

ORDINANCE NO. 6143

AN ORDINANCE approving and adopting the
King County 1982 Affirmative Action Plan.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. The King County 1982 Affirmative Action Plan is
hereby approved and adopted, PROVIDED that:

A. As discussed on page 8 of the Plan, the County's Per-
sonnel Division shall determine the legal feasibility of estab-
lishing, within the administrative Guidelines for the career civil
service, provisions which would not adversely affect the existing
representation of minorities, women, and the handicapped, in
instances of layoffs being implemented within the County's work-
force. By October 1, 1982, the Executive shall notify the Council
in writing of the process, including timelines, by which such
guidelines shall become applicable. Such provisions, if found
to be appropriate, shall be implemented, per K.C.C. 2.98 and
discussed fully in the 1983 Affirmative Action Plan, as to the
Administration's intent and objectives.

B. As proposed on page 21 of the Plan, the Executive Admin-
istration shall work with the County's Civil Service Committee
to attempt to remedy the present and historical underrepresenta-
tion of minorities within the workforce of the Department of
Public Safety. The 1983 Affirmative Action Plan shall include
a discussion of thee specific strategies, with proposed timelines,
leading to the accomplishment of the stated objectives, designed
to address the underrepresentation, as stated in the 1982 Plan.

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1 C. The Executive Administration shall propose in the 1983
 2 Affirmative Action Plan specific strategies to reduce the eighty
 3 percent rate of noncompliance with the employment goals of the
 4 County's Contract Compliance Ordinance by vendors and suppliers
 5 doing business with the County, as cited on page 47 of the Plan.
 6 The remedies shall include other alternative solutions than solely
 7 proposing additional staff and funds for the Affirmative Action
 8 Office. Specifically, the Administration shall examine and make
 9 recommendations regarding changing organizational roles and
 10 staffing assignments, reviewing the functions of the various pro-
 11 grams of the County's affirmative action, to increase departmental
 12 responsibility in the ongoing administration of the various
 13 programs.

14 Preparatory to the submission of the 1983 Affirmative Action
 15 Plan, by March 1, 1983, it is assumed that identified issues shall
 16 be subject to preliminary review as part of the Executive's 1983
 17 budget.

18 SECTION 2. King County departments shall make vigorous
 19 and affirmative efforts to meet the proposed goals. Departments
 20 shall further comply with the rules and policies contained in the
 21 Plan governing affirmative action and equal employment.

22 SECTION 3. The King County 1982 Affirmative Action Plan and
 23 appendices thereto are incorporated as if fully set forth in this
 24 Ordinance by reference herein.

25 INTRODUCED AND READ for the first time this 7th day of
 26 September, 1982.

27 PASSED this 20th day of September, 1982.

28 KING COUNTY COUNCIL
 29 KING COUNTY, WASHINGTON

30 Lois North
 31 Chairman

32 ATTEST:

33 Dorothy M. Quinn
 DEPUTY Clerk of the Council

APPROVED this _____ day of _____, 19____

DEEMED ENACTED WITHOUT
 COUNTY EXECUTIVE'S SIGNATURE
 DATED: 9/30/82
 King County Executive

K I N G C O U N T Y

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A F F I R M A T I V E A C T I O N P L A N

Please direct inquiries to:

King County Department of Executive Administration
Lauraine D. Brekke, County Administrative Officer
Attn: Affirmative Action Office
Richard C. James, Affirmative Action Administrator
401 King County Courthouse
Seattle, Washington 98104

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AFFIRMATIVE ACTION POLICY

A. Authority

King County Policy regarding affirmative action is in accordance with the laws and regulations as set forth in the Equal Employment Act of 1972, Presidential Executive Order #11246 (as amended by Presidential Executive Order #11375) and Chapter 60 of Title 41 CFR, Part 60-2 (revised Order No. 4), Washington Administrative Codes governing employment regulations (Chapter 162-12, -16, -18, -20, -22 and -30), and Revised Code of Washington Chapter 49.60 - Washington State Law Against Discrimination. To implement this policy, King County has prepared an Affirmative Action Plan which is also consistent with provisions of three (3) signed conciliation agreements between King County and the Washington State Human Rights Commission. These cases are outlined in the Appendix of this Plan.

B. Policy Statement

It is the policy of King County to insure that equal opportunity exists in all County employment practices and personnel-related actions. This includes, but is not limited to: recruitment, hiring, training, promotion and transfers within all job classifications and other terms and conditions of employment.

This policy further extends to all individuals, businesses, and agencies contracting or subcontracting with King County. In these instances, King County requires that a written commitment to comply with the Affirmative Action Program of King County and all State and Federal laws concerning Equal Employment Opportunity be submitted.

King County's commitment towards Equal Employment Opportunity will be supported by positive practical efforts to insure equal employment opportunity for racial minorities, women, handicapped and other protected classes.

C. Objectives of King County's Affirmative Action Plan

1. Establish and maintain employment profiles of minorities, women, and the handicapped at least equal to proportionate levels within the King County population.
2. Make continuous effort to eliminate and prevent occurrence of arbitrary discriminatory practice relating to employment or access to promotion within King County government.
3. Ensure equitable training and promotional opportunities to minorities, women, and the handicapped.

DISTRIBUTION OF THE AFFIRMATIVE ACTION PLAN AND POLICY

A. Internal Dissemination

1. King County's Affirmative Action Plan will be disseminated on a departmental basis.
2. The Affirmative Action Policy will be posted on each department's bulletin board. The full text of the Affirmative Action Plan will be available to each employee.
3. King County's affirmative action philosophy, goals and objectives will be an integral part of the new employee orientation.
4. Union representatives will be given the Affirmative Action Plan.

B. External Dissemination

1. Copies of the Affirmative Action Plan will be provided to all federal agencies with which King County has contractual arrangements. In addition, copies will be sent to the Washington State Human Rights Commission.
2. The Affirmative Action Office will inform minority, women, and handicap organizations, community leaders, and colleges of King County's Affirmative Action Policy and encourage their assistance in actively recruiting and referring minorities, women, and the handicapped for all job openings.
3. The Affirmative Action Plan will be provided to the King County library systems.

C. Labor Contracts

King County will endeavor to include in its 1982 collective bargaining agreements provisions that ensure compliance, with applicable federal, state and local laws governing affirmative action and equal employment opportunities.

RESPONSIBILITY FOR IMPLEMENTATION

A. KING COUNTY COUNCIL

The King County Council shall:

- (1) Review the County's Affirmative Action Plan for its effectiveness and status of implementation;
- (2) Allocate adequate resources for implementing the Affirmative Action Plan;
- (3) Review and adopt the County's Affirmative Action goals and objectives on an annual basis.

B. KING COUNTY EXECUTIVE

The King County Executive shall:

- (1) Provide leadership and policy direction to all King County departments to ensure equal employment opportunity throughout County government;
- (2) Recommend to the King County Council resources necessary to effectively administer the County's Affirmative Action Program;
- (3) Oversee and assign responsibility pertaining to Affirmative Action;
- (4) Submit annual affirmative action goals to the King County Council;
- (5) Use achievement of affirmative action goals as a factor in the performance evaluation of Department Directors.

C. COUNTY ADMINISTRATIVE OFFICER

The County Administrative Officer shall:

- (1) Administer the Affirmative Action Program to ensure equal employment opportunities within all job classifications of County departments and divisions;
- (2) Require from County Department Directors and Division Managers complete analysis of their workforce profile to determine areas which fall below desired levels;

- (3) Appoint an Affirmative Action Administrator to assist in administering the Affirmative Action Program;
- (4) Evaluate the Affirmative Action Plan and recommend alternatives to the King County Executive.

D. AFFIRMATIVE ACTION ADMINISTRATOR

Under the direction of the County Administrative Officer, the Affirmative Action Administrator shall provide leadership and guidance to King County departments in implementing the Affirmative Action Program.

Responsibilities include, but are not limited to administering and coordinating the following Affirmative Action Program areas:

(1) Equal Employment Opportunities (E.E.O.) Program

- a. Manage the informational system to ensure that employee recruitment sources, minority group organizations, women's organizations, and the general public are aware of the County's E.E.O. efforts;
- b. Assist in developing and implementing County policy on Equal Employment Opportunity;
- c. Implement legislation which prohibits discrimination, exclusion or denial of benefits to handicapped individuals;
- d. Coordinate efforts to make King County and contract agency programs accessible to the handicapped, and where necessary require structural changes;
- e. Monitor compliance to the Rehabilitation Act of 1973 - Section 503 requirements.

(2) Contract Compliance

- a. Prescribe guidelines for County departments in establishing and implementing equal opportunity in contractual agreements;
- b. Evaluate and monitor contractors who contract with King County to ensure compliance with the Affirmative Action Policy;
- c. Monitor contractor compliance to the Rehabilitation Act of 1973 - Section 504 requirements.

(3) Minority/Women's Business (M/WB)

- a. Develop rules and regulations to implement the M/WB Ordinance;
- b. Recommend minority/women contractors to promote equal opportunity in contracts;
- c. Establish a reporting system to measure success of the M/WB Program on an annual basis;
- d. Recommend annual goals for the utilization of minority and women's businesses;
- e. Report the County's progress in contracting with minority and women's businesses;
- f. Advise minority and women's businesses in the community of the County's bid procedures for procurement of goods, use of consultant services, and procurement of other services.

(4) Fair Housing

- a. Develop rules and regulations for implementing and enforcing the Fair Housing Ordinance;
- b. Establish and maintain a system for complaints review and recordkeeping.

E. AFFIRMATIVE ACTION OFFICER

Under the direction of the Affirmative Action Administrator the Affirmative Action Officer shall:

- (1) Review, evaluate, and provide guidance to all King County departments in their Equal Employment Programs, to ensure conformity with and determine the overall status of the Affirmative Action Program;
- (2) Prescribe guidelines for County departments and divisions in establishing and implementing programs to promote equal employment opportunity;
- (3) Report on the progress of King County's Equal Employment Opportunity Program to the King County Executive, County Administrative Officer, Affirmative Action Advisory Committee, and Department Directors;
- (4) Provide prompt, fair, and impartial consideration of discrimination complaints;

- (5) Inform employee recruitment sources, minority group organizations, women's organizations, and the general public of King County Equal Employment Opportunity efforts;
- (6) Develop and implement outreach recruiting programs;
- (7) Review all personnel requisitions and determine whether a designated position should be selectively certified;
- (8) Assist department directors in setting annual affirmative action goals.

F. AFFIRMATIVE ACTION ADVISORY COMMITTEE

The Affirmative Action Advisory Committee shall:

- (1) Review the Affirmative Action Plan and make recommendations concerning its adoption and subsequent amendment to the King County Executive;
- (2) Draft amendments to the Career Service Administrative Procedures and Rules to reflect the objectives of the equal employment opportunity ordinance, rules, and regulations of King County;
- (3) Review the progress of all King County departments under the terms of the approved Affirmative Action Plan;
- (4) Receive and review all written equal employment opportunity grievances filed with the Committee.

G. DEPARTMENT DIRECTORS

Department Directors shall:

- (1) Develop a departmental Affirmative Action Program and appoint a department coordinator to work with the Affirmative Action Officer in implementing the department's program;
- (2) Ensure that established grievance procedures for resolving employee complaints are communicated to all employees;
- (3) Ensure affirmative action and equal opportunity in all forms of employment;
- (4) Make every reasonable effort to achieve workforce profile goals.

H. PERSONNEL DIVISION

The Personnel Division shall:

- (1) Recommend policy changes to the King County Executive, County Administrative Officer, and the Affirmative Action Advisory Committee on personnel/employment related matters;
- (2) Review the testing, recruitment, and certification process to ensure that artificial barriers are eliminated (especially where it concerns the hiring or promotion of minorities, women, and the handicapped);
- (3) Insure that minorities, women, and the handicapped are included in the employee selection process, (e.g., interview panels);
- (4) Insure that employment registers contain adequate representation of minorities, women, and the handicapped;
- (5) Conduct exit interviews and/or provide questionnaires to identify reasons for termination of employment.

I. PUBLIC SAFETY/CIVIL SERVICE COMMISSION

The Public Safety/Civil Service Commission shall:

- (1) Provide selective certification of minorities, women, and the handicapped, to fill certain positions that are underrepresented;
- (2) Review and correct personnel practices and policies which restrict equal employment opportunities;
- (3) Identify areas where special programs are needed to meet the Department of Public Safety's affirmative action goals.

J. ALL KING COUNTY EMPLOYEES

Every County employee has a responsibility to observe the intent and philosophy of the King County Affirmative Action Program.

KING COUNTY RULES AND POLICIES GOVERNING
AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT

A. Corrective Hiring and Promotion

The Affirmative Action Administrator/designee may require the use of corrective hiring/promotion procedures where there is underrepresentation of minorities, women, and/or the handicapped within a King County department or division. One of the following procedures shall be used:

- (1) Selective Certification: Only the top five (5) qualified candidates of the underrepresented group(s) shall be certified to establish the selection list;
- (2) "5 plus 2" Certification: A minimum of two (2) qualified candidates of the underrepresented group(s) shall be certified and added to the selection list.

In the event that a candidate of the underrepresented group(s) is not selected, the hiring department shall submit a written justification to the Personnel Manager and Affirmative Action Administrator/designee. The written justification must be submitted and approved prior to notifying or hiring the selected candidate.

B. Promotion

The Promotion Policy of King County shall be administered in accordance with good personnel practices. Promotion is a change of an employee to a higher classification with a higher maximum rate of pay. The policy shall be implemented without regard to race, creed, color, sex, age, religion, nationality, handicap, or veteran status.

Where there exists underrepresentation of protected groups in the available pool of inhouse applicants for promotion, the Personnel Division and Affirmative Action Office shall take affirmative steps to supplement the pool with such underrepresented groups. Where needed, the Personnel Division and the Affirmative Action Office shall use the selective certification process to correct existing underrepresentation in promotions.

C. Layoffs

Reduction in workforce shall not serve to adversely affect the existing representation of minorities, women, and the handicapped. It is the intent of King County to negotiate into future labor agreements, the inclusion of this policy.

D. Career Service Rules, Section 3.10 - Equal Employment

The County is an equal opportunity employer and shall carry out federal, state, and local laws and regulations prohibiting discrimination in employment on the basis of race, color, creed, religion, national origin, age, sex, marital status, or the presence of a sensory or physical handicap (not constituting a bona fide occupational qualification). Further, it is the intent of the County to insure that employment is based on the principle of equal opportunity and that such principle shall be implemented in all County personnel-related actions including, but not limited to, recruitment, hiring, testing, training, promotion, compensation, transfer, and all other terms and conditions of employment in all job classifications.

E. Career Service Rules, Section 3.20 - Affirmative Action Plan of Employment

It is the policy of the County that, until the effects of inequality in employment opportunity are eliminated, all County departments shall establish and maintain an effective affirmative action plan of employment, as adopted by the Council by ordinance. Such affirmative action plan shall promote the objectives of public policy set forth in applicable federal and state law, including constitutions, statutes, regulations, and executive orders, relating to nondiscrimination, equal employment opportunity, affirmative action, and civil rights. Specifically, the plan shall promote the objectives of the State Law Against Discrimination, RCW title 49 (applicable parts), and provisions of the Washington Administrative Code adopted thereunder. As part of the County's affirmative plan, the Executive shall submit by March 1 of each year, corrective employment programs pertaining to the appropriate County departments and agencies to be approved by the Council by ordinance; provided that, where applicable, corrective employment programs shall include performance results of the prior year's corrective employment program. The County's affirmative action plan shall also include a listing of all positions currently subsidized directly or indirectly through special programs which aid the handicapped and shall make provision for retaining persons occupying those positions either in their existing positions or comparable positions once the subsidy is withdrawn. Handicapped persons shall occupy, as a goal, two (2) percent of the total County career service positions.

