

CLARK COUNTY STAFF REPORT

DEPARTMENT: Human Resources

DATE: March 15, 2016

REQUESTED ACTION: Approve the Clark County Equal Employment Opportunity Plan (EEOP) for November 2015 – November 2017

Consent Hearing County Manager

BACKGROUND

Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to all County services. Employment decisions are made without consideration of factors that employers are prohibited by law from considering. These are detailed in the EEOP and County policy 3.1.

Periodic review of the county's status and plans are required. As a recipient agency of U.S. Department of Justice (DOJ) grants funds, the County maintains an Equal Employment Opportunity Plan (EEOP).

The EEO-4 report was successfully submitted to the DOJ in 2015, which is due biennially. We are required to keep records and statistics which would be necessary for the completion of Report EEO-4. An updated plan with effective dates of November 2015 – November 2017 is presented for the BOCC. Following approval by the BOCC, other elected officials will be asked to, again, support the county's plan.

COUNCIL POLICY IMPLICATIONS

This plan is consistent with current county policies.

ADMINISTRATIVE POLICY IMPLICATIONS

This plan is consistent with current county policies and further supports our commitment to equity and our workplace improvement plans.

COMMUNITY OUTREACH

Community outreach will be sought once the plan is approved.



EEOP

REQUIREMENTS OF THE PLAN:

- The Board's formal adoption of the Plan
- Support of all Elected Officials, department heads and managers
- Human Resources' dissemination of the Plan
- Human Resources' leading the county through action plans
- Annual review and evaluation of progress

AREAS OF SIGNIFICANT UNDERUTILIZATION:

The data was analyzed to determine **significant** underutilizations. These are displayed in **Table A**. 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:

- Hispanic or Latino males in the Professionals and Skilled Craft categories.
- Black or African American males in the Protective Services Sworn and Administrative Support categories.
- Asian males in the Professionals, Technicians, Protective Services Sworn, and Administrative Support categories.
- White females in the Technicians, Protective Services Sworn and Service Maintenance categories.
- Hispanic or Latino females in the Protective Services Sworn and Service Maintenance category.
- Asian females in the Professionals and Technicians categories.

According to the 2010 Census update, the county minority population for these groups is: Hispanic or Latino: 7.6%, Black or African American: 2 %, and Asian: 4.1%.

Currently, Clark County government's comparable employee percentages are: Hispanic or Latino: 3.7%, Black or African American: 2.3%, and Asian: 2.2%.

Clark County's workforce racial/ethnic diversity has increased from 7.7% in 2006 to 10.5% in 2015.

ACTION STEPS TO REMEDY UNDERUTILIZATION:

Action steps used to remedy underutilization have been summarized in the EEOP and will be developed further through the revitalization of the diversity committee which will develop a Diversity Strategic Plan.

BUDGET IMPLICATIONS


YES	NO	
		Action falls within existing budget capacity.
X		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.


BUDGET DETAILS

Local Fund Dollar Amount	
Grant Fund Dollar Amount	
Account	
Company Name	

DISTRIBUTION:

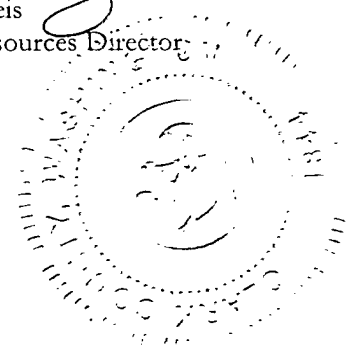
Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>


 Leslie Harrington Smith
 Human Resources Representative


 Francine Reis
 Human Resources Director


APPROVED:
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: MAR. 15, 2016
 SR# SR 054-14



APPROVED: _____
 Mark McCauley, Acting County Manager

DATE: _____

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
Total							

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total						



Equal Employment Opportunity Plan Clark County

November 2015 through November 2017

Electronic copy available at:

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

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Vancouver, WA 98666-5000
Phone: 360 397-2456
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For other formats, contact Clark County ADA Office, Voice (360) 397-2000, Relay (800) 833-6384, E-mail ADA@clark.wa.gov.

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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 (including pregnancy), 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 (including pregnancy), 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, 2011, 2013, 2015 underutilizations; identification of significant 2015 underutilizations; specific objectives related to significant underutilizations; and steps the county will take to achieve such objectives.

The 2015 EEOP used the Portland Primary Metropolitan Statistical Area (PMSA) workforce data base for these job categories: Officials, Professionals-Administrators, Technicians, and Protective Services-Sworn, and Protective Services-Non Sworn. The Portland PMSA is the most accurate comparison because most hires for these positions are from the greater metropolitan regional area, and are willing to travel a reasonable commuting

distance for employment. The Portland PMSA is more racially diverse than the Clark County PMSA and requires this plan to be held to a higher level of measurement in the above listed categories.

