

# EEOP Short Form



Tue Oct 14 16:40:05 EDT 2008

## Step 1: Introductory Information

**Grant Title:** Children's Advocacy Center      **Grant Number:** Vanc. 313PS05  
**Grantee Name:** Childrens Justice Center      **Award Amount:** \$7,328.00  
**Grantee Type:** Local Government Agency  
**Address:** 601 W. Evergreen, suite 101  
Vancouver, Washington  
98660  
**Contact Person:** Mary Blanchette      **Telephone #:** 360-397-6002  
**Contact Address:** (same as above)  
Vancouver, Washington  
98660  
**State Granting Agency:** National Childrens Alliance, NCA      **Grant Number:** unknown  
**Contact Name:** Mindy Bixby  
**Contact Address:** 516 C St. NE  
Washington, DC, District of Columbia  
20002  
**Telephone #:** 202-548-0090

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**Grant Title:** Domestic Violence      **Grant Number:** 2006-WF-AX-0076  
**Grantee Name:** Domestic Violence Unit      **Award Amount:** \$9,350.00  
**Grantee Type:** Local Government Agency  
**Address:** 210 East 13th St.  
Vancouver, Washington  
98666  
**Contact Person:** Rosie Lundquist      **Telephone #:** 360-392-2008  
**Contact Address:** 210 East 13th St.  
Vancouver, Washington  
98666  
**State Granting Agency:** WA Administrative Office of the Courts      **Grant Number:** 2006-WF-AX-0076  
**Contact Name:** Myra Downing  
**Contact Address:** 1112 Quince St SE  
Olympia, Washington  
98504  
**Telephone #:** 360-705-5290

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**Grant Title:** Restorative Community Services      **Grant Number:** 0663-98255-01 (JAB Grant)

**Grantee Name:** Juvenile Court **Award Amount:** \$24,795.00  
**Grantee Type:** Local Government Agency  
**Address:** 500 W. 11th St  
Vancouver, Washington  
98660  
**Contact Person:** Pat Borner **Telephone #:** 360-397-2201  
**Contact Address:** 500 W. 11th St  
Vancouver, Washington  
98660  
**State Granting Agency:** WA DSHS **Grant Number:** 0663-98255-01  
**Contact Name:** Randy Sparks  
**Contact Address:** 6860 Capitol Blvd.  
Olympia, Washington  
98501  
**Telephone #:** 360-902-8099

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**Grant Title:** Arrest policies & protection orders **Grant Number:** 2005-WE-AX-0132  
**Grantee Name:** Prosecuting Attorney's Office **Award Amount:** \$18,000.00  
**Grantee Type:** Local Government Agency  
**Address:** P.O BOX 5000  
Vancouver, Washington  
98666  
**Contact Person:** Jeannie Bryant **Telephone #:** 360-397-2261  
**Contact Address:** P.O BOX 5000  
Vancouver, Washington  
98666  
**State Granting Agency:** Comm. Trade and Econ. Development **Grant Number:** 2005-WE-AX-0132  
**Contact Name:** Chris Fenno  
**Contact Address:** 906 Columbia St. SW  
Olympia, Washington  
98666  
**Telephone #:** 202-514-3590

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**Grant Title:** STOP **Grant Number:** 2007-WF-AX-0008  
**Grantee Name:** Prosec. Atty. Office **Award Amount:** \$33,000.00  
**Grantee Type:** Local Government Agency  
**Address:** PO BOX 5000



**Contact Address:** 701 West 13th Street  
Vancouver  
98660

**DOJ Grant Manager:** Joe Husted

**DOJ Telephone #:** 202-353-4411

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**Grant Title:** Byrne Justice Assistance  
(narcotics)

