

COUNTY OF VENTURA

Grantee Name: County of Ventura

Address: County Executive Office  
Human Resources Division  
800 S. Victoria, L1970  
Ventura, CA 93009

Contact Person: Yolanda Walker, Telephone: (805) 654-2602  
Program Management Analyst

Date and effective duration of EEOP: July 1, 2008 to June 30, 2010

Policy Statement

It is the policy of the County of Ventura to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, religion, national origin, disability, sex, or age. The County of Ventura will follow this policy in recruitment, hiring and promotion into all classifications; and with respect to matters of compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave, social and recreational programs, and use of County facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment.

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

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

---

Chair, Board of Supervisors

## **NARRATIVE UTILIZATION ANALYSIS**

The following analysis is based on Community Labor Statistics derived from the 2000 census (Attachment 1). The numbers describing the County workforce, including Courts and APCD employees, are based on a “snap-shot” taken on June 30, 2008 (<sup>1</sup> Attachment 2). A review of the Utilization Analysis Table (Attachment 3) indicates underutilization of various groups in the County’s workforce as compared to the availability of those same groups in Ventura County’s general population. For purposes of analysis, underutilization of less than 1% was deemed statistically insignificant and such instances, while recognized, are not addressed in great detail.

**Black/African-American** males are underutilized by less than 1% in the Professionals, Protective Services, and Office/Clerical job categories.

**White males** are underutilized by 15.3 % in the Professionals job category; 9.8% in the Technicians job category; 8.5% in the Protective Services job category; 15.9% in the Office/Clerical job category, and 5.3% in the Skilled Craft job category. Those underutilizations may be brought to within a percent with the additional employment of 502, 148, 87, 267, and 6 individuals of that race and gender in jobs within the respective categories.

**White females** are underutilized by less than 1 percent in the Protective Services job category; 1.1% in the Officials/Administrators job category; 5.7% in the Technicians job category; 7.0 % in the Office/Clerical job category; 2.0% in the Skilled Craft job category; and 9.5% in the Service Maintenance job category. Those underutilizations may be brought to within a percent with the additional employment of 1, 77, 109, 2, and 43 individuals of that race and gender in jobs within the respective categories.

**Hispanic/Latino males** are underutilized by 3.6% in the Officials/Administrators job category; 3.1% in the Office/Clerical job category; and 2.2% in the Service Maintenance job category. Those underutilizations may be brought to within a percent with the additional employment of 7, 38, and 6 individuals of that race and gender in jobs within the respective categories.

---

<sup>1</sup> County Courts and APCD both use the County’s Human Resource payroll system from which all EEO data is downloaded. The data for each entity cannot be separated, and therefore, is reported in an aggregate manner.

**Hispanic/Latino females** are underutilized by less than 1 percent in the Officials/Administrators job category; 2.5% in the Skilled Craft job category; and 5.6% in the Service Maintenance job category. Those underutilizations may be brought to within a percent with an additional 2, and 24 individuals of that race and gender in jobs within the respective categories.

**Asian/Pacific Islander males** are underutilized by less than 1% in the Office/Clerical job category; 1.3% in the Officials/Administrators job category; 1.9% in the Professionals job category; and 5.1% in the Technicians job category. Those underutilizations may be brought to within a percent with an additional 1, 37, and 68 individuals of that race and gender employed in jobs within the respective three latter job categories.

**Asian/Pacific Islander females** are underutilized by less than 1% in the Technicians and Service Maintenance job categories; and underutilized by 1.4% in the Skilled Craft job category.

**Native American or Alaskan Native males** are underutilized by less than 1% in the Officials/Administrators, Professionals, and Office/Clerical job categories; and underutilized by 1.1% in the Protective Services job category. That underutilization may be brought to within a percent with an additional 2 individuals of that race and gender employed in jobs within the respective job category.

**Native American or Alaskan Native females** are underutilized by less than 1 percent in the Professionals, Protective Services, Office/Clerical, and Skilled Craft job categories.