Clark County is used as the PMSA for the following job categories: Administrative Support, Skilled Craft and Service/Maintenance because the primary hiring is from Clark County. People are less likely to travel from the Portland metropolitan area to fill these positions, thus the local community standard is used.

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 using 2010 census data. All underutilizations are listed in **Table A**. The data show: no underutilizations in 66% (N=74) of the groups; underutilizations in 34% (N=38) of the groups; and underutilizations from a low of -1% to a high of -13%.

Table B. 2006-2015 Underutilization Comparison

Percentages of Underutilization	2006 Number of Groups	2008 Number of Groups	2011 Number of Groups	2013 ¹ Number of Groups	2015 ¹ Number of Groups
2 percent and less	50	29	29	31	30
3 to 5 percent	6	3	4	8	8
6 or more percent	3	4	4	4	2
Total	59	36	37	43	40

Table B compares the 2006, 2008, 2011, 2013, 2015 group underutilizations. A group is a job category and race-ethnic-gender comparison. For example, Hispanic or Latino 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 40 from the time period of 2006 to 2015 with a range of -1% to a high of -13%. **Appendix F** compares underutilizations by FTE (full time equivalent) employees needed to eliminate all underutilizations. **Table C** shows a comparison of underutilized groups from 2013 to 2015. **Table D** includes underutilizations identified as significant (at least 3 or more FTE’s needed to eliminate underutilization).

