

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting an Equal Employment)
Opportunity Plan)
_____)

ORDER NO. 59-00

WHEREAS, the County has adopted and is subject to the Columbia County Civil Service Ordinance (Ordinance No. 98-8) and the Columbia County Personnel Ordinance (Ordinance No. 95-5); and

WHEREAS, these Ordinances dictate the policy of Columbia County to be fair and impartial in all of its relations with its employees or applicants for employment and to adhere to the concepts of equal employment opportunity as a necessary element of its human resources management program. Discrimination on the basis of race, sex, color, religion, national origin, age, sexual orientation, political affiliation, marital status, military reservist status, ancestry, disability or veteran status (except where there are bona fide occupational qualifications), is prohibited by all employees of Columbia County. This policy applies to, but is not limited to, recruitment, promotion, hiring, layoff, dismissal, upgrading, demotion, transfer, rates of pay, fringe benefits, training or other forms of compensation, use of facilities, social and recreational programs, and other terms, conditions and privileges of employment for all job classifications at the County; and

WHEREAS, the County has applied for a grant through the Violent Offender Incarceration and Truth-in-Sentencing Incentive (VOI-TIS); and

WHEREAS, the following information applies to that grant:

| | | |
|------------------|--|--------------|
| Project Title: | Columbia County Jail | |
| Grantee: | Columbia County | |
| Grant Number: | 96-305 | |
| Project Number: | Jail | |
| Funding Level: | \$370,500 (Grant Funds) \$41,167 (Matching) | |
| Program Contact: | Lt. Jim Gibson, Jail Manager | 503-397-7212 |
| Fiscal Contact: | Ruth Baker, Finance Director | 503-397-7252 |
| EEOP Contact: | Jean Ripa, Human Resources Director | 503-397-7264 |
| Address: | County Courthouse, St. Helens, Oregon 97051; and | |

WHEREAS, to comply with the provisions of the above grant, the County must provide a certification that it has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301, et seq, subpart E.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Equal Employment Opportunity Plan, attached as Exhibit "A" is adopted by the County, to be effective immediately and to remain effective through the duration of the grant and until such time as it may be formally updated or removed as a policy of the County; and

IT IS HEREBY FURTHER ORDERED that the Human Resources Director is responsible for developing, maintaining, implementing and updating, as needed, the County's Equal Employment Opportunity Plan, subject to approval by the Board of County Commissioners..

DATED this 14th day of June, 2000.

**BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

By: Jack A. Peterson
Jack Peterson, Chair

By: Rita M. Bernhard
Rita Bernhard, Commissioner

By: Anthony Hyde
Anthony Hyde, Commissioner

Approved as to form

By: John Kelly
Office of County Counsel

EXHIBIT "A"

Columbia County
Equal Employment Opportunity
Plan

June 2000

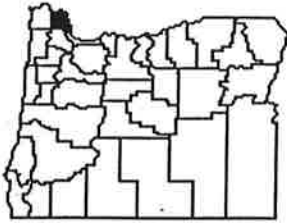
Columbia County, Oregon

Equal Employment Opportunity Plan

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Introduction/County Overview



Columbia County, Oregon

Equal Employment Opportunity Plan

Introduction/County Overview

Columbia County was established on January 16, 1854. The County contains the cities of:

| <u>City</u> | <u>Population</u> ¹ |
|---------------|--------------------------------|
| Clatskanie | 1,870 |
| Columbia City | 1,665 |
| Prescott | 60 |
| Rainier | 1,810 |
| Scappoose | 4,970 |
| St. Helens | 9,300 |
| Vernonia | 2,420 |



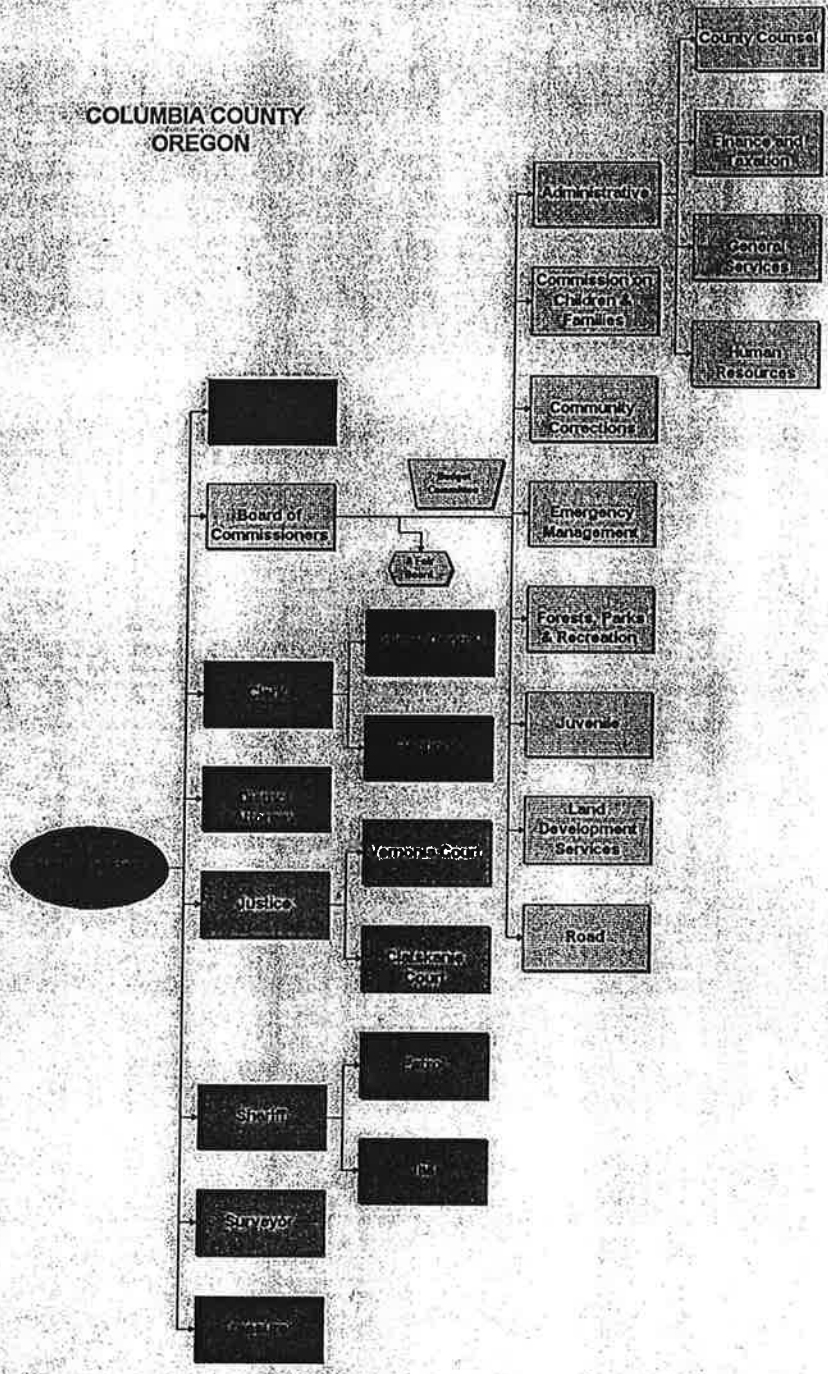
The County seat is in St. Helens. The County's estimated population as of July 1, 1999 is 42,650¹. The principal industries are agriculture, lumber, industry, fishing and tourism. The majority of the population of the County lives in the South County area. Scappoose is approximately 20 miles from the Portland city limits. Many of the South County residents are estimated to commute and work in the Portland/Vancouver metropolitan area.