**Quick Overview  
Underutilization**

<b>Job Category</b>	<b>BM</b>	<b>WM</b>	<b>WF</b>	<b>HM</b>	<b>HF</b>	<b>AM</b>	<b>AF</b>	<b>NM</b>	<b>NF</b>
Officials/ Admin			1.1	3.6	*	1.3		*	
Professional	*	15.3				1.9		*	*
Technicians		9.8	5.7			5.1	*		
Protective Svc.	*	8.5						1.1	*
Office/ Clerical	*	15.9	7.0	3.1		*		*	*
Skilled Craft		5.3	2.0		2.5		1.4		*
Service Mtce			9.5	2.2	5.6		*		

\* = underutilization is less than 1%

**OBJECTIVE**

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

**STEPS TO ACHIEVE OBJECTIVES**

The County will continue to take the following steps to facilitate the recruitment and promotional processes and to eliminate potential barriers to employment:

1. The County will review its recruitment, examination, and appointment practices to determine whether they are discriminatory in effect.
  - Review all Department/Agency requests for recruitments to determine if an eligible list exists or if a recruitment should be conducted; the type of recruitment to be conducted, whether Open, Countywide or Department/Agency Promotion; where the recruitment should be advertised if other than the County Web page; review all score-sheets to be used to determine candidate eligibility; and the examination written/oral questions and make-up of Oral Board panel members.
  - Determine if the recruitment should be an Application Evaluation only, if supplemental questions are required, or if a written and/or oral examination is necessary to ensure that the greatest numbers of qualified applicants are sent to hiring Departments/Agencies.
  - On a quarterly basis via the on-line applicant tracking system, Neo-gov, review all Department/Agency reasons for non-selection of candidates that were certified for interviews, to ensure non-selection is for job-related reasons and not discriminatory in nature. Any inappropriate comments will be addressed immediately and appropriate guidance/training will be provided to prevent any future occurrences.
  - The County maintains a Web-based application process that makes it easier for all members of the public and employees to receive notice of vacancies and/or promotional opportunities. For those who may not have easy access to the Web, we have continued much of the print advertising processes and all of the paper application process.
  - The County continues its' outreach through the CaWORKs Job and Career Centers, to maximize our recruitment efforts, and also to offer information to all members of the public about obtaining employment with the County, filing proper applications, taking written/oral exams, etc.
  
2. On a quarterly basis, the County will review all Department/Agency statistics on the number of hires and separations by ethnicity and gender, and all Exit Interview survey comments, to assess employee satisfaction, work climate, and understanding of turnover. Survey forms will be given to exiting employees to be completed externally and returned to a centralized location to minimize discomfort in revealing the true reasons for leaving, which improves reliability of the results. Centralizing the feedback of data will permit improved monitoring and allow actions to be taken to improve the working environment countywide.

3. The County will review all Department/Agency requests for classification studies to determine if current classifications are appropriately classified and reflect the current job specifications, or need re-classification or revision based on a thorough review of the current job duties.
4. All County employees are encouraged to use textbook/tuition reimbursement and department/agency heads are encouraged to, where operationally feasible, be sensitive to needs for variable work schedules to accommodate vocational, certificate and college coursework.
5. All current County managers and supervisors continue to be enrolled in required Discrimination and Sexual Harassment Prevention classes every two years. All newly appointed managers and supervisors are required to attend these two training workshops within six months of assignment. These two training workshops in particular are designed to assist them in eliminating bias in the application, selection, staff development and retention process. The Training Office will monitor that all required classifications attend this mandatory training, as needed.
6. The County continues to notify current and newly appointed employees of the County's complaint resolution procedure which outlines how individuals who believe they have been discriminated against or harassed in any manner may have their complaints investigated.

### **DISSEMINATION OF EEOP**

For **internal dissemination**, a copy of the EEOP will be provided to all agency/department heads and top level managers who make hiring decisions for positions in federally funded programs, and available for review from the Ventura County Human Resources website. For those departments that have federally funded programs, a copy of portions of the EEOP will be posted on appropriate bulletin boards and employees will be advised of the location of those postings.

For **external dissemination**, all job announcements will contain the statement "Equal Opportunity Employer." Also, applicants, vendors, and suppliers associated with federally-funded programs or positions will be notified by mailings from the hiring Department/Agency or the County's General Services Agency's Procurement Department of the County's EEOP and the location of the plan, including availability for review from the Ventura County Human Resources website.