F. Career Service Rules, Section 15.10 - Method of Recruitment

The Personnel Manager is responsible for establishing recruiting procedures and techniques that will, in his/her judgment, result in the most successful recruitment possible within practical limitations of budget, time, etc. The Manager shall consult with operating departments for their opinions and advice. To facilitate King County's Affirmative Action Program, the Manager may, when warranted, as determined through consultation with the Affirmative Action Officer, conduct supplemental recruiting efforts solely with selected community human resource organizations. Recruiting efforts will be conducted whenever the Personnel Manager determines that a need for them exists.

G. Career Service Rules, Section 20.10 - Promotional Examinations

As the needs of the Career Service may require, promotional examinations shall be conducted. All applicants for promotion must be County employees, must possess the qualifications as set forth in the recruiting announcement for the class to which promotion is sought, and must not be in a probationary status at the time of the recruiting effort. Competition may be open to all qualified employees or limited to employees from one or several departments or divisions. If promotional eligibles separate from County employment, their names shall be removed from promotional employment lists. Promotional examinations shall not be used where they will negatively impact the County's Affirmative Action efforts.

H. Career Service Rules, Section 25.10 - Veteran's Preference

Persons qualifying under provisions of R.C.W. Chapter 41.04 shall have an appropriate preference percentage added to their final passing exam score. Duly qualified individuals may continue to receive a preference until they accept a valid offer of a position from any public agency of this state subject to the provisions of that statute.

I. Career Service Rules, Section 25.20 - Supplementing Existing Employment Lists

When, for affirmative action considerations, or for other reasons it is deemed appropriate by the Personnel Manager, an existing employment list may be supplemented with the names of persons who have been recruited and examined at a time subsequent to the establishment of the original employment list. The same qualifications, tests, and standards shall apply as when the list was initially established.

J. Career Service Rules, Section 25.45 - Alternate Employment List

Where no employment list is in existence for a classification or an existing list cannot be used for affirmative action purposes, certification may be made from a list created for another classification of the same or higher rank in the same or in a related series, if the duties of the classification for which the examination was given are, in the Personnel Manager's judgment, sufficiently similar to the duties of the position to be filled; provided that the Personnel Manager finds the use of the list is in the best interest of the Career Service and the necessary skills and knowledge were adequately tested in the examination. A person certified and accepted to a position in a lower classification may elect to have his/her name remain on the list for the classification for which he/she examined.

K. Career Service Rules, Section 30.10 - Certification

The Personnel Division shall certify four more names from an employment list(s) than the number of openings unless the employment list or pool is broadened for affirmative action purposes, or an appointing authority requests fewer names, or because of past experience the rate of failure to appear for interviews has been consistently high. Tied scores will be certified. Recruitment for positions will normally be conducted when the employment list has expired or been abolished, or when there are fewer than five (5) available eligibles remaining. An eligible may not be certified to the same person more than twice unless specifically requested by an appointing authority. The Personnel Manager may select the names to be certified from an employment list(s) based upon affirmative action criteria. Unless an exception is authorized in writing by the Personnel Manager, eligibles shall be certified in alphabetical order without exam scores being provided.

L. King County Charter, Article 5, Section 510

The County shall establish and maintain an effective personnel system for the County which will assure: recruitment, selection, and retention of County employees on the basis of merit; the development of a County career service; promotion on the basis of demonstrated ability; and the compensation and personnel practices which will keep the County system competitive.

RATIONALE FOR GOALS

A. Overall Goals

King County population statistics are used to establish overall workforce profile goals. These goals are:

- (1) Minorities - 12.0%
- (2) Women - 50.7%

Goals for the handicapped are established at 2.0% of the total career service positions, pursuant to King County Code 3.12.180.

The use of population statistics to establish workforce profile goals is consistent with criteria recommended by the U.S. Office of Federal Contract Compliance and the Washington State Human Rights Commission. This approach is furthermore supported by a recent U.S. Supreme Court decision (International Brotherhood of Teamsters vs. United States) which states:

"Absent discrimination, it is expected that workforces will be more or less representative of the population in the community from which employees are hired."

For workforce profile goals within each job category, "labor market availability statistics" may result in more realistic goals. However, reliable labor market data for King County is not readily available.

Until reliable supplementary data for King County becomes available, King County population statistics will be used to establish goals for maintaining a balanced workforce profile in all levels and job classifications.

B. Annual Departmental Goals

The following factors are considered in establishing departmental goals:

- (1) The overall goals;
- (2) Deficiencies identified in the Workforce Profile Analysis;
- (3) Number of vacancies filled;
- (4) Prevailing rate of turnovers, excluding retirement;
- (5) Projected retirements;
- (6) Number of promotable minorities, women, and handicapped persons; and
- (7) Each department's commitment to insure adequate representation in the workforce.

ANNUAL PROGRESS REPORT FOR THE YEAR 1981

A. Overall Assessment

1. King County-wide

King County's total employment level on December 31, 1981 was 3,989. This included a workforce profile of 16.8% (670) minorities and 39.6% (1578) women. Both are an increase over the December 31, 1980 profiles, which were 15.4% (547) minorities and 33.9% (1199) women from a total employment level of 3,529. (See pages 20 through 22).

Within the category of minorities, however, the representation of minority males decreased from 8.4% (298) on December 31, 1980, to 8.0% (320) on December 31, 1981, while the representation of minority females increased from 7.0% (249) to 8.7% (350). (See page A-3).

While the representation of minority females increased from 7.0% (249) on December 31, 1980, to 8.7% (350) on December 31, 1981, white female representation also increased from 26.9% (950) to 30.7% (1228). (See page A-3).

As the bar chart indicates on page 20, King County has consistently increased minority and women representation in the overall workforce since 1976.

The overall workforce profile for the handicapped increased from 1.7% (68) on December 1980 to 2.9% (116) on December 31, 1981.

Minority representation within job categories have, in most part, met the 12.0% "overall" goal. The two areas which fell slightly short were Officials/Administrators (11.8%) and Skilled Craft (10.5%). (See page 22).

Representation of women within job categories did not meet the 50.7% "overall" goal in the following areas:

Officials/Administrators	-	23.6%
Professionals	-	44.7%
Technicians	-	26.3%
Protective Services	-	12.4%
Skilled Craft	-	2.5%
Service Maintenance	-	9.9%

Representation of women in the job categories of Para-Professionals (61.9%) and Office/Clerical (85.1%) have exceeded the 50.7% "overall" goal. (See page 22).

2. Status of Departments - 1981

All departments, with the exception of Public Safety (6.2%), have either met or exceeded the 12.0% goal for minority representation in the workforce. Public Safety has not successfully exceeded a 6.6%

minority workforce profile since 1974. In 1982, the Department commits to take an aggressive role to increase minority and women representation in the Department's workforce (See page 38).

All departments, except for those listed below, have either met or exceeded the 50.7% goal for the representation of women in the workforce:

Executive Administration	-	48.6%
Planning & Community Development	-	34.2%
Public Safety	-	20.6%
Public Works	-	14.5%
Rehabilitative Services	-	34.9%
Stadium Administration	-	16.9%

(See page 21).

3. Trend of Departments - 1980 to 1981

All departments, except for those listed below, have "increased" their minority workforce representation:

Assessments - 1.2% decrease with 12.5% representation

Budgets - 7.0% decrease with 13.8% representation

Executive Administration - 0.4% decrease with 23.3% representation

Public Safety - 0.4% decrease with 6.2% representation

Rehabilitative Services - 0.7% decrease with 17.6% representation

Stadium Administration - 1.6% decrease with 23.7% representation.

All departments, except for those listed below, have "increased" their representation of women in the workforce:

Assessments - 0.9% decrease with 52.7% representation

Budgets - 6.6% decrease with 51.7% representation

Stadium Administration - 0.5% decrease with 16.9% representation

Youth Services - 2.7% decrease with 52.8% representation.

The Program Development Section and CETA Administration were no longer under the Department of Budgets by the end of 1981. This significantly affected the Department's overall profile for minorities and women.

Note that although the above reflects decreases in representation, a majority of these departments still exceed the goals for minorities (12%) and women (50.7%).

The Workforce Evaluation Charts in the Appendix will provide detailed information.

B. Detailed Analysis

1. Total King County Workforce

The total King County workforce increased from 3529 on December 31, 1980, to 3989 on December 31, 1981, resulting in a total workforce increase of 460 employees.

Note: During 1981, the City of Seattle Public Health Department transferred 469 employees to King County's Public Health Department. Absent the City of Seattle's transfer, the County's workforce decreased by 9 employees.

2. Workforce Profile - Minorities

The workforce profile for minorities increased from 15.4% (547) on December 31, 1980, to 16.8% (670) on December 31, 1981, resulting in a total increase of 1.4% (123).

Note: Among the 469 employees transferred from the City of Seattle, 97 were minorities. Therefore, actual "new" minority hires were only 26. This results in a 0.8% workforce profile increase, when only considering actual "new" hires.

3. Workforce Profile - Women

The workforce profile for women increased from 33.9% (1199) on December 31, 1980, to 39.6% (1578) on December 31, 1981, resulting in an increase of 5.6% (379).

Note: Among the 469 employees transferred from the City of Seattle, 352 were women. Therefore, actual "new hires" of women were only 27. This results in a 0.7% workforce profile increase, when only considering actual "new" hires.

4. Workforce Profile - Handicapped

The workforce profile for the handicapped increased from 1.7% (68) on December 31, 1980, to 2.9% (116) on December 31, 1981.

5. Appointed/Exempt Positions

King County has 78 appointed/exempt positions of which 14.1% (11) are occupied by minorities, and 53.8% (42) are occupied by women.

When compared to December 31, 1980, minority representation increased slightly from 13.4% (12) to 14.1% (11), and representation of women decreased from 55.0% (49) to 53.8% (42) by December 31, 1981. Note, however, that numerical counts decreased for both minorities and women.

6. New Hires

A total of 989 full-time King County employees were hired in 1981, compared to 487 in 1980.

The rate of new hires for minorities decreased slightly from 23.2% (113) in 1980, to 22.0% (216) in 1981.

The rate of new hires for women increased from 44.4% (216) in 1980, to 54.0% (539) in 1981.

7. Promotions

A total of 197 full-time King County employees were promoted in 1981, compared to 168 in 1980.

The rate of promotions for minorities decreased from 26.8% (45) in 1980, to 23.9% (38) in 1981.

The rate for promotions for women decreased from 58.9% (99) in 1980, to 46.7% (70) in 1981.

8. Termination

A total of 887 full-time King County employees terminated employment in 1981, compared to 370 in 1980.

The rate for termination by minorities remained about the same for both years, 20.3% (75) in 1980, and 20.0% (178) in 1981.

The rate for termination by women increased from 44.1% (163) in 1980, to 47.0% (420) in 1981.

C. Status of Program Implementation

1. Program Evaluation and Reporting

- a. A comprehensive computerized reporting system was established in 1980 through the Division of Systems Services. Computer printouts are provided to the Affirmative Action Office on a quarterly basis.
- b. Reports regarding personnel transactions by type (i.e., new hires, terminations, promotions, etc.) are monitored, evaluated, and reported on a quarterly basis.
- c. Analysis of each Department's progress toward goal achievement is prepared on an annual basis.
- d. All requisitions for positions are reviewed to insure whether corrective action (selective certification) is necessary in specific job classifications. If so, departments are required to take corrective measures.

2. Statistical Review and Analysis

- a. An on-going record-keeping system for analyzing current staffing compositions is being maintained.

3. Recruitment

- a. On-going working relationships have been established with various community organizations and agencies which provide services to minorities, women, and the handicapped.
- b. The Minority Skills Bank, which is a referral program within the Affirmative Action Office, is being used as a source to fill positions in King County.
- c. A quarterly review regarding recruitment was performed during the first half of 1981 to monitor and evaluate recruitment efforts.
- d. Direct mailing through the resume and skills file and sharing resumes with requesting departments have been implemented.
- e. The Affirmative Action mailing list for agencies assisting in the needs of minorities, women, and the handicapped, is updated regularly.
- f. Tailored recruiting efforts were initiated to develop networks which would reach beyond recruitment of the general minority, women, and handicapped population groups. The need and intent were to reach these groups in specific occupational classifications. The process involves contacting professional associations, unions, and individuals directly. These personalized networks have increased the representation of minorities, women, and the handicapped on the registers as well as increased the hiring of these individuals.

4. Testing and Selection

- a. Screening panels are comprised of individuals differing in sex and race to insure a well represented group.
- b. Examination and testing procedures are continually reviewed to insure non-discrimination.

5. Training

- a. No training was provided during 1981 to King County employees on Affirmative Action and Equal Employment due to budget constraints.

6. Counseling Services

- a. Employment counseling is provided on work opportunities within King County and the application and employment process.

Assistance is also given in the application process by critiquing resumes, applications, and questionnaire responses to assist in presenting qualifications adequately. Counseling is also provided to prepare individuals for the oral board and interview process.

7. Exit Interviews

- a. All terminating employees are given exit interviews and/or questionnaires, to record reasons for their terminating employment. A summary report is prepared quarterly for review by the Affirmative Action Office.

8. Rehabilitation Act of 1973 - Section 503 (Employment)

- a. Efforts are maintained to emphasize testing and job station modifications, and special equipment to accommodate needs of handicapped employees.

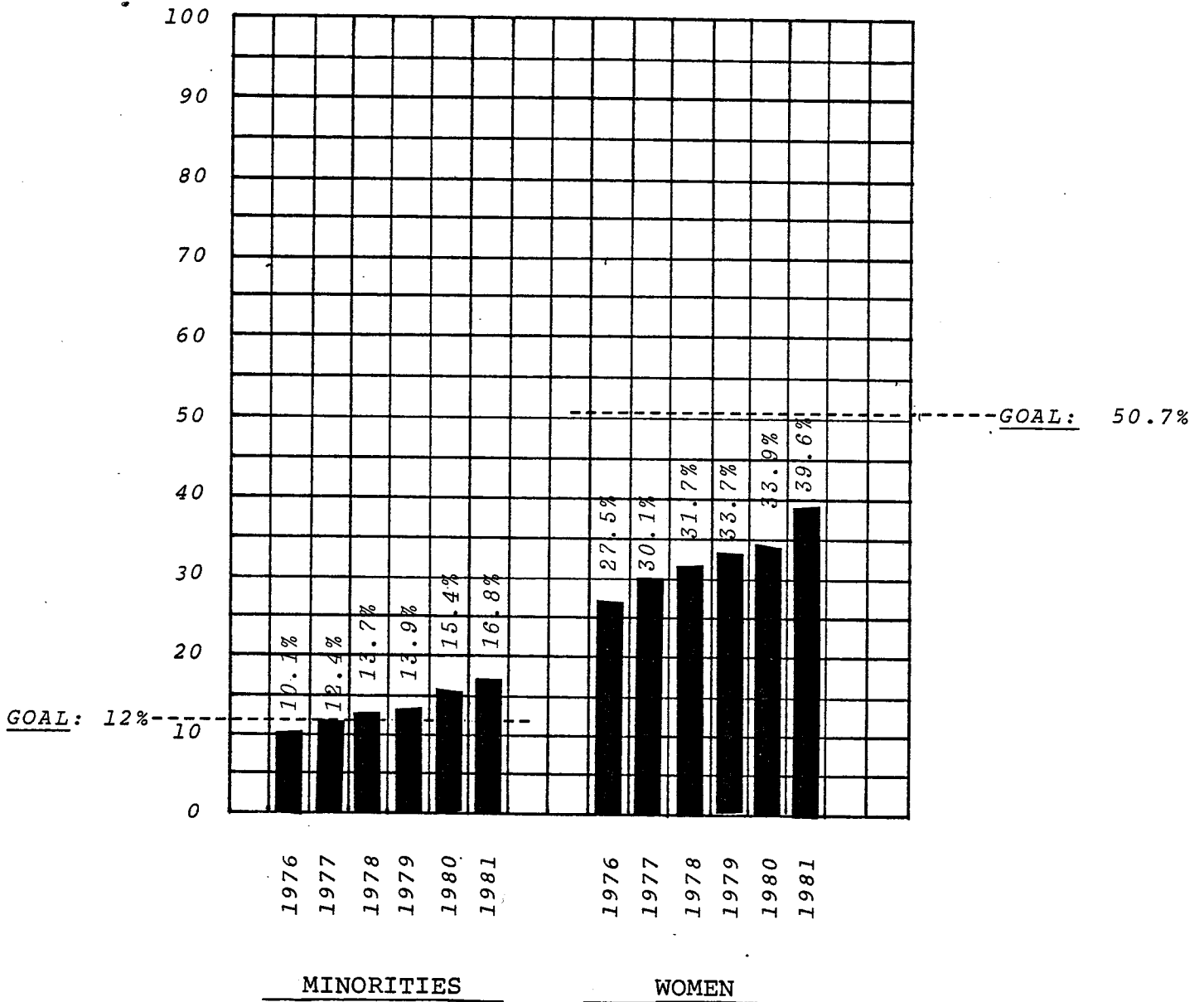
9. Rehabilitation Act of 1973 - Section 504 (Physical Artificial Barriers)

- a. Efforts are maintained to reduce physical structural barriers to ensure that King County is accessible to the handicapped.

