

**COUNTY OF YUBA  
EQUAL EMPLOYMENT OPPORTUNITY PLAN**



**INTRODUCTION**

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

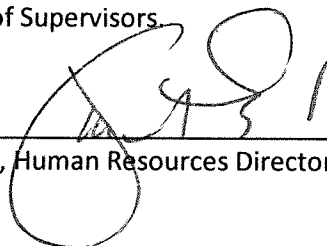
**Policy Statement**

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

3/22/2022  
Date

# YUBA COUNTY

## WORKFORCE STATISTICS 2022

	Male (317)					Female (527)				
	White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
<b>Officials/Administrators</b>										
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%
<b>Professionals</b>										
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%
<b>Technicians</b>										
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%
<b>Protective Service Sworn</b>										
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%
<b>Protective Service NS</b>										
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%
<b>Administrative Support</b>										
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%
<b>Skilled Craft</b>										
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%
<b>Service/Maintenance</b>										
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
<b>Officials/Administrators</b>											
#		1100	95	290	29	15	770	60	175	15	15
%		<b>42.90%</b>	<b>3.71%</b>	<b>11.31%</b>	1.13%	0.59%	<b>30.03%</b>	2.34%	<b>6.83%</b>	0.59%	0.59%
<b>Professionals</b>											
#		1210	100	175	244	45	1685	40	410	225	10
%		<b>29.2%</b>	2.41%	<b>4.22%</b>	<b>5.89%</b>	1.10%	<b>40.66%</b>	0.97%	<b>9.90%</b>	<b>5.43%</b>	0.24%
<b>Technicians</b>											
#		800	30	245	105	15	345	0	410	110	0
%		<b>38.83%</b>	1.46%	<b>11.89%</b>	<b>5.10%</b>	0.73%	<b>16.75%</b>	0.00%	<b>19.90%</b>	<b>5.34%</b>	0.00%
<b>Protective Service Sworn</b>											
#		564	10	40	4	0	135	0	15	0	0
%		<b>73.34%</b>	1.30%	<b>5.20%</b>	0.52%	0.00%	<b>17.56%</b>	0.00%	1.95%	0.00%	0.00%
<b>Protective Service NS</b>											
#		40	0	0	0	0	4	0	0	0	0
%		<b>90.91%</b>	0.00%	0.00%	0.00%	0.00%	<b>9.09%</b>	0.00%	0.00%	0.00%	0.00%
<b>Administrative Support</b>											
#		1410	80	415	200	0	2810	120	1205	464	30
%		<b>20.94%</b>	1.19%	<b>6.16%</b>	2.97%	0.00%	<b>41.73%</b>	1.78%	<b>17.89%</b>	<b>6.89%</b>	0.45%
<b>Skilled Craft</b>											
#		2070	55	890	170	0	130	0	120	10	0
%		<b>60.09%</b>	1.60%	<b>25.83%</b>	<b>4.93%</b>	0.00%	<b>3.77%</b>	0.00%	<b>3.48%</b>	0.29%	0.00%
<b>Service/Maintenance</b>											
#		2815	145	2765	489	75	1855	130	1705	75	55
%		<b>27.85%</b>	1.43%	<b>27.35%</b>	<b>4.83%</b>	0.74%	<b>18.35%</b>	1.29%	<b>16.87%</b>	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
<b>Officials/Administrators</b>										
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%
<b>Professionals</b>										
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%
<b>Technician</b>										
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%
<b>Protective Service Sworn</b>										
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%
<b>Protective Service Non Sworn</b>										
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%
<b>Administrative Support</b>										
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%
<b>Skilled Craft</b>										
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
<b>Service/Maintenance</b>										
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%	<b>-19.35%</b>	<b>-4.83%</b>	-0.74%	17.65%	6.71%	<b>-8.87%</b>	-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.

