regular audits of hiring and training programs and promotion patterns to identify and correct problem areas.
7. Publicize the Weber County discrimination grievance procedures; accept complaints; act as monitor and mediator in grievance conferences.
8. Call special public sessions as deemed necessary to discuss the EEO/AA Plan.

Weber County Department EEO Representatives

1. Review and make recommendations regarding EEO strategies, goals, and guidelines;
2. Review the EEO Plan annually and make recommendations for adoption/changes to the plan;
3. Review EEO Plan progress reports and advises the Human Resource staff accordingly;
4. Act as a liaison within their specific department to receive allegations of discrimination and assist in grievance procedure as needed;
5. Assist in developing a reporting system for dissemination of needed information to their specific department within the County.

Human Resource Department and Staff

1. Follow up on all personnel vacancies that occur and ensure that equal opportunity is given to all applicants;
2. Review position announcements and job descriptions to ensure that requirements are necessary to the performance of specific duties;
3. Assist in reviewing testing procedures for bias or barriers;
4. Ensure that EEO posters are properly displayed at all County locations;
5. Assist in developing diversity and cultural awareness training to help support the EEO Plan goals;
6. Review building and County equipment periodically to ensure adequate accommodations are made;
7. Develop and prepare reports and data for monitoring and evaluating the EEO Plan;
8. Assist in classification evaluation.

Commissioners, Elected Officials, Department Directors, and Division Directors

1. Provide leadership and accountability to the department for accomplishing EEO Plan objectives;

2. Disseminate EEO plan and objectives to all management staff;
3. Provide resources to accomplish objectives;
4. Coordinate and ensure implementation of the following:
 - a. Dissemination of EEO objectives to employees;
 - b. Work with and support the EEO Department Representatives on developing and achieving goals;
 - c. Report efforts to the Equal Employment Opportunity Officer;
 - d. Provide accurate workforce data.
5. Ensure timely and appropriate response to allegations of employment discrimination complaints;
6. Advise managers/supervisors on the provisions of interim relief to the complaining party pending the outcome of the investigation to ensure further misconduct does not occur.

Weber County Attorney's Office

1. The legal counsel for Weber County interprets legal rulings and makes recommendations, provides legal support and advice to the Equal Employment Opportunity, human resources, and department directors.

Weber County Employees

1. All County employees are responsible for contributing to a work environment that is supportive of equal employment opportunities. Employees are expected to participate in the implementation of this plan and to comply with the County's nondiscrimination and anti-harassment policies.

The 2020 – 2023 Goals – Areas of Improvement

Monthly diversity/bias training which includes understanding unconscious bias, overcoming your own unconscious bias, diversity – its value in the workplace, promoting diversity and avoiding discrimination, and overcoming unconscious bias in the workplace.

New supervisor training including review of the County policies.

Annual training to the EEO Representative on [Weber County Human Resource Policy 3-100: Harassment, Discrimination, and Retaliation](#).

Start outreach efforts to attract a diverse pool of applicants including continually exploring methods to broaden the reach of recruitment activities of job opportunities to professional organizations representing women, minorities, and other groups.

Formalize an internship program, where applicable, to provide opportunities for community groups from a variety of backgrounds to learn about potential careers, including those in government services.

Work with Weber State University, Department of Workforce Services, and The Center of Excellence to formalize County Fellowship programs, to broaden the pool of qualified applicants, and bolster talent pipelines with candidates of diverse backgrounds.

Review hiring practices to reduce barriers that can be challenging for candidates with disabilities, minorities, and other groups.

EEO Plan Accountability

To ensure the EEO Plan accountability, Weber County will:

- Monitor and evaluate the plan and progress of goals regularly.
- The EEO department representatives will meet regularly to review the progress of the goals along with employment and personnel practices to ensure that they are appropriately treating all employees with dignity and respect.
- Hold all management accountable for the successful implementation of the EEO.
- Provide a complaint process to address allegations of discrimination and/or non-compliance with the EEO plan. The complaint process can be found in the Weber County Human Resources Policy 3-100: Harassment, Discrimination, and Retaliation under section E. Complaint Procedure.
- Weber County will provide employees with non-discrimination information and training and will inform them of their rights to have access to the full text of the EEO Plan. When adopted, copies of the full text of the EEO Plan will be available in an electronic form on the Human Resources website. To request a hard copy of the EEO Plan, please contact the Human Resource office at 801-399-8623 or humanresources@co.weber.ut.us.