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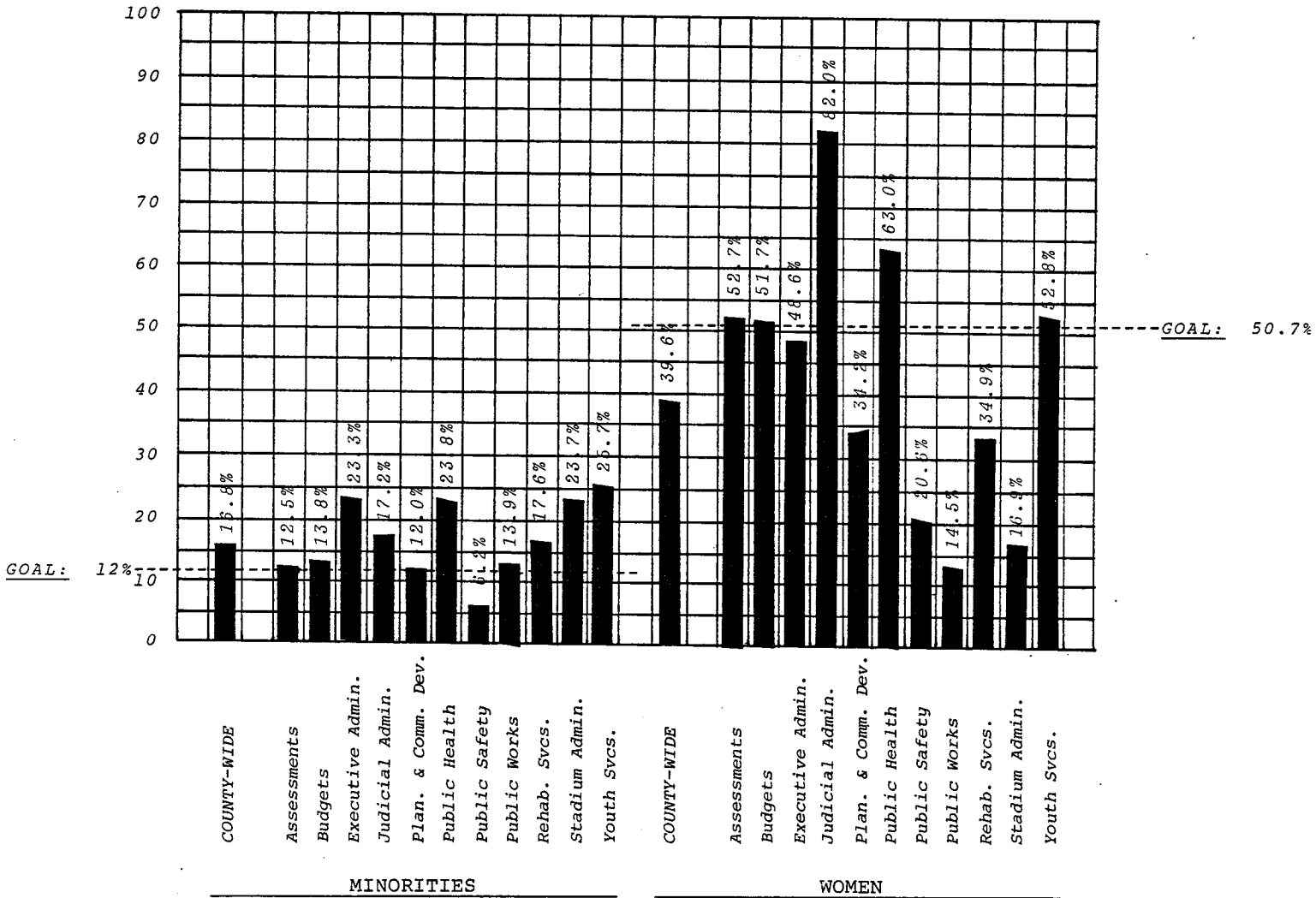
TREND ANALYSIS FOR KING COUNTY

Workforce Profile For The Years 1976 - 1981



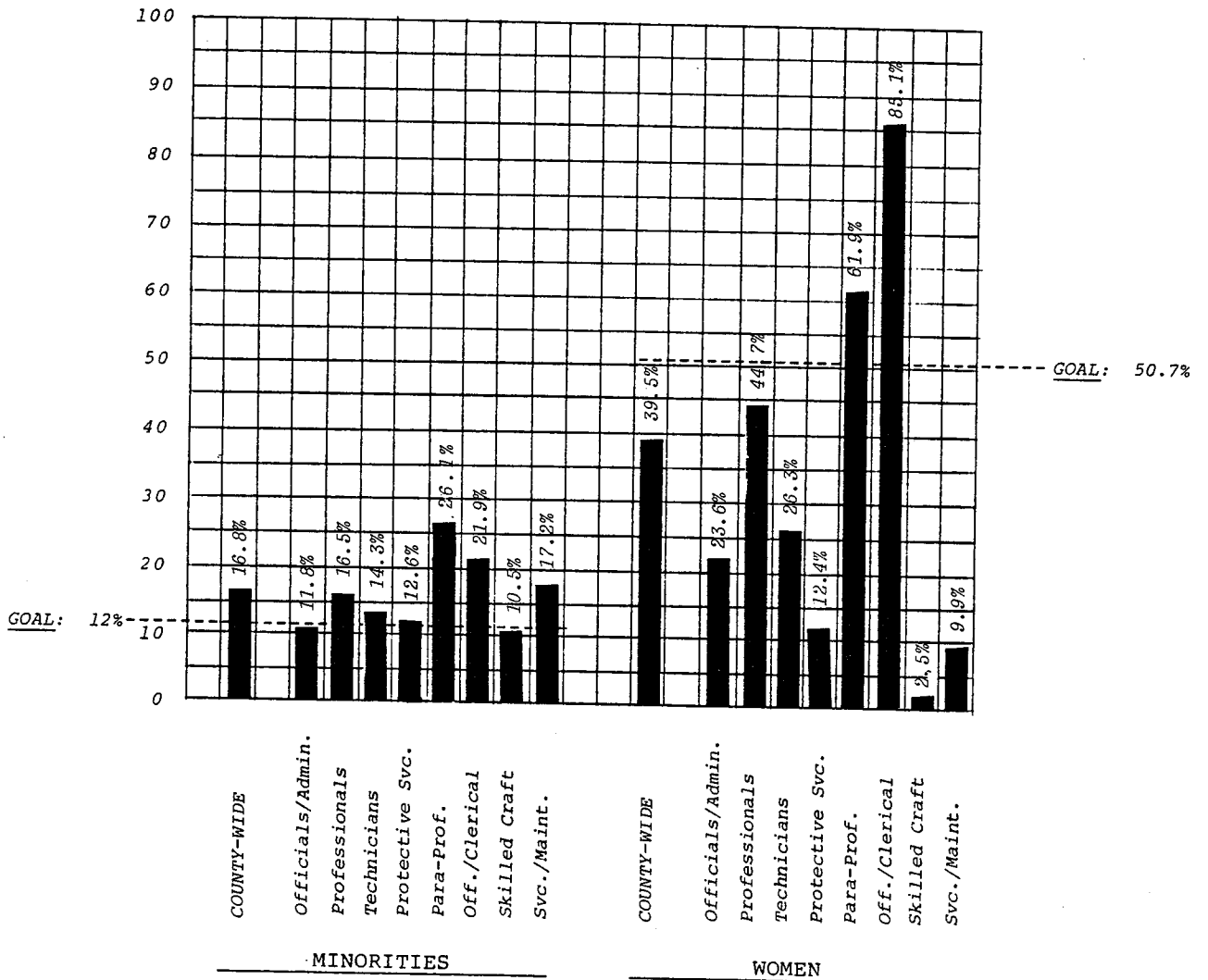
KING COUNTY

Workforce Profile Analysis by Department - 1981

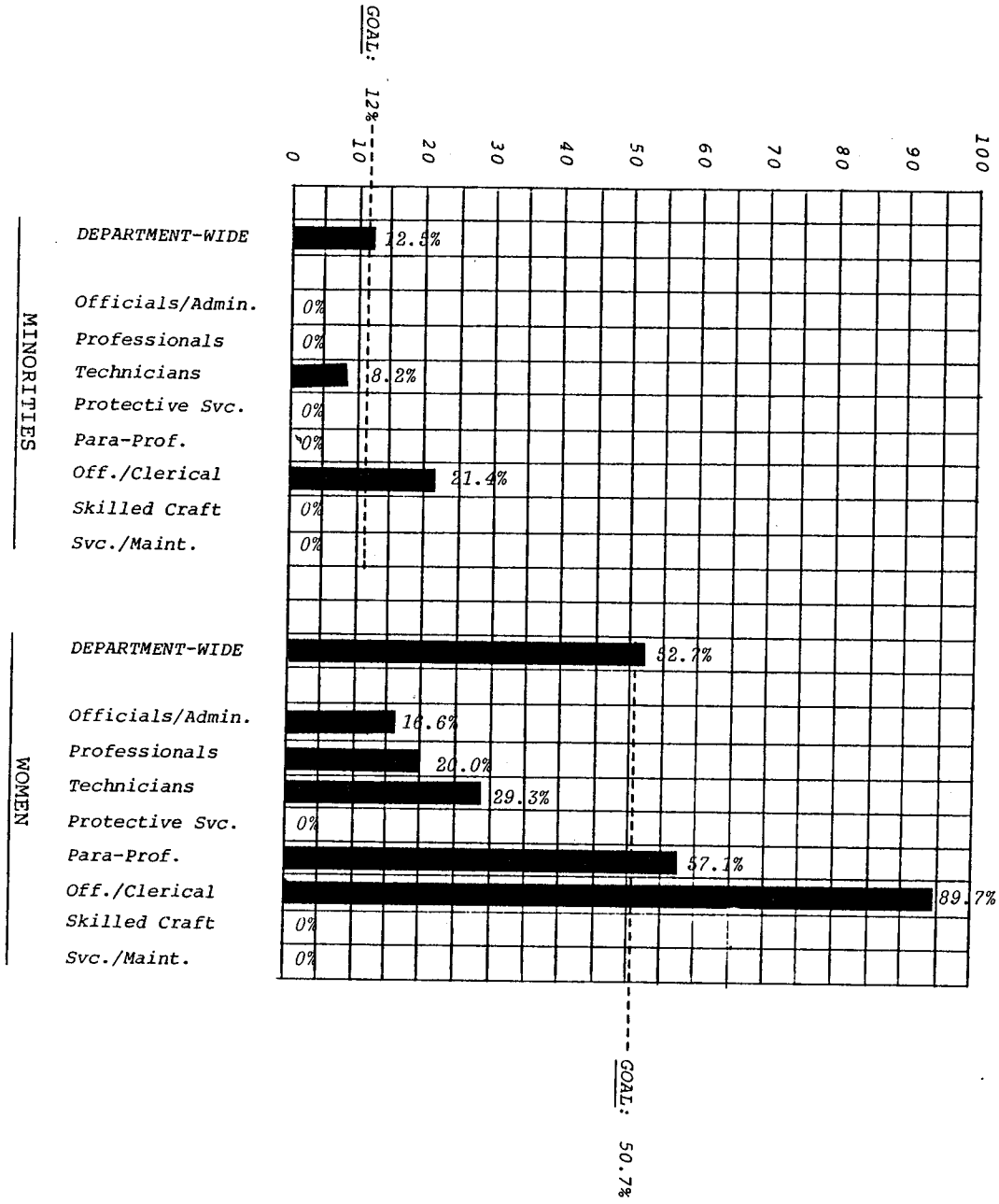


KING COUNTY

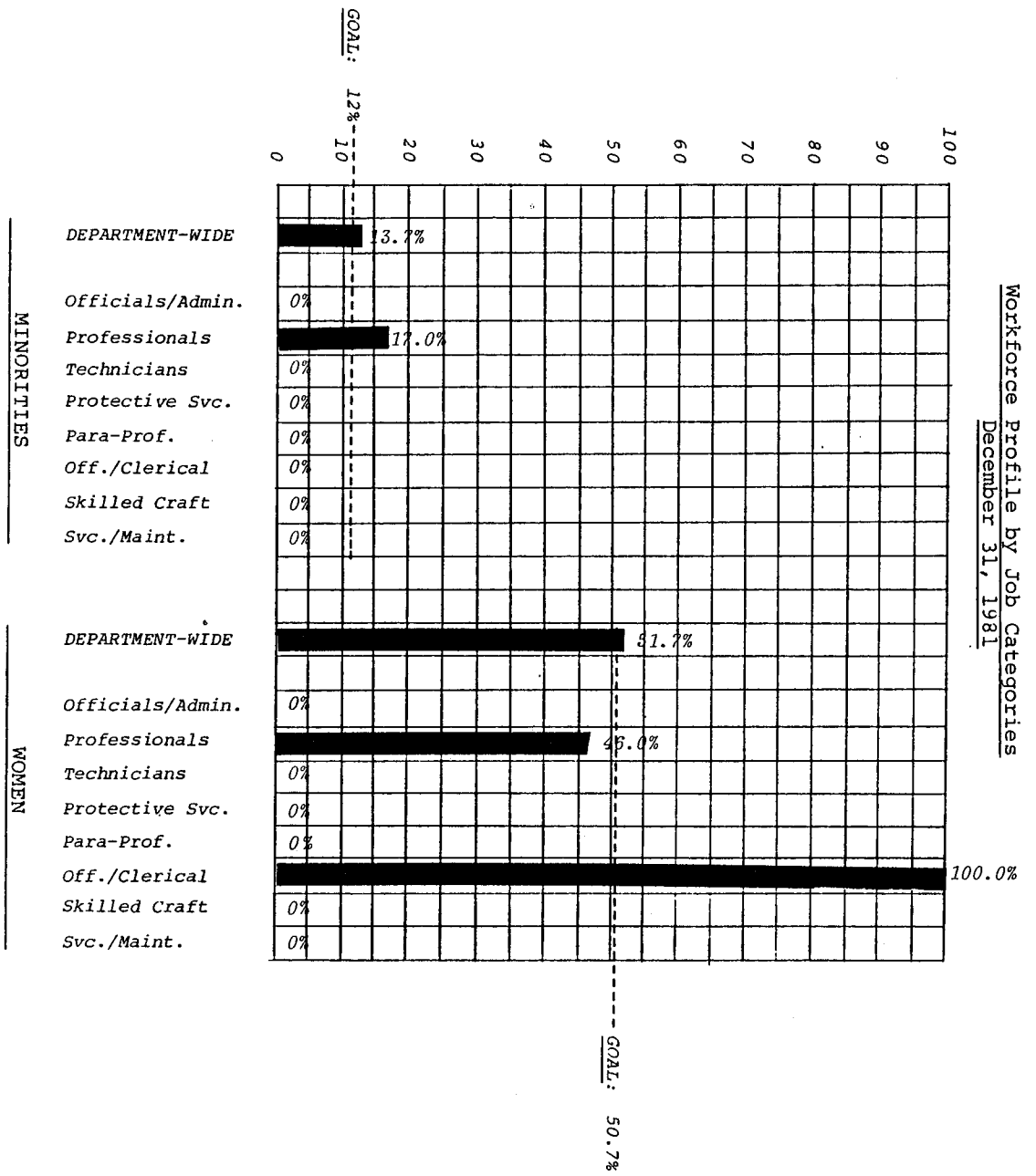
Workforce Profile by Job Categories
December 31, 1981