Organization

The County is organized into 22 different departments, the majority of which report to the elected three member Board of County Commissioners. The County also elects its Assessor, Clerk, Sheriff, Surveyor, Treasurer and Justice of the Peace for the Clatskanie and Vernonia areas. A District Attorney is also elected, but is considered to be a State office. As of the date of adoption of this EEOP, the County has 167 regular employees (both full and part-time) with approximately 5-20 temporary employees on the payroll at any one time. The following is the County's organizational chart:

¹Center for Population Research and Census, Portland State University, December 17, 1999 (see www.upa.pdx.edu/CPRC/Final99.pdf)

**COLUMBIA COUNTY
OREGON**



Rules Guiding the Human Resources Management Program

The County's hiring processes are guided by either the Civil Service Ordinance or the Personnel Ordinance, each with its own set of respective Rules. Columbia County voters enacted a Civil Service Act in 1960. The Civil Service Ordinance and Rules underwent their first major revision in 1996. Nearly 90% of the County's regular employees are subject to the Civil Service Rules.

The Personnel Rules, which were first adopted in 1995, mirror closely the Civil Service hiring rules. The hiring rules in the Personnel Rules apply to all non-Civil Service employees. The other portions of the Personnel Rules apply to all County employees.

Both these sets of Rules (the relevant portions of which are attached at the end of this section) exist to ensure that equal opportunity is provided to qualified persons to enter County employment on a basis of demonstrated merit and fitness to be ascertained by competitive examinations and, further, to ensure that equal opportunity is provided to qualified employees to advance by promotion on the same basis. The hiring processes at the County were developed to help assure impartial treatment of applicants and employees in all aspects of human resources administration without regard to political affiliation, race, religion, color, ancestry, sex, age, marital status, national origin, sexual orientation, military reservist status, veteran or disability status.

The County's Personnel Rules also contain a rule on the County Affirmative Action Program (a copy of which is attached) which reaffirms its official policy of non-discrimination towards any qualified employee or applicant for employment. Discrimination on the basis of race, sex, color, religion, national origin, age, sexual orientation, political affiliation, marital status, military reservist status, ancestry, disability or veteran status (except where there are bona fide occupational qualifications), is prohibited by all employees of Columbia County. This policy applies, but is not limited to, recruitment, promotion, hiring, layoff, dismissal, upgrading, demotion, transfer, rates of pay, fringe benefits, training or other forms of compensation, use of facilities, social and recreational programs, and other terms, conditions and privileges of employment for all job classifications at the County. All personnel actions are to be administered in accordance with this Rule. This Rule has been disseminated to all County employees and is available to all affected members of the community and relevant labor market.

The Human Resources Director is charged with overseeing all aspects of the human resources management program, including the equal employment opportunity program and plan at Columbia County.

Current Recruitment Efforts

The County recruits widely throughout the community and, when appropriate, throughout the State. Advertisements for open positions are placed in all local newspapers (of which there are four, one in each geographical area of the community), posted on the County's web site, sent to the Oregon Employment Department for posting, and, at times, advertised in *The Oregonian*

newspaper (usually for non-clerical or non-administrative support positions).

This allows the County to reach and attract as a wide a variety as possible of potential employees in the available workforce. The County advertises its commitment as an equal employment opportunity employer in each advertisement.

Current Community and Employer Workforces

The community's population reflects a low percentage of minorities in the available workforce. Overall statistics (the 1990 Census) shows minorities make up only 2.56% of the available workforce in the community. If Hispanics are included, this percentage is 4.33%.

Minorities account for 3.79% of the County's workforce. This puts the County's workforce on a par with the percentage of minorities available in the community workforce.

The community's population reflects a lower percentage of females, 40.6% in the available workforce. The County's workforce is higher at 41.8%.

Due to funding difficulties, the County has not substantially added to its staff in any area in some time and is not anticipating being able to do so in the near future. The County also has very little turnover in most of its positions. Until the County has the opportunity to add staff or have a large group of employees retire, the breakdown of the County's workforce is unlikely to change. The sole exception to this is the addition of some new staff (5-9 positions) when the new County Jail is in operation.