**Grant Number:** M07-66201-006

**Grantee Name:** Sheriff Office

**Award Amount:** \$176,883.00

**Grantee Type:** Local Government Agency

**Address:** 701 West 13th Street  
Vancouver, Washington  
98660

**Contact Person:** John Lawler

**Telephone #:** 360-397-2211

**Contact Address:** 701 West 13th Street  
Vancouver, Washington  
98660

**State Granting Agency:** WA Dept. Comm. Trade/Econ.  
Dev.

**Grant Number:** M07-66201-006

**Contact Name:** Dan Davis

**Contact Address:** PO BOX 42525  
Olympia, Washington  
98504-2525

**Telephone #:**

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**Grant Title:** 2005 Byrne Justice (Local)

**Grant Number:** 2005-DJ-BX-0643

**Grantee Name:** Sherrif Office

**Award Amount:** \$149,682.00

**Grantee Type:** Local Government Agency

**Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**Contact Person:** John Lawler

**Telephone #:** 360-397-2211

**Contact Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**DOJ Grant Manager:** Jeffery Felten-Green

**DOJ Telephone #:** 202-514-8874

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**Grant Title:** 2006 Byrne Justice-Local

**Grant Number:** 2006-DJ-BX-0718

**Grantee Name:** Sheriffs Office

**Award Amount:** \$88,463.00

**Grantee Type:** Local Government Agency

**Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**Contact Person:** John Lawler

**Telephone #:** 360-397-2211

**Contact Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**DOJ Grant Manager:** Jeffrey Felten-Green

**DOJ Telephone #:** 202-514-8874

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**Grant Title:** 2007 Byrne Justice-Local

**Grant Number:** 2007-DJ-BX-0229

**Grantee Name:** Sheriff Office

**Award Amount:** \$141,756.00

**Grantee Type:** Local Government Agency

**Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**Contact Person:** John Lawler

**Telephone #:** 360-397-2211

**Contact Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**DOJ Grant Manager:** Jeffery Felten-Green

**DOJ Telephone #:** 202-514-8874

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**Grant Title:** Grants to Encourage Arrest  
Policies

**Grant Number:** 2005-WE-AX-0132

**Grantee Name:** Sheriff Office

**Award Amount:** \$56,000.00

**Grantee Type:** Local Government Agency

**Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**Contact Person:** John Lawler

**Telephone #:** 360-397-2211

**Contact Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**State Granting Agency:** Office of Crime Victims Advocacy

**Grant Number:** 2005-WE-AX-0132

**Contact Name:** Chris Fenno

**Contact Address:** PO Box 42525  
Olympia, Washington  
98504-2525

**Telephone #:** 360-725-2896

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**Grant Title:** Law Enforcement Terrorism Protection      **Grant Number:** C070731FED

**Grantee Name:** Sheriffs Office      **Award Amount:** \$13,894.00

**Grantee Type:** Local Government Agency

**Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**Contact Person:** John Lawler      **Telephone #:** 360-397-2211

**Contact Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**State Granting Agency:** WA State Patrol      **Grant Number:** C070731FED

**Contact Name:** Ernie Schnabler

**Contact Address:** Gen. Admin. Bldg. PO BOX 42600  
Olympia, Washington  
98504-2600

**Telephone #:** 360-737-1911

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**Grant Title:** Marijuana Eradication Program      **Grant Number:** CO81623 FED

**Grantee Name:** Sheriffs Office      **Award Amount:** \$9,000.00

**Grantee Type:** Local Government Agency

**Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**Contact Person:** John Lawler      **Telephone #:** 360-397-2211

