

Clackamas County Equal Employment Opportunity Plan



2018

Policy Statement:

It is the policy of Clackamas County to adhere to the concept of Equal Employment Opportunity and Affirmative Action as a basic element of human resources management. Discrimination in a personnel action on a basis unrelated to the job is prohibited. County policy specifically prohibits discrimination based on race, color, sex, age, sexual orientation, gender identity, religion, national origin, marital status, physical or mental disability, or other protected status as those terms are understood under Oregon and federal law. Any employee or applicant for employment may file a written complaint alleging discrimination, unlawful employment practice(s), violation of equal employment opportunity, or harassment with the Director of Human Resources, who will investigate the charge. Under the law, individuals are protected from retaliation.

Underutilization Analysis

The County Department of Human Resources provided utilization data and the Assistant County Administrator in charge of Equity, Diversity & Inclusion reviewed the Underutilization Analysis comparing the County's workforce to the relevant labor market. The Analysis revealed the following instances of underrepresentation by two or more standard deviations:

EEO CATEGORY	UNDERUTILIZATION
EEO 3 – Technicians	Minorities (-2.84)
EEO 4 – Protective Services	Females (-3.05)
EEO 7 – Skilled Craft	Minorities (-2.03)
EEO 8 – Service/Maintenance	Minorities (-3.91)

Objectives & Steps

1. Increase Recruitment in Underutilized Categories

Compliance Officer Responsibilities

- Increase visibility at job fairs to communicate the County commitment to Equal Employment and inclusion. Diverse employees in various County departments will be asked to partner with staff from the Department of Human Resources when attending job fairs. Attendees will receive career counseling on County hiring opportunities that match their individual skills.
- To attract diverse candidates the County will make site visits to deliver presentations and answer questions at diverse community groups and organizations that have frequent diversity contacts that are actively seeking employment.

Department Responsibilities

- Attention will be given to the hiring of diverse applicants in temporary positions or as interns. Departments are encouraged to post temporary and intern positions externally, through diverse community groups and organizations or through local one-stop career centers to increase diverse applicants for these positions. Distribute job postings to various colleges, training schools, churches and community centers.
- Continue to make an effort to have the County workforce reflect the changing population being served by hiring staff who can directly communicate with non-English speaking individuals without needing a third-party translator. In the absence of bilingual staff, seek interpreters to assist in delivery of services.
- Diverse employees in various County departments will be asked to partner with staff from the Department of Human Resources when attending job fairs. Attendees will engage with job seekers about hiring opportunities within their department and its mission.

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- Efforts will be made to include minority and female raters in the interview process.
- Encourage employees attending community events and meetings to market the County as an employer of choice and share current employment opportunities.
- Ensure those participating in the interview process as well as department employees on selection committees are adequately informed of the County Equal Employment policy and any underutilization for the year.
- Increase outreach efforts for classifications with underutilization. This effort will be coordinated with Human Resources and may include additional advertising and outreach efforts.
- Management will attend meetings and develop business contacts of community organizations and advocacy groups that serve diverse persons. Encourage department employees to develop personal connections with diverse persons and groups in the community.
- Review and update recruitment and retention practices to ensure those practices will help build a County workforce that is reflective of the community's diversity.
- To attract diverse candidates the department staff will make site visits to deliver presentations and answer questions at diverse community groups and organizations that have frequent diverse contacts that are actively seeking employment.

