



**DESCHUTES COUNTY**  
**EQUAL EMPLOYMENT OPPORTUNITY PLAN**

**EEO PLAN SHORT FORM**



October 1, 2013



## Deschutes County Equal Employment Opportunity (EEO) Plan

Date and effective duration of EEO Plan: October 1, 2013 – September 30, 2015

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### Introductory Information

<b>Grant Title:</b>	Project to Enhance Victim Safety of Offender Accountability	<b>Grant Number:</b>	2010-WE-AX-0038
<b>Grantee Name:</b>	Deschutes County	<b>Award Amount:</b>	\$299,806
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1300 NW Wall Street, Suite 201, Bend, OR 97701		
<b>Contact Person:</b>	Erik Kropp, Deputy County Administrator	<b>Phone #:</b>	(541) 388-6584
<b>Contact Address:</b>	1300 NW Wall Street, Suite 201 Bend, OR 97701		
<b>DOJ Grant Manager:</b>	Suzanne Pugliesc	<b>DOJ Phone #:</b>	(202) 305-1660

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<b>Grant Title:</b>	Crime Victim Assistance	<b>Grant Number:</b>	2012 DAVAP-00056
<b>Grantee Name:</b>	Deschutes County	<b>Award Amount:</b>	\$96,086
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1300 NW Wall Street, Suite 201, Bend, OR 97701		
<b>Contact Person:</b>	Erik Kropp, Deputy County Administrator	<b>Phone #:</b>	(541) 388-6584
<b>Contact Address:</b>	1300 NW Wall Street, Suite 201, Bend, OR 97701		
<b>DOJ Grant Manager:</b>	Mackenzie Gray	<b>DOJ Phone #:</b>	(503) 378-5647

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<b>Grant Title:</b>	ARRA-Edward Byrne Memorial Justice Assistance Grant Program	<b>Grant Number:</b>	DC009-13
<b>Grantee Name:</b>	Deschutes County	<b>Award Amount:</b>	\$252,349
<b>Grantee Type:</b>	Local Government Agency		
<b>Address:</b>	1300 NW Wall Street, Suite 201, Bend, OR 97701		
<b>Contact Person:</b>	Erik Kropp, Deputy County Administrator	<b>Phone #:</b>	(541) 388-6584
<b>Contact Address:</b>	1300 NW Wall Street, Suite 201, Bend, OR 97701		
<b>DOJ Grant Manager:</b>	Barry Roberts	<b>DOJ Phone #:</b>	(202) 616-8516

**Policy Statement:**

It is the policy of Deschutes County to provide equal employment opportunities in County government for all persons; to prohibit discrimination and harassment in employment on the basis of race, color, national origin, sex, religion, age, marital status, family relationship, sexual orientation, physical or mental disability, political affiliation, veteran's status, or any other classification protected by Oregon or federal law, and with proper regard for the privacy and constitutional rights of applicants and employees. The prohibition against employment discrimination and harassment may extend to conduct that employees are subjected to from vendors, contractors, customers, or others who enter the workplace. Deschutes County will follow this policy in recruitment, hiring, promotion into all classifications, compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave and use of County facilities. Deschutes County is committed to complying with all applicable federal, state, and local civil rights laws that pertain to employment.

The County Administrator for Deschutes County is designated as the Equal Employment Opportunity (EEO) Officer. The EEO Officer has full authority to administer and promote an active program of equal employment opportunity. All members of the County's staff who are authorized to hire, supervise, promote and terminate employees, or who recommend or are substantially involved in such action, will be made fully cognizant of and will implement the County's equal employment opportunity policy. Any employee of the County who fails to comply with this policy may be subject to appropriate corrective action, up to and including termination.

**Narrative Utilization Analysis:**

The overutilization variance between available community workforce statistics and County employees for all minorities in all job categories is 2.07%. The available community workforce includes the following minority representation: 0.37% Black males, 0.10% Black females, 1.41% Hispanic males, 0.99% Hispanic females, 0.66% Asian/Pacific Islander males, 0.71% Asian/Pacific Islander females, 0.76% American Indian/Alaska Native males, and 0.83% American Indian/Alaska Native females.

