PEND OREILLE COUNTY
NEWPORT, WASHINGTON

RESOLUTION NO. 2017 - 36

In the Matter of Adopting the Pend Oreille County Equal Employment Opportunity Plan

WHEREAS, an Equal Employment Opportunity Plan (EEOP) is a required workforce report that is provided to the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights when an employer receives federal funding; and

WHEREAS, this plan is necessary to be compliant with state and/or federal grants received by the County; and

WHEREAS, this action is in the best interest of Pend Oreille County and its citizens.

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the attached Pend Oreille County Equal Employment Opportunity Plan is approved.

ADOPTED this 29th day of August, 2017.

BOARD OF COMMISSIONERS
PEND OREILLE COUNTY

Karen Skoog, Chair

Stephen Kiss, Vice-Chair

Mike Manus, Member

ATTEST:

Rhonda Cary, Clerk of the Board

APPROVED AS TO FORM:

Dolly Hunt, Prosecuting Attorney

Pend Oreille County
Equal Employment Opportunity Plan

Plan Duration: September 1, 2017 – August 31, 2019

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1. Purpose:

The purpose of the Equal Employment Opportunity Plan (EEOP) is to identify organizational components and job categories within Pend Oreille County's workforce in which under representation occurs in proportion to availability in the labor force, and to devise and implement programs to pursue goals in achieving equitable representation.

2. Equal Employment Opportunity (EEO):

Pend Oreille County is an equal employment opportunity employer and believes that every employee has the right to work in surroundings free from unlawful discrimination.

Pend Oreille County seeks a workforce representative of the surrounding community, and will not discriminate against any employee in an unlawful manner. The County treats all applicants and employees equally and without regard to race, religious creed, color, national origin, sex, age, sexual orientation,

disability, pregnancy, political affiliation, marital or veteran's status, or any basis prohibited by local, state or federal law. Pend Oreille County will make reasonable accommodation for qualified individuals if it can do so without undue hardship.

All activities related to employment such as: recruitment, selection, salary administration, working conditions, benefits, application of policies, transfer, promotion, demotion, layoff, recall, termination and training shall be conducted in a non-discriminatory manner (except as required by a bona fide occupational qualification). Therefore, as openings occur, applicants will be allowed to advance within the County in accordance with their skills, abilities, and experience.

The policies of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on Pend Oreille County premises who are employed by temporary agencies and any other persons or companies doing business for or with the County.

It is the policy of Pend Oreille County to foster and maintain a harmonious non-discriminatory working environment for all employees. Toward this end, the County will not tolerate racial, ethnic, religious, or sexual slurs or comments demeaning national origin or disability by any employee or about any employee or applicant.

3. Diversity:

It is the policy of Pend Oreille County to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. Pend Oreille County's EEOP is a tool to ensure equal opportunity in all phases of county programs, employment, recruitment and post employment activities.

This diagnostic tool is used to evaluate the workforce and compare it with the composition of the relevant labor pool outlining practical steps in which to address under utilization of specific groups in all departments and offices throughout the county.

Pend Oreille County views the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Pend Oreille County will promote and afford equal treatment and service to all employees and citizens.

Pend Oreille County commits to:

- Recruiting, hiring, training, and promoting people in all job classifications without regard to race, color, religion, sex, sexual orientation, national origin, disability, veteran status or any other non-job-related characteristic.

- Making promotion decisions in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.

- Administering all personnel actions relating to compensation, benefits, transfers, terminations, training and education in a nondiscriminatory manner.

4. Grievances:

Employees of and applicants to Pend Oreille County will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation or hearing or have otherwise sought to obtain their legal rights related to any federal, state or local law regarding EEO. Any employees of applicants who feel that they have been subject to such behavior because of their EEO status may file a grievance.

Grievances may be made to the appropriate department head/elected official or the Human Resources Director. All grievances shall be investigated immediately. While Pend Oreille County cannot guarantee complete anonymity, it will maintain confidentiality to the extent possible.

