



County of Ventura

EEOP Policy Statement and Utilization Report

For



March 25, 2019

Policy Statement: COUNTY OF VENTURA

Grantee Name: County of Ventura
Address: County of Ventura Executive Office
Human Resources Division
800 S. Victoria, #1970 Ventura, CA 93009

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Date and effective duration of EEOP: April 1, 2019 to May 1, 2021

Policy Statement

It is the policy of the County of Ventura to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, national origin, citizenship status, religion, sex, gender identity/expression, sexual orientation, medical condition or disability, genetic information, age, marital status, familial/parental status, military/veteran status, political activities/affiliations or status as a victim of domestic violence, assault or stalking; and, to otherwise adhere to all state and federal EEO related mandates.

The County of Ventura will follow this policy in all areas of employment including, but not limited to, recruitment, hiring, and promotion into all classifications; and with respect to matters of compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, 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.

Any employee of the County of Ventura who fails to comply with this policy is subject to appropriate disciplinary action.

As Chairperson of the Board of Supervisors, I hereby direct that this policy be implemented in accordance with the County's Equal Employment Opportunity Plan.


Chair, Board of Supervisors

ATTEST: MICHAEL POWERS
Clerk of the Board of Supervisors
County of Ventura, State of California



By: 
Deputy Clerk of the Board

County of Ventura Equal Employment Opportunity Plan: Utilization Report**BACKGROUND**

The Equal Employment Opportunity Plan (EEO Plan) is a report of the County's workforce by gender and race or ethnicity, which is required by the Department of Justice (DOJ) as a condition to receive grant funding. The DOJ's online automated survey compares the County's workforce to the community labor market in Ventura County and computes a statistical Utilization Analysis to determine areas of underutilization (or underrepresentation). A chart of the Underutilization Analysis provides a visual representation of the areas that would benefit from greater diversity. The County has established objectives to address the areas of underrepresentation in the workforce, as well as strategies to meet those objectives. Finally, the County is required to make this Plan available to personnel within the County and the public. Once approved, plans are viewable on the County's Human Resources Website at: hr.ventura.org/equal-employment-opportunity.

METHODOLOGY

The following analysis is based on Community Labor Statistics (CLS) derived from the 2010 census. The numbers describing the County workforce are based on a "snapshot" of data taken on February 20, 2019. A primary component of the plan is the Utilization Analysis which reflects a comparison of County employees to labor market availability (using CLS) by race/ethnicity and gender in defined occupational categories. An occupational category is a broad grouping of job classes which require similar levels of skills or training. The County's job classifications are each mapped to an occupational category based upon the U.S. Equal Employment Opportunity Commission (EEOC) definitions and descriptions of the category.

It is important to note the process for this specific EEO Plan differs from previous years as the Department of Justice has requested two specific changes in the formulation and presentation of the data.

The first change is in the area of occupational categories. This cycle there are nine categories. The Protective Services (Sworn Officials) category is new and has resulted in various shifts in the data reflecting the three protective services areas.

The second change is a slight adjustment in the specific classifications identified as Administrative Support and Service Maintenance. Some jobs have been reclassified as recommended by US Department of Justice by way of the U.S. Census Bureau's "Occupational Crosswalk to State and Local Government Job Categories."

Current job categories include:

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.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

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.

Protective Services - Sworn: Occupations in which workers are entrusted with public safety, security and protection from destructive forces with arrest powers.

Protective Services – Non-sworn: Occupations in which workers are entrusted with public safety, security and protection from destructive forces without arrest powers.

Protective Services: Sworn – Officials: Occupations in which senior managers are entrusted with public safety, security and protection from destructive forces with arrest powers.

It is important to note that this is a new category, which provides greater granularity of data. Instead of two protective services categories, we now must provide details for three.

Administrative Support: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

Skilled Craft: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

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.

RESULTS

The Utilization Analysis Table indicates underutilization as well as over-representation of various groups in the County's workforce when compared to the availability of those same groups in Ventura County's general population.

