




COUNTY OF GLENN

EQUAL EMPLOYMENT OPPORTUNITY PLAN

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Adopted on November 3, 2015

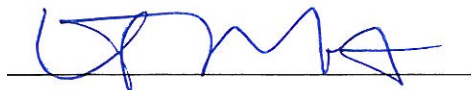
by
THE BOARD OF SUPERVISORS
COUNTY OF GLENN



John Viegas
District 1
Supervisor



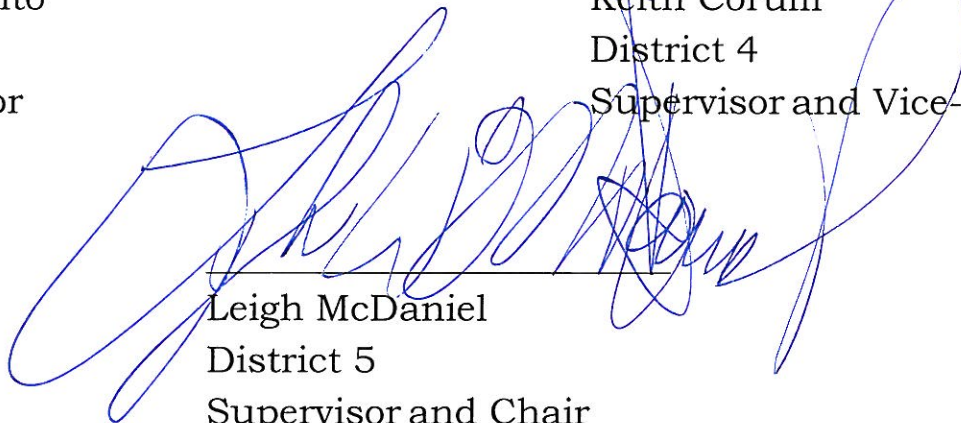
Dwight Foltz
District 2
Supervisor



Vince Minto
District 3
Supervisor



Keith Corum
District 4
Supervisor and Vice-Chair



Leigh McDaniel
District 5
Supervisor and Chair

Glenn County
Equal Employment Opportunity Plan
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SECTION1 INTRODUCTION:

1A: Definitions of Equal Employment Terminology

Adverse Impact or Adverse Effect: The showing that an employment practice, procedure, or test has hampered the employment opportunity of one or more members of a protected group.

Affected Class: Members of an applicant group who, by virtue of past discrimination, continue to suffer the present effects of that discrimination.

Applicant Flow Analysis: A statistical analysis conducted to determine if any portion of the examination process is having an adverse impact upon protected group members.

Artificial Barriers: Requirements, procedures, or standards for employment that are not related to successful job performance.

Auxiliary Aides and Services: To include qualified interpreters or other effective methods of making aurally delivered materials available to those with hearing impairments; qualified readers, taped text or other effective methods of making visual materials available to those with visual impairments; acquisition or modification of equipment or devices, or other similar services and actions.

Bona Fide Occupational Qualification (BFOQ): A situation where a member of only one protected group is appropriate in an occupation because of function, authenticity, or genuineness or as required by law.

Criteria: Quantifiable measures of job performance or success, as indicated in supervisor's ratings or training evaluations.

Disability: A person who has a physical or mental impairment that limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Discrimination: The showing that a practice, procedure, or test has an adverse effect on at least one protected group and is not job related.

Disparate Treatment: When members of a protected group have been denied the same employment, promotion, transfer, benefits, or membership opportunities that have been made available to other employees or applicants.

Equal Employment Opportunity: A condition under which all employment practices including selection, transfer, promotion, termination, compensation, and other benefits are implemented on the basis of valid, job-related requirements without regard to race, creed, national origin, color, religion, age, disability, sex, or sexual orientation.

Job-Related Qualifications: Requirements that are realistically related to the actual duties of the job. These requirements consist of the actual knowledge and skills required to perform those duties determined by a thorough job analysis.

Merit Systems: Selection of persons for employment based on ability.

Protected Group: Groups protected against discrimination by law or policy. These groups include, but are not limited to, race, sex, sexual orientation, national origin, religion, disability, age, medical condition, and pregnancy.

Selection Device: Tests, educational and work history data, interviews, and other tools to determine relative levels of job qualifications.

Validity: The extent to which a selection procedure samples the content of the job. Theoretically, a valid selection procedure is predictive of job success.

1 B: Personnel Management and Operations Overview

This Equal Employment Opportunity Plan (EEOP) is established in accordance with 28 CFR 42.202. It upholds the commitment to prohibitions against discrimination in any program or activity. Glenn County has maintained its commitment to the Equal Employment Opportunity Policy and has conducted active recruitment to reach all appropriate sources to obtain qualified employees for selection on a nondiscriminatory basis including minority, females, disabled and older workers. All efforts toward equal opportunity have been designed to meet Glenn County's staffing needs at all levels. Any conflict between this document and state or federal law in unintended and the more restrictive shall apply.

1C: Purpose

The purpose of the 2015 Equal Employment Opportunity Plan (EEOP) is to commit Glenn County to a program that makes equal employment opportunity a reality for all County employees and applicants. Although, some areas of employment (Social Services and Child Support) are controlled by Glenn County Personnel Department and the State Merit Systems (recruiting sources), this document will address those areas within the County's control.

It is also the County's commitment to Equal Employment Opportunity and Federal Affirmative Action in its employment practices, program operations, and service delivery systems.

This plan defines specific action steps to:

- Promote a work environment that is free from all forms of discrimination and harassment.
- Eliminate unnecessary, arbitrary or artificial practices that affect applicants and employees.
- Increase employee awareness and acceptance of gender, pregnancy, childbirth or related medical conditions, race, veteran status, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, use of family and medical leave, genetic testing, and any other basis protected by federal or state law.

- Provide opportunities for career development and advancement for all employees.
- Acknowledge the equal employment opportunity occupational job categories where all employees, including minorities and women, continue to be under-represented and recommend recruitment, retention and career development solutions to address these areas.
- Recognize the County's workforce by fostering and supporting programs that enhance this diversity.
- Assign responsibility and accountability for the success of the Equal Employment Opportunity Program to the Board of Supervisors, Department Heads, Managers and Supervisors.

This is a plan and report is intended to be a guide, plan of action, and reference resource. Although it is impossible to fully detail progress made since the last Equal Opportunity Employment Plan was developed in 2002, it is Glenn County's intention that this Equal Opportunity Employment Plan provide a solid basis for communicating the County's EEO goals and quantifying achievements. Further, it is our hope that the 2015 Equal Opportunity Employment Plan reaffirms Glenn County's commitment to the principles and philosophy of equal employment opportunity and reinforces the need for efforts to ensure that our County workforce is best able to serve the needs of our diverse community.