The Deschutes County workforce includes the following minority representation: 0.23% Black males, 0% Black females, 1.95% Hispanic males, 2.63% Hispanic females, 0.57% Asian/Pacific Islander males, 0.46% Asian/Pacific Islander females, 1.14% American Indian/Alaska Native males, and 0.92% American Indian/Alaska Native females.

Deschutes County Department of Personnel, in consultation with the County's Risk Management and Legal departments, reviewed the Utilization Analysis Chart attached hereto (comparing the County's workforce to the relevant labor market) and made the following observations:

1. White females were significantly under-represented in the following categories: Technicians (-30.23%), and Service Maintenance (-25.89%). These results raise concern in that they represent the largest underutilization of any of the Gender/National Origin groups outside of the white male group, and white females are the second largest group in Deschutes County.

2. White males were significantly under-represented in the Administrative Support category (-24.17%).
3. Asian/Pacific Islander females were under-represented in the Sworn Protective Services category (-2.51%) and Hispanic females were under-represented in the Service Maintenance category (-2.10%).
4. Although the Utilization Analysis indicated other instances of under-representation, the actual number of employees in these job categories was relatively small and thus made it difficult to interpret or draw any reliable conclusions regarding underutilization. The number of available workforce members across all non-white groups in the Officials/Administrators, Professionals, Technicians, Protective Services, Administrative Support, and Skilled Craft job categories showed underutilization less than 1.0%, and the total number of workforce members in each was small: the largest underutilized population among these categories was Black males in the Sworn Protective Services category at (-2.51%) of the available labor force in this category.
5. Hispanic males and females were over-represented in the majority of job categories totaling 2.17%. American Indian/Alaska Native males and females were over-represented in the majority of job categories totaling 0.47%.

In keeping with Deschutes County's commitment to having a workforce that reflects the community it serves, it will examine its recruitment and retention practices to determine if there are methods available to attract more of the groups identified as being underutilized in job categories discussed herein.

### **Objectives:**

Deschutes County is committed to continue hiring and employment practices that maintain or improve minority opportunities for employment with the County so its workforce will more closely reflect the available labor force in the County.

Deschutes County is committed to maintaining workforce profiles that closely reflect the available labor force minority statistics and improving the profiles for female representation in the relevant job categories. Based upon the results of the underutilization analysis, Deschutes County has established the following objectives:

- Increase female representation in the job categories of Technicians, Service Maintenance and Protective Services by continuing to recruit qualified female applicants for these positions.
- Maintain or improve minority representation in all job categories by continuing to recruit qualified minority applicants for all job category positions.
- Identify any barriers in recruitment that might deter women from applying for positions in the job categories of Technicians, Service Maintenance and Protective Services, and seek to find methods to overcome such barriers.
- Identify any barriers in recruitment that might deter minorities from applying for positions in all job categories and seek to find methods to overcome such barriers.

- Target women for recruitment in the job categories of Technicians, Service Maintenance and Protective Services.
- Target Hispanic women for recruitment in the Service Maintenance job category.

### **Steps to Achieve Objectives:**

The following steps will be implemented to address the underutilization of females in the relevant job categories and to maintain or improve minority representation in all job categories. The County will:

- Attend trainings on diversity recruiting strategies.
- Provide training opportunities for employees in all job classifications to upgrade their skills and improve their career development opportunities.
- Continue to send announcements of job openings to the state employment department.
- Review recruitment and retention efforts and apply information derived from exit interviews to enhance these efforts.
- Explore new methods to recruit employees.
- Review and update the County's recruitment methods, practices and policies to promote equal employment opportunity through recruitment efforts.
- Monitor recruitment efforts, policies and procedures to ensure that the County will meet and maintain gender and minority employment objectives, and that impediments to achieving utilization goals are removed.
- Continue to increase attendance at job fairs which target women and minorities, make presentations that highlight career opportunities for women in the job categories identified as underutilized, and, where feasible, use minority and female employees to assist in recruitment.
- Continue to provide EEO training to supervisors and department directors on EEO policies, processes, documentation, interview processes and employment requirements.
- Continue to offer bilingual premium pay and tuition reimbursements for secondary language skills.
- Continue to offer employees County-sponsored trainings on diversity.
- Continue to post open positions online and accept applications for employment online.