Equal Employment for Persons with Disabilities

Weber County is committed to providing equal employment opportunities to persons with disabilities. Weber County does not and will not discriminate against any applicant or employee because of a physical or mental disability concerning any position for which the applicant or employee is qualified. This commitment includes but is not limited to all recruitment activities, hiring, training, promotions, demotion, transfers, layoffs or terminations, rates of pay, and other forms of compensation. Each department shall undertake appropriate activities that are reasonably designed to recruit and retain qualified individuals with disabilities.

Decisions related to personnel policies and practices shall be made based on an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. Weber County complies with the provisions of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act when providing reasonable accommodations.

In general, it is the responsibility of the individual with a disability to inform Weber County that an accommodation is needed. The process and procedure to request an accommodation can be found in the [Human Resource Policy 3-200: Reasonable Accommodation](#).

Any employee or applicant who has a concern about the handling of, or decision about, reasonable accommodations should contact a supervisor, a member of the EEO Department Representatives Committee, the Equal Employment Opportunity Officer, Human Resources, the County's Attorney's Office or by calling the harassment hotline at 801-399-8355. If the employee or applicant is unable to resolve the concern, an incident should be reported following the complaint procedure found in the [Weber County Human Resource Policy 3-100: Harassment, Discrimination, and Retaliation](#).

Workforce Analysisⁱ

The following data charts represent an analysis of the race/ethnicity and gender of the Weber County workforce in comparison to the current workforce that is available Countywide. This section also identifies over-and under-represented groups by job category.

Workforce Analysis Based on Race/Ethnicity

Summary:

- From July 1, 2019, to June 30, 2020, Weber County's non-white workforce comprises 10.92% of the total workforce, with Hispanic or Latino (6.95%) and Asian (1.71%) employees having the highest representation among non-white staff members. White staff members represent 83.66% of the County's total workforce. A total of 5.42% of County employees are of unspecified race/ethnicity.
- The Weber County employee representation is roughly equal to or exceeds the available workforce for the following employee groups: Asian (.45%), Black or African American (.23%), and White (2.61%).
- The Weber County employee representation is below the available workforce for the following groups: American Indian or Alaska Native (-.16%), Hispanic or Latino (-7.9%), Native Hawaiian or Other Pacific Islander (-.22%), and Other/Two or More Races (-.42%).

<i>Race/Ethnicity</i>	<i>Weber County Employee Workforce</i>	<i>Countywide Available Workforce</i>
<i>American Indian or Alaska Native</i>	0.27%	0.43%
<i>Asian</i>	1.71%	1.26%
<i>Black or African American</i>	1.35%	1.12%
<i>Hispanic or Latino</i>	6.95%	14.85%
<i>Native Hawaiian or Other Pacific Islander</i>	0.00%	0.22%
<i>Other/Two or More Races</i>	0.63%	1.05%
<i>White</i>	83.66%	81.06%
<i>Unspecified</i>	5.42%	0.00%

Summary of American Indian or Alaska Native Workforce

- Represents .27% of Weber County’s employee workforce and .43% of the available workforce.
- Under-represented in five (5) of the occupational categories:
 - Officials/Administrators (-.21%)
 - Professionals (-.26%)
 - Protective Services (-1.09%)
 - Skilled Craft (-.55%)
 - Service Maintenance (-.25%)
- Current representation is roughly equal to or exceeds the available workforce in two (2) occupational categories:
 - Technicians (.24%)
 - Administrative Support (.18%)
- Not represented is the Para-Professional category in both the Weber County employee workforce and countywide available workforce

<i>% of American Indian or Alaska Native</i>	<i>Weber County Employee Workforce</i>	<i>Countywide Available Workforce</i>
<i>Officials/Administrators</i>	0.00%	0.21%
<i>Professionals</i>	0.00%	0.26%
<i>Technicians</i>	1.35%	1.11%
<i>Protective Services</i>	0.00%	1.09%
<i>Para-Professional</i>	0.00%	0.00%
<i>Administrative Support</i>	0.41%	0.23%
<i>Skilled Craft</i>	0.00%	0.55%
<i>Service Maintenance</i>	0.38%	0.63%

Summary of Asian Workforce

- Represents 1.71% of Weber County’s employee workforce and 1.26% of the available workforce.
- Under-represented in three (3) of the occupational categories:
 - Technicians (-2.03%)
 - Skilled Craft (-0.96%)
 - Service Maintenance (-.12%)
- Current representation is roughly equal to or exceeds the available workforce in five (5) occupational categories:
 - Officials/Administrators (3.67%)
 - Professionals (0.52%)
 - Protective Services (1.51%)
 - Para-Professional (8.70%)
 - Administrative Support (.25%)

