

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF YUBA**

RESOLUTION REAFFIRMING)	
RESOLUTION NO. 2019-10)	RESOLUTION NO. <u>2022-38</u>
EQUAL EMPLOYMENT OPPORTUNITY)	
(EEO) POLICY AND ADOPT 2022-2024)	
EQUAL EMPLOYMENT OPPORTUNITY)	
PLAN)	
_____)	

WHEREAS, on January 22, 2019, the Board of Supervisors of the County of Yuba adopted Resolution Number 2019-10 formally adopted Human Resources and Organizational Services (HROS) 1.12 – Equal Employment Opportunity Policy; and

WHEREAS, it is the policy of the Board of Supervisors that the County of Yuba shall provide equal employment opportunity (EEO) to all its employees and applicants regardless of a protected status: race, color, ancestry, religious creed, national origin, age over 40, marital status, sexual orientation, sex, gender, gender identity, gender expression, political or religious opinions or affiliations, physical or mental disability, medical condition, genetic information, military and veteran status, the taking of family and medical leave per the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where gender is a bona fide occupational qualification (the term “bona fide occupational qualification” will be construed in the same manner as defined under the Civil Rights Act of 1964 and the California Fair Employment and Housing Act as amended); and

WHEREAS, it is the policy of the Board of Supervisors that the County of Yuba shall not discriminate against or tolerate the harassment of its employees or applicants for employment on the basis of any protected status; and

WHEREAS, it is the policy of the Board of Supervisors that the County of Yuba shall not discriminate in admission or access to, or operation of, its programs, services or activities; and

WHEREAS, the County of Yuba is committed to EEO, fair and impartial treatment, and non-discrimination of all existing and prospective employees as a necessary element in basic merit system principles; and

WHEREAS, it is the County of Yuba's intent to ensure all human resources policies, practices, and programs are administered and implemented in a fair, equitable, and non-discriminatory manner; and

WHEREAS, the County of Yuba shall take positive measures toward ensuring that equal opportunity is incorporated into all human resources policies and practices by the development and implementation of an EEO Plan; and

WHEREAS, the purpose of the EEO Plan will be to commit the County of Yuba to a program that makes equal employment opportunity a reality for all County employees and prospective employees.

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Yuba, that Resolution number 2019-10, adopting the Equal Employment Opportunity Policy, be and hereby is reaffirmed.

BE IT FURTHER RESOLVED, by the Board of Supervisors of the County of Yuba, hereby adopts the Equal Employment Opportunity Plan, through April 30, 2024.

PASSED AND ADOPTED by the Board of Supervisors of the County of Yuba, State of California, on the 22 day of March 2022 by the following votes:

AYES: Supervisors Vasquez, Blaser, Fuhrer, Bradford, Fletcher

NOES: None

ABSENT: None

ABSTAINED: None



CHAIRMAN

ATTEST: Rachel Ferris
Clerk of the Board

APPROVED AS TO FORM: ^{for} Michael Ciccozzi
County Counsel

By: 

Mary Pasillas, Board Clerk

By: 



**COUNTY OF YUBA
POLICY MANUAL**

POLICY NO.: HROS 1.12 PAGE 1 OF 2

ORIGINATION DATE: MAY 1, 2009
AMENDED: JANUARY 22, 2019

Title:

Equal Employment Opportunity Policy

Approved By:

Board of Supervisors, Resolution # 2019-10

Purpose / Scope:

The County of Yuba is an equal opportunity employer and prohibits discriminatory employment based on protected status. The purpose of this Equal Employment Opportunity (EEO) Policy is to promote an atmosphere of nondiscrimination and fair treatment for all employees, applicants, volunteers, interns, visitors, and persons providing services pursuant to a contract; assure compliance with federal and state equal opportunity requirements and regulations; and establish employment practices and tracking mechanisms to achieve the objectives of this policy, including an EEO Plan which commits Yuba County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

Policy:

It is the policy of the Board of Supervisors that the County of Yuba shall:

- Provide equal employment opportunity to all its employees and applicants regardless of race, color, ancestry, religious creed, national origin, age over 40, marital status, sexual orientation, sex, gender, gender identity, gender expression, political or religious opinions or affiliations, physical or mental disability, medical condition, genetic information, military and veteran status, the taking of family and medical leave per the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where gender is a bona fide occupational qualification (the term "bona fide occupational qualification" will be construed in the same manner as defined under the Civil Rights Act of 1964 and the California Fair Employment and Housing Act as amended).
- Not discriminate against or tolerate the harassment of its employees or applicants for employment on the basis of race, color, ancestry, religious creed, national origin, age over 40, marital status, sexual orientation, sex, gender, gender identity, gender expression, political or religious opinions or affiliations, physical or mental disability, medical condition, genetic information, military and veteran status, the taking of family and medical leave per the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where gender is a bona fide occupational qualification.
- Not discriminate in admission or access to, or operation of, its programs, services or activities.