Comments and suggestions regarding this plan are welcomed and should be directed to:

Personnel Director, Glenn County Personnel Department, 525 W. Sycamore
Street, Willows, CA 95988

1D: Responsibilities

To assure support and success of this EEOP and to meet the established objectives, the following persons have been assigned specific responsibilities:

1. BOARD OF SUPERVISORS

The Board of Supervisors has the ultimate responsibility for the success of the Equal Employment Opportunity Plan. They will assure effective communication of, and conformance with, the requirements of this Plan and assure that each Department Head takes such action as is necessary to achieve the EEOP's objectives.

The Board of Supervisors actively and aggressively supports equal employment opportunity through:

- Dissemination of equal employment opportunity information to employees, applicants, and the general public; and,
- Requiring and reviewing equal employment opportunity practices and procedures.

2. DEPARTMENT HEADS

The Department Heads of Glenn County share the responsibility for the success of the EEOP. Department Heads shall adhere to the plan, in both spirit and intent, and are responsible for

achieving progress toward the goals and objectives of the Plan in their departments. Each Department Head will ensure that all employment decisions, including development of job knowledge and skill requirements, interviews, offers of employment and compensation commitments, assignments, training, evaluation, and employee relations are consistent with the County's personnel practices and equal employment opportunity principles. Department Heads shall further ensure that their Department policies and practices are consistent with this plan.

3. MANAGERS AND SUPERVISORS

County Managers and Supervisors are responsible for:

- Ensuring that all staff are aware, 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 conducive to achieving equal employment opportunities and a workplace free from discrimination or harassment.

4. COUNTY EMPLOYEES

County employees are responsible for supporting a work climate that is conducive to achieving equal employment opportunities and that is free of any form of discrimination or harassment.

5. EEO COORDINATOR/PERSONNEL DIRECTOR/PERSONNEL DIRECTOR RESPONSIBILITIES

- To administer and monitor progress of programs and initiate corrective action when appropriate. All personnel actions will be monitored and analyzed to ensure the adherence of this policy. Annual reports will be submitted to the County Administrative Officer/Board of Supervisors for review and evaluation of progress.
- To serve as liaison between Glenn County and minority organizations, women's organizations, organizations representing individuals with disabilities and community action groups concerned with employment opportunities for minorities, the disabled and women.
- To keep Management and Supervisors informed of the latest development in applicable laws and regulations relating to employment; and to inform Management and Supervisors of changes which may affect the non-discrimination program and to review the program as necessary.
- To inform employees of available opportunities for advancement and to assist in maintaining open lines of communications throughout the work force.
- To periodically audit Glenn County's Orientation Program, and its hiring, promotion and termination practices.
- To assist the Board of Supervisors, Department Heads, Managers, Supervisors and Employees in problem identification and resolution.
- To ensure that Department Heads understand that their responsibilities include carrying out Glenn County's commitment to equal employment opportunity and

non-discrimination.

- To assume any contingent responsibilities necessary to ensure effective implementation of the Glenn County's non-discrimination program.
- To investigate all complaints of discrimination in accordance with Section 1D, Complaint Resolution Process, of the EEOP.

1E: Complaint Resolution Procedures

Employees and applicants are encouraged to attempt resolution of complaints as quickly as possible at the lowest and least formal level. However, if deemed inappropriate in the judgment of the individual, then he or she is encouraged to pursue resolution at a higher level. The most important consideration should be resolution of the issue in a prompt and fair manner.

GLENN COUNTY COMPLAINT PROCEDURES

Glenn County recognizes two internal reporting procedures:

1. Resolution within the Department

An employee can discuss the issue/complaint and seek a remedy with his/her immediate Supervisor. If the complaint/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 level higher Manager up to the Department Head.

2. Filing an Administrative Complaint

Any employee or applicant for employment may file a complaint with the County's Equal Employment Opportunity Coordinator/Personnel Director in the Personnel Department at: 530-934-6451. Complaints may be made by completing a complaint form, as shown in this plan as Appendix D, and direct it to: EEO Coordinator/Personnel Director, Glenn County Personnel Department, 525 W. Sycamore Street, Willows, CA 95988. Complaint forms are also available on-line at the Glenn County website.

The EEO Coordinator/Personnel Director, or designee, shall take all complaints seriously and investigate with due diligence. Confidentiality shall be maintained at all times to the greatest extent possible, recognizing the rights of the complainant, the accused, and all third party witnesses.

No employee shall be subjected to intimidation, coercion, or retaliation of any kind as a result of filing a complaint pursuant to this policy or as a result of participating in an investigation.

EXTERNAL AGENCIES

In addition to the above, employees and applicants always have the option of filing a complaint with either, or both, the state and federal external compliance agencies. The address and phone numbers for each agency are listed below.

1. California Department of Fair Employment and Housing
2218 Kausen Drive
Elk Grove, CA 95758
(916) 478-7251

2. United States Equal Employment Opportunity Commission
450 Golden Gate Avenue
San Francisco, CA 94102-3661
(800) 669-4000 Fax (415) 522-3415

SECTION 2: POLICY

Glenn County Policy Statement

Equal Employment Opportunity Policy

Glenn County is an equal employment opportunity (EEO) employer and is committed to an active non-discrimination program. It is the stated policy of Glenn County that all employees, and applicants, shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of the qualifications of the individual for the positions being filled regardless of race, color, religion, gender, gender identity, gender expression, genetic information, military service, veteran status, citizenship status, pregnancy, child birth and related medical conditions, sexual orientation, marital status, national origin, ancestry, mental or physical disability (including AIDS or HIV), medical condition, age (40 and above), genetics, retaliation, status as a victim of domestic violence, or use of family medical leave, military leave, other protected leave, or any other consideration made unlawful by federal, state or local laws. Equal opportunity encompasses all aspects of employment practices to include, but not limited to compensation, benefits, promotions, transfers, layoffs, returns from layoffs, discipline, terminations, County sponsored education, social and recreational programs, or any other consideration made unlawful by federal, state or local laws.

The object of Glenn County's EEOP is wherever possible, to actively recruit and include for consideration for employment, members of minority groups, females and the disabled. All decisions on employment and promotions must be made solely on an individual's qualifications (merit) and bona fide occupational qualifications for the job in question, and the reasonableness of any necessary job accommodations.

Glenn County is dedicated to providing equal employment opportunities to persons with disabilities in accordance with the Americans with Disabilities Act and Fair Employment and Housing Act. Discrimination based on a person's actual, perceived, or record of a disability will not be tolerated. Qualified employees with disabilities shall have the same access to benefits as employees without disabilities.

