



Equal Employment Opportunity Plan Clark County

November 2011 through November 2013

Electronic copy available at:

<http://www.clark.wa.gov/hr/documents.html>

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1. County Nondiscrimination and Diversity Policies

POLICY 3.0: EQUAL OPPORTUNITY EMPLOYMENT AND HARASSMENT PURPOSE

Clark County is an equal opportunity employer and prohibits discrimination and harassment based on race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability, HIV or Hepatitis C status, the use of a trained dog guide or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. This prohibition underscores the County's commitment to provide a work environment free from unlawful discrimination and harassment for its employees, the public it serves and those with whom the County conducts business.

3.1 EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The County's 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, veteran's 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.

4.0 DIVERSITY POLICY--PURPOSE

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization.

SCOPE: This policy applies to all employees and individuals engaged in work activities on behalf of the County including regular and project employees, temporaries, contractors, volunteers and members of the public.

Every Clark County employee has an active role and responsibility to:

- Create, establish and maintain an inclusive culture that allows each employee the opportunity to excel;
- Embrace the rich diversity of our organization and the growing diversity of our community; and
- Provide services to the public in a culturally competent manner.

2. Workforce and Labor Market Analysis

This plan includes the following: analysis of the county workforce and community labor market; comparisons of 2006, 2008, and 2011 underutilizations; identification of significant 2011 underutilizations; specific objectives related to significant underutilizations; and steps the county will take to achieve such objectives.

The 2011 Plan uses the same labor market analysis applied in 2008. The 2008 EEOP used the OR-WA PMSA (primary metropolitan statistical area) workforce data base for these job categories: Officials, Professionals-Administrators, Technicians, Protective Services-Sworn, and Protective Services-Non Sworn. The OR-WA PMSA data base is the most accurate comparison because most hires for these positions are from the greater Portland-Vancouver region. Clark County 2000 Census data was used for these job categories: Administrative Support, Skilled Craft and Service/Maintenance because the primary hiring is from Clark County.

Table A, Labor Market Analysis (next page), is how our workforce compares to the available labor market for each job category by race, ethnicity and gender. All underutilizations are listed in **Table A**. The data show: no underutilizations in 67 % (N=75) of the groups; underutilizations in 33% (N=37) of the groups; and underutilizations from a low of -1% to a high of -22%.

Table B. 2006-2011 Underutilization Comparison

Percentages of Underutilization	2006 Number of Groups	2008 Number of Groups	2011 Number of Groups
2 percent and less	50	29	29
3 to 5 percent	6	3	4
6 or more percent	3	4	4
Total	59	36	37

Table B compares the 2006, 2008, 2011 group underutilizations. A group is a job category and race-ethnic-gender comparison. For example, Hispanic males employed as Technicians is a “group”. In 2006, there were fifty nine categories with underutilization ranging from a low of -.2 % to a high of -31.3%. The total number of underutilized groups was reduced from 59 to 36 from 2006 to 2008 and remained the same from 2008 to 2011. Moreover, there were only 29 groups with no underutilizations in 2006. In 2008, this increased to 63 groups and is 67 in 2011. **Appendix F** compares underutilizations by FTE (full time equivalent) employees needed to eliminate all underutilizations. **Table C** includes underutilizations identified as significant.

