

EQUAL EMPLOYMENT OPPORTUNITY PLAN

POLICIES AND PROCEDURES



KERN COUNTY PERSONNEL DEPARTMENT

APPROVED BY
KERN COUNTY BOARD OF SUPERVISORS
October 23, 2001

RESOLUTION

WHEREAS:

(a) Equal opportunity for all of our citizens is a historic American ideal and it is the policy of the County of Kern to maintain equal employment opportunity in the public service positions of County government by considering job applicants and employees for hiring and advancement on the basis of job-pertinent individual differences and not on the basis of extraneous factors such as race, religious creed, color, national origin, ancestry, national origin, sex, marital, status, sexual orientation, medical condition, age or disability; and

(b) It is in the best interests of all our people that government be a leader in demonstrating equal employment opportunity by doing more than mere passive prohibition of discriminatory practices and by establishment of an equal employment opportunity program to effectuate the principle of equal employment opportunity; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors of the County of Kern, State of California, that the Equal Employment Opportunity Program heretofore established and adopted by this Board be, and it is hereby continued in effect and updated as follows:

COUNTY OF KERN

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STATEMENT OF COMMITMENT AND PURPOSE

The Board of Supervisors of Kern County hereby establishes and reaffirms its commitment to a clearly defined Equal Employment Opportunity Program (EEOP). The purpose of this Resolution is to assure equal employment opportunity to all persons and to attain to the fullest extent reasonable and feasible of accomplishment by local government the elimination of discrimination in employment practices. The Board of Supervisors of the County of Kern originally established an Equal Employment Opportunity Program when it passed and adopted Resolution 73-233 March 27, 1973 and was amended February 12, 1985 with the passage of Resolution 85-094.

The objective of this program is to ensure nondiscrimination in employment for all persons who are considered for employment in the County of Kern. To achieve this, it is necessary that each member of this organization understand the importance of the program and his/her individual responsibility to contribute toward its maximum fulfillment.

EEO POLICY STATEMENT

The County of Kern is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program. The County of Kern's policy of equal employment opportunity requires equal consideration and treatment in all aspects of employment, including recruitment, testing, hiring, promotion, discipline, terminations and all other terms and conditions of employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, sexual orientation, medical condition, or disability.

All employment decisions and personnel actions including those relating to transfers, compensation, benefits, layoffs and training shall be administered on the basis of individual skills, knowledge and abilities in accordance with the principle of equal employment opportunity and consistent with Kern County Civil Service Commission Rules and Regulations. The feasibility of any necessary job accommodation will also be administered in accordance with the same principle.

Retaliation against anyone who files or lodges a complaint of discrimination is expressly prohibited.

This Statement of Policy shall be posted in all County departments and offices so that employees and the public will have knowledge of the County of Kern's commitment to equal employment opportunity.

DISSEMINATION OF POLICY

To ensure that all employees, applicants for employment, and the public are aware of the County of Kern's official policy on Equal Employment Opportunity (EEO) and its commitment to nondiscrimination and all applicable Federal and State civil rights laws, the following has been developed:

A. INTERNAL DISSEMINATION

1. The County of Kern's policy on equal employment opportunity and the Federal and State Notice of Equal Employment Opportunity are to be posted on department bulletin boards at locations accessible to employees as well as the public.
2. The policy statement shall be included in departmental personnel policies and procedures manual, in the employee handbook and in employee publications.

3. A discussion of equal employment opportunity and non-discrimination policies shall be included in the orientation of all new employees. New employees will be given a copy of the EEO Policy Statement and sign an acknowledgment of receipt of the policy.

B. EXTERNAL DISSEMINATION

1. All recruiting sources will continue to be informed orally and in writing of the County of Kern's equal employment opportunity policy.
2. The phrase "AN EQUAL OPPORTUNITY EMPLOYER" will be used in all recruitment publication. If pictures are utilized, those pictured will be representative of the entire work force.
3. All purchase order, leases, and contracts covered by, or subject to Executive Order 11246 (as amended) or its implementing rules and regulations will contain an appropriate EEO clause therein (either by reference or its entirety).
4. Additionally, the County of Kern will notify each labor union or representative of workers with which we have a collective bargaining agreement or other contract or understanding of our EEO commitment.