Table C. Comparison of Underutilized Groups from 2013 to 2015

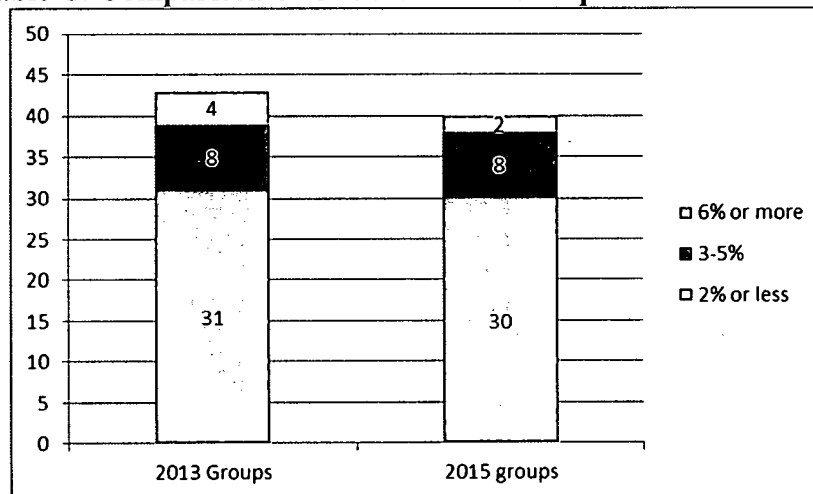


Table A. Labor Market Analysis

Job Category	FTE	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/Adms. Workforce #/%	136	71	52.21%	2	1.47%	2	1.47%	0	0.00%	2	1.47%	0	0.00%	1	0.74%	54	39.71%	0	0.00%	3	2.21%	0	0.00%	1	0.74%	0	0.00%	0	0%
PMSA # / %		29765	49.30%	1025	1.70%	765	1.30%	105	0.20%	1730	2.90%	70	0.10%	495	0.80%	22945	38.0%	800	1.3%	760	1.3%	95	0.20%	1080	1.8%	20	0.0%	465	0.80%
Utiliz. PMSA %		3%		0%		0%		0%		-1%		0%		0%		2%		-1%		1%		0%		-1%		0%		-1%	
Professionals Workforce #/%	356	150	42.13%	3	0.84%	4	1.12%	0	0.00%	9	2.53%	2	0.56%	1	0.28%	166	46.63%	6	1.69%	5	1.40%	1	0.28%	5	1.40%	1	0.28%	3	1%
PMSA # / %		36635	39.70%	1455	1.60%	1220	1.30%	55	0.10%	3405	3.70%	175	0.20%	730	0.80%	40610	44.0%	1640	1.8%	1185	1.3%	185	0.20%	3410	3.7%	70	0.1%	885	1.00%
Utiliz. PMSA %		2.43%		-1%		0%		0%		-1%		0%		-1%		3%		0%		0%		0%		-2%		0%		0%	
Technicians Workforce #/%	154	86	55.84%	3	1.95%	1	0.65%	0	0.00%	3	1.95%	0	0.00%	0	0.00%	52	33.77%	4	2.60%	2	1.30%	0	0.00%	1	0.65%	0	0.00%	2	1%
PMSA # / %		4625	41.10%	145	1.30%	240	2.10%	115	1.00%	455	4.00%	0	0.00%	95	0.80%	4410	39.1%	235	2.1%	155	1.4%	45	0.40%	495	4.4%	25	0.2%	175	1.60%
Utiliz. PMSA %		15%		1%		-1%		-1%		-2%		0%		-1%		-5%		0%		0%		0%		-4%		0%		0%	
Prot. Serv./Sworn Workforce #/%	281	214	76.16%	6	2.14%	7	2.49%	3	1.07%	3	1.07%	1	0.36%	5	1.78%	36	12.81%	0	0.00%	1	0.36%	2	0.71%	0	0.00%	1	0.36%	2	1%
PMSA # / %		4365	65.70%	195	2.90%	265	4.00%	15	0.20%	165	2.50%	45	0.70%	175	2.60%	1135	17.1%	65	1.0%	30	0.5%	0	0.00%	40	0.6%	15	0.2%	84	1.30%
Utiliz. PMSA %		10%		-1%		-2%		1%		-1%		0%		-1%		-4%		-1%		0%		1%		-1%		0%		-1%	
Non-Sworn Workforce #/%	45	19	42.22%	1	2.22%	2	4.44%	0	0.00%	1	2.22%	1	2.22%	1	2.22%	19	42.22%	0	0.00%	0	0.00%	1	2.22%	0	0.00%	0	0.00%	0	0%
PMSA # / %		220	41.60%	10	1.90%	25	4.70%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	245	46.3%	0	0.0%	25	4.7%	0	0.00%	4	0.8%	0	0.0%	0	0.00%
Utiliz. PMSA %		1%		0%		0%		0%		2%		2%		2%		-4%		0%		-5%		2%		-1%		0%		0%	
Admin. Support Workforce #/%	388	21	5.41%	5	1.29%	0	0.00%	0	0.00%	1	0.26%	0	0.00%	0	0.00%	322	82.99%	17	4.38%	6	1.55%	2	0.52%	8	2.06%	2	0.52%	4	1%
Clark # / %		11400	30.00%	520	1.40%	265	0.70%	30	0.10%	365	1.00%	10	0.00%	140	0.40%	22560	59.3%	1095	2.9%	210	0.6%	80	0.20%	680	1.8%	150	0.4%	415	1.10%
Utilization Clark %		-25%		0%		-1%		0%		-1%		0%		0%		24%		1%		1%		0%		0%		0%		0%	
Skilled Craft Workforce #/%	102	96	94.12%	3	2.94%	0	0.00%	1	0.98%	0	0.00%	0	0.00%	0	0.00%	2	1.96%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0%
Clark # / %		9860	80.70%	1055	8.60%	120	1.00%	135	1.10%	110	0.90%	25	0.20%	205	1.70%	500	4.1%	55	0.4%	35	0.3%	15	0.10%	50	0.4%	4	0.0%	10	0.10%
Utilization Clark %		13%		-6%		-1%		0%		-1%		0%		-2%		-2%		0%		0%		0%		0%		0%		0%	
Service/Maint. Workforce #/%	80	53	66.25%	5	6.25%	2	2.50%	0	0.00%	0	0.00%	0	0.00%	1	1.25%	19	23.75%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0%
Clark # / %		14605	37.10%	3565	9.10%	815	2.10%	200	0.50%	885	2.20%	125	0.30%	400	1.00%	14385	36.5%	1875	4.8%	235	0.6%	130	0.30%	1265	3.2%	50	0.1%	499	1.30%
Utilization Clark %		29%		-3%		0%		-1%		-2%		0%		0%		-13%		-5%		-1%		0%		-3%		0%		-1%	
Total	1542																												

Table A. Significant Underutilizations by >3 FTE (full time equivalent) employees.

- Cells with **bold font** are underutilizations (see also Appendix A). There are a total of 40 groups with underutilizations. Highlighted fields are areas of significant underutilization.
- See Appendix C for Race and Ethnicity definitions.

Table D. Significant Underutilizations by ≥ 3 FTE (full time equivalent) employees.