Harassment based on the protected classes described in the EEO policy and EEOP is a violation of federal and state law. Harassment is prohibited in all Pend Oreille County workplaces and while conducting work for the County.

Retaliation and/or harassment against an employee who files a grievance and any witnesses to an investigation are strictly prohibited.

Violators of this policy shall be subject to discipline up to and including termination.

5. Administration:

The Pend Oreille County Board of County Commissioners (BOCC) shall be ultimately responsible for the progress of this plan. They shall support the plan's intent and review its progress every year in cooperation with the Human Resources Department.

The Human Resources (HR) Department shall be responsible for the administration and maintenance of the plan. HR shall be responsible for:

- Conducting a continuous review to ensure that County personnel processes meet EEOP requirements
- Internal and external communications regarding protected classes
- Reviewing and updating the EEOP plan every two years
- Receiving and investigating complaints against the County
- Implementing an audit system that will: (1) measure the effectiveness of the EEOP; (2) indicate the need for any remedial action; and (3) determine the degree to which the County's objectives have been met
- Serving as liaison between Pend Oreille County and enforcement agencies
- Reviewing employment related requests prior to approval/acknowledgement by the BOCC

Department heads/elected officials are responsible for knowing the plan and promoting equal opportunity at Pend Oreille County. All personnel actions shall conform to applicable policies/procedures and the EEOP, the basic purpose of which is to further the utilization of the underrepresented with respect to the terms of benefits and privileges of employment, etc. It is expected that all elected officials, department heads and supervisory personnel:

- Assist in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary

- Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur

- Review the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities

All employees are responsible for being aware of the plan's intent and cooperating fully in making it a success.

6. Dissemination:

This plan shall be disseminated by the following methods:

Internal:

- Equal Employment Opportunity posters shall be posted appropriately throughout County facilities
- Non-discrimination clauses included in union contracts
- Pend Oreille County Personnel Policies and Procedures Guide available on the Human Resources (HR) web page, in HR and through each department
- A summary of the plan at all new employee orientations
- Sent to all employees upon update
- Periodic re-emphasis to department heads/elected officials of EEO policy through standard communications and appropriate reports

External:

- Provided to the public upon request
- Linked to the Human Resources web page
- Applications and announcements for employment shall contain an EEO policy statement "Equal Opportunity Employer" or "EEO"
- All recruiting sources, including State employment agencies, minority and female organizations, educational institutions and social service agencies shall be informed of Pend Oreille County's policy concerning the employment of the underserved populations including qualified individuals with disabilities and qualified protected veterans and have been advised to actively recruit and refer qualified persons for job opportunities
- Contractors or agencies providing personnel services shall be notified in writing of the County's policy and a request shall be made for their EEO policy, as well
- All contractors shall be notified of Pend Oreille County's EEOP including the employment of qualified individuals with disabilities and qualified protected veterans
- All employment openings posted with the appropriate office of State Employment Services
- All requests for bid and proposals will contain EEO language. Federally funded bids will include non-discrimination requirements in the selection of sub-contractors and encourage solicitation of quotes from Disadvantaged Business Enterprises.

Requests for this plan, questions and concerns may be directed to Pend Oreille County Human Resources, 625 W 4th St., Newport WA 99156 or by calling (509) 447-6499.

7. Labor Market Analysis:

The Pend Oreille County EEO plan includes: analysis of the county workforce and community labor market; identification of specific areas of underutilization; objectives to overcome those underutilizations; and steps the county will take to achieve the plan's objectives. Community statistics for Pend Oreille County are taken from the U.S. Census Bureau report "State and Local Government Job Groups by Sex, and Race/Ethnicity for Worksite Geography, Total Population."

