

ORDINANCE NO. 2554

AN ORDINANCE approving and adopting the King County Affirmative Action Plan, as revised in 1975.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Approval and adoption is hereby made of the King County Affirmative Action Plan, as revised in 1975, attached hereto, and by this reference, made a part hereof.

SECTION 2. The Personnel Manager shall incorporate in the Affirmative Action Plan the following information;

- (a) Identification of job classifications - per organizational unit - where women and minorities are being underutilized;
- (b) Definition of specific 1976 goals and 1976 planned action, per organizational unit, and in general applicable to resolution of identified under-utilization problems;
- (c) Definition of specific actions planned/effected relative to:
 - (1) Reaffirmation of the County's equal employment opportunity policy;
 - (2) Active internal and external dissemination of that policy;
 - (3) Assignment of implementation responsibilities;
 - (4) Identification of problem areas and planned corrective action;
 - (5) Internal auditing and monitoring of affirmative action progress.

(d) A schedule for quarterly review by the Council to review equal employment opportunity progress made during the prior quarter. The quarterly review shall detail the degree to which planned goals and actions have been accomplished.

INTRODUCED AND READ for the first time this 27th day of October, 1975.

PASSED this 8th day of December, 1975.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Bill Pearson
Chairman

ATTEST:

Ronny M. Owens
Clerk of the Council

APPROVED this 18th day of December, 1975.

John J. Bellman
King County Executive

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KING COUNTY

AFFIRMATIVE ACTION PLAN

EXECUTIVE ORDER #2056

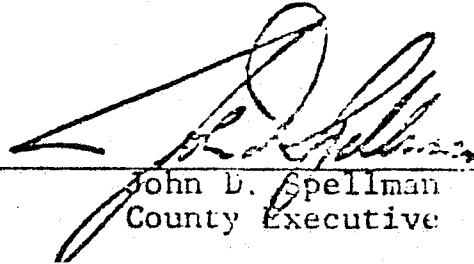
(Revised Affirmative Action Plan)

WHEREAS, King County is committed to a policy and program of affirmative action to ensure equal opportunity for all our citizens, and

WHEREAS, the revised King County Affirmative Action Plan has been approved by the Washington State Human Rights Commission and by the King County Affirmative Action Committee,

NOW, THEREFORE, I, John D. Spellman, do hereby institute the 1975 King County Affirmative Action Plan as revised, attached hereto and by this reference made a part hereof.

DATED this 3rd day of October, 1975.



John D. Spellman
County Executive

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KING COUNTY AFFIRMATIVE ACTION PLAN

POLICY STATEMENT

It is the basic policy of King County to provide equal opportunity to all its employees and applicants for employment, and to assure that there be absolutely no discrimination against any person on grounds of race, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental or physical handicap. This policy extends to all areas of employment and to all relations with employees including recruitment, selection and placement, compensation, promotion and transfer, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment.

The importance of fulfilling this policy is given top priority consideration in the day-to-day operations of King County. All of our employees will be made aware that any violation of this policy shall result in appropriate disciplinary action, including termination, if warranted.

The County Executive has designated the Deputy County Executive to be responsible for the development, coordination and implementation of the overall King County Affirmative Action Program.

Each County department has designated an individual whose responsibility

DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY
AND AFFIRMATIVE ACTION PROGRAM:

As a part of E.E.O. policy dissemination, a two-day training session was held in August, 1974, for all department directors and division managers. The purpose of this session was to provide managers with information regarding King County E.E.O. policies and programs, and to provide managers with a working knowledge of State and Federal laws and regulations related to E.E.O. This training session also served as a forum for the discussion of specific E.E.O. goals and objectives as they related to King County.

The County's E.E.O. policy and Affirmative Action Program will continue to be disseminated to all levels of management. The Equal Employment Opportunity Policy Statement will be posted on County bulletin boards, and will be published in the County's newsletter, the "COUNTDOWN".

Departments will conduct staff, employee and union-representative meetings to explain and discuss the Equal Employment Opportunity policy with all employees. These meetings will begin upon approval of the County's Affirmative Action Program by the Washington State human Rights Commission and formal adoption of the Affirmative Action Plan. E.E.O. information will be part of all new-employee orientation.

An E.E.O. information sheet was distributed to all employees in May, 1974.

The clause, "King County is an Equal Opportunity Employer" will be included in all announcements of current job openings, as well as in any publications regarding recruitment.