**Contact Address:** 701 W. 13th St.  
Vancouver, Washington  
98660

**State Granting Agency:** WA State Patrol      **Grant Number:** CO81623 FED

**Contact Name:** Jeffery Hugdahl

**Contact Address:** Gen. Admin. Bldg. PO BOX 42600  
Olympia, Washington  
98504-2600

**Telephone #:** 360-596-4071

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**Grant Title:** Methamphetamine Initiative 2008      **Grant Number:** 2007-CK-WX-0272  
**Grantee Name:** Sheriffs Office      **Award Amount:** \$36,588.00  
**Grantee Type:** Local Government Agency  
**Address:** 701 W. 13th St.  
Vancouver, Washington  
98660  
**Contact Person:** John Lawler      **Telephone #:** 360-397-2211  
**Contact Address:** 701 W. 13th St.  
Vancouver, Washington  
98660  
**State Granting Agency:** WA Assoc. of Sheriffs & Police Chiefs      **Grant Number:** 2007-CK-WX-0272  
**Contact Name:** Kim Goodman  
**Contact Address:** 3060 Wilamette Dr. NE, #200  
Lacey, Washington  
98516  
**Telephone #:** 360-486-2380

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**Grant Title:** National Marijuana Initiative 2008      **Grant Number:** 17PNWP505Z  
**Grantee Name:** Sheriffs Office      **Award Amount:** \$12,000.00  
**Grantee Type:** Local Government Agency  
**Address:** 701 W. 13th St.  
Vanvouver, Washington  
98660  
**Contact Person:** John Lawler      **Telephone #:** 360-397-2211  
**Contact Address:** 701 W. 13th St.  
Vanvouver, Washington  
98660  
**State Granting Agency:** WA State Patrol      **Grant Number:** 17PNWP505Z  
**Contact Name:** Jeffery Hugdahl  
**Contact Address:** Gen. Admin. Bldg. PO Box 42600  
Olympia, Washington  
98504-2600  
**Telephone #:** 360-596-4071

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**Grant Title:** State Criminal Alien Assist. Program      **Grant Number:** 2007-AP-BX-0275

**Grantee Name:** Sheriffs Office **Award Amount:** \$34,218.00  
**Grantee Type:** Local Government Agency  
**Address:** 701 W. 13th St.  
Vancouver, Washington  
98660  
**Contact Person:** John Lawler **Telephone #:** 360-397-2211  
**Contact Address:** 701 W. 13th St.  
Vancouver, Washington  
98660  
**DOJ Grant Manager:** Joe Husted **DOJ Telephone #:** 202-353-4411

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**Grant Title:** STOP Violence Against Women **Grant Number:** F07-31103-043  
**Grantee Name:** Sheriffs Office **Award Amount:** \$8,250.00  
**Grantee Type:** Local Government Agency  
**Address:** 701 W. 13th St.  
Vancouver, Washington  
98660  
**Contact Person:** John Lawler **Telephone #:** 360-397-2211  
**Contact Address:** 701 W. 13th St.  
Vancouver, Washington  
98660  
**State Granting Agency:** WA Dept. of Comm.Trade and Econ. Dev. **Grant Number:** F07-31103-043  
**Contact Name:** Chris Fenno  
**Contact Address:** PO Box 42525  
Olympia, Washington  
98504-2525  
**Telephone #:** 360-725-2896

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**Grant Title:** Restorative Comm. Services **Grant Number:** 0663-98255-3 (JAB Grant)  
(2008-09)  
**Grantee Name:** Juvenile Court **Award Amount:** \$24,795.00  
**Grantee Type:** Local Government Agency  
**Address:** 500 W. 11th Street  
Vancouver, Washington  
98660  
**Contact Person:** Pat Borner **Telephone #:** 360-397-2201  
**Contact Address:** 500 W. 11th Street  
Vancouver, Washington

98660

**State Granting**

WA DSHS

**Grant Number:**

0663-98255-3

**Agency:**

**Contact Name:**

Randy Sparks

**Contact Address:**

6860 Capitol Blvd.  
Tumwater, Washington  
98501

**Telephone #:**

360-902-8099

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**Policy Statement:**

3.1 EQUAL OPPORTUNITY AND NON-DISCRIMINATION. The County policy of equal opportunity and non-discrimination extends to all employment-related matters, including hiring, layoffs, promotion, transfer, work assignments, pay, benefits, discipline and training. Any form of discrimination based on race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person, sexual orientation/gender identity, veterans status or any other status protected by law is strictly prohibited. In addition, the County supports and promotes the goals and benefits of a diverse workforce in all departments and levels of the organization. The County will strive to encourage and support workforce diversity through a range of activities, to include outreach recruitment to increase the diversity of candidate pools for job openings, monitoring workforce data to address issues of under-representation of protected classes, and appropriate training.