Table A. Labor Market Analysis

Job Categories*	TOTAL	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	
Officials/Admins. Workforce # / %	143	74	52%	2	1%	3	2%	0	0%	1	1%	1	1%	1	1%	57	40%	0	0%	2	1%	0	0%	2	1%	0	0%	0	0%
PMSA # / %		85050	55%	2620	2%	1120	1%	515	0%	3625	2%	155	0%	1730	1%	54340	35%	1820	1%	850	0%	430	0%	2355	2%	135	0%	1175	1%
Utiliz. PMSA %		-3%		-1%		1%		0%		-1%		1%		0%		5%		-1%		1%		0%		-1%		0%		-1%	
Professionals Workforce # / %	344	154	45%	2	1%	4	1%	1	0%	9	3%	2	1%	1	0%	157	46%	4	1%	4	1%	1	0%	4	1%	1	0%	4	1%
PMSA # / %		84285	43%	2520	1%	1665	1%	380	0%	6245	3%	160	0%	1940	1%	86275	44%	2760	1%	1655	1%	525	0%	4625	2%	145	0%	1965	1%
Utiliz. PMSA %		2%		0%		0%		0%		0%		1%		-1%	2%		0%		0%		0%		-1%		0%		0%		
Technicians Workforce # / %	141	78	55%	2	1%	1	1%	1	1%	3	2%	0	0%	0	0%	47	33%	4	2%	2	1%	0	0%	1	1%	0	0%	2	1%
PMSA # / %		8650	40%	545	3%	250	1%	70	0%	655	3%	50	0%	170	1%	9930	45%	380	2%	255	0%	50	0%	570	3%	55	0%	239	1%
Utiliz. PMSA %		15%		-2%		0%		1%		-1%		0%		-1%	-12%		0%		1%		0%		-2%		0%		0%		
Prot. Serv./Sworn Workforce # / %	272	211	78%	3	1%	6	2%	2	1%	1	0%	1	0%	3	1%	38	14%	0	0%	2	1%	2	1%	0	0%	1	0%	2	1%
PMSA # / %		9080	70%	375	3%	270	2%	175	1%	170	1%	20	0%	279	2%	2230	17%	140	1%	50	0%	50	0%	40	0%	10	0%	95	1%
Utiliz. PMSA %		8%		-2%		0%		0%		-1%		0%		-1%	-3%		-1%		1%		1%		0%		0%		0%		
Prot. Serv. Non-Sworn Workforce	48	23	48%	1	2%	1	2%	0	0%	1	2%	1	2%	2	2%	19	40%	0	0%	1	2%	1	2%	0	0%	0	0%	0	0%
PMSA # / %		340	43%	4	1%	0	0%	0	0%	15	2%	4	1%	14	2%	355	45%	30	4%	0	0%	10	1%	0	0%	0	0%	20	3%
Utiliz. PMSA %		5%		1%		1%		0%		0%		2%		-2%	-5%		-4%		2%		1%		0%		0%		0%	-3%	
Admin. Support Workforce # / %	402	24	6%	2	0%	0	0%	0	0%	0	0%	0	0%	2	0%	332	83%	14	3%	5	1%	3	1%	9	2%	5	1%	4	1%
Clark # / %		12365	28%	365	1%	315	1%	45	0%	405	1%	20	0%	135	0%	27335	63%	1015	2%	335	0%	145	0%	645	2%	140	0%	245	1%
Utilization Clark %		-22%		-1%		-1%		0%		-1%		0%		0%	20%		1%		1%		1%		0%		1%		0%		
Skilled Craft Workforce # / %	93	84	90%	2	2%	1	1%	1	1%	0	0%	0	0%	0	0%	5	5%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Clark # / %		17550	85%	860	4%	210	1%	190	1%	325	2%	35	0%	170	1%	1105	5%	45	0%	10	0%	10	0%	105	0%	0	0%	10	0%
Utilization Clark %		5%		-2%		0%		0%		-2%		0%		-1%	0%		0%		0%		0%		0%		-1%		0%		
Service/Maint. Workforce # / %	78	52	67%	4	5%	2	3%	0	0%	0	0%	0	0%	1	1%	19	24%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Clark # / %		23655	50%	1975	4%	415	1%	280	1%	925	2%	85	0%	380	1%	16655	35%	1090	2%	355	1%	235	0%	1035	2%	90	0%	245	1%
Utilization Clark %		17%		1%		2%		-1%		-2%		0%		0%		-11%		-2%		-1%		0%		-2%		0%		-1%	
Total	1521																												

Cells with bold and large font are underutilizations (see also Appendix A). There are 37 groups with underutilizations