### **Dissemination:**

A representative from the Personnel Department will be designated to implement the Equal Employment Opportunity Plan for Deschutes County.

External

- Continue to include the statement “We are an equal opportunity employer” on all job announcements, “Deschutes County is an Equal Opportunity Employer” on all recorded job listings and applications, and “EEO” on all employment and recruitment advertisements.
- Continue to include the statement “Equal Opportunity Employer. Women, Minorities, and the Disabled are Encouraged to Apply” on jobs posted on the County’s public website.
- Post the EEO Plan on the County’s public website.
- Notify all contractors and vendors that do business with the County that a copy of the EEO Plan is available on the County’s public website and by request through the Personnel Department Office through notices of solicitations, request for proposals, bids, etc., and correspondence to independent contractors.

Internal

- Post the EEO policy statement on bulletin boards throughout the County.
- Post the EEO Plan on the County’s intranet site.
- Annually meet with the County’s department directors to distribute the EEO Plan and ensure they are familiar with the objectives of the EEO Plan.
- Distribute a copy of the EEO Plan to all employees in supervisory positions.
- Send an email notifying all employees that a copy of the EEO Plan is available on the County’s intranet site and by request through the Personnel Department Office.
- Maintain the appointment of an EEO Administrator with management responsibilities for ensuring training on, and compliance with, the EEO Plan.
- Continue to keep officials, directors, supervisors, and employees informed about in-house training events.
- Maintain a copy of the EEO Plan in the reception area of the Personnel Department, accessible to employees and applicants.

I understand the regulatory obligation under 28 CFR §42.301-.308 to collect and maintain exclusive employment data by race, sex, and national origin, even though our organization may not use all of this data in completing the EEO Plan. I have reviewed the foregoing EEO Plan and certify the accuracy of the reported workforce data and our organization’s policies.