The data was generated using an internet-based software application provided by the United States DOJ-OJP, which in turn was derived from the 2010 U.S. Census. The software identifies underutilizations which it deems statistically significant; that is, for each job category with greater than 30 employees, a statistical analysis is performed and then displayed for any job categories that have underutilizations of two or more standard deviations. Each of these underutilizations, deemed statistically significant by the DOJ-OJP software, are addressed in the following narrative. Underutilizations which were not deemed statistically significant, while recognized, are not addressed in the narrative.

As set forth in the "Objectives" portion of this plan, corrective measures, consistent with Federal and State laws, are being taken in each instance where there is statistically significant underutilization. As a whole the County workforce is reflective of the community we serve though under-representations exist in some areas, particularly in Protective Services and to a lesser degree the Service/Maintenance categories.

NARRATIVE UTILIZATION ANALYSIS

Black/African-American males are underutilized by 1% in the Technicians category and by 4% in the Protective Services-Sworn Officials category. These underutilizations would be brought to within 1% percent with the additional employment of 11 and 7 individuals of the aforementioned race and gender employed with jobs within each of the respective categories.

Black/African-American females are not underutilized in any categories.

White males are underutilized by 13% in the Professionals category, by 10% in the Technicians category, and by 15% in the Administrative Support category. Those underutilizations may be brought to within 1% percent with the additional employment of 402, 118, and 176 individuals of the aforementioned race and gender in jobs within each of the respective categories.

White females are underutilized by 4% in the Professionals category, by 4% in the Technicians category, by 28% in the Protective Services non-sworn category, by 8% in the Administrative Support category, and by 4% in the Service/Maintenance category. These underutilizations would be brought to within 1% with the additional employment of 105, 38, 86, 84 and 17 individuals of the aforementioned race and gender employed in jobs within each of the respective categories.

While the underutilization of white females in the Protective Services non-sworn category appears to be comparatively significant it should be noted that the sample used to calculate this includes seven classifications in the Fire Service which comprises close to half of the sample. The underutilization of females in the fire service is a widely-recognized issue and challenge across the nation.

Hispanic/Latino males are no longer significantly underutilized in the Officials/Administrators category, up from an underutilization of 5% in the previous report. Underutilization in the Administrative Support and Service/Maintenance categories exist at 6% and 7%. These underutilizations would be brought to within 1% percent with the additional employment of 53 and 38 individuals of the aforementioned race and gender employed in jobs within each of the respective categories. Underutilization of 12% exists in the Protective Services: Sworn Patrol Officers category, which would be brought to within 1% with the additional employment of 100 individuals of the aforementioned race and gender.

Hispanic/Latino females are underutilized by 4% in the Service/Maintenance category and by 12% in the Protective Services: Sworn Patrol Officers category. These underutilizations would be brought to within 1% with the additional employment of 15 and 98 individuals of the aforementioned race and gender employed in jobs within each of the respective categories.

Asian males are underutilized by 4% in the Officials/Administrators category, by 2% in the Professionals category, by 7% in the Technicians category, by 5% in the Protective Services-Sworn Officials category, and by 2% in the administrative support category. These underutilizations would be brought to within 1% with the additional employment of 10, 32, 75, 5 and 7 individuals of the aforementioned race and gender employed in jobs within each of the respective categories.

Asian females are underutilized by 3% in the Technicians category and by 2% in the Service/Maintenance category. Those underutilizations may be brought to within 1% with the additional employment of 26 and 1 individuals of the aforementioned race and gender employed in jobs within each of the respective categories.

American Indian or Alaskan Native males and females are no longer underutilized in any categories.

