

**COUNTY OF SISKIYOU
EQUAL EMPLOYMENT OPPORTUNITY PLAN
(SHORT PLAN)**

STEP I: INTRODUCTORY INFORMATION

Date and effective duration of EEOP: October 23, 2004 - October 23, 2006

Policy Statement:

It is the policy of Siskiyou County to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees, and County representatives, and to ensure equal employment opportunity based on ability and fitness to all persons regardless of age, ancestry, color, marital status, national origin, political and/or union affiliation, race, religion, sex, sexual orientation, or the presence of any mental, physical or sensory disability unless such disability effectively prevents the performance of the essential duties required of the position.

The goals and objectives of the Equal Employment Opportunity Policy are to:

1. Ensure fair treatment and non-discrimination in County hiring, County employment, and in appointments to and service on County boards and commissions.
2. Provide compliance with state and federal equal opportunity requirements and regulations.
3. Provide a basis for encouraging those who do business with the county to practice equal employment opportunity through notification or inclusion in a contract.

STEP 4B: UTILIZATION NARRATIVE

A comparison of County of Siskiyou's workforce to the community labor statistics for Siskiyou County indicates underutilization of women and minorities in several areas. Community labor statistics show that black and Asian population are very small in Siskiyou County (both less than 2%). Therefore, the larger areas of underutilization identified were all of Hispanic and American Indian Males, White and Hispanic Females. The majority of this plan will focus on addressing those larger areas of underutilization, however, the County of Siskiyou would welcome the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all race and ethnic groups. After reviewing the results of the underutilization analysis, the County of Siskiyou has identified the following areas of concern:

Technicians - **American Indian Males** are underutilized by 3.6%

Service/Maintenance - Underutilization of: **Hispanic Males** by 8.3%; **American Indian Males** by 2.3%; **White Females** by 14.6%; **Hispanic Females** by 3.7%

Skilled Craft - Underutilization of: **American Indian Males** by 3.1%; **White Females** by 4.1%

STEP 5: OBJECTIVES

The County of Siskiyou is committed to making its workforce profiles more closely reflect the available labor force in the community. Based on the results of the underutilization analysis, the County of Siskiyou has established the following objectives:

Because American-Indian males are underutilized in the Technicians, Skilled/Craft and Service/Maintenance job groups, it is the County's objective to increase representation by targeting recruitment efforts in order to attract qualified American-Indian candidates to apply for these positions. The Personnel department will evaluate its current promotional and recruitment practices to ensure American-Indians are receiving equal opportunity to secure employment.

Because females are underutilized in Service/Maintenance and Skilled Craft job categories, it is our goal to increase representation by evaluating our promotional and recruitment practices to ensure that females receive equal opportunity to secure employment. The Personnel Department will review all job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny females equal employment opportunity with the County.

Because Hispanic males and females are underutilized in the Service/Maintenance job group, it is the County's objective to increase representation by targeting recruitment efforts in order to attract qualified Hispanic candidates to apply for these positions. The Personnel department will evaluate its current promotional and recruitment practices to ensure Hispanics are receiving equal opportunity to secure employment.

STEP 6: STEPS TO ACHIEVE OBJECTIVES

- Continue to pursue recruitment strategies that encourage all races, genders and nationalities to apply for qualified positions.
- Continue to post job announcements on the local Native American web site and continue to pursue other journals and periodicals that target minorities.
- Compile a list of organizations having effective contact with minority groups and females, and establish continuous working relationships with these organizations.
- Continue to create a sufficient pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring.
- Provide EEO training to the Department Head's who have job categories where we have underutilization of minorities.

STEP 7: DISSEMINATION

External

- Continue to include the statement "An Affirmative Action/Equal Opportunity Employer - We welcome applicants of any race, religion or ancestry" on our employment application and job announcements.
- Post the EEOP on the County's web page.
- Post a memo in the County Administrative Office explaining how applicants and members of the public may obtain a copy of the EEOP.
- Annually inform all recruiting sources in writing of the EEO plan and commitment.

Internal

- Conspicuously post the EEO Policy on bulletin boards throughout the Department.
- Include a statement on the County Intranet advising of the availability of the EEO Plan.
- Communicate to all supervisory staff to ensure they are familiar with the County's EEO objectives.

2.1 Equal Employment Opportunity – (County of Siskiyou Personnel Policies adopted by Board of Supervisors 7-2-02)

PURPOSE: To establish a policy to ensure equal employment opportunity with the County and to outline procedures for action in case of violation.

DEFINITIONS

1. Equal Employment Opportunity Program. The written, results-oriented program specifically set forth in this policy detailing the steps to be taken to ensure equal employment opportunity.
2. Equal Employment Opportunity Officer. That person designated by the CAO responsible for meeting the obligations and responsibilities of the Equal Employment Opportunity Program.
3. Appointed Representatives. Members of County-appointed boards, commissions, and ad-hoc committees.

STATEMENT OF POLICY:

Equal Employment Opportunity Policy. It is the policy of the County to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees, and County representatives, and to ensure equal employment opportunity based on ability and fitness to all persons regardless of age, ancestry, color, marital status, national origin, political and/or union affiliation, race, religion, sex, sexual orientation, or the presence of any mental, physical or sensory disability unless such disability effectively prevents the performance of the essential duties required of the position.