The County of Yuba is committed to EEO, fair and impartial treatment, and non-discrimination for all existing and prospective employees as a necessary element in basic merit system principles. It is the County's intent to ensure all human resources policies, practices, and programs are administered and implemented in a fair, equitable and non-discriminatory manner.

The Board of Supervisors has established the Human Resources Director as the EEO Officer, who may designate an individual to assume a role on his/her behalf.

All aspects of human resource administration shall be fair and impartial. The principle of EEO shall apply with respect to all incidents of an employment relationship, including, but not limited to:

- Recruitment, including advertising or solicitation for employment;
- Job selection, hiring, and placement;
- Treatment during employment including the probationary period;
- Promotion and advancement;
- Compensation and benefits;
- Evaluation of work performance;
- Selection for training and other professional development opportunities;
- Discipline;
- Transfer, demotion, layoff, and termination;
- Application of personnel rules and regulations.

In addition, the County of Yuba will provide reasonable accommodations for employees and prospective employees with disabilities in an effort to enable them to successfully perform the essential functions of the job, benefit from training, or compete for a job opening or promotional opportunity.

Definitions:

Adverse Impact

A substantially different rate of selection in hiring, promotion or other employment decision which works to the disadvantage of members of a protected status. Disparate treatment identified in a given employment practice will not be considered to constitute adverse impact if the practice has been established as job-related and consistent with business necessity, is the result of a bona fide occupational qualification, or conforms to applicable security regulations established by federal or state law.

Business Necessity

Where there is a facially neutral practice that has an adverse impact, that practice is permissible provided that there is an overriding legitimate business purpose such that the practice is necessary to the safe and efficient operation of County business, and the practice effectively fulfills the purpose it is supposed to serve. Business necessity does not exist where there is an alternative practice that will accomplish business needs equally well with a lesser discriminatory impact.

EEO-4 Report

A survey required by the Equal Employment Opportunity Commission which indicates the composition of the agency's work force by sex and by race/ethnic category. This survey is conducted biennially in every odd-numbered year.

Equal Employment Opportunity

All qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all individuals.

Equal Employment Opportunity Plan

A written document that analyzes the County's relevant labor market data and/or employment practices for ensuring equal employment opportunity.

Equal Employment Opportunity Program

All of the various methods by which equal employment opportunity is ensured.

Ethnic Group Identification

An individual's identification in one or more of the ethnic groups distinguished in the EEO reporting requirements. These groups are defined consistent with state and federal law.

Monitored Group

Those groups identified by the EEOC for which monitoring and reporting is required pursuant to Title VII of the Civil Rights Act.

Screening or Selection Procedures

Any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil exams; performance exams; physical, educational, and work experience requirements; supplemental questionnaires; interviews and review of application forms.

Significantly Underrepresented Group

Any monitored group for which the percentage of persons from that group employed by the County in any job category as defined by the EEOC, is below eighty percent (80%) of the projected representation for that group in the job category in question.

Exemptions / Exclusions:

Exemptions as recognized by current law, including business necessity and bona fide occupational qualifications.

Responsibilities:

This policy reflects the County's commitment to equal employment opportunity. It is the County's belief that taking active and vigorous steps to ensure equal employment opportunity and to create a working and public service environment, which is welcoming to all, will foster diversity and promote excellence. To achieve the goal of equal employment, Yuba County employees will be guided by the following responsibilities:

Board of Supervisors

- Commit Yuba County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity;
- Pledge their support to the objectives of the EEO Policy;
- Provide, within budgetary constraints, the necessary financial and staff support needed for the effective implementation of the EEO Plan;

County Administrator

- Pledge the cooperation of all department heads, supervisors, and employees in the achievement of this policy's objectives; and
- Assure that each department head takes such action as is necessary to achieve the policy's objectives.

Human Resources Director/ EEO Officer

- Initiate, coordinate and evaluate the County's employment and promotional procedures to ensure that all employees and applicants receive the benefits of equal employment opportunities;
- Establish, evaluate, update and monitor the EEO Policy and EEO Plan;
- Audit, in conjunction with the EEO-4 report in odd-numbered years, the personnel and employment practices for the County and update the EEO Plan for recommendation to the Board of Supervisors based upon audit results;
- Work to resolve internal and external complaints of alleged discrimination or harassment;
- Arrange, conduct and evaluate activities related to equal employment opportunity programs and nondiscrimination policies; and
- Make presentations to County management, employees, and community groups.

