

County of San Luis Obispo

Equal Employment Opportunity Plan / 2014 – 2017

I. PURPOSE

The Board of Supervisors of San Luis Obispo County recognizes that an essential component of excellence in County government is the diversity of the community and its reflection in the County workforce. As a result of the County's long-standing commitment to equal employment opportunity, San Luis Obispo County is proud of its accomplishments in support of a diverse workforce.

This Equal Employment Opportunity Plan supports the County's efforts to maintain a balanced workforce that responds to the citizens of San Luis Obispo County in an effective, culturally sensitive manner. Through adoption of this policy and plan, the Board of Supervisors affirms its commitment to providing San Luis Obispo County with a diverse, results-oriented workforce, selected based on merit, and free of discrimination and harassment.

II. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The County maintains and promotes a policy of equal employment opportunity within the County. The County is committed to maintaining a work environment that is merit based, and free from discrimination. The Board of Supervisors, its managers, employees, agents, and volunteers will not discriminate against any applicant for employment, employee, contractor, subcontractor, vendor, or client because of age, ethnicity, marital status, medical condition (cancer or genetic characteristics), national origin, physical or mental disability, pregnancy, race, religion, sex, sexual orientation, gender expression or identity, or any other legally protected status.

This policy shall apply to all employment actions including, but not limited to: recruitment, testing, hiring, training, promotion, demotion, transfer, layoff, discipline, salary and benefits administration, and participation on or appointment to all County boards and commissions. All employment decisions shall be made on the basis of individual qualifications, bona fide occupational qualifications for the job in question, and the feasibility of any necessary job accommodations.

The employment goal of the County is to develop an employee population that is representative of the general population of San Luis Obispo County. The County will take positive measures toward eliminating artificial barriers to employment and achieving equal opportunity through its continued implementation and coordination of the County's Equal Employment Opportunity (EEO) Plan, and through its review and evaluation of hiring, promotional and employment policies and procedures.

III. RESPONSIBILITIES

To assure support and success of this Equal Employment Opportunity Plan and to meet the established objectives, the following responsibilities have been assigned:

- A. The Board of Supervisors: The Board of Supervisors actively supports equal employment opportunity through:

- Adopting policies that ensure merit-based employment practices;
 - Direction that those policies be supported and enforced;
 - Budgetary assistance to County departments;
 - Requiring periodic review of equal employment opportunity practices and procedures.
- B. The County Administrative Officer: The County Administrative Officer has responsibility to ensure that the Equal Employment Opportunity Plan is implemented pursuant to the Board of Supervisor's direction.
- C. The Human Resources Director: The Human Resources Director acts as the County Equal Employment Opportunity Officer, implementing and administering the Equal Employment Opportunity Plan and Civil Service System, as well as enforcing County Ordinances and policies in support of equal employment opportunity.
- D. The Department Heads: The Department Heads will support and comply with the objectives of the County's Equal Employment Opportunity Plan and are responsible for achieving progress toward the goals and objectives of the Plan in their departments. Specifically, the Department Head will:
- Participate with the Equal Employment Opportunity Coordinator or designee in identifying problem areas and developing plans for improvement;
 - Ensure that all employment decisions, including interviews, offers of employment and compensation commitments, assignment, training and evaluation, and employee relations are consistent with the County's human resources practices.
- E. Equal Employment Opportunity Coordinator: The Equal Employment Opportunity Coordinator shall be appointed by the Human Resources Director and shall manage the Equal Employment Opportunity Plan by:
- Updating the County Equal Employment Opportunity Plan under the direction of the Human Resources Director;
 - Assisting management and Department Heads in identifying areas of underrepresentation and planning for improvement;
 - Acting as resource person in the area of equal employment opportunity and affirmative action programs and serving as liaison with departments, enforcement agencies, employee unions, and other stakeholders as appropriate;
 - Tracking reports of discrimination and harassment within County employment;
 - As necessary, preparing reports and making presentations to County management, employees, and community groups;
- F. Managers and Supervisors: County managers and supervisors are responsible for supporting the principles of equal employment opportunity by:
- Ensuring that all staff understand and work within federal and state laws, as well as County policies and procedures, dealing with equal employment opportunity and affirmative action;
 - Initiating steps to foster and maintain a work climate that is free from discrimination or harassment.
- G. County Employees: County employees are responsible for supporting and maintaining a work climate that is free from any form of discrimination or harassment.