In the County Jail, the County established a bona fide occupation qualification (BFOQ) in September 1995 that allowed the County to set aside three Corrections Deputy vacancies for female only hires. Since then, the County has increased the number of female Corrections Deputies from one on staff to four on staff.

The County is planning to re-establish this BFOQ to meet the staffing requirements of the new Jail. It is anticipated that we will increase the set aside to six Corrections Deputies designated as female only.

In some areas, such as Juvenile Probation Officer and Adult Probation/Parole Officer, the County has been able to recruit and add female staff. For instance, half of the County's Juvenile Probation Officers are female and two of the five Adult Probation/Parole Officers are female. Further, of the seven department head level managers hired in the past five years, three have been female.

The County does not currently track the EEO status of applicants for positions at the County.

Effective Date and Duration

This EEOP is adopted pursuant to Order No. ___-00 which is incorporated here by this reference.

Columbia County, Oregon

CIVIL SERVICE RULES

Approved at General Election: November 8, 1960
Revised, Effective May 10, 1976
Revised, Effective May 3, 1996
Revised, Effective October 21, 1998

R U L E 1
GENERAL STATEMENT OF POLICY

Sec. 1 Purpose of Rules. The purpose of these Rules is to implement and to give effect to the provisions of the Columbia County Civil Service Ordinance ("Ordinance") pursuant to the following objectives:

A. To ensure that equal opportunity is provided to qualified persons to enter County employment on a basis of demonstrated merit and fitness to be ascertained by competitive examinations.

B. To ensure that equal opportunity is provided to qualified employees to advance by promotion on a basis of demonstrated merit and fitness to be ascertained by competitive examinations.

C. To promote and increase economy, productivity and efficiency of County employees.

D. To establish and maintain a uniform plan of classification and pay based on the relative duties and responsibilities of employment with the County.

E. To develop a program of recruitment and advancement that will contribute to attracting and retaining qualified persons for County service.

F. To provide that employment in the County service be subject to proper conduct on the job, the satisfactory performance of work, the necessity for the performance of work, and the availability of funds.

G. To assure impartial treatment of applicants and employees in all aspects of human resources administration without regard to political affiliation, race, religion, color, ancestry, sex, age, marital status, national origin, sexual orientation, military reservist status, veteran or disability with proper regard for their privacy and constitutional rights as citizens.

H. To assure that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office.

I. To provide a forum for applicants and employees to protest perceived unreasonable employment actions and to have such actions investigated and reviewed.

Sec. 2 Application of Rules. These Rules shall apply to all classified positions and employees in the classified service of Columbia County.

These rules shall supersede any related portions of the Personnel Rules in reference to classified positions.

R U L E 7
EXAMINATION, CERTIFICATION, APPOINTMENT AND TRANSFER

All classified appointments shall be made in accordance with these Rules. No question in any written or oral test, on any application form, or by any department head shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin, sex, sexual orientation, marital status, age, religion, military reservist status, veteran, disability or political affiliation unless it is necessary to determine bona fide qualifications for a position. Certain information may be required by the Chief Examiner to collect data relevant to the provisions of the County's affirmative action plan, if any, or as required by federal Equal Employment Opportunity Commission (EEOC).

Sec. 1 Announcements and Applications.

A. Determination to Hold Examination. The Chief Examiner shall determine when an examination will be given to establish an eligible list for a class. Examinations may be announced in the absence of an eligibility list, or when an eligibility list is about to be exhausted or abolished.

B. Announcements and Recruiting. Public announcement of all entrance examinations shall be made at least ten (10) business days in advance of the final closing date for the receipt of applications. Such notice shall be made by posting an announcement on the bulletin boards of the County and the Chief Examiner shall supplement this with a reasonable effort to attract qualified persons for the examination. Notice of a promotional examination shall be made by posting an announcement on bulletin boards within the County for a period of at least five (5) business days. Announcements of examinations shall specify the title and pay for the class, the duties to be performed, the minimum qualifications required, the final date on which applications will be received, and all other conditions of the examination which the Chief Examiner determines should be included.

C. Filing Applications. All applications shall be properly made out on forms prescribed by the Chief Examiner and filed with the Commission prior to the last date for filing as given in the examination announcement. Applications filed with the Commission shall become the property of the Commission. It is the responsibility of the applicant to notify the Commission of any change in address. Incomplete or unsigned applications will not be accepted.

D. Disqualification of Applicants. Applicants may be refused an opportunity to take an examination and qualified applicants may be refused certification or may be removed from the certified list as determined by the Chief Examiner for any of the following reasons:

1. Failure to meet the standard published requirements for the class for which the application is made;
2. Failure to furnish true statements of material facts;
3. Practice or attempted practice of fraud or deception in connection with the filing of an application;

4. Failure of an applicant, after notification, to be promptly present at the time and place designated for any portion of an examination;
5. The applicant has taken the same examination within the six (6) months preceding the examination;
6. The applicant has used, or attempted to use, political pressure or bribery to secure an advantage in testing or appointment.

E. Review of Disqualification. An applicant whose application has been disqualified may request the Chief Examiner in writing to reconsider the applicant's qualifications, stating the reason for the request. The Chief Examiner shall consider such request, provided it shall have been received no later than seven (7) days after the date of mailing of notification of disqualification. The decision of the Chief Examiner with respect to any such request shall be in writing. Applicants may be admitted to an examination by the Chief Examiner pending consideration of a written request for review. Admission to an examination under such circumstances, however, is conditional, and a decision of the Chief Examiner against the applicant shall result in the destruction of the conditional examination papers and the applicant shall receive no score thereon, subject to the right of the applicant to appeal the decision to the Commission.

Sec. 2 Examinations.

A. Scheduling of Examinations. Examinations shall be scheduled at such time or times as the Chief Examiner may approve and may be postponed by order of the Chief Examiner if the best interests of the County will be served thereby.

B. Preparing and Conducting Examinations. The Chief Examiner shall prepare or cause to be prepared all examinations, and the questions or tests shall be approved by the Chief Examiner prior to the holding of an examination. All examinations shall be open to all persons who meet the minimum qualifications required.

