



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

**EEO PLAN SHORT FORM**



January 1, 2024

DC 2024 022

DC Doc #2024-022



## Deschutes County Equal Employment Opportunity (EEO) Plan

Date and effective duration of EEO Plan: January 1, 2024 – December 31, 2025

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### Introductory Information

<b>Grant Title:</b>	Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program	<b>Grant Number:</b>	15JOVW-21-GG-02038-ICJR
<b>Grantee Name:</b>	Deschutes County	<b>Award Amount:</b>	\$488,435.00
<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>	Amanda Wilson	<b>DOJ Phone #:</b>	202-598-0142

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<b>Grant Title:</b>	Deschutes County Peer Support Project	<b>Grant Number:</b>	2020-MH-WX-K032
<b>Grantee Name:</b>	Deschutes County	<b>Award Amount:</b>	\$111,968.00
<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>	Vonda Matthews	<b>DOJ Phone #:</b>	202-616-9430

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**Grant Title:** Crime Victim Assistance      **Grant Number:** VOCA/CFA-2021-DeschutesCo.DAVAP-00045

**Grantee Name:** Deschutes County      **Award Amount:** \$754,782.00

**Grantee Type:** Local Government Agency

**Address:** 1300 NW Wall Street, Suite 201, Bend, OR 97701

**Contact Person:** Erik Kropp, Deputy County Administrator      **Phone #:** (541) 388-6584

**Contact Address:** 1300 NW Wall Street, Suite 201 Bend, OR 97701

**State of Oregon Grant Manager:** Debbie Martin      **Phone #:** (503) 378-5527

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**Grant Title:** Crime Victim Assistance      **Grant Number:** VAWA-C-2023-DeschutesCo.DAVAP-00015

**Grantee Name:** Deschutes County      **Award Amount:** \$390,819.50

**Grantee Type:** Local Government Agency

**Address:** 1300 NW Wall Street, Suite 201, Bend, OR 97701

**Contact Person:** Erik Kropp, Deputy County Administrator      **Phone #:** (541) 388-6584

**Contact Address:** 1300 NW Wall Street, Suite 201 Bend, OR 97701

**State of Oregon Grant Manager:** Diana Fleming      **Phone #:** (503) 378-6260

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## **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.

## **Step 4b: Narrative Utilization Analysis**

The overutilization variance between available community workforce statistics and County employees for all minorities in all job categories is -1.5%. The available community workforce includes the following minority representation: 4.4% Hispanic/Latino males, 3.11% Hispanic/Latino females, .34% Black males, 0.26% Black females, 0.58% Asian males, 0.71% Asian females, 0.0% Native Hawaiian/Pacific Islander males, 0.07% Native Hawaiian/Pacific Islander females, 0.26% American Indian/Alaska Native males, 0.13% American Indian/Alaska Native females, 0.92% Two or More Races males, and 0.94% Two or More Races females.

The Deschutes County workforce includes the following minority representation: 1.6% Hispanic/Latino males, 3.1% Hispanic/Latino females, 0.3% Black males, 0.3% Black females, 0.4% Asian males, 0.8% Asian females, 0.3% Native Hawaiian/Pacific Islander males, 0.00% Native Hawaiian/Pacific Islander females, 0.7% American Indian/Alaska Native males, 0.7% American Indian/Alaska Native females, 0.7% Two or More Races males, and 2.0% Two or More Races females.

Deschutes County Department of Human Resources, 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. Females as a single unified category were significantly under-represented in the following categories: Officials/Administrators (-5.3%), Service Maintenance (-28.3%), and Skilled Craft (-4.0%). These results raise concern in that they represent moderate to

significant underutilization within estimated community labor pools of statistically large size.

