

# Equal Employment Opportunity Plan

2017 - 2018



Kootenai County - Idaho

Adopted by the Board of County Commissioners on May 10, 2017

Chairman Eberlein

Commissioner Bingham

Commissioner Fillios

# EEO Utilization Report

## Organization Information

Name: Kootenai County

City: Coeur D Alene

State: ID

Zip: 83816

Type: County/Municipal Government (not law enforcement)

Thu May 11 13:13:39 EDT 2017

## **Step 1: Introductory Information**

### **Policy Statement:**

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.

Following File has been uploaded:Kootenai County Policy Statement.docx



## **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. Service/Maintenance White (-26%)
- b. Protective Services: Non-Sworn White (-15%)
- c. Protective Services: Sworn White (-8%)
- d. Protective Services: Non-Sworn Black or African American (-7%)

### **2. MALES**

- a. Administrative Support White (-23%)
- b. Protective Services: Sworn American Indian or Alaska Native (-3%)

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 2017 - County.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 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; and to encourage American Indian or Native Alaskan to apply for vacancies in the Protective Services: Sworn category.**

- 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 recruitments.

### **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 "sign off" on County policies, including the Equal Employment Opportunity policy, on an annual basis. Equal Employment Opportunity training is regularly offered 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.
- d. County staff attend Job Fairs to reach out to under-represented groups such as; women job fairs and job fairs outside the area, for a more diverse applicant pool.
- e. The County will continue to display the phrase Equal Opportunity Employer or EOE to advertisements, job postings, recruiting documents, the County's website and the 24-hour job hotline.

### **Step 6: Internal Dissemination**

1. Distribution of the EEO Utilization Report to employees in a supervisory position.
2. Post the EEO Utilization Report on the County intranet KC Place.
3. Send a Countywide email memorandum with a hyperlink to the EEO Utilization Report on the County intranet - KC Place informing staff the EEO Utilization Report is available for review.
4. A bound copy of the EEO Utilization Report in Human Resources, and provide hard copies to staff upon request.

### **Step 7: External Dissemination**

1. Placed the EEO Utilization Report on the agenda for the Board of County Commissioners, open to the public; and to provide hard copies of the report upon request.
2. Post the EEO Utilization Report on the County website [www.kcgov.us](http://www.kcgov.us)
3. A bound copy of the EEO Utilization Report at the office of the Board of County Commissioners.



**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
<b>Officials/Administrators</b>																
Workforce #/%	16/50%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	16/50%	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%
<b>Professionals</b>																
Workforce #/%	58/50%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	53/46%	3/3%	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%	-0%	0%	-0%	-1%	0%	-0%	-1%	-7%	2%	0%	-0%	0%	0%	-2%	0%
<b>Technicians</b>																
Workforce #/%	41/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	22/34%	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 #/%	20%	-1%	0%	-0%	-1%	0%	-3%	0%	-12%	-0%	0%	0%	-1%	0%	-1%	0%
<b>Protective Services: Sworn</b>																
Workforce #/%	150/89%	0/0%	0/0%	0/0%	0/0%	0/0%	3/2%	1/1%	11/7%	1/1%	0/0%	0/0%	1/1%	0/0%	1/1%	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 #/%	7%	0%	0%	-3%	0%	0%	2%	1%	-8%	1%	0%	-1%	1%	0%	1%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	31/46%	2/3%	0/0%	0/0%	1/1%	0/0%	1/1%	0/0%	30/45%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	55/25%	0/0%	0/0%	0/0%	0/0%	0/0%	15/7%	0/0%	135/60%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	22%	3%	0%	0%	1%	0%	-5%	0%	-15%	1%	-7%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																
Workforce #/%	16/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	218/89%	4/2%	0/0%	2/1%	1/0%	0/0%	4/2%	0/0%
CLS #/%	4,785/30%	165/1%	80/0%	0/0%	10/0%	0/0%	50/0%	4/0%	10,270/64%	410/3%	4/0%	60/0%	35/0%	30/0%	180/1%	0/0%
Utilization #/%	-23%	-1%	-0%	0%	-0%	0%	-0%	-0%	25%	-1%	-0%	0%	0%	-0%	1%	0%

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	
	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	#/%	
<b>Skilled Craft</b>																	
Workforce #/%	16/94%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	6,360/90%	245/3%	20/0%	65/1%	0/0%	20/0%	100/1%	15/0%	200/3%	0/0%	0/0%	0/0%	15/0%	0/0%	0/0%	0/0%	
Utilization #/%	4%	-3%	-0%	-1%	0%	-0%	-1%	-0%	3%	0%	0%	0%	-0%	0%	0%	0%	
<b>Service/Maintenance</b>																	
Workforce #/%	55/77%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	15/21%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	6,825/44%	300/2%	30/0%	70/0%	10/0%	25/0%	170/1%	20/0%	7,225/47%	525/3%	70/0%	45/0%	60/0%	0/0%	95/1%	0/0%	
Utilization #/%	33%	-2%	-0%	1%	-0%	-0%	-1%	-0%	-26%	-3%	-0%	-0%	-0%	0%	-1%	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				✓					✓							
Protective Services: Non-sworn									✓		✓					
Administrative Support	✓															
Service/Maintenance									✓							



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.

