

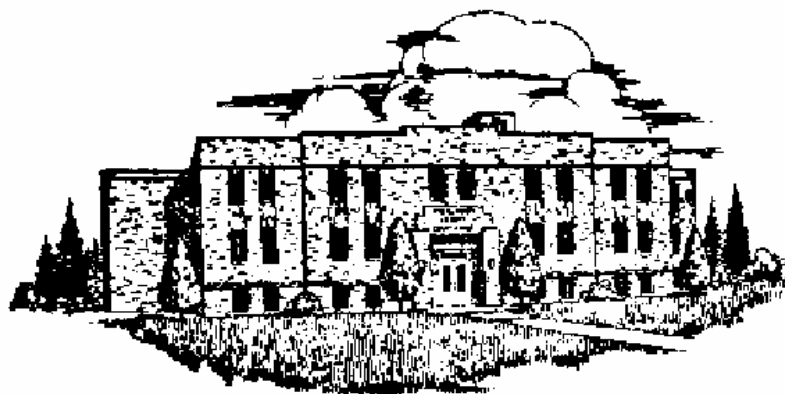
RIO BLANCO COUNTY
PERSONNEL DEPARTMENT

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Meeker, CO 81641

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2004

EQUAL EMPLOYMENT OPPORTUNITY PLAN



Rio Blanco County's strategy to implement and maintain an effective plan to ensure the full and equal participation of men and women in the workforce, regardless of race, religion, handicap, age or national origin.

INTRODUCTION

Agency: Rio Blanco County
555 Main Street
P.O. Box i
Meeker, CO 81641

Grant Title/Number: Homeland Security Equipment
03-E-OPS-42

Award Amount: \$177,149.00

Rio Blanco County Contact Person: Teresa D. Anderson Laura Smith
Personnel Director Personnel Technician

Telephone Number: (970) 878-3627

EEOP Date: January 2004

EEOP effective duration: February 1, 2004 – July 31, 2005

Signature on file

Donald L. Davis, Chairman
Rio Blanco County Commissioners

EEO POLICY STATEMENT

It is the policy of Rio Blanco County to provide equal employment opportunity in county government for all persons; to prohibit discrimination in employment on the basis of race, color, religion, national origin, age, sex, veteran, disability or handicap status; and to promote the full utilization of all incumbent employees in the county.

Rio Blanco County will follow this policy in recruitment, hiring, training and promotion into all classifications, compensation, benefits, transfers, assignments, shifts, layoffs, returns from layoff, demotions, terminations, educational leave, social and recreational programs, and use of county facilities.

It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment; selection, hiring, placement and promotion decisions will be based on valid requirements and criteria that are job related, essential and necessary functions of the job.

Rio Blanco County will provide, when necessary, reasonable accommodations to applicants' and/or employees' disabilities, when doing so will enable them to successfully perform the essential functions of the job or benefit from training.

Rio Blanco County prohibits retaliatory actions against employees or applicants for employment who make a charge of employment discrimination, testify, assist or participate, in any manner, in a hearing, proceeding or investigation of employment discrimination.

The purpose of the Equal Employment Opportunity Plan (EEOP) is to identify organizational components and job categories within Rio Blanco County's workforce in which minorities and women are not represented in proportion to their availability in the labor force, and to devise and implement strategies to achieve equitable representation.

Rio Blanco County is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination.

Affirmative Action

It is the policy of Rio Blanco County to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. We seek to attain a workforce, which mirrors the local community in the representation of women, minorities and the disabled in all departments and levels. Rio Blanco County maintains an environment ensuring recognition of each employee's efforts, achievements and cooperation. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Rio Blanco County will promote and afford equal treatment and service to all employees and citizens.

JOB CATEGORIES

The Job Categories listed in the following tables were obtained by cross referencing with the US Census Bureau, the Department of Labor and the Equal Employment Opportunity Commission. The following is a list of the Job Categories and definitions used to complete the analysis for this Plan:

Officials/Administrators - Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, directors, deputy directors, supervisors, controllers, examiners, superintendents, unit supervisors, etc.

Professionals - Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, child support worker, doctors, psychologists, registered nurses, dieticians, medical aides, economists, dieticians, attorneys, system analysts, accountants, auditors, engineers, employment and vocational rehabilitation counselors, teachers, instructors, etc.

Technicians - Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafting aides, engineering aides, journey engineers, surveyors, electricians, licensed practical nurses, photographers, radio operators, technical illustrators, technicians (medical, dental, electronic, physical sciences), assessors, appraisers, instructors, etc.

Protected Services: Sworn - Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police, patrol officers, fire fighters, guards, deputy sheriffs, animal control workers, bailiffs, correctional officers, detectives, wardens, marshals, sheriffs, harbor patrol officers, park rangers, etc.

