BOARD OF COMMISSIONERS
HEARING DOCUMENT

CLARK COUNTY
EQUAL EMPLOYMENT OPPORTUNITY PLAN

CLARK COUNTY
STAFF REPORT

DEPARTMENT: Human Resources

DATE: August 24, 2006

REQUEST: Approve the Clark County Equal Employment Opportunity Plan (EEOP) for May 2006 – May 2008.

CHECK ONE: __X__ Consent _____ CAO

BACKGROUND AND ANALYSIS

Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to all County services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that employers are prohibited by law from considering.

Periodic review of the county's status and plans regarding equal opportunity employment is a good management practice. In addition, as a recipient agency of U.S. Department of Justice (DOJ) grants funds, the County maintains an Equal Employment Opportunity Plan (EEOP). The County's EEOP was last submitted to the DOJ in 2004, and we were notified that our plan was accepted by that agency. An updated plan with effective dates of May 6, 2006 – May 6, 2008 is attached for consideration of the BOCC. Following approval by the BOCC, other elected officials will be asked to, again, support the county's plan.

The plan was previously submitted to the BOCC for approval on April 25, 2006. Following public testimony at that hearing, the BOCC instructed staff to obtain public comment over the next 60 days and to recommend changes to the plan based on the input received. This revised plan follows the guidelines provided by the DOJ and incorporates most of the suggestions received. A few suggestions could not be accommodated due to the DOJ's required format but will be given consideration in our policies and management practices.

COMMUNITY OUTREACH

A public comment period was held from April 25, 2006 to July 19, 2006 and a public forum was held on July 12, 2006. Advertising efforts for the comment period and public forum included:

- Two press releases sent to 79 media outlets
- Letters sent to 52 individuals and minority organizations
- Information posted on the county's website
- Print ads in seven newspapers, including five minority newspapers
- Multiple radio ads on three minority radio stations
- Staff attendance at a meeting of the Black Entrepreneurs of Clark County

BUDGET AND POLICY IMPLICATIONS

There are no direct budget or policy considerations related to the EEOP.

FISCAL IMPACTS

☐ **Yes (see attached form)** ☑ **No**

ACTION REQUESTED

Approve the Clark County Equal Employment Opportunity Plan (EEO Plan) for May 2006 – May 2008.

DISTRIBUTION

DISTRIBUTION:
Marc Boldt, Chair, Board of County Commissioners
Bill Barron, County Administrator
Francine Reis, Human Resources

Francine Reis

Name: Francine Reis
Title: Human Resources Director

Approved: _____
CLARK COUNTY
BOARD OF COMMISSIONERS

EQUAL EMPLOYMENT OPPORTUNITY PLAN

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CORPORATE IDENTIFICATION PAGE
(Clark County, Washington)

Facility EEO- Identification Number 53200060

Inclusive dates of EEOP ..... May 6, 2006 – May 6, 2008

Contact Person ..... Francine Reis, Human Resources Director

Phone ..... (360) 397-2456

Location of Plan ..... Vancouver, Washington

CLARK COUNTY'S COMMITMENT TO EQUAL OPPORTUNITY

Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

The purpose of the county's EEOP is to ensure full and equal participation of all qualified individuals in the county's workforce as described above. The county's commitment to that full participation is fundamental to its daily operations and public service activities.

The EEOP demonstrates the county's commitment to action-oriented steps to ensure equal opportunity. It was adopted by the Board of Clark County Commissioners after a public outreach effort that included a public forum in July 2006. To attract attendees to the forum, news releases were sent to local newspapers and paid advertising was purchased in minority newspapers, their applicable websites and on minority radio stations.

As a recipient agency of U.S. Department of Justice grant funds, the county's most recent EEOP was submitted in April 2004. At the DOJ's request, the county's current EEOP is provided here. The Plan's effective dates are May 6, 2006 to May 6, 2008.

_____

Bill Barron
County Administrator

CLARK COUNTY OVERVIEW

The first and oldest county in the state of Washington, Clark County dates its start from June 27, 1844, when the Provisional Government of the Oregon Territory set aside the area north of the Columbia River as the Vancouver District. The county was later named for explorer William Clark. While camped near Vancouver Lake on March 30, 1806, explorer Meriwether Lewis wrote that the area was the best place for a settlement west of the Rocky Mountains.

Location

Located in southwestern Washington State, Clark County is approximately 70 miles from the Pacific Ocean. It is physically compact, measuring approximately 25 miles across in either direction, encompassing 656 square miles. The Columbia River forms the western and southern boundaries of the county, with more than 40 miles of river frontage. Clark County is bordered to the south by Oregon, and is 10 miles from downtown Portland, Oregon, a metropolitan area of 1.5 million residents.

Government

The county is governed by the three-member Board of Clark County Commissioners. They are elected by the voters to a four-year term, as are the Assessor, Auditor, Clerk, Prosecuting Attorney, Sheriff, and Treasurer. These elected officials provide government services to the third most-densely-populated county in the state.