	Males							Females							FTE Totals
	W	H/L	B/AA	AI/AN	Asian	NH/OPI	2 or more races	W	H/L	B/AA	AI/AN	Asian	NH/OPI	2 or more races	
Officials-Administrators					*				*			*		*	0
Professionals		3			3		*					8			14
Technicians			*	*	3		*	8				6			17
Protective Services Sworn		*	4		4		*	12	3			*		*	23
Protective Services Non Sworn								*		*		*			0
Administrative Support	N/A		3		3										6
Skilled Craft		6	*		*		*	*							6
Service Maintenance		*		*	*			10	3	*		*		*	13
FTE Totals (significant underutilization)		9	7		13			30	6			14			79

Notes:
Cells with numerals are significant underutilizations (at least 3 or more FTE's needed to eliminate underutilization, rounded to the nearest 1.0 FTE).
*** 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 D**. Most underutilization would be eliminated by less than one hire or promotion. The areas of significant underutilization are those that would need **3 or more new hires** to eliminate underutilization. Therefore, the significantly underutilized areas are:

- Hispanic or Latino males in the Professionals and Skilled Craft categories.
- Black or African American males in the Protective Services Sworn and Administrative Support categories.
- Asian males in the Professionals, Technicians, Protective Services Sworn, and Administrative Support categories.
- White females in the Technicians, Protective Services Sworn and Service Maintenance categories.
- Hispanic or Latino females in the Protective Services Sworn and Service Maintenance category.
- Asian females in the Professionals and Technicians categories.

In addition to the above specific, significant underutilizations, the county continues to be committed to eliminating all underutilizations. The objectives and action steps that are identified in this plan along with those that will be identified 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. Therefore we need to continue to increase outreach efforts wherever any underutilization occurs in accordance with the DOJ standards. DOJ grants received by Clark County are outlined in **Appendix E**.

Job category definitions and the county positions included in the eight DOJ job categories are outlined in **Appendix B**.

4. The 2010 Census

This EEOP is the second plan to utilize 2010 census data. The following information is provided as background information:

According to the *2010 Census Brief: Overview of Race and Hispanic Origin*, growth in the minority population occurred in many counties across the nation, with concentrations in the Pacific Northwest, Pacific Southwest, western Arizona, southern Nevada, and areas of the interior West. The examination of racial and ethnic group distributions nationally shows that while the non-Hispanic White alone population is still numerically and proportionally the largest major race and ethnic group in the United States, it is also growing at the slowest rate. During the past 10 years, it has been the Hispanic population and the Asian population that have grown considerably, in part due to relatively higher levels of immigration.

Additional notable trends presented in the report included that the Black population, the second-largest major race group, did experience growth over the decade; however, it grew at a slower rate than all other major race groups except for White. Racial classification issues continue to persist among those who identify as Hispanic, resulting in a substantial proportion of that population identifying as Some Other Race.

People reporting more than one race was another fast-growing population and made up large proportions of the American Indian and Alaska Native population and Native Hawaiian and Other Pacific Islander population. Geographically, there are a number of areas, particularly in the South and West that have large proportions of minorities, which also grew considerably between 2000 and 2010.

Overall, the U.S. population has become more racially and ethnically diverse over time. Throughout the decade, the Census Bureau will release additional information on race and Hispanic origin population groups, which will provide more insights to the nation's racial and ethnic diversity.

According to the 2010 Census, Clark County's total population is 425,363. Minority population percentages are: Hispanic or Latino: 7.6%, Asian: 4.1%, two or more races: 4%, Black or African American: 2%, American Indian and Alaska Native .9%, and Native Hawaiian and Pacific Islander .6%. Currently, Clark County government's comparable employee percentages are: Hispanic or Latino: 3.7%, Black or African American: 2.3%, Asian: 2.2%, two or more races 1.3%, American Indian and Alaska Native .7% and Native Hawaiian and Pacific Islander .52%.

Clark County's workforce diversity has increased from 7.7% in 2006 to 10.5% in 2015.

5. 2016 Objectives

The objectives are based on all the areas of 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 or Latinos in these job categories: males in Professionals, Protective Services Sworn, Skilled Craft and Service Maintenance categories; and females in Officials and Administrators, Protective Services Sworn and Service Maintenance.
2. To encourage equal employment opportunities for Black or African American in these job categories: males in Technicians, Protective Services Sworn, Administrative Support and Skilled Craft; and females in the Protective Services Non-Sworn and Service Maintenance.
- 3.
4. To encourage equal employment opportunities for Asians in these job categories: males in Professionals, Technicians, Protective Services Sworn, Administrative Support, Skilled Craft, and Service Maintenance; and females in Officials and Administrators, Professionals, Technicians, Protective Services Sworn and Non-Sworn, and Service Maintenance.
5. To encourage equal employment opportunities for White females in these job categories: Technicians, Protective Services Sworn and Non-Sworn, Skilled Craft and Service-Maintenance.
- 6.
7. To encourage equal employment opportunities for two or more races in these job categories: males in the Professionals, Technicians, Protective Services Sworn and Skilled Craft; and females in the Officials and Administrators, Protective Services Sworn and Service Maintenance.
8. To encourage equal employment opportunities for American Indian or Alaska Native males in the Technicians and Service Maintenance categories.
9. To encourage equal employment opportunities in all County job categories.
10. Develop and disseminate the Clark County Diversity Strategic Plan for 2016-2018 which will outline the specific steps and actions to be taken to attain these objectives.