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PROGRAM RESPONSIBILITY

The Personnel Officer shall serve as the Equal Employment Opportunity Officer to carry out the Equal Employment Opportunity Policy and program. The Personnel staff shall be the focal point for the County's equal opportunity efforts and shall advise and assist other staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy, and be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies. The Equal Employment Opportunity Officer will have responsibility to examine existing internal policies or procedures which may serve as barriers to implementing the Equal Employment Opportunity Program.

EQUAL EMPLOYMENT OPPORTUNITY PRACTICES

The Equal Employment Opportunity Officer shall undertake the following actions to ensure equal employment opportunities in the county:

1. Periodically review all position qualifications and job descriptions to ensure requirements are relevant to the tasks to be performed. Make recommendations as needed to add or delete requirements related to the tasks to be performed.
2. Ensure that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis.
3. Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion, and termination, including those of protected classes, minorities, and women are considered without discrimination and all applicants be given equal opportunity regardless of age, ancestry, color, marital status, national origin, political and/or union affiliation, race, religion, sex, sexual orientation or the presence of a mental, physical or sensory disability unless such disability effectively prevents the performance of essential duties and functions required by the position even with reasonable accommodation or the disabled individual cannot perform those essential duties in a manner that would not endanger his or her health or safety or the health and safety of others even with reasonable accommodation.
4. Create a sufficient pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring. The following practices for listing jobs will be followed under the Equal Employment Opportunity Officer's direction:
 - A. Regular full-time jobs must be open for a minimum of ten work days.
 - B. Employment opportunities must be advertised in the county's newspaper of record.
5. Provide orientation for all new employees specifically emphasizing how the County assures equal opportunity. Encourage all employees to avail themselves of services rendered.

6. This policy shall be made known to all employees, contractors, and suppliers through distribution of the Equal Employment Opportunity Policy. Applications for employment will include an equal employment opportunity clause.

APPOINTED COUNTY REPRESENTATIVES

The County will strive to achieve a balanced representation on County boards, commissions, and ad-hoc committees whenever reasonably possible. Ensuring non-discrimination in the appointment of the County's representatives will encourage the fair and even-handed administration of the County's codes and policies.

EMPLOYEE DEVELOPMENT

The following actions shall be undertaken to achieve employee job satisfaction and fair treatment:

1. Ensure that there shall be no discrimination with regard to training and educational opportunities, upgrading, promotions, transfer, and demotion, layoffs, and termination of employees. Any actions which might adversely affect employees will be brought to the attention of the Equal Employment Opportunity Officer.
2. Actively encourage employees to increase their skills and job potential through training and educational opportunities.

COORDINATION WITH STATE AND FEDERAL LAWS

The County recognizes its responsibilities to comply with and ensure that equal employment opportunity and non-discrimination policies of state or federal agencies with which it conducts business are carried out. Specifically, the County shall:

1. Be responsible for reporting to the appropriate agencies any complaints received from any employee of or an applicant for employment with any County contractor or subcontractor.
2. Cooperate in special compliance reviews or in investigations as requested.
3. Carry out minority reporting functions of contractors or subcontractors as required by state or federal laws.
4. Furnish information as required, maintaining an affirmative action file detailing its efforts.
5. County contracts will include a non-discrimination clause.

The County's Equal Employment Opportunity Policy shall be made available to any federal or state agency upon request.

EEO GRIEVANCE PROCEDURES

In as much as the success of the Equal Employment Opportunity Program depends largely upon the attitude of the community as well as of the employees, opinion as to what constitutes fair and equal employment opportunity and treatment may vary widely and grievances may result. The following steps shall be taken for any grievance arising from the implementation of this program so as to maintain the best possible employee/supervisor and County/community relationships:

1. Employees covered by a labor agreement containing a grievance procedure shall be encouraged to use it in seeking relief from alleged discriminatory practices. Employees may elect to bring a grievance through either the procedure outlined here or the procedure in their labor agreement, but not both.
2. Employees not subject to Paragraph 1 above shall bring their grievance to the attention of their immediate supervisor or department head who will investigate as necessary to determine the cause of the complaint and work with the employee to effect an equitable solution. Every effort shall be made to resolve the difficulty at this level.
3. At the option of either party, the services of the Equal Employment Opportunity Officer may be requested. The Equal Employment Opportunity Officer shall interview both parties, conduct additional investigation as necessary, and recommend appropriate corrective action and settlement conditions to the County Administrative Officer (CAO).
4. In the event mutual agreement cannot be achieved and resolution is required by the CAO, signed statements detailing the grievance and specific investigative action shall be obtained by the Equal Employment Opportunity Officer from the employee and her/his supervisor. The CAO may draw upon all resources at her/his disposal to arrive at recommended corrective action and settlement conditions.
5. The CAO may elect to refer the grievance to a special committee. Such committee shall be selected from among County employees and shall consist of an equal number of management and line personnel. The Equal Employment Opportunity Officer and those directly involved in the grievance shall not be members of this committee. Proceedings of the committee shall be documented and its decision shall be in the form of a recommendation to the CAO subject to review only by the appropriate state agency or through the judicial system. All reports, decisions, and other documentation generated by the grievance procedure shall be maintained by the Equal Employment Opportunity Officer as a matter of permanent record.