<i>% of Asian</i>	<i>Weber County Employee Workforce</i>	<i>Countywide Available Workforce</i>
<i>Officials/Administrators</i>	4.76%	1.09%
<i>Professionals</i>	1.90%	1.37%
<i>Technicians</i>	0.00%	2.03%
<i>Protective Services</i>	1.51%	0.00%
<i>Para-Professional</i>	8.70%	0.00%
<i>Administrative Support</i>	1.24%	0.99%
<i>Skilled Craft</i>	0.00%	0.96%
<i>Service Maintenance</i>	1.52%	1.64%

Summary of Black or African American Workforce

- Represents 1.35% of Weber County’s employee workforce and 1.12% of the available workforce.
- Under-representation in three (3) of the occupational categories:
 - Officials/Administrators (-0.64%)
 - Professionals (-0.30%)
 - Skilled Craft (-0.55%)
- Current representation is roughly equal to or exceeds the available workforce in four (4) occupational categories:
 - Technicians (1.35%)
 - Protective Services (1.51%)
 - Administrative Support (0.25%)

- Service Maintenance (0.64%)
- Not represented is the Para-Professional category in both the Weber County employee workforce and countywide available workforce.

% of Black or African American	Weber County Employee Workforce	Countywide Available Workforce
<i>Officials/Administrators</i>	0.00%	0.64%
<i>Professionals</i>	1.42%	1.72%
<i>Technicians</i>	1.35%	0.00%
<i>Protective Services</i>	1.51%	0.00%
<i>Para-Professional</i>	0.00%	0.00%
<i>Administrative Support</i>	1.24%	1.00%
<i>Skilled Craft</i>	0.00%	0.55%
<i>Service Maintenance</i>	1.89%	1.26%

Summary of Hispanic or Latino Workforce

- Represents 6.95% of Weber County’s employee workforce and 14.85% of the available workforce.
- Under-represented in six (6) of the occupational categories:
 - Officials/Administrators (-7.01%)
 - Technicians (-13.56%)
 - Protective Services (-6.18%)
 - Administrative Support (-0.96%)
 - Skilled Craft (-1.67%)
 - Service Maintenance (-18.21%)
- Current representation is roughly equal to or exceeds the available workforce in two (2) occupational categories:
 - Professionals (1.70%)
 - Para-Professional (6.52%)

% of Hispanic or Latino	Weber County Employee Workforce	Countywide Available Workforce
<i>Officials/Administrators</i>	0.00%	7.01%
<i>Professionals</i>	7.11%	5.41%
<i>Technicians</i>	2.70%	16.27%
<i>Protective Services</i>	2.51%	8.69%
<i>Para-Professional</i>	6.52%	0.00%
<i>Administrative Support</i>	10.37%	11.34%

<i>Skilled Craft</i>	11.54%	13.21%
<i>Service Maintenance</i>	7.95%	26.17%

Summary of Native Hawaiian or Other Pacific Islander

- Represents 0.00% of Weber County’s employee workforce and .22% of the available workforce.
- Under-represented in five (5) of the occupational categories:
 - Professionals (-0.30%)
 - Protective Services (-4.10%)
 - Administrative Support (-0.13%)
 - Skilled Craft (-0.03%)
 - Service Maintenance (-0.12%)
- Not represented are the Officials/Administrators, Technicians, and Para-Professional category in both the Weber County employee workforce and countywide available workforce.

% of Native Hawaiian or Other Pacific Islander	Weber County Employee Workforce	Countywide Available Workforce
<i>Officials/Administrators</i>	0.00%	0.00%
<i>Professionals</i>	0.00%	0.30%
<i>Technicians</i>	0.00%	0.00%
<i>Protective Services</i>	0.00%	4.10%
<i>Para-Professional</i>	0.00%	0.00%
<i>Administrative Support</i>	0.00%	0.13%
<i>Skilled Craft</i>	0.00%	0.03%
<i>Service Maintenance</i>	0.00%	0.12%

Summary of Two or More Races

- Represents .36% of Weber County’s employee workforce and 1.05% of the available workforce.
- Under-represented in seven (7) of the occupational categories:
 - Officials/Administrators (-0.68%)
 - Professionals (-1.11%)
 - Technicians (-0.37%)
 - Protective Services (-0.86%)
 - Para-Professional (-1.33%)
 - Administrative Support (-1.14%)
 - Skilled Craft (-0.79%)

- Current representation is roughly equal to or exceeds the available workforce in one (1) of the occupational categories:
 - Service Maintenance (.82%)

% of Two or More Races	Weber County Employee Workforce	Countywide Available Workforce
<i>Officials/Administrators</i>	0.00%	0.68%
<i>Professionals</i>	0.00%	1.11%
<i>Technicians</i>	0.00%	0.37%
<i>Protective Services</i>	0.50%	1.37%
<i>Para-Professional</i>	2.17%	3.51%
<i>Administrative Support</i>	0.00%	1.14%
<i>Skilled Craft</i>	0.00%	0.79%
<i>Service Maintenance</i>	1.89%	1.08%

