



Equal Employment Opportunity Plan Clark County

January 2018 through December 2019

Electronic copy available at:

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

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Table of Contents

	Pages
1. County Nondiscrimination & Diversity Policies.....	3
2. Responsibilities	3-4
3. Workforce Analysis/Labor Market Analysis.....	4-6
4. Significant Underutilizations	7-8
5. The 2010 Census and 2016 Estimates	8
6. Objectives.....	9
7. Dissemination of Plan.....	10-11

Appendices

A. Underutilization Summary	12
B. Job Category Definitions	13-16
C. Race and Ethnicity Definitions	17
D. Outreach Recruitment List	18-19
E. DOJ Grants	20
F. 2008 - 2017 Underutilizations.....	21

1. County Nondiscrimination and Diversity Policies

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.

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.

DIVERSITY POLICY

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. Responsibilities

To assure support and success of this Equal Employment Opportunity Plan (EEO) and to meet the established objectives, organizational responsibilities include:

County Councilors: Recognize and support the mission and goals of equity, diversity, and inclusion initiatives, efforts, and programs; encourage and communicate county EEO initiatives and information.

County Manager: Provide executive leadership and oversight to ensure that department heads and elected officials take action as necessary to achieve and implement the Plan's goals and objectives.

Human Resources Director:

- General administration of the EEOP
- Review of personnel policies and employment practices and procedures
- Implementation of steps to ensure equal employment opportunity
- Monitor effectiveness of the EEO Plan, as well as individual departmental efforts, through statistical and other means

Department Heads/Elected Officials: Adhere to the Plan and work toward achieving progress toward the goals and objectives in their departments. Specifically:

- Assure appropriate steps are implemented throughout their respective departments consistent with and supportive of the EEO Plan
- Hold supervisory staff and employees accountable for promoting equal employment opportunity in the work place

Human Resources staff:

- Respond to the needs of an increasingly diverse workforce by partnering with departments to develop and implement practices that foster an inclusive and productive workplace
- Assist department heads/elected officials and management to identify and resolve problem areas related to the EEO Plan
- Act as a technical resource
- Investigate and work to resolve complaints of alleged discrimination or harassment
- Ensure appropriate training related to equal employment policy and procedures

Managers and Supervisors:

- Support and implement the county's diversity and inclusion mission, goals, and initiatives
- Ensure that all staff understand and work within county policies and procedures and relevant laws dealing with equal employment opportunity
- Initiate steps to foster and maintain a work climate that is conducive to achieving equal employment opportunities and a workplace free from discrimination and harassment

All county employees: Support a work climate that is conducive to achieving equal employment opportunities and that is free from any form of discrimination or harassment.

3. Workforce and Labor Market Analysis

This plan includes the following: analysis of the county workforce and community labor market; comparisons of 2008, 2011, 2013, 2015, 2017 underutilizations; identification of significant 2017 underutilizations; specific objectives related to significant underutilizations; and steps the county will take to achieve such objectives.

The 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.

Clark County’s workforce diversity has increased from 10.5 in 2015 to 12.1% in 2017.

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. Underutilizations exist when fewer protected group members are in a particular job category than would reasonably be expected by their presence in the relevant labor market. All underutilizations are shown in this table. There are no underutilizations in 66% (N=74) of the groups; underutilizations in 34% (N=38) of the groups, from a low of -1% to a high of -18%.

Table B 2008 -2017 Underutilization Comparison

Percentages of Underutilization	2008 Number of Groups	2011 Number of Groups	2013 Number of Groups	2015 Number of Groups	2017 Number of Groups
2 percent and less	29	29	31	30	28
3 to 5 percent	3	4	8	8	8
6 or more percent	4	4	4	2	2
Total	36	37	43	40	38

Table B above compares the 2008, 2011, 2013, 2015, 2017 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”. The total number of underutilized groups has been reduced from 43 in 2013 and 40 in 2015 to 38 in 2017.

