

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: 4/10/12 **Approx Start Time:** 1:30PM **Approx Length:** 30 minutes

Presentation Title: BCC Adoption of the Affirmative Action Plan Hiring Goals

Department: Department of Employee Services

Presenters: Nancy Drury, Employee Services Director

Other Invitees: JJ Peters, Emmett Wheatfall, James Callahan

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Review and approve the hiring goals recommended by the County's Affirmative Action Committee.

EXECUTIVE SUMMARY:

Clackamas County is a voluntary participant in the development of a written affirmative action plan. The Affirmative Action Plan (AAP) reaffirms the County's continuing commitment to the principles of equal employment opportunity for women and minorities; works to increase effectiveness by setting forth current and future action being taken by the County concerning employment opportunities; and provides for implementation, self-policing, and monitoring through a comprehensive affirmative action program.

The Department of Employee Services (DES) along with the Affirmative Action Committee (AAC) meets annually to evaluate the current year AAP. The AAC is comprised of County employees from many departments including directors, supervisors or their designated representatives, and several employees from minority groups serving as "members at large." The primary responsibility of the AAC is to review availability and utilization census figures by EEO job category and to recommend countywide hiring goals by EEO category. If underutilization is found, the County must use its best efforts to develop and implement procedures designed to increase the number of qualified women and minority candidates in the applicant pool. The AAC recommends hiring goals to correct underutilization in categories where there is significant underutilization of women and/or minorities in an EEO category.

FINANCIAL IMPLICATIONS (current year and ongoing):

None

LEGAL/POLICY REQUIREMENTS:

We are a voluntary Affirmative Action employer.

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

Approve Recommended Hiring Goals

Pros: Recommended by the Affirmative Action Committee

Cons: None anticipated

OR

Approve Different Hiring Goals

Pros:

Cons: Not endorsed by the Affirmative Action Committee

RECOMMENDATION:

Staff respectfully requests that the Board approve the hiring goals recommended by the County's Affirmative Action Committee.

EEO CATEGORY	RECOMMENDED HIRING GOALS Feb-2012	
	Female	Minority
EEO 4: Protective Service	5	3
EEO 7: Skilled Craft	2	No Underrepresentation
EEO 8: Service/Maintenance	No Underrepresentation	1

The AAC sets reasonable hiring goals in consideration of the expected recruitment opportunities for the job category. Due to a low number of anticipated additions to the County's workforce, the AAC does not want to set hiring goals that seem unattainable.

The Committee recognizes that a BCC adopted hiring goal in a job category triggers an opportunity to refer additional candidates from eligibility registers under the County's Personnel Ordinance. Hiring goals are generally reserved for situations of significant underutilization from availability in the census data. The County Affirmative Action Officer (Director of Employee Services) oversees the County's Affirmative Action programs and ensures compliance with the plan's policies.

ATTACHMENTS:

- Clackamas County Workforce By Year
- Current Status of Affirmative Action Plan in the County

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____



For information on this issue or copies of attachments, please contact JJ Peters at 503-742-5485 or Emmett Wheatfall at 503-655-8291