Protected Services: Non sworn - Occupations in which workers provide assistance, guidance, or protection in a specific area. Includes: animal control workers, crossing guards, lifeguards, and other protective service workers.

Administrative Support - Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and /or information and other paperwork required in an office. Includes: cashiers, messengers, office helpers, office machine operators, shipping and receiving clerks, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, secretaries, receptionists, etc.

Skilled Craft - Occupations in which workers perform duties which require manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairmen, motor operators, truck and tractor drivers, welders, flame cutters, plumbers,

metal workers, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors, typesetters, etc.

Service Maintenance - Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Includes: cleaners, cafeteria workers, maintenance workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, etc.

RIO BLANCO COUNTY'S WORKFORCE ANALYSIS

Table A provides an analysis of Rio Blanco County's workforce broken down into job categories. Job categories are broken down statistically according to sex and race/national origin.

The Table shows the workforce as percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

These figures are based upon the Personnel Departments employee data as of January 1, 2004.

**Elected officials of Rio Blanco County are not included in the workforce analysis.*

TABLE A

RIO BLANCO COUNTY'S WORKFORCE ANALYSIS

		MALE							FEMALE						
Job Category	Total	W	AI/AN	B	A	H/PI	H/L	2 or more	W	AI/AN	B	A	H/PI	H/L	2 or more
Officials/ Administrators															
	100%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionals															
	100%	22.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	77.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Technicians															
	100%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.6%	38.9%	0.0%	0.0%	0.0%	0.0%	0.0%	5.6%
Protective Services	Sworn														
		100%	78.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	7.1%
	Non Sworn	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%
Admin. Support															
	100%	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	89.5%	2.6%	0.0%	0.0%	0.0%	0.0%	2.6%
Skilled Craft															
	100%	89.7%	0.0%	0.0%	0.0%	0.0%	0.0%	3.4%	6.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/ Maintenance															
	100%	36.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	59.1%	0.0%	0.0%	0.0%	0.0%	4.5%	0.0%

Note: Estimates may not add to the total due to rounding.

- W White
- AI/AN American Indian or Alaska Native
- B Black or African american
- A Asian
- H/PI Native Hawaiian or Other
- H/L Hispanic or Latino Ethnicity

COMMUNITY LABOR STATISTICS (CLS) FOR THE COUNTY OF RIO BLANCO

Table B provides an analysis of the County of Rio Blanco, Colorado's workforce broken down into job categories. Job Categories are broken down statistically according to sex and race/national origin.

The Table shows the workforce as percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

The County of Rio Blanco, Colorado's workforce statistics were acquired from the 2000 Census, the most recent data available.

TABLE B

COMMUNITY LABOR STATISTICS

		MALE							FEMALE						
Job Category	Total	W	AI/AN	B	A	H/PI	H/L	2 or more	W	AI/AN	B	A	H/PI	H/L	2 or more
Officials/ Administrators	100%	52.5%	0.0%	0.0%	0.0%	0.0%	1.6%	0.8%	46.5%	0.0%	0.0%	0.0%	0.0%	0.8%	0.0%
Professionals	100%	43.2%	1.0%	0.0%	1.0%	0.0%	0.0%	1.0%	53.1%	0.0%	0.0%	0.0%	0.0%	1.0%	1.0%
Technicians	100%	58.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	41.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Protective Services	Sworn	100%	90.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Non Sworn	100%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Admin. Support	100%	29.4%	0.7%	0.0%	0.0%	0.0%	1.3%	0.0%	64.7%	0.0%	0.0%	0.0%	0.0%	3.4%	0.7%
Skilled Craft	100%	87.2%	3.7%	0.0%	0.0%	0.0%	4.4%	0.7%	4.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service/ Maintenance	100%	43.5%	0.0%	0.0%	0.4%	0.0%	6.5%	0.4%	45.2%	0.4%	0.0%	0.0%	0.0%	2.7%	0.0%

Source: US Census Bureau, Census 2000 Special Tabulation
 Note: Estimates may not add to the total due to rounding

W White
 AI/AN American Indian or Alaska
 B Black or African american
 A Asian
 H/PI Native Hawaiian or Other
 H/L Hispanic or Latino Ethnicity

UTILIZATION ANALYSIS

Table C provides an analysis of the community's workforce compared with Rio Blanco County's workforce broken down into job categories. Job Categories are then broken down according to sex and race/national origin.

The Table shows the workforces' as percentages only, which reflects the portion of people in each job category of a given sex and race/national origin.

This Table compares the information present in Table A and Table B.

The analysis of Table C is used to determine if, and in what job categories, women and/or minorities are underutilized in Rio Blanco County's workforce. This utilization analysis forms the basis for the Plan.