RESPONSIBILITY FOR THE EQUAL EMPLOYMENT OPPORTUNITY PLAN

1. The Board of Supervisors provides the policy direction and sets the tone which ultimately determines the success of the program.
2. The Equal Employment opportunity (EEO) Analyst assists and advises the Director of Personnel, Board of Supervisors and the Human Relations Commission. The EEO Analyst also insures the continuing day-to-day implementation and administration of the County Equal Employment Opportunity Program (EEOP).
3. The Director of Personnel has the principal responsibility for developing and maintaining the County's personnel system including recruitment/selection, classification, payroll and equal employment opportunity.
4. Department Heads are the "appointing authorities." They are responsible for hiring decisions, promotions, disciplinary actions and insuring that County and departmental personnel policies and procedures are enforced. They are responsible for carrying out these assignments in a nondiscriminatory manner and shall be held accountable before the Board of Supervisors

for their Department's equal employment opportunity progress. Department Heads are responsible for creating a positive environment in which Equal Employment Opportunity can succeed as well as keeping accurate data and submitting reports to the County EEO Analyst on a timely basis.

6. Managers/Supervisors are required to carry out their duties in directing, training, monitoring, evaluating and disciplining subordinates without regard to non-job related factors. They are responsible for the consistent application of discipline rules and other personnel actions and procedures.

DATA COLLECTION/ANALYSIS

An information system will be maintained to provide the data and information necessary for analysis and for the evaluation of progress in equal employment opportunity. The data will be generated on a regular basis and will include, but not be limited to the following: current workforce composition by race, sex, age, department, salary, classification and function; turnover data by department, classification, age, sex and race and data on the number of women and minorities recruited for, participating in and passing civil service examinations.

MONITORING AND EVALUATION

The County EEO Analyst is responsible for data collection and analysis, the monitoring and evaluating of all employment processes including the recruitment and selection process, for compliance with EEO principles and the County-wide EEOP.

The EEO Analyst shall render, through the Personnel Director, an annual written report to the Board of Supervisors and the Human Relations Commission regarding program progress.

HUMAN RELATIONS COMMISSION (EEO Advisory Committee)

The Human Relations Commission shall serve as the Kern County Equal Employment Opportunity Program Advisory body to: promote equal employment opportunity and safeguard the equal employment rights of all people within the Kern County employee workplace; review, monitor, and evaluate the County of Kern's Equal Employment Opportunity Program and make recommendations to the Board to enhance the program consistent with the equal employment opportunity resolutions and merit system principles. The County Equal Employment Opportunity Analyst shall serve in an ex-officio capacity to the Human Relations Commission.

MERIT SYSTEM STANDARDS

All employment shall be effected in accordance with true merit system standards. It is not, and it shall not be a policy of the County of Kern to hire or promote on the basis of any quota system. No person shall be hired for, or promoted to, any position except on the basis of bona fide occupational qualifications.

EQUAL EMPLOYMENT OPPORTUNITY ANALYST

The Equal Employment Opportunity (EEO) Analyst position will assist and advise the Director of Personnel in the implementation of the Equal Employment Opportunity Program. The E. E. O. Analyst will work closely with Department Heads, the Personnel Department, the County Administrative Office, the Human Relations Commission and the County Civil Service Commission “. . . to bring about necessary and reasonable revisions of employment procedures to guarantee their consistency with a true merit system of employment.”

The Equal Employment Opportunity Analyst shall oversee compliance and implementation of the EEO program including but not limited to the following: complaint investigation and resolution, recruiting, adverse impact, training, data analysis and reports, etc.

The County EEO Analyst shall be a Civil Service Employee and be subject to Civil Service Rules and Regulations. The minimum employment standards for the position are set by the Civil Service Commission. He/she shall report to the Director of Personnel.