Economy

The county's diverse economy is integrally linked with the Portland, Oregon metropolitan area. Transportation facilities, serving both sides of the river, have created a regional hub for commerce. Transcontinental rail lines serving the county traverse major north-south and east-west routes. Interstate 5 and 205 provide access to the vital economic centers of Seattle, Washington, San Francisco, California, and points beyond. The Portland International Airport, just fifteen minutes south of Vancouver, is an essential community and economic development asset.

Clark County is experiencing an increasing demand for services, characteristic of the residential nature of a bedroom community, thereby currently creating a challenging situation for Clark County leadership. A rise in industrial and commercial development is needed to generate the increases in public revenues that are required to satisfy growing service demands.

Demographics

According to the US Census, estimated *People Quick Facts* for Clark County, include:

Total 2005 Estimated Population	403,766
Population, 2000	345,238
% Change in Population (1990-2000)	45.0
% Population under 18 years old	26.5
% Population 65 years and older	9.6
% White Population	90.4
% Black Population	2.0
% American Indian, Alaska Native Population	0.9
% Asian or Pacific Islander Population	3.6
% Hispanic Population	5.5
% Bachelor's degree or higher, 25 years & older, 2000	22.1
Homeownership rate (2000)	67.3
# Households (2000)	127,208
Median Household Income (1999)	$50,258

Source: Washington State Employment Security Department. Unemployment rates have continued to decrease over the recent past. The preliminary rate for Clark County for February 2006 is 6.2%, compared with 7.4% for February 2005. The county's rate of 6.2% is slightly above the Washington State Rate of 5.6%.

STATEMENT OF POLICY

Clark County has been and will continue to be an Equal Opportunity Employer. To ensure full implementation of Equal Employment Opportunity, Clark County will base personnel practices upon the merit principle and on legitimate, job-related considerations. Matters which have no bearing or effect on the county or the job performance of the employee will not be considered in hiring, promotion, discipline, termination and treatment of employees or applicants for employment. In particular, the county will:

A. Recruit, hire, and promote persons in all job classifications, without regard to race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation, except where a bona fide occupational qualification exists.

B. Base placement decisions solely on the individual's qualifications for the position(s) being filled.

C. Make promotional decisions in accordance with principles of Equal Employment Opportunity by imposing only valid requirements for promotional opportunities.

D. Ensure that all personnel actions such as recruitment, hiring, promotions, compensation, benefits, transfers, layoffs, returns from layoff, and county-sponsored training will be administered without regard to race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation, except where a bona fide occupational qualification exists.

DESIGNATION OF RESPONSIBILITY

1. Board of Commissioners

The Board of Commissioners has overall responsibility for the Equal Employment Opportunity Plan.

2. County Administrator

The County Administrator will direct the county's support for the Equal Employment Opportunity Plan by providing for the effective communication of and conformance with the requirements of the EEOP.

3. Human Resources Director

The Human Resources Director, in implementing the provisions of the Human Resources Policies, County Policy, and Resolutions pertaining to the county's Human Resources programs, shall be responsible for::

- The general administration of the EEOP.
- Continual review of all personnel policies, employment practices and procedures.
- Making such recommendations consistent with progress in realizing full Equal Employment Opportunity.

In addition, the Human Resources Director will be responsible for planning and coordinating activities associated with the EEOP, including, but not limited to:

- Assisting members of management and department heads/elected officials in problem identification and resolution relative to any requirement or provision of the program.
- Developing draft policy statements, Equal Employment Opportunity components, and internal and external communication techniques.
- Analyzing and developing employment practices.
- Developing methods and strategies for improving the county's Equal Employment Opportunity position.

4. Elected Officials and Department Heads

Elected Officials and Department Heads shall adhere to the policy and intent of the county's Equal Employment Opportunity Plan by:

- Accepting responsibility for making progress towards the goals and objectives of the Plan.
- Ensuring that appropriate steps are implemented throughout their respective departments that are consistent with and supportive of the Plan.
- Holding supervisory staff and employees accountable for promoting Equal Employment Opportunity in the work place.

5. Managers and Supervisors

Managers and supervisors are responsible for implementing the Equal Employment Opportunity and non-discrimination policies in their respective areas, including:

- Assisting in developing, maintaining, and implementing objectives as they relate to their individual department.
- Monitoring for legal compliance, including the display of applicable policy statements and posters in their areas.
- Promoting equal opportunity and non-discrimination in selection processes.
- Preventing and eliminating illegal discrimination and harassment of employees in their area of supervision.

6. County Employees

County employees will be responsible for supporting a work climate conducive to achieving the county's Equal Employment Opportunity Plan goals.

DISSEMINATION OF POLICY

A. 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. 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.

6. Informal discussions are held with county employees, as required, regarding the county EEO policy.

7. The EEO policy, along with required state and federal EEO notices, are posted on bulletin boards throughout the county.

8. Records of EEO applicant flow data for all positions are monitored and appropriate reports made to elected officials/department heads.

9. The necessity for complying with Federal Equal Employment Opportunity regulations will be discussed and communicated in writing with union officials periodically in an effort 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.

