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## **AGENDA COVER MEMORANDUM**

**AGENDA DATE:** August 2, 2005

**PRESENTED TO:** Board of County Commissioners

**PRESENTED BY:** Laura Yergan, Performance, Development & Diversity Coordinator

**AGENDA TITLE:** **IN THE MATTER OF UPDATING THE LANE COUNTY  
EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR 2005-2007.**

**I. THE LANE COUNTY EQUAL EMPLOYMENT OPPORTUNITY PLAN IS  
PRESENTED TO THE BOARD OF COMMISSIONERS FOR INFORMATION  
ONLY.**

**II. ISSUE**

As required by Federal law, Lane County updates it's Equal Employment Opportunity Plan (the Plan) every two years and has completed its recent update of the Plan, dated July 2005. As a result, Lane County has comparative workforce data in order to determine the extent to which the diversity of its workforce has changed with regard to race, gender, and the eight Federally-designated job categories.

**III. DISCUSSION - REPORT**

**a. Background**

Per Federal guidelines (under the Office of Civil Rights in the Department of Justice), Lane County is required to complete an Equal Employment Opportunity Plan in order to determine how its workforce compares to the available qualified labor force residing within the boundaries of the Lane County geographic area with regard to race, gender, and the eight EEO-4 job categories: officials/administrators, professionals, technicians, protective services, office/clerical, skilled craft, and service/maintenance. The purpose of this comparison is to determine if any placement goals may need to be developed based on the results of the comparison of data. Placement goals are reasonably attainable objectives

or targets that are used to measure progress toward achieving equal employment opportunity. They can be considered as what might be established if the percentage of minorities or women employed in a particular job group were less than would reasonably be expected given their availability. Placement goals also refer to outreach and recruitment goals established to increase the diversity of applicant pools. (Such goals are referred to in the Code of Federal Regulations 41 CFR – Part 60.2.)

The EEO Plan is linked to the County's Diversity Action Plan (DAP) and can be seen as one "slice" of it through the Action Item in the Lane County as Employer section of the DAP that addresses workforce diversity. The EEO Plan gives the County suggested objectives and strategies for increasing the diversity of its workforce based on what the data reflects.

### New Categories

This year there has been a change in the race categories used for comparison, based on changes made in the 2000 U.S. Census. The changes in the race categories are:

#### 1990 Census

White  
African American  
Hispanic  
Asian/Pacific Islander  
  
Native American/Alaskan Native

#### 2000 Census

White  
African American  
Hispanic  
Asian  
Native Hawaiian/Other Pacific Islander  
American Indian/Alaskan Native  
Two or More Races

In addition, there has been a change to one of the job categories. The protective service job category has been changed to reflect both "sworn" and "non-sworn" employees, rather than the previously used "sworn" and "para-professional" categories.

Due to the change in categories of race and in order to make a comparison, Lane County was required to conduct a survey of its employees in May of this year using the new categories of race. The data reflects a 73% rate of response to the survey from employees.

### 80% Rule

The comparison of data is made using the standard "80% Rule," which states that if the County's workforce when broken down by race, gender, and job category is within 80% or more of the available labor pool, then a placement goal does not need to be established for that particular group. Conversely, if the County's workforce is not within 80% of the available labor force for a particular group, then the County may establish a placement goal for this particular group. The 80% Rule is one of the methods of measurement or comparison recommended by the Office of Federal Contract Compliance Programs (OFCCP).

## **b. Analysis**

In applying the 80% rule to the comparison data in the Utilization Analysis Chart in the EEOP, it can be seen that there are several categories in which placement goals may be established to address differences among groups in Lane County's workforce that exist to greater or lesser degrees. Broken down by job category, the more significant areas of difference include: officials/administrators in all categories for males and females of color, with the exception of males of two or more races; African American males as patrol officers; Asian males as protective service officials; and males in all categories of color in the skilled craft and office/clerical categories; females in the categories of technicians, protective service officials, service maintenance, and skilled crafts; African American females as patrol officers; females of color in the category of technician (with the exception of American Indian/Alaskan Native), as well as in the category of Service Maintenance (with the exception of Hispanic and American Indian/Alaskan Native).

## **IV. ATTACHMENTS**

- 1) Equal Employment Opportunity Plan - July 2005
- 2) Diversity Action Plan and EEO Plan Relationship Flowchart
- 3) Lane County Workforce Data – 1999-2005



# LANE COUNTY EQUAL EMPLOYMENT OPPORTUNITY PLAN

JULY 2005

**COUNTY  
EQUAL EMPLOYMENT OPPORTUNITY PLAN  
SHORT FORM**

**STEP 1: INTRODUCTORY INFORMATION**

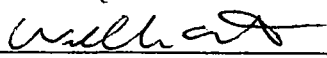
**Date and Effective Duration of EEOP:** July 1, 2005 – June 30, 2007

**POLICY STATEMENT:**

It is the policy of Lane County to provide fair and equal employment opportunity to all qualified women and men within its workforce, and to prohibit discrimination in employment on the basis of race, color, religion, sex, national origin, disability, age, sexual orientation, pregnancy, socio-economic, or marital status.

Lane County is committed to ensuring an inclusive and diverse workforce that is reflective of the community it serves. The County's new Diversity Action Plan adopted in March, 2005 and this Equal Employment Opportunity Plan provide the foundation for this commitment.

Lane County's fair and equal employment opportunity policy includes, but is not limited to: 1) nondiscriminatory recruitment, screening, testing, hiring, training, promoting of persons in all job categories; 2) employment decisions that are based on Lane County's commitment to equal employment opportunity; 3) ensuring that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunity; 4) ensuring that all personnel actions such as; compensation, benefits, transfers, work assignments, layoffs, return from layoff, disciplinary actions, terminations, training, education, and tuition assistance are administered in a fair and nondiscriminatory manner; and 5) ensuring affirmative steps are taken to correct under-representation of any protected group within the County's workforce, consistent with the strategies outlined in Step 6 of this document: "Workforce Diversity Strategies to Achieve Objectives."

  
\_\_\_\_\_  
William A. Van Vactor, County Administrator

7/13/05  
\_\_\_\_\_  
Date

## **STEP 1: INTRODUCTORY INFORMATION**

### **FEDERAL GRANTS PROJECTS:**

#### **LANE COUNTY SHERIFF'S OFFICE:**

**Grant Title:** 2003 Local Law Enforcement Block Grant  
**Administering Entity:** Office of Justice Programs  
**Awarding Agency:** Department of Justice  
**Lane County Contact Person:** Judy Simpson  
**Contact Person Telephone:** 541-682-3744  
**Contact Person Address:** 125 E. 8<sup>th</sup> Avenue, Eugene, OR 97401  
**Grant Number:** 2003LBBX1375  
**Grant Period:** 13 Nov 2003 – 12 Nov 2005  
**Award Amount:** \$70,889.00

**Grant Title:** 2004 Local Law Enforcement Block Grant  
**Administering Entity:** Office of Justice Programs  
**Awarding Agency:** Department of Justice  
**Lane County Contact Person:** Judy Simpson  
**Contact Person Telephone:** 541-682-3744  
**Contact Person Address:** 125 E. 8<sup>th</sup> Avenue, Eugene, OR 97401  
**Grant Number:** 2004LBBX0822  
**Grant Period:** 2 Nov 2004 – 1 Nov 2006  
**Award Amount:** \$29,554.00

**Grant Title:** Edward Byrne Memorial Justice Assistance Grant  
**Administering Entity:** Office of Justice Programs  
**Awarding Agency:** Department of Justice  
**Lane County Contact Person:** Judy Simpson  
**Contact Person Telephone:** 541-682-3744  
**Contact Person Address:** 125 E. 8<sup>th</sup> Avenue, Eugene, OR 97401  
**Grant Number:** 2005-F3905-OR-DJ  
**Grant Period:** 1 Oct 2004 – 30 Sep 2008  
**Award Amount:** \$136,797.00