Table A shows the Labor Market Analysis comparing the available labor force to the county's workforce. Comparisons are made in race, ethnicity and gender. Underutilizations for each group are shown in bold on **Table A** and listed on **Table B**. The analysis shows underutilization in 26% of the groups. Underutilization ranges from -.004% to -34%.

Table C then summarizes the significant underutilizations for each job category, ethnicity and race. Significant underutilization is defined by a requirement 10% or more.

Job category descriptions are listed in **Appendix A**. Ethnicity and race descriptions can be found in **Appendix B**.

Table A

Prod Orville County 2017 Labor Market Analysis

Job Category	Total	White		Hispanic Or Latino		Black of African American		American Indian or Alaska Native		Asian		Native Hawaiian or Pacific Islander		Two or More Races	
Male															
Officials/Managers															
County Statistic	24	12	50%	1	4%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	645	310	48%	0	0%	0	0%	75	11%	0	0%	0	0%	15	2%
Utilization		2%		4%		0%		**-11%**		0%		0%		**-2%**	
Professionals															
County Statistic	18	6	33%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	590	220	37%	0	0%	0	0%	10	2%	0	0%	0	0%	0	0%
Utilization		**-4%**		0%		0%		**-2%**		0%		0%		0%	
Technicians															
County Statistic	9	6	67%	1	11%	0	0%	0	0%	1	11%	0	0%	0	0%
Community Statistic	165	80	48%	0	0%	0	0%	15	9%	0	0%	0	0%	0	0%
Utilization		19%		11%		0%		**-9%**		11%		0%		0%	
Protective Services															
County Statistic	26	23	88%	0	0%	0	0%	0	0%	1	4%	0	0%	0	0%
Community Statistic	155	120	77%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Utilization		11%		0%		0%		0%		4%		0%		0%	
Administrative Support															
County Statistic	47	2	4%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	950	350	37%	0	0%	0	0%	0	0%	0	0%	0	0%	4	0.004%
Utilization		**-33%**		0%		0%		0%		0%		0%		**-0.004%**	
Skilled Craft															
County Statistic	24	23	96%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	760	675	89%	15	2%	0	0%	15	2%	0	0%	0	0%	25	3%
Utilization		7%		**-2%**		0%		**-2%**		0%		0%		**-3%**	
Service/Maintenance															
County Statistic	14	8	57%	1	7%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	1715	915	53%	15	1%	0	0%	10	1%	15	1%	0	0%	0	0%
Utilization		4%		6%		0%		**-1%**		**-1%**		0%		0%	

Cells with bold and large font are underutilizations. There are 25 groups with underutilizations.

Job Category	White		Hispanic or Latino		Black or African American		American Indian or Alaska Native		Asian		Native Hawaiian		Two or More Races	
Female														
Officials/Managers														
County Statistic	7	29%	1	4%	1	4%	1	4%	1	4%	0	0	0	0%
Community Statistic	230	36%	0	0%	0	0%	0	0%	0	0%	0	0	15	2%
Utilization	**-7%**		4%		4%		4%		4%		0%		**-2%**	
Professionals														
County Statistic	11	61%	1	6%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	325	55%	0	0%	10	2%	10	2%	0	0%	0	0%	0	0%
Utilization	6%		6%		**-2%**		**-2%**		0%		0%		0%	
Technicians														
County Statistic	1	11%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	75	45%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Utilization	**-34%**		0%		0%		0%		0%		0%		0%	
Protective Services														
County Statistic	2	8%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	40	26%	0	0%	0	0%	10	6%	4	3%	0	0%	0	0%
Utilization	**-18%**		0%		0%		**-6%**		**-3%**		0%		0%	
Administrative Support														
County Statistic	45	96%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	535	56%	20	2%	0	0%	20	2%	0	0%	0	0%	25	2%
Utilization	40%		**-2%**		0%		**-2%**		0%		0%		**-2%**	
Skilled Craft														
County Statistic	1	4%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	30	4%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Utilization	0%		0%		0%		0%		0%		0%		0%	
Service/Maintenance														
County Statistic	4	29%	1	7%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	675	39%	70	4%	0	0%	0	0%	15	1%	0	0%	0	0%
Utilization	**-10%**		3%		0%		0%		**-1%**		0%		0%	

