

Equal Employment Opportunity Plan

2019 - 2020



Kootenai County - Idaho

Adopted by the Board of County Commissioners on April 16, 2019



Chairman Fillios



Commissioner Brooks



Commissioner Duncan

EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

To preserve an employment environment free from illegal discrimination.

II. SCOPE

This policy applies to all employees of Kootenai County.

III. POLICY

Kootenai County believes in and practices the philosophy of providing equal employment opportunities for all applicants and employees based upon their training, experience, and overall qualifications. In recognition of the rights of all employees and applicants as individuals, it is the policy of Kootenai County to recruit, hire, and promote in all job classifications without regard to race, color, age, sex, religion, national origin, disability, status as a disabled veteran, status as a veteran of the Vietnam era, and/or any other class protected by state, local, or federal law.

Supervisors and employees are responsible for treating all employees with respect and dignity regardless of race, color, religion, sex, age, national origin, disability, veteran status, or any other characteristic protected by law. Furthermore, harassment of any nature, whether verbal, visual, or physical, will not be tolerated.

The Human Resources Department has responsibility for daily administration and monitoring of the County policies affecting equal employment opportunity. It is the responsibility of every Elected Official, Department Head, manager, supervisor, and employee to carry out in spirit as well as in letter, the philosophy of equal opportunity employment as outlined by federal law.

Questions regarding the information in this policy may be addressed to the Human Resources Department or the Prosecutor's Office, Civil Division.

It is the policy of Kootenai County to comply with the guidance set forth in Title VII of the Civil Rights Act of 1964 (as amended), the Americans with Disabilities Act (as amended), and Section 504 of the Rehabilitation Act of 1973. Appropriate consideration will be given to applicable Federal and State regulations. Kootenai County will make reasonable accommodation to the known disabilities of any applicant or employee.

In accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (as amended), Kootenai County shall appoint responsible employees to act as Section 504 Compliance Officer and ADA Coordinator to ensure compliance with the County's programs, policies, procedures or facilities.

In all employment decisions, the County's ability to fulfill its public service mission shall be of paramount importance. All objections to application of County policy in this regard shall be brought to the attention of the office of the Board of County Commissioners, or in the case of objection to Commission action, to the office of the Prosecuting Attorney.

EEO Utilization Report

Organization Information

Name: Kootenai County

City: Coeur D'Alene

State: ID

Zip: 83816

Type: County/Municipal Law Enforcement

Step 4b: Narrative of Interpretation

The Kootenai County Human Resources Department reviewed the Utilization Analysis Chart: Two or More Standard Deviations, comparing the County workforce to the relevant labor market and noted there are two or more standard deviations in following areas:

1. FEMALES

- a. Protective Services: Sworn White (-28%)
- b. Service/Maintenance White (-25%)
- c. Protective Services: Non-Sworn White (-13%)
- d. Protective Services: Non-Sworn Black or African American (-7%)

2. MALES

- a. Administrative Support White (-24%)

Kootenai County will continue to review and update County job descriptions, salaries, promotional opportunities and hiring practices with an emphasis on providing equal employment opportunities that do not create barriers for any individual.

Step 5: Objectives and Steps

1. 1. Females - To encourage and provide equal employment opportunities for all females when vacancies or promotional opportunities arise especially in the Protective Services: Sworn and Non-Sworn and Service/Maintenance job categories.

- a. The Human Resources Department will continue to search for additional areas to advertise vacant positions in order to attract qualified applicants, particularly in job categories that are under-represented.
- b. Human Resources will work with Elected Officials and department heads by encouraging them to identify qualified staff, including females in all race categories, for promotion within the County.
- c. Human Resources will work with departments in defining job requirements that ensure that those requirements are valid and not overstated for the position being filled, which may rule out under-represented candidates, who have the necessary skills to perform the job duties.

2. Males To encourage and provide equal employment opportunities for all males when vacancies or promotional opportunities arise especially in Administrative Support.

- a. Human Resources will work with hiring managers by encouraging them to identify a qualified, diverse applicant pool with Administrative Support skills within the County.