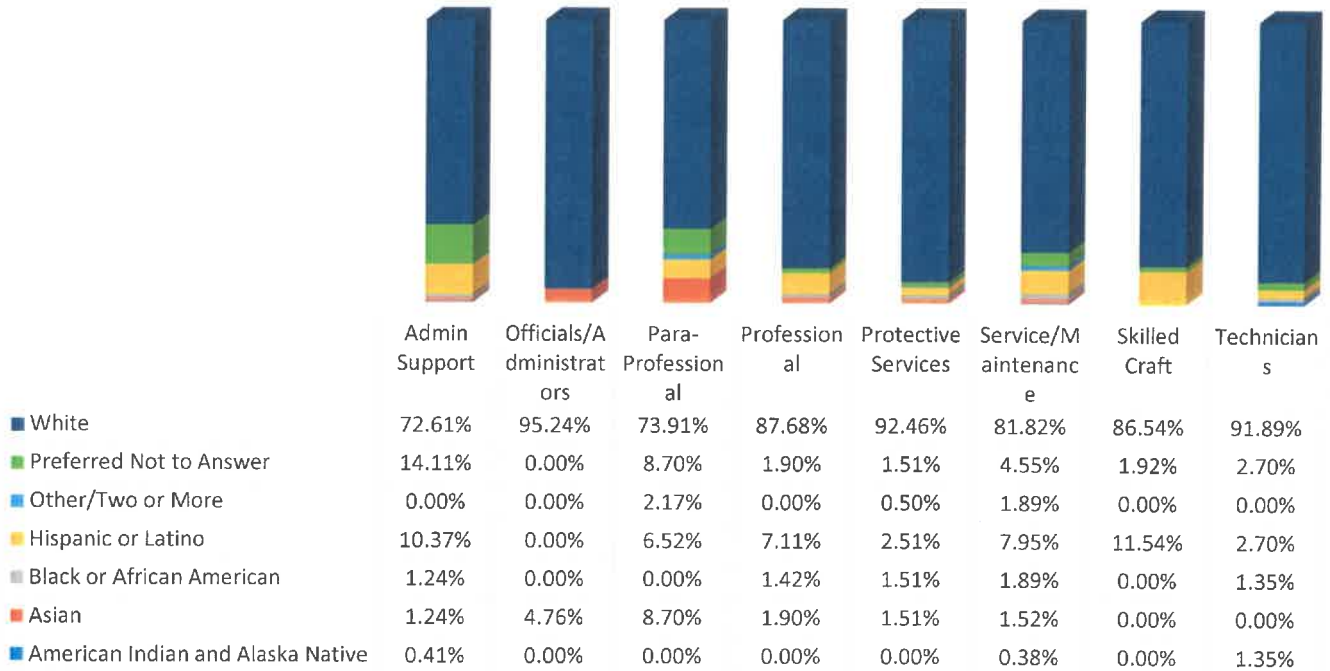
Summary of White

- Represents 83.66% of Weber County’s employee workforce and 81.06% of the available workforce.
- Under-represented in three (3) of the occupational categories:
 - Professionals (-2.14%)
 - Para-Professional (-22.58%)
 - Administrative Support (-12.55%)
- Current representation is roughly equal to or exceeds the available workforce in four (4) of the occupational categories:
 - Officials/Administrators (4.88%)
 - Technicians (11.67%)
 - Protective Services (7.72%)
 - Skilled Craft (2.63%)
 - Service Maintenance (12.70%)