* **APPENDIX B: COUNTY POSITION AND JOB CATEGORY DESIGNATIONS**

Table C. Significant Underutilizations by FTE (full time equivalent) employees

	Males								Females							FTE Totals
	W	H	B	AI	Asian	NH	2 or more races		W	H	B	AI	Asian	NH	2 or more races	
Officials-Administrators	N/A	*			*					*			*		*	
Professionals							4					4				8
Technicians		4			*		*		20				5			29
Protective Services Sworn		5			*		*		8	3						16
Protective Services Non Sworn							*		3	3					*	6
Administrative Support	N/A	3	5		5											13
Skilled Craft		3			*		*						*			3
Service Maintenance				*	*				6	*	*	*	*		*	6
FTE Totals (significant underutilization)		15	5		5		4		37	6			9			81

Notes:
Cells with numerals are significant underutilizations (at least 3 or more FTEs employees needed to eliminate underutilization).
*** Minor underutilizations:** two or less FTEs needed to eliminate underutilization.
Blank Cells: no underutilizations.
N/A: Per DOJ guidance, underutilization of white males in administrative support should not be identified as significant.

3. Significant Underutilizations

The data was analyzed to determine **significant** underutilizations. These are displayed in **Table C**. Most underutilization would be eliminated by one or two hires or promotions. The areas of significant underutilization are those that would need **three or more new hires** to eliminate underutilization. Therefore, the significantly underutilized areas are:

- 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
- Asians: males in Administrative Support, and females in Professionals and Technicians and females in Professionals and Technicians categories
- Blacks: males in the Administrative Support category
- Two or more races: males in Professionals category
- Whites: females in Technicians, Protective Services (Sworn and Non Sworn) and Service-Maintenance categories

In addition to the above specific, significant underutilizations, the county continues to be committed to eliminating all underutilizations. The objectives and action steps in the Diversity Strategic Plan are targeted at 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 is: Hispanic: 6.4%, Blacks: 2.1%, and Asian: 3.9%. Currently, Clark County government's comparable employee percents are: Hispanic: 2.7%, Blacks: 2.2% and Asian: 1.8%.

4. 2008 Objectives

The objectives are based on the significant underutilizations identified as a result of the comparisons of the relevant community labor force for each job category and protected groups. These are written in accordance with guidance and examples provided by the DOJ for EEO Plans.

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 job categories
2. To encourage equal employment opportunities for Asians in these job categories: males in Administrative Support, and females in Professionals and Technicians and females in Professionals and Technicians categories
3. To encourage equal employment opportunities for Black males in the Administrative Support job category
4. To encourage equal employment opportunities for two or more races (males) in the Professionals category
5. To encourage equal employment opportunities for white females in these job categories: Technicians, Protective Services (Sworn and Non Sworn), and Service-Maintenance categories
6. To encourage equal employment opportunities in all County job categories.

The Clark County Diversity Strategic Plan outlines specific steps and actions to be taken to attain these objectives.

5. Dissemination of Plan

A. Internal Dissemination:

1. The EEO and Diversity 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 will be published 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. State and federal EEO notices will be posted on bulletin boards throughout the county.
6. Records of EEO applicant flow data for all positions are monitored and appropriate annual reports made to elected officials/department heads.
7. 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.

5B. External Dissemination:

1. All employment opportunity announcements contain the message: “Equal Opportunity Employer.” Prospective employees will be notified that they may obtain a copy of the EEOP on request.
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 present her/his related qualifications.
3. Recruiting sources, including minority and female organizations, bi-ennially 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 diversity of qualified applicants. Suggestions of additional sources are welcome.
4. Annually, meet with Temporary agencies to review EEO policy and plan.
5. The Clark County EEO policy statement is included in recruiting material.
6. Public work sessions with the Board of County Commissioners will be held biennially to review the county’s EEOP progress and results 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.
10. The County's Contracting Office will provide written notice to all vendors and contractors that they may obtain a copy of the County's EEOP on request.

11. 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.

12. Post electronic copies of EEOP on county internet and intranet.

Outreach Recruitment List

These organizations have expertise in sourcing and recruiting diverse applicants. They will receive information about position openings with Clark County during 2008-11.