**Grant Title:** Lane County MATT  
**Administering Entity:** Oregon Department of Transportation  
**Awarding Agency:** NHTSA/FHWA  
**Lane County Contact Person:** Judy Simpson  
**Contact Person Telephone:** 541-682-3744  
**Contact Person Address:** 125 E. 8<sup>th</sup> Avenue, Eugene, OR 97401  
**Grant Number:** SC-05-35-05-LCS  
**Grant Period:** 1 Oct 2004 – 30 Sep 2005  
**Award Amount:** \$50,000.00

## **STEP 1: INTRODUCTORY INFORMATION**

### **FEDERAL GRANTS PROJECTS:**

#### **LANE COUNTY SHERIFF'S OFFICE:**

**Grant Title:** 2003 Local Law Enforcement Block Grant  
**Administering Entity:** Office of Justice Programs  
**Awarding Agency:** Department of Justice  
**Lane County Contact Person:** Judy Simpson  
**Contact Person Telephone:** 541-682-3744  
**Contact Person Address:** 125 E. 8<sup>th</sup> Avenue, Eugene, OR 97401  
**Grant Number:** 2003LBBX1375  
**Grant Period:** 13 Nov 2003 – 12 Nov 2005  
**Award Amount:** \$70,889.00

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**Administering Entity:** Office of Justice Programs  
**Awarding Agency:** Department of Justice  
**Lane County Contact Person:** Judy Simpson  
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**Contact Person Address:** 125 E. 8<sup>th</sup> Avenue, Eugene, OR 97401  
**Grant Number:** 2005-F3905-OR-DJ  
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**Administering Entity:** Oregon Department of Transportation  
**Awarding Agency:** NHTSA/FHWA  
**Lane County Contact Person:** Judy Simpson  
**Contact Person Telephone:** 541-682-3744  
**Contact Person Address:** 125 E. 8<sup>th</sup> Avenue, Eugene, OR 97401  
**Grant Number:** SC-05-35-05-LCS  
**Grant Period:** 1 Oct 2004 – 30 Sep 2005  
**Award Amount:** \$50,000.00

## **STEP 1: INTRODUCTORY INFORMATION (CONT'D)**

<b>Grant Title:</b>	DUII Overtime Enforcement Grant for 2004-2005
<b>Administering Entity:</b>	Oregon State Sheriff's Association
<b>Awarding Agency:</b>	Department of Transportation
<b>Lane County Contact Person:</b>	Sgt Steve Weir
<b>Contact Person Telephone:</b>	682-2030
<b>Contact Person Address:</b>	125 E. 8 <sup>th</sup> Avenue, Eugene, OR 97401
<b>Grant Period:</b>	1 Oct 2004 – 30 Sep 2005
<b>Award Amount:</b>	\$41,750.00

## **LANE COUNTY DEPARTMENT OF YOUTH SERVICES:**

<b>Grant Title:</b>	Drug Courts Program
<b>Administering Entity:</b>	Lane County Youth Services
<b>Awarding Agency:</b>	US Department of Justice/Office of Justice Program
<b>Lane County Contact Person:</b>	Rob Selven
<b>Contact Person Telephone:</b>	682-4743
<b>Contact Person Address:</b>	2727 MLK Jr., Blvd
<b>Grant Number:</b>	2002-DC-BX-0049
<b>Grant Period:</b>	4/1/2002 – 3/31/2006
<b>Award Amount:</b>	\$499,299

<b>Grant Title:</b>	Juvenile Breaking The Cycle
<b>Administering Entity:</b>	Lane County Youth Services
<b>Awarding Agency:</b>	US Department of Justice/Office of Justice Programs
<b>Lane County Contact Person:</b>	Rob Selven
<b>Contact Person Telephone:</b>	682-4743
<b>Contact Person Address:</b>	2727 MLK Jr., Blvd
<b>Grant Number:</b>	Lane: 218509 / OJP: 2004-JL-FX-0201
<b>Grant Period:</b>	7/1/2004 – 6/30/05
<b>Award Amount:</b>	\$445,265

<b>Grant Title:</b>	Juvenile Breaking The Cycle
<b>Administering Entity:</b>	Lane County Youth Services
<b>Awarding Agency:</b>	National Institute of Justice
<b>Lane County Contact Person:</b>	Rob Selven
<b>Contact Person Telephone:</b>	682-4743
<b>Contact Person Address:</b>	2727 MLK Jr., Blvd
<b>Grant Number:</b>	Lane: 214536 / NIJ: 1999-IJ-CS-K017
<b>Grant Period:</b>	03/01/1999 – 06/30/2005
<b>Award Amount:</b>	\$3,752,569



## **STEP 1: INTRODUCTORY INFORMATION (CONT'D)**

**Grant Title:** CSOM Grant  
**Administering Entity:** Lane County H&HS  
**Awarding Agency:** US Department of Justice/Office of Justice Programs  
**Lane County Contact Person:** Jim Leppard – DYS / Debbie Heeszal – H&HS  
**Contact Person Telephone:** 682-4729  
**Contact Person Address:** 2727 MLK Jr., Blvd  
**Grant Number:** 2003-WP-BX-0012  
**Grant Period:** 9/1/2003 – 8/31/2005  
**Award Amount:** \$250,000 (\$117,200 For DYS)

**Grant Title:** Juvenile Accountability Block Grant  
**Administering Entity:** Lane County Youth Services  
**Awarding Agency:** Oregon Office of Homeland Security  
**Lane County Contact Person:** Lynne Schroeder  
**Contact Person Telephone:** 682-4747  
**Contact Person Address:** 2727 MLK Jr., Blvd  
**Grant Number:** Lane: 218211 / Homeland Sec: 03-619  
**Grant Period:** 7/1/2004 – 6/30/2005  
**Award Amount:** \$160,460

**Grant Title:** Safe Schools Grant  
**Administering Entity:** Lane County Youth Services  
**Awarding Agency:** Lane County Education Services  
**Lane County Contact Person:** Lynne Schroeder  
**Contact Person Telephone:** 682-4747  
**Contact Person Address:** 2727 MLK Jr., Blvd  
**Grant Number:** Lane: 212501  
**Grant Period:** 12/1/2002 – 9/30/2005  
**Award Amount:** \$1,208,606

**Grant Title:** Juvenile Crime Prevention  
**Administering Entity:** Lane County Youth Services  
**Awarding Agency:** Oregon Youth Authority  
**Lane County Contact Person:** Lynne Schroeder  
**Contact Person Telephone:** 682-4747  
**Contact Person Address:** 2727 MLK Jr., Blvd  
**Grant Number:** Lane: 215449 / OYA: 9429  
**Grant Period:** 1/1/2004 – 6/30/2005  
**Award Amount:** \$1,688,345

## **STEP 1: INTRODUCTORY INFORMATION (CONT'D)**

### **DEPARTMENT OF CHILDREN AND FAMILIES:**

**Grant Title:** Grants To Encourage Arrest Policies And Enforcement Of Protection Orders Program (Family Violence Response Initiative)  
**Administering Entity:** U.S. Department Of Justice  
**Awarding Agency:** Office Of Violence Against Women  
**Lane County Contact Person:** Diana Avery  
**Contact Person Telephone Number:** 541-682-6731  
**Contact Person Address:** Lane County PSB  
**Grant Number:** 2004-WE-AX-K033  
**Grant Period:** 07-01-2004 to 06-30-2005  
**Award Amount:** \$350,000

**Grant Title:** Positive Youth Development State And Local Collaboration Demonstration Project (U.S. Family and Youth Service Bureau)  
**Administering Entity:** Oregon Commission On Children And Families  
**Awarding Agency:** Oregon Commission On Children And Families  
**Lane County Contact Person:** Diana Avery  
**Contact Person Telephone Number:** 541-682-6731  
**Contact Person Address:** Lane County PSB  
**Grant Number:** No state grant number  
**Grant Period:** 09-30-04 to 09-29-05  
**Award Amount:** \$26,000 amending up to \$110,000 shortly

**Grant Title:** Grants To Encourage Arrest Policies And Enforcement Of Protection Orders Program (Family Violence Response Initiative)  
**Administering Entity:** U.S. Department Of Justice  
**Awarding Agency:** Office Of Violence Against Women  
**Lane County Contact Person:** Diana Avery  
**Contact Person Telephone Number:** 541-682-6731  
**Contact Person Address:** Lane County PSB  
**Grant Number:** 2004-WE-AX-K033  
**Grant Period:** 07-01-2004 to 06-30-2005  
**Award Amount:** \$350,000