C. Form of Examinations. Examinations shall be competitive and shall, in the judgment of the Chief Examiner, fairly test and determine the qualification, fitness and ability of an applicant to perform the duties of the class for which the applicant seeks appointment. Examinations may include but are not necessarily limited to performance tests, experience and education ratings, oral examinations, demonstrations of skill and tests of ability to perform the essential functions of the job, with or without reasonable accommodation. Such tests may be used in conjunction with, or may be substituted for, written examinations.

D. Retake of Examinations. Applicants who fail an examination shall not be permitted to retake the exam during that examination process but shall be permitted to compete again when the position is next announced, subject to the provisions of Section 1 (D) above.

On certain performance tests, more than one opportunity to take the test may be offered. A retake of a performance test shall be at the discretion of the Chief Examiner and shall depend on such

facts as the number of applicants, time to administer the test and the level of the applicant's performance on the initial test.

E. Grading of Examinations. The Chief Examiner shall determine a final score for each applicant's examination, computed in accordance with the weights for the several parts established by the Chief Examiner. Failure in any part of the examination shall disqualify the applicant in the entire examination. All applicants for the same position shall be accorded uniform and equal treatment in all phases of the examination procedure.

The Chief Examiner shall utilize appropriate techniques and procedures in rating the results of examinations and in determining the passing score for the examination.

F. Examination Results. No examination shall be deemed to have been completed until the gradings have been determined, the general averages computed and the eligibility list established. No person taking an examination will acquire any ranking whatsoever until the Chief Examiner has formally established the eligibility list. All applicants shall be mailed a written notification of the results of their competition in the examination usually within fourteen (14) days after the date of the establishment of the eligibility list.

G. Inspection and Review of Examination Papers. Any applicant shall have the right to inspect the applicant's examination paper, not the scoring key, and the markings given thereon within ten (10) business days after the date of notification of the score. The examination papers of applicants, however, are not open to inspection by the public or by other applicants. The references received shall be deemed confidential to the extent authorized by law and shall not be open to the applicant or to other applicants or to the public.

H. Review of Examination Ratings. An applicant who has taken an examination may request the Chief Examiner, in writing, to review the rating in any part of such examination to assure that uniform rating procedures have been applied equally and fairly. Such request must state the reasons and be filed at the office of the Chief Examiner within ten (10) days after the date on which notification of the results of such examination was mailed to the applicant. A rating in any part of an examination shall not be changed unless compliance with the foregoing conditions has been made and unless it is found by the Chief Examiner that an error which resulted in adverse impact in the scoring has been made. The decision of the Chief Examiner with respect to a review or change shall be in writing. A correction in the rating shall not affect a certification or appointment which may have already been made from the list.

I. Preservation of Examination Papers. Examination papers shall be preserved for a period of at least three (3) years after the establishment of the eligibility list, after which time the papers of applicants may be destroyed.

J. Special Examinations. If an applicant failed to take or complete an examination because of an error or oversight that is the fault of the Commission, a special examination may be given. The claim for such an examination shall be presented in writing to the Chief Examiner within ten (10) days after the date of the original examination. If the Chief Examiner finds and records, in writing, that the applicant's failure to take or complete an examination was the fault of the Commission, the Chief Examiner may cause a special examination to be constructed and graded

on a pattern similar to the original examination given. However, the Chief Examiner is not obligated to provide any such special examination.

K. Promotional Examinations. When the Chief Examiner believes there are qualified and interested employees currently employed by the County, the examination may be designated as promotional and recruiting restricted to those current County employees who have at least six months of service as a regular County employee.

L. Preference for Veterans.

1. Veterans, as defined by Oregon law, who have successfully completed all phases of an entrance exam for a classified position, shall be accorded five (5) points to be added to passing grades on examinations. To the score of a disabled veteran, as defined by Oregon law, who has passed an entrance exam for a classified position, ten (10) points shall be added. (Ref. ORS 408.230)

2. Candidates for veteran's preference shall fill out the required personnel form and proof of eligibility for preference shall be provided by the veteran on form DD-214 or other satisfactory evidence showing honorable service and length of service. In addition, disabled veterans shall submit proof of current disability certified by the United States Veterans Administration.

M. Examination of Full-Time and Part-Time Employees. Appointing authorities shall grant regular full-time and .5 FTE or greater part-time regular employees time off with pay to take any of the Columbia County examinations.

Sec. 3 Establishment of Eligibility Lists. After each examination, the Chief Examiner shall prepare a list of those applicants who have successfully passed all parts of the examination.

A. Order of Names. The names of successful applicants shall be placed on the list in the order of their final ratings, starting with the highest. If two or more applicants have final ratings which are identical, they shall be deemed to hold the same ranking on the list.

B. Duration of List. Each entrance and promotional list shall normally remain in force for one (1) year from the date of its establishment, except that at the discretion of the Chief Examiner, this period may be reduced or extended, not to exceed thirty (30) months, or may be terminated at any time, if, in the Chief Examiner's opinion, the best interests of the County would be served thereby.

C. Removal of Names from List. The Chief Examiner may remove the names of an applicant from a list:

1. For any of the causes listed in Section 1 (D);
2. If the applicant fails to reply within seven (7) business days from the date of mailing of a written inquiry mailed to the applicant's last known address;

3. If the applicant declines an appointment;
4. If the applicant is certified but does not want to be considered for a position in the class;
5. If the applicant has been considered three times but not appointed to any of the available positions in the class;
6. If the applicant requests removal;
7. If the applicant is found not suitable for all of the available positions in the class;
8. If the applicant is appointed to a position in the class or a higher class in the County;
9. If the applicant is appointed to a position which is promotional to the class for which the list was established;
10. If the applicant received promotional preference and has been separated from the County service for reasons other than layoff.