RESPONSIBILITIES FOR PROGRAM IMPLEMENTATION:

- A. Departmental - Each King County department will develop procedures for the most effective implementation of departmental affirmative action objectives. Departments shall cooperate with the Division of Personnel in the aggressive recruitment of minorities and women. Specific goals and target dates have been established in accordance with the guidelines contained in Revised Order 4 of the U.S. Department of Labor. Each King County department has designated an individual whose responsibility is to coordinate the development and implementation of departmental affirmative action procedures. This individual's responsibilities will include the preparation of reports as required measuring progress toward departmental affirmative action goals.
- B. Division of Personnel - The Division of Personnel has revised the Administrative Procedures and Rules as of March 13, 1974 to embrace recruiting methods designed to increase the volume of minority and female applications in all job categories. These methods include, but

center; and, e) supplemental recruiting where minorities and women are under-represented on existing employment lists.

The Personnel Division will continually review selection procedures, including all written tests, to insure that these selection procedures are job-related. As of December 1, 1974, personnel analysts have utilized a test-construction method modeled after the U.S. Civil Service Commission Primoff technique of job-element analysis and test development. In cooperation with the University of Washington, test results and applicant populations will be statistically analyzed, as will individual test items.

Where particular selection procedures appear to create artificial employment barriers to minorities and women, the feasibility of alternate procedures will be examined.

All current job specifications will be examined regularly, with particular reference to any educational and experiential pre-requisites and their job-relatedness, with particular attention to those job classifications where minorities and women are under-represented as demonstrated by current statistics.

In September, 1974, the Personnel Division initiated the use of a skill-inventory form for all women and minority employees, in order to identify

In addition to the above, the Personnel Division will assist County departments in the solution of problems relating to the development or implementation of departmental affirmative-action procedures. This assistance may include, but will not be limited to, E.E.O. training programs, outreach recruiting, workshops, or seminars, as needed.

It is a policy of King County to encourage and solicit counsel from any citizen group or individual which would assist the County in its Affirmative Action efforts. It will be the responsibility of the Personnel Division to create and maintain channels of communication open to all segments of the community.

WORK FORCE ANALYSIS:

An analysis of King County's work force has been done according to Federal EEO-4 reporting requirements. This analysis included a breakdown of all job classifications into the following eight categories: 1) Officials Administrators; 2) Professionals; 3) Technicians; 4) Protective Services; 5) Paraprofessionals; 6) Office/Clerical; 7) Skilled Crafts; and, 8) Service Maintenance in addition to an analysis by race, sex and salary level.

In addition to the above, Asian employees will be surveyed to determine representation of specific ethnic groups.

within specific EEO-4 categories, and to predictable turnover within those categories. These goals are not rigid, inflexible quotas, but targets reasonably attainable, and every good faith effort will be made to reach those goals in the time period indicated.

EVALUATION AND MONITORING:

The E.E.O. Officer will be responsible for the development, implementation and maintenance of systems which monitor the effectiveness of King County's Affirmative Action Program, and report thereon to executive management, the Affirmative Action Committee, and others as required.

The filling of all new or vacant positions shall be coordinated through the E.E.O. Officer. Each phase of the selection procedures used will be examined for possible adverse effect on minority or women applicants.

Formal monitoring will be accomplished through the preparation and review of quarterly progress reports. These reports will be produced by the Systems Services Division, and will be similar in format to the Federal EEO-4 report.

Progress will be measured at department and division levels toward affirmative action goals for women and minorities. Quarterly reports will reflect current departmental hiring statistics, and will include regular

Copies of quarterly progress reports will be submitted to the Washington State Human Rights Commission.

Part-time, extra-help, or other temporary positions will be reported annual as per Federal EEO-4 requirements.

Other reporting of this category of positions may be done when warranted by significant seasonal differences in usage, e.g., summer hires in the Departments of Public Works and Community & Environmental Development, or peak periods for the Divisions of Records and Elections, and License and Support Services.

E.E.O. GRIEVANCE PROCEDURE:

A grievance procedure has been developed and implemented for the specific purpose of creating an internal means for investigating and resolving E.E.O. complaints.

PROBLEM AREAS:

The most immediate problem relating to affirmative action plan implementation is a lack of funds. This lack of funds will impact the amount of hiring activity as well as the amount of money available for training programs. In addition, some County departments are being forced to lay off employees.