## **STEP 1: INTRODUCTORY INFORMATION (CONT'D)**

**Grant Title:** Positive Youth Development State and Local  
Collaboration Demonstration Project (U.S. Family  
and Youth Service Bureau)  
**Administering entity:** Oregon Commission On Children And Families  
**Awarding agency:** Oregon Commission On Children And Families  
**Lane county contact person:** Diana Avery  
**Contact person telephone number:** 541-682-6731  
**Contact person address:** Lane County PSB  
**Grant Number:** No state grant number  
**Grant Period:** 09-30-04 to 09-29-05  
**Award Amount:** \$26,000 amending up to \$110,000 shortly

### **LANE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES:**

**Grant Title:** Targeted Capacity Expansion  
FY 2003 Mental Health Court  
**Administering Entity:** Lane County Health & Human Services Administration  
**Awarding Entity:** U.S. Department of Justice-BJA  
**Lane County Contact Person:** Judy Borgstahl  
**Contact Person Telephone:** 541-682-6528  
**Contact Person Address:** 125 E 8th Ave, Eugene, OR 97401  
**Grant Number:** 2003-DD-BX-0215  
**Grant Period:** 03-01-2003 through 09-30-2005  
**Award Amount:** \$149,999

**Grant Title:** FY 2004 Continuation Drug-Free Communities Support Program  
**Administering Entity:** Lane County Health & Human Services Administration  
**Awarding Entity:** U.S. Department of Justice-OJJDP  
**Lane County Contact Person:** Karen Gaffney  
**Contact Person Telephone:** 541-682-3942  
**Contact Person Address:** 125 E 8th Ave, Eugene, OR 97401  
**Grant Number:** 2003-ND-FX-0167  
**Grant Period:** 10/01/2003 through 09/30/2005  
**Award Amount:** \$200,000

**Grant Title:** Sex Offender Management Discretionary Grant Program  
**Administering Entity:** Lane County Health & Human Services Administration  
**Awarding Entity:** U.S. Department of Justice-BJA  
**Lane County Contact Person:** Debbie Heeszal  
**Contact Person Telephone:** 541-682-7405  
**Contact Person Address:** 125 E 8th Ave, Eugene, OR 97401  
**Grant Number:** 2003-WP-BX-0012  
**Grant Period:** 09/01/2003 through 08/31/2005  
**Award Amount:** \$250,000

**STEP 1: INTRODUCTORY  
INFORMATION (CONT'D)**

<b>Grant Title:</b>	FY 2003 Grants to Encourage Arrest Policies & Enforcement of Protection Orders Program
<b>Administering Entity:</b>	Lane County Health & Human Services Administration
<b>Awarding Entity:</b>	U.S. Department of Justice-OVAW
<b>Lane County Contact Person:</b>	Joan Copperwheat
<b>Contact Person Telephone:</b>	541-682-3058
<b>Contact Person Address:</b>	125 E 8th Ave, Eugene, OR 97401
<b>Grant Number:</b>	2003-WE-BX-0080
<b>Grant Period:</b>	09/01/2003 through 08/31/2005
<b>Award Amount:</b>	\$499,997
<b>Grant Title</b>	Fund 285 HUD Grant - Homespace
<b>Administering Entity</b>	Lane County Health & Human Services Administration
<b>Awarding Entity</b>	Lane County Human Services Commission
<b>Lane County Contact Person</b>	Ann Becker
<b>Contact Person Telephone</b>	(541)682-4277
<b>Contact Person Address</b>	125 E 8th Ave, Eugene, OR 97401
<b>Grant Number</b>	OR16B100001
<b>Grant Period</b>	July 1, 2002 through June 30, 2005
<b>Award Amount</b>	\$404,212
<b>Grant Title</b>	Fund 285 HUD Grant - Homeless Youth & Young Parents
<b>Administering Entity</b>	Lane County Health & Human Services Administration
<b>Awarding Entity</b>	Lane County Human Services Commission
<b>Lane County Contact Person</b>	Ann Becker
<b>Contact Person Telephone</b>	(541)682-4277
<b>Contact Person Address</b>	125 E 8th Ave, Eugene, OR 97401
<b>Grant Number</b>	OR16B300002
<b>Grant Period</b>	July 1, 2004 through June 30, 2005
<b>Award Amount</b>	\$108,973
<b>Grant Title</b>	Fund 285 HUD Grant - Open Doors
<b>Administering Entity</b>	Lane County Health & Human Services Administration
<b>Awarding Entity</b>	Lane County Human Services Commission
<b>Lane County Contact Person</b>	Ann Becker
<b>Contact Person Telephone</b>	(541)682-4277
	125 E 8th Ave, Eugene, OR 97401

**STEP 1: INTRODUCTORY  
INFORMATION (CONT'D)**

**Contact Person Address**

**Grant Number**

OR16B300003

**Grant Period**

July 1, 2004 through June 30, 2005

**Award Amount**

\$143,307

**Grant Title**

Fund 285 HUD Grant - Housing Scholarship

**Administering Entity**

Lane County Health & Human Services Administration

**Awarding Entity**

Lane County Human Services Commission

**Lane County Contact Person**

Ann Becker

**Contact Person Telephone**

(541)682-4277

**Contact Person Address**

125 E 8th Ave, Eugene, OR 97401

**Grant Number**

OR16B400008

**Grant Period**

February 1, 2005 through December 31, 2005

**Award Amount**

\$58,567

**Grant Title**

Fund 285 HUD Grant - Safe Haven Permanent

**Administering Entity**

Lane County Health & Human Services Administration

**Awarding Entity**

Lane County Human Services Commission

**Lane County Contact Person**

Ann Becker

**Contact Person Telephone**

(541)682-4277

**Contact Person Address**

125 E 8th Ave, Eugene, OR 97401

**Grant Number**

OR16B300001

**Grant Period**

January 1, 2004 through December 31, 2005

**Award Amount**

\$383,630

**Grant Title**

Fund 285 HUD Grant - Shankle Safe Haven

**Administering Entity**

Lane County Human Services Commission

**Awarding Entity**

Ann Becker

**Lane County Contact Person**

**Contact Person Telephone**

(541)682-4277

**Contact Person Address**

125 E 8th Ave, Eugene, OR 97401

**Grant Number**

OR16B300008

**Grant Period**

January 1, 2005 through December 30, 2005

**Award Amount**

\$378,850

Fund 285 HUD Grant - Family Shelter

**STEP 1: INTRODUCTORY  
INFORMATION (CONT'D)**

<b>Grant Title</b>	
<b>Administering Entity</b>	Lane County Health & Human Services Administration
<b>Awarding Entity</b>	Lane County Human Services Commission
<b>Lane County Contact Person</b>	Ann Becker
<b>Contact Person Telephone</b>	(541)682-4277
<b>Contact Person Address</b>	125 E 8th Ave, Eugene, OR 97401
<b>Grant Number</b>	OR16B400007
<b>Grant Period</b>	February 1, 2005 through January 31, 2006
<b>Award Amount</b>	\$82,208

<b>Grant Title</b>	Fund 285 HUD Grant - Latino Transitional Housing
<b>Administering Entity</b>	Lane County Health & Human Services Administration
<b>Awarding Entity</b>	Lane County Human Services Commission
<b>Lane County Contact Person</b>	Ann Becker
<b>Contact Person Telephone</b>	(541)682-4277
<b>Contact Person Address</b>	125 E 8th Ave, Eugene, OR 97401
<b>Grant Number</b>	OR16B30007
<b>Grant Period</b>	January 1, 2004 through December 31, 2005
<b>Award Amount</b>	\$188,916

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## STEP 2: LANE COUNTY WORKFORCE

Note: Figures do not include elected officials.