An individual with a disability is responsible for making his or her Supervisor aware of his or her need for an accommodation. When the need for an accommodation has been identified, or the employer becomes aware of the disability, the employer is responsible for entering into an "Interactive Process Meeting" with the employee or applicant. The individual with the disability should specify what accommodation(s) he or she needs to perform the essential functions of the job. Glenn County shall provide assistance in determining the reasonableness of an accommodation and implementing those reasonable accommodations that allow an employee to perform the essential functions of his or her position without imposing an undue hardship on the operation of the business of the County or creating a direct threat of harm to the safety of the employee or others.

Equal Employment Opportunity (EEO) Coordinator

The Personnel Director has been designated the EEO Coordinator to coordinate compliance with the non-discrimination requirements relating to employment pursuant to section 35.107 of the Department of Justice Regulations and is responsible for implementation of Glenn County's non-discrimination program. Inquiries concerning the application of federal and state

laws and regulations regarding employment should be referred to the EEO Coordinator/Personnel Director.

To achieve the goals of our non-discrimination program, it is necessary that each member of this County understand the importance of the program and his or her individual responsibility to contribute toward its maximum fulfillment.

Glenn County will reaffirm its Equal Employment Opportunity/Non-Discrimination Policy Statement annually.

BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA
RESOLUTION NO. 2015-73

**A RESOLUTION TO REPLACE THE EXISTING EQUAL EMPLOYMENT OPPORTUNITY PLAN WITH A
CURRENT REVISED EQUAL EMPLOYMENT OPPORTUNITY PLAN**

WHEREAS, the United States Equal Opportunity Commission and the Code of Federal Regulations (28 CFR 42.301) require county Governments to establish an Equal Employment Opportunity Plan.

WHEREAS, Glenn County has previously implemented an Equal Employment Opportunity Plan.

WHEREAS, Glenn County desires to update its Equal Employment Opportunity Plan to be consistent with the employment provisions of the Americans with Disabilities Act of 1990, and other current state and federal laws affecting discrimination.

NOW, THEREFORE BE IT RESOLVED by the Glenn County Board of Supervisors hereby adopt the Equal Employment Opportunity Plan, copies are attached hereto and incorporated by reference.

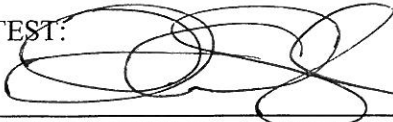
THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting thereof held on November 3, 2015, by the following vote:

AYES: Supervisors Corum, Foltz, McDaniel, Minto, and Viegas (Chairman)

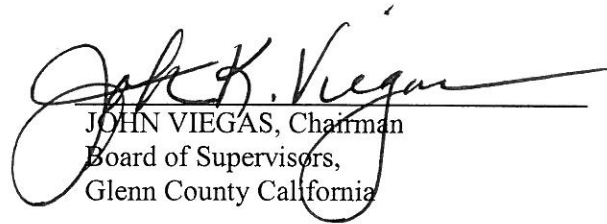
NOES: None

ABSENT OR ABSTAIN: None

ATTEST:




DI AULABAUGH, Clerk of the Board Board of
Supervisors, Glenn County, California



JOHN VIEGAS, Chairman
Board of Supervisors,
Glenn County California

APPROVED AS TO FORM:



HUSTON CARLYLE, County Counsel
Glenn County, California

GLENN COUNTY'S EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION ON THE
BASIS OF DISABILITY POLICY STATEMENT

Glenn County is an equal opportunity employer and is committed to an active non-discrimination program ensuring that no employee or applicant is a victim of discrimination based on an employee legally protected status. All employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers and promotions will be on the basis of qualifications of the individual for the position(s) being filled regardless of race, color, religion, gender, gender identity, gender expression, genetic information, military service, veteran status, citizenship status, pregnancy, child birth and related medical conditions, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, genetics, retaliation, status as a victim of domestic violence, or use of family medical leave, military leave or other protected leave. Equal opportunity encompasses all aspects of employment practices to include, but not limited to compensation, benefits, promotions, transfers, layoffs, returns from layoffs, discipline, terminations, County sponsored education, social, and recreational programs.

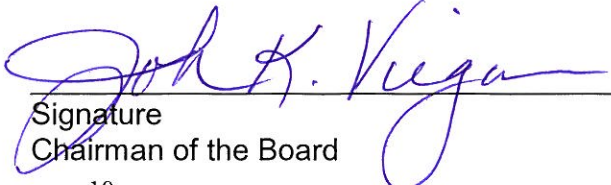
The objective of Glenn County's non-discrimination program is to actively recruit and include for consideration for employment members of legally protected classes, as stated above, in a positive and active manner. All decisions on employment and promotions and any other personnel related action must be made solely on the individual's qualifications (merit) and bona fide occupational qualifications for the job in question and the feasibility of any necessary job accommodations.

Glenn County will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless the accommodation is unreasonable, would impose a significant risk or harm to the health and safety of others or an undue hardship would result. (A reasonable accommodation is defined as any change in the work environment or in the way things are usually done that results in equal employment and allows an individual with a disability to perform the essential functions of the job.) Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Personnel Department and request such an accommodation. The individual with the disability should specify what accommodation(s) he or she needs to perform the job. Glenn County will conduct an interactive accommodation meeting to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. Glenn County will identify the possible accommodations that will eliminate the barrier. If the accommodation(s) is reasonable and will not impose an undue hardship, Glenn County will make the accommodation(s).

Equal Employment Opportunity (EEO) Coordinator

The Personnel Director has been designated the Equal Employment Opportunity Coordinator to coordinate compliance with the non-discrimination requirements relating to employment pursuant to Section 35.107 of the Department of Justice Regulations and is responsible for implementation of Glenn County's non-discrimination program. To achieve the goals of our non-discrimination program, it is necessary that each member of Glenn County understand the importance of the program and his or her individual responsibility to contribute toward its maximum fulfillment.

The Board of Supervisors of Glenn County will reaffirm this Equal Employment Opportunity/Non-Discrimination Policy annually.



Signature
Chairman of the Board

Responsibilities of the EEO Coordinator/Personnel Director for Implementation and Administration of Glenn County's Non-Discrimination Program

The responsibilities and duties of the Equal Employment Opportunity Coordinator in administering Glenn County's non-discrimination program relating to employment are as follows:

1. To administer and monitor program progress and initiate corrective action when appropriate. All personnel actions will be monitored and analyzed to ensure the adherence of this policy.
2. To serve as the liaison between Glenn County and minority organizations, women's organizations, organizations representing individuals with disabilities and community action groups concerned with employment opportunities for minorities and the disabled.
3. To keep the Board of Supervisors, Management, and Supervisors informed of the latest development in applicable laws and regulations relating to employment and to inform management of changes which may affect the non-discrimination program as necessary.
4. To inform employees of available opportunities for advancement and to assist in maintaining open lines of communications throughout the work force.
5. To periodically audit Glenn County's orientation program, it's hiring, promotion, and termination practices.
6. To ensure that EEO and non-discrimination statements are properly displayed and that minorities, the disabled, and women are encouraged to participate in County sponsored activities.
7. To ensure that the Board of Supervisors, Managers, and Supervisors understand that their responsibilities include carrying out Glenn County's commitment to equal employment opportunity and non-discrimination.
8. To ensure any contingent responsibilities necessary to ensure effective implementation of Glenn County's non-discrimination program.