TABLE C

UTILIZATION ANALYSIS

		MALE						FEMALE							
Job Category (CLS = Community Labor Statistics)		W	AI/ AN	B	A	H/PI	H/L	2 or more	W	AI/ AN	B	A	H/PI	H/L	2 or more
OFFICIALS/ADMINISTRATORS															
	Workforce	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	CLS	52.5%	0.0%	0.0%	0.0%	0.0%	1.6%	0.8%	46.5%	0.0%	0.0%	0.0%	0.0%	0.8%	0.0%
	Utilization	-2.5%	0.0%	0.0%	0.0%	0.0%	-1.6%	-0.8%	3.5%	0.0%	0.0%	0.0%	0.0%	-0.8%	0.0%
PROFESSIONALS															
	Workforce	22.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	77.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	CLS	43.2%	1.0%	0.0%	1.0%	0.0%	0.0%	1.0%	53.1%	0.0%	0.0%	0.0%	0.0%	1.0%	1.0%
	Utilization	-21.0%	-1.0%	0.0%	-1.0%	0.0%	0.0%	-1.0%	24.7%	0.0%	0.0%	0.0%	0.0%	-1.0%	-1.0%
TECHNICIANS															
	Workforce	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.6%	38.9%	0.0%	0.0%	0.0%	0.0%	0.0%	5.6%
	CLS	58.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	41.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Utilization	-8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	5.6%	-2.8%	0.0%	0.0%	0.0%	0.0%	0.0%	5.6%
PROTECTIVE SERVICES	Sworn														
	Workforce	78.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	14.3%	0.0%	0.0%	0.0%	0.0%	0.0%	7.1%
	CLS	90.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	8.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Utilization	-11.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.3%	0.0%	0.0%	0.0%	0.0%	0.0%	7.1%
	Non Sworn														
	Workforce	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	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Utilization	-40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
ADMINISTRATIVE SUPPORT															
	Workforce	5.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	89.5%	2.6%	0.0%	0.0%	0.0%	0.0%	2.6%
	CLS	29.4%	0.7%	0.0%	0.0%	0.0%	1.3%	0.0%	64.7%	0.0%	0.0%	0.0%	0.0%	3.4%	0.7%
	Utilization	-24.1%	-0.7%	0.0%	0.0%	0.0%	-1.3%	0.0%	24.8%	2.6%	0.0%	0.0%	0.0%	-3.4%	1.9%
SKILLED CRAFT															
	Workforce	89.7%	0.0%	0.0%	0.0%	0.0%	0.0%	3.4%	6.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	CLS	87.2%	3.7%	0.0%	0.0%	0.0%	4.4%	0.7%	4.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Utilization	2.5%	-3.7%	0.0%	0.0%	0.0%	-4.4%	2.7%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
SERVICE/MAINTENANCE															
	Workforce	36.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	59.1%	0.0%	0.0%	0.0%	0.0%	4.5%	0.0%
	CLS	43.5%	0.0%	0.0%	0.4%	0.0%	6.5%	0.4%	45.2%	0.4%	0.0%	0.0%	0.0%	2.7%	0.0%
	Utilization	-7.1%	0.0%	0.0%	-0.4%	0.0%	-6.5%	-0.4%	13.9%	-0.4%	0.0%	0.0%	0.0%	1.8%	0.0%

Note: Estimates may not add to the total due to rounding.

UTILIZATION ANALYSIS - NARRATIVE

A comparison of Rio Blanco County's workforce to the community labor statistics for the County of Rio Blanco, Colorado indicates underutilization of women and minorities in numerous areas. Community labor statistics show that Black, Asian/Pacific Islander and American Indian/Alaskan Native populations are very small in Rio Blanco County (approximately 1.22% combined). Although the majority of this plan will concentrate on addressing the larger areas of underutilization, Rio Blanco County would welcome the opportunity to increase the representation of all underutilized groups and will continue to look at ways of communicating job opportunities to all race and ethnic groups. After reviewing the outcome of the utilization analysis, Rio Blanco County has identified the following highest areas of concern (underutilization of 1.0% or greater):

Rio Blanco County demonstrates an underutilization of Hispanic men by 1.6% in the Officials/Administrators job category.

Rio Blanco County demonstrates an underutilization of American Indian/Alaska Native men by 1.0%, Asian men by 1.0%, mixed race men by 1.0%, Hispanic females by 1.0% and mixed race females by 1.0% in the Professionals job category.

Rio Blanco County demonstrates an underutilization of White females by 2.8% in the Technicians job category.

Rio Blanco County demonstrates an underutilization of Hispanic men by 1.3% and Hispanic females by 3.4% in the Administrative Support job category.