## Step 4b: Narrative Underutilization Analysis

Most categories of underutilizations would be eliminated by one or two hires or promotions. The areas of "significant underutilization" are the following:

1. Hispanics: males in Technicians, Protective Services Sworn, Administrative Support, Skilled Craft and Service-Maintenance and females in Protective Services Sworn and Protective Services Non Sworn job categories.
2. Asians: males in Professionals, Administrative Support, and Skilled Craft and females in Professionals and Technicians categories.
3. Blacks: males in the Administrative Support category.
4. Two or more races: males in Professionals category.
5. Whites: females in Technicians, Protective Services (Sworn and Non Sworn) and Service-Maintenance categories.

The objectives and action steps in the Plan are targeted at eliminating significant underutilizations and increasing the representation of all races, genders and national origin groups to reflect our community labor market. According to the 2006 Census update, the county minority population for these groups was: Hispanic: 6.4%, Blacks: 2.1%, and Asian: 3.9%. Currently, Clark County governments comparable employee percents are: Hispanic: 2.7%, Blacks: 2.2% and Asian: 1.8%.

The county believes that the on line DOJ census choices do not fully reflect the complexity of our community labor pool. We recruit from our county for some positions and also from the OR-WA PMSA region for others. The DOJ on line system does not include the OR-WA PMSA. Therefore, we have prepared and attached hard copies of an alternative EEOP that more accurately compares our labor force with available labor markets. Five of our eight categories are from the OR-WA PMSA labor market; three categories are from our county-wide market.

## Step 5 & 6: Objectives and Steps

### **1. To encourage equal employment opportunities for Hispanics in these job categories: males in Technicians, Protective Services Sworn, Administrative Support, Skilled Craft and Service-Maintenance and females in Protective Services Sworn and Non Sworn**

- a. Participate in up to six job fairs and/or other outreach venues that emphasize diversity and send female and minority staff members including professionals and officials to speak and recruit at local community colleges, technical schools, universities, career expos, and conferences.
- b. Examine applicant flow data; evaluate advertising practices; continue to examine applicant flow data for recent and upcoming vacancies at least quarterly; recruitment team will continue to evaluate advertising practices and encourage hiring managers to explore and utilize industry specific advertising (e.g. listservs and publications) as well as outreach events.
- c. Develop training of interview panel members to increase understanding of bias and favoritism as well as clarification for the panels roles and responsibilities in the hiring process.

### **2. To encourage equal employment opportunities for Asians in these job categories: males in Professionals, Administrative Support, and Skilled Craft and females in Professionals and Technicians**

- a. Continue to collaborate with hiring managers during the recruitment process to sustain awareness of county goals of increasing the diversity of applicant pools for underrepresented categories. Annual meetings will be held with all managers and all supervisory personnel to ensure compliance with our EEO policy, to assist the managers in identifying problem areas, and in the formulation of effective solutions.
- b. Include a wider range of community groups in recruitment. Increase relationships in various ethnically and socially diverse communities and partner with community partners and organizations.
- c. Continue to review employment organizational data related to job categories that show significant underutilization to identify issues that may pose barriers for any protected class, including but not limited to Hispanics, Asians and Blacks.