IV. COMPLAINT RESOLUTION PROCEDURES

Employees and applicants are encouraged to attempt resolution of complaints as quickly as possible at the lowest and least formal level. If resolution at a lower level is not practicable, an employee or applicant may report an incident to the EEO Coordinator. The most important consideration should be resolution of the issue in a prompt and fair manner. No employee or applicant shall be subjected to intimidation, coercion, or retaliation of any kind as a result of filing a complaint or as a result of being a witness in an investigation.

A. The County recognizes three (3) internal reporting procedures:

1. Resolution within the Department

An employee is encouraged to discuss the issue with his/her immediate supervisor. If the issue is not resolved, or the behavior of the employee's supervisor is an issue, the employee is encouraged to pursue resolution through discussion with the next higher level manager, up to the Department Director.

2. Filing an Administrative Complaint

Any employee or applicant for employment may file a complaint with the County's Equal Employment Opportunity Coordinator in the Human Resources Department at: **(805) 781-5959**

Written complaints should be directed to:

San Luis Obispo County Human Resources Department
EEO Coordinator
1055 Monterey Street, Ste D-250
San Luis Obispo, CA. 93408

The EEO Coordinator or designee will investigate complaints pursuant to County Policy. Confidentiality shall be maintained to the greatest extent possible, recognizing the rights of the complainant, the accused, and all third party witnesses.

3. Filing a Grievance

An employee may file a grievance pursuant to Civil Service Rule 4.02 and Rule 4.05 of the San Luis Obispo County Civil Service Commission.

B. External Agencies

Employees and applicants have the option of filing a complaint with the state or federal equal employment opportunity compliance agencies.

1. California Department of Fair Employment and Housing

(800)884-1684
www.dfeh.ca.gov

2. United States Equal Employment Opportunity Commission

(800) 669-4000
www.EEOC.gov

V. 2005 – 2013 ACCOMPLISHMENTS

Recruitment and Selection

- Completed implementation of JobAps online application and requisition system resulting in greater access for applicants, simplified application submittal and streamlined recruitment tracking.
- Implemented use of online “examination histogram” which gives HR Analysts statistical data on adverse impact and assists in selecting pass points that avoid adverse impact.
- Improved County’s Human Resources website to provide timely recruitment and promotional information to applicants and employees.

Training and Diversity

- Provided annual training on discrimination and sexual harassment to all managers, supervisors and line staff.
- Implemented state mandated bi-annual sexual harassment training (AB-1825) for all managers and supervisors.
- Provided ongoing training to HR staff and key Departmental Personnel Technicians on ADA laws and reasonable accommodation assessment.
- Participation in numerous job fairs targeting Veterans and students in an effort to reach underrepresented groups.
- Developed basic supervisory training program; Trained all County managers and supervisors as well as high potential employees who are interested in advancement.
- Developed specialized supervisory training in the area of Excellence in Public Service, Developing and Implementing Job Standards, and Conducting Performance Evaluations.

Career Development and Employee Retention

- Expanded and formalized the County Employee University, offering continuing education and development to all County employees.
- Developed an Employee University Steering Committee whose mission is to identify countywide training needs and direct strategies to address those needs.
- Conducted Basic Supervisory Training for all Supervisors and Managers in the County. Ongoing training is being conducted for all new hire supervisors and managers as well as all newly promoted supervisors and managers.
- Developed advanced training programs for managers and supervisors on targeted employment issues such as employee performance evaluation.

VI. 2014 – 2017 EEO PLAN GOALS

Recruitment and Selection

- Human Resources and County departments will work on outreach strategies to increase employment applications from qualified individuals in underrepresented groups.
- Human Resources and County departments will partner to develop succession planning strategies as the “Baby-Boomer” exodus continues over the next several years.
- Human Resources and County departments will partner to develop enhanced outreach efforts to attract applicants in underrepresented groups during recruitments for Officials/Administrators.

Training and Diversity

- Human Resources will continue development of Supervisor Training modules in support of the County’s efforts to fully train all supervisors on quality supervision practices and procedures.

Career Development and Employee Retention

When appropriate, County departments will utilize expanded work experience opportunities and special assignments to enhance career development including:

- Short term “out-of-class” assignments on a developmental basis
- “Acting” assignments
- Substitute / Provisional appointments
- Job assignment rotation
- Short term projects
- Committee assignments
- Training opportunities
- Coaching and Mentoring projects