

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Staff Presentation Worksheet

Presentation Date: June 7, 2011                      Time: 11:00 a.m.    Length: 30 Minutes

Presentation Title: BCC Adoption of Affirmative Action Plan Hiring Goals

Department:                      Department of Employee Services

Presenters:                      Nancy Drury, Director of Employee Services  
                                         JJ Peters, Recruitment Manager  
                                         Emmett Wheatfall, Diversity and Inclusion Manager

### **POLICY QUESTION**

Will the Clackamas County Board of County Commissioners (BCC) endorse the 2011 hiring goals recommended by the Affirmative Action Committee?

### **ISSUE & BACKGROUND**

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; to increase effectiveness by setting forth current and future action being taken by the County concerning employment opportunities; and to provide 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 most 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 figures and to recommend countywide hiring goals to the BCC. This process requires an analysis of the County workforce in comparison to labor market availability from the 2000 census and identifies areas of underutilization of women and minorities in eight job categories.

The County is using 2000 data because the most recent census data is not available for use in EEO calculations. According to the Census Bureau website, the data from the 2010 EEO File will not be available for public or private sector use until the fall of 2012. The EEO File is considered a special tabulation file and not a standard Census Bureau data product. The Census Bureau produces a special EEO tabulation file for those Federal agencies responsible for monitoring employment practices and enforcing civil rights laws in the workforce, and for all employers so they can measure their compliance to the laws. Basic data tabulations from Census 2010 have priority over this special tabulation.

If underutilization is found, the County will use its best efforts to develop and implement procedures that are 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.

The recommended hiring goals are outlined below:

EEO CATEGORY	RECOMMENDED HIRING GOALS Feb-2011	
	Female	Minority
EEO 4: Protective Service	4	2
EEO 7: Skilled Craft	1	N/A

The AAC sets "reasonable and attainable" 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.

#### **QUESTION(S) PRESENTED FOR CONSIDERATION**

1. Will the BCC endorse the hiring goals suggested by the Affirmative Action Committee?

#### **OPTIONS AVAILABLE**

1. An annual update of the County Affirmative Action Plan is required by Federal Regulations for Government Contractors. Although Clackamas County is not a government contractor under these regulations, it has maintained a voluntary AA Plan and such a plan is referenced in the County Code. The Board may decide whether the County should continue to be an Affirmative Action employer.
2. The Board may adopt the hiring goals recommended by the County Affirmative Action Committee.
3. The Board may choose not adopt the hiring goals recommended by the County Affirmative Action Committee.
4. The Board may modify the hiring goals recommended by the County Affirmative Action Committee.

#### **RECOMMENDATIONS**

Staff respectfully recommends adoption of the hiring goals as recommended by the Clackamas County Affirmative Action Committee.

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. The County Affirmative Action Officer (Director of Employee Services) oversees the County's Affirmative Action programs and ensures compliance with the plan's policies.

Endorsement of these goals reaffirms the County's commitment to Affirmative Action as a program of positive action designed to ensure that persons of protected classes are provided equal opportunity in employment processes at Clackamas County

**SUBMITTED BY**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval *Marilee M. Dwyer*

County Administrator Approval \_\_\_\_\_

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