**Overview by Ethnicity Only
Ventura County Workforce & Community Labor Statistics Comparison**

Males & Females		Community Labor Statistics	Ventura County Workforce
B/AA	Black/African American	2.06%	2.94%
W	White	47.69%	45.16%
H/L	Hispanic/Latino	40.80%	42.21%
AI/AN	American Indian or Alaska Native	0.24%	0.55%
A	Asian	7.41%	8.07%
NH/PI	Native Hawaiian or Pacific Islander	0.17%	1.07%

**Statistically Significant Workforce Underutilizations
by Job Category, Race, and Gender**

Job Category	Male							Female						
	W	H/L	B/AA	AI/AN	A	NA/PI	Other	W	H/L	B/AA	AI/AN	A	NA/PI	Other
Officials/Administrators					-4%									
Professionals	-13%				-2%			-4%						
Technicians	-10%		-1%		-7%			-4%				-3%		
Protective Services: Sworn-Officials			-4%		-5%									
Protective Services: Sworn-Patrol Officers		-12%							-12%					
Protective Services: Non-sworn								-28%						
Administrative Support	-15%	-6%			-2%			-8%						
Service/Maintenance		-7%						-4%	-4%			-2%		

OBJECTIVES

The County of Ventura is committed to ongoing efforts, within the parameters set by both state and federal law, to ensure there are no artificial barriers in place to prevent its workforce from being reflective of the local community labor workforce indicated by the DOJ-OJP, and to otherwise ensure equal opportunity in all aspects of employment.

Steps to Achieve Objectives

1. The County will continue to take the following steps to reduce potential barriers to employment and accomplish greater diversity and inclusion:
 - a. Determining the type of recruitment examination necessary to generally ensure that the greatest numbers of qualified applicants are sent to hiring Departments/Agencies. Examining available testing methods to ensure utilization of the most effective, equitable, and valid measurements possible and ensuring that testing procedures are reliable indicators of a candidate's suitability for hire or promotion.
 - i. Reviewing all Department/Agency requests for recruitment and promotional opportunities to determine if an eligible list exists or if a recruitment should be conducted;
 - ii. Determining the type of recruitment to be conducted (whether Open, Countywide or Department/Agency Promotion);
 - iii. Performing a job analysis to determine the most effective steps required in an exam plan: an application evaluation, a supplemental questionnaire, a written exam, a practical exam, a physical performance exam, a promotability exam, an oral exam, and/or a combination thereof. The County shall examine the various employment tests we use and take measures to ensure there is no disparate impact as a result of using

- those tests;
- iv. Identifying sourcing opportunities in advertising on the County Web page, local publications, social media accounts, industry specific websites/publications, national recruitment sources and other media that have diverse and representative audiences;
 - v. The County shall be inclusive in accepting and screening applications. We have removed/diminished the use of artificial barriers to employment which include fixed filing periods and random selection for large candidate pools. Further, to the degree possible, we employ the use of inclusive minimum qualifications allowing for experience to substitute for educational requirements (and vice versa) whenever feasible. Our goal is to allow as many qualified candidates to compete in our selection processes as possible;
 - vi. Reviewing the factors on all score-sheets to be used to determine candidate eligibility (as part of a job analysis); written/oral examination questions asked of candidates; and ensuring diverse representation on Oral Boards;
 - vii. Periodically analyzing examination results to review for potential disparate impact before names are placed on an eligible list; and
 - viii. Reviewing, via the online applicant tracking system (NEOGOV), Department/Agency reasons for non-selection of candidates that were certified for interviews to ensure non-selection is for appropriate reasons and not illegally discriminatory in nature. Any inappropriate decisions and/or comments will be addressed immediately, and appropriate guidance/training will be provided to prevent any future occurrences, and, if warranted, remedial action will be taken.
- b. Reviewing all Department/Agency requests for classification studies to determine if positions are appropriately classified and reflect the current job specifications, or need re-classification or revision based on a thorough review of the assigned job duties.
 - c. Maintaining a web-based application process that makes it easier for all members of the public and employees to review vacancies and/or promotional opportunities. For those who may not have easy access to the Internet, the County will continue print advertising and all paper application processes.
 - d. Performing outreach efforts that enhance transparency including the production of step-by-step instructional videos on both application evaluation processes used by the County as well as common application errors. Both videos are available on the County HR website.
 - e. Leveraging technology and social media tools to increase our online presence and communication with the public, broadening our recruitment pool, allowing candidates multiple avenues to become aware of employment opportunities, and marketing the County of Ventura as an employer of choice.
 - f. Encouraging applicants to sign up for job notifications to receive alerts for job openings.
 - g. Performing outreach to maximize recruitment efforts, and to also offer information to all members of the public about obtaining employment with the County, filing proper applications, taking written/oral exams, etc.
 - h. Continuing strategic sourcing of candidates through Job Fairs throughout Southern California and direct sourcing at the County Hall of Administration, Ventura County Medical Center, and other arenas.
 - i. Continue holding specially tailored recruitment events for specific occupations including those in the Sheriff's Office, Fire Protection District, and Health Care Agency.
 - j. Continuing to review all Department/Agency statistics on the number of hires and separations by ethnicity and gender to identify staffing trends.
2. In addition to recruitment efforts, the County CEO Learning & Development team will continue to provide employees multiple training and professional growth opportunities to raise awareness