Section 3: EEO Statistics

Agency Workforce Breakdown

	Total	Male						Female					
		B	W	H	A	AI	O	B	W	H	A	AI	O
1	30	0	19	0	0	1	0	0	10	0	0	0	0
OFFICIALS/ADMINISTRATORS		0.00%	63.33%	0.00%	0.00%	3.33%	0.00%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%
2	128	0	30	4	3	0	0	1	68	18	3	0	1
PROFESSIONALS		0.00%	23.44%	3.13%	2.34%	0.00%	0.00%	0.78%	53.13%	14.06%	2.34%	0.00%	0.78%
3	12	1	9	0	1	0	0	0	1	0	0	0	0
TECHNICIANS		8.33%	75.00%	0.00%	8.33%	0.00%	0.00%	0.00%	8.33%	0.00%	0.00%	0.00%	0.00%
4	54	0	29	5	1	0	0	0	17	2	0	0	0
PROTECTIVE SERVICE		0.00%	53.70%	9.26%	1.85%	0.00%	0.00%	0.00%	31.48%	3.70%	0.00%	0.00%	0.00%
5	139	1	13	3	1	0	0	0	87	27	4	3	0
ADMINISTRATIVE SUPPORT		0.72%	9.35%	2.16%	0.72%	0.00%	0.00%	0.00%	62.59%	19.42%	2.88%	2.16%	0.00%
6	18	0	13	1	0	1	0	0	2	1	0	0	0
SKILLED CRAFT		0.00%	72.22%	5.56%	0.00%	5.56%	0.00%	0.00%	11.11%	5.56%	0.00%	0.00%	0.00%
7	34	0	18	9	0	0	0	0	5	2	0	0	0
SERVICE/MAINTENANCE		0.00%	52.94%	26.47%	0.00%	0.00%	0.00%	0.00%	14.71%	5.88%	0.00%	0.00%	0.00%

W = White
 B = Black
 H = Hispanic
 A/PI = Asian/Pacific Islander
 AI/AN = American Indian or Alaskan Native

Workforce Data Categories

Glenn County is a public agency and, therefore, utilizes the following EEO data category codes:

- 1 Officials and Administrators
- 2 Professionals
- 3 Technicians
- 4 Protective Services
- 5 Administrative Support (Para-Professionals, Office, clerical)
- 6 Skilled Craft
- 7 Service Maintenance

Community Labor Statistics (2010 Census Data)

About the Community Labor Statistics (CLS) area:

Glenn County is located in Northern California. It is primarily an agricultural community with over 1188 farms. According to the U.S. Census Bureau, Glenn County's population was 28,122 in 2014. According to the Employment Development Department Labor Information the total civilian labor force was 12,910.

JOB CATEGORY	TOTAL IN POP	MALES						FEMALES					
		B	W	H	A/PI	A/AN	2+	B	W	H	A/PI	A/AN	2+
OFFICIALS/ADMINISTRATORS	1349	4	720	145	105	10	35	0	175	130	25	0	0
% of position population		0%	53.37%	10.75%	7.78%	0.74%	2.59%	0.00%	12.97%	9.64%	1.85%	0.00%	0.00%
PROFESSIONALS	1552	10	520	90	0	10	4	0	780	130	0	4	4
% of position population		0.64%	33.51%	5.80%	0.00%	0.64%	0.26%	0.00%	50.26%	8.38%	0.00%	0.26%	0.26%
TECHNICIANS	159	0	60	15	0	0	0	0	70	10	0	4	0
% of position population		0.00%	37.74%	9.43%	0.00%	0.00%	0.00%	0.00%	44.03%	6.29%	0.00%	2.52%	0.00%
PROTECTIVE SERVICE	219	0	115	20	35	4	0	0	45	0	0	0	0
% of position population		0.00%	52.51%	9.13%	15.98%	1.83%	0.00%	0.00%	20.55%	0.00%	0.00%	0.00%	0.00%
ADMINISTRATIVE SUPPORT	2655	20	620	365	0	0	15	65	1060	410	40	50	10
% of position population		0.75%	23.35%	13.75%	0.00%	0.00%	0.56%	2.45%	39.92%	15.44%	1.51%	1.88%	0.38%
SKILLED CRAFT	1015	0	540	355	35	30	0	0	15	15	25	0	0
% of position population		0.00%	53.20%	34.98%	3.45%	2.96%	0.00%	0.00%	1.48%	1.48%	2.46%	0.00%	0.00%
SERVICE/MAINTENANCE	5523	25	1485	1745	10	90	4	0	1090	970	80	20	4
% of position population		0.45%	26.89%	31.60%	0.18%	1.63%	0.07%	0.00%	19.74%	17.56%	1.45%	0.36%	0.07%

Community Labor Statistics (CLS) Area Categories

Since Community Labor Statistics are measured using private sector EEO data categories, CLS statistics are calculated by the following data categories:

Management, Business and Financial Workers

Science, Engineering and Computer

Professionals

Healthcare Practitioner

Professionals Other Professional

Workers Technicians

Protective Service Workers

Administrative Support

Workers

Construction and Extractive Craft Workers

Installation, Maintenance and Repair Craft

Workers Service Workers, except Protective

Sales Workers and various other categories not associated with classifications within public service.

Utilization Statistics

The 2010 Labor Force census data was used in determining available workforce representation for ethnicity and gender in preparing this report. Since there is great disparity between public sector and private sector labor statistics categories, it is challenging to compare the utilization of employees by ethnicity and gender between the public sector and the community from which it recruits its workforce. Glenn County has made its best attempt to combine categories and draw useful comparisons between our own agency data and data obtained for the Glenn County recruitment area.