### **3. To encourage equal employment opportunities for Black males in the Administrative Support category**

- a. Track and evaluate applicant screening, hiring, promotion, termination, transfer and discipline rates using race, national origin, and gender data through the use of a standard monthly report which tracks EEO information for all applicants and hires.
- b. Continue to examine applicant flow data for recent and upcoming vacancies at least quarterly; recruitment team will continue to evaluate advertising practices and encourage hiring managers to explore and utilize industry specific advertising (e.g. listservs and publications) as well as outreach events.
- c. Develop training of interview panel members to increase understanding of bias and favoritism as well as clarification for the panels roles and responsibilities in the hiring process.

### **4. To encourage equal employment opportunities for two or more races (males) in the Professionals category**

- a. Include a wider range of community groups in recruitment. Increase relationships in various ethnically and socially diverse communities and partner with community partners and organizations.
- b. Advertise job openings in newspapers, journals and electronic media and web sites that target specific diverse populations and provide copies of job openings to targeted outreach organizations (see Appendix D, Clark EEOP, for outreach groups receiving all county job postings).
- c. Advertise openings in newspapers, journals and elec. media and web sites that target diverse populations and provide openings to targeted outreach organizations (see attachment).

### **5. To encourage equal employment opportunities for white females in these job categories: Technicians, Protective Services (Sworn and Non Sworn), and Service-Maintenance**

- a. Include a wider range of community groups in recruitment. Increase relationships in various ethnically and socially diverse communities and partner with community partners and organizations.
- b. Implement new county-wide Diversity Strategic Plan.
- c. Track and evaluate applicant screening, hiring, promotion, termination, transfer and discipline rates using race, national origin, and gender data through the use of a standard monthly report which tracks EEO information for all applicants and hires.
- d. Continue incorporating one or more diversity-related questions in supplemental questionnaires and/or interviews for all positions. Interview panels will include diverse members of the countys workforce.

## **Step 7a: Internal Dissemination**

1. The EEO policy is included in the Human Resources Policy Manual made available to all employees on the Intranet and within their departments. Elements of these policies are communicated to employees during the initial new employee orientation and periodically through standard employee communication processes.
2. The county's commitment to EEO is presented as part of our orientation program for new employees.
3. The EEO policy and discrimination complaint process is published semi-annually in the Clark County employee newsletter.
4. The intent of the EEO policy and individual responsibility for the implementation of the county policy will be discussed periodically at department head staff meetings.
5. Informal discussions will be held annually with county employees regarding the county EEO policy and Plan.
6. State and federal EEO notices will be posted on bulletin boards throughout the county.
7. Records of EEO applicant flow data for all positions are monitored and appropriate annual reports made to elected officials/department heads.
8. The importance of complying with Federal EEO regulations will be discussed annually and communicated in writing with union officials to secure their understanding and cooperation. A nondiscrimination clause is included in union contracts. All

contractual provisions will be reviewed to ensure they are nondiscriminatory.

### **Step 7b: External Dissemination**

See attachment, Clark EEOP, for additional details about external dissemination.

1. The Clark County application is periodically reviewed to determine compliance with the latest state and federal EEO regulations to ensure each applicant is provided the maximum opportunity to present her/his related qualifications.
2. Annually, meet with Temporary agencies to review EEO policy and plan.
3. Public work sessions with the Board of County Commissioners will be held annually to review the countys EEOP progress and results and reinforce the countys commitment as an Equal Opportunity Employer.
4. The county will be represented at recruitment functions, meetings of community groups, local schools, colleges, and training programs, reasserting the county's commitment to the Equal Employment Opportunity Plan.
5. Bound copies of the EEOP will be sent to the County Public Library so that copies may be put on display in the Main Library and in the reading rooms of neighborhood libraries throughout the County.
6. Electronic copy will be posted on County Internet site.