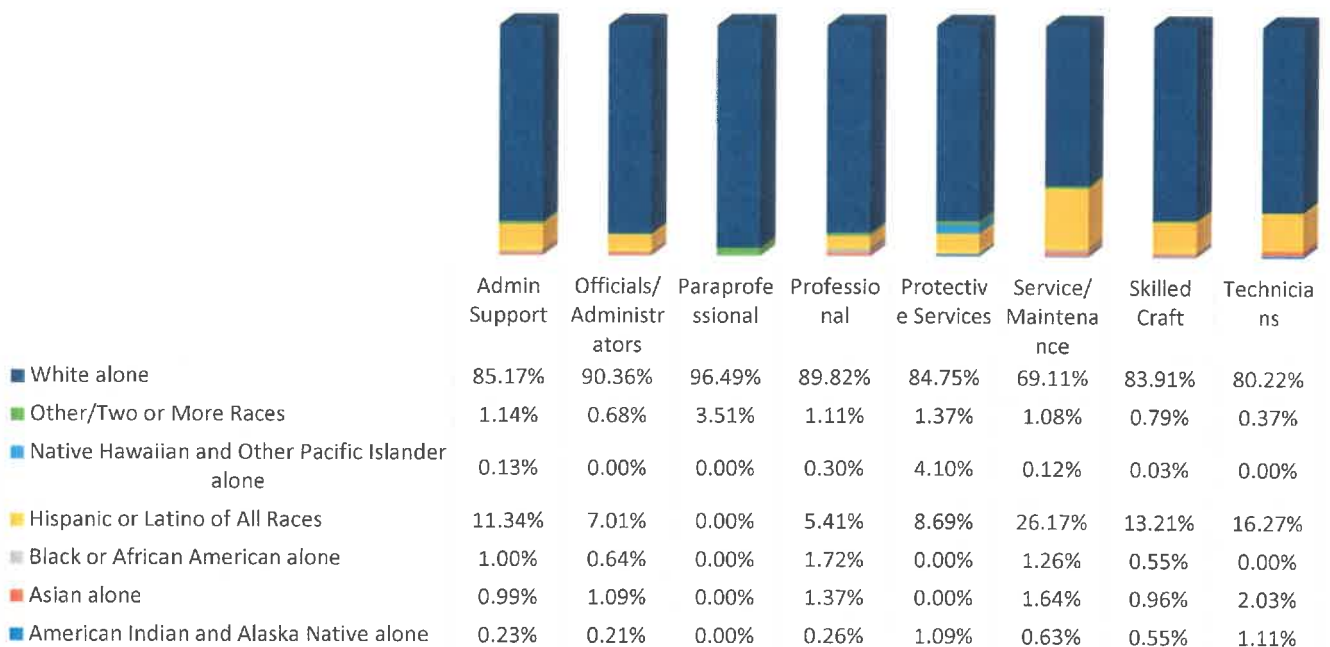
% of White	Weber County Employee Workforce	Countywide Available Workforce
<i>Officials/Administrators</i>	95.24%	90.36%
<i>Professionals</i>	87.68%	89.82%
<i>Technicians</i>	91.89%	80.22%
<i>Protective Services</i>	92.46%	84.75%
<i>Para-Professional</i>	73.91%	96.49%
<i>Administrative Support</i>	72.61%	85.17%

<i>Skilled Craft</i>	86.54%	83.91%
<i>Service Maintenance</i>	81.82%	69.11%

Weber County Workforce based on Job Group and Race/Ethnicity



Countywide Available Workforce based on Job Group and Race/Ethnicity



Workforce Analysis Based on Gender

Summary:

- From July 1, 2019, to June 30, 2020, Weber County's workforce comprises 49.73% female and 50.27% male.
- Females comprise 49.73% of Weber County's employee workforce and 44.90% of the available workforce.
- Males comprise 50.27% of Weber County's employee workforce and 55.10% of the available workforce.

<i>Gender</i>	<i>Weber County Employee Workforce</i>	<i>Countywide Available Workforce</i>
<i>Female</i>	49.73%	44.90%
<i>Male</i>	50.27%	55.10%

Summary of Female Workforce

- Represents 49.73% of Weber County's employee workforce and 44.9% of the available workforce.
- Representation in the County workforce exceeds the available workforce by 4.83%.
- Under-represented in four (4) of the occupational categories:
 - Officials/Administrators (-39.21%)
 - Technicians (-17.77%)
 - Para-Professional (-4.35%)
 - Skilled Craft (-3.30%)
- Current representation is roughly equal to or exceeds the available workforce in four (4) of the occupational categories:
 - Professionals (4.16%)
 - Protective Services (1.51%)
 - Administrative Support (12.92%)
 - Service Maintenance (12.58%)

