

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: 11/3/15 **Approx Start Time:** 2:00PM **Approx Length:** 30 Min.

Presentation Title: 2016 Clackamas County Affirmative Action Plan

Department: County Administration

Presenters: Emmett Wheatfall, Clackamas County Affirmative Action Officer

Other Invitees:

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Staff is requesting approval of new Affirmative Action hiring goals as developed and recommended by County's Affirmative Action Officer

EXECUTIVE SUMMARY:

Clackamas County is a voluntary participant in the development of a written Affirmative Action Plan (AAP). The AAP reaffirms the County's commitment to the principles of Equal Employment Opportunity (EEO) for women and minorities; works to increase effectiveness by setting forth, if necessary, new goals to be undertaken by the County regarding employment opportunities; and provides for implementation, self-accountability, and monitoring through an effective affirmative action program.

The primary responsibility of the Affirmative Action Officer is to review availability and utilization census data by EEO job category and recommend countywide hiring goals by EEO category. If underrepresentation is found, the County will make a "good faith" effort to develop and implement procedures designed to increase the number of underrepresented women and minorities in applicant pools. The Affirmative Action Officer recommends hiring goals to remedy underrepresentation in categories where underrepresentation is identified.

FINANCIAL IMPLICATIONS (current year and ongoing):

Affirmative Action activities are included in the ongoing Diversity, Equity, and Inclusion budget.

LEGAL/POLICY REQUIREMENTS:

The County *voluntarily* complies with the tenets of Affirmative Action. Affirmative Action principles and practices are derived from Executive Orders and relative EEO law.

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

1. Approve recommended Affirmative Action hiring goals
2. Direct staff to revise Affirmative Action hiring goals after to approval

RECOMMENDATION:

Clackamas County's Affirmative Action Officer respectfully requests that the Board approve the following new hiring goals.

| EEO CATEGORY | RECOMMENDED HIRING GOALS Compliance Year 2016 | |
|----------------------------|--|----------|
| | Female | Minority |
| EEO 2: Professional | No Underrepresentation | 11 |
| EEO 3: Technicians | No Underrepresentation | 4 |
| EEO 4: Protective Services | 14 | 8 |
| EEO 7: Skilled Craft | No Underrepresentation | 2 |
| EEO 8: Service/Maintenance | No Underrepresentation | 5 |

The Affirmative Action Officer has set reasonable hiring goals in consideration of the expected recruitment opportunities for the job category.

When the BCC adopts a hiring goal in a job category it triggers an opportunity to refer additional candidates from eligibility registers under the County's Personnel Ordinance. Hiring goals are generally reserved for EEO categories where there is underrepresentation. The County's Affirmative Action Officer, Emmett Wheatfall, oversees the County's Affirmative Action program and monitors adherence to the plan's goals and its objectives.

ATTACHMENTS:

- 2016 Clackamas County Affirmative Action Plan
- Hiring Goals for AAP Year 2016
- Reports – AAP Excel Reports

SUBMITTED BY:

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Emmett Wheatfall
503.655.8291.