The following chart shows comparison categories and the percentage of utilization of the different ethnic groups and genders. Categories where County employee representation is below the available workforce by more than 20% consist of the following:

- | | |
|---|--------|
| • White Female Officials/Administrators | 20.36% |
| • White Female Administrative Support | 22.67% |
| • White Male Technicians | 37.27% |
| • White Male Service Maintenance | 26.05% |

JOB CATEGORY	DATA SOURCE	MALES						FEMALES					
		B	W	H	A/PI	AI/AN	2+	B	W	H	A/PI	AI/AN	2+
OFFICIALS/ADMINISTRATORS	Workforce %	0.00	63.33	0.00	0.00	3.33	0.00	0.00	33.33	0.00	0.00	0.00	0.00
	-CLS %	0.00	53.37	10.75	7.78	0.74	2.59	0.00	12.97	9.64	1.85	0.00	0.00
	=Utilization %	0.00	9.96	-10.75	-7.78	2.59	-2.59	0.00	20.36	-9.64	-1.85	0.00	0.00
PROFESSIONALS	Workforce %	0.00	23.44	3.13	2.34	0.00	0.00	0.78	53.13	14.06	2.34	0.00	0.78
	-CLS %	0.64	33.51	5.80	0.00	0.64	0.26	0.00	50.26	8.38	0.00	0.26	0.03
	=Utilization %	-0.64	-10.07	-2.67	2.34	-0.64	-0.26	0.78	2.87	5.68	2.34	-0.26	0.75
TECHNICIANS	Workforce %	8.33	75.00	0.00	8.33	0.00	0.00	0.00	8.33	0.00	0.00	0.00	0.00
	-CLS %	0.00	37.74	9.43	0.00	0.00	0.00	0.00	44.03	6.29	0.00	2.52	0.00
	=Utilization %	8.33	37.26	-9.43	8.33	0.00	0.00	0.00	-35.70	-6.29	0.00	-2.52	0.00
PROTECTIVE SERVICE	Workforce %	0.00	53.70	9.26	1.85	0.00	0.00	0.00	31.48	3.70	0.00	0.00	0.00
	-CLS %	0.00	52.51	9.13	15.98	1.83	0.00	0.00	20.55	0.00	0.00	0.00	0.00
	=Utilization %	0.00	1.19	0.13	-14.13	-1.83	0.00	0.00	10.93	3.70	0.00	0.00	0.00
ADMINISTRATIVE SUPPORT	Workforce %	0.72	9.35	2.16	0.72	0.00	0.00	0.00	62.59	19.42	2.88	2.16	0.00
	-CLS %	0.75	23.35	13.75	0.00	0.00	0.56	2.45	39.92	15.44	1.51	1.88	0.38
	=Utilization %	-0.03	-14.00	-11.59	0.72	0.00	-0.56	-2.45	22.67	3.98	1.37	0.28	-0.38
SKILLED CRAFT	Workforce %	0.00	72.22	5.56	0.00	5.56	0.00	0.00	11.11	5.56	0.00	0.00	0.00
	-CLS %	0.00	53.20	34.98	3.45	2.96	0.00	0.00	1.48	1.48	2.46	0.00	0.00
	=Utilization %	0.00	19.02	-29.42	-3.45	2.60	0.00	0.00	9.63	4.08	-2.46	0.00	0.00
SERVICE/MAINTENANCE	Workforce %	0.00	52.94	26.47	0.00	0.00	0.00	0.00	14.71	5.88	0.00	0.00	0.00
	-CLS %	0.45	26.89	31.60	0.18	1.63	0.07	0.00	19.74	17.56	1.45	0.36	0.07
	=Utilization %	-0.45	26.05	-5.13	-0.18	-1.63	-0.07	0.00	-5.03	-11.68	-1.45	-0.36	-0.07

KEY:

- W = White
- B = Black
- H = Hispanic
- A/PI = Asian/Pacific Islander
- AI/AN = American Indian or Alaskan Native

Utilization Analysis Narrative, Objectives and Action Steps

In order to ensure that Glenn County's EEOP is a result-oriented Program that goes beyond policy and philosophical commitment, the following Objectives and Steps to achieve the objectives have been implemented for the underutilized groups. The Objectives and Steps have been based on a review of the County's applicant flow data. These action-oriented programs are tailored in such a way that their execution will result either in an increase in the minority group representation in the group identified if vacancies occur, or document the County's good faith efforts to do so.

All under-utilized groups have been identified on the Utilization Analysis Chart. The following will address the under-utilization areas separately, and then address identified objectives, and finally provides steps to achieve the objectives to address the under-utilization.

The following strategies will be employed along with continuing programs in an effort to remedy these areas of under-utilization. The continuing programs will be discussed in the overall Objectives section.

Under-utilization narrative:

Technician and Service/Maintenance (White Females)

White females are underutilized in the Technician and in the Service/Maintenance job categories. The community workforce indicated 69.89% of white females working in Technician positions; our agency has only 14.71%, an under-utilization of 55.19%. The community workforce also indicated 43.78% of white females working in Service/Maintenance positions; our agency has only 21.78%, an under-utilization of 21.96%. It has been difficult to recruit white females in these job categories and we are continuing to strive to make improvements.

Under-utilization objectives:

To create a sufficient pool of qualified White female applicants from which to make entry level selections for positions in the Officials/Administrators and Administrative support and the white male Technician and Service Maintenance job categories.

Steps to achieve the objectives:

Specific contact will be made with Welfare to Work, and CalWorks Programs, and the One Stop Program. Contact will be made with other professional and civic organizations deemed appropriate to gain cooperation and assistance in recruiting qualified applicants. We will continue to identify additional specific minority and women's groups at the colleges indicated for outreach purposes.

The County will continue to examine available testing methods to ensure utilization of the most effective, equitable, and valid measurements possible and to ensure that testing procedures are reliable indicators of a candidate's suitability for hire or promotion.

Overall Agency EEO objectives:

In addition to the steps to address specific areas of under-utilization, the following action-oriented programs have been implemented in the areas of recruitment, selection, promotion, and employee welfare. The following programs support the County's policies and philosophical commitment to EEOP. The County is committed to making its workforce profiles more closely reflect published availability data to ensure equal opportunity regardless of race, national origin, or gender.

Overall EEO Action Steps

To address under-utilization in the target areas, Glenn County will implement the following action steps over the next four year period.

