

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: 11/12/13 **Approx Start Time:** ^{10:00}~~10:30am~~ **Approx Length:** 30 Minutes

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

Department: County Administration, Diversity and Inclusion Program

Presenters: Emmett Wheatfall, Diversity and Inclusion Program Director

Other Invitees: Nancy Drury, JJ Peters, and James Callahan

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Staff is requesting approval of new affirmative action hiring goals as developed by the Affirmative Action Committee (AAC).

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 County's Diversity and Inclusion Program along with the AAC meets semi-annually to evaluate the current year AAP. The AAC is comprised of County employees from various departments including directors, supervisors or their designated representatives.

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

FINANCIAL IMPLICATIONS (current year and ongoing):

None

LEGAL/POLICY REQUIREMENTS:

Clackamas County is 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 Nov-2013	
	Female	Minority
EEO 2: Professional	No Underrepresentation	12
EEO 3: Technicians	No Underrepresentation	2
EEO 4: Protective Services	5	4
EEO 7: Skilled Craft	No Underrepresentation	2
EEO 8: Service/Maintenance	No Underrepresentation	2

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 AAC 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 EEO categories where there is underrepresentation. The County Affirmative Action Officer (the Diversity and Inclusion Program Director) oversees the County's Affirmative Action program and monitors adherence with the plan's goals and objectives.

ATTACHMENTS:

1. Affirmative Action
2. Clackamas County Workforce by Year
3. Female and Minority Employees by Department
4. Example Clackamas County Jobs by EEO Group
5. Affirmative Action Progress Update 2013
6. Setting Hiring Goals
7. 2013 County Department Utilization of Minorities
8. Affirmative Action Underrepresentation Report
9. Current Status of AAP in the County

SUBMITTED BY:

Division Director/Head Approval _____
Department Director/Head Approval Emmett Wheatfall
County Administrator Approval Michael J. ...

For information on this issue or copies of attachments, please contact Emmett Wheatfall 503-655-8291.

Affirmative Action:

Definition:	Positive/Affirming effort
What:	To ensure non-discrimination against protected class status. Applies to employees and applicants
Protect Class:	Race/Gender/National Origin/Religion/Disability/Vietnam Era Veterans/...
States:	Sexual Orientation/Gender Identity
Who:	Businesses with federal contracts of \$50,000 or more AND 50+ employees
Foundation:	Title VII of the Civil Rights Act of 1964
Why:	Executive Order 10925 as Amended, 1961 by John F. Kennedy 11246 as Amended, 1965 by Lyndon B. Johnson
Enforcement Agencies:	Department of Labor (DOL) ↓ Office of Federal Contract Compliance Programs (OFCCP) ↓ Regional offices throughout the US
AA Program:	Statistical Analysis - Disparate Treatment (How) Disparate Impact (Who) Narrative - How
What Specifically:	Underrepresentation/Underutilization
Source Material:	Census Data Employee Demographics
Clackamas County:	Compliance is voluntary
Why:	Committed to the Principles of: 1. Equality 2. Equity 3. Diversity
Responsibility?	Management

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%
7/1/2013	1804	875 48.50%	929 51.50%	1618 89.69%	28 1.55%	103 5.71%	38 2.11%	17 0.94%	186 10.31%