B. External Dissemination

1. All employment opportunity announcements contain the message: "Equal Opportunity Employer."

2. 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 display her/his related qualifications.

3. Recruiting sources, including minority and female organizations, are annually informed in writing of Clark County's EEO policy and commitment. The list of recruiting contacts will continue to be reviewed annually to determine their effectiveness in referring a representative diversity of qualified applicants. We welcome suggestions of additional sources.

4. Job announcements are regularly distributed to the recruiting sources encouraging them to refer qualified applicants to assist in the implementation of our EEO policy.

5. The Clark County EEO policy statement is included in recruiting material.

6. A public work session with the Board of County Commissioners will be held annually to review the county's progress and results of the EEO Plan, and reinforce the county's commitment as an Equal Opportunity Employer.

7. Clark County will strive to do business with minority- and women-owned business enterprises, as allowable by law, in an effort to diversify our contractual base. All requests for bid and request for proposals include contractual language addressing EEO requirements. The county will advertise bid opportunities with the Oregon Association of Minority Entrepreneurs which serves the greater Portland/Vancouver area. County bids for federally funded projects will include nondiscrimination requirements in the selection of subcontractors and encourage prospective prime contractors to affirmatively solicit quotes from sub-contractors who are Disadvantaged Business Enterprises.

8. 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.

9. The county will identify and participate in job fairs and other recruitment functions that will assist in reaching potential applicants for positions including those for which significant underutilization has been identified.

Chart 1. Workforce Analysis (Total Agency)

		Male						Female					
Job Category	Total	W	B	H	A/PI	AI/AN	Other	W	B	H	A/PI	AI/AN	Other
Officials/Administrators, agency #	162	100	2	1	2	0	0	53	2	0	2	0	0
Officials/Administrators, agency %		61.7%	1.2%	0.6%	1.2%	0.0%	0.0%	32.7%	1.2%	0.0%	1.2%	0.0%	0.0%
Professionals, agency #	360	156	5	2	8	1	0	176	3	3	6	0	0
Professionals, agency %		43.3%	1.4%	0.6%	2.2%	0.3%	0.0%	48.9%	0.8%	0.8%	1.7%	0.0%	0.0%
Technicians, agency #	400	262	8	8	9	2	0	101	3	4	1	2	0
Technicians, agency %		65.5%	2.0%	2.0%	2.3%	0.5%	0.0%	25.3%	0.8%	1.0%	0.3%	0.5%	0.0%
Protective Services (Sworn Only)													
Officials, agency #	18	15	0	0	0	0	0	3	0	0	0	0	0
Officials, agency %		83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Patrol, agency #	107	95	1	1	1	0	0	7	0	0	0	2	0
Patrol, agency %		88.8%	0.9%	0.9%	0.9%	0.0%	0.0%	6.5%	0.0%	0.0%	0.0%	1.9%	0.0%
Office/Clerical, agency #	466	35	0	2	0	0	0	395	8	12	10	4	0
Office/Clerical, agency %		7.5%	0.0%	0.4%	0.0%	0.0%	0.0%	84.8%	1.7%	2.6%	2.1%	0.9%	0.0%
Skilled Craft, agency #	122	107	1	2	0	1	0	11	0	0	0	0	0
Skilled Craft, agency %		87.7%	0.8%	1.6%	0.0%	0.8%	0.0%	9.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/Maintenance, agency #	62	34	1	3	1	0	0	23	0	0	0	0	0
Service/Maintenance, agency %		54.8%	1.6%	4.8%	1.6%	0.0%	0.0%	37.1%	0.0%	0.0%	0.0%	0.0%	0.0%
Total, All Groups	1697												

KEY

B - Black
W - White
H- Hispanic
A/PI - Asian or Pacific Islander
AI/AN - American Indian or Alaskan Native

Note: Agency data as of 12/31/05

SECTION IV: WORKFORCE ANALYSIS (Continued)

Chart 2. Workforce Analysis (Protective Services: Sworn Officials & Patrol Officers)

		Male						Female					
Job Category	**Total**	**W**	**B**	**H**	**A/PI**	**AI/AN**	**Other**	**W**	**B**	**H**	**A/PI**	**AI/AN**	**Other**
Sworn Officials													
Chiefs & Deputy Chiefs, # in agency	2	1	0	0	0	0	0	1	0	0	0	0	0
Chiefs & Deputy Chiefs, agency repr'n %		50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Commanders, # in agency	5	5	0	0	0	0	0	0	0	0	0	0	0
Commanders, agency repr'n %		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Sergeants & Detectives, # in agency	11	9	0	0	0	0	0	2	0	0	0	0	0
Sergeants & Detectives, agency repr'n %		81.8%	0.0%	0.0%	0.0%	0.0%	0.0%	18.2%	0.0%	0.0%	0.0%	0.0%	0.0%
Subtotal for Sworn Officials, # in agency	18	15	0	0	0	0	0	3	0	0	0	0	0
Subtotal for Sworn Officials, agency repr'n %		83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Community labor force participation rate		69.9%	3.4%	2.9%	1.6%	2.1%	0.0%	17.2%	0.8%	1.1%	0.4%	0.8%	0.0%
Sworn Patrol Officers, # in agency	107	95	1	1	1	0	0	7	0	0	0	2	0
Sworn Patrol Officers, % in agency		88.8%	0.9%	0.9%	0.9%	0.0%	0.0%	6.5%	0.0%	0.0%	0.0%	1.9%	0.0%
Community labor force participation rate		50.2%	0.6%	1.3%	1.3%	0.5%	0.0%	43.1%	0.4%	1.0%	1.1%	0.5%	0.0%
Total, Sworn Employees	125												