RECRUITMENT AND SELECTION

1. The County will continue outreach efforts to attract the most qualified candidates for employment who represent the diverse community we serve. Continued emphasis will be given towards attracting all under-represented groups to meet individual departmental needs.
2. The County will engage in recruitment programs designed to attract white females to decrease under-utilization in the Technicians and Service/Maintenance categories and white females in the Officials/Administrator and Administrative Support categories and will contact local agencies such as the One Stop Program in order to partner with training and apprentice programs.
3. Succession planning efforts will be expanded to partner with departments to plan for the exodus of "baby boomer" employees who retire over the next four years.
4. Increase County wide recruitment efforts to attract a broad and balanced candidate pool for the job categories. The County will participate in more job fairs; and the booth will be staffed by a Personnel representative, when possible. We will also participate in job fairs that are sponsored by community agencies and local area schools.
5. Job specifications and job fliers are available to all involved in the recruiting, screening, selection, and promotion process: Copies of job specifications and job fliers are available to all recruiting sources. This information is available on the County website.
6. Job openings, except for elected positions, are opened for recruitment to all applicants who would like to apply.
7. In order to increase the flow of underutilized group applicants, the County will establish enhanced employment referral relationships with a list of community agencies that provide services. Personnel Department staff is encouraged to interact actively with contacts of recruiting sources. These contacts receive all employment opportunity bulletins. In the next year, the County will review its list of recruitment sources and its outreach efforts and revise as appropriate in order to target groups where under-utilization may exist.
8. All personnel involved in the recruitment, screening, selection and related processes shall receive continued training to ensure elimination of bias. Any new employee placed in this area of responsibility shall receive the same training.
9. All advertisements seeking applicants for employment identify the County as "An Affirmative Action – Equal Opportunity Employer. We shall encourage minorities, women and disabled individuals to apply. In addition, bi-lingual (Spanish, Hmong, Laotian) individuals are encouraged to apply." In the upcoming year, Glenn County will target recruitment advertising to groups where under-utilization may be occurring, to further County goals.
10. The County will continue to evaluate the entire selection process to ensure it is

nondiscriminatory. All personnel having any part in the selection processes are chosen with special care and receive ongoing training to ensure that these processes remain nondiscriminatory. Efforts are made to select diverse oral panel members, when possible. Interview rating sheets are provided to all oral panel participants (interviewers), as a written justification for eligibility and ranking on eligibility list.

11. The County will continue to make every good faith effort to select persons according to ability and qualifications, while recognizing its commitment to take positive action to remedy any under-utilization of minorities and women. Recruitment sources for all positions are notified of the County's policy of non-discrimination. With the exception of a bona-fide occupational necessity (i.e. female correctional officer for female cell block), there is no department or job group in the County, which is limited or closed to employees of a particular race, color, religion, gender or national origin.
12. Glenn County shall continue to advise its recruiting sources of its desire to interview and hire qualified minority group applicants under its non-discrimination policy and its commitment to equal employment opportunity. Since the County Departments do not have access to minority information, recruiting sources are independently responsible for tracking the disposition of all minority group applications.

WORKFORCE ANALYSIS – NEW HIRES

Glenn County hired fifty five new employees during the 2014 calendar year. According to the County data and the Merit Systems data, 26 white females, 11 white males, 9 Hispanic females, 5 Hispanic males, 3 Asian/Pacific Islander females, and 1 Asian/Pacific Islander male were hired between January 1, 2014 and December 31, 2014.

PROMOTION

Glenn County does the following to ensure that employees in underutilized groups have equal opportunity for all promotions:

1. All open positions are posted on department bulletin boards and the County website.
2. The County provides formal employee evaluation through its annual job performance review. Prior to being given to the employee, performance evaluations are approved by the employee's department management, to ensure that the contents are consistent and job-related.
3. The County and the Personnel Department have an open door policy to provide professional and career counseling to County employees.

CAREER DEVELOPMENT AND RETENTION

The County will explore additional ways to actively support and enhance EEO through the following training and employee development activities:

1. Provide management development and leadership programs with a focus of developing future leaders.
2. Support departments in providing expanded work experience opportunities and

special assignments to enhance career development including:

- Temporary appointments
- Job rotation
- Short term projects
- Enhanced training opportunities

MISCELLANEOUS

1. All County facilities, social and recreational activities are fully integrated and provide disability accommodation, as required. All employees are encouraged to participate in County sponsored activities.
2. The County provides in-house and outside training to employees to prepare them to perform satisfactorily in positions they currently hold and in preparation for promotional positions.
3. The written EEO Policy is available to current employees and interested individuals to enable them to know and benefit themselves of the County's commitment to Equal Employment Opportunity.
4. The County provides bilingual pay, designated for multiple positions within the County, where employees who possess certified bilingual skills are compensated by monthly premium pay, pursuant to the Memorandum of Understanding with the employee's bargaining unit.
5. The Personnel Director and other Personnel staff attend conferences and workshops to stay up to date on the latest EEO and other employment law developments.

SECTION 4: Dissemination

Glenn County recognizes that communication of these Equal Employment Opportunity policies and procedures is an integral part of consistent and effective implementation, and vital to the success of the program. Accordingly, broad steps are taken to ensure adequate dissemination of the policies and procedures.

Internal Dissemination

The County will continue to make its equal employment opportunity policy known internally by: Reaffirmation of EEO Policy.

The Board Resolution reaffirming the County EEO policy is disseminated to all new and existing employees and is conspicuously displayed throughout the County in employee break- rooms, and in all places where candidates apply for employment. This Letter of Commitment will be reaffirmed annually with all postings updated and the affirmation communicated in writing to all employees.

Recruitment

Participants (interviewers) on Oral Panels are advised of the County's EEO Policy and coached regarding job-related interview questions and rating criteria before interviews begin. All interview questions are evaluated for job-relatedness prior to any interviews.

Communicating to employees

1. The County will continue to communicate to employees the existence of the EEO Policy and advise employees of such elements of this program, as it will enable our employees to know about and avail themselves of its benefits.
2. The EEO Policy is distributed during orientation sessions and is available in the Personnel Office and on the Glenn County's website.
3. The County will offer education and training classes to employees to assist them in their personal development as well as to develop skills and abilities. Employees are given equal opportunity to participate in these classes, seminars and programs.

External Dissemination

Glenn County's Equal Employment Opportunity Policy will continue to be disseminated externally in the following manner:

Recruitment Sources Including Minority and Female Organizations

Recruitment sources will be maintained and will be informed annually in writing of the County's EEO Policy and our commitment to equal employment opportunities. Organizations serving the employment needs of minorities, females and/or individuals with disabilities are emphasized. Job announcements are regularly mailed to the recruitment sources and they will be actively encouraged to refer applicants and assist in the implementation of our EEO Policy.

The County welcomes and considers suggestions of additional recruitment sources that will assist the County in meeting its EEO goals.

Prospective Employees

Help wanted or other communiques that solicit applicants using County letterhead include the words "Glenn County is an Equal Opportunity Employer".

Citizenship/Immigration Status: The County hires only U.S. Citizens and lawfully authorized alien workers in accordance with the Immigration Reform and Control Act of 1986.

Reasonable accommodations will be provided upon request to qualified disabled persons if such accommodations are necessary for applicant to compete equitably in the employment process, or for any employee to perform the essential functions of his or her job. Accommodations will be provided unless such accommodations pose an undue hardship on the County or the Department.