3. General Information

- a. County staff attend Job Fairs to reach out to under-represented groups: women job fairs and job fairs outside the area for a more diverse applicant pool.
- b. The County will continue to display the phrase Equal Opportunity Employer or EOE to advertisements, job postings, recruiting documents, and the County's website.
- c. Training sessions will continue to be provided regarding recruitment, selection, and hiring to new and existing County managers along with all staff responsible for hiring and promotion decisions.
- d. Applicants and employees may file a complaint with their Elected Official or the Human Resources Department should they feel their rights have been violated. The Human Resources Department and Elected Officials has responsibility for daily administration and monitoring of the County policies affecting equal employment opportunity. It is the responsibility of every Elected Official, department head, manager, supervisor and employee to carry out in spirit as well as in letter, the philosophy of equal opportunity employment as outlined by federal law.
- e. Kootenai County employees receive an overview of the County's policies in new hire orientation, and are required to "acknowledge" on all County policies, including the Equal Employment Opportunity policy, on an annual basis. Equal Employment Opportunity training is offered regularly to employees. Kootenai County has expanded its list of advertising resources in order to reach out to under-represented groups including the use of websites to reach

Utilization Analysis Chart
Relevant Labor Market: Kootenai County, Idaho

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	31/49%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	31/49%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	3,920/59%	80/1%	4/0%	45/1%	50/1%	10/0%	25/0%	0/0%	2,295/35%	65/1%	0/0%	20/0%	15/0%	0/0%	95/1%	4/0%
Utilization #/%	-10%	-1%	-0%	-1%	-1%	-0%	-0%	0%	15%	-1%	0%	-0%	-0%	0%	0%	-0%
Professionals																
Workforce #/%	53/44%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	63/52%	4/3%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	3,595/41%	80/1%	0/0%	10/0%	45/1%	0/0%	35/0%	45/1%	4,645/54%	85/1%	0/0%	4/0%	0/0%	0/0%	135/2%	0/0%
Utilization #/%	2%	-1%	0%	-0%	-1%	0%	-0%	-1%	-1%	2%	0%	-0%	0%	0%	-1%	0%
Technicians																
Workforce #/%	27/59%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%	17/37%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	650/44%	10/1%	0/0%	4/0%	15/1%	0/0%	50/3%	0/0%	690/47%	30/2%	0/0%	0/0%	10/1%	0/0%	20/1%	0/0%
Utilization #/%	15%	-1%	0%	-0%	-1%	0%	-1%	0%	-10%	0%	0%	0%	-1%	0%	-1%	0%
Protective Services:																
Sworn-Officials																
Workforce #/%	37/95%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	610/82%	0/0%	0/0%	20/3%	0/0%	0/0%	0/0%	0/0%	110/15%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	0%	0%	-3%	0%	0%	0%	0%	-10%	0%	0%	-1%	0%	0%	0%	0%
Protective Services:																
Sworn-Patrol Officers																
Workforce #/%	124/86%	1/1%	0/0%	0/0%	0/0%	0/0%	3/2%	1/1%	11/8%	2/1%	0/0%	0/0%	1/1%	0/0%	1/1%	0/0%
Civilian Labor Force #/%	3,495/56%	165/3%	30/0%	4/0%	30/0%	0/0%	115/2%	0/0%	2,235/36%	115/2%	0/0%	0/0%	4/0%	0/0%	70/1%	0/0%
Utilization #/%	30%	-2%	-0%	-0%	-0%	0%	0%	1%	-28%	-0%	0%	0%	1%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	31/44%	1/1%	0/0%	0/0%	1/1%	0/0%	2/3%	0/0%	33/47%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	55/25%	0/0%	0/0%	0/0%	0/0%	0/0%	15/7%	0/0%	135/60%	4/2%	15/7%	0/0%	0/0%	0/0%	0/0%	0/0%

Significant Underutilization Chart

Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Patrol Officers									✓							
Protective Services: Non-sworn									✓	✓						
Administrative Support	✓															
Service/Maintenance									✓							

EEO Utilization Report

Organization Information

Name: Kootenai County Sheriff Office

City: Coeur D Alene

State: ID

Zip: 83815

Type: County/Municipal Law Enforcement

Step 4b: Narrative of Interpretation

Narrative of Interpretation

The Kootenai County Human Resources Department reviewed the Utilization Analysis Chart: Two or More Standard Deviations, comparing the Kootenai County Sheriff Office (KCSO) workforce to the relevant labor market and noted there are two or more standard deviations in following areas:

1. FEMALES

a. Protective Services: Sworn Patrol Officers - White (-28%)

2. MALES

a. Administrative Support White (-21%)

Kootenai County will continue to review and update County job descriptions, salaries, promotional opportunities and hiring practices with an emphasis on providing equal employment opportunities that do not create barriers for any individual.

Following File has been uploaded: Narrative of Interpretation 2019 - KCSO.docx

Step 5: Objectives and Steps

1. Females - To encourage and provide equal employment opportunities for all females when vacancies or promotional opportunities arise especially in the Protective Services: Sworn positions.

- a. The Human Resources Department along with the KCSO will continue to search for additional areas to advertise vacant positions in order to attract qualified female applicants, particularly in job categories that are under-represented.
- b. Human Resources will work with elected officials and department heads by encouraging them to identify qualified staff, including females in all race categories, for promotion within the County.
- c. Human Resources will work with departments in defining job requirements that ensure that those requirements are valid and not overstated for the position being filled, which may rule out under-represented candidates, who have the necessary skills to perform the job duties.