Table C on page 7 includes underutilizations identified as significant (at least 3 or more FTEs (full time equivalent) needed to eliminate underutilization).

Appendix F compares underutilizations by FTEs needed to eliminate all underutilizations. The number of significant underutilizations by group and FTEs has been reduced from 15 groups (79 FTEs) in 2015 to 12 groups (70 FTEs) in 2017.

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/Admins. Workforce #/%	140	77	55.0%	2	1.43%	2	1.43%	0	0.00%	2	1.43%	0	0.00%	0	0.00%	54	38.57%	0	0.00%	2	1.43%	0	0.00%	0	0.00%	1	0.71%	0	0.00%
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 %		6%		0%		0%		0%		-1%		0%		-1%		1%		-1%		0%		0%		-2%		1%		-1%	
Professionals Workforce #/%	398	166	41.71%	4	1.01%	2	0.51%	1	0.25%	10	2.51%	2	0.50%	1	0.25%	186	46.73%	9	2.26%	5	1.26%	2	0.50%	5	1.26%	0	0.00%	5	1.0%
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%		-1%		-1%		0%		-1%		0%		-1%		3%		0%		0%		0%		-2%		0%		0%	
Technicians Workforce #/%	152	79	51.97%	6	3.95%	3	1.97%	0	0.00%	3	1.97%	0	0.00%	2	1.32%	49	32.24	4	2.63%	3	1.97%	0	0.00%	0	0.00%	0	0.00%	3	2%
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 %		11%		3%		0%		-1%		-2%		0%		1%		-7%		1%		1%		0%		-4%		0%		0%	
Prot. Serv/Sworn Workforce #/%	285	213	74.74%	5	1.75%	8	2.81%	3	1.05%	5	1.75%	1	0.35%	5	1.75%	38	13.33%	1	.35%	1	0.35%	2	0.70%	0	0.00%	1	0.35%	2	1%
PMSA # / %		4365	67.50%	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 %		8%		-1%		-1%		1%		-1%		0%		-1%		-4%		-1%		0%		1%		-1%		0%		-1%	
Non-Sworn Workforce #/%	50	20	40.00%	1	2.00%	2	4.00%	0	0.00%	1	2.00%	1	2.00%	2	4.00%	21	42.00%	0	0.00%	0	0.00%	1	2.00%	0	0.00%	0	0.00%	1	2.00%
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 %		0%		0%		-1%		0%		2%		2%		4%		-4%		0%		-5%		2%		-1%		0%		2%	
Admin. Support Workforce #/%	374	24	6.42%	3	.80%	0	0.00%	0	0.00%	1	.27%	0	0.00%	0	0.00%	305	81.55%	16	4.28%	6	1.60%	1	0.27%	8	2.14%	4	1.07%	6	2%
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 %		-24%		-1%		-1%		0%		-1%		0%		0%		22%		1%		1%		0%		0%		1.0%		1%	
Skilled Craft Workforce #/%	99	91	91.92%	6	6.06%	0	0.00%	1	1.01%	0	0.00%	0	0.00%	0	0.00%	1	1.01%	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 %		11%		-3%		-1%		0%		-1%		0%		-2%		-3%		0%		0%		0%		0%		0%		0%	
Service/Maint. Workforce #/%	83	50	60.24%	7	8.43%	2	2.41%	0	0.00%	2	2.41%	2	2.41%	1	1.20%	15	18.07%	0	0.00%	1	1.20%	1	1.20%	0	0.00%	2	2.41%	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 %		23%		0%		0%		-1%		0%		2%		0%		-18%		-5%		1%		1%		-3%		2%		-1%	

Total 1542

Table A. Underutilizations by 1 or more FTE (full time equivalent) employees

- Cells with bold font are underutilizations (see also Appendix A). There are a total of 39 groups with underutilizations. 13 highlighted fields are groups with significant underutilization (underutilized by 3 or more FTEs)
- See Appendix C for Race and Ethnicity definitions.