CLACKAMAS COUNTY WORKFORCE

Date of Data	Total Employees	Male	Female	White	Black	Hispanic	Asian	Am. Indian	Total Minorities
5/26/1989	1103	553 50.14%	550 49.86%	1066 96.65%	2 0.18%	11 1.00%	18 1.63%	6 0.54%	37 3.35%
6/15/1990	1168	597 51.11%	571 48.89%	1128 96.58%	2 0.17%	13 1.11%	18 1.54%	7 0.60%	40 3.42%
7/3/1991	1288	648 50.31%	640 49.69%	1245 96.66%	5 0.39%	15 1.16%	16 1.24%	7 0.54%	43 3.34%
5/1/1993	1383	685 49.53%	698 50.47%	1334 96.46%	9 0.65%	17 1.23%	16 1.16%	7 0.51%	49 3.54%
5/1/1994	1471	749 50.92%	722 49.08%	1418 96.40%	10 0.68%	20 1.36%	15 1.02%	8 0.54%	53 3.60%
7/28/1995	1533	780 50.88%	753 49.12%	1473 96.09%	12 0.78%	23 1.50%	16 1.04%	9 0.59%	60 3.91%
8/9/1996	1579	794 50.28%	785 49.72%	1513 95.82%	16 1.01%	28 1.77%	14 0.89%	8 0.51%	66 4.18%
9/16/1997	1562	776 49.68%	786 50.32%	1500 96.03%	16 1.02%	24 1.54%	14 0.90%	8 0.51%	62 3.97%
11/21/1998	1690	836 49.47%	854 50.53%	1617 95.68%	17 1.01%	32 1.89%	16 0.95%	8 0.47%	73 4.32%
8/4/1999	1726	844 48.90%	882 51.10%	1651 95.65%	15 0.87%	35 2.03%	18 1.04%	7 0.41%	75 4.35%
1/5/2001	1836	889 48.42%	947 51.58%	1747 95.15%	17 0.93%	38 2.07%	24 1.31%	10 0.54%	89 4.85%
1/23/2002	1875	896 47.79%	979 52.21%	1768 94.29%	23 1.23%	40 2.13%	29 1.55%	15 0.80%	107 5.71%
1/27/2003	1781	842 47.28%	939 52.72%	1673 93.94%	19 1.07%	44 2.47%	31 1.74%	14 0.79%	108 6.06%
3/24/2004	1668	793 47.54%	875 52.46%	1566 93.88%	16 0.96%	45 2.70%	24 1.44%	17 1.02%	102 6.12%
3/25/2005	1718	808 47.03%	910 52.97%	1607 93.54%	18 1.05%	49 2.85%	28 1.63%	16 0.93%	111 6.46%
3/9/2006	1739	822 47.27%	917 52.73%	1619 93.10%	21 1.21%	53 3.05%	29 1.67%	17 0.98%	120 6.90%
2/13/2007	1778	850 47.81%	928 52.19%	1644 92.46%	24 1.35%	61 3.43%	33 1.86%	16 0.90%	134 7.54%
2/8/2008	1821	881 48.38%	940 51.62%	1670 91.71%	29 1.59%	68 3.73%	40 2.20%	14 0.77%	151 8.29%
2/3/2009	1836	904 49.24%	932 50.76%	1674 91.18%	30 1.63%	75 4.08%	41 2.23%	16 0.87%	162 8.82%
2/3/2010	1768	887 50.17%	881 49.83%	1607 90.89%	32 1.81%	77 4.36%	41 2.32%	11 0.62%	161 9.11%
2/3/2011	1774	888 50.06%	886 49.94%	1606 90.53%	32 1.80%	85 4.79%	37 2.09%	14 0.79%	168 9.47%
1/11/2012	1782	887 49.78%	895 50.22%	1607 90.18%	31 1.74%	88 4.94%	40 2.24%	16 0.90%	175 9.82%

CURRENT STATUS OF AAP IN THE COUNTY

EEO CATEGORY	AVAILABILITY		COUNTY WORKFORCE				UNDERUTILIZATION (Two Std Deviation)		STD DEVIATION Feb-12		RECOMMENDED HIRING GOALS	
	Feb-11 2000 Census Female	Minority	Employees	Female	Minority	Female	Minority	Female	Minority	Female	Minority	
EEO 1: Officials/Admin	34.01%	14.61%	57	23 40.35%	6 10.53%			0.85	-0.83			
EEO 2: Professionals	61.22%	11.32%	509	311 61.10%	51 10.02%			0.42	-1.22			
EEO 3: Technicians	31.67%	11.20%	191	61 31.94%	17 8.90%			-0.23	-0.98			
EEO 4: Protective Service	26.32%	11.09%	364	71 19.51%	24 6.59%	Y	Y	-2.89	-2.81	5	3	
EEO 5: Paraprofessionals	80.48%	13.04%	221	191 86.43%	33 14.93%			2.22	0.65			
EEO 6: Office/Clerical	87.70%	12.18%	232	210 90.52%	28 12.07%			1.24	-0.04			
EEO 7: Skilled Craft	8.45%	10.88%	114	3 2.63%	7 6.14%	Y		-2.21	-1.49	2		
EEO 8: Service/Maint	16.82%	19.64%	83	19 22.89%	9 10.84%		Y	0.92	-2.09		1	
COUNTY TOTALS*			1782	895 50.22%	175 9.82%					7	4	

* County totals reflect total workplace figures for both plan years.
Elected officials are included in County totals only and are not part of EEO categories 1-8.