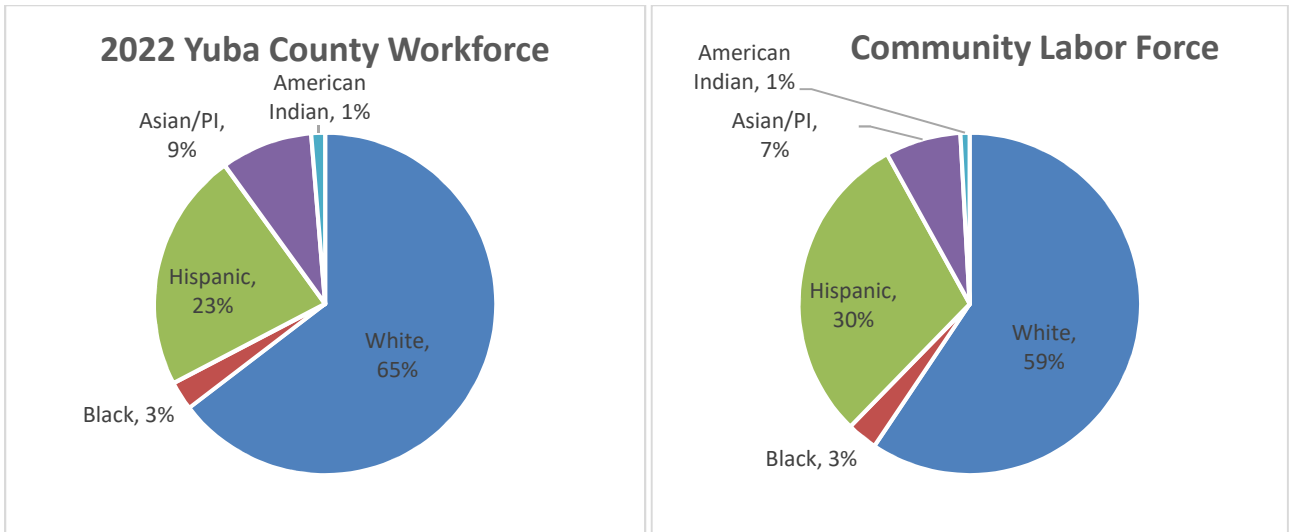
<b>Labor Force Statistics 2018 US Census Data<sup>1</sup></b>	
<b>Factor</b>	<b>Community Labor Force</b>
White	59%
Black	3%
Hispanic	30%
Asian	7%
American Indian	1%

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.

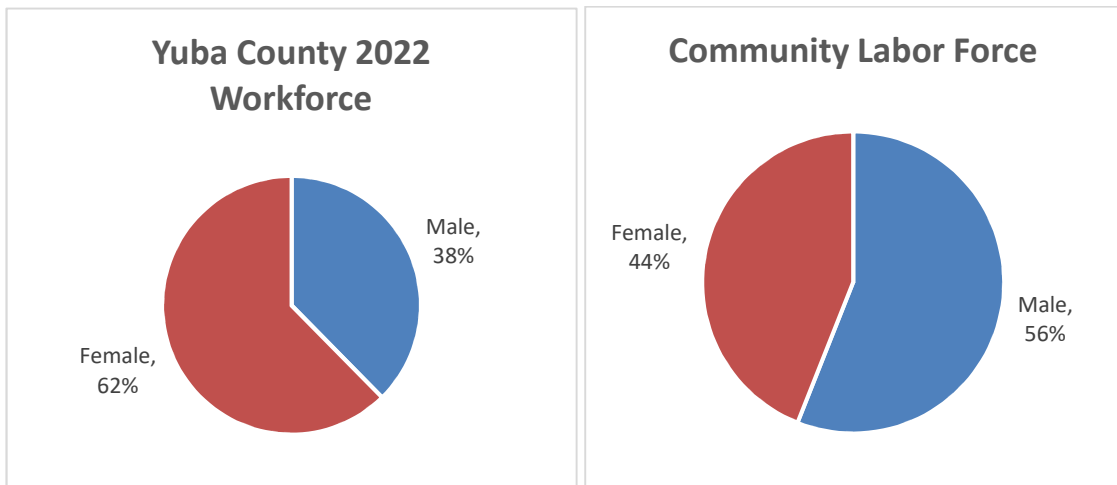
This section analyzes the County’s progress in its efforts to provide a diverse workforce reflective of its community by comparing the 2022 Yuba County workforce to the available community labor force by ethnicity, gender and occupational categories; and identifies areas exceeding representation and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

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



- 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



- 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 ethnicity<sup>2</sup>:

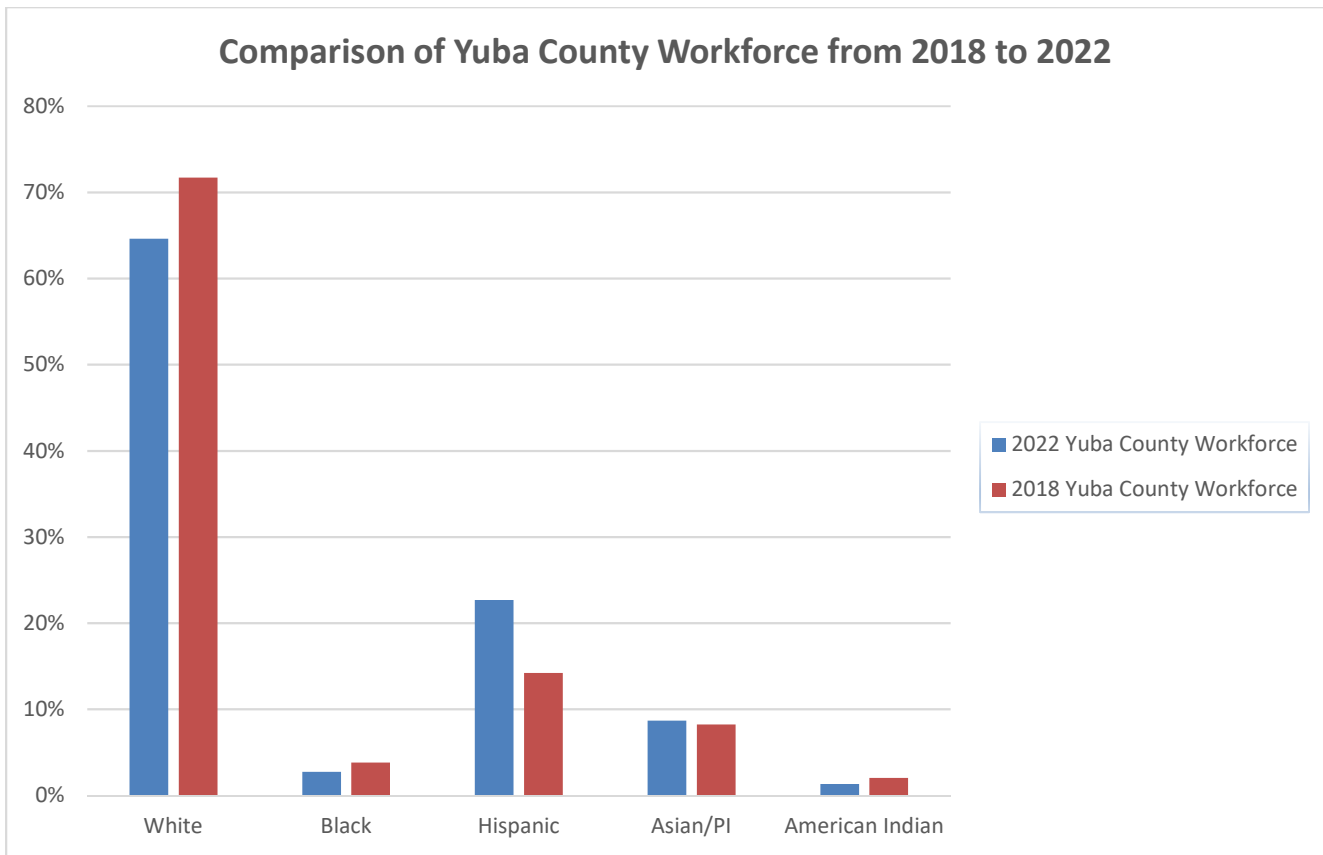
- **Officials/Administrators:** Yuba County demonstrates the following under-representation in this job category:
  - Black males by 3.71%
  - Hispanic males by 3.36%; and
  - Black females by 2.34%
  
- **Professionals:** Yuba County demonstrates the following under-representation in this job category:
  - 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%

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<sup>2</sup> 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.



- 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](http://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.

The foregoing is a true and correct copy of the document on file in this office  
ATTEST: RACHEL FERRIS  
Clerk of the Board of Supervisors of the County of Yuba, State of California  
By: Mary Pasillas  
Date: 03-22-2022