Human Resources Responsibilities

- Accommodate applicants with disabilities by offering assistance in completing application materials and by providing reasonable accommodation in the selection process.
- Annually evaluate the effectiveness of the County's recruitment and retention practices to ensure those practices will help build a County workforce that is reflective of the community's diversity.
- Efforts will be made to include minority and female raters in the interview process.
- Encourage applicants to sign up for notifications of employment opportunities for positions they may be interested in.
- Encourage departments to post temporary and intern positions externally, through diverse community groups and organizations or through local one-stop career centers to increase minority applicants for these positions. Distribute job postings to various colleges, training schools, churches and community centers.
- Ensure those participating in the interview process as well as department employees on selection committees are adequately informed of the County Equal Employment policy and job categories with underutilizations for the year.
- Human Resources will comply with County Policy by referring additional names of eligible female and minority applicants where there is an adopted underutilization per the approved EEOP except as restricted by collective bargaining agreement. This will consist of continuing to review the composition of applicant pools during the entire recruitment and hiring in order to avoid barriers to hiring and to assure female and minority applicants have the opportunity to compete for the position.
- Human Resources will continue to post temporary positions, internships and volunteer opportunities job listings on the County website.
- Human Resources will include a reference to underutilization on every job opening form that is activated for recruitment or referral of names to the department. These notices will be returned to the hiring managers for their awareness of underutilization. The existence of underutilization will be used to develop an effective outreach recruitment plan as well as provide additional referrals from the eligibility register in compliance with County Policy.
- Increase visibility at job fairs to communicate the County commitment to Equal Employment and Inclusion. Attendees will receive career counseling on County hiring opportunities that match their individual skills. To attract diverse candidates the County will make a minimum of 12 events to deliver presentations and answer questions at diverse community groups and organizations that have frequent contacts with minority, female, veteran, and disabled job seekers that are actively seeking employment.
- Provide assistance to applicants through various methods in completing the on-line application and other required materials.
- Use social media (Facebook, LinkedIn, Twitter, etc.) to promote employment opportunities and advertise the County's attendance at job fairs and other diversity events.

2. Increase Training to Enhance Equal Opportunity Recruitment, Promotion, & Retention.

Compliance Officer Responsibilities

- Encourage employees to participate in activities that will expose them to diversity and cultural differences, which will help to better understand each other.
- Partner with departments and Human Resources to identify and begin to develop apprenticeships to attract entry level employees or allow current employees to try new career paths.
- Promote general skills training for all employees to increase competitiveness for promotion. The County offers comprehensive training programs that provide general skills training, lead worker and supervisory training.
- Provide equity, diversity and inclusion training to all employees and specifically to managers responsible for hiring regular and temporary employees.

Department Responsibilities

- Encourage diverse employees to take advantage of internal and external job-related training courses.
- Encourage managers and supervisors to have discussions with their employees surrounding career goals and promotional opportunities. Encourage supervisors to develop career planning in employee performance evaluations. Foster an atmosphere that encourages the development of individual goals and interests in support of job responsibilities.
- Offer training opportunities for all department employees and communicate openly how employees will be selected for training opportunities to eliminate perception of inequities.
- Partner with the Compliance Officer and Human Resources to identify and begin to develop apprenticeships to attract entry level employees or allow current employees to try new career paths.
- Provide interview skills training and coaching to employees interested in promotional opportunities.

Human Resources Responsibilities

- Encourage employees to apply for promotional opportunities by providing developmental and career development opportunities.
- Encourage employees to take advantage of the training courses in the County.
- Encourage managers and supervisors to have discussions with their employees surrounding career goals and promotional opportunities. Encourage supervisors to develop career planning in employee performance evaluations. Foster an atmosphere that encourages the development of individual goals and interests in support of job responsibilities.
- Partner with the Compliance Officer and departments to identify and begin to develop apprenticeships to attract entry level employees or allow current employees to try new career paths.
- Promote general skills training for all employees to increase competitiveness for promotion. The County offers comprehensive training programs that provide general skills training, lead worker and supervisory training.
- Provide information and coaching to employees interested in promotional opportunities and encourage departments to provide constructive feedback to all internal candidates not selected for open positions on ways to be more competitive for future openings.

3. Create A Welcoming Workplace to Increase Retention

Compliance Officer Responsibilities

- Continue to improve facility consolidation and improvement of disabled access for all County facilities.
- Continue to provide the County New Employee Orientation program to welcome new employees to the County workplace.
- Include elements of diversity, equity, and inclusion as part of New Employee Orientation and New Supervisor Orientation to offer an orientation on how to access programs.
- Review the physical appearance of County buildings and lobbies to showcase a professional atmosphere.

Facilities Responsibilities

- Continue to improve facility consolidation and improvement accessibility for persons with a disability.
- Review the physical appearance of County buildings and lobbies to showcase a professional atmosphere.