KEY

B - Black
W - White
H- Hispanic
A/PI - Asian or Pacific Islander
AI/AN - American Indian or Alaskan Native

Note: Agency data as of 12/31/05
Note: Community labor force data is based upon 2000 Census for Portland-Vancouver, OR-WA PMSA.

Chart 3. Community Labor Statistics

		Male						Female					
Job Category	Total	W	B	H	A/PI	AI/AN	Other	W	B	H	A/PI	AI/AN	Other
Officials/Administrators, # in community	155,920	85,050	2,155	2,620	3,910	1,080	0	54,340	1,515	1,820	2,645	785	0
Officials/Administrators, community rep'n rate		54.5%	1.4%	1.7%	2.5%	0.7%	0.0%	34.9%	1.0%	1.2%	1.7%	0.5%	0.0%
Professionals, # in community	195,145	84,285	2,770	2,520	6,795	825	0	86,275	2,730	2,760	4,975	1,210	0
Professionals, community rep'n rate		43.2%	1.4%	1.3%	3.5%	0.4%	0.0%	44.2%	1.4%	1.4%	2.5%	0.6%	0.0%
Technicians, # in community	21,869	8,650	365	545	665	165	0	9,930	404	380	630	135	0
Technicians, community rep'n rate		39.6%	1.7%	2.5%	3.0%	0.8%	0.0%	45.4%	1.8%	1.7%	2.9%	0.6%	0.0%
Protective Services (Sworn Only)													
Officials, # in community	12,984	9,080	429	375	210	275	0	2,230	95	140	50	100	0
Officials, community rep'n rate		69.9%	3.3%	2.9%	1.6%	2.1%	0.0%	17.2%	0.7%	1.1%	0.4%	0.8%	0.0%
Patrol, # in community	227,088	104,030	5,494	9,140	3,990	2,225	0	85,765	4,604	5,665	4,250	1,925	0
Patrol, community rep'n rate		45.8%	2.4%	4.0%	1.8%	1.0%	0.0%	37.8%	2.0%	2.5%	1.9%	0.8%	0.0%
Office/Clerical, # in community	44,135	12,365	495	365	440	140	0	27,335	740	1,015	770	470	0
Office/Clerical, community rep'n rate		28.0%	1.1%	0.8%	1.0%	0.3%	0.0%	61.9%	1.7%	2.3%	1.7%	1.1%	0.0%
Skilled Craft, # in community	20,944	17,550	434	860	375	430	0	1,105	20	45	115	10	0
Skilled Craft, community rep'n rate		83.8%	2.1%	4.1%	1.8%	2.1%	0.0%	5.3%	0.1%	0.2%	0.5%	0.0%	0.0%
Service/Maintenance, # in community	48,195	23,655	970	1,975	1,015	575	0	16,655	735	1,090	1,080	445	0
Service/Maintenance, community rep'n rate		49.1%	2.0%	4.1%	2.1%	1.2%	0.0%	34.6%	1.5%	2.3%	2.2%	0.9%	0.0%
Total, All Groups	726,280												

KEY

B - Black
W - White
H- Hispanic
A/PI - Asian or Pacific Islander
AI/AN - American Indian or Alaskan Native

Note: Data is based upon 2000 Census for Portland-Vancouver, OR-WA PMSA.
Exceptions: Office/Clerical, Skilled Craft and Service/Maintenance categories (2000 Census for Clark County, WA).