Human Resources Staff

- Work with management and/or consultative committees to develop and implement the EEO Policy and Plan;
- Develop and review Human Resources policies and procedures;
- Provide policy direction on attainment of equal employment opportunities in each department;
- Integrate the EEO Policy and practices into human resource management practices and County programs;
- Provide training to department managers and supervisors on the requirements of the EEO Policy and EEO Plan;
- Research EEO matters and keep management informed of developments in EEO;

- Provide statistical and other human resources information to allow the Board of Supervisors to develop and monitor the EEO Plan;
- Investigate discrimination complaints filed with the County;
- Review classification specifications to ensure requirements are relevant to the job;
- Assure County's recruitment practices provide for equal consideration of all qualified applicants;
- Analyze County jobs and selection procedures in order to develop job related selection standards that remove artificial, arbitrary or unnecessary barriers to employment;
- Ensure elements of the examination/recruitment process are directly related to job duties and requirements and are administered fairly to all qualified applicants;
- Select examination and interview panel members based on their knowledge and abilities and/or as subject matter experts;
- Ensure that all personnel actions involving compensation, benefits, transfers, layoffs, and County sponsored training are administered without regard to race, color, ancestry, religious creed, national origin, age over 40, marital status, sexual orientation, sex, gender, gender identify, gender expression, political or religious opinions or affiliations, physical or mental disability, medical condition, military and veteran status, the taking of family and medical leave per the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where such a factor is a bona fide occupational qualification; and
- Assure equal compensation and benefits based on job responsibility without regard to preference.

Supervisors

- Ensure that the principles covered in the EEO Policy and EEO Plan are upheld;
- Ensure equality of employment and promotional opportunities, and that no unlawful discrimination occurs in employment practices;
- Report any employment discrimination or harassment complaint to the EEO Officer.
- Initiate steps to foster and maintain a work climate that is conducive to achieving equal employment opportunities, employee job satisfaction and fair treatment and a workplace free from discrimination or harassment;

Management (in addition to the above):

- Post this EEO policy and federal and state notice of Equal Employee Opportunity in the workplace.

Employees

- Comply with its terms of the County's Equal Employment Opportunity Policy ;
- Support a work climate that is conducive to achieving equal employment opportunities and a workplace free from discrimination or harassment;
- Are encouraged to report conduct which is prohibited by this policy whether or not they are personally involved to his/her supervisor or the County EEO Officer.
- Cooperate completely in any investigation of violations of this policy.

EEO Plan Purpose:

The County shall take positive measures toward ensuring that equal opportunity is incorporated into all personnel policies and practices by the development and implementation of an EEO Plan. The purpose of the EEO Plan will be to commit the County of Yuba to a program that makes equal employment opportunity a reality for all County employees and prospective employees. To properly serve a growing diverse population, the County will endeavor to hire and retain staff who are sensitive to, and knowledgeable of, the needs of the continually changing community it serves. The plan will accomplish this purpose by:

- Reaffirming the County's commitment to Equal Employment Opportunity in its employment practices, program operations, and service delivery systems;
- Define specific action steps to promote a work environment that is free from all forms of discrimination;
- Eliminate unnecessary, arbitrary or artificial practices that affect applicants and employees, increase employee awareness and acceptance;
- Acknowledge the EEO occupational job categories where all employees, including minorities and women, continue to be under-represented and recommend recruitment, retention and career development solutions to address these areas;
- Recognize the County's workforce by fostering and supporting programs that enhance diversity; and
- Assign responsibility and accountability for the success of the EEO Plan to department heads, managers and supervisors.

Procedures:

The procedures below are part of a constantly evolving process to monitor the EEO Policy and Plan impact. Therefore, such procedures serve only as guidelines and are subject to change based on plan needs and state and federal requirements as deemed appropriate by the EEO Officer.

Recruitment Process (including Promotional Recruitments)

- Applicants will be requested to complete a Voluntary Equal Employment Opportunity Data form with their initial application.
- Human Resources will compile EEO information on applicants.
- Human Resources will analyze EEO data for each step in the recruitment process (i.e. application screening, examination etc.) to determine if adverse impact has occurred.

Performance Standards

- The Human Resources Department will review performance evaluation ratings to determine if there is an adverse impact.

Discipline

- The Human Resources Department will review the disciplinary action to determine if there is an adverse impact.

Employment/EEO-4 Report

- New employees will be requested to complete a Voluntary Equal Employment Opportunity Data form at time of hire.
- In odd-numbered years, Human Resources will compile EEO data per EEO-4 Instructions. This may require a survey of unidentified employees and/or assigning categories as appropriate.
- Human Resources will submit the EEO-4 report by the deadline.
- Human Resources will compare workforce data to the most recent United States Census Data for local employment availability per EEOC guidelines.
- Human Resources will update the EEO Plan with revised statistics and revised procedures and plan accordingly.

Training:

This policy and the EEO Plan will be available on the Yuba County Intranet and Internet and provided to all new employees during New Employee Orientation.