JOB CATEGORY	TOTAL	MALE							FEMALE						
		B	W	H	A	NH or OPI	AI or AN	Two or more races	B	W	H	A	NH or OPI	AI or AN	Two or more races
Officials/ Administrators	12	- 0.0%	6 50.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	1 8.3%	- 0.0%	5 41.7%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%
Professionals	492	4 0.8%	195 39.6%	5 1.0%	2 0.4%	- 0.0%	3 0.6%	9 1.8%	3 0.6%	240 48.8%	14 2.8%	3 0.6%	2 0.4%	4 0.8%	8 1.6%
Technicians	140	- 0.0%	85 60.7%	1 0.7%	1 0.7%	- 0.0%	- 0.0%	5 3.6%	- 0.0%	45 32.1%	1 0.7%	- 0.0%	- 0.0%	1 0.7%	1 0.7%
Protective Services Patrol Office	33	1 3.0%	26 78.8%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	5 15.2%	- 0.0%	0 0.0%	- 0.0%	- 0.0%	1 3.0%
		0 0.0%	164 71.0%	6 2.6%	- 0.0%	0 0.0%	7 3.0%	6 2.6%	1 0.4%	43 18.6%	- 0.0%	1 0.4%	- 0.0%	1 0.4%	2 0.9%
Protective Svcs Non-Sworn	14	- 0.0%	10 71.4%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	4 28.6%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%
Office/Clerical	323	1 0.3%	31 9.6%	1 0.3%	- 0.0%	- 0.0%	- 0.0%	2 0.6%	1 0.3%	252 78.0%	15 4.6%	4 1.2%	- 0.0%	8 2.5%	8 2.5%
Skilled Craft	22	- 0.0%	22 100.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%
Service/ Maintenance	193	2 1.0%	133 68.9%	6 3.1%	2 1.0%	1 0.5%	8 4.1%	5 2.6%	- 0.0%	29 15.0%	3 1.6%	1 0.5%	- 0.0%	2 1.0%	1 0.5%
TOTALS:	1,460 100%	8 0.5%	672 46.0%	19 1.3%	5 0.3%	1 0.1%	18 1.2%	28 1.9%	5 0.3%	623 42.7%	33 2.3%	9 0.6%	2 0.1%	16 1.1%	21 1.4%

KEY: B = BLACK W = WHITE H = HISPANIC A=ASIAN NH/OPI = NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER  
AI/AN = AMERICAN INDIAN OR ALASKAN NATIVE

## STEP 2 (CONT'D.): LANE COUNTY WORKFORCE - SHERIFF'S OFFICE

Job Category			TOTAL	MALE							FEMALE						
				B	W	H	A	NH or OPI	AI/AN	Two or more races	B	W	H	A	NH or OPI	AI or AN	Two or more races
Officials/		#	0		0			0									
Administrators		%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals		#	34	0	7					1		25	1				
		%	9.16%	0.00%	1.89%	0.00%	0.00%	0.00%	0.00%	0.27%	0.00%	6.74%	0.27%	0.00%	0.00%	0.00%	0.00%
Technicians		#	10		1							8	0				1
		%	2.70%	0.00%	0.27%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.16%	0.00%	0.00%	0.00%	0.00%	0.27%
Protective Services	Officials	#	33	1	26							5		0			1
		%	8.89%	0.27%	7.01%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.35%	0.00%	0.00%	0.00%	0.00%	0.27%
	Patrol	#	197	0	147	5		0	7	5		30				1	2
	Officers*	%	53.10%	0.00%	39.62%	1.35%	0.00%	0.00%	1.89%	1.35%	0.00%	8.09%	0.00%	0.00%	0.00%	0.27%	0.54%
Protective Svcs Non-Sworn		#	7		5	0						2					
		%	1.89%	0.00%	1.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.54%	0.00%	0.00%	0.00%	0.00%	0.00%
Office/Clerical		#	74	1	15					1		53	1	1	0	2	0
		%	19.95%	0.27%	4.04%	0.00%	0.00%	0.00%	0.00%	0.27%	0.00%	#####	0.27%	0.27%	0.00%	0.54%	0.00%
Skilled Craft		#	0														
		%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service/		#	16		8			0	1			6			1		0
Maintenance		%	4.31%	0.00%	2.16%	0.00%	0.00%	0.00%	0.27%	0.00%	0.00%	1.62%	0.00%	0.00%	0.27%	0.00%	0.00%

**PATROL OFFICER NUMBERS INCLUDES THE ADULT CORRECTION FACILITY. Following is a breakdown by Division:**

**Police Services Division:**

Patrol Officers:	#	74	0	65			0	3	0		6					
(Sgts. DS 1, DS2, DSS)	%	19.95%	0.00%	17.52%	0.00%	0.00%	0.00%	0.81%	0.00%	0.00%	1.62%	0.00%	0.00%	0.00%	0.00%	0.00%
Corrections Division:																
Corrections Officers:	#	156	1	108	5		0	4	5		29				1	3
(Sgts. DS 1, DS2, DSS)	%	42.05%	0.27%	29.11%	1.35%	0.00%	0.00%	1.08%	1.35%	0.00%	7.82%	0.00%	0.00%	0.00%	0.27%	0.81%

\*This number includes Law Enforcement officers of the Adult Correction Facility.

**Total Employees:** 371      **Total** 230 **Total** 7

Sworn: Non Sworn:



## STEP 2 (CONT'D.): LANE COUNTY WORKFORCE - SHERIFF'S OFFICE

### Police Grantees Only

Total Sworn 230

MALE										FEMALE						
Job Category		TOTAL	B	W	H	A	NH or OPI	AI or AN	Two or more races	B	W	H	A	NH or OPI	AI or AN	Two or more races
Chiefs, Deputy Chiefs	#	0		0			0							0		
(Sheriff)	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Captains/Inspectors	#	3	1	2												
(Captain)	%	3.00%	0.43%	0.87%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lieutenants	#	3		2									1			
(Lieutenants)	%	1.30%	0.00%	0.87%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.43%	0.00%	0.00%	0.00%
Sergeants, Detectives	#	224	1	167	5		0	7	5		35				1	3
(Sergeants, DS 1/2, DSS)	%	97.39%	0.43%	72.61%	2.17%	0.00%	0.00%	3.04%	2.17%	0.00%	15.22%	0.00%	0.00%	0.00%	0.43%	1.30%
TOTALS	#	230	1	171	5	0	5	2	5		34		1		1	2
	%	100.00%	0.43%	74.35%	2.17%	0.00%	2.17%	0.87%	2.17%	0.00%	14.78%	0.00%	0.43%	0.00%	0.43%	0.87%

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### STEP 3: COMMUNITY LABOR STATISTICS

JOB CATEGORY	TOTAL	MALE							FEMALE						
		B	W	H	A	NH/OPI	AI/AN	Two or more races	B	W	H	A	NH/OPI	AI/AN	Two or more races
Officials/ Administrators	21,457	95 0.4%	12,065 56.2%	215 1.0%	220 1.0%	10 0.0%	60 0.3%	314 1.5%	45 0.2%	7,875 36.7%	195 0.9%	150 0.7%	4 0.0%	75 0.3%	134 0.6%
Professionals	28,798	95 0.3%	12,065 41.9%	95 0.3%	465 1.6%	30 0.1%	80 0.3%	275 1.0%	105 0.4%	14,155 49.2%	450 1.6%	335 1.2%	- 0.0%	175 0.6%	473 1.6%
Technicians	3,667	15 0.4%	1,565 42.7%	8 0.2%	45 1.2%	10 0.3%	10 0.3%	40 1.1%	20 0.5%	1800 49.1%	50 1.4%	40 1.1%	4 0.1%	25 0.7%	35 1.0%
Protective Svcs Sworn	668	14 2.1%	439 65.7%	4 0.6%	15 2.2%	- 0.0%	20 3.0%	8 1.2%	4 0.6%	164 24.6%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%
Protective Svcs Non-Sworn	15	- 0.0%	15 100.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%
Office/Clerical	40,359	145 0.4%	11,525 28.6%	365 0.9%	175 0.4%	25 0.1%	155 0.4%	459 1.1%	140 0.3%	25,140 62.3%	725 1.8%	470 1.2%	30 0.1%	270 0.7%	735 1.8%
Skilled Craft	16,988	80 0.5%	14,470 85.2%	485 2.9%	65 0.4%	45 0.3%	190 1.1%	399 2.3%	4 0.0%	1,135 6.7%	55 0.3%	15 0.1%	- 0.0%	- 0.0%	45 0.3%
Service/ Maintenance	71,574	395 0.6%	43,810 61.2%	3,510 4.9%	845 1.2%	180 0.3%	630 0.9%	819 1.1%	155 0.2%	18,250 25.5%	1,220 1.7%	510 0.7%	60 0.1%	335 0.5%	855 1.2%
TOTALS:	183,526 100%	839 0.5%	95,954 52.3%	4,682 2.6%	1,830 1.0%	300 0.2%	1,145 0.6%	2,314 1.3%	473 0.3%	68,519 37.3%	2,695 1.5%	1,520 0.8%	98 0.1%	880 0.5%	2,277 1.2%

