

# Columbia County, Oregon

## Equal Employment Opportunity Plan

### Introduction/County Overview

Updated November 2011

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

<u>City</u>	<u>Population<sup>1</sup></u>
Clatskanie	1,737
Columbia City	1,946
Prescott	55
Rainier	1,895
Scappoose	6,592
St. Helens	12,883
Vernonia	2,151



The County seat is in St. Helens. The County's estimated population as of April 1, 2010 is 49,351<sup>1</sup>. 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, 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 November 2011, 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:

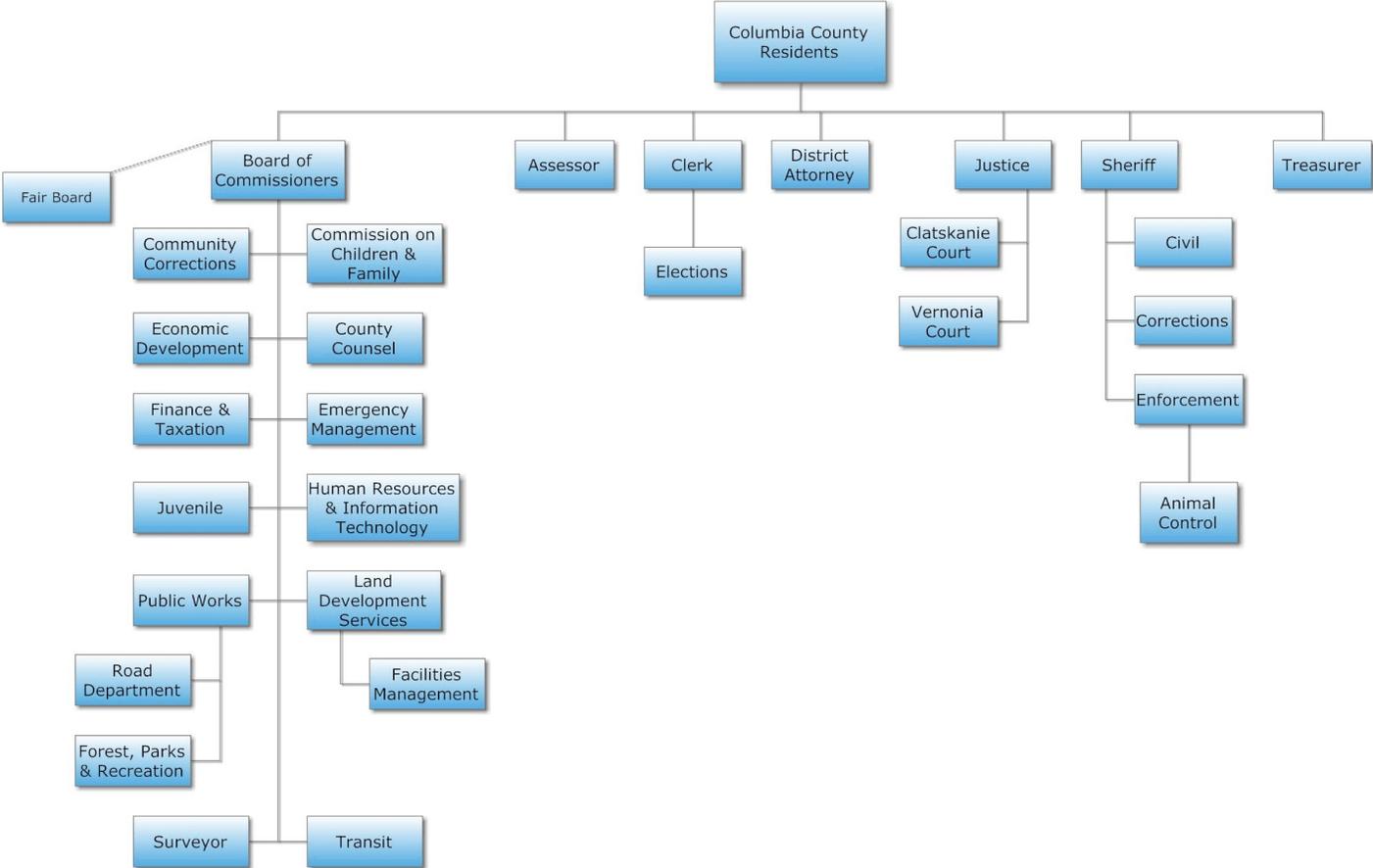
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<sup>1</sup>Center for Population Research and Census, Portland State University, April 1, 2010 (see [www.upa.pdx.edu/](http://www.upa.pdx.edu/))

# 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 are similar to 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 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 recruitments 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.

These Rules apply, but are 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 these Rule. These Rules have been disseminated to all County employees and are 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 (from the 2010 Census) show minorities make up 4.2% of the population in the community.

The Hispanic population of any race of the County is 4.0%.

As of November 2011, minorities account for 4.5% of the County's workforce. Therefore, the County's workforce is comparable to the percentage of minorities available in the overall community population.

The community's overall population percentage of females is 49.9%. The County's workforce is only slightly lower at 42.3%.

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

#### Effective Date and Duration

This EEOP was originally adopted pursuant to Order No. 59-00, which is incorporated here by this reference and has been updated November 2011 to reflect the Census 2010 data.