Forms Used:

Harassment / Discrimination Complaint Form

Revision Record:

Revision Date: 8/1/2010

Revision Date: 9/17/2013

Appendix A - EEO Plan

**COUNTY OF YUBA
EQUAL EMPLOYMENT OPPORTUNITY PLAN**



INTRODUCTION

Grant Title:	Multiple	Grant Number:	Multiple
Grantee Name:	Yuba County	Award Amount:	Multiple
Address:	915 8 th Street Marysville, CA 95901	Telephone #:	(530) 749-7860
Contact Person:	Jill Abel		
Date and effective duration of EEO Plan: March 2022 through April 2024			

Policy Statement

Yuba County has a merit system which is a method of personnel management designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of classified employees on the basis of merit and fitness. Yuba County, through its Board of County Supervisors, sets policy for all employment actions affecting all Yuba County departments and employees. The Board of Supervisors hereby reaffirms its commitment to ensuring that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to an equal employment opportunity.

As an Equal Employment Opportunity Employer, Yuba County does not discriminate and all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, ancestry, religious creed, national origin, age over 40, marital status, sexual orientation, sex, gender, gender identity, gender expression, medical condition, genetic information, military and veteran status, the taking of family and medical leave, or any other factor unrelated to job performance, except where bona fide occupational qualifications exist. It is the policy of Yuba County to be fair and impartial in recruitment, retention, examination, appointment, training, promotion, compensation, discipline and any other aspect of human resources administration. This Equal Employment Opportunity (EEO) Plan commits Yuba County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

As Human Resources Director, my signature below shall signify that Yuba County is working together in support of this program.

This EEO Plan will remain in force and effect through April 30, 2024 or until further revision or amendment by the Board of Supervisors.

Jill Abel, Human Resources Director / Risk Manager

Date

YUBA COUNTY

WORKFORCE STATISTICS 2022

	Male (317)					Female (527)				
	White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
Officials/Administrators										
Workforce #	38	0	7	3	1	27	0	7	4	1
Workforce %	43.18%	0.00%	7.95%	3.41%	1.14%	30.68%	0.00%	7.95%	4.55%	1.14%
Professionals										
Workforce #	44	4	12	5	0	78	4	32	18	3
Workforce %	21.89%	1.99%	5.97%	2.99%	0.00%	38.81%	1.99%	15.92%	8.96%	1.49%
Technicians										
Workforce #	14	2	3	1	0	7	0	0	2	0
Workforce %	48.28%	6.90%	10.34%	3.45%	0.00%	24.14%	0.00%	0.00%	6.90%	0.00%
Protective Service Sworn										
Workforce #	59	2	31	9	2	21	2	12	1	0
Workforce %	42.45%	1.44%	22.30%	6.47%	1.44%	15.11%	1.44%	8.63%	0.72%	0.00%
Protective Service NS										
Workforce #	3	0	2	0	0	3	0	0	1	0
Workforce %	33.33%	0.00%	22.22%	0.00%	0.00%	33.33%	0.00%	0.00%	11.11%	0.00%
Administrative Support										
Workforce #	14	0	10	3	1	191	4	64	25	3
Workforce %	4.44%	0.00%	3.17%	0.95%	0.32%	60.63%	1.27%	20.32%	7.94%	0.95%
Skilled Craft										
Workforce #	25	1	7	1	0	2	0	0	0	0
Workforce %	69.44%	2.78%	19.44%	2.78%	0.00%	5.56%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance										
Workforce #	9	1	2	0	0	9	2	2	0	0
Workforce %	36.00%	4.00%	8.00%	0.00%	0.00%	36.00%	8.00%	8.00%	0.00%	0.00%

YUBA COUNTY 2018 COMMUNITY LABOR STATISTICS

	Male					Female				
	White	Black	Hispanic	Asian	AM IND	White	Black	Hispanic	Asian	AM IND
Officials/Administrators										
#	1100	95	290	29	15	770	60	175	15	15
%	42.90%	3.71%	11.31%	1.13%	0.59%	30.03%	2.34%	6.83%	0.59%	0.59%
Professionals										
#	1210	100	175	244	45	1685	40	410	225	10
%	29.2%	2.41%	4.22%	5.89%	1.10%	40.66%	0.97%	9.90%	5.43%	0.24%
Technicians										
#	800	30	245	105	15	345	0	410	110	0
%	38.83%	1.46%	11.89%	5.10%	0.73%	16.75%	0.00%	19.90%	5.34%	0.00%
Protective Service Sworn										
#	564	10	40	4	0	135	0	15	0	0
%	73.34%	1.30%	5.20%	0.52%	0.00%	17.56%	0.00%	1.95%	0.00%	0.00%
Protective Service NS										
#	40	0	0	0	0	4	0	0	0	0
%	90.91%	0.00%	0.00%	0.00%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%
Administrative Support										
#	1410	80	415	200	0	2810	120	1205	464	30
%	20.94%	1.19%	6.16%	2.97%	0.00%	41.73%	1.78%	17.89%	6.89%	0.45%
Skilled Craft										
#	2070	55	890	170	0	130	0	120	10	0
%	60.09%	1.60%	25.83%	4.93%	0.00%	3.77%	0.00%	3.48%	0.29%	0.00%
Service/Maintenance										
#	2815	145	2765	489	75	1855	130	1705	75	55
%	27.85%	1.43%	27.35%	4.83%	0.74%	18.35%	1.29%	16.87%	0.74%	0.54%