6. 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 and is accessible on Clark County's internet and intranet.
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.

B. 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, are informed annually 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 (see **Appendix D** for outreach groups).
4. Annually, meet with Temporary agencies to review the EEO policy and plan.

5. The Clark County EEO policy statement is included in recruiting material.
6. At the request of the Board of County Councilors, public work sessions will be held with the Board of County Councilors 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 Purchasing Department 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. Electronic copies of the EEOP will be posted on the county internet and intranet.

Appendix A. Underutilization Summary

(See Table A for display)

Officials/Administrators Underutilization

Asian Males	1%
Hispanic or Latino Females	1%
Asian Females	1%
Two or More Races Females	1%

Professionals Underutilization

Hispanic or Latino Males	1%
Asian Males	1%
Two or More Races Males	1%
Asian Females	2%

Technicians Underutilization

Black or African American Males	1%
American Indian or Alaska Native Males	1%
Asian Males	2%
Two or More Races Males	1%
White Females	5%
Asian Females	4%

Protective Services Sworn Underutilization

Hispanic or Latino Males	1%
Black or African American Males	2%
Asian Males	1%
Two or More Races Males	1%
White Females	4%
Hispanic or Latino Females	1%
Asian Females	1%
Two or More Races Females	1%

Protective Services Non-Sworn Underutilization

White Females	4%
Black or African American Females	5%
Asian Females	1%

Administrative Support Underutilization

Black or African American Males	1%
Asian Males	1%

Skilled Craft Underutilization

Hispanic or Latino Males	6%
Black or African American Males	1%
Asian Males	1%
Two or More Races Males	2%
White Females	2%

Service/Maintenance Underutilization

Hispanic or Latino Males	3%
American Indian or Alaska Native Males	1%
Asian Males	2%
White Females	13%
Hispanic or Latino Females	5%
Black or African American Females	1%
Asian Females	3%
Two or More Races Females	1%

Appendix B. Job Categories Definitions

Officials/Administrators: 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. Clark County classifications include:

Assessment: County Assessor; Assessor, Chief Deputy

Auditor: Accounting Manager; Accounting Supervisor; County Auditor; Director, Finance

Board of County Councilors: County Manager; County Councilor

Budget Office: Budget Manager

Children's Justice Center: Child Abuse Intervention Center Manager

Clerk's Office: County Clerk; Deputy County Clerk

Community Development: Chief Building Official; Development Services Manager; Director, Community Development; Fire Marshal;

Community Planning: Director, Community Planning

Community Services: Director Community Services

District Court & Corrections: District Court Administrator; District Court Commissioner; District Court Judge

Environmental Services: Director, Environmental Services

General Services: Director, General Services; Facilities Management Manager; Print Shop and Mailroom Supervisor; Purchasing Manager; Records Officer

GIS: GIS Coordinator; GIS Manager

Human Resources: Director, Human Resources

Information Technology: Information Tech Supervisor; Information Technology Manager I, II, and III

Juvenile Court Services: Juvenile Court Services Administrator

Medical Examiner's Office: Medical Examiner; Associate Medical Examiner

Prosecuting Attorney: Chief Civil/Criminal PA; Chief Deputy Prosecuting Attorney; County Prosecuting Attorney; Prosecuting Attorney's Administrator

Public Health: Health Officer; Health Officer Administrator

Public Information & Outreach: Director, Pub Info & Outreach

Public Works: County Engineer; Director, Public Works; Engineering Division Manager; Engineering Services Manager I, II, and III; Equipment Maintenance Supervisor; Fleet Supervisor; Operations Manager, Public Works; Operations Superintendent; Wastewater Operations Manager

Sheriff's Office: Chief Deputy; County Sheriff; Under Sheriff

Superior Court: Superior Court Administrator; Superior Court Commissioner

Treasurer: County Treasurer; Deputy Treasurer

Various Departments: Administrative Services Mgr I, II and III; Department Finance Manager; Financial Program Manager I and II; Office Manager; Program Manager I, II, and III.

