

COUNTY OF VENTURA

Grantee Name: County of Ventura

Address: County of Ventura Executive Office
Human Resources Division 800 S.
Victoria, #1970
Ventura, CA 93009

Contact Person: Jim Dembowski, Assistant Director, Human Resources (805) 654-2568

Date and effective duration of EEOP: July 1, 2016 to June 30, 2018

Policy Statement

It is the policy of the County of Ventura to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, disability, age, marital status, or familial/parental status; and, to otherwise adhere to all state and federal EEO related mandates.

The County of Ventura will follow this policy in all areas of employment including, but not limited to, recruitment, hiring, and promotion into all classifications; and with respect to matters of compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave, social and recreational programs, and use of County facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment.

Any employee of the County of Ventura who fails to comply with this policy is subject to appropriate disciplinary action.

As Chairperson of the Board of Supervisors, I hereby direct that this policy be implemented in accordance with the County's Equal Employment Opportunity Plan.



Chair, Board of Supervisors

ATTEST: MICHAEL POWERS
Clerk of the Board of Supervisors
County of Ventura, State of California



By: 

Deputy Clerk of the Board

NARRATIVE UTILIZATION ANALYSIS

The following analysis is based on Community Labor Statistics derived from the 2010 census (Exhibit 2). The numbers describing the County workforce are based on a "snapshot" taken on July 1, 2016 (Exhibit 3). A review of the Utilization Analysis Table (Exhibit 4) indicates underutilization of various groups in the County's workforce as compared to the availability of those same groups in Ventura County's general population. The data was generated using the software provided by the United States DOJ—OJPs. The DOJ—OJPs' software identifies underutilizations which it deems statistically significant; that is, for each job category with greater than 30 employees, a statistical analysis is performed and then displayed for any job categories that have underutilizations of two or more standard deviations. Each of these underutilizations, deemed statistically significant by the DOJ-OJP software, are addressed in the following narrative. Underutilizations which were deemed statistically insignificant, while recognized, are not addressed in the narrative. As set forth in the "Objectives" portion of this plan, corrective measures, consistent with Federal and State laws, are being taken in each instance where there is statistically significant underutilization.

Black/African-American males are underutilized by 1% in the Technicians category and by 3% in the Protective Services—sworn category. These underutilizations would be brought to within 1% percent with the additional employment of 12 and 35 individuals of the aforementioned race and gender employed with jobs within each of the respective categories.

White males are underutilized by 12% in the Professionals category, by 10% in the Technicians category, and by 13% in the Administrative Support category. Those underutilizations may be brought to within 1% percent with the additional employment of 394, 128, and 223 individuals of the aforementioned race and gender in jobs within each of the respective categories.

White females are underutilized by 2% in the Professionals category, by 4% in the Technicians category, by 26% in the Protective Services—non sworn category, by 7% in the Administrative Support category, and by 6% in the Service/Maintenance category. These underutilizations would be brought to within 1% with the additional employment of 60, 56, 85, 115, and 30 individuals of the aforementioned race and gender employed in jobs within each of the respective categories.

While the underutilization of white females in the Protective Services non-sworn category appears to be quite significant it should be noted that the sample used to calculate this includes seven classifications in the Fire Service which comprises close to half of the sample. The shortage of females in the fire service is a widely recognized issue and challenge across the nation.

Hispanic/Latino males are underutilized by 5% in the Officials/Administrators category and by 5% in the Administrative Support category. These underutilizations would be brought to

within 1% percent with the additional employment of 13 and 80 individuals of the aforementioned race and gender employed in jobs within each of the respective categories.

Hispanic/Latino females are underutilized by 3% in the Skilled Craft category and by 13% in the Service/Maintenance category. These underutilizations would be brought to within 1% with the additional employment of 4 and 73 individuals of the aforementioned race and gender employed in jobs within the Skilled Craft and Service/Maintenance categories, respectively.

Asian males are underutilized by 4% in the Officials/Administrators category, by 3% in the Professionals category, by 8% in the Technicians category, by 1% in the Protective Services—sworn category, and by 2% in the administrative support category. These underutilizations would be brought to within 1% with the additional employment of 11, 106, 93, 10, and 26 individuals of the aforementioned race and gender employed in jobs within each of the respective categories.

Asian females are underutilized by 3% in the Technicians category and by 2% in the Service/Maintenance category. Those underutilizations may be brought to within one percent with the additional employment of 38 and 9 individuals of the aforementioned race and gender employed in jobs within each of the respective categories.

American Indian or Alaskan Native males are underutilized by 1% in the Protective Services—sworn category. This underutilization would be brought to within 1% with the additional employment of 3 individuals of the aforementioned race and gender employed in the Protective Services—sworn category.

The following Ventura County workforce comparison to Department of Justice – Office of Justice Programs (DOJ-OJP) specified community labor statistics and underutilization tables are overviews of the County's workforce by ethnicity, gender and job categories.