YUBA COUNTY WORKFORCE UTILIZATION ANALYSIS 2022

Job Category	Male					Female				
	White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
Officials/Administrators										
Workforce %	43.18%	0.00%	7.95%	3.41%	1.14%	30.68%	0.00%	7.95%	4.55%	1.14%
Community LF%	42.90%	3.71%	11.31%	1.13%	0.59%	30.03%	2.34%	6.83%	0.59%	0.59%
Utilization %	0.28%	-3.71%	-3.36%	2.28%	0.55%	0.65%	-2.34%	1.12%	3.96%	0.55%
Professionals										
Workforce %	21.67%	1.97%	5.91%	2.96%	0.00%	38.42%	1.97%	15.76%	8.87%	1.48%
Community LF%	29.20%	2.41%	4.22%	5.89%	1.10%	40.66%	0.97%	9.90%	5.43%	0.24%
Utilization %	-7.53%	-0.44%	1.69%	-2.93%	-1.10%	-2.24%	1.00%	5.86%	3.44%	1.24%
Technician										
Workforce %	46.67%	6.67%	10.00%	3.33%	0.00%	23.33%	0.00%	0.00%	6.67%	0.00%
Community LF%	38.83%	1.46%	11.89%	5.10%	0.73%	16.75%	0.00%	19.90%	5.34%	0.00%
Utilization %	7.84%	5.21%	-1.89%	-1.77%	-0.73%	6.58%	0.00%	-19.90%	1.33%	0.00%
Protective Service Sworn										
Workforce %	41.55%	1.41%	21.83%	6.34%	1.41%	14.79%	1.41%	8.45%	0.70%	0.00%
Community LF%	73.34%	1.30%	5.20%	0.52%	0.00%	17.56%	0.00%	1.95%	0.00%	0.00%
Utilization %	-31.79%	0.11%	16.63%	5.82%	1.41%	-2.77%	1.41%	6.50%	0.70%	0.00%
Protective Service Non Sworn										
Workforce %	33.33%	0.00%	22.22%	0.00%	0.00%	33.33%	11.11%	0.00%	0.00%	0.00%
Community LF%	90.91%	0.00%	0.00%	0.00%	0.00%	9.09%	0.00%	0.00%	0.00%	0.00%
Utilization %	-57.58%	0.00%	0.00%	0.00%	0.00%	24.24%	11.11%	0.00%	0.00%	0.00%
Administrative Support										
Workforce %	4.39%	0.00%	3.13%	0.94%	0.31%	59.87%	1.25%	20.06%	7.84%	0.94%
Community LF%	20.94%	1.19%	6.16%	2.97%	0.00%	41.73%	1.78%	17.89%	6.89%	0.45%
Utilization %	-16.55%	-1.19%	-3.03%	-2.03%	0.31%	18.14%	-0.53%	2.17%	0.95%	0.49%
Skilled Craft										
Workforce %	67.57%	2.70%	18.91%	2.70%	0.00%	5.41%	0.00%	0.00%	0.00%	0.00%
Community LF%	60.09%	1.60%	25.83%	4.93%	0.00%	3.77%	0.00%	3.48%	0.29%	0.00%
Utilization %	7.48%	1.10%	-6.91%	-2.23%	0.00%	1.64%	0.00%	-3.48%	-0.29%	0.00%

YUBA COUNTY WORKFORCE UTILIZATION ANALYSIS 2018

Job Category	Male					Female				
	White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
Service/Maintenance										
Workforce %	36.00%	4.00%	8.00%	0.00%	0.00%	36.00%	8.00%	8.00%	0.00%	0.00%
Community LF%	27.85%	1.43%	27.35%	4.83%	0.74%	18.35%	1.29%	16.87%	0.74%	0.54%
Utilization %	8.15%	2.59%	-19.35%	-4.83%	-0.74%	17.65%	6.71%	-8.87%	-0.74%	-0.54%

UTILIZATION ANALYSIS – NARRATIVE

Comparisons of the Yuba County workforce to the community labor statistics for Yuba County and Sutter County have identified underutilization of males, females and minorities in several categories as outlined below. Community labor statistics derived from the 2018 census data show that the Black and American Indian/Alaska Native populations are proportionately small in Yuba County (3% or less - see chart below). Therefore, identified areas of underutilization are primarily restricted to specific job categories.