of equal employment opportunity and diversity and inclusion.

- a. With the leadership of our Board of Supervisors and support of the CEO, the Diversity and Inclusion Task Force was launched in February of 2017. The Task Force is comprised of a diverse and representative group of leaders across our Agencies and also has one community liaison member.
 - b. The County has initiated and implemented a "Developing Cultural Competence and Inclusion" training to enhance employees' ability to work effectively in cross-cultural situations. This new workshop complements the various training courses already implemented for managerial employees.
 - c. The County has launched a Mentorship Program designed to help prepare professional staff to be successful candidates for management and senior management positions by providing participants one-on-one time with effective senior managers.
 - d. Continuing to enroll all County employees in Discrimination and Sexual Harassment Prevention classes every two (2) years. Further, all newly appointed staff will continue to be required to attend these two training workshops within six (6) months of appointment. These training workshops, in particular, are designed to educate and assist managers and supervisors in eliminating bias in the application, selection, staff development and retention process. This training is mandatory for all employees and completion is tracked.
3. Additionally, The County will continue the following programs:
- a. Notifying current and newly appointed employees of the County's complaint resolution procedure which outlines how individuals who believe they have been discriminated against or harassed in any manner may have their complaints investigated.
 - b. Reviewing exit interview surveys to assess employee satisfaction, work climate, and understanding of turnover. Survey forms are given to exiting employees to be completed externally and returned to a centralized location to minimize possible discomfort in revealing the reasons for leaving. Centralizing the feedback data will permit improved monitoring and allow actions to be taken to improve the working environment countywide.
 - c. Encouraging all County employees to use textbook/tuition reimbursement and requesting that where operationally feasible, department/agency heads be sensitive to the need for variable work schedules to accommodate vocational, certificate and college coursework.

The County will continue to utilize programs and activities that promote diversity and inclusion.

Internal Dissemination

For internal dissemination, a copy of the EEOP Policy Statement and Utilization Report will be posted on the County of Ventura internal website, employee break areas and department bulletin boards. In addition, a physical copy will be available for any and all employees at the Human Resources Reception desk at the Hall of Administration, 800 South Victoria Ave, Ventura CA, 93009. The County of Ventura will also notify all county employees where the Policy Statement and Utilization Report are available for their review.

External Dissemination

For external dissemination, a copy of the EEOP Policy Statement and Utilization Report will be posted on the County of Ventura's external website. In addition, a physical copy will be made available to any and all members of the public at the Human Resources Reception desk at the Hall of Administration, 800 South Victoria Ave, Ventura CA, 93009. The County will also inform all contractors, vendors, and suppliers used by the County of the Report's availability on its web-site or hard copy form if preferred. The EEOP Policy Statement and Utilization Report will be posted on the County of Ventura Procurement website and the presence of the Policy Statement and Utilization Report will be announced via the County of Human Resources social media channels.