2. Males To encourage and provide equal employment opportunities for all males when vacancies or promotional opportunities arise especially in Administrative Support positions.

- a. Human Resources will work with hiring managers by encouraging them to identify a qualified, diverse applicant pool with Administrative Support skills within the County.
- b. Kootenai County will continue to advertise the vacant positions with the Coeur d'Alene Tribe in order to reach out to American Indian or Alaska Native candidates in our area especially in the Protective Services: Sworn recruitment.

3. General Information

- a. Applicants and employees may file a complaint with their Elected Official or the Human Resources Department should they feel their rights have been violated. The Human Resources Department and Elected Officials has responsibility for daily administration and monitoring of the County policies affecting equal employment opportunity. It is the responsibility of every Elected Official, department head, manager, supervisor and employee to carry out in spirit as well as in letter, the philosophy of equal opportunity employment as outlined by federal law.
- b. Training sessions will continue to be provided regarding recruitment, selection and hiring to new and existing County managers along with all staff responsible for hiring and promotion decisions.
- c. Kootenai County employees receive an overview of the County's policies in new hire orientation, and are required to acknowledge all County policies, including the Equal Employment Opportunity policy on an annual basis. Equal Employment Opportunity training is offered regularly to employees. Kootenai County has expanded its list of advertising resources in order to reach out to under-represented groups including the use of websites to reach applicants outside our local area. Our current lists include: colleges, newspapers and various associations. Human Resources will continue to seek out additional resources for advertising.

Utilization Analysis Chart
Relevant Labor Market: Kootenai County, Idaho

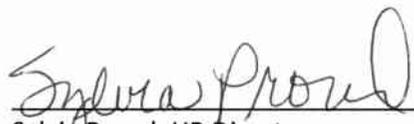
Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,920/59%	80/1%	4/0%	45/1%	50/1%	10/0%	25/0%	0/0%	2,295/35%	65/1%	0/0%	20/0%	15/0%	0/0%	95/1%	4/0%
Utilization #/%	-9%	-1%	-0%	-1%	-1%	-0%	-0%	0%	15%	-1%	0%	-0%	-0%	0%	-1%	-0%
Professionals																
Workforce #/%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,595/41%	80/1%	0/0%	10/0%	45/1%	0/0%	35/0%	45/1%	4,645/54%	85/1%	0/0%	4/0%	0/0%	0/0%	135/2%	0/0%
Utilization #/%	9%	-1%	0%	-0%	-1%	0%	-0%	-1%	-4%	-1%	0%	-0%	0%	0%	-2%	0%
Technicians																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	650/44%	10/1%	0/0%	4/0%	15/1%	0/0%	50/3%	0/0%	690/47%	30/2%	0/0%	0/0%	10/1%	0/0%	20/1%	0/0%
Utilization #/%	56%	-1%	0%	-0%	-1%	0%	-3%	0%	-47%	-2%	0%	0%	-1%	0%	-1%	0%
Protective Services: Sworn-Officials																
Workforce #/%	37/95%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	610/82%	0/0%	0/0%	20/3%	0/0%	0/0%	0/0%	0/0%	110/15%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	13%	0%	0%	-3%	0%	0%	0%	0%	-10%	0%	0%	-1%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	124/86%	1/1%	0/0%	0/0%	0/0%	0/0%	3/2%	1/1%	11/8%	2/1%	0/0%	0/0%	1/1%	0/0%	1/1%	0/0%
Civilian Labor Force #/%	3,495/56%	165/3%	30/0%	4/0%	30/0%	0/0%	115/2%	0/0%	2,235/36%	115/2%	0/0%	0/0%	4/0%	0/0%	70/1%	0/0%
Utilization #/%	30%	-2%	-0%	-0%	-0%	0%	0%	1%	-28%	-0%	0%	0%	1%	0%	-0%	0%
Protective Services: Non-sworn																
Workforce #/%	12/26%	1/2%	0/0%	0/0%	1/2%	0/0%	2/4%	0/0%	29/63%	0/0%	0/0%	0/0%	0/0%	0/0%	1/2%	0/0%
CLS #/%	55/25%	0/0%	0/0%	0/0%	0/0%	0/0%	15/7%	0/0%	135/60%	4/2%	15/7%	0/0%	0/0%	0/0%	0/0%	0/0%

Significant Underutilization Chart

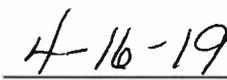
Job Categories	Male						Female									
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Sworn-Patrol Officers									✓							
Administrative Support	✓															

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.



Sylvia Proud, HR Director



Date