RESOLUTION NO. 033-2000

A RESOLUTION TO ADOPT THE EQUAL EMPLOYMENT OPPORTUNITY PLAN
FOR KITSAP COUNTY

WHEREAS, a need exists to adopt the Equal Employment Opportunity Plan in order to comply with the requirement from the United States Department of Justice Office of Justice Programs Office for Civil Rights for grant recipients of $500,000 or more.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners in regular session assembled that the attached Equal Employment Opportunity Plan be adopted. This plan will be effective for two years following the date of adoption.

ADOPTED this 7th day of February, 2000.

KITSAP COUNTY BOARD OF COMMISSIONERS

/s/Tim Botkin
TIM BOTKIN, Chair

/s/Chris Endresen
CHRIS ENDRESEN, Commissioner

/s/Charlotte Garrido
CHARLOTTE GARRIDO, Commissioner

ATTEST:

/s/Holly Anderson
Holly Anderson
Clerk of the Board
**Appendix S**

**EEOP SHORT FORM**

**STEP 1: INTRODUCTORY INFORMATION**

**Grant Title:** Drug Court Multijurisdictional Implementation Initiative  
**Grant Number:** 98-DC-VX-0093

**Grantee Name:** Kitsap County  
**Award Amount:** $600,000.00

**Address:** 614 Division Street, MS-23  
Port Orchard, WA 98366

**Contact Person:** Susan R. Smith  
Personnel Analyst  
**Telephone #:** (360) 337-7185, extension 3518

**Date and effective duration of EEOP:** February 8, 2000 through February 7, 2002

**Policy Statement:**

Kitsap County is an equal opportunity employer. The County believes the participation of men and women of diverse ages, races, religions, cultures, abilities, etc. will add to personal development and organizational success. By express policy, the County is committed to promoting and protecting the rights and opportunities for equal employment for all and to ensure that no discrimination is committed against any person on the basis of race, color, religion, national origin, age, sex, marital status, veteran status or a disability. This policy extends to all areas of employment including recruitment, selection and placement, compensation, promotion and transfer, disciplinary matters, demotions, layoffs and terminations, testing and training, working conditions, awards and benefits, and all other terms and conditions of employment. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment.

Kitsap County will continue to send recruitment announcements to a wide variety of agencies, organizations, and schools in an effort to provide employment opportunities to potential candidates of all genders, ages, races, religions and cultures. County employees are provided training in ways to work together successfully with a diverse group of customers, coworkers, and supervisors.

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

As appointing authority, I hereby direct that this policy is implemented.

/\s/Tim Botkin  
[signature]  
Chair  
2/7/00  
[title]  
[date]

**OMB Approval no.:** 1121-0140  
Revised: 7/22/98
STEP 2: AGENCY’S WORKFORCE -- In the following Utilization Chart, please fill in the workforce statistics for your agency according to the categories indicated. *(see attached)*

STEP 3: COMMUNITY LABOR STATISTICS (CLS) -- In the following Utilization Chart, please fill in the available workforce statistics for the community according to the categories indicated. *(see attached)*

STEP 4a: UTILIZATION ANALYSIS -- Please subtract the percentages obtained in Step 3 from those obtained in Step 2 and fill in on the following Utilization Chart. *(see attached)*

STEP 4b: NARRATIVE UTILIZATION ANALYSIS -- In the space provided below, please analyze the figures obtained for Step 4a -- the Utilization Chart -- by pointing out specific areas of concern.

A review of the problem areas identified in the Utilization Chart (see Attachment C) indicates a need to establish corrective goals and objectives to address the underutilization of minorities in Kitsap County’s workforce in certain areas compared to their availability in the community. The following shows the categories in which an underutilization occurs which exceeds 5 percent:

**Officials and Administrators:** White females are represented in the community workforce at 39.9%, while in our agency it is only 23.0% demonstrating a 16.9% underutilization.

**Paraprofessionals:** White females are represented in the community workforce at 75.8%, while in our agency it is only 65.2% demonstrating a 10.6% underutilization; and Asian/Pacific Island females are represented in the community workforce at 6.4%, while in our agency there are none, demonstrating a 6.4% underutilization.

**Service Maintenance:** White females are represented in the community workforce at 33.4%, while in our agency it is only 14.3% demonstrating a 19.2% underutilization.

The aforementioned are specific areas in which Kitsap County will review in order to determine factors responsible for the underutilization. Actions will be taken to address and attempts made to rectify this situation. Because the Kitsap County community has easy access to the larger metropolitan areas such as Seattle, and Tacoma, part of the underutilization could be reflective of those members of our community who choose to commute to the larger areas due to higher wages.
STEP 5: OBJECTIVES -- In the space provided below, summarize the objectives your EEOP sets forth to address any underutilization identified in Step 3.

It is the goal of Kitsap County to employ a workforce that is more representative of the community and utilize the skills of those available and qualified for our positions. Because White females appear to be under represented in the Officials and Administrators, Paraprofessionals and Service Maintenance Categories; and Asian/Pacific Island females appear to be under represented in the paraprofessional area of our agency, it is our objective to evaluate our current promotional and recruitment practices over the next two years to ensure an equal opportunity is afforded in the advancement and hiring process.

In addition to evaluating our current employment practices, Kitsap County will attempt to attract qualified White females and Asian/Pacific Island females in those under represented categories through promotional advancement opportunities and recruitment.

STEP 6: STEPS TO ACHIEVE OBJECTIVES -- In the space provided below briefly describe the specific steps you have determined will enable you to meet the objectives presented in Step 5.

Kitsap County will be reviewing and evaluating our current promotional and recruitment practices during the next two years in order to meet the objectives presented in Step 5 above. The following steps will be taken in order to meet those objectives:

-continue to attend job fairs at High Schools, Trade Schools, Colleges and Universities, and ensure the White and Asian Pacific Island Females will be included in the job fairs attended.

-review the current mailing list used for recruitments to determine if there is a need to expand the list to include areas with more White female and Asian/Pacific Island female concentration.

-conduct annual educational sessions with Kitsap County hiring authorities to advise of underutilized groups in their individual areas.

-continue to provide training to current employees including hiring authorities in cultural awareness and diversity.

-offer training to afford employees opportunities to learn and become more qualified for advancement.
STEP 7: DISSEMINATION -- In the space provided below, summarize your plan to disseminate the EEOP.

In order to disseminate the EEO Plan, we will complete these steps:

1. Include the EEO Policy statement in Kitsap County’s personnel policy and procedures manual, and we will distribute a separate copy to all Department Heads and Elected Officials.

2. Include a statement in all publications of the Employee’s Newsletter advising of the availability of the EEO Plan.

3. Write and distribute a memorandum to all employees indicating how a copy of the EEO Plan can be obtained.

4. Post a statement regarding the availability of the EEO Plan on the Bulletin Board in the front lobby of the Personnel and Human Services Department.

5. Periodically meet with and update the Department Heads and Elected Officials on the utilization of minority and females in their areas, identifying any problem areas, and assist with solutions.

6. Add a footnote to Kitsap County’s website that includes a statement advising of the availability of the EEO Plan.

7. Continue to include the statement, “Kitsap County is an Equal Opportunity Employer” on all job applications and postings.