Deschutes County Administrator,  
Equal Employment Opportunity Officer

1-5-14

Date

## Deschutes County Workforce Utilization Analysis Chart

### Deschutes County Workforce and Community Comparison - 2013

Job Category		Gender and National Origin																				
		Male									Female											
		White		Black		Hispanic		Asian or Pacific Islander		American Indian or Alaska Native		White		Black		Hispanic		Asian or Pacific Islander		American Indian or Alaska Native		
		Employee Count	Workforce Percentage	Employee Count	Workforce Percentage	Employee Count	Workforce Percentage	Employee Count	Workforce Percentage	Employee Count	Workforce Percentage	Employee Count	Workforce Percentage	Employee Count	Workforce Percentage	Employee Count	Workforce Percentage	Employee Count	Workforce Percentage	Employee Count	Workforce Percentage	
Officials/ Administrators	DC Workforce	43	55.84%	0	0.00%	1	1.30%	0	0.00%	0	0.00%	32	41.56%	0	0.00%	1	1.30%	0	0.00%	0	0.00%	
	Community	5,630	61.60%	25	0.27%	90	0.98%	85	0.93%	50	0.55%	3,165	34.63%	0	0.00%	10	0.11%	45	0.49%	40	0.44%	
	Comparison	below	-5.75%	below	-0.27%	above	0.31%	below	-0.93%	below	-0.55%	above	6.83%	n/a	0.00%	above	1.19%	below	-0.49%	below	-0.44%	
Professionals	DC Workforce	73	31.06%	0	0.00%	2	0.85%	1	0.43%	0	0.00%	146	62.13%	0	0.00%	6	2.55%	2	0.85%	5	2.13%	
	Community	5,730	43.20%	15	0.11%	25	0.19%	105	0.79%	60	0.45%	7,035	53.03%	0	0.00%	40	0.30%	115	0.87%	140	1.06%	
	Comparison	below	-12.13%	below	-0.11%	above	0.86%	below	-0.37%	below	-0.45%	above	8.09%	n/a	0.00%	above	2.25%	below	-0.02%	above	1.07%	
Technicians	DC Workforce	44	54.32%	0	0.00%	0	0.00%	0	0.00%	1	1.23%	29	35.80%	0	0.00%	5	6.17%	1	1.23%	1	1.23%	
	Community	655	31.12%	25	1.19%	25	1.19%	10	0.48%	0	0.00%	1390	68.03%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
	Comparison	above	23.20%	below	-1.19%	below	-1.19%	below	-0.48%	above	1.23%	below	-30.23%	n/a	0.00%	above	6.17%	above	1.23%	above	1.23%	
Protective Services	Sworn	DC Workforce	126	77.30%	0	0.00%	7	4.29%	1	0.61%	4	2.45%	25	15.34%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
		Community	835	83.92%	25	2.51%	0	0.00%	0	0.00%	10	1.01%	100	10.05%	0	0.00%	0	0.00%	25	2.51%	0	0.00%
		Comparison	below	-6.62%	below	-2.51%	above	4.29%	above	0.61%	above	1.45%	above	5.29%	n/a	0.00%	na	0.00%	below	-2.51%	n/a	0.00%
	Non-Sworn	DC Workforce	23	50.00%	0	0.00%	1	2.17%	3	6.52%	2	4.35%	17	36.96%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Community	50	53.19%	0	0.00%	0	0.00%	4	4.26%	0	0.00%	40	42.55%	0	0.00%	0	0.00%	0	0.00%	0	0.00%		
Comparison	below	-3.19%	n/a	0.00%	above	2.17%	above	2.27%	above	4.35%	below	-5.60%	n/a	0.00%	n/a	0.00%	n/a	0.00%	n/a	0.00%		
Administrative Support	DC Workforce	17	9.04%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	158	84.04%	0	0.00%	10	5.32%	1	0.53%	2	1.06%	
	Community	7,085	33.21%	65	0.30%	115	0.54%	145	0.68%	195	0.91%	12,980	60.84%	65	0.30%	240	1.12%	210	0.98%	235	1.10%	
	Comparison	below	-24.17%	below	-0.30%	below	-0.54%	below	-0.68%	below	-0.91%	above	23.20%	below	-0.30%	above	4.19%	below	-0.45%	below	-0.04%	
Skilled Crafts	DC Workforce	53	79.10%	1	1.49%	5	7.46%	0	0.00%	2	2.99%	5	7.46%	0	0.00%	1	1.49%	0	0.00%	0	0.00%	
	Community	8,970	90.58%	45	0.45%	175	1.77%	14	0.14%	110	1.11%	535	5.40%	0	0.00%	25	0.25%	4	0.04%	25	0.25%	
	Comparison	below	-11.47%	above	1.04%	above	5.70%	below	-0.14%	above	1.87%	above	2.06%	n/a	0.00%	above	1.24%	below	-0.04%	below	-0.25%	
Service Maintenance	DC Workforce	11	64.71%	1	5.88%	1	5.88%	0	0.00%	1	5.88%	3	17.65%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
	Community	10,515	47.59%	90	0.41%	665	3.10%	160	0.72%	175	0.79%	9,620	43.54%	10	0.05%	465	2.10%	160	0.72%	215	0.87%	
	Comparison	above	17.12%	above	5.48%	above	2.76%	below	-0.72%	above	5.08%	below	-25.89%	below	-0.05%	below	-2.10%	below	-0.72%	below	-0.97%	
		White/Male		Black/Male		Hisp/Male		As-Pi/Male		Am-Ind/Al-Nat/Male		White/Female		Black/Female		Hisp/Female		As-Pi/Female		Am-Ind/Al-Nat/Female		
DC Workforce		44.62%		0.23%		1.95%		0.57%		1.14%		47.48%		0.00%		2.63%		0.46%		0.92%		
Community		50.01%		0.37%		1.41%		0.66%		0.76%		44.17%		0.10%		0.99%		0.71%		0.83%		
Comparison		-5.38%		-0.14%		0.53%		-0.09%		0.38%		3.31%		-0.10%		1.64%		-0.25%		0.09%		
Overutilization variance between available community workforce statistics and County employees for all minorities in all job categories is:																		2.07%				



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### **Further information:**

Please refer to the Deschutes County website at [www.deschutes.org/Personnel](http://www.deschutes.org/Personnel) for additional information, or contact the Deschutes County Personnel Department at 1300 NW Wall Street, Suite 201, Bend, OR, (541) 617-4722.