Employment Applications

The County's Employment Application is reviewed regularly to determine compliance with the latest Federal, State and local EEO laws and regulations, and to ensure that each applicant is provided the maximum opportunity to display his or her job-related qualifications. The County's Application informs applicants of the existence of the County's Equal Opportunity Program.

Testing

Testing to determine qualification of an applicant for the position is normally only done for state Merit systems positions. The State Merit Systems has standardized tests that are given to all applicants for similar positions throughout the State. The County relies on the State to comply with discrimination laws.

Testing to assist in ranking already qualified applicants for a position is done by the County for some positions. Test questions are the same for all applicants of similar positions. These tests are strictly related to the position duties and help us to rank applicants based on skill.

Departmental Interviews

Interviews are conducted for all county positions whether or not a test is administered. These interviews are performed by a panel of no less than three (3) interviewers. Standardized questions are developed for the position and the panel rates applicant answers on a standard scale. The same questions are asked of all referred applicants interviewed. Questions asked during these interviews are job-related and are intended to measure the knowledge, skills, and abilities of the applicants as they relate to the job for which he or she is applying.

Selection Process for Initial Hire and Promotion

Glenn County Personnel Department and State Merit Systems publish job vacancy announcements for the County. The minimum qualifications and duties of each position are part of each announcement. Applications referred to the County from the State Merit System have been screened and qualified applicants are forwarded to the County.

APPENDIX A: EEO OCCUPATIONAL JOB CATEGORY DESCRIPTIONS

Officials and 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, division chiefs, directors, elected officials, deputy directors, controllers, fiscal managers, judges, sheriffs, captains, lieutenants, building inspectors, assessors, labor relations workers, investigators, coroners, program managers, and health services managers.

Professionals: Occupations that require specialized and theoretical knowledge, which is usually acquired through college training or work experience and other training that provides comparable knowledge. Includes: personnel, social workers, probation officers, doctors, psychologists, registered nurses, dieticians, attorneys, system analysts, accountants, appraisers, engineers, employment and vocational rehabilitation counselors, teachers or instructors, librarians, management analyst, buyers, environmental specialist, group supervisor, counselors, nurse practitioner, pharmacist, and auditors.

Technicians: Occupations that require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or equivalent on-the-job training. Includes: computer programmers, drafters, surveyors, licensed vocational nurses, technical illustrators, technicians (medical, dental, electronic, physical sciences), benefits analysts, communications dispatchers, child support officers, park rangers, cooks, and revenue collectors.

Protective Service Workers: Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: deputy sheriffs, bailiffs, correctional officers, sergeants, harbor patrol officers, wardens, and district attorney inspectors.

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. Includes: administrative secretaries, fiscal office assistants, clerk-typists, court services, Supervisors, courtroom clerks, deputy court clerk, court transcribers, payroll clerks, office machine and computer operators, telephone operators, legal assistants, mail services driver, cashiers, medical office assistants, patient services attendant, and library aide.

Skilled Craft Workers: Occupations in which workers perform jobs that require special 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 apprenticeship or other formal training programs. Includes: auto mechanics and repairers, electricians, heavy equipment operators, stationary engineers, painters, skilled machining occupations, and carpenters.

Service-Maintenance: Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public or that contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes: bus drivers, transportation drivers, community workers, food service workers, gardeners, road maintenance worker, shelter care counselor, residential counselor, medical services assistant, custodians, utility workers, construction laborers, park rangers (maintenance), and craft apprentices/trainees/ helpers.

APPENDIX B: GLENN COUNTY DISCRIMINATORY WORKPLACE HARASSMENT POLICY

Policy Statement

It is the policy of Glenn County that employees have a working environment free of unlawful and improper discriminatory harassment. The work environment should be businesslike and assure fair, courteous treatment for employees and the public we serve. All employees should treat each other with dignity and respect. It is the responsibility of every employee, supervisor and manager to make sure there is no discriminatorily harassing behavior in the work place.

Discriminatory harassment may constitute illegal discrimination and may violate both state and federal law. This policy is intended to address such conduct.

All employees should be informed of the discrimination complaint process and be assured of their right to file complaints without fear of reprisal. All employees, including Supervisors and managers should be trained regarding behavior that constitutes discriminatory harassment. Employees should also understand the importance of reporting incidents promptly to assure that further incidents do not occur.

The Board of Supervisors expects County department heads to convey to their employees strong disapproval of discriminatory harassment. All employees including Supervisors and managers should be informed, clearly, regarding behavior that constitutes discriminatory harassment and the consequences of such actions. They should be aware that discriminatory harassment of another employee may be grounds for disciplinary action up to and including termination.

Definition of Discriminatory Harassment

1. Verbal Harassment – Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually orientated comments on appearance, including dress or physical features, sexual rumors, and race oriented stories.
2. Physical Harassment – Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. This includes pinching, patting, grabbing, or making explicit or implied threats or promises in return for submission to physical acts.
3. Visual Forms of Harassment – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

This applies to both posted material, or material maintained in or on County equipment or personal property in the workplace.

4. Sexual Harassment – Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.
5. This policy is intended not only to address and correct acts of discriminatory harassment, but to prevent them. Therefore, the County, as part of the implementation of this policy, may act to correct what is viewed as discriminatory harassment prior to the behavior reaching the level that would constitute "discriminatory harassment" as defined in law.

Department Obligation and Responsibility

Every department has an obligation to assure that the work environment is free from all types of unlawful discrimination. Prevention is the best tool. Prompt, appropriate action may help to avoid, or at least minimize, the incidence of discriminatory harassment.

By law, Department Heads, other Managers, and Supervisors are responsible to ensure that employees, Supervisor, and Managers are aware of the County's policy. AB 1825 training will be a requirement of every Supervisor at least every two years.

Supervisors' training should include information about the County's Discriminatory Employee Action.

Some people are not aware that their behavior is offensive or potentially harassment.

Often simply advising someone of the offensive nature of their behavior can resolve the problem. Whenever possible, employees should inform the harassing party that his or her behavior is unwelcome, offensive, in poor taste or highly inappropriate. If this does not resolve the concern or if an employee feels uncomfortable, threatened, or has difficulty expressing his or her concern, informal assistance or counseling should be sought from any supervisor, manager, department head or the County Personnel Director.

Investigative Procedure

Any complaint which cannot be satisfactorily resolved through a discussion between the aggrieved person and the harassing party should be referred to either (1) the department head or (2) the County Personnel Director. Either person will have full authority to investigate all aspects of the complaint. The investigatory authority includes accessibility to records and cooperation of any involved employees. No influence will be used to suppress any complaint, and no one will be subject to any recrimination or reprisal for filing a complaint.

Informal Resolution

If an employee desires primarily to discuss personal thoughts and feelings or consider meetings in which to deal individually with the incident(s) the department head or the County Personnel Director will offer consultation and advice.