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

	Males							Females							FTE Totals
	W	H/L	B/AA	AI/AN	Asian	NH/O PI	2 or more races	W	H/L	B/AA	AI/AN	Asian	NH/O PI	2 or more races	
Officials-Administrators					*		*		*			*		*	0
Professionals		*	3		3		*					8			14
Technicians				*	3			10				6			19
Protective Services Sworn		3	3		*		*	10	*			*		*	16
Protective Services Non Sworn								*		*		*			0
Administrative Support	N/A	*	*		*										0
Skilled Craft		*	*		*		*	3							3
Service Maintenance				*				15	3			*		*	18
FTE Totals (significant underutilization)		3	6		6			38	3			14			70

Notes:
Cells with numerals are significant underutilizations (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.

4. Significant Underutilizations

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. The significantly underutilized areas are:

- Hispanic or Latino males in the Protective Services Sworn category
- Black or African American males in the Professional and Protective Services Sworn categories.
- Asian males in the Professionals and Technicians categories.
- White females in the Technicians, Protective Services Sworn, Skilled Craft, and Service Maintenance categories.
- Hispanic or Latino females in the 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 Equity, Diversity, and Inclusion Strategic Plan are targeted at increasing the representation of all races, genders and national origin groups to reflect our community labor market. We will 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**.

5. The 2010 Census and 2016 population estimates

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: 4.0%, Black or African American: 2.3%, Asian: 2.0%, two or more races 1.8%, American Indian and Alaska Native .8% and Native Hawaiian and Pacific Islander 1.2%.

According to population estimates for Clark County in 2016, the county's total population is 467,018. Minority population percentages are: Hispanic or Latino: 9.3%, Asian: 4.6%, Black or African American: 2.2%, American Indian and Alaska Native: 1.1%, and Native Hawaiian and Pacific Islander: .9%.

6. 2018 - 2019 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 Professional, Protective Services Sworn, Admin Support, and Skilled Craft; and females in Officials/Administrators, Protective Services Sworn, and Service Maintenance.
2. To encourage equal employment opportunities for Black or African Americans in these job categories: males in Professionals, Protective Services Sworn and Non-Sworn, Administrative Support and Skilled Craft; and females in the Protective Services Non-Sworn.
3. To encourage equal employment opportunities for Asians in these job categories: males in Officials/Administrators, Professionals, Technicians, Protective Services Sworn, Administrative Support, and Skilled Craft; and females in Officials/Administrators, Professionals, Technicians, Protective Services Sworn and Non-Sworn, and Service Maintenance.
4. To encourage equal employment opportunities for White females in these job categories: Technicians, Protective Services Sworn and Non-Sworn, Skilled Craft, and Service-Maintenance.
5. To encourage equal employment opportunities for two or more races in these job categories: males in the Officials/Administrators, Professionals, Protective Services Sworn and Skilled Craft; and females in the Officials/Administrators, Protective Services Sworn and Service Maintenance.
6. To encourage equal employment opportunities for American Indian or Alaska Native males in the Technicians and Service Maintenance categories.
7. To encourage equal employment opportunities in all County job categories.

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

7. Dissemination of EEO 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 website link 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" and contain a link to the EEOP.
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 on the weekly job announcement listing 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 County Councilors, public work sessions will be held with the 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. Vendors and contractors may access the EEOP on the county's internet site.
11. A link to the EEOP will be sent to the County Public Library.
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%
Two or More Races Males	1%
Hispanic or Latino Females	1%
Asian Females	2%
Two or More Races Females	1%

Service/Maintenance Underutilization

American Indian or Alaska Native Males	1%
White Females	18%
Hispanic or Latino Females	5%
Asian Females	3%
Two or More Races Females	1%