D. Restoration of Names to List. An applicant's name shall be reinstated to a list in the same relative position as that originally held upon showing of cause satisfactory to the Chief Examiner or in accordance with a decision resulting from Section 3 (E).

E. Request for Reconsideration of Removal from List. An applicant whose name has been removed from a list for any of the reasons specified above in Section C may request in writing the Chief Examiner to reconsider. The Chief Examiner, after investigation, shall make a decision, which shall be in writing, and the applicant shall be mailed a notification of such decision by the Chief Examiner.

Sec. 4 Certification.

A. Requisition. Whenever a vacancy is to be filled other than by transfer or demotion, the appointing power shall request, upon the prescribed form, the certification of the names of applicants eligible for such vacancy.

B. Certification of Eligible Applicants. Upon receipt of a request for certification of eligible applicants, the proper number of available applicants shall be certified from an appropriate list. The Chief Examiner shall provide a certified list as follows:

1. The number of names certified from the entrance list shall be five (5) for one vacancy with two (2) additional names for each additional vacancy, plus the names of all applicants who have the same whole number base score as the individual ranking lowest on the certificate.
2. The number of names certified from the promotional list shall be three (3) for one vacancy with one (1) additional name for each additional vacancy, plus the names of all

Columbia County, Oregon

PERSONNEL RULES

**ADOPTED JULY 1995
REVISED JULY 1996
REVISED JULY 1997**

RULE 4
RECRUITMENT, EXAMINATION, APPOINTMENT AND PERSONNEL CHANGES

All appointments shall be made in accordance with these Rules. No question in any written or oral test, on any application form, or by any department head shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin, sex, sexual orientation, marital status, age, religion, military reservist status, veteran, disability or political affiliation unless it is necessary to determine bona fide qualifications for a position. Certain information may be required by the Human Resources Department to collect data relevant to the provisions of the County's affirmative action plan, if any, or as required by federal Equal Employment Opportunity Commission (EEOC).

4.1. Announcements and Applications.

4.1.1. Determination to Hold Examination. The Human Resources Director shall determine when an examination shall be given to establish an eligible list for a class. Examinations may be announced in the absence of an eligible list, or when an eligible list is about to be exhausted or abolished.

4.1.2. Announcements and Recruiting. Public announcement of all examinations shall be made at least ten (10) business days in advance of the final closing date for the receipt of applications. Such notice shall be made by posting an announcement on the bulletin boards of the County and the Human Resources Director shall supplement this with a reasonable effort to attract qualified persons for the examination. Other provisions of this Rule notwithstanding, notice of a promotional examination shall be made by posting an announcement on bulletin boards within the County for a period of five (5) business days. Announcements of examinations shall specify the title and salary range or rate of pay for the class, the duties to be performed, the minimum qualifications required, the final date on which applications will be received, and all other conditions of the examination which the Human Resources Director determines should be included.

4.1.3. Filing Applications. All applications shall be properly made out on forms prescribed by the Human Resources Director and filed with the Human Resources Department of the County prior to the last date for filing as given in the examination announcement or postmarked before midnight of that date. Applications filed with the County shall become the property of the County. It is the responsibility of the applicant to notify the Human Resources Department of any change in address.

4.1.4. Disqualification of Applicants. Applicants may be refused an opportunity to take an examination and qualified applicants may be refused certification or may be removed from the certified list as determined by the Human Resources Director for any of the following reasons:

- A. Failure to meet the standard published requirements for the class for which the application is made;
- B. Failure to furnish true statements of material facts;
- C. Practice or attempted practice of fraud or deception in connection with the filing of an

RULE 13
AFFIRMATIVE ACTION PROGRAM

13.1. Policy Statement. It is the policy of Columbia County to be fair and impartial in all of its relations with its employees or applicants for employment and to adhere to the concepts of equal employment opportunity and affirmative action as a necessary element of basic merit system principles.

AFFIRMATION OF POLICY

The Columbia County Board of Commissioners hereby reaffirms its official policy of non-discrimination towards any qualified employee or applicant for employment. Discrimination on the basis of race, sex, color, religion, national origin, age, sexual orientation, political affiliation, marital status, military reservist status, ancestry, disability or veteran status (except where there are bona fide occupational qualifications), is prohibited by all employees of Columbia County. This policy will apply, but not be limited to, recruitment, promotion, hiring, layoff, dismissal, upgrading, demotion, transfer, rates of pay, fringe benefits, training or other forms of compensation, use of facilities, social and recreational programs, and other terms, conditions and privileges of employment for all job classifications. All personnel actions will be administered in accordance with this Rule. This Rule shall be disseminated to all County employees and be available to all affected members of the community and relevant labor market.

13.2. Responsibility. The Board of County Commissioners will delegate the final responsibility for the administration of any Affirmative Action Program to the Human Resources Director, who will act as the County's Affirmative Action Officer. The Human Resources Director will have the responsibility for recommending necessary changes in policies and procedures to effectively meet the goals of the program.

13.3. Appeal of Alleged Discriminatory Action. If an employee or a candidate for appointment to an unclassified or exempt service position with the County feels that his or her civil rights have been violated, that person shall file a written appeal to the Affirmative Action Officer. Such an appeal shall be filed within ten (10) business days from the date of action or within ten (10) business days from the date when the claimant gains knowledge, or reasonably should have gained knowledge, of the action. The Board of County Commissioners shall hear the appeal within thirty (30) calendar days after receipt of the request. The Board of County Commissioners shall furnish the appointing authority concerned with a copy of the appeal in advance of the hearing.

If a candidate for appointment to a classified position with the County feels that the candidate's civil rights in employment have been violated, the candidate shall file a written appeal to the Affirmative Action Officer. Such an appeal shall be filed within ten (10) business days from the date of action or within ten (10) business days from the date when the claimant gains knowledge, or reasonably should have gained knowledge, of the action. The Civil Service Commission shall hear the appeal within thirty (30) calendar days after receipt of the request. The Civil Service Commission shall furnish the appointing authority concerned with a copy of the appeal in advance of the hearing.