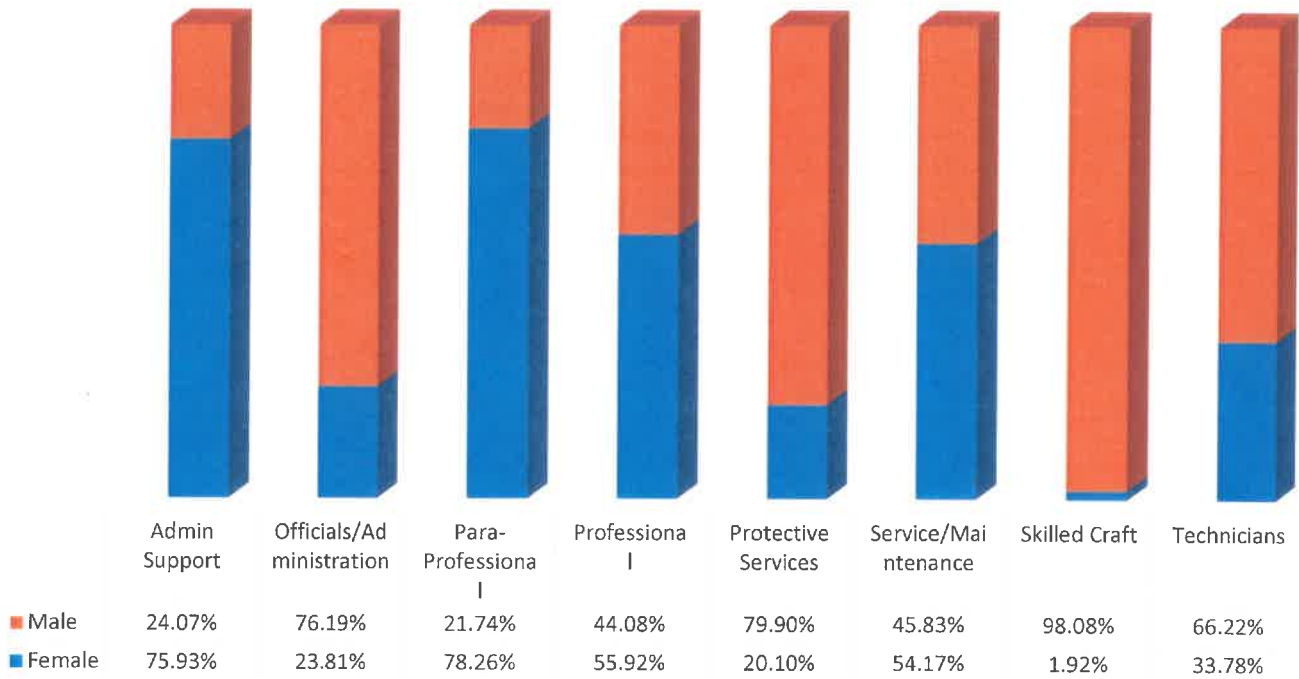
<i>Female</i>	<i>Weber County Employee Workforce</i>	<i>Countywide Available Workforce</i>
<i>Officials/Administrators</i>	23.81%	63.02%
<i>Professionals</i>	55.92%	51.76%
<i>Technicians</i>	33.78%	51.55%
<i>Protective Services</i>	20.10%	18.59%
<i>Para-Professional</i>	78.26%	82.61%
<i>Administrative Support</i>	75.93%	63.02%
<i>Skilled Craft</i>	1.92%	5.22%
<i>Service Maintenance</i>	54.17%	41.59%

Summary of Male Workforce

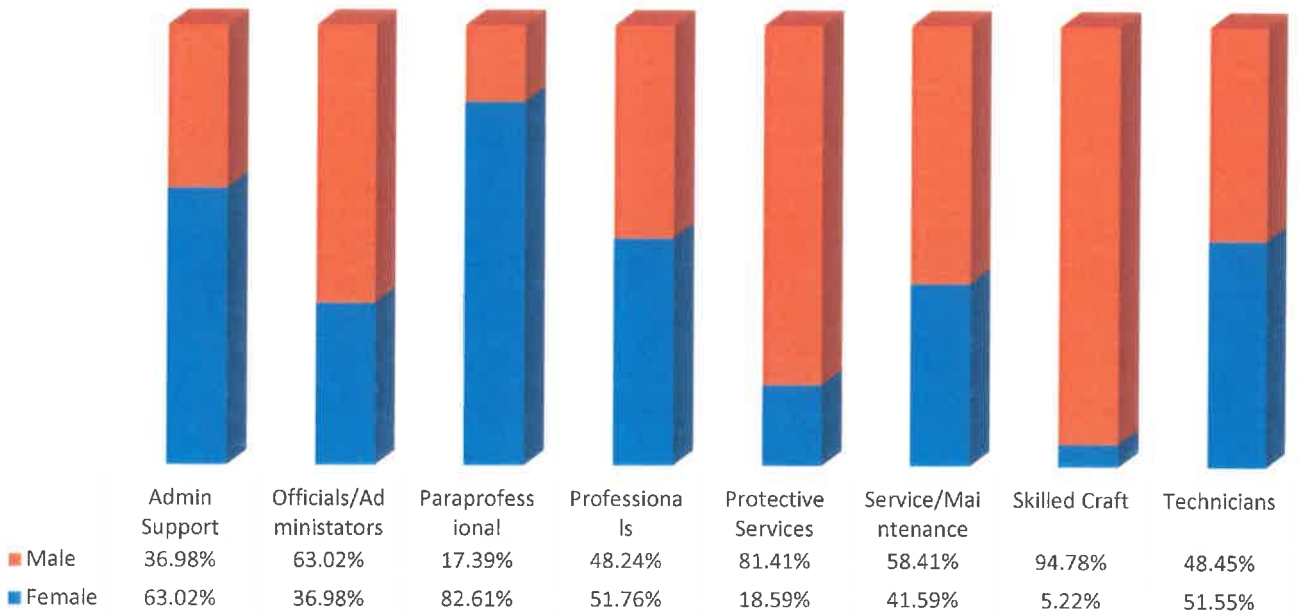
- Represents 50.27% of Weber County’s employee workforce and 55.10% of the available workforce.
- Under-represented in four (4) of the occupational categories:
 - Professionals (-4.16%)
 - Protective Services (-1.51%)
 - Administrative Support (-12.92%)
 - Service Maintenance (-12.58%)
- Current representation is roughly equal to or exceeds the available workforce in four (4) of the occupational categories:
 - Officials/Administrators (13.17%)
 - Technicians (17.77%)
 - Para-Professional (4.35%)
 - Skilled Craft (3.30%)