Chart 4. Utilization Analysis

Job Category	Total	Male						Female					
		W	B	H	AI	A/PI	Other	W	B	H	AI	A/PI	Other
Officials/Administrators, agency #	162	100	2	1	2	0	0	53	2	0	2	0	0
Officials/Administrators, agency %		61.7%	1.2%	0.6%	1.2%	0.0%	0.0%	32.7%	1.2%	0.0%	1.2%	0.0%	0.0%
Community Rep'n, %		54.5%	1.4%	1.7%	2.5%	0.7%	0.0%	34.9%	1.0%	1.2%	1.7%	0.5%	0.0%
Utilization Difference		7.2%	**-0.2%**				0.0%	**-2.2%**	0.2%		**-0.5%**	**-0.5%**	0.0%
Professionals, agency #	360	156	5	2	8	1	0	176	3	3	6	0	0
Professionals, agency %		43.3%	1.4%	0.6%	2.2%	0.3%	0.0%	48.9%	0.8%	0.8%	1.7%	0.0%	0.0%
Community Rep'n, %		43.2%	1.4%	1.3%	3.5%	0.4%	0.0%	44.2%	1.4%	1.4%	2.5%	0.6%	0.0%
Utilization Difference		0.1%	0.0%		**-1.3%**	**-0.1%**	0.0%	4.7%					0.0%
Technicians, agency #	400	262	8	8	9	2	0	101	3	4	1	2	0
Technicians, agency %		65.5%	2.0%	2.0%	2.3%	0.5%	0.0%	25.3%	0.8%	1.0%	0.3%	0.5%	0.0%
Community Rep'n, %		39.6%	1.7%	2.5%	3.0%	0.8%	0.0%	45.4%	1.8%	1.7%	2.9%	0.6%	0.0%
Utilization Difference		25.9%	0.3%				0.0%	**-20.2%**	**-1.1%**		**-2.7%**	**-0.1%**	0.0%
Protective Services													
Officials, agency #	18	15	0	0	0	0	0	3	0	0	0	0	0
Officials, agency %		83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Commun Repr'n, %		69.9%	3.3%	2.9%	1.6%	2.1%	0.0%	17.2%	0.7%	1.1%	0.4%	0.8%	0.0%
Utilization Difference		13.4%	**-3.3%**	**-2.9%**	**-1.6%**	**-2.1%**	0.0%	**-0.5%**	**-0.7%**	**-1.1%**	**-0.4%**	**-0.8%**	0.0%
Patrol, agency #	107	95	1	1	1	0	0	7	0	0	0	2	0
Patrol, agency %		88.8%	0.9%	0.9%	0.9%	0.0%	0.0%	6.5%	0.0%	0.0%	0.0%	1.9%	0.0%
Commun Repr'n, %		45.8%	2.4%	4.0%	1.8%	1.0%	0.0%	37.8%	2.0%	2.5%	1.9%	0.8%	0.0%
Utilization Difference		43.0%		**-3.1%**	**-0.9%**		0.0%	**-31.3%**				1.1%	0.0%
Office/Clerical, agency #	466	35	0	2	0	0	0	395	8	12	10	4	0
Office/Clerical, agency %		7.5%	0.0%	0.4%	0.0%	0.0%	0.0%	84.8%	1.7%	2.6%	2.1%	0.9%	0.0%
Community Rep'n, %		28.0%	1.1%	0.8%	1.0%	0.3%	0.0%	61.9%	1.7%	2.3%	1.7%	1.1%	0.0%
Utilization Difference		**-20.5%**	**-1.1%**		**-1.0%**		0.0%	22.9%	0.0%	0.3%	0.4%	**-0.2%**	0.0%
Skilled Craft, agency #	122	107	1	2	0	1	0	11	0	0	0	0	0
Skilled Craft, agency %		87.7%	0.8%	1.6%	0.0%	0.8%	0.0%	9.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Community Rep'n, %		83.8%	2.1%	4.1%	1.8%	2.1%	0.0%	5.3%	0.1%	0.2%	0.5%	0.0%	0.0%
Utilization Difference		3.9%					0.0%	3.7%	**-0.1%**	**-0.2%**	**-0.5%**	0.0%	0.0%
Service/Maintenance, agency #	62	34	1	3	1	0	0	23	0	0	0	0	0
Service/Maintenance, agency %		54.8%	1.6%	4.8%	1.6%	0.0%	0.0%	37.1%	0.0%	0.0%	0.0%	0.0%	0.0%
Community Rep'n, %		49.1%	2.0%	4.1%	2.1%	1.2%	0.0%	34.6%	1.5%	2.3%	2.2%	0.9%	0.0%
Utilization Difference		5.7%	**-0.4%**	0.7%	**-0.5%**	**-1.2%**	0.0%	2.5%	**-1.5%**			**-0.9%**	0.0%
Total, All Categories	1697												

Key to Chart

xx.x%	Significant underutilization
	1 hire would reverse "underutilization"
	2 or 3 hires would reverse "underutilization

Note: Agency data as of 12/31/05
Note: Community labor force data is based upon 2000 Census for Portland-Vancouver, OR-WA PMSA.
Exceptions: Office/Clerical, Skilled Craft and Service/Maintenance categories (2000 Census for Clark County, WA).

DATA ANALYSIS

The charts on the preceding pages summarize the county's workforce, community labor statistics and utilization. As noted in Charts 3 and 4, the 2000 Census data for the Portland-Vancouver, OR-WA Primary Metropolitan Statistical Area is used for all job categories except for the Office/Clerical, Skilled Craft, and Service Maintenance categories for which the 2000 Census data for Clark County is used. Recruiting, advertising, applicant flow, and selection patterns demonstrate that the Clark County area is the appropriate labor market for these three job groups.

Careful review of Chart 4's utilization figures is critical to understanding Clark County's workforce composition. In the 24 instances of "underutilization" denoted by the tan highlighting, the assessment of "underutilization" would be entirely reversed if the county hired one individual in the protected class. For example, the hiring of an American Indian or Alaskan Native (AI/AN) in the Professional category would result in a representation rate of 0.6% and parity with the labor market percentage rather than the "underutilization" finding of -0.1% which now exists.