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. Clark County classifications include:

Assessment: Appraisal Systems Analyst; Assessment & Levy Specialist; Assessment Specialist; Commercial Appraiser Spec; Current Use Appraiser; Industrial Appraiser; Personal Prop Auditor App II, III, and IV; Real Property Appraiser I, II, III, and IV;
Auditor: Accountant; Accountant, Senior
Board of County Councilors: Economic Development Manager; Policy Analyst, Senior; Policy Assistant; Policy Assistant, Sr;
Board of Equalization: Staff Assistant;
Community Development: Planner I, II
Community Planning: Planner II, III
Community Services: Case Manager I; Social Worker/Case Mgr II;
District Court & Corrections: Corrections Counselor; Corrections Counselor, Lead;
Environmental Services: Environmental Operations Specialist; Environmental Operations Specialist, Sr.; Natural Resources Spec I, II, and III;
General Services: Buyer; Indigent Defense Coordinator;
GIS: GIS Analyst;
Human Resources: Human Resources Rep, Assoc; Human Resources Rep, Ass't; Human Resources Rep, Senior; Human Resources Representative;
Information Technology: Database Administrator; Database Administrator, Princ; Database Administrator, Sr; Network Administrator; Network Administrator, Lead; Network Administrator, Princ; Network Administrator, Sr; Systems Administrator; Systems Administrator, Princ; Systems Administrator, Sr;
Prosecuting Attorney: Deputy Prosecuting Attorney I and II; Deputy Prosecuting Attorney, Sr; Diversion Counselor
Public Health: Environmental Health Specialist I, and II; Epidemiologist; Nurse Practitioner; Health Educator I, and II, HIV / AIDS Specialist; Public Health Nurse I, and II;
Public Information & Outreach: Communication Specialist; Communications Specialist, Sr; Graphics Communication Spec;
Public Works: Capital Programming Specialist; Capital Programming Specialist, Sr; Capital Project Manager I, II, and III; Engineer I, II, and II; Real Property Agent I, II, and III; Solids Program Coordinator; Traffic Engineer
Superior Court: Family Court Svcs Coordinator;
Treasurer: Accountant; Accountant, Senior;

Various Departments: Management Analyst; Management Analyst, Senior; Program Coordinator I, and II.

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. Clark County classifications include:

Board of County Councilors: Research Assistant
Community Development: Building Inspector I, II, and III; Building Inspector, Leadworker; Code Enforcement Officer; Dept Web / Publications Coord; Fire Inspector

I, and II; Permit Technician; Permit Technician, Assistant; Permit Technician, Lead; Planning Technician I, and II; Plans Examiner; Plans Examiner, Leadworker; Plans Examiner, Senior

Community Services: Rehabilitation Specialist; Rehabilitation Specialist; Sr;

Environmental Services: Environmental Programs Technician; Weed Management Field Inspect; Weed Mgmt Field Inspect; Lead

GIS: GIS Technician I, II, and III; Land Records Technician I, and II; Land Records Technician, Lead

Information Technology: Programmer Analyst; Programmer Analyst, Princ; Programmer Analyst; Sr; Programmer/Analyst Technician; Technical Support Spec; Princ; Technical Support Spec; Sr; Technical Support Specialist 1;2; and 3

Medical Examiner's Office: Autopsy Assistant

Public Health: Community Health Worker

Public Works: Engineering Technician; Engineering Technician, Ass't; Engineering Technician, Sr; Laboratory Analyst; Planning Technician I, and II; Traffic Control Technician; Traffic Signal Technician; Traffic Signal & Engineering Operations Lead; Traffic Signal Technician; Sr

Various Departments: Dept Info Systems Coord I, and II

Protective Services Sworn: occupations in which workers are entrusted with public safety, security and protection from destructive forces and who are sworn officers.

Clark County classifications include:

Community Development: Deputy Fire Marshal; Deputy Fire Marshal, Asst.; Sr;

Juvenile Court Services: Juvenile Probation Counselor;

Sheriff's Office: Chief Deputy Sheriff – Civil; Chief Deputy Sheriff – Jail; Chief Deputy Sheriff-Criminal; Commander – Enforcement; Commander - Corrections; Corrections Deputy; Corrections Sergeant; Deputy Sheriff I; and II; Sergeant

Protective Services Non-Sworn: occupations in which workers are entrusted with public safety, security and protection from destructive forces who are non-sworn officers. Clark County classifications include:

Community Development: Animal Control Officer

Juvenile Court Services: Juvenile Detention Leadworker; Juvenile Detention Officer

Prosecuting Attorney: PA Investigator

Sheriff's Office: Crime Analyst

Para-Professionals: occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status.