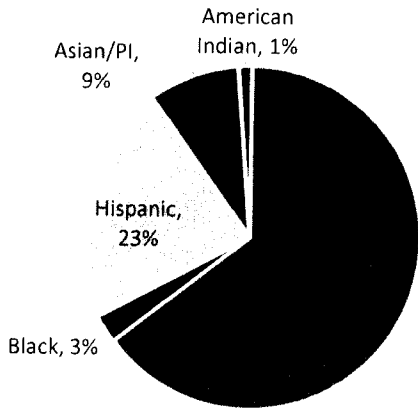
Labor Force Statistics 2018 US Census Data¹	
Factor	Community Labor Force
White	59%
Black	3%
Hispanic	30%
Asian	7%
American Indian	1%

Underutilization of a group in a specific job category is identified where there is a corresponding labor market of at least 3 percent for Yuba County to draw from, and the labor force is under-represented by at least 2 percent. Although the emphasis of this plan focuses on the larger areas of under-representation based on a gender or a minority population base of 3 percent or more, Yuba County will continue to explore ways of communicating job opportunities and facilitating employment opportunities among all gender, race, and ethnic groups. The overall goal of the County is to obtain a diverse workforce reflective of its community.

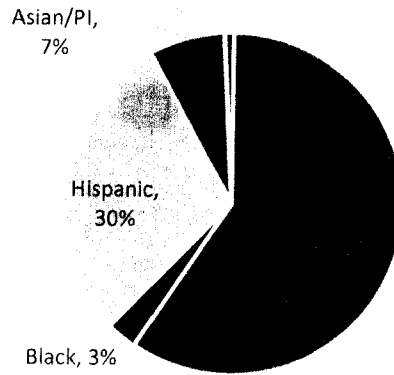
This section analyzes the County’s progress in its efforts to provide a diverse workforce reflective of its community by comparing the 2022 Yuba County workforce to the available community labor force by ethnicity, gender and occupational categories; and identifies areas exceeding representation and those under-represented.

¹ Community Labor Force Statistics extrapolated from the US Bureau of Labor Statistics 2014-2018 census data.

2022 Yuba County Workforce

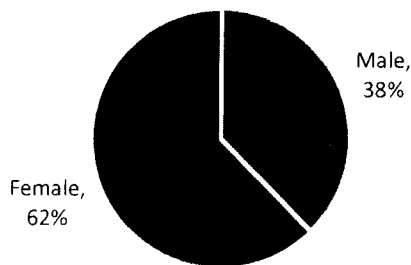


American Indian, 1% Asian/PI, 7% Community Labor Force

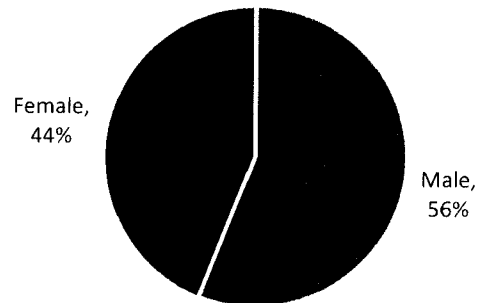


- The combined 2022 Yuba County minority employee workforce is 36% which is below the available community labor force of 41%.
- Yuba County has increased its minority employee workforce by 8% over the last eight years.
- Yuba County employee representation exceeds the available community labor force for:
 - Asian / Pacific Islander
- Yuba County employee representation is below the available workforce for:
 - Hispanic

Yuba County 2022 Workforce



Community Labor Force



- From an overall gender perspective, females constitute a greater percentage of the Yuba County employee workforce than males; and the number of female employees exceeds the available labor force.
- While male employee representation is below the available community labor force by 14%, Yuba County welcomes the opportunity to increase the representation of all males in those categories where they are under-represented.