Action Vocational Resources
Affiliated Tribes, NW Indians
Asian Family Center, Portland
Asian Pacific American Community and Support Association
Better People, OR (employment counseling)
Black Entrepreneurs of Clark County
Capital Career Center
Central City Concerns Jobs
Children's Home Society of WA
Clark Co Vocational Skills Center
CorCare (Preferred provider - health care)
Cowlitz Co – Human Resources
DePaul Treatment Centers, Inc.
Dept. of Community Corrections
Diversity Advisory Committee, Clark County
Diversity Council, WSU Vancouver
Drake, Beam, Morin, INC.
Department of Social and Health Services
Employment Security Department, Washington State
Filipino American Assoc. of Vancouver & Vicinity
Goodwill Industries
Goodwill Placement Service – Portland
League of United Latin-American Citizens, Vancouver
Hispanic Metropolitan Chamber, Portland
Hispanic Access Center, Portland
IRCO (Immigrant and Refugee Community Organization)
Job Developers
Kitsap County Personnel Department
League of United Latin American Citizens (LULAC), Clark County Chapter
Metro Community Church-Job Bank
Mid-Willamette Job Council Employment Counselor
Multicultural Community Services, Vancouver
MOSAIC (Univ. of WA Listserv for diverse applicants)
NAACP
North County Family Resource Center
Northwest China Council, Portland
NWEEO/Affirmative Action Association, Portland
Oregon Association of Minority Entrepreneurs
Oregon Commission on Asian Affairs
Oregon State Employment Division
Partners in Diversity, Portland

Private Colleges in the region (where student diversity meets or exceeds that of Clark County: 15.6%), such as: College of Legal Arts; Linfield; Pacific; Concordia; Reed; University of Portland; Willamette; Antioch-Seattle; Seattle University; Heritage College; University of Puget Sound; and St. Martin's College.

Russian Chamber of Commerce, Portland
Private Industry Council – Clark County
Private Industry Council - NE Employment & Training Center
Public colleges in the region, such as: Portland Community College; Chemeketa Community College; Clackamas Community College; Clark College; Lower Columbia College; Mt. Hood Community College Workforce Connections; Portland State University; OR State University; and WSU-Vancouver
St. John’s Evangelist Catholic Church (recruitment fairs)
SE Works Neighborhood Jobs Center
St. Vincent DePaul Rehab.
State of Oregon
Steps to Success East
Steps to Success North
Stevenson Job Service
Stonebridge Rehab.
SW WA PIC Worksource West Vancouver
Transition Project Clark Center
Urban League Urban Plaza Employment Coordinator
Veteran Organizations: i.e., US Dept of Veterans Affairs, OR and WA Dept. of Vet. Affairs & National Guard Transition Assistance Programs, Veteran Career Network, Veteran’s Affairs Desk, WSU, etc.
Vocational Rehab Dept- Oregon & WA
Vocational Rehab Division – Milwaukie
WA State Employment Security Dept – Vancouver Town Plaza
Western WA University Career Services Center
Work Force Dynamics
Youth Employment Institute
YWCA Diversity Task Force, Vancouver

2011 Comparison by Year (Significant Underutilizations) * by FTE employees (Includes all protected groups: race, ethnicity and gender)

Job Categories	2006	2008	2011
Officials-Administrators N= (new category) (2006) N=162 (2008) N=143 (2011)	16	8	
Professionals N=360 (2006) N=394 (2008) N=344 (2011)	21	12	8
Technicians N= 400 (2006) N=186 (2008) N=141 (2011)	108 (included 81 white females)	33 (includes 21 white females)	29 (includes 22 white females)
Protective Services Officials N=18 (2006) Patrol N=107 (2006) Protective Services (new categories) Sworn N=299 (2008) Non-Sworn N=57 (2008) Sworn N=272 (2011) Non-Sworn N=48 (2011)	9 52	18 7	16 6
Office Clerical-Admin. Support N= new category (2006) N=466 (2008) N=402 (2011)	16	13	13
Skilled Craft N=122 (2006) N=106 (2008) N=93 (2011)	13	12	3
Service Maintenance N=62 (2006) N=86 (2008) N=78 (2011)	9	17	6
Total	244 (out of 1,697 FTEs)	120 (out of 1,756 FTEs)	81 (out of 1,521 FTEs)

FTE: full time equivalent employees * Includes protected groups as defined by DOJ.