KEY:

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**STEP 4: UTILIZATION ANALYSIS**

EEO-4 JOB CATEGORY		MALE						FEMALE							
		B %	W %	H %	A %	NH/OPI %	AI/AN %	2 or More %	B %	W %	H %	A %	NH/OPI %	AI/AN %	2 or More %
OFFICIALS/ADMINISTRATORS															
Workforce %		0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	8.3%	0.0%	41.7%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS %		0.4%	56.2%	1.0%	1.0%	0.0%	0.3%	1.5%	0.2%	36.7%	0.9%	0.7%	0.0%	0.3%	0.6%
Utilization %		-0.4%	-6.2%	-1.0%	-1.0%	0.0%	-0.3%	6.9%	-0.2%	5.0%	-0.9%	-0.7%	0.0%	-0.3%	-0.6%
PROFESSIONALS															
Workforce %		0.8%	39.6%	1.0%	0.4%	0.0%	0.6%	1.8%	0.6%	48.8%	2.8%	0.6%	0.4%	0.8%	1.6%
CLS %		0.3%	41.9%	0.3%	1.6%	0.1%	0.3%	1.0%	0.4%	49.2%	1.6%	1.2%	0.0%	0.6%	1.6%
Utilization %		0.5%	-2.3%	0.7%	-1.2%	-0.1%	0.3%	0.9%	0.2%	-0.4%	1.3%	-0.6%	0.4%	0.2%	0.0%
TECHNICIANS															
Workforce %		0.0%	60.7%	0.7%	0.7%	0.0%	0.0%	3.6%	0.0%	32.1%	0.7%	0.0%	0.0%	0.7%	0.7%
CLS %		0.4%	42.7%	0.2%	1.2%	0.3%	0.3%	1.1%	0.5%	49.1%	1.4%	1.1%	0.1%	0.7%	1.0%
Utilization %		-0.4%	18.0%	0.5%	-0.5%	-0.3%	-0.3%	2.5%	-0.5%	-16.9%	-0.6%	-1.1%	-0.1%	0.0%	-0.2%
PROTECTIVE SERVICES	OFFICIALS														
	Workforce %	3.0%	78.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	15.2%	0.0%	0.0%	0.0%	0.0%	3.0%
	CLS %	0.0%	55.2%	0.0%	10.3%	0.0%	7.0%	0.0%	0.0%	27.5%	0.0%	0.0%	0.0%	0.0%	0.0%
	Utilization %	3.0%	23.6%	0.0%	-10.3%	0.0%	-7.0%	0.0%	0.0%	-12.3%	0.0%	0.0%	0.0%	0.0%	3.0%
	PATROL OFFICERS														
	Workforce %	0.0%	71.4%	2.6%	0.0%	0.0%	3.0%	2.6%	0.40%	18.6%	0.0%	0.40%	0.00%	0.40%	0.90%
	CLS %	2.6%	67.2%	0.70%	0.0%	0.0%	1.9%	1.5%	0.70%	23.2%	0.0%	0.00%	0.00%	0.00%	0.00%
	Utilization %	-2.6%	4.2%	1.90%	0.0%	0.0%	1.1%	1.1%	-0.30%	-4.6%	0.0%	0.40%	0.00%	0.40%	0.90%
PROTECTIVE SVCS NON-SWORN															
Workforce %		0.0%	71.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	28.6%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS %		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Utilization %		0.0%	-28.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	28.6%	0.0%	0.0%	0.0%	0.0%	0.0%
OFFICE/CLERICAL															
Workforce %		0.3%	9.6%	0.3%	0.0%	0.0%	0.0%	0.6%	0.3%	78.0%	4.6%	1.2%	0.0%	2.5%	2.5%
CLS %		0.4%	28.6%	0.9%	0.4%	0.1%	0.4%	1.1%	0.3%	62.3%	1.8%	1.2%	0.1%	0.7%	1.8%
Utilization %		-0.1%	-19.0%	-0.6%	-0.4%	-0.1%	-0.4%	-0.5%	0.0%	15.7%	2.8%	0.0%	-0.1%	1.8%	0.7%
SKILLED CRAFT															
Workforce %		0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
CLS %		0.5%	85.2%	2.9%	0.4%	0.3%	1.1%	2.3%	0.0%	6.7%	0.3%	0.1%	0.0%	0.0%	0.3%
Utilization %		-0.5%	14.8%	-2.9%	-0.4%	-0.3%	-1.1%	-2.3%	0.0%	-6.7%	-0.3%	-0.1%	0.0%	0.0%	-0.3%
SERVICE MAINTENANCE															
Workforce %		1.0%	68.9%	3.1%	1.0%	0.5%	4.1%	2.6%	0.0%	15.0%	1.6%	0.5%	0.0%	1.0%	0.5%
CLS %		0.6%	61.2%	4.9%	1.2%	0.3%	0.9%	1.1%	0.2%	25.5%	1.7%	0.7%	0.1%	0.5%	1.2%
Utilization %		0.4%	7.7%	-1.8%	-0.2%	0.2%	3.3%	1.4%	-0.2%	-10.5%	-0.2%	-0.2%	-0.1%	0.6%	-0.7%

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## STEP 4b: UTILIZATION NARRATIVE

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### *Introduction/Background:*

The Utilization Analysis compares Lane County's current workforce with the available qualified labor force residing within the boundaries of Lane County, broken down by gender, ethnicity, and the eight EEO-4 job categories. The comparison was made using the standard "80% Rule." This Rule states that if the County's workforce, when broken down by gender, ethnicity, and job category is within 80%, or more, of the available labor force, then the County's workforce is not underutilized for that particular group. Conversely, if the County's workforce is not within 80% of the available labor force, then it is underutilized for that particular group. When this is the case, the County may establish a Placement Goal for the particular underrepresented group.

As indicated on the Utilization Analysis Table, by applying the "80% Rule," the groups currently underutilized by Lane County are those that are shaded. The Utilization Analysis Summary Table on the following page summarizes Lane County's utilization of women and people of color across job categories.

### *Narrative Statement:*

In applying the 80% Rule to the analysis of Lane County's data across gender, ethnicity, and job category, slightly more than one-third of the areas indicate underutilization, to greater or lesser degrees, of the represented groups. Broken down by job category, the most significant areas to be addressed, in order of degree of under-representation, are:

**1) Protective Service Officials** – Asian and American Indian/Alaskan Native men and women of color are under-represented by a total of 17.3%, and non-minority women are under-represented by 12.3% as Officials within Protective Services.

**2) Officials and Administrators** – Men and women of color are under-represented as Officials and Administrators by a total of 5.4%. This is a 3% decrease in under-representation from the 2003 Analysis. It can be noted that with the exception of two groups, the available workforce in each ethnic group is less than one percent in this job category. With regard to non-minority women Administrators and men belonging to the "Two or More Races" group, Lane County exceeds 80% of the available labor pool.

**3) Technicians** – Men and women of color are under-represented by a total of 4%. This is an increase of representation since the 2003 analysis. All groups of minority women except American Indian/Alaskan Native are under-represented by a total of 2.5% as Technicians.

**4) Skilled Craft** – All men of color are under-represented by a total of 7.5% and all groups of women represented in the labor pool (Non-minority, Hispanic, Asian and "Two or More Races" are under-represented by a total of 7.4% in the area of Skilled Craft. The

### ***Utilization Narrative (cont'd.)***

total representation of all groups of women in the area of Skilled Craft has increased since the 2003 Analysis.