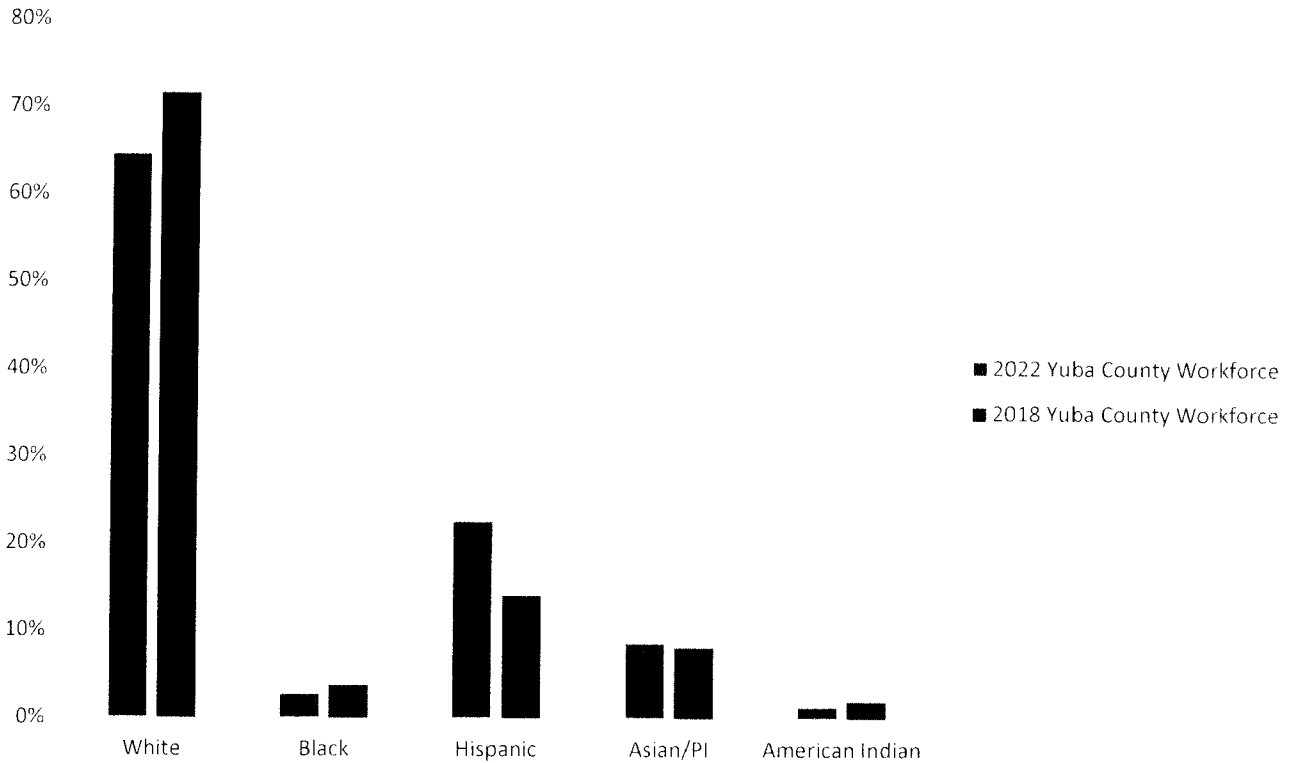
After reviewing the results of the utilization analysis, the following occupational categories have been identified as areas of concern when compared to ethnicity²:

- **Officials/Administrators:** Yuba County demonstrates the following under-representation in this job category:
 - Black males by 3.71%
 - Hispanic males by 3.36%; and
 - Black females by 2.34%
- **Professionals:** Yuba County demonstrates the following under-representation in this job category:
 - White males by 7.53%;
 - Asian / Pacific Islander males by 2.93%; and
 - White females by 2.24%
- **Technicians:** Yuba County demonstrates the following under-representation in this job category:
 - Hispanic females by 19.90%
- **Protective Services - Sworn:** Yuba County demonstrates an under-representation in this job category:
 - White males by 31.79%; and
 - White females by 2.77%
- **Protective Services – Non-Sworn:** Yuba County demonstrates an under-representation in this job category:
 - White males by 57.58%
- **Administrative Support:** Yuba County demonstrates the following under-representation in this job category:
 - White males by 16.55%;
 - Hispanic males by 3.03%; and
 - Asian / Pacific Islander males by 2.03%
- **Skilled Craft:** Yuba County demonstrates an under-representation in this job category:
 - Hispanic males by 6.91%;
 - Asian / Pacific Islander males by 2.23%; and
 - Hispanic females by 3.48%
- **Service/Maintenance:** Yuba County demonstrates the following under-representation in this job category:
 - Hispanic males by 19.35%;
 - Asian / Pacific Islander males by 4.83%;
 - Hispanic females by 8.87%

² As a result of the Great Resignation of 2021, the County has more than double the number of vacancies which has an impact on the Yuba County Workforce data reflected in this EEO Plan.

Since the last review, Yuba County has made strides in recruiting and retaining employees that more accurately reflect the surrounding community. The chart below illustrates the comparison of the County's workforce from 2018 to 2022.

Comparison of Yuba County Workforce from 2018 to 2022



- The combined minority employee workforce for Yuba County has increased 8% between 2018 and 2022.
- White employee representation has decreased 7%, exceeds the available community labor force and representation in four job categories, but is significantly underrepresented in four categories.
- Black / African American employee representation has slightly declined but exceeds the available community labor force representation in eight categories.
- Hispanic employee representation has increased by 9%, bringing these categories closer to parity with the available community labor force and exceeding the available community labor force representation in six job categories.
- Asian / Pacific Islander employee representation has decreased by 1% from 2018 to 2022, but continues to exceed the available community labor force as a whole and more specifically in seven job categories.
- American Indian employee representation has decreased by 1%, however remains at parity with the available community labor force and exceeds representation in six job categories.

OBJECTIVES

Yuba County is committed to a workforce that closely reflects the available community labor force. It is our goal to increase representation in the areas underutilized. The following identifies objectives that support the County's commitment to achieve a workforce reflective of the community it serves.