DEPARTMENT OF ASSESSMENTS
Workforce Profile by Job Categories
December 31, 1981

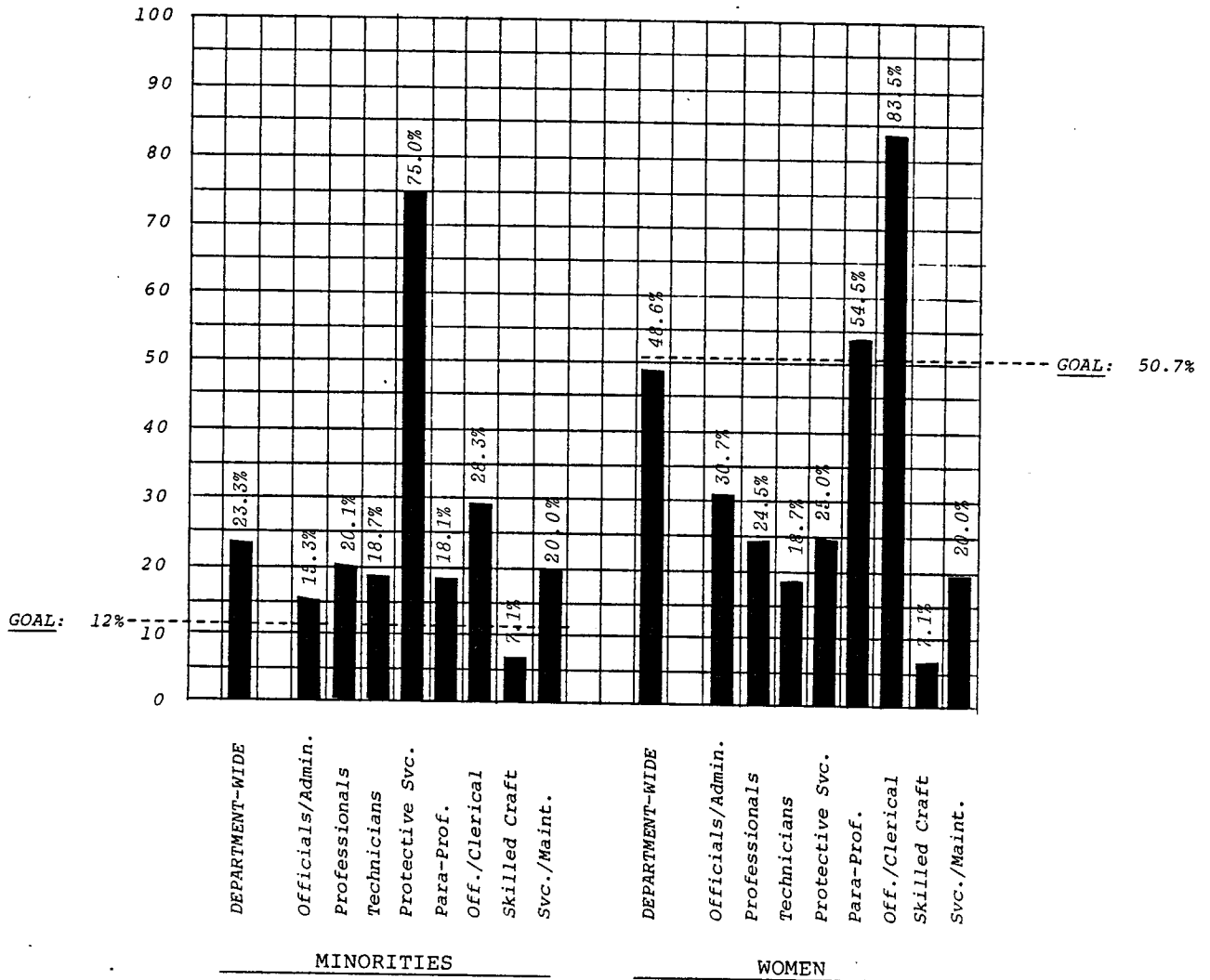


DEPARTMENT OF BUDGETS
Workforce Profile by Job Categories
December 31, 1981

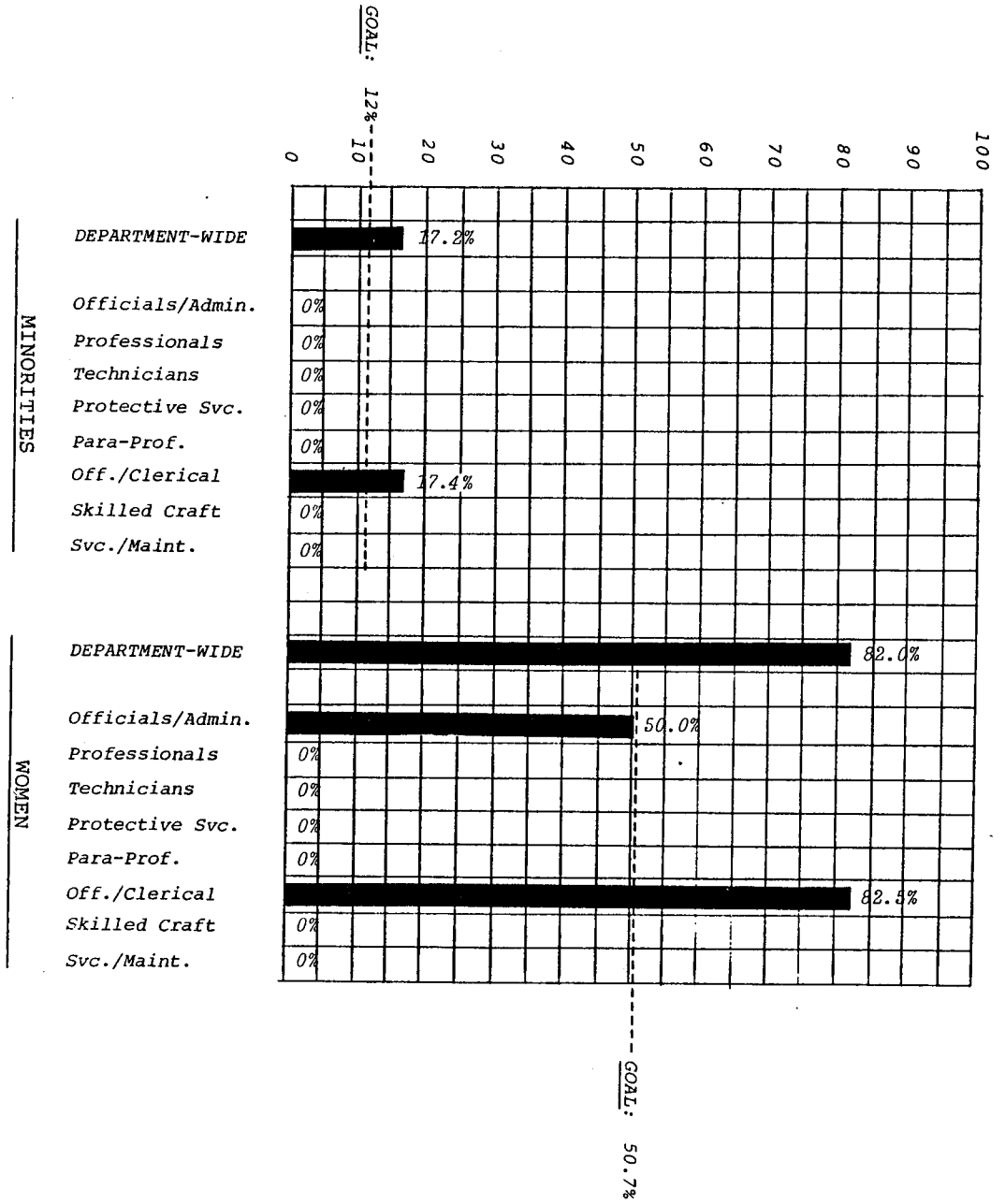


DEPARTMENT OF EXECUTIVE ADMINISTRATION

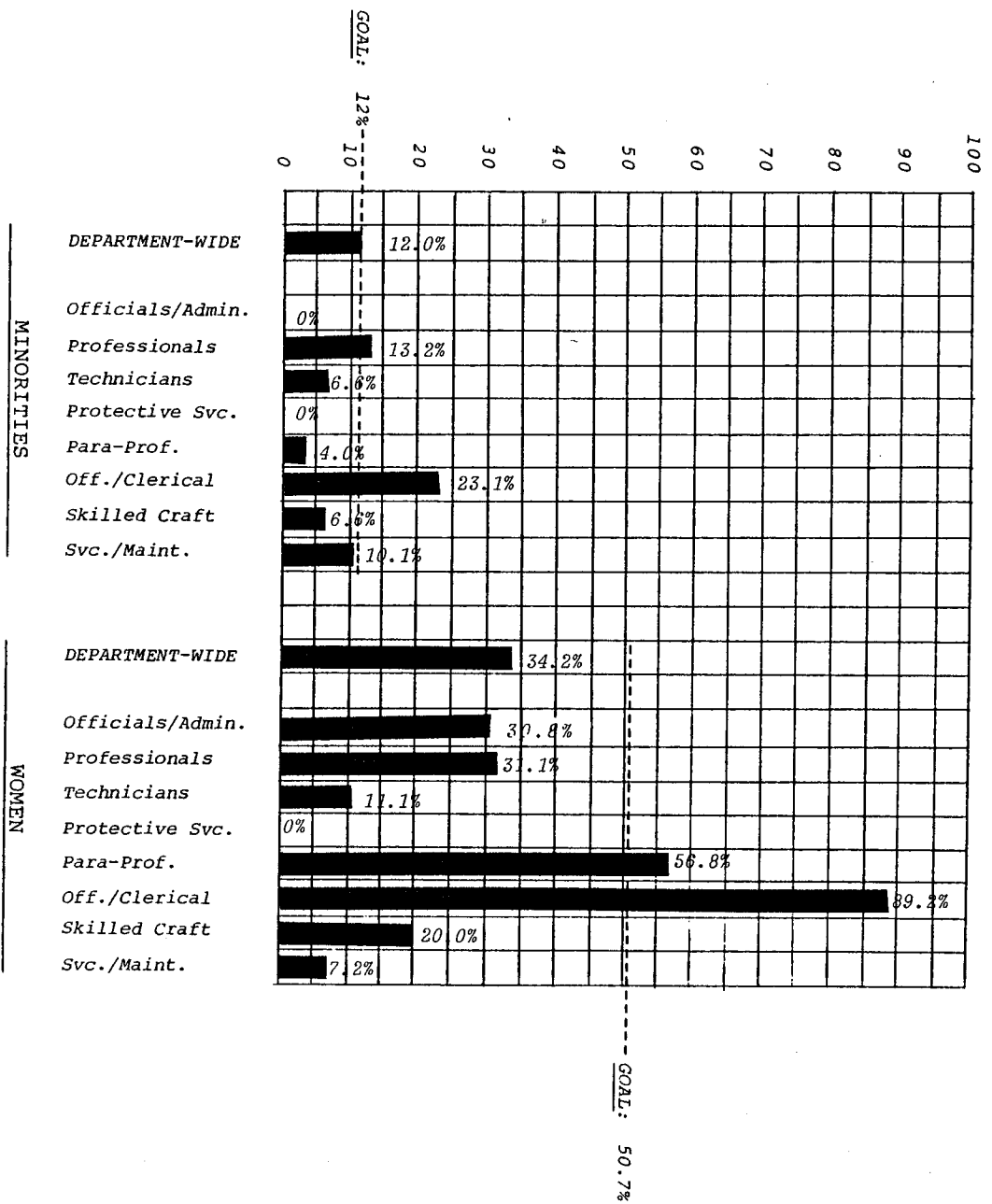
Workforce Profile by Job Categories
December 31, 1981



DEPARTMENT OF JUDICIAL ADMINISTRATION
 Workforce Profile by Job Categories
 December 31, 1981

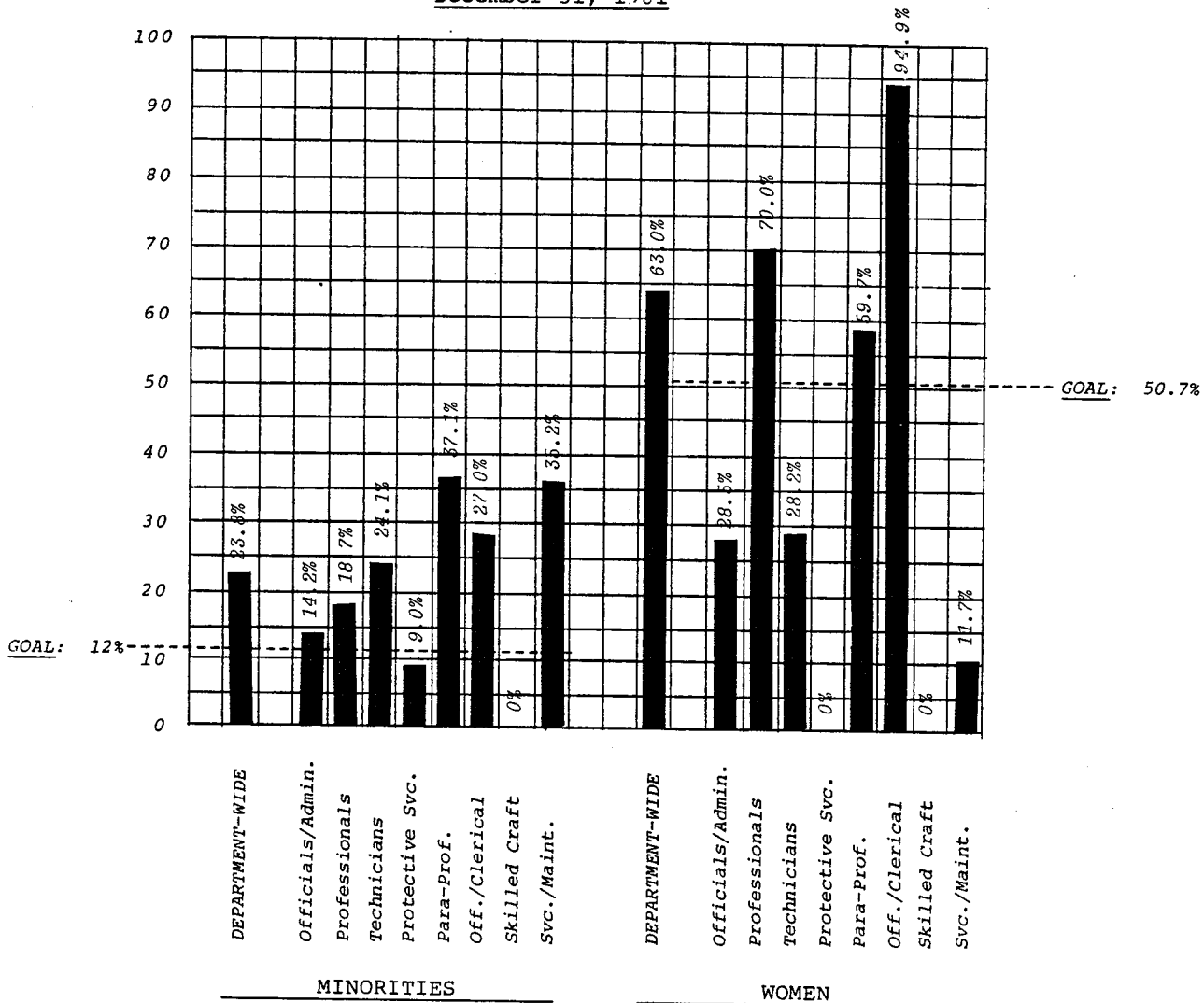


DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
 Workforce Profile by Job Categories
 December 31, 1981