**Overview by Race Only
Ventura County Workforce & Community Labor Statistics Comparison**

	Males/Females	Community Labor Statistics	Ventura County Workforce **
B/AA	Black/African American	2.01%	2.98%
W	White	48.92%	47.80%
H/L	Hispanic/Latino	39.06%	39.95%
AI/AN	American Indian or Alaska Native	0.24%	0.59%
A	Asian	7.89%	7.77%
NH/PI	Native Hawaiian or Pacific Islander	0.18%	0.91%

Statistically Significant Underutilizations by Job Category, Race, and Gender

Job Categories	WM	H/LM	B/AAM	AI/ANM	AM	NH/PI/M	WF	H/LF	B/AAF	AI/ANF	AF	NH/PI/F
Officials/Administrators		-5%			-4%							
Professional	-12%				-3%		-2%					
Technicians	-10%		-1%		-8%		-4%				-3%	
Protective Services - Sworn			-3%	-1%	-1%							
Protective Services - Non-Sworn							-26%					
Administrative Support	-13%	-5%			-2%		-7%					
Skilled Craft								-3%				
Service/Maintenance							-6%	-13%			-2%	

KEY: WM -- White Male; H/LM -- Hispanic/Latino Male; B/AAM -- Black/African American Male; AI/ANM -- American Indian/Alaskan Native Male; AM -- Asian Male; NH/PI/M -- Native Hawaiian/Pacific Island Male; WF -- White Female; H/LF -- Hispanic/Latina Female; B/AAF -- Black/African American Female; AI/ANF -- American Indian/Alaskan Native Female; AF -- Asian Female; NH/PI/F -- Native Hawaiian/Pacific Island Female

NOTES: Per the United States DOJ—OJPs, "sworn officers" are defined as only those who perform a full range of law enforcement duties requiring full arrest powers. Therefore, the sample of Protective Services "sworn" is comprised only of the incumbents within the 13 County classifications in which the class specification explicitly reflects legal authority for making arrests.

OBJECTIVE

The County of Ventura (County) is committed to ongoing efforts, within the parameters set by both state and federal law, to ensure there are no artificial barriers in place to prevent its workforce from being reflective of the DOJ-OJP local community available workforce, and to otherwise ensure equal opportunity in all aspects of employment.

STEPS TO ACHIEVE OBJECTIVES

The County will continue to take the following steps to facilitate the recruitment and promotional processes and to eliminate potential barriers to employment:

1. The County will review its recruitment and promotional, examination, and appointment practices to determine whether they are illegally discriminatory by:
 - Reviewing all Department/Agency requests for recruitments and promotionals to determine if an eligible list exists or if a recruitment should be conducted; the type of recruitment to be conducted, (whether Open, Countywide or Department/Agency Promotion); where the recruitment should be advertised if other than the County Web page including local publications, social media accounts, industry specific websites/publications, national recruitments and other media that has diverse and representative audiences; the factors on all score-sheets to be used to determine

candidate eligibility; written/oral examination questions asked of candidates; and the make-up of Oral Boards to better ensure diversity of panelists;

- Reviewing all Department/Agency requests for classification studies to determine if current classifications are appropriately classified and reflect the current job specifications, or need re-classification or revision based on a thorough review of the current job duties;
 - Determining the type of recruitment examination necessary to generally ensure that the greatest numbers of qualified applicants are sent to hiring Departments/Agencies. Such determination will include an analysis to ascertain whether the recruitment should be an Application Evaluation, a supplemental questionnaire, a written exam, a practical exam, a physical performance exam, a promotability exam, an oral exam, and/or a combination thereof is required;
 - Periodically analyzing examination results to review for potential disparate impact before names are placed on an eligible list;
 - Reviewing via the on-line applicant tracking system (Neo-Gov), all Department/Agency reasons for non-selection of candidates that were certified for interviews to ensure non-selection is for job-related reasons and not illegally discriminatory in nature. Any inappropriate decisions and/or comments will be addressed immediately and appropriate guidance/training will be provided to prevent any future occurrences, and if warranted remedial action will be taken;
 - Maintaining a Web-based application process that makes it easier for all members of the public and employees to receive notice of vacancies and/or promotional opportunities. For those who may not have easy access to the Web, the County will continue print advertising processes and all of the paper application process; and,
 - Performing outreach through the CalWORKs Job and Career Centers, to maximize recruitment efforts, and to also offer information to all members of the public about obtaining employment with the County, filing proper applications, taking written/oral exams, etc.
2. Continuing to review all Department/Agency statistics on the number of hires and separations by ethnicity and gender, and all Exit Interview survey comments, to assess employee satisfaction, work climate, and understanding of turnover. Survey forms will be given to exiting employees to be completed externally and returned to a centralized location to minimize possible discomfort in revealing the true reasons for leaving, which is thought will improve reliability of the results. Centralizing the feedback of data will permit improved monitoring and allow actions to be taken to improve the working environment countywide.
 3. Encouraging all County employees to use textbook/tuition reimbursement and requesting that where operationally feasible, department/agency heads be sensitive to the need for variable work schedules to accommodate vocational, certificate and college coursework.
 4. Continuing to enroll all County managers and supervisors in required Discrimination and Sexual Harassment Prevention classes every two (2) years. Further, all newly

appointed managers and supervisors will continue to be required to attend these two training workshops within six (6) months of assignment. These training workshops, in particular, are designed to educate and assist managers and supervisors in eliminating bias in the application, selection, staff development and retention process.

The CEO-HR Training Office will monitor that all required managers and supervisors actually attend this mandatory training.

5. Initiating a new Cultural Competence workshop (*the ability to work effectively in Cross Cultural situations*) in spring 2017. This new workshop will complement the various training courses already implemented for managerial employees.
6. The County will continue notifying current and newly appointed employees of the County's complaint resolution procedure which outlines how individuals who believe they have been discriminated against or harassed in any manner may have their complaints investigated.

DISSEMINATION OF EEOP

For **internal dissemination**, a copy of the EEOP will be provided to all agency/department heads and top level managers who make hiring decisions for positions in federally funded programs, and available for review from the Ventura County Human Resources website. For those departments that have federally funded programs, a copy of portions of the EEOP will be posted on appropriate bulletin boards and employees will be advised of the location of those postings.

For **external dissemination**, all job announcements will contain the statement "Equal Opportunity Employer." Also, applicants, vendors, and suppliers associated with federally-funded programs or positions will be notified by mailings from the hiring Department/Agency or the County's General Services Agency's Procurement Department of the County's EEOP and the location of the plan, including availability for review from the Ventura County Human Resources website.