<i>Male</i>	<i>Weber County Employee Workforce</i>	<i>Countywide Available Workforce</i>
<i>Officials/Administrators</i>	76.19%	63.02%
<i>Professionals</i>	44.08%	48.24%
<i>Technicians</i>	66.22%	48.45%
<i>Protective Services</i>	79.90%	81.41%
<i>Para-Professional</i>	21.74%	17.39%
<i>Administrative Support</i>	24.07%	36.98%
<i>Skilled Craft</i>	98.08%	94.78%
<i>Service Maintenance</i>	45.83%	58.41%

Weber County Workforce based on Job Group and Gender



Countywide Available Workforce based on Job Group and Gender

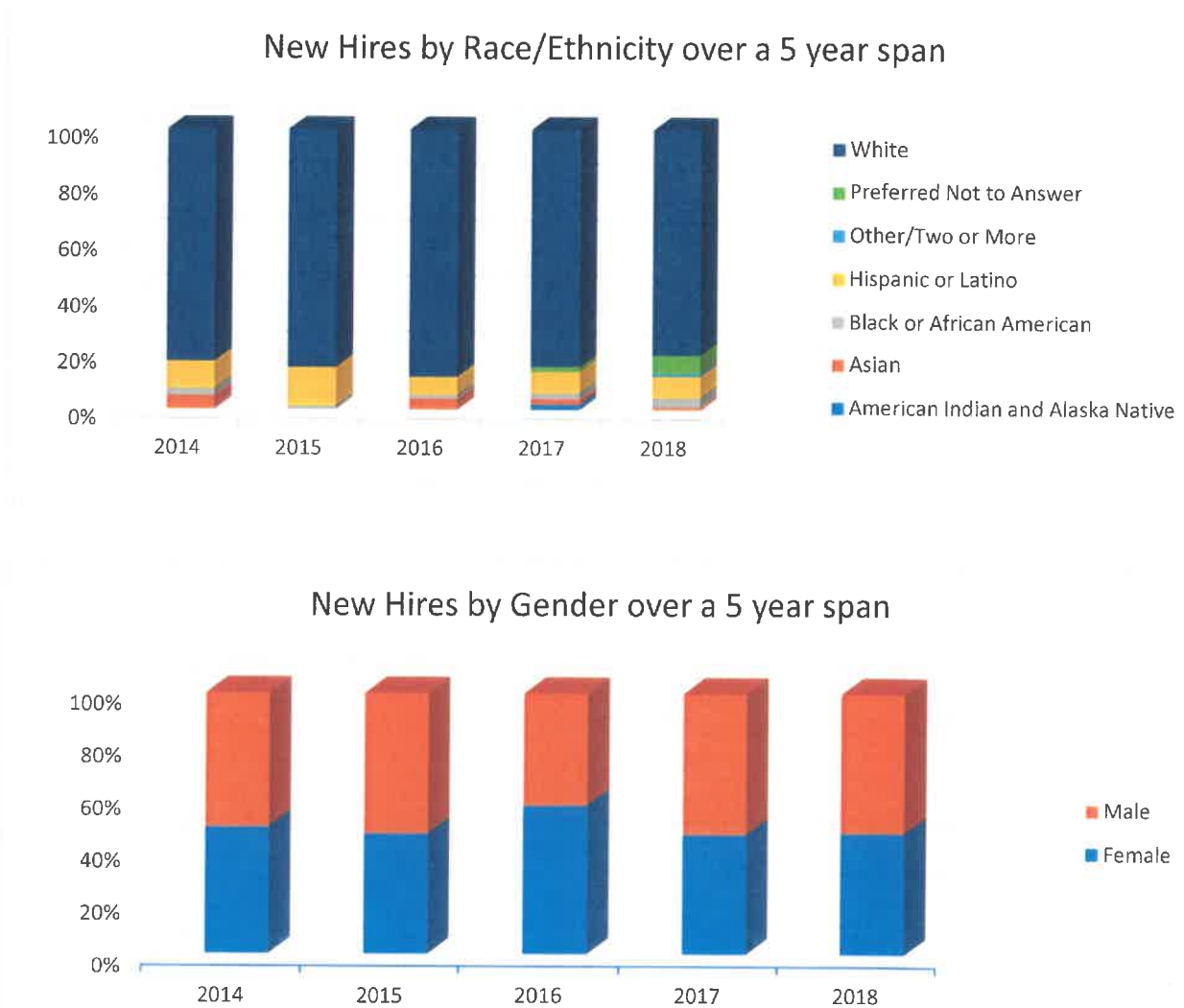


Accomplishments/Past Plan Activity

The desired result of an equal employment opportunity program is to ensure equal or full employment opportunities in the county workforce of qualified people of color and women, and for qualified persons who identified themselves as having a disability.

Hires by Race and Gender

By race and gender, the following results were found over the last 5 years (2014 – 2018):



Recruitment and Selection

Continued outreach efforts to attract a diverse pool of applicants including targeting advertising of job opportunities to professional organizations representing women, minorities, and other groups.

Use of social media to enhance recruitment efforts, including Facebook, and Twitter as a means to communicate job opportunities to applicants and employees.

Review of job descriptions to reduce barriers for qualified people of color and women.

Training and Diversity

Continue mandatory compliance training to all new hires which includes ethics training, your role in workplace diversity, and sexual harassment prevention.

Yearly ethics training for all employees.

Career Development and Retention

Provide support and guidance that contributes to opportunities to retain, enhance professional skills, and prepare employees for career development or promotional advancement, including:

- Pay for performance system that links work tasks and goal/career development to the overall performance of an individual.

Glossary

EEO Occupational Job Categoriesⁱⁱ

Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for the execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers, and investigators, coroners, farm managers, and kindred workers.

Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Protective Service Workers

Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: police patrol officers firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

Administrative Support (Including Clerical and Sales)

Occupations in which workers are responsible for internal and external communication, recording, and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skills and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.

Service-Maintenance


Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners, and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farmworkers (except managers), craft apprentices/trainees/helpers, and kindred workers.

DATED this 2nd day of September, 2021.


BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY:


James H. Harvey, Chair

ATTEST:


Sarah Swan
Human Resources

Approved as to form and legality:


Courtlan Erickson
Deputy County Attorney

Appendixⁱⁱⁱ



Weber County Government
Ogden, Utah

REV EEO-4 1995

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**Weber County
STATE AND LOCAL GOVERNMENT INFORMATION
2020 EEO-4 REPORT**

Weber County
EMILY WILDE
2380 Washington Blvd
Ogden, UT 84401

CONTROL NUMBER 49200290

FUNCTION JURISDICTION TOTALS: FULL/PART-TIME EMPLOYEES

JOB CATEGORY	HISPANIC / LATINO		*****MALE*****						*****FEMALE*****						TOTAL
	M	F	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+			
OFFICIALS/ADM	4	10	15					3						18	
PROFESSIONALS	1	1	77		1			97	2	3				194	
TECHNICIANS	3	2	22				1	19	1					45	
PROTECT/SERV	2	1	178	3	3			40						230	
PARA-PROFESS	1	1	6					27		4			1	41	
ADMIN SUPPORT	5	24	38	2	4			135	1			1		206	
SKILLED CRAFT	9	14	43					1						49	
SERV/MAINT			94	4	3			117	1	1		1	1	247	
GRAND TOTAL	25	52	473	9	11		1	439	5	8		2	2	1030	

ⁱ The data for Weber County was pulled from the County's payroll system and is a snapshot from July 1, 2019 to June 30, 2020. The data for the Weber County Labor Market was pulled from the Department of Workforce Services (DWS) website <https://jobs.utah.gov/wi/data/library/laborforce/eoo.html>. The tabulation from the DWS website is based on the American Community Survey (ACS) data for 2006-2010.

ⁱⁱ Relevant Weber County Occupational Categories are based on the 2020 Equal Employment Opportunity EEO-4 Instruction Booklet <https://www.eeoc.gov/employers/eeoc-form-164-state-and-local-government-information-eeo-4-instruction-booklet>.

ⁱⁱⁱ EEO-4 data report used to formulate the data based on the dates of July 1, 2019 to June 30, 2020.