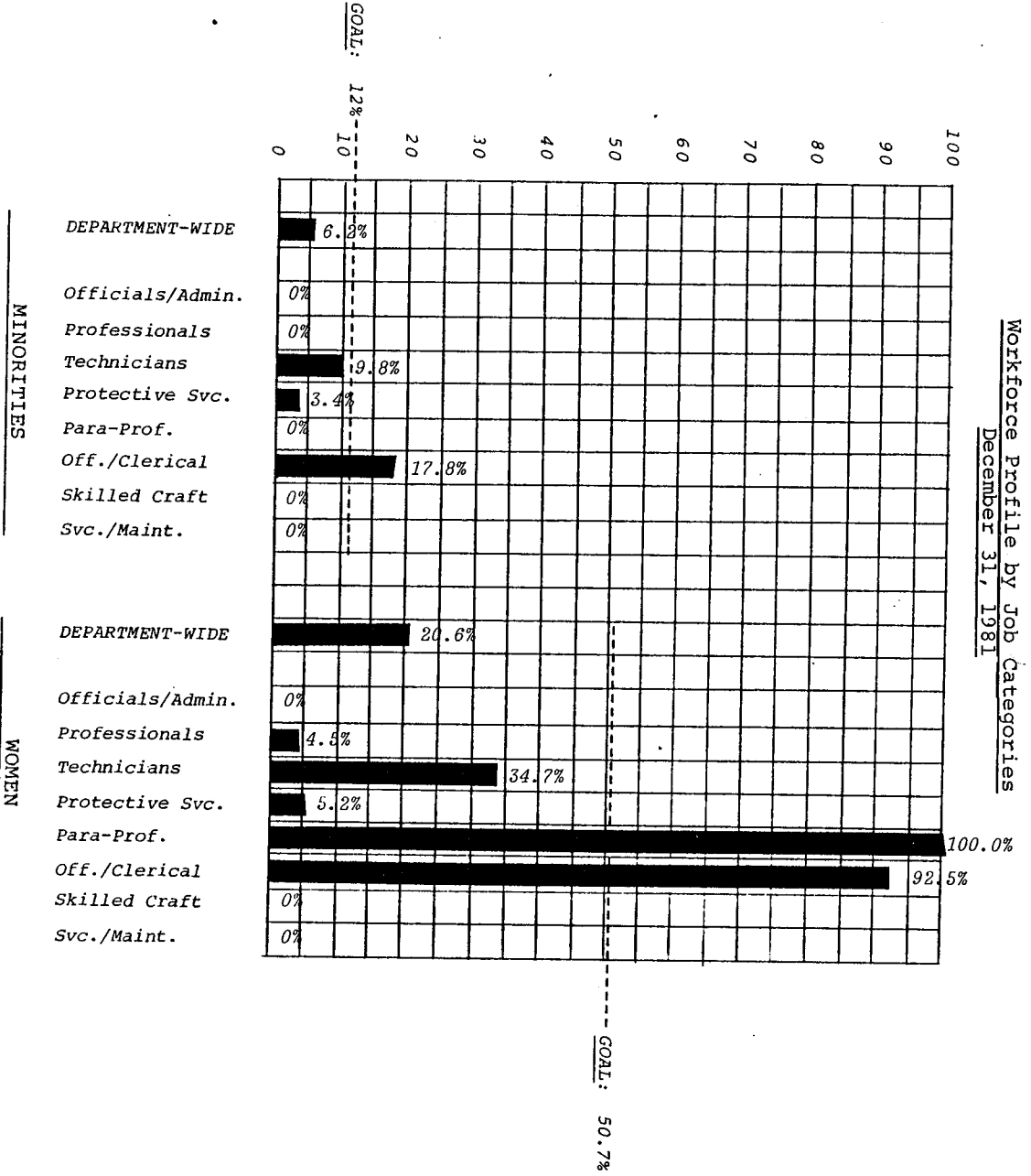


DEPARTMENT OF PUBLIC HEALTH

Workforce Profile by Job Categories
December 31, 1981

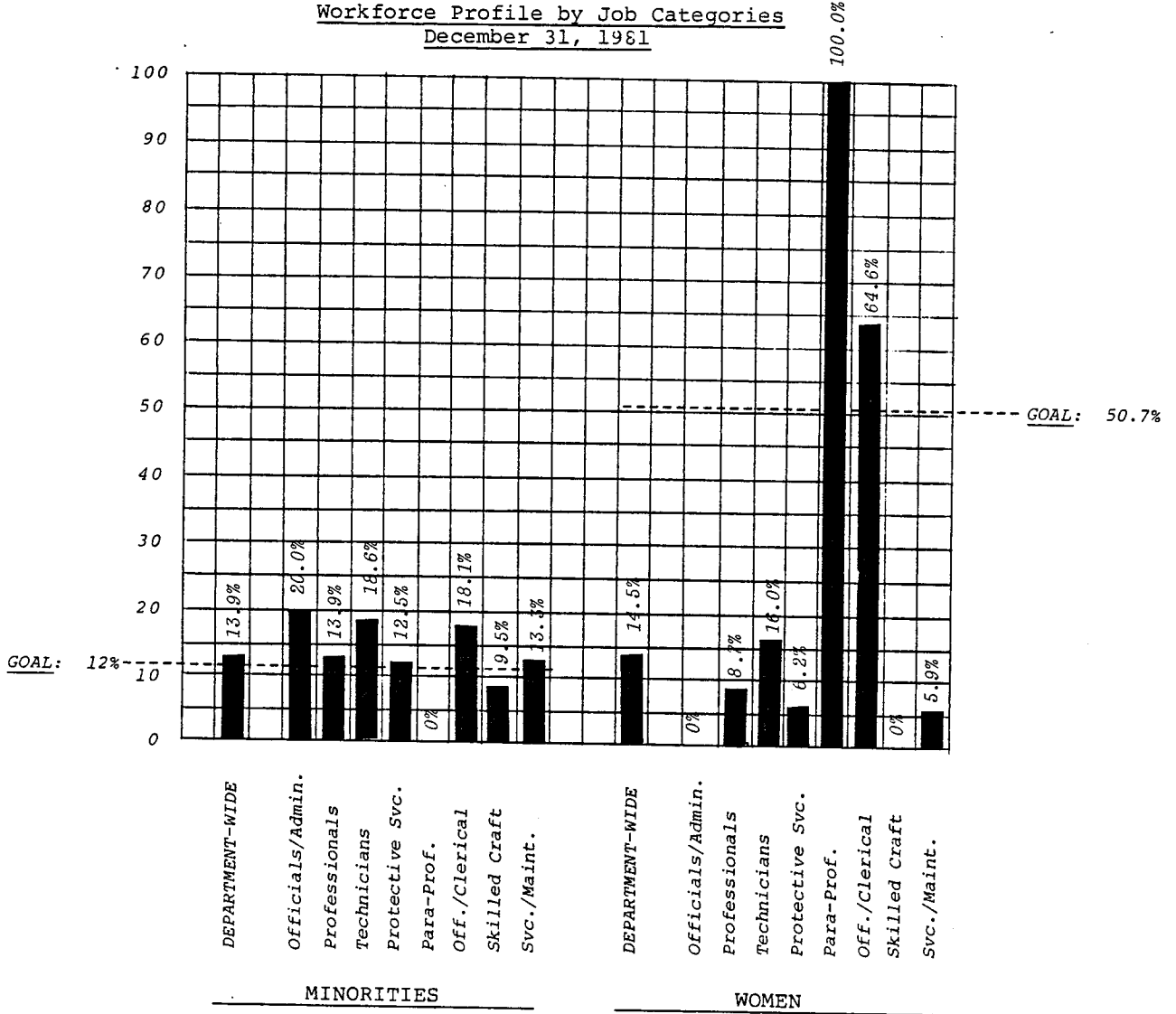


Workforce Profile by Job Categories
December 31, 1981



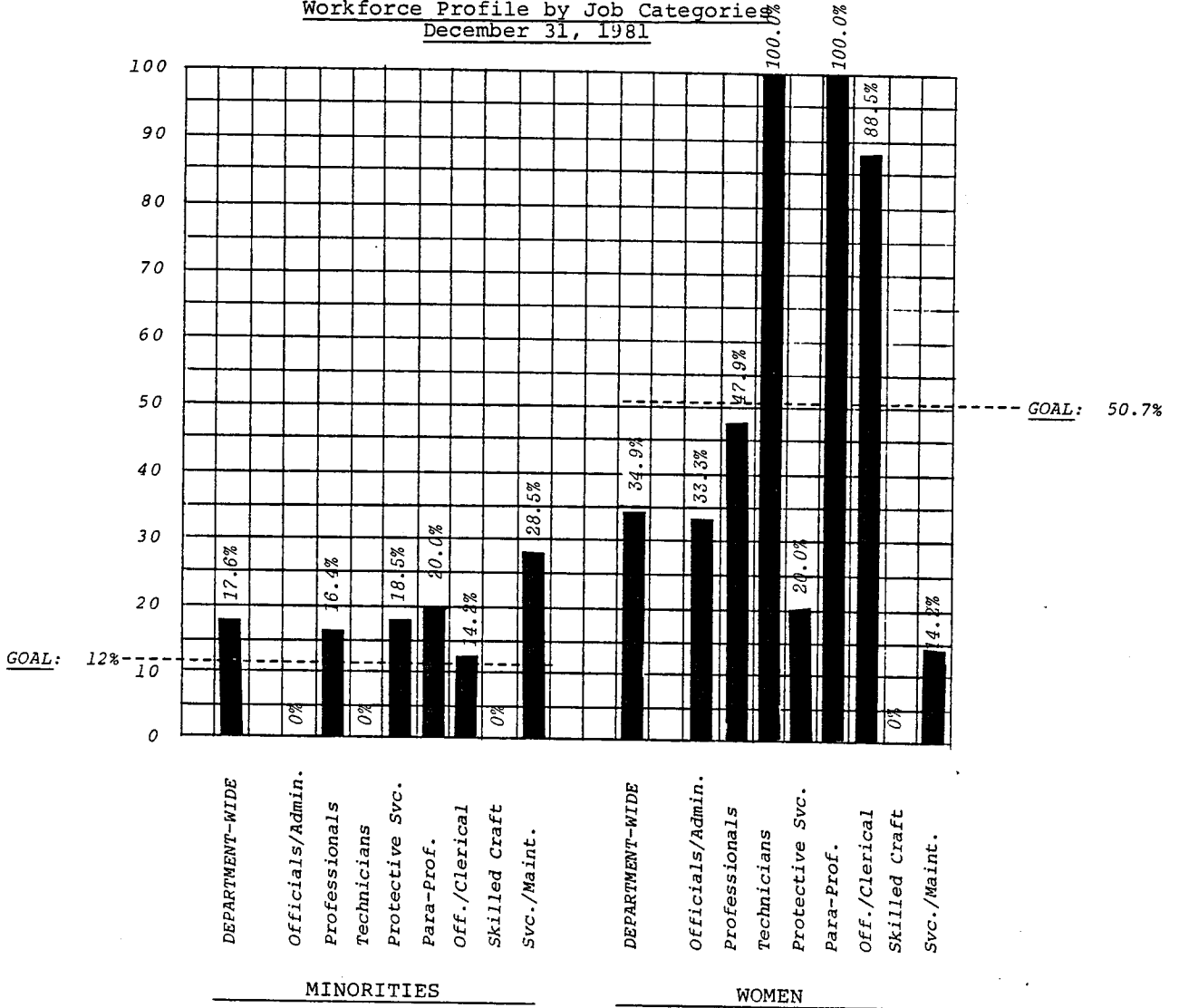
DEPARTMENT OF PUBLIC WORKS

Workforce Profile by Job Categories
December 31, 1981

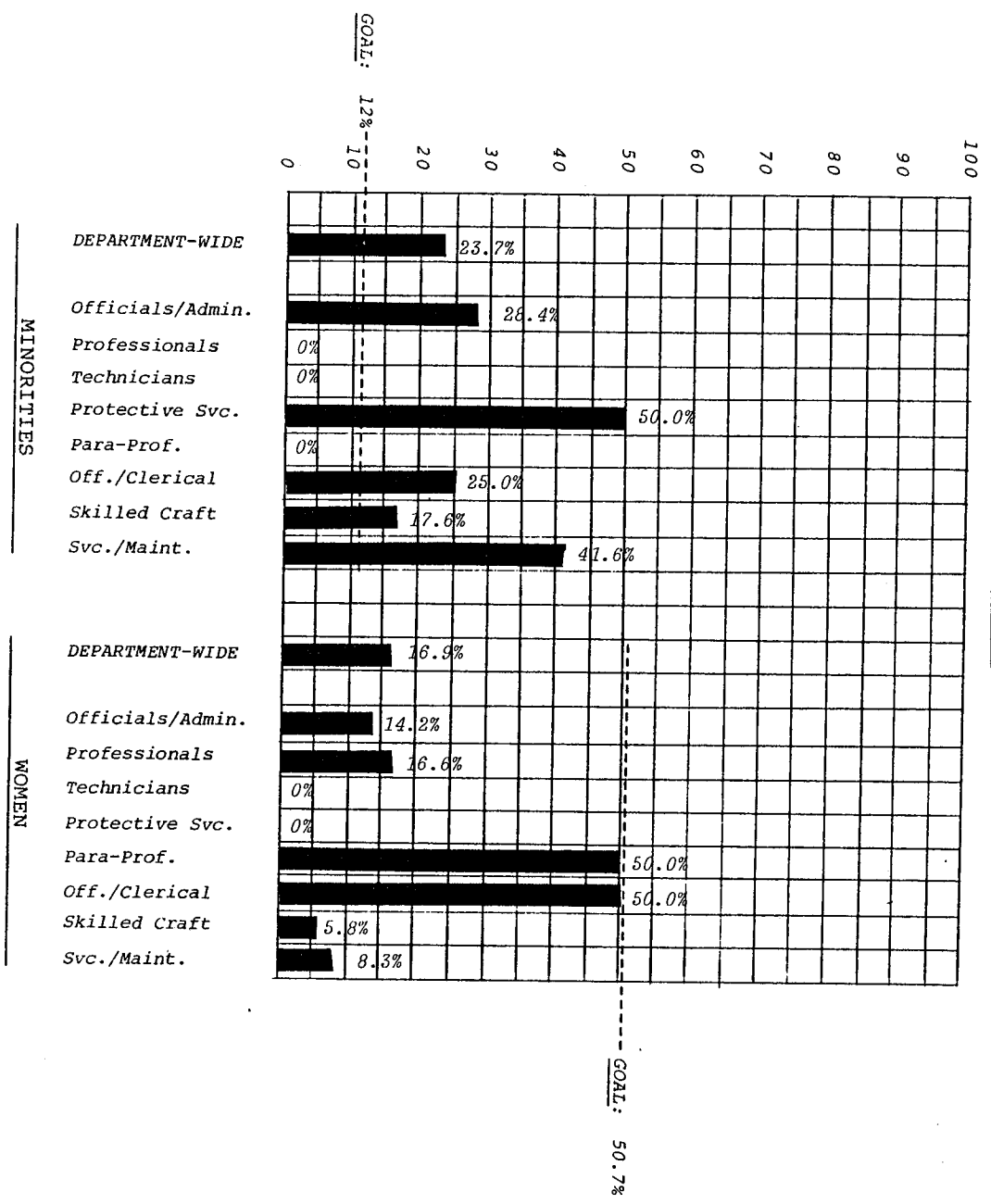


DEPARTMENT OF REHABILITATIVE SERVICES

Workforce Profile by Job Categories
December 31, 1981

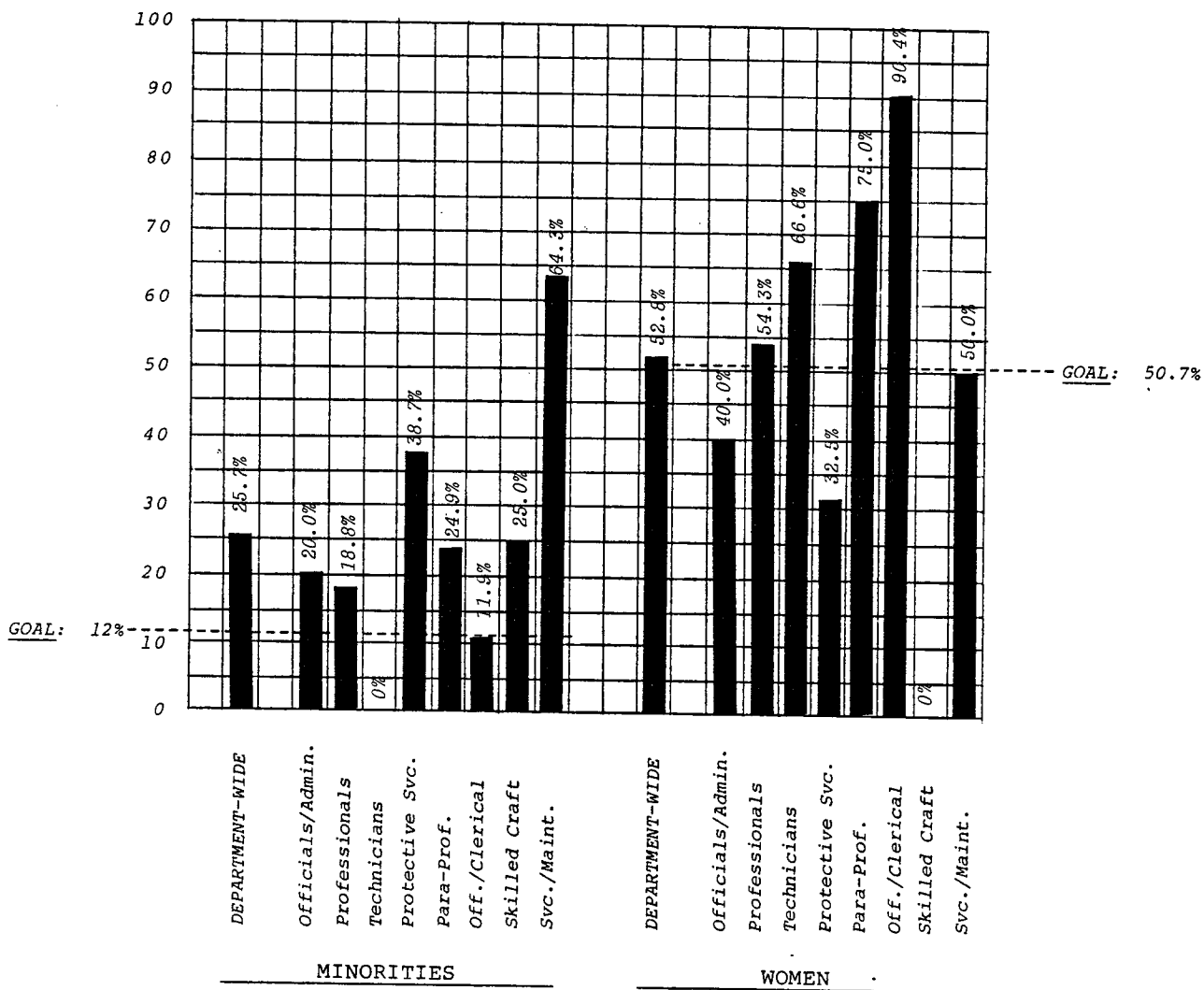


DEPARTMENT OF STADIUM ADMINISTRATION
 Workforce Profile by Job Categories
 December 31, 1981



DEPARTMENT OF YOUTH SERVICES

Workforce Profile by Job Categories
December 31, 1991



KING COUNTY 1982 PROGRAM

A. Goals

1. Establish and maintain employment profiles of minorities, women, and the handicapped at least equal to proportionate levels within the King County population.
2. Establish and maintain this proportional distribution throughout all job categories and classifications.
3. Eliminate and prevent occurrence of arbitrary discriminatory practices relating to employment, promotions, and training.
4. Enhance upward mobility and promotional opportunities for minorities, women, and the handicapped.

B. Methodology for Achieving Goals

1. Ensure that aggressive efforts are made by departments to achieve 1982 goals and monitor status of accomplishments on a quarterly basis.
2. Employ corrective hiring (selective certification) to fill positions within departments which are below the workforce representation goals.
3. Employ corrective hiring (selective certification) to fill positions within job categories and classifications which are below the workforce representation goals.
4. Employ corrective hiring (selective certification) to employ the handicapped.
5. Establish a policy governing the retention of minorities, women, and the handicapped during reductions in workforce and incorporate this policy within the King County Administrative Guidelines for Career Service.
6. Establish a policy governing promotions and upward mobility which ensures affirmative action and equal opportunity.
7. Maintain a roster of minority, women, and handicapped employees whose skills and experience qualify them for potential upgrading. Use this roster as a source to develop promotion lists.
8. Recommend policy changes to the Civil Service Commission to increase the representation of minorities, women, and the handicapped within the Department of Public Safety.

9. Provide funds for training key King County personnel on Affirmative Action and Equal Employment practices.
10. Enhance the workforce profile for minorities, women, and the handicapped through filling vacancies resulting from retirements pursuant to Substitute Senate Bill 5007.
11. Utilize extra help positions as an avenue to eventually hire minorities, women, and the handicapped into King County's permanent workforce.
12. Insure that minorities, women, and the handicapped are included in training/travel opportunities.
13. Insure that King County employment lists contain an adequate representation of minorities, women, and the handicapped.

C. Factors Restricting Goal Attainment

1. Budgetary constraints.
2. No anticipated vacancies within some departments.
3. Requirements to re-employ persons previously laid off.
4. Potential reductions in workforce.
5. Limited labor market availability of minorities and women for certain job categories.

1982 DEPARTMENTAL PROGRAM GOALS

The purpose of departmental programs are to document specific actions to improve or maintain each departments workforce profile pursuant to the King County 1982 Program goals. The 1982 King County Program identifies "restricting factors" which may affect attainment of department goals.

A. Department of Assessments

1. Fill 50% of all vacancies with minorities.

B. Department of Budgets

1. Hire a minority when a vacancy occurs.
2. Ensure that minorities are not affected during a reduction in force.
3. Promote minorities in supervisory positions when vacancies occur.

C. Department of Executive Administration

1. Hire a minority for the Operations Coordinator I vacancy in the Division of Systems Services.
2. Hire a minority female for the Administrative Assistant vacancy in the Division of General Services.
3. Hire a minority female for the Animal Control Officer vacancy in the Division of General Services.
4. Concentrate on hiring minorities who are not well represented throughout the Department's workforce, for example, Native American, Hispanic, etc.
5. Increase the hiring of minorities, women, and the handicapped for extra help positions.
6. Provide cross-training and other professional development training for employees in the Department.
7. Strengthen outreach recruitment.

D. Department of Judicial Administration

1. Hire a handicapped person.
2. Increase the total representation of minorities above 18% to enhance the Department's inventory of potential minority candidates for promotion.
3. Increase the representation of minorities in higher level positions above 16%.
4. Review the skills and interests of minorities to develop compatible programs of upward mobility.
5. Emphasize the recruitment of minorities for temporary help to identify potential minority candidates for full-time employment.

E. Department of Planning and Community Development

1. Hire a woman for one (1) of two (2) Landscape Architect II vacancies in the Architecture Division.
2. Hire a minority for one (1) of three (3) clerical/administrative vacancies in the Architecture Division.
3. Hire more minorities for extra-help positions in the Graphic Section of the Planning Division.
4. Hire a minority and/or woman for one (1) of three (3) Park Manager II vacancies in the Parks Division.
5. Hire 50% women and 12% minorities for 100-125 part-time seasonal labor Recreation Service positions in the Parks Division.
6. Hire 50% women and 12% minorities for approximately 300 part-time seasonal labor Aquatics positions in the Parks Division.
7. Hire 15% women and 12% minorities for 75-100 part-time seasonal labor Park Operations positions in the Parks Division.
8. Hire 50% women and 6% minorities for approximately 30 part-time seasonal labor King County Fair positions in the Parks Division.
9. Hire a minority for a Parks Manager I position in the Parks Division.

F. Department of Public Health

1. Hire one (1) minority and four (4) women for twelve (12) vacancies in the Division of Alcohol and Substance Abuse Services.
2. Hire a minority and/or woman for an Environmental Epidemiologist vacancy.

3. Recruit for and request minority candidates for one (1) of the two (2) Senior Administrative Assistant vacancies.
4. Hire two (2) minorities and one (1) woman for extra help positions in the Division of Emergency Medical Services to assist with training.
5. When layoffs occur, insure that the existing representation of minorities, women, and the handicapped is not adversely affected.
6. Insure maximum use of rehires or transfers to retain minorities or women who have been or may be laid off.
7. Insure maximum use of promotions from within as a means of recruiting minorities and women for classifications in which they are under-represented.

G. Department of Public Safety

1. Hire minorities and/or handicapped persons for three (3) of the ten (10) Communications Specialists vacancies anticipated.
2. Hire minorities and/or women for twenty eight (28) of the fifty-four (54) Police Officer vacancies anticipated.
3. Hire minorities and/or handicapped persons for five (5) of the eleven (11) office/clerical vacancies anticipated.