**5) Services/Maintenance** – Women of color (African American, Asian, Native Hawaiian/Other Pacific Islander and Two or More) are under-represented by a total of 1.2% and non-minority women are under-represented by a total of 10.5% in the Service/Maintenance field. This is an increase in representation since the 2003 analysis. It is significant to note that while most groups of women are under-represented in this field, men belonging to the groups of African American, Non-Minority, Asian, Native Hawaiian/Other Pacific Islander, American Indian and “Two or More Races” are equitably represented in the Service/Maintenance Category. Only one group of minority men (Hispanic) is under-represented by 1.8%.

**6) Protective Services Non-Sworn** -White Males are under-represented by 28.6%. It is significant to note that no men or women of color are available in the workforce.

**7) Office/Clerical** – Native Hawaiian/Other Pacific Islander women are under-represented by .1%. Men of color (Asian, Hispanic, Native Hawaiian/Other Pacific Islander, Two or More Races) are under-represented by a total of 2%, with non-minority being represented by a large 19%. The relatively significant under-representation of men may be due in part to the high numbers of women in this field and possibly a perceived lack of interest in these positions by some men, particularly non-minority men.

**8) Professionals** –Asian and Native Hawaiian/Other Pacific Islander men are under-represented by a total of 1.3%. Asian women are under-represented by .6%.

**9) Protective Services Patrol Officers** – African American men are under-represented by 2.6% and African American women are under-represented by .3%

While the above analysis examines all areas of under-representation regardless of the percentage, the County meets or exceeds representation of people of color in 57.4% of the total categories (62 out of 108) and non-minority women in 55% of the total categories (5 out of 9). These groups are reflected in Lane County's workforce and exceed representation as follows:

#### **Females:**

- Professionals: African American, Hispanic, Native Hawaiian/Other Pacific Islander, American Indian/Alaskan Native and Asian = 2.1%
- Office/Clerical: American Indian/Alaskan Native, Two or More Races and Hispanic = 5.3%
- Patrol Officers: Asian, Two or More Races and American Indian/Alaskan Native = 1.7%
- Service/Maintenance: American Indian/Alaskan Native = .6%
- Protective Service Officials: Two or More Races = 3%

### ***Utilization Narrative (cont'd.)***

#### **Males:**

- Protective Service Officials: African American = 3%
- Service Maintenance: African American, Native Hawaiian/Other Pacific Islander, Two or More Races and American Indian/Alaskan Native = 5.3%
- Professionals: American Indian/Alaskan Native, Two or More Races, African American and Hispanic = 2.4%
- Technicians: Hispanic and Two or More Races: = 3%
- Patrol Officers: Hispanic, American Indian/Alaskan Native, Two or More Races = 4.1%
- Officials/Administrators: Two or More Races: = 6.9%

### **SHERIFF'S OFFICE**

Analysis of the workforce of the Sheriff's Office in relation to the available and relevant workforce forms the basis for utilization comparison. In applying the 80% Rule to the analysis of the Sheriff's Office data across gender, ethnicity, and job category, we see that there have been increases in the utilization of men and women of color, as well as non-minority women. This is shown as follows:

**Officials and Administrators** – Employees in this group are elected officials who are not included in Lane County's 2005 Analysis.

**Professionals** – Non-minority females make up 73.5% of this category. Men and women of color are represented by a total of 5.9% in this group within the Sheriff's Office.

**Technicians** – Non-minority women are well represented comprising a total of 80% of this category. No women of color are represented in this category except one woman belonging to the Two or More Races group. All groups of men of color are underrepresented in this category.

**Protective Service Officials** – Asian and American Indian/Alaskan Native men and women of color are under-represented by a total of 17.3%, and non-minority women are under-represented by 12.3% as Officials within Protective Services.

**Protective Service Patrol Officers** – One group of men of color (African American) is under-represented by a total of 2.6%. Both of these figures also reflect an increase in the reflect an increase in the representation of men and women of color and non-minority women in Patrol Officer positions, over the data included in the 2003 EEO Plan.

**Protective Service Non Sworn** – All men and women of color are under-represented in this category; however it is important to note that there are no men or women of color in the 2000 Census Community Data Statistics.

***Utilization Narrative (cont'd.)***

**Office/Clerical** – Non-minority females are well represented in this group and make up over 71.6% of this category. Men and women of color make up 8.1% of this group. Non-minority men consist of 20.2% of this group.

**Service/Maintenance** - All groups of women are represented by a total of 43.8%. Men of color are under-represented with a total of 6.2%.

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## STEP 5: LANE COUNTY WORKFORCE DIVERSITY OBJECTIVES

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The Action Items listed in the Diversity Action Plan outline the County's goals to address diversity and employment disparity, as well as customer service. In addition to these, the following goals have been established to specifically address under-representation of people of color and women indicated in the tables on the preceding pages. Goals generally should address all people of color as a group. However, where data indicates a particular group is significantly under-represented, a separate goal may be established for that group.

In analyzing the areas in which people of color and women are under-represented, it is striking to note that they are often inadequately represented among applicant pools. Therefore, an area of primary focus in addressing under-representation in all job categories is recruitment. Broad in scope, recruitment involves everything from outreach to communities of color at the grass roots level, establishing programs with local educational institutions, to widening searches across geographic areas.

Another area of focus for increasing employees of color is to examine ways in which the County can expand programs such as internships, mentoring/apprenticeship, volunteers, and continuing education and training. This might also include increasing the number of entry-level positions.

In addition, wider recruitment and utilization of an existing database for procuring more diverse applicant pool since the County utilizes a relatively large number of these positions. Since a number of extra-help employees become regular employees, this is also seen as a strategy to increase the diversity of the County's workforce.

To address its under-representation of people of color and women within its workforce, Lane County establishes the following goals as priorities:

- 1) **Officials/Administrators:** Due to the under-representation of men and women of color as officials and administrators, a broadened and active search and recruitment of qualified individuals in these groups will be made to fill vacancies as they occur. In addition, the County's continuing education and training programs, and promotional practices will be evaluated. The establishment of a career development program might also serve as a means of providing access to these positions to a broader group of individuals currently within Lane County employ.
- 2) **Technicians:** To address the under-representation of men and women of color in technical positions, increased accessibility to additional training and education will be made available to current employees, and active, targeted recruitment of qualified people of color will be conducted as vacancies occur. Targeted recruitment would include placing ads in trade journals and websites that cater specifically to people of color in the technical field.



### ***Workforce Diversity Objectives (cont'd.)***

- 3) **Service/Maintenance:** To address the significant under-representation of women across most groups in the service/maintenance field, recruitment efforts aimed specifically at women of all races will be made, including non-minority women.
- 4) **Skilled Crafts and Office/Clerical:** Due to the under-representation of men and women of color in the skilled crafts and office/clerical positions, recruitment will be expanded to specifically target these groups of individuals. Current practices regarding mentorship/apprenticeship programs in skilled crafts will also be evaluated.
- 5) **Professionals:** Expanded and targeted recruitment efforts will continue in this area, with emphasis on recruiting Native Hawaiian/Other Pacific Islander and Asian men and women in this category. The County will also continue to evaluate promotional practices and consider mentorship programs, specifically to increase opportunities for advancement leading to these positions.

### **SHERIFF'S OFFICE**

The Lane County Sheriff's Office shares the County's commitment to increasing the diversity of its workforce and to becoming increasingly culturally competent in order to provide the most effective services possible to Lane County community members. This commitment is evidenced in the following goals and actions:

The Sheriff's Office has developed a Diversity Committee (established in 2001) to assist the Office in implementing its diversity goals and to provide recommendations to the Office's management team. The Office recognizes that a greater understanding of cultural perspectives can only improve its service to the community and enrich the quality of the work experience.

The Sheriff's Office will implement the County's Diversity Action Plan. Included in this Plan is the establishment of workforce diversity goals, expanded recruitment efforts, retention efforts, and training in the areas of diversity and cultural competence.

In attempting to garner a larger and more diverse qualified applicant pool, the Sheriff's Office has expanded its recruitment to outlying cities with more diverse populations. This includes cities such as Phoenix and Los Angeles.