- The County will evaluate areas of underutilization as identified above, and will continue to review recruitment, examination, selection, promotion, compensation and training practices and policies to ensure equal opportunity for persons in all aspects of employment and career advancement.
- Although White males are represented in double-digit percentages, they have become the most under-represented group, significantly under-represented in four job categories. So, recruitment efforts should be increased by outreaching to these populations through the various action items listed in the Steps to Achieve Utilization section.
- While the representation of Hispanic males and females has increased from 2018 to 2022, it has not kept pace with the community labor force. The County will evaluate its recruitment and advertising practices to more effectively target this labor group.
- Asian / Pacific Islander males are under-represented in several job categories, the County will explore more effective measures to target this labor group.
- Increase employment opportunities of all qualified persons by eliminating non job-related factors, conditions and requirements from all class specifications.

STEPS TO ACHIEVE UTILIZATION

- Streamline application process to broaden applicant pools. The County implemented CalOpps, a web based on-line application portal. CalOpps provides a broader reach; easy "self-select" options for automatic notifications when jobs in an applicant's field of interest are posted; and the option for applicants to save their application history, which can then be easily updated as needed.
- Improve marketability by creating and maintaining an active social media presence and updating the County's website (i.e. technological advancements to make County jobs more appealing, interactive and personal).
- Review each job class' minimum requirements against the knowledge, skills and abilities required at entry and remove artificial barriers.
- Capitalize on existing relationships by exploring and/or expanding new opportunities with local and regional educational institutions (e.g. Yuba College, Yuba County One Stop, Sacramento State University, Chico State University, Butte College, Sierra College, and Sacramento City College), in the recruitment of new employees.
- Continue to participate in junior college, university and community education and job fairs (i.e. job fairs at Beale Air Force Base).
- Continue partnerships with non-profit service groups focusing on female development (e.g. Soroptimist, POWER 100, and Athena Association Awards)
- Advertise employment opportunities in general publications of local and regional circulation (e.g. Appeal Democrat, Sacramento Bee, Chico Enterprise, and the Grass Valley Union newspapers), to reach a broad audience.
- Advertise employment opportunities in specialty publications such as CSAC (an exclusive advertiser of employment opportunities in the public sector), LatPro (web board geared toward the Hispanic population), Sacramento Observer (weekly paper geared toward the Black population), El Hispano

(weekly paper geared toward the Hispanic population) and other targeted publications to attract applicants that might not subscribe to the general circulation publications.

- Advertise employment opportunities online in venues such as Careers in Government, Facebook, LinkedIn, Twitter, Indeed, NeoGov, and 200 job boards that actively target veterans, women, and minorities to attract applicants that primarily search for jobs on the internet and do not subscribe to general or specific publications.
- Partner with the Yuba City and Oroville Tribal Health Centers and local Indian casino facilities to assist our efforts in reaching the American Indian community (i.e. community events, job posting in monthly newsletters).
- More extensive use of the internship and volunteer program to work with high school shop programs to broaden the pool of those interested in skilled career fields (i.e. attorney, engineers, biologists, probation officers, etc).
- Monitor recruitment policies and procedures to determine if recruitment efforts are enabling the County to meet and maintain its objectives to continue diversifying its workforce.
- Implement recruitment and retention programs for law enforcement and building trades positions to encourage those with experience in the community to apply with the County.
- Implement a County referral program to encourage existing employees to aid in the County efforts to recruit from the community.
- Regularly review recruitment and retention efforts and apply information derived from exit interviews in our effort to attract and retain qualified individuals.
- Periodically review and update the County's recruitment methods, practices and policies to promote equal employment opportunity through our recruitment efforts.
- Continue to publicize (via All-County employee emails, Facebook, County website and other social media sources), employment and career advancement opportunities.
- Provide ongoing training to supervisors and managers on EEO policies, bias awareness, selection and interview processes, documentation, and employment requirements.

DISSEMINATION

Internal Dissemination of the Yuba County EEO Plan

- Applicants, employees and interested members of the public may obtain a copy of the Plan by visiting the County's website at www.yuba.org, or contacting Human Resources at (530) 749-7860.
- A copy of this Plan will be provided at new employee orientation.
- The Plan will be distributed to each County department, and will be posted at County facilities.
- The Human Resources and Organizational Services Department will periodically address the County's compliance with this Plan in County Department Head meetings and in various supervisory and management training programs. Discussions will include assisting managers and supervisors in identifying and addressing problem areas with effective solutions.

External Dissemination of the Yuba County EEO Plan

- We will inform recruiting sources (utilizing a master list) of the EEO Plan and the County's commitment to equal employment opportunity.
- We will continue to state on all written job announcements and employment applications "The County of Yuba is a merit based equal opportunity employer encouraging workforce diversity."
- Applicants, vendors and suppliers will be reminded of the County's EEO Policy and notified that the EEO Plan is on file and available for review in the Human Resources and Organizational Services Department.