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Human Resources Responsibilities

- Continue to provide the County New Employee Orientation program to welcome new employees to the County workplace.

4. EEO, and Equity, Diversity, and Inclusion Awareness

Compliance Officer Responsibilities

- Continue active participation of the County in external diversity events such as Say Hey, NW and Breakfast of Champions.
- Continue to improve facility consolidation and improvement of disabled access for all County facilities.
- Continue to provide the County New Employee Orientation program to welcome new employees to the County workplace.
- Include elements of diversity, equity, and inclusion as part of New Employee Orientation and New Supervisor Orientation to offer an orientation on how to access programs.
- Review the physical appearance of County buildings and lobbies to showcase a professional atmosphere.
- Support departments with data and narrative in the creation and maintenance of Equal Employment Opportunity Plans (EEO) when these are required.

Department Responsibilities

- Annually permit a select number of employees to attend the Northwest Public Employees Diversity Conference.
- Continue active participation of the County in external diversity events such as Say Hey, etc.

Facilities Responsibilities

- Encourage departments to showcase support for teamwork, customer service and diversity issues through artwork, pictures and posters in public lobbies.
- Review the physical appearance of County buildings and lobbies to showcase a professional atmosphere.

Human Resources Responsibilities

- Continue active participation of the County in external diversity events such as Say Hey, NW, etc.
- Continue to provide the County New Employee Orientation program to welcome new employees to the County workplace.
- Include positive statements about how the County values the importance of diversity in employment in advertisements for County jobs.
- Support Compliance Officer and departments with data in the creation and maintenance of Equal Employment Opportunity Plans (EEO) when these are required.

Internal Dissemination

Compliance Officer Responsibilities

- A policy statement regarding Equal Employment Opportunity and the EEO Utilization Report is incorporated in the Clackamas County Personnel Ordinance.
- All new employees will continue to be informed of the County Equal Employment Opportunity Policy, and EEO Utilization Report in new employee orientation sessions. In addition, all employees will receive an email or hard copy memo letting employees know how to obtain a copy of the EEO Utilization Report.
- The County EEO Plans and Equal Employment Opportunity policies are incorporated into supervisory and management training and a copy of the EEO Utilization Report will be distributed to all managers and supervisors.
- The County EEO Utilization Report is reviewed and updated annually. The Report is available on the County website and Intranet.
- The County will make a good faith effort to feature a diverse representation of employees in its

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publications.

- The Equal Employment Opportunity Policy Statement, Harassment Policy Statement and Federal EEO Notices will remain posted as required by Federal EEO notice in employee break or work areas. The County will also post information on these bulletin boards letting employees know how to obtain a copy of the EEOP Utilization Report.

Department Responsibilities

- All County departments and divisions actively engage in communicating EEOP commitments.

Human Resources Responsibilities

- All collective bargaining agreements entered into with the County contain nondiscrimination clauses.
- Human Resources will keep union officials informed of its commitment to Equal Employment Opportunity.
- Human Resources will make a good faith effort to feature a diverse representation of employees in its marketing materials.
- The Compliance Officer and Human Resources will review and update the annual County EEOP Utilization Report.

External Dissemination

Compliance Officer Responsibilities

- All vendors, contractors and subcontractors of Clackamas County will continue to be advised in writing that the County has developed an EEOP Utilization Report and that it is available on request for review. All newly negotiated contracts will contain an equal opportunity clause.
- Any County EEOP Utilization Reports will be available to any member of the public or employee on the County website, via notice on social media or by requesting a hard copy.

Department Responsibilities

- All vendors, contractors and subcontractors of Clackamas County will continue to be advised in writing that the County has developed an EEOP Utilization Report and that it is available on request for review.

Human Resources Responsibilities

- All newly negotiated contracts will contain an equal opportunity clause.
- A Human Resources representative is available to discuss with applicants the recruitment processes and examination results. In the event an applicant requests a review of selection results or application materials, Human Resources will review the request and notify the applicant of the findings.
- All County job announcements will continue to indicate that Clackamas County is an equal opportunity employer by containing the phrase: An EEO Employer.