The Sheriff's Office has added diversity-specific training into its new employee training program so that all new and current Sheriff's Office employees will receive this training that also incorporates ethics and cultural competency.

### ***Workforce Diversity Objectives (cont'd.)***

The Sheriff's Office has developed special minority community liaisons within its Office specifically to address the concerns or questions of members of communities of color. Deputies within the Office have volunteered to serve in this capacity, which may include bi-lingual individuals.

The Sheriff's Office has developed outreach strategies to communities of color by increasing its visibility. This is done through attending local events sponsored by communities of color. In this past year, the Sheriff's Office has participated in the Latino Festival, the Asian Celebration, as well as other local community events.

### ***Summary of Objectives***

These goals, together with Lane County's comprehensive Diversity Action Plan and the strategies outlined in the following section, form the framework of the County's strategic approach to continuing to diversify its workforce with the ultimate goal of achieving equity across all job categories and all ethnic and other cultural groups; e.g. individuals with disabilities.

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## **STEP 6: WORKFORCE DIVERSITY STRATEGIES TO ACHIEVE OBJECTIVES**

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### ***Introduction:***

Lane County continues its efforts to employ individuals in all protected classes, and those that are not in protected classes; e.g. those of a different socio-economic status or of a different sexual orientation, etc., such that its workforce will be proportionately representative of the community it serves and of the labor pool it draws from. The County has put forth comprehensive, good-faith efforts in reaching a balanced applicant pool through targeted recruitment of people of color, women, individuals with disabilities, and others on a local, regional, and national level.

Lane County encourages its hiring supervisors to consider the direct and indirect benefits that a diverse workforce achieves, such as; the added value of diverse perspectives in addressing procedures and operations in the workplace, increased ability to creatively problem-solve, and increased responsiveness from and improved relations with the community members.

The County strives to achieve its workforce diversity goals through specific strategies developed by its departments. Five of Lane County's departments have established their own diversity committees, and Lane County has also established a countywide diversity team, the "Diversity Action Committee (DAC)" with representatives from each of the thirteen county departments. Lane County also has a team of approximately 10 employee diversity trainers to provide the four-hour diversity training to employees. Additionally, the County's diversity training and sexual harassment training are both now required under the new Diversity Action Plan.

Long-term (full utilization) goals have not been established due to the County's inability to adequately predict or control expansion, contraction, and turnover of its workforce on a long-term basis. However, the County continues to put forth every good-faith effort to address its underutilization of people of color and women across all job categories, and to assess and update its workforce diversity goals on a biennial basis.

## ***STRATEGIES***

Lane County has made progress in increasing representation of people of color, women, and individuals with disabilities over the past ten years. However, while Lane County's data indicates steady progress in advancing Caucasian women into management positions, this has not held true to the same degree for people of color. To continue progress made to date, and to increase representation of all protected groups at the management level, strategies have been developed to address increasing workforce diversity. The strategies below follow suit from the areas indicating under-representation of people of color and women and the goals outlined in the "Utilization

### ***Workforce Diversity Strategies (cont'd.)***

Analysis” and “Workforce Diversity Objectives” sections, and reflect a variety of approaches in addressing workforce diversity. They may be revised and updated as progress in these areas is evaluated.

- 1) To further increase the diversity of applicant pools, strategies to expand recruitment for County positions include:
  - Working in conjunction with local educational institutions and other organizations (such as Lane Community College and the Veteran’s Administration) to develop internship programs that allow for students of color and veterans to gain work skills and experience within the County;
  - Advertising and distributing announcements through targeted professional associations on the Internet;
  - Distributing job announcements to local organizations within communities of color;
  - Encouraging department use of existing database of potential employees in the extra-help job category for non-professional positions;
  - Continuing efforts to create an inclusive and respectful environment for all employees so that people of color and those in other protected classes will *want* to apply for jobs at the County;
  - Posting diversity statement on the Lane County job website in Spanish and English, inviting people from diverse backgrounds to apply for positions;
  - Sharing job openings through the Interagency Diversity and Equity Coalition to attract people of color to the Eugene/Springfield area and to work together to provide opportunities to trailing partners.
- 2) Refine screening, interviewing, and selection procedures, to include:
  - Screening, interviewing, and selecting applicants with a priority of multi-cultural understanding, cross-cultural communication skills, and bi-lingual skills where necessary;
  - Incorporating cultural competency considerations into supplemental questions included with the application, as well as in interview questions;
  - Ensuring that interview panels include a diverse team of individuals;
  - Ensuring a consistent and objective approach in screening and interviewing applicants within the same job category.

### ***Workforce Diversity Strategies (cont'd.)***

- 3) Utilizing the computerized personnel system to provide for better applicant and employee tracking, and analysis of trends and patterns related to personnel actions.
- 4) Continuing to conduct exit interviews to determine if any patterns exist in why employees leave and thereby to assist in retaining people of color and women in management positions.
- 5) Increasing efforts to ensure Lane County work environments are inclusive and respectful to all employees, regardless of difference, in order to address retention of employees from different cultural groups.
- 6) Continuing to expand the County's training program in diversity, sexual harassment, and related topics; such as cross-cultural communication, and ensure that all county employees receive such trainings.
- 7) Providing diversity and harassment training during the orientation of all new county employees.
- 8) Expanding the membership and role of the countywide Diversity Action Committee to include community and human rights committee members, and monitoring of the Diversity Action Plan.
- 9) Tracking the ratings and any outcomes stemming from directors, managers, and supervisors being evaluated on the diversity factor as part of their performance evaluations. (This factor evaluates how managers comply with the County's Diversity Action Plan, and what steps they take to create a workplace environment that is respectful and productive for all employees.)
- 10) Adding a cultural competency rating factor on performance evaluations for all county employees.
- 11) Developing methods for providing promotional growth opportunities that provide the support and assistance necessary to move employees up through promotional tracks, including career development programs.

### **SHERIFF'S OFFICE**

The Lane County Sheriff's Office will:

- 1) Continue to develop and expand its recruitment strategies, striving to invite an increasingly diverse pool of qualified applicants for all of its positions.
- 2) Continue to expand and develop its diversity training to include a wide range of cultural competency skill building exercises.

***Workforce Diversity Strategies (cont'd.)***

- 3) Attend job fairs, particularly seeking out those that attract high numbers of women and people of color.
  - 4) Continue to work closely with the Diversity Coordinator in providing resource information, local contacts in communities of color, and other recruitment assistance.
  - 5) Increase efforts to ensure Sheriff's Office work environments are inclusive and respectful to all employees, regardless of difference, in order to address retention of employees from different cultural groups.
  - 6) Continue to build relationships with diverse communities through outreach at local community events.
  - 7) Advertise position vacancies utilizing as many publications and Internet sites targeting diverse populations to the maximum extent possible.
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**STEP 7:**  
**DISSEMINATION OF THE**  
**EQUAL EMPLOYMENT OPPORTUNITY PLAN**

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Lane County will disseminate its 2005 Equal Employment Opportunity Plan in much the same way that it has disseminated its Diversity Action Plan, ensuring that all county employees and the public will have ready access to it. The Human Resources Manager is responsible for overseeing the dissemination of both the Diversity Action Plan and the Equal Employment Opportunity Plan (EEOP).

Lane County's internal and external dissemination procedure entails the following:

- ◆ Announcement of the EEOP will be placed in the countywide publication, entitled "The FastLane."
- ◆ All new county employees will be informed about the EEOP at the new employee orientation.
- ◆ The entire EEOP will be placed on Lane County's Intranet and Internet websites, as well as on the County's Diversity websites, and on Lane County's Human Rights Advisory Committee website, with links to other websites, as appropriate.
- ◆ Present EEOP to the Board of County Commissioners, Department Directors, the countywide Diversity Action Committee, and the Human Rights Advisory Committee.
- ◆ Make copies of the EEOP available to any employee or community member requesting it.
- ◆ Biennial updates to the EEOP will be disseminated utilizing the steps outlined above.