Professionals Underutilization

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

Technicians Underutilization

American Indian or Alaska Native Males	1%
Asian Males	2%
White Females	7%
Asian Females	4%

Protective Services Sworn Underutilization

Hispanic or Latino Males	1%
Black or African American Males	1%
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

Hispanic or Latino Males	1%
Black or African American Males	1%
Asian Males	1%

Skilled Craft Underutilization

Hispanic or Latino Males	3%
Black or African American Males	1%
Asian Males	1%
Two or More Races Males	2%
White Females	3%

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; Chief Deputy Assessor

Auditor: Accounting Manager; Accounting Supervisor; County Auditor; Director, Finance; Operations Review Manager; Project Accounting Manager

Budget Office: Director, Budget

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

County Council & County Manager's Office: County Manager; County Councilor

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

General Services: Director, General Services; Facilities Management Manager; Records Officer; Property & Indigent Defense Manager; Buyer; Facilities Maint. Crew Supervisor

Human Resources: Director, Human Resources

Information Technology: Director, Information Technology; Information Technology Manager I, II, and III; GIS Manager; GIS Coordinator

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-Administrator

Public Works: 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: Commercial Appraiser Spec; Current Use Appraiser; Personal Prop Auditor App II, III, and IV; Real Property Appraiser I, II, III, and IV;

Auditor: Accountant; Accountant Senior

Community Development: Planner I, II; Natural Resources Spec I, II, and III;

Community Planning: Planner II, III

County Council & County Manager's Office: Policy Analyst/Senior; Communication Specialist/Senior; Graphics Communication Specialist

District Court & Corrections: Corrections Counselor; Corrections Counselor, Lead; Court Interpreter

General Services: Buyer; Indigent Defense Coordinator;

Human Resources: Human Resources Rep, Assoc; Human Resources Rep, Ass't; Human Resources Rep, Senior; Human Resources Representative;

Information Technology: IT Professional III, IV, V; GIS Analyst

Juvenile Court Services: Clinical Psychologist

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; Environmental Operations Specialist/Senior; Environmental Outreach Specialist/Senior;

Public Works: Capital Program Specialist; Capital Program Specialist, Sr; Capital Project Manager I, II, and III; Engineer I, II, and III; Real Property Agent I, II, and III; Solids Program Coordinator; Traffic Engineer; Environmental Operations Specialist/Sr; Environmental Outreach Specialist; Natural Resources Specialist III, SCADA System Specialist;

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:

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; Weatherization Specialist I/II

Community Services: Rehabilitation Specialist; Rehabilitation Specialist, Sr;

Information Technology: IT Professional Associate, I, II; GIS Technician I, II, and III; Land Records Technician I, and II; Land Records Technician, Lead

Medical Examiner's Office: Autopsy Assistant

Public Health: Community Health Worker; Environmental Programs Technician;

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; Inventory Specialist; Weed Control Technician; Weed Management Field Inspect/Lead

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
County Council & County Manager's Office: 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 Health & Safety Coord.;
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;
County Manager's Office: BOCC Administrative Assistant
Clerk's Office: Clerks Judicial Proceedings Specialist;
Community Services: Grants Accounting Specialist;
District Court & Corrections: Court Assistant I; II III; Court Assistant, Senior; Judicial Assistant; Executive Assistant
Information Technology: Information Tech. 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; Farms Operations Specialist
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 2018-19.

