

SUBSTITUTE MOTION NO. 869

A MOTION stating the policy of the King
County Council with regard to affirmative
action in employment.

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BE IT MOVED BY THE COUNCIL OF KING COUNTY, the County
adopt the attached affirmative action Plan in employment prepared
by the County Executive's Affirmative Action Committee as the
policy of King County;

BE IT FURTHER MOVED, the Council requests the County
Executive to continue appropriate steps to immediately implement
the Affirmative Action Plan in all aspects.

PASSED this 24th day of July, 1972.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

TRACY J. OWEN
Chairman

ATTEST:

LEE KRAFT

Administrator-Clerk
King County Council

KING COUNTY

AFFIRMATIVE ACTION PLAN

I. Statement of Philosophy:

King County, as a governmental agency and employer, has a social responsibility to eliminate as well as prevent discrimination in its employment practices. By addressing this responsibility, King County can provide impetus and leadership to the community. Therefore, it is necessary, desirable and timely for King County to institute and implement an Affirmative Action and Corrective Employment Program in addition to the existing Equal Employment Opportunity Policy.

II. Definitions:

A. An underrepresented group is made up of:

1. A minority is defined as a member of one of the following racial and/or ethnic groups: Black, Oriental (Japanese, Chinese, Filipinos, Koreans), American with Spanish sur-names (Puerto Ricans, Mexican-Americans), American Indian, and other non-White groups such as Aleuts, Eskimos, Indonesians, Polynesians and Hawaiians.
2. Women who are underemployed and/or underrepresented in management, supervisory, professional positions and positions not traditionally occupied by women.
3. A disadvantaged person having one or more of the following characteristics:
 - a. Receiving public assistance
 - b. Unemployed
 - c. Under 22 years of age
 - d. Over 45 years of age
 - e. Unable to complete high school and graduate
 - f. Convicted of a criminal offense
 - g. Physically or emotionally handicapped

B. An Equal Employment Opportunity Policy is a stated policy to recruit, hire, train and promote persons in all job classifications, without regard to race, color, religion, national origin, sex or age, except where one of these is a bona fide occupational qualification.

C. An Affirmative Action Plan is a set of specific goals, procedures and timetables for the employment and promotion of persons in underrepresented groups in County employment. Its primary purpose is to facilitate the hiring and promotion of underrepresented groups as defined in A (above)

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II. (Continued)

C. (Continued)

and to seek out and eliminate any inequalities which may exist in employment and employee benefits. It is implemented with the realization that Equal Employment Opportunity is a goal which must be actively pursued in order to be achieved.

- D. A Corrective Employment Program is a program designed to correct a condition of underrepresentation caused by present or past practices that have limited employment opportunities. Where there has been a pattern of exclusion, which may have been both unrecognized and unplanned, of an affected group from a work force, an employer's decision to adopt a neutral position in the future will not eliminate the pattern. Corrective Employment is a set of steps to employ members of the excluded group and equalize employment opportunity by offsetting advantages already enjoyed by others.

III. Elements of An Effective Affirmative Action Program:

A. County Executive and King County Council Role:

1. Executive order and County Council legislative mandate.
2. Strong, emphatic and continuing executive- and administrative-level commitment to equitably hire and promote traditionally neglected or rejected groups of individuals.
3. Clear, specific and continuing policies, orders and directives to all levels within King County and public announcements to all appropriate community residents and social agencies that King County is an affirmative action employer.
4. Executive appointment of an on-going Affirmative Action Committee to establish an Affirmative Action and Corrective Employment Plan for the County and charged with the responsibility to establish, monitor and communicate the progress of such actions.
5. Public meetings held semi-annually to review progress of the Affirmative Action Program.

III. (Continued)

B. Departmental Role:

Each executive department/office within King County shall actively endorse, promote and support the tenets of the Affirmative Action Plan. Efforts will be made to encourage related public agencies to actively endorse, promote and support the tenets of the Affirmative Action Plan.

IV. Elements of the Office of Personnel's Corrective Employment Program:

- A. Annually surveying by department/office the characteristics of employees by level of job category or type of work.
- B. Identify the prevailing percentages of traditionally underrepresented employees.
- C. In conjunction with the Affirmative Action Committee, establish minimum ratio goals per level of job category or type of work for each segment of underrepresented employees.
- D. At the direction of the Affirmative Action Committee, allocate a minimum number or percentage of appropriate vacancies, by category or type of work, to be filled by selective recruiting, examining, and certification of those individuals who are underrepresented. Particular attention will be given those departments/offices most needful of corrective action, and greater discretion would be permissible where department/office ratios meet or exceed the minimum expectations.
- E. Furthermore, the Office of Personnel shall assure, through selective certification, that a minimum of 20% of all Open Competitive positions shall be filled by members of underrepresented groups.

The following exceptions will be recognized:

1. If efforts to selectively recruit, examine and/or certify fail to produce five applicants, the Personnel Manager may select any other method of recruiting, examining and/or certifying so as to successfully produce five applicants for the position.

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IV. (Continued)

4. If the last three persons hired by the department with the vacancy were from underrepresented groups, the Personnel Manager may select any method of recruiting, examining and/or certification deemed appropriate