There are additional instances (denoted by blue highlighting) for which the assessment of "underutilization" would be reversed if the county added two or three individuals into the job category. And other instances of "significant underutilization" (denoted by yellow highlighting) would require four or more individuals to be hired by the county in order to match the community workforce.

SECTION VII: DATA ANALYSIS (Continued)

The following chart shows exactly how many persons from each ethnic group would need to be hired by Clark County in order to match the community' within in each job category:

	Male						Female					
Officials/ Administrators		1					4			1	1	
Professionals				5	1							
Technicians							81	5		11	1	
Protective Services Officials		1	1	1	1		1	1	1	1	1	
Patrol			4	1			34					
Office/Clerical	96	6		5							1	
Skilled Craft								1	1	1		
Service/ Maintenance		1		1	1			1			1	

Key to Chart

Significant underutilization

1 hire would reverse underutilization"

2 or 3 hires would reverse "underutilization

Targeted Categories

The county does not dismiss the importance of making progress in improving representation rates through numerically-small hires, promotions, or reassignments. But we believe our attention must be focused on those targeted categories with *significant* underutilization rates (denoted by data in bold typeface with yellow highlighting). Specifically, we identify *significant* underutilization in the following categories:

Male	Female
Professionals: Asian/Pacific Is. (A/PI)	Officials/Administrators: White (W)
Technicians: Asian/Pacific Is. (A/PI)	Technicians: White, Black, and A/PI
Sworn Patrol Officers: Hispanic (H)	Sworn Patrol Officers: White (W)
Office Clerical: White, Black, and A/PI	
Skilled Craft: Hispanic	
Service/Maint.: Hispanic	

OBJECTIVES

It is the county's objective to increase the number of employees in each of the groups that have significant underutilization.

Specific Goals and Steps to Remedy Underutilization

Goal #1: Increase Clark County's reputation as an employer of choice for all by ensuring the culture is one that values diversity.

Specific Steps:

1.1 Research and evaluate best practices of other jurisdictions and private companies to drive culture change throughout the county in support of equal opportunity and diversity including the formation of an advisory committee, employee training, performance measurement tools and/or new management practices.

1.2 Recommend to the Board of County Commissioners and other elected officials by December 15, 2006 options for future action.

1.3 Allocate county resources in support of diversity efforts.

Goal #2: Increase the number of women and minorities applying for jobs in the targeted category areas.

Specific Steps:

2.1 Target job fairs that emphasize diversity and send female and minority staff members to speak and recruit at local community colleges, technical schools, universities, career expos, job fairs, etc. In addition to using HR recruiters for outreach, train and send department representatives of diverse ethnicity to represent the county and speak from personal experience.

2.2 Increase employee and leadership participation at diverse community-based events and club or organizational meetings in order to increase recognition of the county as an employer of choice.

2.3 Continue to advertise job openings in newspapers and journals that target specific diverse populations. Continue to provide copies of job openings to effective outreach organizations. (See Appendix C for outreach groups receiving all county job postings.) Ensure that all recruiters and recruiting materials articulate the county's commitment to workplace diversity and/or equal opportunity employment.

2.4 Continue working with Washington State WorkSource and other organizations that provide retraining for displaced workers. Use the contacts to attract qualified women into our under-represented occupations.

2.5 Incorporate one or more diversity-related questions in supplemental questionnaires and/or interviews for supervisory and management positions.

2.6 Confer with women and minority employees or others who regularly work with women and minorities in the community to assist in finding effective methods to attract diverse applicants.

Goal #3: Ensure that managers and supervisors support a diverse workforce, and consider this while making hiring decisions, especially in those categories/occupations that show significant underutilization (as listed in the chart on page 17).

Specific Steps:

3.1 Conduct training sessions with county managers, supervisors, and staff involved in the hiring/promotion process. Share the utilization analysis developed for this report.

3.2 Review the utilization analysis and specific department reports with hiring managers to remind them of their role in meeting the county's goals of improving female and minority representation.

3.3 HR will consult with hiring managers on outreach efforts, recruiting plans and interview processes prior to initiating a recruitment.

3.4 Evaluate the effectiveness of screening applicants without knowledge of their name.

Goal #4: Identify opportunities for improving county practices in support of diversity through analysis and reporting.

Specific Steps:

4.1 Work with the county's IT staff to develop reports that will inform management of the county's and specific department's EEO representation.

4.2 Periodically review data regarding community labor statistics, applicant pools, selection rates and retention of employees in relation to gender and ethnicity.

4.3 Evaluate the achievement of EEOP goals, monitor effectiveness and provide a summary of results to all elected officials and senior management semi-annually.

ACTION-ORIENTED PROGRAMS

The purpose of the Equal Opportunity Employment program is to ensure equal employment opportunities to all Clark County employees and qualified applicants. The following programs will help the county successfully undertake this program.