Certified As Final By: Cecilia Sweet

HR Generalist

05-11-2017

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[signature]

[title]

[date]

# EEO Utilization Report

## Organization Information

Name: Kootenai County Sheriff Office

City: Coeur D Alene

State: ID

Zip: 83815

Type: County/Municipal Law Enforcement

Thu May 11 13:28:23 EDT 2017

## **Step 1: Introductory Information**

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## **Step 4b: 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 (-22%)

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.

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**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	
<b>Officials/Administrators</b>																	
Workforce #/%	0/	0/	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 #/%																	
<b>Professionals</b>																	
Workforce #/%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/33%	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 #/%	25%	-1%	0%	-0%	-1%	0%	-0%	-1%	-20%	-1%	0%	-0%	0%	0%	-2%	0%	
<b>Technicians</b>																	
Workforce #/%	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 #/%																	
<b>Protective Services: Sworn-Officials</b>																	
Workforce #/%	36/95%	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%	
<b>Protective Services: Sworn-Patrol Officers</b>																	
Workforce #/%	114/88%	0/0%	0/0%	0/0%	0/0%	0/0%	2/2%	1/1%	10/8%	1/1%	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 #/%	32%	-3%	-0%	-0%	-0%	0%	-0%	1%	-28%	-1%	0%	0%	1%	0%	-0%	0%	
<b>Protective Services: Non-sworn</b>																	
Workforce #/%	11/25%	1/2%	0/0%	0/0%	1/2%	0/0%	1/2%	0/0%	29/66%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	55/25%	0/0%	0/0%	0/0%	0/0%	0/0%	15/7%	0/0%	135/60%	4/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	



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				
Utilization #/%	0%	2%	0%	0%	2%	0%	-4%	0%	6%	0%	-7%	0%	0%	0%	0%	0%				
<b>Administrative Support</b>																				
Workforce #/%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	46/87%	1/2%	0/0%	1/2%	1/2%	0/0%	0/0%	1/2%	0/0%				
CLS #/%	4,785/30%	165/1%	80/0%	0/0%	10/0%	0/0%	50/0%	10,270/64%	410/3%	4/0%	60/0%	60/0%	35/0%	30/0%	180/1%	0/0%				
Utilization #/%	-22%	-1%	-0%	0%	-0%	0%	-0%	23%	-1%	-0%	-0%	2%	-0%	-0%	1%	0%				
<b>Skilled Craft</b>																				
Workforce #/%	5/100%	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 #/%	6,360/90%	245/3%	20/0%	65/1%	0/0%	20/0%	100/1%	200/3%	0/0%	15/0%	0/0%	0/0%	15/0%	0/0%	0/0%	0/0%				
Utilization #/%	10%	-3%	-0%	-1%	0%	-0%	-1%	-3%	0%	-0%	0%	0%	-0%	0%	0%	0%				
<b>Service/Maintenance</b>																				
Workforce #/%	8/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%				
CLS #/%	6,825/44%	300/2%	30/0%	70/0%	10/0%	25/0%	170/1%	7,225/47%	525/3%	70/0%	45/0%	60/0%	60/0%	95/1%	0/0%	0/0%				
Utilization #/%	36%	-2%	-0%	-0%	-0%	-0%	-1%	-27%	-3%	-0%	-0%	-0%	-0%	-0%	-1%	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	✓															

### Law Enforcement Category Rank 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
<b>Sheriff</b>																
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%
<b>Undersheriff</b>																
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%
<b>Major</b>																
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%
<b>Lieutenant</b>																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Captain</b>																
Workforce #/%	5/100%	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%
<b>Sergeant</b>																
Workforce #/%	24/100%	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%
<b>Protective Services:</b>																
<b>Sworn-Patrol Officers</b>																
Workforce #/%	114/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/1%	10/8%	1/1%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%



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.

Certified As Final By: Cecilia Sweet

HR Generalist

05-11-2017

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[signature]

[title]

[date]