4. Work with the Civil Service Commission to undertake an extensive recruitment campaign for minorities and women.
5. Selectively certify and appoint minorities and women to vacant Police Officer positions as they successfully complete the hiring process until the Department's 13.8% goals for minority/women representation is attained.

NOTE: The Department of Public Safety is governed by Civil Service Commission rules pursuant to the Revised Code of Washington Chapter 41.14.

The Department incurred difficulties in meeting prior year goals due to the inability to maintain adequate representation of minorities and women on the Civil Service Register and a high percentage of applicants failing to successfully pass all phases of the stringent Police Officer examination process (e.g., written test, background check, polygraph, medical, etc.).

For 1982, the Department has committed to achieve higher minority/women representation within the Police Officer rank. A special recruiting team has been established to emphasize recruiting minorities and women. Additional funding has also been provided to the Civil Service Commission for ensuring the ability to test an adequate number of minorities and women to meet hiring goals.

H. Department of Public Works

1. Hire minorities and/or women for three (3) of the six (6) Engineer vacancies.
2. Hire minorities and/or women for two (2) of the four (4) Senior Engineer vacancies.
3. Hire minorities and/or women for two (2) of the four (4) new Engineer Assistant vacancies.
4. Hire minorities and/or women, preferably women, for three (3) of five (5) Utility Worker vacancies.
5. Hire a minority and/or woman for two (2) Engineering Technician positions.
6. Hire a minority and/or woman for a Truck Driver II position.
7. Hire a minority and/or women for a Welder position.
8. Hire a minority and/or women for a Sign and Marking Installer position.
9. Fill a minimum of 25% of all vacated positions during 1982 with minorities and women.

I. Department of Rehabilitative Services

1. Hire a minority for the Jail Counselor-Case Manager vacancy.
2. Hire a minority for one (1) of two (2) Correction Officers vacancies.
3. Effective May 1, 1982, twelve (12) on-call Correction Officer positions will be available. Goal is to recruit at least 30% minorities.
4. Effective May 1, 1982, eight (8) Corporal positions will be available. Goal is to promote at least 25% minorities.
5. Hire a minority for the Office Technician vacancy.
6. Reduce Human Rights complaints which reflect any discrimination allegations by implementing a training program tailored specifically to a correction setting which addresses the following: sexual harassment, cultural dynamics, and update on laws and regulations governing Affirmative Action.
7. Disseminate to all employees discrimination policies and procedures.

J. Department of Stadium Administration

1. Hire minorities and women in extra-help positions whenever available.

2. Increase the representation of minorities and women in the Skilled Craft job categories.

K. Department of Youth Services

1. Hire a minority female for a Juvenile Probation Counselor position.
2. Hire a minority female for an Office Assistant III position.
3. Hire a handicapped female for a PBX Operator position.
4. Implement a training program specifically tailored to the Department's needs regarding race and cultural relations and EEO federal regulations.

GRIEVANCE POLICIES AND PROCEDURES

A. General - Career Service Rules

1. Section 50.05 - Policy:

The County recognizes the importance and desirability of settling grievances of Career Service employees promptly and fairly in the interest of continued good employee relations and morale. To accomplish this, every effort will be made to settle grievances at the lowest possible level of supervision. Employees shall be unimpeded and free from restraint, interference, coercion, discrimination or reprisal in seeking adjudication of their grievances.

2. Section 50.10 - Definition:

An issue raised by an employee relating to the interpretation of rights, benefits, or conditions of employment as contained in these Administrative Guidelines. Employees serving in positions covered by a union agreement shall be subject to the provisions of that contract.

3. Section 50.20 - Procedure:

If a decision is not returned to the employee within the time limits specified in each step below, the employee may, after the time limit has passed, present the grievance to the County representative specified in the next step of this grievance procedure.

Step 1 - A grievance shall be verbally presented by the aggrieved employee, within ten working days of the occurrence of such grievance, to the employee's immediate foreman or supervisor. The immediate foreman or supervisor in conjunction with the division manager, if applicable, shall gather all relevant facts and data at the initial meeting and attempt to resolve same. Failing resolution of the grievance at this time, the department director shall be notified in writing, by the supervisor, of the grievance within five (5) working days, and presented with the facts, and data ascribed at the first meeting. Within ten (10) working days of receipt of the above, the department director, or that person's designee, shall advise the employee of the findings in writing.

If, after thorough evaluation, the decision of the department director has not resolved the grievance to the satisfaction of the employee, the grievance may be presented to the Personnel Manager within five working days of receipt of the department's decision.

Step 2 - The Personnel Manager shall, within ten (10) working days of receipt of notification by the aggrieved employee, convene a meeting of the parties to the grievance. Both parties shall be afforded the opportunity to select one person to sit with the Manager as a board of review. The board of review shall be provided all letters, memoranda and other written material concerning the grievance for its consideration. The employee and the department shall be provided ample opportunity to present whatever factors they consider relevant to the issue before the board, including witnesses and signed statements.

The board of review shall thoroughly evaluate all statements and materials and shall render a decision within five (5) working days of the conclusion of the hearing. Such decision shall be final and binding on the parties, except that matters concerning discharge, reduction in rank, and/or pay or suspension in excess of sixty (60) days may be appealed to the King County Personnel Board.

In any of the foregoing procedures, failure by the employee to comply with the time limits specified herein shall be construed to mean that the grievance is resolved.

Step 3 - If after thorough evaluation the decision of the board of review has not resolved a grievance relative to matters concerning discharge, reduction in rank or pay, or suspension in excess of sixty days, to the satisfaction of the employee, the grievance may be presented to the King County Personnel Board. Should the Board feel that the grievance is an appropriate subject for hearing, further appeal shall be in accordance with the rules of procedure established by the King County Personnel Board. If the King County Personnel Board decides to hear the grievance, all letters, memoranda, and other written materials previously submitted to County representatives in previous steps outlined in this grievance procedure shall be made available for the Board's consideration. The decision of the Personnel Board shall be final unless reviewed by a Court of competent jurisdiction.