Female and Minority Employees by Department

DEPARTMENT	TOTAL EMPLOYEES 7/1/2013	FEMALES 7/1/2013	MINORITIES 7/1/2013
1 County Admin/BCC/County Counsel	27	15	2
		55.56%	7.41%
2 County Assessor	55	35	3
		63.64%	5.45%
3 Public and Government Affairs (w/Cable Administration)	15	8	1
		53.33%	6.67%
4 Employee Services	36	28	2
		77.78%	5.56%
5 County Clerk (w/Records Mgt.)	20	15	2
		75.00%	10.00%
6 County Treasurer	5	4	0
		80.00%	0.00%
7 Department of Finance (w/County Courier, Facilities Mgt., Fleet Services, Mail Operations, Purchasing)	71	31	9
		43.66%	12.68%
8 Water Environment Services	102	31	9
		30.39%	8.82%
9 Technology Services (w/Camp Serv, Electronic Serv, GIS/WEB, Network Support, PS Support, User Support, Admin, Document Mgmt)	48	8	8
		16.67%	16.67%
10 District Attorney (w/Family Sup, Victim Asst, DA)	74	49	6
		66.22%	8.11%
11 Juvenile	49	30	6
		61.22%	12.24%
12 Family Court Service	11	9	1
		81.82%	9.09%
13 C-Com (Central Dispatch) & Emergency Management (w/Medical Examiner)	51	33	2
		64.71%	3.92%
14 Community Corrections (Correction-Res. Serv, Field Services)	84	45	14
		53.57%	16.67%
15 Sheriff (Local option levy 0002080924 and other divisions 1611-1620)	399	106	24
		26.57%	6.02%
16 Dept. of Transportation & Development (Building Services, Office of Sustainability/Comer, Land Persn, County Dog Services, City, Dog Services - Field, Council Surveyor, Development Agency, Engineering/Strategic Planning, Land Use and Zoning, Code Compliance, Road Admin Road Maintenance)	226	73	10
		32.30%	4.42%
17 Dept. of Health, Housing & Human Services (CD Adm, OD Housing, CH-Admin & Bus Services, Comm Solutions-Weath, Comm Solutions, HHS Admin, Children, Youth, and Families, SSA)	440	351	79
		79.77%	17.95%
18 Business and Community Services (NCPD-Admin, BCS-Admin, County Forester, County Library, NCPRO-Admin, NCPRO-Aquatic Ctr & Res Prg, NCPD-Advanced Ctr, NCPRO-Admin & Facilities Serv, Petstr, Library Network, Property Management)	70	39	6
		55.71%	8.57%
19 Law Library	3	3	0
		100.00%	0.00%
20 Tourism	8	6	1
		75.00%	12.50%
21 Justice Court	10	10	1
		100.00%	10.00%
Totals	1804	929	186
		51.50%	10.31%

Example Clackamas County Jobs by EEO Group

EEO 1: Officials/Admin

- Aquatic & Recreation Manager
- Library Director
- Behavioral Health System Dir
- County Surveyor
- Facilities Manager
- Administrative Serv Mgr, Sr
- Captain
- Information Svcs Director
- Director, Finance
- County Administrator

EEO 2: Professionals

- Work Crew Specialist
- Administrative Analyst 1
- Accountant
- Human Services Coordinator 2
- Juvenile Counselor 2
- Mental Health Specialist 2
- Program Planner
- Community Health Nurse 2
- Policy Analyst, Senior
- Human Resources Analyst
- Financial Analyst
- Community Affairs Specialist
- Planner, Senior
- Systems Project Analyst
- Civil Engineer
- IT Administrator 2
- Nurse Practitioner
- Legal Counsel, Senior
- Psychiatrist

EEO 3: Technicians

- GIS Cartographer 2
- Engineering Technician 2
- Property Appraiser 2
- Communications Dispatcher 1
- IS Software Specialist 2
- Technical Services Specialist
- Land Surveyor
- Property & Evidence Room Supv
- Microcomputer Specialist, Sr
- Water Quality Analyst

EEO 4: Protective Service

- DA Investigator
- Dog Control Officer 2
- Prob & Parole Officer 1
- Residential Services Supv
- Evidence Technician
- Lieutenant
- Corrections Deputy
- Deputy Sheriff
- Sergeant
- Crime Analyst

EEO 5: Paraprofessionals

- Library Assistant 1
- Eligibility Aide
- Certified Medical Assistant
- Accounting Specialist 2
- Administrative Assistant
- Human Services Assistant
- Sustainability Analyst
- Buyer
- Integrated Disability Analyst
- Sustainability Analyst, Senior

EEO 6: Office/Clerical

- Office Specialist 2
- Customer Information Spec
- Legal Secretary
- Jail Service Technician
- Assessment & Taxation Clerk 2
- Office Manager
- Technical Services Assistant
- Recording & Elections Tech 2
- Permits Specialist
- Health Records Specialist 1

EEO 7: Skilled Craft

- Ferry Operator
- Road Maint Worker (SBP)
- Collection System Tech 2
- Wastewater Plant Operator 2
- Electrician
- Road Operations Supervisor
- Wastewater Mechanic 2
- Bridge Maint Worker (SBP)
- Weighmaster
- Welder/Fabricator

EEO 8: Service/Maint

- Weatherization Installer
- Cook
- Animal Care Specialist
- Aquatic Exercise Instructor
- Automotive Service Technician
- Traffic Cntl Worker
- Biosolids Application Tech 1
- Building Maint Spec, Sr
- Food Service Coordinator
- Park Maintenance Supervisor

AFFIRMATIVE ACTION PROGRESS UPDATE 2013

Areas of Progress:

- The County's workforce continued positive gains in minority representation. In 2012 the minority representation was 9.82% (employing 175 minorities). In 2013 the minority representation increased to 10.31% (employing 186 minorities).
- Twelve (12) departments had an increase in the number of minorities employed within the department as compared to seven (7) departments who showed an increase the prior year.
- Female representation increased in the following EEO categories: EEO 2 (Professionals), EEO 3 (Technicians), EEO 5 (Paraprofessionals), EEO 6 (Office/Clerical), and EEO 7 (Skilled Craft).
- Minority representation increased in the following EEO categories: EEO 1 (Officials & Administrators), EEO2 (Professionals), EEO 5 (Paraprofessionals), EEO 6 (Office/Clerical), and EEO 7 (Skilled Craft).
- Utilization of females in EEO 7 (Skilled Craft), based on new 2010 Census data, is -0.94 and will no longer require a hiring goal.
- Overall minority representation increased by 0.49%. The County is making progress in bringing its minority workforce percentage closer to the minority population of Clackamas County (10.31% of workforce vs. 15.5% minorities in the raw population of the county from the 2010 Census). Note: raw population % does not take into account the percentage of minorities or women among those having requisite skills in the reasonable recruitment area.

Areas of Challenge:

- Previous Affirmative Action data relied on 2000 Census data for availability based on the relevant labor area and/or promotable employees. 2013 is the first year 2010 Census data has been available and the demographic changes have dramatically changed the availability of minorities by an average of roughly 4.5% for each job category.
- A comparison of availability to workforce figures shows the county is still significantly underrepresented in females in EEO 4 (Protective Services). There was a net decrease of three (3) female employees in the workforce from 2012 to 2013. Underrepresentation of Females in EEO 4 (Protective Services) is at -2.97 in 2013. This category will continue to require a hiring goal.
- There are five EEO categories (EEO 2 Professionals, EEO3 Technicians, EEO 4 Protective Services, EEO7 Skilled Craft, and EEO 8 Service/Maintenance) where the underutilization of minorities is significant enough to require a hiring goal. Underutilization of minorities, based on new 2010 Census data, is: -2.14 for EEO 2; -2.60 for EEO 3; -4.09 for EEO 4; -2.60 for EEO 7; and -4.58 for EEO8. EEO categories 4 and 8 will continue to require a hiring goal. EEO categories 2, 3, and 7 will require new hiring goals.

EEO-4 JOB CATEGORIES

EEO 1:	EEO 2:	EEO 3:	EEO 4:	EEO 5:	EEO 6:	EEO 7:	EEO 8:	EEO 9:
Officials/ Admin	Professionals	Technicians	Protective Service	Para- professionals	Office/ Clerical	Skilled Craft	Service/ Maintenance	Elected Officials

Setting Hiring Goals

Job Groups with Standard Deviation from Parity Greater than -2.00	Standard Deviation from Parity Greater than -2.00	Number of additional minority or female employees that would bring us to Parity (Parity = 0%)	% Availability	Potential number of hires in 2013/2014	"Goal" through best guess math (availability x potential hiring opportunities)	Clackamas County AAC goal - realistic and attainable
EEO 2 - Professional	-2.14 (Minorities)	17	13.71%	85	12	12
EEO 3 - Technicians	-2.60 (Minorities)	13	14.91%	14	2	2
EEO 4 - Protective Services	-2.97 (Females)	25	25.33%	31	8	5
EEO 4 - Protective Services	-4.09 (Minorities)	27	13.97%	31	4	4
EEO 7 - Skilled Craft	-2.60 (Minorities)	10	16.90%	7	1	2
EEO 8 - Service/Maint	-4.58 (Minorities)	18	32.17%	6	2	2

2013 COUNTY DEPARTMENT UTILIZATION OF MINORITIES

DEPARTMENT	TOTAL EMPLOYEES	MINORITIES	Percentage of Dept.	Percentage of Dept.	Percentage Difference
	7/1/2013		7/1/2013	2/1/2012	
Dept. of Health, Housing & Human Services	440	79	17.95%	16.92%	1.04%
Community Corrections	84	14	16.67%	15.56%	1.11%
Technology Services	48	8	16.67%	17.31%	-0.64%
Department of Finance	71	9	12.68%	12.33%	0.35%
Tourism	8	1	12.50%	16.67%	-4.17%
Juvenile	49	6	12.24%	14.29%	-2.04%
County Clerk	20	2	10.00%	8.70%	1.30%
Justice Court	10	1	10.00%	0.00%	10.00%
Family Court Services	11	1	9.09%	0.00%	9.09%
Water Environment Services	102	9	8.82%	8.74%	0.09%
Business and Community Services	70	6	8.57%	8.22%	0.35%
District Attorney	74	6	8.11%	8.22%	-0.11%
County Admin/BCC/County Counsel	27	2	7.41%	7.14%	0.26%
Public and Government Affairs	15	1	6.67%	6.67%	0.00%
Sheriff's	399	24	6.02%	5.91%	0.10%
Employee Services	36	2	5.56%	2.94%	2.61%
County Assessor	55	3	5.45%	7.41%	-1.95%
Dept. of Transportation & Development	226	10	4.42%	4.66%	-0.24%
C-Com (Central Dispatch)/Emergency Mgt.	51	2	3.92%	3.70%	0.22%