**Utilization Analysis Chart**  
**Relevant Labor Market: Clark County, Washington**

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	94/58%	1/1%	3/2%	0/0%	1/1%	0/0%	1/1%	58/36%	0/0%	2/1%	0/0%	2/1%	0/0%	0/0%
CLS #/%	14,285/59%	300/1%	75/0%	115/0%	420/2%	15/0%	105/0%	8,320/34%	175/1%	75/0%	45/0%	260/1%	40/0%	45/0%
Utilization #/%	-1%	-1%	2%	-0%	-1%	-0%	0%	2%	-1%	1%	-0%	0%	-0%	-0%
<b>Professionals</b>														
Workforce #/%	175/44%	2/1%	4/1%	2/1%	8/2%	2/1%	0/0%	182/46%	5/1%	4/1%	1/0%	4/1%	1/0%	4/1%
CLS #/%	12,640/45%	285/1%	210/1%	65/0%	495/2%	20/0%	130/0%	12,850/46%	305/1%	170/1%	105/0%	450/2%	35/0%	80/0%
Utilization #/%	-1%	-1%	0%	0%	0%	0%	-0%	0%	0%	0%	-0%	-1%	0%	1%
<b>Technicians</b>														
Workforce #/%	105/56%	2/1%	0/0%	1/1%	4/2%	0/0%	1/1%	64/34%	4/2%	2/1%	0/0%	1/1%	0/0%	2/1%
CLS #/%	1,330/36%	85/2%	55/1%	0/0%	70/2%	4/0%	20/1%	1,970/53%	44/1%	25/1%	10/0%	85/2%	10/0%	15/0%
Utilization #/%	21%	-1%	-1%	1%	0%	-0%	0%	-19%	1%	0%	-0%	-2%	-0%	1%
<b>Protective Services: Sworn</b>														
Workforce #/%	228/76%	4/1%	8/3%	2/1%	2/1%	1/0%	4/1%	43/14%	0/0%	2/1%	2/1%	0/0%	1/0%	2/1%
CLS #/%	1,995/74%	100/4%	10/0%	25/1%	20/1%	0/0%	40/1%	455/17%	25/1%	4/0%	4/0%	20/1%	10/0%	0/0%
Utilization #/%	3%	-2%	2%	-0%	-0%	0%	-0%	-2%	-1%	1%	1%	-1%	-0%	1%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	27/47%	1/2%	2/4%	0/0%	1/2%	1/2%	1/2%	23/40%	0/0%	0/0%	1/2%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	30/34%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/62%	0/0%	0/0%	4/4%	0/0%	0/0%	0/0%
Utilization #/%	14%	2%	4%	0%	2%	2%	2%	-21%	0%	0%	-3%	0%	0%	0%
<b>Administrative Support</b>														
Workforce #/%	29/6%	2/0%	0/0%	0/0%	0/0%	0/0%	0/0%	383/82%	21/5%	9/2%	4/1%	9/2%	4/1%	5/1%
CLS #/%	12,365/28%	365/1%	315/1%	45/0%	405/1%	20/0%	135/0%	27,335/63%	1,015/2%	335/1%	145/0%	645/1%	140/0%	245/1%
Utilization #/%	-22%	-0%	-1%	-0%	-1%	-0%	-0%	19%	2%	1%	1%	0%	1%	1%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Skilled Craft</b>														
Workforce #/%	98/92%	2/2%	1/1%	1/1%	0/0%	1/1%	0/0%	3/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	17,550/85%	860/4%	210/1%	190/1%	325/2%	35/0%	170/1%	1,105/5%	45/0%	10/0%	10/0%	105/1%	0/0%	10/0%
Utilization #/%	7%	-2%	-0%	0%	-2%	1%	-1%	-3%	-0%	-0%	-0%	-1%	0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	55/64%	4/5%	2/2%	0/0%	0/0%	0/0%	1/1%	24/28%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	23,655/50%	1,975/4%	415/1%	280/1%	925/2%	85/0%	380/1%	16,655/35%	1,090/2%	355/1%	235/0%	1,035/2%	90/0%	245/1%
Utilization #/%	14%	0%	1%	-1%	-2%	-0%	0%	-7%	-2%	-1%	-0%	-2%	-0%	-1%