It shall be the policy of the County that employees may exercise the option of being represented by legal counsel before the Personnel Board, in which case, all fees and expenses shall be borne by the employee.

B. Affirmative Action Complaints

1. Definition

A Discrimination Complaint will be defined as any written statement alleging unlawful discrimination in the terms and conditions of employment based on race, color, creed, religion, national origin, marital status, age, sex, Vietnam era veteran status, or the presence of any mental, sensory, or physical handicap or disability.

Sexual harassment is defined by the Equal Employment Opportunity Commission guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. Procedures

- a. Forms to file grievances can be obtained from the Affirmative Action Office, Room 214 King County Administration Building (344-7652).
- b. Written complaints by any person(s) alleging discrimination in any unlawful employment practice or alleging nondiscrimination related to civil rights violation shall be submitted to any of the following:
 - (1) Intradepartmental (within department)
 - (a) Supervisor
 - (b) Section Manager
 - (2) Internal (within King County)
 - (a) Affirmative Action Officer (344-7652)
 - (b) King County Personnel Manager (344-7340)
 - (c) King County Affirmative Action Advisory Committee Chairman (344-4040)
 - (3) External (outside King County)
 - (a) Washington State Human Rights Commission (464-6500)
 - (b) Equal Employment Opportunity Commission (442-0968)
 - (c) Department of Labor - Office of Federal Contract Compliance (442-7182)

(Note: It is recommended that an employee attempt to resolve the complaint at the lowest management level, i.e., intradepartmentally).

When a complaint is not resolved between the employee and Supervisor, and is therefore submitted to the Affirmative Action Officer, the Affirmative Action Officer shall complete a Discrimination Complaint Summary Form. Also, at this time, the complainant shall be informed of Equal Employment Opportunity rights and procedures, including appropriate state and federal regulatory agencies.

- c. The Affirmative Action Officer will take appropriate action to accomplish a prompt resolution. Such action should include the following:
 - (1) An interview with the complainant;
 - (2) An interview with the complainant's supervisor;
 - (3) Documentation of the department's response to the allegations;
 - (4) A review of the department's affirmative action reports;

- (5) Documentation of any possible pattern of discrimination in the department;
 - (6) Documentation of prior complaints by the complainant;
 - (7) A review of proposed recommendations, in detail, with parties involved to arrive at a resolution;
 - (8) Documentation of areas where agreements have not been reached.
- d. If a satisfactory solution is reached at this stage or if the Affirmative Action Administrator or designee concludes that the complaint is not substantiated, no further action need be taken at this stage and the Discrimination Complaint Summary will be filed with the Department and the Affirmative Action Officer. The complainant shall be notified in writing of this action.
 - e. If the Affirmative Action Administrator or designee concludes that the complaint is significant, an investigation will be initiated.
 - f. When an investigation is completed, a Complaint Summary is to be prepared and a copy, together with copies of all relevant documentation, is to be forwarded to the appropriate parties.

In completing the Complaint Summary, the following shall be included:

- (1) All issues raised by the complainant with responses;
- (2) Each response supported with detailed documentation of basic facts (not conclusions) and with copies of records made in the usual and normal course of business;
- (3) The action(s) taken by King County;
- (4) The true basis of the complaint and whether it was justified (with supporting information).

3. Timeframe

- a. A complaint of discrimination shall be presented by the employee to the Affirmative Action Officer within 180 days of the occurrence of such alleged discrimination.

MONITORING AND REPORTING

The King County Executive will hold Department Directors accountable for accomplishing their annual affirmative action goals.

The Affirmative Action Administrator, under the direction of the County Administrative Officer is responsible for the overall coordination, implementation, and monitoring of the King County Affirmative Action Employment Program.

The Affirmative Action Officer, under the direction of the Affirmative Action Administrator, will work with each department to ensure implementation, compliance, and completion of affirmative action goals, as it specifically states in the County's Affirmative Action Plan.

In the area of employment, the Division of Systems Services shall provide a monthly report to the Affirmative Action Officer which includes the following information:

- (1) Workforce analysis by Department and King County-wide;
- (2) New hires by job classification, race, and gender;
- (3) Promotions by job classification, race, and gender;
- (4) Terminations by job classification, race, gender, with reasons for termination;
- (5) Disciplinary action by race and gender;
- (6) Workforce analysis for appointed/exempt positions;
- (7) Asian workforce profile analysis.

A Quarterly Report will be compiled by the Affirmative Action Officer for review by the Affirmative Action Advisory Committee concerning King County affirmative action efforts.

Distribution of the Quarterly Report will be as follows:

1. King County Council
2. King County Executive
3. King County Department Directors
4. Washington State Human Rights Commission
5. Equal Employment Opportunity Commission
6. Affirmative Action Advisory Committee members

A monthly meeting will be held by the Affirmative Action Advisory Committee, chaired by the Deputy County Executive.

REPORT ON THE CONTRACT COMPLIANCE PROGRAM

Introduction

The Contract Compliance Office was established in 1976 to enforce the requirements of King County Ordinance 00198 and, later, of King County Ordinance 4528. Ordinance 00198 prohibited employment discrimination on the basis of race, color, creed, sex, age, or nationality by contractors, subcontractors, unions, and vendors who do business with the County.

On October 23, 1979, Ordinance 00198 was repealed by Ordinance 4528. This new Ordinance established the requirement that County contractors, subcontractors, and vendors not practice employment discrimination and that they adopt affirmative action measures to increase the representation of women and minorities on their workforces. Protected classes were expanded to include non-discrimination provisions on the basis of "marital status and the presence of any sensory, mental, or physical handicap, provided that such handicap did not hinder the performance of the job." (Ordinance 4528, Section 2). As a measure of their compliance with the affirmative action requirements, goals for employing minorities and women were established for contractors to meet based upon contract type.

In 1979, the following goals were established by Ordinance 4528:

	<u>Minorities</u>	<u>Women</u>
Construction Contractors	13%	5%
Vendors/Service Contractors	11%	35%

These goals were to be measured in terms of hours of employment on King County contracts. The goals were to be reviewed on an annual basis and new goals were to be placed in the County's Affirmative Action Plan (Ordinance 4528, Section 3a).

Purpose

The purpose of the Contract Compliance Office is to enforce the non-discrimination and affirmative action requirements of Ordinance 4528 and other pertinent state and federal anti-discrimination laws on County contractors. The Office's role is to ensure that the contractors who do business with the County are not practicing employment discrimination and are actively recruiting and hiring women and minorities for their workforces.

In addition to enforcement of Ordinance 4528 and other pertinent legislation, the Office monitors state and federal Davis-Bacon laws (requirement that government construction contractors pay prevailing wage rates to their employees) and the Section 503/504 handicapped accessibility requirements mandated for County service contractors who receive federal and state funds.

Objective

The primary objective of the Contract Compliance Office is to impact or change the hiring and recruiting procedures of County contractors so that women and minorities will be fairly represented on their workforces. Fair representation is determined by the establishment of employment goals against which a contractor's workforce population is measured. However, non-compliance with the goals is reviewed in light of the contractor's ability to hire new people for his/her workforce (employment opportunities) as well as in light of the systems he/she has established to hire and recruit potential women and minority job candidates. Changing a contractor's hiring procedures carries as much weight as whether or not a contractor has met the County's employment goals.

1981 Goals:

The goals for 1981 were:

	<u>Minorities</u>	<u>Women</u>
Construction Contractors	13%	5%
Vendors/Service Contractors	11%	35%

During 1981, County construction contractors surpassed the 13% goal with 14.7% of minority employment hours reported on County contracts. However, the 5% female employment hour goal was not met with 3.2% female employment hours reported.

Vendor/Service contractors cannot be measured in terms of employment hours on King County contracts given the present reporting requirements established by the Office's Standard Operating Procedures (SOPs). Under the SOPs, vendors and service contractors are only required to submit an annual Personnel Inventory Report to the Office which details their employment profile according to race and sex. Consequently, headcount is the only tool available to the Office for measuring compliance to employment goals. In addition, the Office's statistics which measure a contractor's compliance with the goals are limited to two categories: in-compliance contractors and non-compliance contractors. Using these criteria, approximately 81% of the vendors/service contractors rated in 1981 were not meeting the 35% female and 11% minority employment goals.

Recommended 1982 Goals:

The recommended goals for 1982 are:

	<u>Minorities</u>	<u>Women</u>
Construction Contractors	15.0%	6.9%
Vendors/Service Contractors	11.0%	35.0%

In the area of construction contracts, it is evident that a higher goal for minority employment should be established given the 1981 activity. In addition, even though the female employment goal for 1981 was not met, the female employment goal should be raised to equal the goal required on federally funded construction contracts. This is necessary since the County is a recipient of federal construction contract funds.

In the vendor/supplier area, the contract year extends from October 31, 1981 to October 30, 1982 under Ordinance 4528, Section 6c. Personnel Inventory Reports from well over 1,000 vendors and suppliers have been rated for the 1981-82 contract year using the 35% female and 11% minority goals. Consequently, these goals should remain in effect until the fall of 1982 when new goals will be examined and recommended in the 1983 Affirmative Action Plan.

Areas of Concern

Two primary concerns must be addressed in this Affirmative Action Plan which will impact the ability of the Contract Compliance Office to effectively enforce Ordinance 4528 and the new goals. These concerns are:

1. The Office suffers from a lack of adequate staffing to enforce the provisions of Ordinance 4528.

The Contract Compliance Office consists of three persons: the Officer, the Specialist and a Technician. Presently, two people are assigned the task of monitoring all of the County's construction contracts involving over 60 contracts and 262 contractors; one person is assigned the task of monitoring over 1,000 vendors and suppliers.

This staffing problem is further aggravated by the advent of a \$57 million jail project which must also be monitored by present staff. The ability of the Office to effectively enforce Ordinance 4528 is directly proportionate to the volume of work that must be handled by the Office. Inadequate staffing will result in limited monitoring and, as a result, in a limited effect on changing contractor's hiring practices.

2. Many of the vendor/supplier contractors who do business with the County have stable workforces and, in these economic times, are cutting back on their workforces rather than expanding them. With many vendors and suppliers not meeting the present goals of the Ordinance, the Office's ability to change this pattern is hampered by the non-recruiting postures of the companies.

The emphasis in monitoring the County's vendors and suppliers will shift in 1982 to reviewing the hiring and recruiting procedures of large companies who have more fluid workforces and who are doing over \$30,000 worth of business with the County.

Given the number of contractors in this category, a random sample of non-complying contractors will be taken to determine which contractors will undergo a compliance review. This sampling will be made based upon the amount

of County funds awarded to a company and a measurement of the company's work-force relative to the goals in Ordinance 4528.

It is anticipated that the one person assigned to the vendor/supplier area will be able to accomplish 25 on-site compliance reviews of County vendors and suppliers between June 1 and October 1, 1982.

REPORT ON THE MINORITY/WOMEN'S BUSINESS (M/WB) PROGRAM

Introduction

The King County Council approved and the King County Executive signed into law Ordinance No. 5983 creating improved standards and procedures by which minority and women-owned businesses can more equitably and effectively participate in contracting with King County government. This Ordinance became effective May 30, 1982.

Under the previous law, Ordinance No. 5700, King County was limited to requiring "good faith efforts" in order to achieve its contracting goals for the participation of minority and women-owned businesses. Ordinance No. 5983 establishes mandatory tools to correct the long-standing underrepresentation of minority and women-owned businesses in King County contracting.

Overview of Ordinance No. 5983

The M/WB Ordinance includes the following major features:

- (1) A set-aside or percentage factor will be used by King County's contracting authorities as mandatory procedures for achieving County-wide M/WB utilization goals;
- (2) All applicable King County contracts, without regard to maximum contract dollar limitations, will be subject to the M/WB requirements;
- (3) Using information specified in the Ordinance, annual utilization goals will be developed for the following separate contract categories -- architectural and engineering, concession, construction, consultant, and purchasing/service contracts;
- (4) Contracting authorities and responsible business principals will be held accountable through appropriate sanctions for violations of the Ordinance provisions; and
- (5) The King County Executive, through the County Administrative Officer, will have the authority and responsibility for implementing the M/WB Ordinance.

Utilization Goals

Utilization goals for the remainder of 1982 and until such time as new goals are established are as follows:

- (1) Architecture and engineering contracts -- minorities 12% and women 3%;

- (2) Concession contracts -- minorities 1% and women 1%;
- (3) Construction contracts -- minorities 11% and women 4%;
- (4) Consultant contracts -- minorities 15% and women 9%; and
- (5) Purchasing/Service contracts -- minorities 5% and women 3%.

Program Emphasis - 1982

The major program emphasis for 1982 will include establishing administrative rules and procedures, implementing aggressive certification and outreach/technical assistance programs, and providing in-house training to King County departments on the M/WB program requirements.

A P P E N D I X

CONCILIATION AGREEMENTS WITH THE WASHINGTON STATE HUMAN RIGHTS COMMISSION

A. Case #SE-272-74 (Judith M. Sheperd vs. King County)

"The Respondent (King County) shall adopt a corrective employment program which shall comply with the provisions of Chapter 162-18 of the Washington Administrative Code and which shall qualify as an affirmative action program under the affirmative action guide lines of the Office of Federal Contract Compliance, 41 CFR, Part 60-2, as last amended 31 January 1973 (Revised Order No. 4). Said corrective employment program shall be fully implemented within ninety (90) days of the date of the issuance of an order by the Commission setting forth the terms and conditions of this agreement and shall address itself to underutilization of females, members of ethnic minority groups and persons possessing physical, mental, and sensory handicaps".

B. Case #SE-99-74 (Jerry Cariveau vs. King County)

"The Respondent (King County) shall adopt a corrective employment program which shall comply with the provisions of Chapter 162-18 of the Washington Administrative Code and which shall qualify as an affirmative action program under the affirmative action guide lines of the Office of Federal Contract Compliance, 41 CFR, Part 60-2, as last amended 31 January 1973 (Revised Order No. 4). Said corrective employment program shall be fully implemented within ninety (90) days of the date of the issuance of an order by the Commission setting forth the terms and conditions of this agreement and shall address itself to underutilization of females, members of ethnic minority groups and persons possessing physical, mental, and sensory handicaps".

The Respondent shall, prior to determining that any employment offering is not available to persons effected by the presence of a physical, sensory, or mental handicap, have such matter reviewed by its affirmative action committee for consideration as whether such discrimination constitutes a "bona fide occupational qualification" within the meanings of RCW 49.60.180".

C. Case #SE-1657 (Marlyn A. Onstot vs. King County Department of Assessments)

"King County will develop and submit an Affirmative Action Program to the Washington State Human Rights Commission for approval. This Affirmative Action Program will be constructed according to the guidelines contained in the Revised Order No. 4 of the United States Department of Labor".