A. Recruitment and Advertisement

In our efforts to recruit qualified minorities and women, we strive to communicate with these groups in various ways, including annual written affirmation of the county's commitment to EEO; sending county postings to representative organizations on a regular basis; and encouraging them to refer qualified minorities and women for open positions. In 2006 we will increase these efforts. The county will continue to be represented at career fairs at local colleges and universities as budget permits. The phrase "Equal Opportunity Employer" is on all of our advertisements and job postings. Appendix C is the outreach distribution list of diverse organizations to which the county sends notice of all external job openings.

B. Employment Procedures

All job postings include public notice that the county is an Equal Opportunity Employer. To underscore this commitment when applicants are known to be female or minority, HR staff works with hiring managers to ensure consideration of qualified female and minority applicants in underrepresented categories.

C. Employment and Selection

When a job is posted for a group or a department, the Human Resources staff will be responsible for reviewing applications and working with the hiring authority to ensure appropriate consideration is given to all qualified candidates.

Human Resources staff will work with departments in defining job requirements. This practice helps assure that job requirements are valid for the position being filled. Inflated requirements may rule out under-represented candidates who are in fact capable of doing the work.

It is the responsibility of the Human Resources staff to review all applications and/or the application(s) of the finalist(s) for minimum requirements in conformance with State and Federal employment standards.

Interview panels are utilized so that the possibility of individual biases is reduced. Consideration will be given to the staffing of interview panels with diverse members of the county's workforce.

D. Discrimination Complaints

Procedures (both formal and informal) have been developed to resolve those situations where an applicant or employee from a protected class believes that her/his rights have been violated.

Applicants and employees may file such a complaint with the Human Resources Department. All complaints will be investigated. It will be the responsibility of the Human Resources Department to involve other appropriate staff in the investigation of a complaint. In conjunction with any disciplinary or remedial actions, whenever appropriate, attempts will be made to resolve the complaint through mediation. Applicants and employees have the right to file discrimination complaints related to employment practices or procedures with federal, state, or local compliance agencies.

All employees, including elected officials, are expressly prohibited from retaliating against or harassing an employee who has filed a discrimination complaint.

APPENDIX A: JOB CATEGORY DEFINITIONS

For purposes of workforce and utilization analyses of this Plan, each job in the county is placed in one of seven functional job categories defined by the Equal Employment Opportunity Commission. The categories used in this Plan are as follows:

Officials/Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: Department heads, first line administrators under elected officials, department managers and program managers.

Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Human Resources and labor relations workers, registered nurses, dietitians, lawyers, system analysts, accountants, engineers, planners, captains, lieutenants, management analysts, surveyors and mapping scientists, and similar workers.

Technicians

Occupations which require a combination of basic and scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer programmers, drafters, survey and mapping technicians, licensed practical nurses, investigators, technical illustrators, highway technicians, technicians, (electronic, physical sciences), sergeants, inspectors, and similar workers.

Protective Services**

Includes sworn occupations only. Workers are entrusted with public safety, security and protection from destructive forces. Includes: Patrol officers, deputy sheriffs, and similar workers.

Office/ Clerical

Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, legal assistants, cashiers, and similar workers.

JOB CATEGORY DEFINITIONS (Continued)

Skilled Crafts

Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience through apprenticeship or other formal training programs. Includes: Mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors, typesetters, water and sewage treatment plant operators, and similar workers.

Service /Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes: Truck drivers, bus drivers, garage laborers, custodial employees, gardeners and grounds keepers, construction laborers, cooks, craft apprentices/trainees/helpers, and similar workers.

** Please note: In its publication, "Creating an EEOP: The Seven-Step Guide and Forms," the US Dept of Justice defines the Protective Service category to include sworn officials and sworn patrol officers only. Consistent with Department of Justice guidelines, non-sworn occupations are assigned to one of the remaining six categories.

APPENDIX B: GLOSSARY

Equal Employment Opportunity Commission Classifications of Ethnic Groups

This document uses the Equal Employment Opportunity Commission (EEOC) classifications of ethnic groups which are listed below:

Black (B) - A person having origins in any of the black racial groups of Africa.

Asian/Pacific Islander (A/PI) - A person having origins in any of the original people of the Far East, Southeast Asia, India, or the Pacific Islands. These areas include, for example, China, India, Korea, the Philippine Islands, and Samoa.

American Indian/Alaskan Native (AI/AN) - A person having origins in any of the original peoples of North America, and who maintain their culture through a tribe or community.

Hispanic (H) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White (W) - Persons of European, North African, or Middle-Eastern descent.

Goal

To have the employees within our various job groups mirror the makeup of qualified individuals within our immediate and reasonable recruitment areas.

Person of Disability

Any person who (a) has a physical or mental impairment which substantially limits one or more major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment.

"Physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

GLOSSARY (Continued)

"Has a record of such an impairment" means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

"Is regarded as having an impairment" means (a) has a physical or mental impairment that does not substantially limit major life activities but is treated as if it did; (b) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or (c) has none of the impairments defined under "physical and mental impairment" but is treated as if he/she had such an impairment.