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Breakdown:

County Workforce

AGENCY'S WORKFORCE

MALE

FEMALE

| JOB CATEGORY | TOTAL | MALE | | | | | | FEMALE | | | | | |
|--------------------------|-------------|-------------|------------|-------------|---|------|-----------|---------------|---|-------------|------------|------|------------|
| | | Total Males | B | W | H | A/PI | AI/AN | Total Females | B | W | H | A/PI | AI/AN |
| Officials/Administrators | 20 12.7% | 15 75% | | 15 75% | | | | 5 25% | | 5 25% | | | |
| Professionals | 6 3.8% | 4 66.67% | | 4 66.67% | | | | 2 33.33% | | 2 33.33% | | | |
| Technicians | 33 20.9% | 20 60.6% | | 19 57.6% | | | 1 3% | 13 39.4% | | 12 36.4% | 1 3% | | |
| Protective Services | 34 21.5% | 30 88.2% | 1 2.9% | 28 82.4% | | | 1 2.9% | 4 11.8% | | 3 8.8% | | | 1 2.9% |
| Para-Professional | 8 5.1% | 1 12.5% | | 1 12.5% | | | | 7 87.5% | | 7 87.5% | | | |
| Office/Clerical | 32 20.3% | 0 0% | | | | | | 32 100% | | 32 100% | | | |
| Skilled Craft | 5 3.2% | 5 100% | | 5 100% | | | | 0 0% | | | | | |
| Service/Maintenance | 20 12.7% | 17 85% | | 16 80% | | | 1 5% | 3 15% | | 3 15% | | | |
| TOTALS | 158 100% | 92 58.2% | 1 0.63% | 88 55.7% | 0 | 0 | 3 1.9% | 66 41.8% | 0 | 64 40.5% | 1 0.63% | 0 | 1 0.63% |

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

Breakdown:

Community Workforce

COMMUNITY LABOR STATISTICS¹ (CLS)

| Job Category | TOTAL | MALES | | | | | | FEMALES | | | | | |
|----------------------------|-----------------------|-----------------------|--------------------|-----------------------|---------------------|--------------------|---------------------|-----------------------|----------|-----------------------|--------------------|--------------------|--------------------|
| | | Total Males | B | W | H | A/PI | AI/AN | Total Females | B | W | H | A/PI | AI/AN |
| Officials / Administrators | 1404 9.4% | 842 60.0% | | 822 58.5% | 14 1.0% | 6 0.4% | | 562 40.0% | | 525 37.4% | 20 1.4% | 13 0.9% | 4 0.3% |
| Professionals | 1826 12.2% | 726 39.8% | | 711 38.9% | 6 0.3% | 9 0.5% | | 1100 60.2% | | 1063 58.2% | 4 0.2% | 22 1.2% | 8 0.4% |
| Technicians | 392 2.6% | 234 59.7% | | 213 54.3% | 7 1.8% | 8 2.0% | 6 1.5% | 158 40.3% | | 144 91.1% | 8 2.0% | | 6 1.5% |
| Protective Services | 375 2.5% | 321 85.6% | | 299 79.7% | 10 2.7% | 4 1.1% | 8 2.1% | 59 14.4% | | 59 14.4% | | | |
| Para-Professional | NA ² | | | | | | | | | | | | |
| Office/Clerical | 2328 15.5% | 388 16.7% | | 379 16.3% | | 4 0.2% | 5 0.2% | 1940 83.3% | | 1887 81.1% | 36 1.5% | | 17 0.7% |
| Skilled Craft | 2818 18.8% | 2594 92.1% | 2 0.1% | 2523 89.5% | 45 1.6% | 7 0.2% | 17 0.6% | 224 7.9% | | 194 6.9% | | 17 0.6% | 13 0.5% |
| Service/Maintenance | 5838 39% | 3799 65.1% | 7 0.1% | 3567 61.1% | 90 1.5% | 46 0.8% | 89 1.5% | 2039 34.9% | | 1947 33.4% | 30 0.5% | 26 0.5% | 46 0.8% |
| TOTALS | 14981 100% | 8904 59.4% | 9 0.06% | 8514 56.8% | 172 1.1% | 84 0.6% | 125 0.8% | 6077 40.6% | 0 | 5819 38.8% | 98 0.7% | 78 0.5% | 94 0.6% |

KEY

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

¹ From 1990 Census information. See <http://govinfo.kerr.orst.edu/eo.html>

² The Census statistics were not broken down into this category

Comparison
and
Identification of Underutilization
(Numerical Analysis and Narrative)