AFFIRMATIVE ACTION PROGRAM

PERFORMANCE SCHEDULE

<u>Utilization of Policy</u>	<u>Affirmative Action</u>	<u>Target</u>
Policy memo sent to all managers and supervisors describing administration and procedures of Affirmative Action Program.	Policy memo requesting close supervision of Affirmative Action effort by departmental EEO coordinators	10/75
<u>TRAINING</u>	<u>Affirmative Action</u>	<u>Target</u>
a. Training for Managers.	a. Special materials and training seminars.	Begin-8/74
b. Training for departmental EEO coordinators.	b. Special materials and training seminars.	7/75
c. Training for supervisors.	c. Special materials and training seminars.	10/75
d. Training for all employees.	d. Special materials and training seminars.	1/76
<u>B. Utilization Analysis</u>	<u>Affirmative Action</u>	<u>Target</u>
a. Updated analysis of EEO-4 job categories by race, sex, and salary level.	a. Development of on-going record-keeping system as per Federal requirements.	9/30/74
b. Analysis of Asian employee population by specific ethnic group.	b. Development and implementation of data collection procedure.	10/75
c. Skill inventory to determine promotability and transferability of females and minorities.	c. Develop skill inventory form, training materials, analysis forms, methods; conduct training sessions.	Begin-8/20/74
d. Relate skill inventory to departmental turnover rates and predictable expansion.	d. Gather relevant data	10/1/74

Goals and Timetables

Establish reasonable goals for hiring and promotion of females and minorities.

Affirmative Action

Every good faith effort made in achieving goals.

Target

Yearly beginning 12/74

Dissemination of Policy

a. Internal

Affirmative Action

- a.1) EEO information memo distributed 5-17-74.
- 2) EEO policy statement posted on County bulletin boards.
- 3) EEO policy statement published in County newsletter, "Countdown".

Target

10/75

10/75

b. External

- b.1) Distribute policy statement to minority and women's organizations, publicize through minority media, newsletters, etc.

10/75

- 2) Distribute policy statement to all organizations on affirmative action mailing list.

10/75

Administration

Affirmative Action

Target

a. Establish responsibility

- a. Appoint Departmental EEO Coordinators

9/74

b. Define authority

- b. Define working relationships of EEO Officer, Departmental EEO Coordinators, and Affirmative Action Committee

10/75

Personnel Systems

Affirmative Action

Target

Res

a. Recruiting

a. Continued use of affirmative action mailing list for all job announcements; on-site liaison with community agencies; advertisements in community media where appropriate; supplemental recruiting where minorities and women are under-represented on existing employment lists; participation in intergovernmental job information center.

Ongoing

Div
Dep

b. Recruiting

I) Pre-employment

b. Recruiting

I) Review pre-employment inquiry practices to eliminate any discriminatory solicitation of information within Division of Personnel or any County department.

Ongoing

EEC
Dep

II) Application form

II) Submit proposed application form revisions to WSHRC for approval.

12/74

Div

III) Work Force Analysis

III) Update every 90 days.

Ongoing

EEC
Ser

IV) Applicant Flow Data

IV) Maintain Exam history files

Ongoing

EEC

V) Exam Summary Data

V) Maintain log of exam results for all job classifications by race/ethnic group and sex.

Ongoing

Per

VI) Exam development

VI) Utilization of test construction method modeled after U.S. Civil Service Commission Primoff technique of job element analysis and test development.

12/1/74

Per

<u>Affirmative Action</u>	<u>Target</u>	<u>Responsibility</u>
c. Develop training materials and conduct training sessions on legal limitations of pre-employment inquiry and correct interviewing techniques.	1/76	EEO Officer, Departmental EE Coordinators, Personnel Analysts
d. Develop training programs based on skill inventory results.	11/74	EEO Officer, Departmental EE Coordinators
e. Use of regular performance evaluations to identify problem areas and recommend action where needed.	Semi annually April & October	Managers and Supervisors
f. Incorporate specific affirmative action policies and procedures as part of Administrative Rules and Procedures	1/76	EEO Officer, Departmental EE Coordinators, Affirmative Action Committee.
g. EEO information part of all new employee orientation.	1/76	Division of Personnel
h. EEO appeals system formally implemented and announced to all employees.		EEO Officer, Departmental EE Coordinators
i. Review all job descriptions, including qualifications to insure job relatedness.	Ongoing	EEO Officer and Personnel Division
j.I) Prepare and administer guidelines for managers and supervisors on methods and procedures for identifying problem areas.	11/75	EEO Officer, Departmental EE Coordinators
II) Identify problem areas, report problems, seek solutions.	Ongoing	EEO Officer, Departmental EE Coordinators, Personnel Analysts

7. Personnel Systems (cont'd)

k. Affirmative Action
III) Problem Areas

Affirmative Action

Target

III) Begin regular monthly meetings of departmental EEO Coordinators in order to develop result-oriented affirmative action procedures to deal with problem areas identified within particular County departments. 6/75

Review

Affirmative Action

Target

- a. Progress, Difficulties, New Directions
- b. Personnel Actions
- c. Audit

- a. Review progress every 90 days, accomplishments, problems, needs, etc. 1/75
- b. Review of all personnel actions that could have resulted in inadvertent discrimination. Ongoing
- c. Submit quarterly report as requested to Washington State Human Rights Commission. 10/75