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# LANE COUNTY'S DIVERSITY ACTION PLAN 2005

Lane County as Service  
Provider

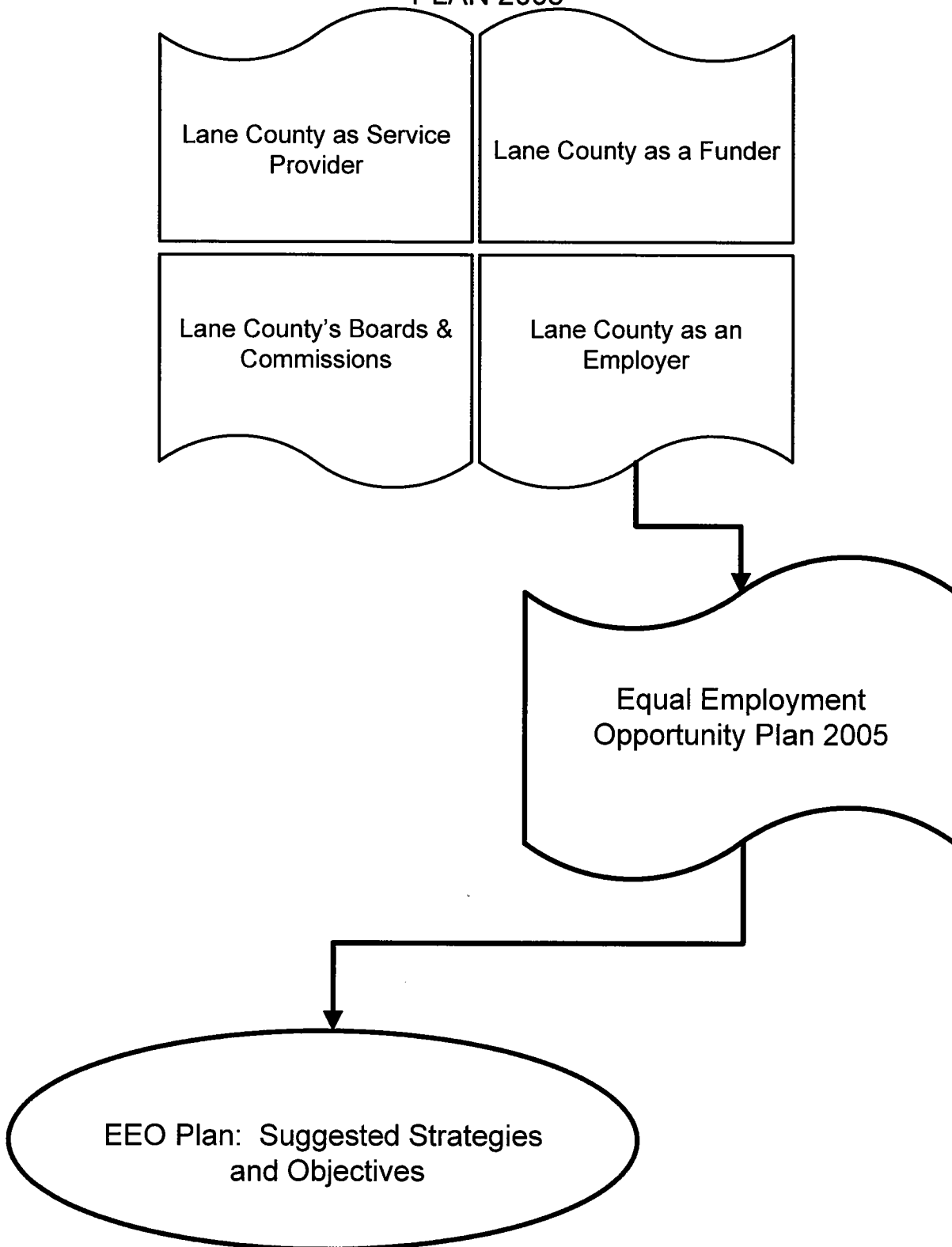
Lane County as a Funder

Lane County's Boards &  
Commissions

Lane County as an  
Employer

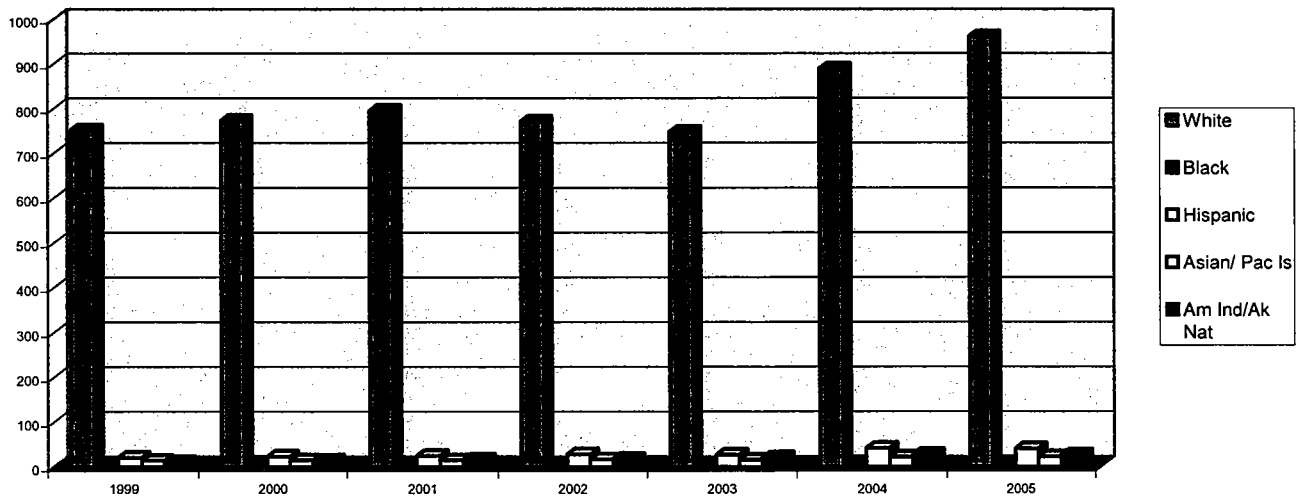
Equal Employment  
Opportunity Plan 2005

EEO Plan: Suggested Strategies  
and Objectives

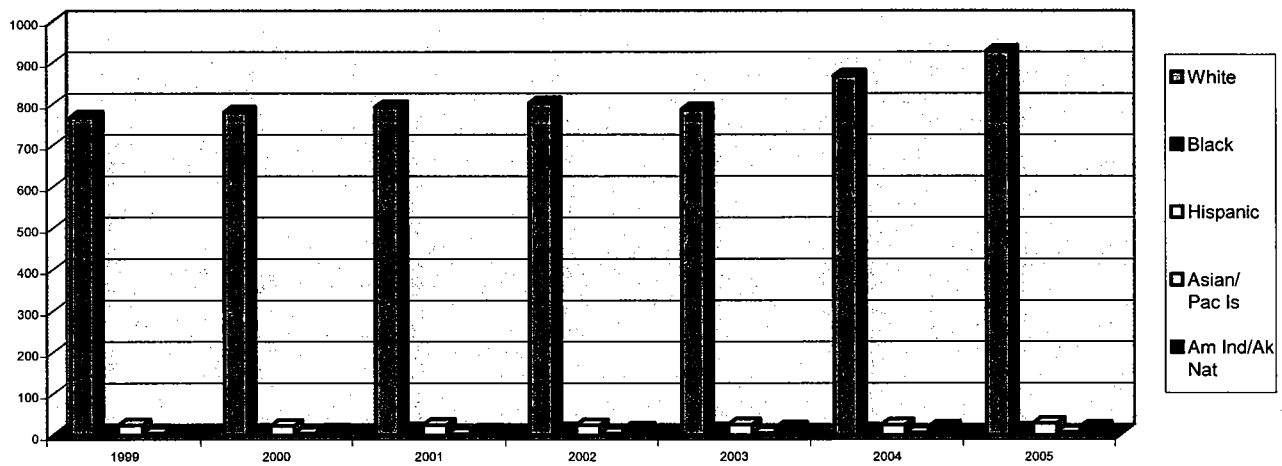




**LANE COUNTY FEMALE WORKFORCE DIVERSITY 1999-2005**



**LANE COUNTY MALE WORKFORCE DIVERSITY 1999-2005**



**LANE COUNTY WORKFORCE DIVERSITY 1999-2005**