Rio Blanco County demonstrates an underutilization of American Indian/Alaska Native men by 3.7% and Hispanic men by 4.4% in the Skilled Craft job category.

Rio Blanco County demonstrates an underutilization of Hispanic men by 6.5% in the Service/Maintenance job category.

In the Protective Services-Sworn job category, Rio Blanco County either maintains a utilization balance or one which favors minorities.

Rio Blanco County has identified no positions within the Protective Services Non Sworn job category as defined by the 2000 Census.

OBJECTIVES

Rio Blanco County is committed to making its workforce profile more closely reflect the available labor force in the community. Based on the results of the underutilization analysis, Rio Blanco County has established the following objectives:

Because Hispanic males are underutilized in the Official/Administrators, Administrative Support, and the Service/Maintenance categories and American Indian/Alaska Native and Hispanic males are underutilized in the Skilled Craft category, it is Rio Blanco County's objective to increase this representation by evaluating our personnel recruitment and hiring methods, practices and policies to ensure that Hispanic and American Indian/Alaska Native males are receiving equal opportunity to secure employment.

In the Professionals Category American Indian/Alaska Native males, Asian males, Hispanic females and mixed race males and females are underutilized. It is Rio Blanco County's objective to increase this representation by evaluating our personnel recruiting and hiring practices to ensure that equal opportunity for employment and advancement exists in our personnel practices.

Because Hispanic females are underutilized in the Administrative Support category and White females are underutilized in the Technicians category, it is Rio Blanco County's objective to attract qualified female applicants for these positions.

STEPS TO ACHIEVE THE OBJECTIVES

It is the responsibility of the Personnel department to implement and manage the EEOP. A continuing compliance review will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the Equal Employment Opportunity policies and that these decisions account for valid relevant factors with respect to ability, performance, potential and bona fide occupational qualifications.

The Personnel department will take the following steps to achieve these objectives:

Continue to send job opening announcements to the Colorado Workforce Center, post job openings on the County's website and on the jobs board located in the Courthouse, and advertise openings in the County newspaper to maximize outreach to all applicants.

Annually review our recruitment and hiring methods, practices and policies, ensuring that minorities and females have an equal opportunity for employment with Rio Blanco County.

Continually explore new methods to recruit employees.

Continually evaluate the selection process including the application forms, interviewing procedures, testing administration, and the final selection process to strengthen job relatedness and validity.

Continue to review all job descriptions to ensure no unnecessary barriers exist that would adversely affect minorities and females.

Provide EEO training to elected officials, department heads, and supervisory personnel, including diversity training.

Monitor personnel policies to determine if recruitment efforts are enabling Rio Blanco County to meet and maintain the listed objectives.

Identify available training opportunities, internally and externally, for minority and female employees to assist in advancement.

Review compliance with posting requirements to ensure that EEO nondiscrimination posters are in public view, that policies contain a non-discrimination clause, that there are procedures for responding to discrimination complaints and procedures for distributing the County's Sexual Harassment Policy.

The Personnel department will work with elected officials, department heads and supervisory personnel to ensure implementation and completion of goals set forth in the EEOP in their offices/departments.

DISSEMINATION

External

All applications for employment will contain an Equal Employment Opportunity policy statement.

The County /Personnel department website will contain the message, “Equal Opportunity Employer” and employment advertisements will contain the statement, “EEO”.

The Personnel department will post the EEO plan on the County /Personnel department website to ensure easy access by the community.

Recruiting sources will be informed in writing of the EEO plan and Rio Blanco County’s commitment to hiring diversity.

Job announcements will be distributed to the recruiting sources, encouraging them to refer qualified applicants, and to assist in the implementation of our Equal Employment Opportunity Plan.

Internal

"Equal Employment Opportunity is the Law" posters will be posted on appropriate employee bulletin boards.

Employees responsible for personnel actions will be trained in the Equal Employment Opportunity policies and procedures and applicable laws.

Employees will be given a copy of the EEOP plan upon hiring.

A memo will be posted on employee bulletin boards regarding how to obtain a copy of the EEOP at any time.

Elected officials, department heads and supervisory personnel will given a copy of the EEOP to ensure they are familiar with the EEO plan’s objectives.

AUDIT AND REPORT SYSTEM

The Personnel department will maintain statistics on the following information:

Applications, received by race and sex, provided this information is available through a voluntary Affirmative Action form or visual observation.

New employees by job classification race and sex.

Interviews by race and sex

Terminations by job classification, race and sex, and the reason for termination.

Disciplinary action by race and sex.

An annual report will be compiled by the Personnel department for review by the Board of County Commissioners concerning applicant flow and progress in the EEOP.