Protected Age Group

Persons age 40 and over.

Protected Class

The groups protected from the employment discrimination by law. These groups include men and women on the basis of sex; any group which shares a common race, religion, color, sexual orientation or national origin; people over 40; and people with physical or mental handicaps. Every U.S. citizen is a member of some protected class, and is entitled to the benefits of EEO law. However, the EEO laws were passed to correct a history of unfavorable treatment of women and minority group members.

Qualified Disabled Person

(1) With respect to employment, a person with a disability who, with reasonable accommodation, can perform the essential functions of the job in question; and (2) with respect to education services, a person with a disability who meets the academic and technical standards requisite to admission or participation in the education program or activity.

Underutilization

This exists when fewer protected group members are in a particular job category than would reasonably be expected by their presence in the community labor market.

Utilization

The actual number and percentage of men, women, and ethnic groups employed by an organization, in each department or in each job category.

APPENDIX C: OUTREACH RECRUITING DISTRIBUTION LIST

Action Vocational Resources
Better People
Bonneville Power Administration
Capital Career Center
Central City Concerns Jobs
Chemeketa Community College
Children's Home Society of Washington
City of Beaverton
City of Camas
City of Eugene
City of Gresham
City of Hillsboro
City of Milwaukie
City of Ridgefield
City of Vancouver
City of Washougal
Clackamas Community College
Clackamas County
Clark County Vocational Skills Center
Clark College
CorCare IME
Cowlitz County
C-Tran
DePaul Treatment Centers, Inc.
Drake, Beam, Morin, Inc.
Department of Social and Health Services
College of Legal Arts/Corrections/Security Training
Goodwill Industries
Goodwill Placement Service - Portland
IRCO
Kitsap County
Marion County
Metro
Metro Community Church-Job Bank
Mid-Willamette Job Council Employment Counselor
Mt. Hood Community College Workforce Connections
Multnomah County
NAACP
North County Family Resource Center
Oregon Council Hispanic Advancement
Oregon State Employment Division
Pierce County
Portland Community College

OUTREACH RECRUITING DISTRIBUTION LIST (Continued)

Portland State University
SE Works Neighborhood Jobs Center
Skamania County
Snohomish County
St. Vincent DePaul Rehab
Steps to Success East
Steps to Success North
Stevenson Job Service
Stonebridge Rehab
Southwest Washington PIC WorkSource West Vancouver
Transition Project Clark Center
University of Portland - Career Center
Urban League Urban Plaza Employment Coord.
U.S. Dept of Veterans Affairs
Vocational Rehab Dept.
Washington State Employment Security Dept.
Washington County
Western Washington University Career Services Center
Work Force Dynamics
WSU Career Services
Youth Employment Institute
YWCA of Clark County

APPENDIX D: CURRENT CLARK COUNTY DEPARTMENT OF JUSTICE GRANTS

(AS OF 12/31/2005)

Reporting Category Number	Program Name	Fed Cat No.	Other Identification Number	Total Award Amount	Contract Period
District Court – Mary Martin, Grant Administrator					
012057	Stop Violence Against Women	16.588	WF-BX-003	$ 18,407	04/05-03/06
Juvenile Justice Center – Ernie Veach-White, Administrator					
012171	NW Justice Forum	16.523	1-600-00105	$ 4,999	09/04-06/05
12198	Restorative Community Services	16.523	0463-60012	54,866	07/04-06/05
12172	Restorative Community Services	16.523	0563-76581	23,214	08/05-07/06
Sheriff's Office – Darin Rouhier, Finance Manager					
---	Marijuana Eradication	16.000	2005-108	$ 10,000	01/05-12/05
---	Byrne Formula Grant	16.579	F04-67404005	116,285	07/03-06/04
---	Byrne Formula Grant	16.579	F05-662011055	109,999	07/05-06/06
---	Federal Surplus Property Transfer	16.578	Agreement	53,803	01/05-12/05
012430	Justice Assistance	16.738	2005-DJ-BX-064	149,682	10/04-09/08
012240	03 LLEB Grant	16.592	2003-LB-BX-1279	63,634	10/03-10/05
012227	04 LLEB Grant	16.592	2004-LB-BX-0296	22,737	10/04-09/06
012215	Bulletproof Vest	16.607	1121-0235	4,496	
012411	COPS – Methamphetamine Initiative	16.710	2004-CKWX-0034	58,163	01/05-12/05
Prosecuting Attorney's Office – Mary Young, Administrator					
012158	STOP Violence	16.588	F04-30304-008	$ 31,064	10/04-09/05
012016	STOP Violence	16.588	F05-31103-042	31,452	10/05-09/06
Child Abuse Intervention Center – Marla Schuman, Interim Director					
	National Children's Alliance	16.543	Vanc-313-PS05	$ 10,000	On-going
Department of Community Services – Cleve Thompson, Program Manager					
	Byrne Formula Grant	16.579	8276	$ 110,000	07/05-06/07
	Total Clark County Department of Justice Grants			**$ 872,801**	