Clark County classifications include:

Auditor: Elections Coordinator

Board of County Councilors: Clerk to the Board

Children's Justice Center: Victim Advocate

District Court & Corrections: Corrections Program Associate

General Services: Buyer, Assistant

Juvenile Court Services: Juvenile Services Associate; Family Assistance Specialist

Medical Examiner's Office: Medical Examiner Investigator
Prosecuting Attorney: Victim Advocate
Public Works: Real Property Assistant
Sheriff's Office: Financial Investigator; Financial Investigator; Asst; ; Civil Division Supervisor; Sheriff's Support Spec Supervisor; Sherriff's Training Safety/Health Officer;
Treasurer: Delinquent Tax Collector
Various Departments: Legal Assistant; Office Supervisor; Program Assistant

Administrative Support: 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. Clark County classifications include:

Auditor: Accounting Assistant I; II; and III; License Specialist I and II; License Specialist, Senior; Payroll Analyst;
Board of County Councilors: BOCC Administrative Assistant
Clerk's Office: Clerks Judicial Proceedings Specialist; Executive Assistant;
Community Services: Grants Accounting Specialist;
District Court & Corrections: Court Assistant I; II III; Court Assistant, Senior; Judicial Assistant
Prosecuting Attorney: Legal Secretary I, and II; Legal Specialist;
Public Health: Environmental Health Assistant;
Public Works: Inventory Specialist; Supply Officer
Sheriff's Office: Cadet; Logistics Assistant; Property Technician; Sheriff's Acctg Spec I, II, and III; Sheriff's Support Spec I, II and III;
Superior Court: Legal Secretary I, and II;
Treasurer: Accounting Assistant I; II; and III
Information Technology: Information Tech Assistant;
Juvenile Court Services: Legal Secretary I, and II;

Various Departments: Administrative Assistant; Office Aide; Office Assistant I, II and III; Office Assistant, Senior

Skilled Craft: occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Clark County classifications include:

General Services: Facilities Maintenance Spec, Lead; Facilities Maintenance Specialist;
Public Works: Equipment Assistant; Equipment Technician I; Equipment Technician II/Ldwkr; Equipment Technician; Grounds Maintenance Crew Chief; Heavy Equipment Operator; Highway Maintenance Crew Chief; Highway Maintenance Specialist; Service Writer; Wastewater Maintenance Leadworker; Wastewater Maintenance Tech I, and II; Wastewater Operations Ldwkr

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. Clark County classifications include:

District Court & Corrections: Offender Crew Chief; Offender Crew Chief, Lead;

Environmental Services: Weed Control Technician

General Services: Facilities Maintenance Helper; Facilities Maintenance Worker;

Public Works: Custodian; Custodial Aide; Grounds Maintenance Specialist; Grounds Maintenance Worker; Highway Maintenance Worker; Parks & Vegetation Specialist; Wastewater Operator I, II, and III

Sheriff's Office: Food Services Coordinator; Jail Industries Coordinator; Jail Industries Supervisor

Appendix C. Race and Ethnicity Definitions

(Definitions by US Department of Justice, DOJ, effective 2008)

"White" (Not Hispanic or Latino): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

"Black" or "African American" (Not Hispanic or Latino): All persons having origins in any of the Black racial groups of Africa.

"Asian" (Not Hispanic or Latino): 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" (Not Hispanic or Latino): All persons having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

"American Indian" or "Alaskan Native" (Not Hispanic or Latino): 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" (Not Hispanic or Latino): All persons who identify with more than one of the above five 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 D. Outreach Recruitment List

These organizations have expertise in sourcing and recruiting diverse applicants. They will receive information about position openings with Clark County during 2015-17.

Action Vocational Resources
Armed Forces Reserve Center (Joint Services Support)
Association of Minority Entrepreneurs Oregon
Better People - Employment Agency
Central City Concern
Chemeketa Community College
Children's Home Society of WA
City of Bainbridge Island
City of Beaverton
City of Bellevue
City of Camas
City of Federal Way
City of Hillsboro
City Of Lakewood
City of Milwaukie
City of Vancouver - HR Dept.
City of Washougal
Clackamas County HR
Clark Co Vocational Skills Center
Clark College
Commission on Asian Affairs Oregon
Concordia University
Cowlitz Co Personnel
C-Tran
Evergreen School District
Filipino American Assoc. of Vancouver & Vicinity
Goodwill Industries, Clark County
Goodwill Placement Service - Portland
Heritage College
Immigrant and Refugee Community Organization
Job Developers Network
Kitsap County Personnel Department
Latino Resource Group
Living Hope Church
Lower Columbia College
Lutheran Community Services Multicultural Community Services
Marion County HR Dept.
Metro
Metro Community Church-Job Bank
Mt Hood Community College Worksource Connections
Multnomah County
NAACP
Northwest China Council
NWEEO Affirmative Action Association
OR State Employment Division