2. Hispanic/Latino males were significantly under-represented as an aggregate percentage of the total Deschutes County workforce as compared to the estimated available community workforce (-2.8%). Specific to measured job categories, Hispanic/Latino males were slightly under-represented in the following categories: Protected Services (-6.6%), Skilled Crafts (-5.0%), and Service Maintenance category (-8.8%).
3. Although the Utilization Analysis indicated other instances of under-representation concerning specific minority groups, the differences between the Deschutes County workforce were statistically insignificant and within the margin of error of utilized community workforce reporting. In other instances, the actual number of employees in these job categories in the estimated relevant community workforce was relatively small and thus made it difficult to interpret or draw any reliable conclusions regarding underutilization.

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

### **Steps 5 & 6: Objectives and Steps**

Deschutes County is committed to continue hiring and employment practices that maintain or improve opportunities for employment with diverse groups 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 demographics of available labor force 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 Service Maintenance and Officials/Administrators by continuing to recruit and hire qualified female applicants for these positions.
- Maintain or improve representation of diverse groups in all job categories by continuing to recruit and hire qualified diverse applicants for all job category positions.
- Identify any barriers in recruitment that might deter women from applying and being hired for positions in the job categories of Service Maintenance and Officials/Administrators and seek to find methods to overcome such barriers.
- Identify any barriers in recruitment that might deter members of diverse groups from applying and being hired for positions in all job categories and seek to find methods to overcome such barriers.
- Target women for recruitment in the job categories of Service Maintenance and Officials/Administrators.
- Target Hispanic/Latino men and women for recruitment in the Skilled Craft and Service Maintenance job categories.



Deschutes County will implement the following steps to address the underutilization in the relevant job categories and to maintain or improve representation of diverse groups in all job categories. The County will:

- Attend trainings on diversity recruiting and selection 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 and to relevant community groups likely to bring career opportunities to women and diverse candidates.
- 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 on an ongoing basis the County's recruitment and selection methods, practices, and policies to promote equal employment opportunity through recruitment efforts.
- Monitor recruitment and selection efforts, policies and procedures to ensure that the County will meet and maintain gender and diversity employment objectives, and that impediments to achieving utilization goals are removed.
- Continue to provide EEO training to supervisors and department directors on EEO policies, processes, documentation, interview processes and employment requirements.
- Examine the County's existing EEO statements appearing on the County's public website and on County job postings and make necessary adjustments to those statements to better reflect the sincerity of the County's commitment to equal employment opportunity.
- Continue to offer bilingual premium pay and tuition reimbursements for secondary language skills.
- Continue to offer employees County-sponsored trainings on diversity, equity, and inclusion.
- Continue to post open positions online and accept applications for employment online.
- Form a Diversity, Equity, Inclusion, and Accessibility (DEIA) Committee to determine and advance initiatives intended to improve the County's efforts to attract and retain employees affiliated with underrepresented groups.

### **Step 7a: Internal Dissemination**

- A representative from the Human Resources Department will be designated to implement the Equal Employment Opportunity Plan for Deschutes County.
- 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 Human Resources 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 Human Resources Department, accessible to employees and applicants.

**Step 7b: External Dissemination**

- Include the updated EEO statement as determined from the examination described in this document (currently: “We are an Equal Opportunity Employer”) on all job announcements, recorded job listings and applications, and on all employment and recruitment advertisements.
- Include the updated EEO statement as determined from the examination described in this document (currently: “Equal Opportunity Employer. Women, Minorities, and People with Disabilities 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 Human Resources Department Office through notices of solicitations, request for proposals, bids, etc., and correspondence to independent contractors.

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 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.

Whitby H. H.  
 Deschutes County Administrator,  
 Equal Employment Opportunity Officer

1/26/24  
 Date

### Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	Asian	Native Hawaiian or Pacific Islander	American Indian or Alaska Native	Two or More Races	White	Hispanic or Latino	Black or African American	Asian	Native Hawaiian or Pacific Islander	American Indian or Alaska Native	Two or More Races
Officials/ Administrators								X						
Professionals	X													
Technicians	X													
Protective Services		X												
Administrative Support	X													
Skilled Craft		X												
Service/ Maintenance		X						X						