

# County of Yolo

## Administrative Policies and Procedures Manual

TITLE: EQUAL EMPLOYMENT OPPORTUNITY	DEPARTMENT: HUMAN RESOURCES
TYPE: <b>POLICY AND PROCEDURE</b>	DATE: SEPTEMBER 14, 2010

### A. PURPOSE

The purpose of this policy is to define the procedures by which the county will ensure that selection, hiring, and advancement of county employees is accomplished on the basis of individual merit and demonstrated abilities without regard to race, color, religion, gender, national origin, political affiliation, age as defined by law, disability, sexual orientation, genetics, or other artificial factors in compliance with Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972) and any subsequent amendments, or any other statute which provides a remedy for discrimination in employment applicable to public employees.

The provisions of this Chapter together with the County Equal Employment Opportunity and Harassment Policy and Procedure, and the current EEO Analysis and Action Plan, shall constitute the complete County of Yolo Equal Employment Opportunity Plan (EEOP).

### B. POLICY

The County of Yolo is committed to ensuring that all qualified individuals have a full and fair opportunity to compete for hiring and promotion, and to enjoy the benefits of employment with the County of Yolo. All employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal and state laws. Employment opportunities include, but are not limited to, recruitment, testing, selection, transfer, promotion, compensation, benefits, layoff, leave of absence, and training. The County believes that regular review and reporting of equal opportunity, and developing a proactive and innovative action plan to address underrepresentation will create an organization that achieves excellence and embraces diversity.

### C. APPLICABILITY

The provisions of the County's EEOP are applicable to full-time, part-time and extra help hiring and employment. The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on County premises who are employed by temporary agencies, and any other persons or firms doing business for or with the County.

### D. IMPLEMENTATION AND DISSEMINATION OF POLICY

1. The Director of Human Resources serves as the County's Equal Employment Opportunity Officer and, in addition to the responsibilities outlined in the County Equal Employment Opportunity and Harassment Policy and Procedure, shall be responsible for day-to-day implementation of the County EEOP; reviewing and reporting on the diversity of applicants and employees; implementing action plans to correct areas of underrepresentation; directing regular and proactive outreach and marketing efforts to promote and ensure diversity in the organization; providing

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regular training to employees on the equal employment opportunity plan including the county's harassment policy; complying with EEOC requirements for biennial filing of the EEO-4 report; and informing and educating employees, applicants, and the public about the County's EEOP.

2. Every employee at every level of the organization shall be responsible and held accountable for supporting a work environment that embraces diversity, is supportive of equal employment opportunities, and is free from any form of discrimination or harassment. Employees are responsible for reading and understanding County policies and procedures that prohibit discrimination and harassment, and for attending related county-sponsored training.
3. Management and supervisory personnel shall share responsibility for ensuring full and equal treatment in all departmental employment decisions in accordance with the requirements of the EEOP.
4. Department heads and elected officials shall be responsible for making a good faith effort to achieve a diverse workforce; taking positive measures to provide equal employment opportunity within their respective departments; and ensuring that managers, supervisors and other employees in their respective departments understand and comply with the County's EEOP.
5. The County's EEO policy statement shall be published on the County employment opportunities website, and the statement that Yolo County is an Equal Opportunity Employer shall be listed on every Human Resources Department page of the County's internet site, [www.yolocounty.org](http://www.yolocounty.org). The full EEOP shall also be available at all times on the County website to view, print and/or download.
6. The EEOP (including subsequent revisions) shall be distributed as follows:
  - a) A copy shall be provided to each department head and elected official;
  - b) The complete document shall be posted on the County internet site;
  - c) Employees, members of the public and any other interested party may obtain a paper or electronic copy by contacting the Yolo County Human Resources Department directly; and
  - d) An e-mail message shall be sent to County employees on an annual basis with a reminder that the full EEOP is available for review on the County website.
7. Records relating to the County's equal employment opportunity plan shall be kept for a period of at least three years.

### E. COUNTY PRACTICES IN SUPPORT OF EQUAL EMPLOYMENT OPPORTUNITY

The County conducts outreach and targeted recruitment efforts in order to create a pool of individuals with varied backgrounds who can contribute and effectively serve a diverse community.

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Recruitment, testing and selection rules are enforced with equal employment and diversity as the primary goals.

The personnel rules and practices implemented by the County to carry out its commitment to equal employment include:

- a) Displaying posters regarding equal employment opportunity in areas highly visible to employees;
- b) Reviewing job classifications on a regular and ongoing basis to ensure there are no arbitrary barriers to equal employment and sufficient opportunity for entry-level employment;
- c) Reviewing recruitment rules and procedures on a regular and ongoing basis to identify and eliminate barriers to equal employment;
- d) Maintaining an “interest card” and “Application-on-File” system where potential applicants can receive an e-mail alert and apply online when the County begins accepting applications for the position they’ve identified;
- e) Analyzing applicant flow data to assist in determining effective targeted recruitment strategies to attract a candidate pool that is reflective of the diversity of the Yolo County population;
- f) Ensuring that selection examinations are valid, job-related and non-discriminatory;
- g) Training individuals involved in the recruitment, testing and/or selection of personnel on the requirements of equal employment opportunity law, the requirements of federal and state nondiscrimination laws, and the requirements of the County’s EEOP; and
- h) Requiring departments to interview all candidates certified for a vacancy prior to making a final selection and offer of employment.

### F. ANALYSIS OF COUNTY WORKFORCE AND APPLICANT POOL

1. The Human Resources Department shall survey the composition of the County’s workforce and applicants for employment to evaluate the County’s success in implementing this plan and to determine whether any monitored group, as defined in statute, is underrepresented.
2. The survey of the County workforce shall be measured against the available workforce within the geographic boundaries of Yolo County. The data source for the composition of the available workforce shall be the most current U.S. Census statistics.
3. The results of the survey shall be summarized in a written report titled “EEO Analysis and Action Plan.” Contents of the written report shall include, but are not limited to:
  - a) An introduction containing basic information about the County, an overview of its personnel management and operations, the County’s policy statement regarding equal employment opportunity, and the effective date and duration of the EEOP. The personnel management and operations overview shall include a brief summary of the County’s ongoing equal

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- employment opportunity efforts, progress in meeting EEO objectives and the current status of EEO efforts.
- b) A statistical overview of the County's workforce for each EEO job category identified by gender within each racial and national origin group and converted into percentages.
  - c) A statistical overview of the available community workforce for each EEO job category identified by gender within each racial and national origin group and converted into percentages.
  - d) A utilization analysis that compares the County's workforce with that of the available community workforce in order to determine if, and in what job categories, monitored categories are underrepresented in the County workforce. This utilization analysis is obtained by subtracting the percentages of the available workforce from the percentages of the County workforce for all categories.
    - 1) Underrepresentation is determined to exist whenever the percentage of the County's workforce or applicants for any monitored group is less than the percentage of the same group in the available workforce.
    - 2) Significant underrepresentation exists when the percentage of the County's workforce or applicants for any monitored group falls below 80% of the available workforce.
  - e) A narrative that interprets the utilization analysis, identifies areas of underutilization, identifies specific objectives to address underutilization, defines the steps to be taken to meet the identified objectives, and communicates the County's plan to disseminate the EEOP to all personnel and applicants.
4. The EEO Analysis and Action Plan shall be prepared every odd-numbered year using June 30 data of that year and shall be disseminated by following the procedure outlined for the dissemination of the EEOP.