Action Association – Portland NWEEO/Affirmative
Affairs Vocational Rehab-Employment Services
Association of Minority Entrepreneurs Oregon
Capital Career Center
Central City Concern
Chemeketa Community College
Children's Home Society of WA
China Council – Portland Northwest
City of Bainbridge Island
City of Beaverton
City of Bellevue
City of Camas
City of Federal Way
City of Hillsboro
City of Milwaukie
City of Vancouver - HR Dept.
City of Washougal
Clackamas County HR
Clark Co Vocational Skills Center
Clark College
College Heritage
Commission on Asian Affairs Oregon
Community Services – Vancouver Multicultural
Concordia University
CorCare IME
Cowlitz Co Personnel
C-Tran
Department of Community Corrections
Employment Access Center
Evergreen Schools
Filipino American Assoc. of Vancouver & Vicinity
Goodwill Industries, Clark County
Goodwill Job Connection – Vancouver
IRCO
Kitsap County Personnel Department
Latino Resource Group
Living Hope Church
Lower Columbia College
Metro
Metro Community Church-Job Bank
Mt Hood Community College Worksource Connections
Multnomah County
NAACP
North County Family Resource Center

OR State Employment Division
Partners in Diversity - Portland
Pierce County Personnel Department
Portland City College
Portland Community College
Portland Hispanic Metropolitan Chamber
Portland State University
Reed College
Skamania County HR/Commissioner's Office
Snohomish Co HR
St. Martins' College
State of Oregon
Steps to Success East
Stevenson Job Service
SW Washington PIC Worksource West
United States Dept. of Veterans Affairs
University of Portland - Career Center
UW List service for Diverse Applicants MOSAIC
Vancouver Chinese Association
Vancouver Housing Authority
Vancouver League of United Latin-American Citizens
Vocational Rehab Department Oregon
WA Employment Security Department
Western WA University Career Services Center
Willamette University
WorkSource Vancouver
WSU Career Services

Appendix E. Dept of Justice Grants for the Year Ended December 31, 2017

Federal Program Name	CFDA Number	Contract No.	Total
Juvenile Justice and Delinquency Prevention Allocation to States	16.540	I-501-00316	\$3,506
Juvenile Justice and Delinquency Prevention Allocation to States	16.540	I-300-00115	\$54,511
National Criminal History Improvement Program	16.554	K12326	\$2,966
Crime Victim Assistance	16.575	18-31102-505	\$89,532
Crime Victim Assistance	16.575	S17-31102-505	\$20,859
Crime Victim Assistance	16.575	S18-31102-505	\$39,034
Violence Against Women Formula Grants	16.588	F16-31103-045	\$30,865
Violence Against Women Formula Grants	16.588	F16-31003-103	\$68,600
Edward Byrne Memorial Justice Assistance Grant Program	16.738	#2014-DJ-BX-0841	\$35,753
Edward Byrne Memorial Justice Assistance Grant Program	16.738	#2015-DJ-BX-0542	\$9,851
Paul Coverdell Forensic Sciences Improvement Grant Program	16.742	K12667	\$16,416
Equitable Sharing Program	16.922	N/A	\$17,301
TOTAL			\$389,193

**Appendix F. 2017 Comparison by Year (Underutilizations)
by FTE¹ employees (includes all protected groups: race, ethnicity and gender)**

Job Categories	2008	2011	2013²	2015²	2017
Officials-Administrators N=162 (2008) N=143 (2011) N=139(2013) N=136(2015) N=140(2017)	8	7	8	5	6
Professionals N=394 (2008) N=344 (2011) N=316 (2013) N=356 (2015) N=396 (2017)	12	7	22	16	18
Technicians N=186 (2008) N=141 (2011) N=144 (2013) N=154 (2015) N=152 (2017)	33	25	19	21	20
Protective Services 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) Sworn N=280 (2017) Non-Swrn N=50 (2017)	18 7	21 7	35 7	31 4	24 5
Office Clerical-Admin. Support N=466 (2008) N=402 (2011) N=401 (2013) N=388 (2015) N=377 (2017)	13	12	12	6	6
Skilled Craft N=106 (2008) N=93 (2011) N=101 (2013) N=102 (2015) N=97 (2017)	12	6	9	12	7
Service Maintenance N=86 (2008) N=78 (2011) N=79 (2013) N=80 (2015) N=86 (2017)	17	16	23	22	22
Total	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)	108 (out of 1581 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.