Table B: Underutilization Summary

Official/Administrators

Male		Female	
American Indian	11%	Hispanic	3%
Two or More Races	2%	Two or More Races	2%

Professionals

Male		Female	
White	4%	American Indian/Alaska Native	2%
American Indian/Alaska Native	2%	Black	2%

Technicians

Male		Female	
American Indian/Alaska Native	9%	White	34%

Protective Services

Male		Female	
		White	18%
		American Indian/Alaska Native	6%
		Asian	3%

Administrative Support

Male		Female	
White	33%	Hispanic	2%
Two or More Races	.004%	American Indian/Alaska Native	2%
		Two or More Races	2%

Skilled Craft Worker

Male		Female	
Hispanic	2%		
American Indian/Alaska Native	2%		
Two or More Races	3%		

Service Maintenance

Male		Female	
American Indian	1%	White	10%
Asian	1%	Asian	1%

8. Significant Underutilizations and Objectives:

As described in **Table B**, the significant underutilizations are in the following areas:

Table C: Summary of Significant Underutilizations *anything 10% or higher

Race/Ethnicity	Gender	Job Category
White	Females	Technicians, Protective Services and Service/Maintenance
American Indian/Alaska Native	Males	Officials/Managers

Pend Oreille County's primary objective is to eliminate all underutilizations and increase representation of all races, genders and ethnicity groups to better reflect the local labor market. The significant underutilizations indicate needed improvement in the areas of white, female technicians, protective services and service/maintenance. There is also a significant underutilization in American Indian/Alaska

Native males who are officials/managers. The County will continue its focus on recruitment for all races, gender, and ethnicities with specific objectives geared toward these particular interest groups.

9. Steps to Reach Objectives:

1. Provide information and training to department heads and elected officials regarding diversity in the workforce, this EEOP and alternative recruitment resources such as women and minority groups.

2. Create annual reports on the EEO status of applicants, new hires, interviewed, disciplined and terminated employees. The reports will be reviewed for areas of concern regarding equal employment opportunity.

3. Review applicant flow data and advertising practices

4. Advertise job openings in newspapers, journals, electronic media and web sites that target specific diverse populations. This includes providing recruitment materials to outreach organizations.

5. Review pre-employment materials to ensure information requested is job related.

6. Evaluate selection methods to identify any disparate impact and ensure they are based on job necessity.

7. Include the phrase ("Equal Employment Opportunity Employer" or "EEO" on all employment advertisements.

8. Place recruitment advertisements, as appropriate, in local minority and women's interest media.

10. Auditing and Reporting:

Pend Oreille County's audit and reporting system is designed to evaluate personnel activities; identify problem areas and measure the effectiveness of the EEOP. The following activities are reviewed by a combination of elected officials, department heads, and Human Resources to ensure nondiscrimination and equal employment opportunity for all:

- Recruitment materials and procedures
- Personnel actions such as hiring, termination, layoff, promotion, etc.
- Compensation
- Training
- Other conditions and/or privileges of employment as deemed necessary

Documents maintained as a part of Pend Oreille County's audit process included:

- Applicant flow logs showing the, race, gender, date of job opening, job title and action taken for all applicants. This includes totals for applicants by race and gender.
- Maintenance of employment applications in accordance with the Washington State Retention Schedule
- Records related to the County's compensation system.

An annual report will be compiled by the Human Resources Department concerning applicant flow and progress toward its objectives stated in the EEOP. Comment shall be solicited from department heads and

elected officials, as well as any EEO problem areas. The report will be filed with the County Commissioners and all required federal, state and local agencies.