DEPARTMENTS WITH NO MINORITIES IN THEIR WORKFORCE

County Treasurer	5	0		0.00%	0.00%
Law Library	3	0		0.00%	0.00%

Affirmative Action Underrepresentation Report

EEO CATEGORY	AVAILABILITY		COUNTY WORKFORCE				UNDERREPRESENTATION (Two Std Deviation)		STD DEVIATION		RECOMMENDED HIRING GOALS	
	2010 Census Female	Minority	Employees	Female	Minority	Female	Minority	Female	Minority	Female	Minority	
EEO 1: Officials/Admin	36.85%	17.44%	52	20 38.46%	7 13.46%			0.24	-0.76			
EEO 2: Professionals	62.03%	13.71%	549	345 62.84%	58 10.56%	Y	Y	0.39	-2.14			
EEO 3: Technicians	35.88%	14.91%	185	64 34.59%	15 8.11%	Y	Y	-0.36	-2.60			
EEO 4: Protective Service	25.33%	13.97%	366	68 18.58%	24 6.56%	Y	Y	-2.97	-4.09	E	E	
EEO 5: Paraprofessionals	78.14%	15.71%	230	202 87.83%	38 16.52%			3.55	0.34			
EEO 6: Office/Clerical	85.17%	14.73%	224	205 91.52%	30 13.39%			2.67	-0.56			
EEO 7: Skilled Craft	5.47%	16.90%	115	4 3.48%	9 7.83%	Y	Y	-0.94	-2.60	E	E	
EEO 8: Service/Maint	17.83%	32.17%	72	16 22.22%	5 6.94%	Y	Y	0.97	-4.58		E	
COUNTY TOTALS*			1804	929 51.50%	186 10.31%							

* 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.

E = Existing Hiring Goal for 2012-2013

CURRENT STATUS OF AAP IN THE COUNTY

EEO CATEGORY	COUNTY WORKFORCE						HIRING GOALS NET INCREASE IN WORKFORCE							
	Feb-12		Jul-13		Set June 2012		IN YEAR 2012-2013		IN YEAR 2012-2013		IN YEAR 2012-2013			
	Employees	Female	Minority	Employees	Female	Minority	Female	Minority	Total	Female	Minority	Total	Female	Minority
EEO 1: Officials/Admin	57	23	6	52	20	7			-5	-3	1	-5	-3	1
		40.35%	10.53%		38.46%	13.46%				-1.89%	2.94%		-1.89%	2.94%
EEO 2: Professionals	509	311	51	549	345	58			40	34	7	40	34	7
		61.10%	10.02%		62.84%	10.56%				1.74%	0.55%		1.74%	0.55%
EEO 3: Technicians	191	61	17	185	64	15			-6	3	-2	-6	3	-2
		31.94%	8.90%		34.59%	8.11%				2.66%	-0.79%		2.66%	-0.79%
EEO 4: Protective Service	364	71	24	366	68	24	5	3	2	-3	0	2	-3	0
		19.51%	6.59%		18.58%	6.56%				-0.93%	-0.04%		-0.93%	-0.04%
EEO 5: Paraprofessionals	221	191	33	230	202	38			9	11	5	9	11	5
		86.43%	14.93%		87.83%	16.52%				1.40%	1.59%		1.40%	1.59%
EEO 6: Office/Clerical	232	210	28	224	205	30			-8	-5	2	-8	-5	2
		90.52%	12.07%		91.52%	13.39%				1.00%	1.32%		1.00%	1.32%
EEO 7: Skilled Craft	114	3	7	115	4	9	2		1	1	2	1	1	2
		2.63%	6.14%		3.48%	7.83%				0.85%	1.69%		0.85%	1.69%
EEO 8: Service/Maint	83	19	9	72	16	5	1		-11	-3	-4	-11	-3	-4
		22.89%	10.84%		22.22%	6.94%				-0.67%	-3.90%		-0.67%	-3.90%
COUNTY TOTALS*	1782	895	175	1804	929	186	22	34	22	34	11	22	34	11
		50.22%	9.82%		51.50%	10.31%				1.27%	0.49%		1.27%	0.49%

* 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.