When any complaint is received, the Department Head or the County Personnel Director will ask the complainant to define his or her perception of the problem and the desired solution. The department head or County Personnel Director will explain the rights involved and discuss potential solutions. The Department Head or County Personnel Director may conduct a brief informal investigation and make every effort to resolve the problem on a very informal basis.

Formal Investigation

If any informal investigation does not successfully resolve the issue, with the filing of a written complaint by the employee to the Department Head with a copy to the Personnel Director, or if in the opinion of the Personnel Director and/or County Administrative Officer/Board of Supervisors a formal investigation is warranted, a formal investigation will be initiated. As appropriate, the formal investigation may include, but not necessarily be limited to, the following:

- a) Obtaining the details, date and place of the alleged act(s) and the names of persons alleged to be involved or to have relevant knowledge.
- b) Interviewing the persons named above and any other persons determined to possibly have relevant knowledge concerning the complaint. Providing a copy of the formal complaint to the employee or employees being accused of harassment insofar as it relates to them at the onset of the investigation.
- c) Reviewing any pertinent documents or records. Making a survey of action in similar situations involving other employees or applicants for employment.
- d) A written report, including a proposed resolution of the matter will be made. The report will be forwarded to and reviewed by the Department Head who will determine the appropriate resolution, including the possibility of formal disciplinary action.
- e) The Department Head will provide a confidential written response to the employee who filed the complaint advising the employee of the resolution to the extent legally permitted. A copy of this response will be provided to the alleged harassing party.

APPENDIX C: TIME-FRAMES AND BASIS FOR FILING INTERNAL AND EXTERNAL COMPLAINTS

An employee, applicant, or client who believes he/she has been discriminated against may file with:

- 1) The Employer, Department of Fair Employment and Housing (DFEH), or California Emergency Management Agency (Cal EMA), or the Equal Employment Opportunity (EEO) Office within 365 days of the last incident or notification of alleged discrimination act(s). If the complainant just obtained knowledge of the alleged discriminatory action(s), an additional 90 days are granted following the one-year expiration date. The covered basis includes RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, RELIGION, AGE, SEX (INCLUDES SEXUAL HARASSMENT), PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, MEDICAL CONDITION, DENIAL OF FAMILY AND MEDICAL AND CARE LEAVE, AND/OR RETALIATION.
- 2) The Equal Employment Opportunity Commission (EEOC) within 300 days of the last incident or notification of the alleged discrimination act(s). The covered basis includes RACE, COLOR, SEX (SEXUAL HARASSMENT), NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, AND/OR RETALIATION.
- 3) Department of Labor (DOL) within two (2) years of the last incident or notification of the alleged discriminatory act(s). The covered basis includes the FAMILY MEDICAL LEAVE ACT (FMLA).
- 4) Department of Justice Office of Civil Rights one year under the Omnibus Crime Control and Safe Streets Act of 1968 (RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX) and 180 days under other federal legislation listed in the grantee handbook.

GLENN COUNTY DISCRIMINATION COMPLAINT FORM

To: Agency EEO Coordinator/Personnel Director

Name of Agency _____

1. Name _____ Telephone _____
Home
Address _____

2. Are you currently employed by the agency? Yes _____ No _____

3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:

Job Title/Department

Location Phone Number _____ Length of Service in Classification _____

4. Date of the alleged discriminatory practice:

5. Basis of the alleged discriminatory practice:

____ Race ____ Color ____ Sex ____ Religion ____ Age ____ Disability
____ National Origin ____ Ancestry ____ Marital Status ____ Military Status ____ Pregnancy
____ Retaliation ____ Sexual Orientation

Other _____

6. The discrimination occurred in connection with:

____ Interview ____ Hiring Selection ____ Promotion ____ Disciplinary Action
____ Compensation ____ Transfer ____ Lay Off ____ Training Opportunity

Other (specify)

7. The facts of the alleged discriminatory employment practice are:

(Continue on additional sheets, if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.

Name _____ Title _____
Location Phone Number _____

Name _____ Title _____
Location Phone Number _____

Name _____ Title _____
Location Phone Number _____

(Continue on additional sheets, if necessary)

9. Please supply evidence to document the basis for the disciplinary practice you are claiming, as indicated in your response to number five of the form.

I have attached supporting evidence: Yes _____ No _____ If yes, describe attachments:

(Continue on additional sheets, if necessary)

10. Have you made an effort to resolve the discrimination through your Supervisor or Manager?
Yes _____ No _____

If yes, please explain indicating the outcome of the efforts:

(Continue on additional sheets, if necessary)

COMPLAINANT'S SIGNATURE AND DATE FILED

EEO COORDINATOR/PERSONNEL DIRECTOR'S SIGNATURE AND DATE RECEIVED

Glenn County Equal Employment Opportunity Plan Complaint Resolution Procedures

Employees and applicants are encouraged to attempt resolution of complaints as quickly as possible at the lowest and least formal level. However, if deemed inappropriate in the judgment of the individual, then he or she is encouraged to pursue resolution at a higher level. The most important consideration should be resolution of the issue in a prompt and fair manner.

GLENN COUNTY COMPLAINT PROCEDURES

County recognizes two internal reporting procedures:

1. Resolution within the Department

An employee can discuss the issue/complaint and seek a remedy with his/her immediate supervisor. If the complaint/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 level higher manager up to the Department Head.

2. Filing an Administrative Complaint

Any employee or applicant for employment may file a complaint by contacting the Glenn County's Equal Employment Opportunity Coordinator (Personnel Director) at the Personnel Department at: 530-934-6451. Complaints may be made by completing a complaint form, as shown in this plan as Appendix D, and direct it to: EEO Coordinator/Personnel Director, Glenn County Personnel Department, 525 W. Sycamore Street, Willows, CA 95988.

The EEO Coordinator/Personnel Director, or designee, shall take all complaints seriously and investigate with due diligence. Confidentiality shall be maintained at all times to the greatest extent possible, recognizing the rights of the complainant, the accused, and all third party witnesses. No employee shall be subjected to intimidation, coercion, or retaliation of any kind as a result of filing a complaint pursuant to this policy or as a result of being a witness in an investigation.

EXTERNAL AGENCIES

In addition to the above, employees and applicants always have the option of filing a complaint with either, or both, the state and federal external compliance agencies. The address and phone numbers for each agency are listed below.

1. California Department of Fair Employment and Housing
2218 Kausen Drive
Elk Grove, CA 95758
(916) 478-7251
www.dfeh.ca.gov

2. United States Equal Employment Opportunity Commission
450 Golden Gate Avenue
San Francisco, CA 94102-3661
(800) 669-4000 Fax (415) 522-3415