UTILIZATION ANALYSIS

| JOB GROUP CATEGORY (CL S - Community Labor Statistics) | MALE | | | | | | | FEMALE | | | | | |
|--|--------------|--------------|--------------|-----------|------------|-----------|-----------------|---------------|--------------|-------|------------|-----------|-----------------|
| | TOTALS | Total Males | White | Black | Hispanic | Asian | American Indian | Total Females | White | Black | Hispanic | Asian | American Indian |
| OFFICIALS/EXECUTIVES | | | | | | | | | | | | | |
| Workforce # / % | 20 / 12.7% | 15 / 75% | 15 / 75% | 0 | 0 | 0 | 0 | 5 / 25% | 5 / 25% | 0 | 0 | 0 | 0 |
| CLS # / % | 1404 / 9.4% | 842 / 60.0% | 822 / 58.5% | 0 | 14 / 1.0% | 6 / 0.4% | 0 | 562 / 40.0% | 525 / 37.4% | 0 | 20 / 1.4% | 13 / 0.9% | 4 / 0.3% |
| Utilization % | - NA | +15% | +16.5% | - | -1.0% | -0.4% | - | -15% | -12.4% | - | -1.4% | -0.9% | -0.3% |
| PROFESSIONALS | | | | | | | | | | | | | |
| Workforce # / % | 6 / 3.8% | 4 / 66.67% | 4 / 66.67% | 0 | 0 | 0 | 0 | 2 / 33.33% | 2 / 33.33% | 0 | 0 | 0 | 0 |
| CLS # / % | 1826 / 12.2% | 726 / 39.8% | 711 / 38.9% | 0 | 6 / 0.3% | 9 / 0.5% | 0 | 1100 / 60.2% | 1063 / 58.2% | 0 | 4 / 0.2% | 22 / 1.2% | 8 / 0.4% |
| Utilization % | NA | +26.87% | +27.77% | - | -0.3% | -0.5% | - | -26.87% | -24.87% | - | -0.2% | -1.2% | -0.4% |
| TECHNICIANS | | | | | | | | | | | | | |
| Workforce # / % | 33 / 20.9% | 20 / 60.6% | 19 / 57.6% | 0 | 0 | 0 | 1 / 3.0% | 13 / 39.4% | 12 / 36.4% | 0 | 1 / 3.0% | 0 | 0 |
| CLS # / % | 392 / 2.6% | 234 / 59.7% | 213 / 54.3% | 0 | 7 / 1.8% | 8 / 2.0% | 6 / 1.5% | 158 / 40.3% | 144 / 36.7% | 0 | 8 / 2.0% | 0 | 6 / 1.5% |
| Utilization % | NA | +0.9% | +3.3% | - | -1.8% | -2.0% | +1.5% | -0.9% | -0.3% | - | +1.0% | - | -1.5% |
| PROTECTIVE SERVICES | | | | | | | | | | | | | |
| Workforce # / % | 34 / 21.5% | 30 / 88.2% | 28 / 82.4% | 1 / 2.9% | 0 | 0 | 1 / 2.9% | 4 / 11.8% | 3 / 8.8% | 0 | 0 | 0 | 1 / 2.9% |
| CLS # / % | 375 / 2.5% | 321 / 85.6% | 299 / 79.7% | 0 | 10 / 2.7% | 4 / 1.1% | 8 / 2.1% | 59 / 14.4% | 59 / 14.4% | 0 | 0 | 0 | 0 |
| Utilization % | NA | +2.6% | +2.7% | +2.9% | -2.7% | -1.1% | +0.8% | -2.6% | -5.6% | - | - | - | +2.9% |
| PARAPROFESSIONAL | | | | | | | | | | | | | |
| Workforce | 8 / 5.1% | 1 / 12.5% | 1 / 12.5% | 0 | 0 | 0 | 0 | 7 / 87.5% | 7 / 87.5% | 0 | 0 | 0 | 0 |
| CLS # / % | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| Utilization | NA | - | - | - | - | - | - | - | - | - | - | - | - |
| OFFICE/CLERICAL | | | | | | | | | | | | | |
| Workforce | 32 / 20.3% | 0 / 0% | 0 | 0 | 0 | 0 | 0 | 32 / 100% | 32 / 100% | 0 | 0 | 0 | 0 |
| CLS #/O/o | 2328 / 15.5% | 388 / 16.7% | 379 / 16.3% | 0 | 0 | 4 / 0.2% | 5 / 0.2% | 1940 / 83.3% | 1887 / 81.1% | 0 | 36 / 1.5% | 0 | 17 / 0.7% |
| Utilization | NA | -16.7% | -16.3% | - | - | -0.2% | -0.2% | +16.7% | +18.9% | - | -1.5% | - | -0.7% |
| SKILLED CRAFT | | | | | | | | | | | | | |
| Workforce # / % | 5 / 3.2% | 5 / 100% | 5 / 100% | 0 | 0 | 0 | 0 | 0 / 0% | 0 | 0 | 0 | 0 | 0 |
| CLS # / % | 2818 / 18.8% | 2594 / 92.1% | 2523 / 89.5% | 2 / 0.1% | 45 / 1.6% | 7 / 0.2% | 17 / 0.6% | 224 / 7.9% | 194 / 6.9% | 0 | 0 | 17 / 0.6% | 13 / 0.5% |
| Utilization % | NA | +7.9% | +10.5% | -0.1% | -1.6% | -0.2% | -0.6% | -7.9% | -6.9% | - | - | -0.6% | -0.5% |
| SERVICE/MAINTENANC | | | | | | | | | | | | | |
| Workforce # / % | 20 / 12.7 % | 17 / 85% | 16 / 80% | 0 | 0 | 0 | 1 / 5% | 3 / 15% | 3 / 15% | 0 | 0 | 0 | 0 |
| CLS # / % | 5838 / 39.0% | 3799 / 65.1% | 3567 / 61.1% | 7 / 0.1% | 90 / 1.5% | 46 / 0.8% | 89 / 1.5% | 2039 / 34.9% | 1947 / 33.4% | 0 | 30 / 0.5% | 26 / 0.5% | 46 / 0.8% |
| Utilization % | NA | +19.9% | +18.9% | -0.1% | -1.5% | -0.8% | +3.5% | -19.9% | -18.4% | - | -0.5% | -0.5% | -0.8% |
| TOTALS | | | | | | | | | | | | | |
| Workforce # / % | 158 / 100% | 92 / 58.2% | 88 / 55.7% | 1 / 0.63% | 0 | 0 | 3 / 1.9% | 66 / 41.8% | 64 / 40.5% | 0 | 1 / 0.63% | 0 | 1 / 0.63% |
| CLS # / % | 14981 / 100% | 8904 / 59.4% | 8514 / 56.8% | 9 / 0.06% | 172 / 1.1% | 84 / | 125 / 0.8% | 6082 / 40.6% | 5819 / 38.8% | 0 | 98 / 0.65% | 79 / | 94 / 0.62% |
| Utilization # / % | NA | -1.2% | -1.1% | +0.47% | -1.1% | -0 | +1.1% | +1.2% | +1.7% | - | -0.02% | 0 | +0.01% |

Columbia County, Oregon

Equal Employment Opportunity Plan

Comparison and Identification of Underutilization

Overall Comparison

Overall, the County workforce breakdown compares quite favorably to the community workforce breakdown. Total community workforce female employment is 40.6%. The County's workforce female employment is higher at 41.8%. Total community workforce minority employment is 2.56%. The inclusion of Hispanics in that category increases that figure to 4.33%. The County's workforce minority employment is 3.79%. These figures demonstrate that the County is doing well in reflecting the breakdown of the community from which the County draws its employees. Overall, there is no identification of underutilization of either females or minorities in the County's workforce.