Appendix A: Job Category Descriptions

Officials and Managers: 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, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers and kindred workers.

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: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians: Occupations which require a combination of basic 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, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Protective Service Workers-Sworn: Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance) and kindred workers.

Protective Service Workers – Non-Sworn: Occupations in which workers are entrusted with public safety but do not need to be sworn. Includes: animal control workers, crossing guards, lifeguards and other protected service workers.

Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, 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, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators and kindred 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: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except management), craft apprentices/trainees/helpers, and kindred workers.

Appendix B: Race and Ethnicity Definitions

(As stated by the US Department of Justice)

White – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American – All persons having origins in any of the Black racial groups of Africa.

Asian – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. For example, China, Japan, Korea, Vietnam, Thailand, Cambodia, and the Philippine Islands.

Native Hawaiian or Other Pacific Islander (NHOPI) – All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaskan Native (AIAN) – all persons having origins in any of the original peoples of North and South America and who maintain cultural identification through tribal affiliation or community recognition.

Two or More Races – All persons who identify with more than one of the above races.

Hispanic or Latino – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Appendix C: Pend Oreille County Titles by Job Category

Official/Administrator:

- Clinical Director
- Emergency Management Director
- Sheriff
- Public Works Director
- County Prosecutor
- County Commissioner
- County Auditor
- County Assessor

- County Clerk
- County Treasurer
- District Court Judge
- IT Director
- Human Resources Manager
- Counseling Services Director
- GIS Manager
- Undersheriff
- Community Development Director
- 911 Coordinator

Professionals (includes Para-Professionals):

- Intake Specialist
- Victim Witness Program Coordinator
- Probation Officer
- Probation Counselor
- Chemical Dependency Professional
- Chemical Dependency Professional Trainee
- Mental Health Professional
- Behavioral Health Counselor
- Crisis Service Manager
- DD Specialist
- Prevention Specialist
- Building Inspector/Fire Marshall
- Planner
- Appraiser
- Engineer
- Deputy Prosecutor
- Surveyor

Technicians:

- IT Systems Support Specialist
- Engineering Technician
- Transportation Technical Specialist
- Transfer Station Technician
- Road Maintenance Technician

Protective Services:

- Deputy Sheriff
- Patrol Sergeant
- Corrections Sergeant
- Jail Captain
- Corrections Officer
- Bailiff
- Court Security Officer

Administrative Support:

- Weed Specialist
- DOL Deputy
- Receptionist
- Deputy Clerk
- Accountant
- 911 Shift Supervisor
- Communications Officer
- Solid Waste Coordinator
- Civil Deputy
- Evidence Custodian
- Business Manager
- Chief Deputy Clerk
- District Court Administrator
- DD Specialist
- Legal Secretary
- Executive Administrative Assistant
- Business Administrative Assistant
- Administrative Assistant
- Financial Manager
- Operations Manager
- Treasury Manager
- Office Manager
- Fleet Manager
- Fleet Accountant
- Peer Counselor

Skilled Craft Worker:

- Heavy Equipment Operator
- Mechanic
- Fleet Shop Supervisor
- Truck Driver
- Road District Supervisor
- Foreman/Forewoman

Service/Maintenance:

- Facilities Maintenance Supervisor
- Facilities Maintenance Lead
- Facilities Maintenance Tech
- Recycling Waste Coordinator
- Scale Attendant Coordinator
- Scale Attendant
- Mail Attendant

Agreement of Other Elected Officials

We, the Elected Officials of Pend Oreille County, support the Equal Employment Opportunity Plan and will do our part in ensuring that Pend Oreille County meets its established goals.

Assessor _____
Jim McCroskey

Auditor _____
Marianne Nichols

Clerk _____
Tammie Ownbey

District Court _____
Judge Philip Van de Veer

Prosecuting Attorney _____
Dolly Hunt

Sheriff _____
Alan Botzheim

Treasurer _____
Terri Miller