Pacific University
Partners in Careers Worksource West Vancouver
Partners in Diversity - Portland
Pierce County Personnel Department
Portland Community College
Portland Hispanic Metropolitan Chamber
Portland State University
Private Industry Council - NE Employment & Training Center
Reed College
SE Works Neighborhood Jobs Center
Skamania County HR/Commissioner's Office
Snohomish Co HR
St. Martin's College
St. Vincent DePaul Rehab
Steps to Success East
Steps to Success North
Stonebridge Rehab
Sumner College
United States Department of Veterans Affairs
University of Portland - Career Center
Urban League of Portland
UW List service for Diverse Applicants MOSAIC
Vancouver Chinese Association
Vancouver Housing Authority
Vancouver League of United Latin-American Citizens
Veterans Affairs Vocational Rehab-Employment Services
Vocational Rehab Department Oregon
WA Employment Security Department
Washington Association of Minority Entrepreneurs
Washington Association of Prosecuting Attorneys
Washington State Commission on African American Affairs
Washington State Commission on Asian Pacific American Affairs
Washington State DOT
Western WA University Career Services Center
Willamette University
WorkSource Vancouver
WSU Career Services
YWCA of Clark County

Appendix E. Dept of Justice Grants for the Year Ended December 31, 2014

Federal Program Name	CFDA Number	Contract No.	Total
Domestic Cannabis Eradication/Suppression	16.000	C141430FED	\$1,764
Juvenile Accountability Block Grants	16.523	1363-83999-01	\$9,378
Juvenile Accountability Block Grants	16.523	1463-17230	\$13,405
Juvenile Justice and Delinquency Prevention Allocation to States	16.540	I-501-00612	\$16,268
Juvenile Justice and Delinquency Prevention Allocation to States	16.540	I-501-01014	\$5,611
Missing Children's Assistance	16.543	N/A	\$9,000
Drug Court Discretionary Grant	16.585	2010-DC-BX-0097	\$57,950
Drug Court Discretionary Grant	16.585	2012-DC-BX-0100	\$81,978
Violence Against Women Formula Grants	16.588	F13-31103-073	\$30,636
State Criminal Alien Assistance Program	16.606	2014-AP-BX-0331	\$37,194
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2012-DJ-BX-0405	\$9,062
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2013-DJ-BX-0717	\$2,412
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2014-DJ-BX-0841	\$55,528
Edward Byrne Memorial Justice Assistance Grant Program	16.738	M13-31440-006	\$51,157
Edward Byrne Memorial Justice Assistance Grant Program	16.738	M14-31440-006	\$51,831
Paul Coverdell Forensic Sciences Improvement Grant Program	16.742	C140435FED	\$19,895
TOTAL			\$453,069

**Appendix F. 2015 Comparison by Year (Underutilizations)
by FTE¹ employees (includes all protected groups: race, ethnicity and gender)**

Job Categories	2006	2008	2011	2013²	2015²
Officials-Administrators N= (new category) (2006) N=162 (2008) N=143 (2011) N=139(2013) N=136(2015)	16	8	7	8	5
Professionals N=360 (2006) N=394 (2008) N=344 (2011) N=316 (2013) N=356 (2015)	21	12	7	22	16
Technicians N= 400 (2006) N=186 (2008) N=141 (2011) N=144 (2013) N=154 (2015)	108	33	25	19	21
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) Sworn N=266 (2013) Non-Sworn N=44 (2013) Sworn N=281 (2015) Non-Sworn N=45 (2015)	9 52	18 7	21 7	35 7	31 4
Office Clerical-Admin. Support N= new category (2006) N=466 (2008) N=402 (2011) N=401 (2013) N=388 (2015)	16	13	12	12	6
Skilled Craft N=122 (2006) N=106 (2008) N=93 (2011) N=101 (2013) N=102 (2015)	13	12	6	9	12
Service Maintenance N=62 (2006) N=86 (2008) N=78 (2011) N=79 (2013) N=80 (2015)	9	17	16	23	22
Total	244 (out of 1,697 FTEs)	120 (out of 1,756 FTEs)	101 (out of 1,521 FTEs)	135 (out of 1490 FTE's)	117 (out of 1,542 FTE's)

¹ FTE: full-time equivalent employees includes protected groups as defined by the DOJ. This chart only considers underutilization and does not account for where overutilization in protected status categories exists to counter balance combined percentages used.

² Data is based upon the 2010 census update.