Workforce Comparison by Job Category - Specific Areas for Females

The County does show underutilization in some specific job group categories for female employees.

In particular, the Officials/Executives category is 15% under the community workforce breakdown. As mentioned in the Introduction, however, of the last seven managerial positions hired over the past five years, three of those (nearly half) have been female.

For Protective Services, the underutilization is very slight, only 2.6%, which represents less than one full time equivalent (FTE). Again, as mentioned in the Introduction/Overview, the County plans to re-establish a bona fide occupational qualification which will allow it to designate a minimum of six Corrections Deputy positions as female-only.

For Skilled Craft, the underutilization is still slight, only 7.9%, which represents less than .5 FTE.

For Service/Maintenance, the underutilization is higher, 19.9%, which represents almost four FTE.

Workforce Comparison by Job Category - Specific Areas for Minorities

The County does show underutilization in some specific job categories. However, this underutilization is so slight in three job categories as to represent less than .25 FTE.

For Officials/Executives, the underutilization is 4.0%, but this represents only .8 FTE .

For Technicians, the underutilization is 2.8% but this represents only .9 FTE.

For Protective Services, the utilization is 2.8% over the community workforce for minorities.

For Office/Clerical, the underutilization is 2.6%, which represents .8 FTE.

Workforce Comparison by Race - Specific Areas

The County's breakdown shows utilization which exceeds the community workforce for both the Black (+0.57%) and American Indian (+1.11%) racial categories.

For the Asian racial category, the County's breakdown shows an underutilization of 1.1%. For the Hispanic racial category, an underutilization of 1.12% is shown.

Utilization Summary

Overall utilization of females in the County's workforce is higher than the community workforce by 1.2%. No underutilization is identified for the County, except in two specific job categories, Officials/Executives and Service/Maintenance.

Overall utilization of minorities in the County's workforce at 3.79% is very close to the community workforce utilization at 4.33%. Given this fairly insubstantial difference, no underutilization is identified for the County.

Objectives to Address Underutilization

Columbia County, Oregon

Equal Employment Opportunity Plan

Objectives to Address Underutilization

Given the favorable comparison between the County's workforce breakdown and the community's workforce breakdown, there is little underutilization to address.

Female Underutilization

The County does not have an overall underutilization of females in its workforce. However, two specific job categories do demonstrate an underutilization that should be addressed, i.e., Officials/Executives and Service/Maintenance.

The County's objective to address this underutilization in these two specific job categories will be to ensure that the application process, qualifications for hiring and hiring process do not present any obstacle toward hiring qualified females for positions in the Officials/Executives and Service/Maintenance categories.

Minority Underutilization

For minorities the level of underutilization is so small that no specific objective is necessary to bring the County further in line with the community workforce. However, the County will continue to follow general objectives to encourage minorities to apply for positions at the County and to continue to prohibit any discriminatory obstructions to the hire or promotion of minorities at the County.

Steps to Achieve Objectives

Columbia County, Oregon

Equal Employment Opportunity Plan

Steps to Achieve Objectives

The County will achieve its objectives (for both female and minority hiring) by taking the following, ongoing steps:

1. Recruit as widely as is reasonable and cost effective through the community and state.
2. Regularly review job descriptions and minimum qualifications for hire to ensure these qualifications are related to the essential functions of the job and that they are not inappropriately or unintentionally discriminatory against females or minorities.
3. Consider tracking the EEO status of applicants, if feasible for the County.
4. Regularly review the interview and testing processes to ensure these processes are relevant to the essential functions of the job and that they are not inappropriately or unintentionally discriminatory against females or minorities.
5. Continue to provide training to managers and supervisors regarding diversity in the workplace and appropriate hiring and supervisory procedures.
6. Continue to provide an easily available complaint process for any applicant or employee who feels he or she has been the subject of illegal discrimination in an employment procedure.
7. Continue to investigate quickly and thoroughly any such complaints and immediately address any issues which may arise in such investigations.

Plan to Disseminate EEOP

Columbia County, Oregon

Equal Employment Opportunity Plan

Plan to Disseminate EEOP

County Employees

Each current County employee shall be sent a copy of the EEOP upon adoption.

Each new County employee shall be provided a copy of the EEOP along with a copy of the Personnel Rules.

After adoption, the EEOP shall be discussed at the monthly Department Head meeting. All Department Heads shall be requested to discuss the EEOP at their respective monthly staff meetings, if any.

A posting describing the EEOP shall be placed on each official County employee bulletin board. This posting shall include a contact address and phone number where an employee can obtain a copy, if desired.

Applicants

The announcements for each job opening shall include a section noting that the County is an equal opportunity employer, has an adopted EEOP, and listing a contact address and phone number where an applicant can obtain a copy, if desired.

General Public

The adoption of the EEOP shall take place during a formal public meeting of the Board of County Commissioners. Notice of this meeting shall be distributed to all the local press and other interested parties. A copy of the EEOP shall be available to anyone who wishes to provide input at this public meeting.

A posting describing the EEOP shall be placed on each official County bulletin board. This posting shall include a contact address and phone number where a member of the general public can obtain a copy, if desired.

The EEOP shall be placed on the County's web site for viewing by any member of the general public.

Responsibility for EEOP

The Human Resources Director is responsible for developing, implementing, maintaining and updating as necessary the equal employment program and plan at Columbia County, subject to approval by the Board of County Commissioners.