KING COUNTY ANNUAL PROGRESS REPORT

DEPARTMENTS	* June 1974	* 12-31 1975	12-31-76			12-31-77			12-31-78			12-31-79			12-31-	
			Minority Male	Female	White Female	Minority Male	Female	White Female	Minority Male	Female	White Female	Minority Male	Female	White Female	Minority Male	Female
EXECUTIVE ADMINISTRATION	14%	17%	7.5%	8.4%	34.0%	8.7%	9.6%	34.1%	11.1%	10.6%	34.9%	10.7%	13.0%	35.0%	11.1%	12.6%
BUDGET & PROGRAM DEVELOPMENT	22%	12%	15.9%	42.4%		18.3%	43.7%		21.7%	45.5%		23.7%	48.0%		23.7%	4
PUBLIC HEALTH	3%	18%	10.9%	10.9%	43.6%	6.8%	9.6%	45.2%	8.3%	11.1%	40.2%	11.8%	11.8%	44.7%	11.1%	9.7%
STADIUM ADMINISTRATION	--	34%	21.8%	54.5%		16.4%	54.8%		19.4%	51.3%		23.6%	56.5%		20.8%	5
PUBLIC SAFETY	6%	6%	11.3%	10.6%	27.7%	11.2%	11.9%	28.7%	11.6%	15.2%	26.9%	9.8%	11.8%	26.5%	9.4%	12.4%
REHABILITATIVE SERVICES	8%	12%	21.9%	38.3%		23.1%	40.6%		26.8%	42.1%		21.6%	38.3%		21.8%	3
ASSESSMENTS	5%	7%	18.4%	10.5%	13.1%	13.0%	8.6%	10.9%	12.9%	7.4%	9.2%	15.0%	6.6%	8.3%	19.0%	6.3%
PLANNING & COMMU- NITY DEVELOPMENT	10%	7%	28.9%	23.6%		21.6%	19.5%		20.3%	16.6%		21.6%	14.9%		25.3%	1
JUDICIAL ADMINISTRATION	4%	7%	4.1%	1.9%	15.1%	3.7%	2.2%	16.3%	2.6%	2.1%	15.4%	3.0%	3.0%	17.2%	3.5%	3.1%
YOUTH SERVICES	--	--	6.0%	17.0%		5.9%	18.5%		4.7%	17.5%		6.0%	20.2%		6.6%	2
TOTAL KING COUNTY	8%	9%	5.8%	1.2%	5.4%	7.2%	1.4%	5.8%	8.0%	1.8%	7.1%	9.2%	2.5%	9.0%	9.7%	2.7%
			7.0%	6.6%		8.6%	7.2%		9.8%	8.8%		11.7%	11.5%		12.4%	1
			9.7%	2.4%	28.7%	10.2%	2.2%	22.6%	11.3%	3.5%	24.3%	10.3%	5.1%	26.3%	11.5%	6.8%
			12.1%	31.1%		12.4%	24.8%		14.8%	27.8%		15.4%	31.4%		18.3%	3
			0.8%	5.9%	41.4%	0.9%	6.2%	40.8%	3.7%	7.5%	44.4%	3.6%	8.8%	44.1%	3.6%	10.1%
			6.7%	47.3%		7.1%	47.0%		11.2%	51.9%		12.4%	52.9%		13.7%	5
			6.3%	2.3%	26.1%	7.8%	2.0%	25.3%	8.4%	1.8%	27.4%	7.8%	2.9%	27.5%	7.5%	3.1%
			8.6%	28.4%		9.8%	27.3%		10.2%	29.2%		10.7%	30.4%		10.6%	3
			0.0%	7.0%	65.7%	2.1%	10.3%	60.8%	2.0%	6.1%	67.3%	1.8%	5.6%	70.0%	4.4%	12.4%
			7.0%	72.7%		12.4%	71.1%		6.1%	73.4%		7.4%	75.6%		16.8%	7
			---	---	---	9.2%	12.4%	39.0%	10.9%	11.9%	41.8%	9.9%	11.9%	43.4%	10.9%	12.9%
			---	---	---	21.6%	51.4%		22.8%	53.7%		21.8%	55.3%		23.8%	5
			6.0%	4.1%	23.4%	6.9%	5.5%	24.6%	7.9%	5.8%	25.9%	7.3%	6.6%	27.1%	8.4%	7.0%
			10.1%	27.5%		12.4%	30.1%		13.7%	31.7%		13.9%	33.7%		15.4%	3

*1974 and 1975 are Minority percentiles.

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

TOTAL KING COUNTY

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				TOTAL
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	*Minority	**Female	White Male	Minority Male	Minority Female	White Female	
Officials/ Administrators	49 62.0%	9 11.3%	4 5.0%	17 21.5%	79	13 16.0%	21 26.5%	0	2	51 67.1%	7 9.2%	2 2.6%	16 21.0%	76
Professionals	426 58.7%	71 9.8%	38 5.2%	187 25.9%	722	105 15.0%	225 31.1%	7	1	456 46.9%	81 8.3%	80 8.2%	355 36.5%	972
Technicians	324 65.8%	37 7.5%	22 4.4%	109 22.1%	492	69 11.9%	131 26.6%	6	8	357 64.7%	49 8.8%	30 5.4%	115 20.8%	551
Protective Service	570 79.9%	62 8.6%	25 3.5%	56 7.8%	713	87 12.0%	81 11.3%	19	10	570 79.0%	61 8.4%	30 4.1%	60 8.3%	721
Para- Professionals	45 34.6%	17 13.0%	16 12.3%	52 40.0%	130	33 25.3%	68 52.3%	1	0	50 29.7%	14 8.3%	30 17.8%	74 44.0%	168
Office/ Clerical	106 13.9%	19 2.5%	133 17.5%	501 66.0%	759	152 20.0%	634 83.5%	5	0	105 12.1%	24 2.7%	166 19.1%	572 65.9%	867
Skilled Craft	183 88.8%	18 8.7%	1 0.4%	4 1.9%	206	19 9.2%	5 2.4%	2	0	175 87.5%	20 10.0%	1 0.5%	4 2.0%	200
Service/ Maintenance	329 76.8%	65 15.1%	10 2.3%	24 5.6%	428	75 18.3%	34 7.9%	2	1	327 75.3%	64 14.7%	11 2.5%	32 7.3%	434
TOTALS	2032 57.5%	298 8.4%	249 7.0%	950 26.9%	3529	547 15.4%	1199 33.9%	42	22	2091 52.4%	320 8.0%	350 8.7%	1228 30.7%	3989

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

Department of Assessments															
	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981 TOTALS	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	* Minority	** Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority
Officials/ Administrators	5 100.0%	0	0	0	5	0	0			5	0	0	1 16.6%	6	0
Professionals	9 81.8%	0	0	2 18.1%	11	0	2 18.1%			8	0	0	2 20.0%	10	0
Technicians	82 63.0%	8 6.1%	5 3.8%	35 26.9%	130	13 9.9%	40 30.7%			87	7 5.2%	4 3.0%	35 26.3%	133	11 8.2%
Protective Service	0	0	0	0	0	0	0			0	0	0	0	0	0
Para- Professionals	0	0	0	0	0	0	0			3 42.8%	0	0	4 57.1%	7	0
Office/ Clerical	10 9.8%	1 0.9%	20 19.6%	71 69.6%	102	21 20.5%	91 89.2%			9	1 1.0%	20 20.4%	68 69.3%	98	21 21.4%
Skilled Craft	0	0	0	0	0	0	0			0	0	0	0	0	0
Service/ Maintenance	0	0	0	0	0	0	0			0	0	0	0	0	0
TOTALS	106 42.7%	9 3.6%	25 10.0%	108 43.5%	248	34 13.6%	133 53.6%			112 44.0%	8 3.1%	24 9.4%	110 43.3%	254	34 12.5%

* The Department of Assessment's goal for 1981 is to hire from the open lists in classifications which are balanced and hire affirmatively for half of those vacancies that are under-utilizing minorities/women.

KING COUNTY WORKFORCE AND GOAL EVALUATION (December 31, 1980 - December 31, 1981)

Department of Executive Administration

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981 TOTALS	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	* Minority	** Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority
Officials/ Administrators	8 66.6%	1 8.3%	0	3 25.0%	12	1 8.3%	3 25.0%			8 61.5%	1 7.7%	1 7.7%	3 23.0%	13	2 15.3%
Professionals	71 59.1%	19 15.8%	5 4.1%	25 20.8%	120	24 19.9%	30 25.0%	1		68 59.6%	18 15.8%	5 4.4%	23 20.1%	114	23 20.1%
Technicians	33 63.4%	7 13.4%	3 5.7%	9 17.3%	52	10 19.1%	12 23.0%			32 66.6%	7 14.5%	2 4.1%	7 14.5%	48	9 18.7%
Protective Service	2 40.0%	2 40.0%	1 20.0%	0	5	3 60.0%	1 20.0%			1 25.0%	2 50.0%	1 25.0%	0	4	3 75.0%
Para- Professionals	3 33.3%	0	1 11.1%	5 55.5%	9	1 11.1%	6 66.6%			5 45.4%	0	2 18.1%	4 36.3%	11	2 18.1%
Office/ Clerical	29 14.8%	7 3.5%	47 24.1%	112 57.4%	195	54 27.6%	159 81.5%	2		25 12.8%	7 3.6%	48 24.7%	114 58.7%	194	55 28.3%
Skilled Craft	14 87.5%	1 6.2%	0	1 6.2%	16	1 6.2%	1 6.2%			12 85.7%	1 7.1%	0	1 7.1%	14	1 7.1%
Service/ Maintenance	39 58.2%	16 23.8%	3 4.4%	9 13.4%	67	19 28.2%	12 17.9%	1		39 65.0%	9 15.0%	3 5.0%	9 15.0%	60	12 20.0%
TOTALS	199 41.8%	53 11.1%	60 12.6%	164 34.4%	476	113 23.7%	224 47.0%	4		190 41.6%	45 9.8%	62 13.5%	161 35.1%	458	107 23.3%

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

Department of Judicial Administration

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	* Minority	** Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minor
Officials/ Administrators	1 50.0%	0	0	1 50.0%	2	0	1 50.0%			1 50.0%	0	0	1 50.0%	2	0
Professionals	0	0	0	0	0	0	0			0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0			0	0	0	0	0	0
Protective Service	0	0	0	0	0	0	0			0	0	0	0	0	0
Para- Professionals	0	0	0	0	0	0	0			0	0	0	0	0	0
Office/ Clerical	21 18.9%	5 4.5%	14 12.6%	71 63.9%	111	19 17.1%	85 76.5%			18 14.2%	4 3.2%	18 14.2%	86 69.9%	126	22 17.4%
Skilled Craft	0	0	0	0	0	0	0			0	0	0	0	0	0
Service/ Maintenance	0	0	0	0	0	0	0			0	0	0	0	0	0
TOTALS	22 19.4%	5 4.4%	14 12.3%	72 63.7%	113	19 16.8%	86 76.1%			19 14.8%	4 3.1%	18 14.0%	87 68.0%	128	22 17.2%

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

Department of Planning and Community Development

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981 TOTALS	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	*Minority	**Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority
Officials/ Administrators	8 66.7%	0	0	4 33.3%	12	0	4 33.3%		2	9 69.2%	0	0	4 30.8%	13	0
Professionals	97 58.1%	19 11.4%	4 2.4%	47 28.1%	167	23 13.8%	51 30.5%	1		87 57.6%	17 11.3%	3 1.9%	44 29.1%	151	20 13.2%
Technicians	38 84.4%	2 4.4%	0	5 11.1%	45	2 4.4%	5 11.1%			37 82.2%	3 6.6%	0	5 11.1%	45	3 6.6%
Protective Service	0	0	0	0	0	0	0			0	0	0	0	0	0
Para- Professionals	11 45.8%	0	0	13 54.1%	24	0	13 54.1%	1		1 45.0%	0	1 4.0%	13 52.8%	25	1 4.0%
Office/ Clerical	5 9.6%	0	8 15.4%	39 75.0%	52	8 15.4%	47 90.4%	2		5 8.9%	1 1.7%	12 21.4%	38 67.8%	56	13 23.1%
Skilled Craft	13 76.4%	1 5.8%	1 5.8%	2 11.7%	17	2 11.6%	3 17.5%			12 80.0%	0	1 6.6%	2 13.3%	15	1 6.6%
Service/ Maintenance	59 83.0%	7 9.8%	0	5 7.0%	71	7 9.8%	5 7.0%	1	1	57 82.6%	7 10.1%	0	5 7.2%	69	7 10.1%
TOTALS	231 59.7%	29 7.4%	13 3.4%	115 29.7%	388	42 10.8%	128 32.9%	5	3	218 58.3%	28 7.5%	17 4.5%	111 29.7%	374	45 12.0%

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

Department of Public Health

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981 T	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	* Minority	** Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minori
Officials/ Administrators	4 57.1%	1 14.2%	0	2 28.5%	7	1 14.2%	2 28.5%			8 57.1%	2 14.2%	0	4 28.5%	14	2 14.2%
Professionals	20 57.1%	2 5.7%	3 8.5%	10 28.5%	35	5 14.2%	13 37.1%			82 24.8%	17 5.1%	45 13.6%	186 56.3%	330	62 18.7%
Technicians	50 75.7%	3 4.5%	4 6.0%	9 13.6%	66	7 10.5%	13 19.6%			75 60.4%	14 11.2%	16 12.9%	19 15.3%	124	30 24.1%
Protective Service	8 88.8%	1 11.1%	0	0	9	1 11.1%	0			10 90.9%	1 9.0%	0	0	11	1 9.0%
Para- Professionals	21 42.0%	12 24.0%	9 18.0%	8 16.0%	50	21 42.0%	17 34.0%			26 26.8%	13 13.4%	23 23.7%	35 36.0%	97	36 37.1%
Office/ Clerical	1 3.4%	0	9 31.0%	19 65.5%	29	9 31.0%	28 96.5%			4 2.8%	3 2.1%	34 24.6%	97 70.2%	138	37 27.0%
Skilled Craft	0	0	0	0	0	0	0			0	0	0	0	0	0
Service/ Maintenance	4 80.0%	0	0	1 20.0%	5	0	1 20.0%			9 52.9%	6 35.2%	0	2 11.7%	17	6 35.2%
TOTALS	108 53.7%	19 9.4%	25 12.4%	49 24.3%	201	44 21.8%	74 36.8%			214 29.2%	56 7.6%	118 16.1%	343 46.9%	731	174 23.8%

* The Department did not foresee an increase in workforce nor
foresee anticipated vacancies. Therefore the Department did
not set goals for 1981.

NOTE: The tremendous increase in the Department of Public Health Workforce is due to the transferring of the City of Health to the King County Public Health.

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

Department of Public Safety

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	* Minority	** Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority
Officials/ Administrators	3 100.0%	0	0	0	3	0	0			3 100.0%	0	0	0	3	0
Professionals	28 93.3%	0	0	2 6.6%	30	0	2 6.6%	2		21 95.4%	0	0	1 4.5%	22	0
Technicians	66 56.4%	8 6.8%	7 6.0%	36 30.7%	117	15 12.7%	43 36.7%	6	8	72 59.5%	7 5.7%	5 4.1%	37 30.7%	121	12 9.8%
Protective Service	372 91.6%	13 3.2%	3 0.7%	18 4.4%	406	16 3.9%	21 5.1%	16	10	369 92.0%	11 2.7%	3 0.7%	18 4.5%	401	14 3.4%
Para- Professionals	0	0	0	0	0	0	0			0	0	0	1 100.0%	1	0
Office/ Clerical	1 1.5%	1 1.5%	9 14.2%	52 82.5%	63	10 15.7%	61 96.7%			4 5.9%	1 1.4%	11 16.4%	51 76.1%	67	12 17.8%
Skilled Craft	0	0	0	0	0	0	0			0	0	0	0	0	0
Service/ Maintenance	0	0	0	0	0	0	0			0	0	0	0	0	0
TOTALS	470 75.9%	22 3.5%	19 3.1%	108 17.4%	619	41 6.6%	127 20.5%	24	18	469 76.2%	19 3.1%	19 3.1%	108 17.5%	615	38 6.2%

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

Department of Public Works

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	* Minority	** Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority
Officials/ Administrators	8 66.6%	3 25.0%	0	1 8.3%	12	3 25.0%	1 8.3%			8 80.0%	2 20.0%	0	0	10	20.0%
Professionals	95 83.3%	11 9.6%	5 4.3%	3 2.6%	114	16 13.9%	8 6.9%	1	1	92 80.7%	12 10.5%	4 3.5%	6 5.2%	114	13.2%
Technicians	53 74.6%	8 11.2%	3 4.2%	7 9.8%	71	11 15.4%	10 14.0%			52 69.3%	11 14.6%	3 4.0%	9 12.0%	75	18.2%
Protective Service	13 81.2%	2 12.5%	0	1 6.2%	16	2 12.5%	1 6.2%			13 81.2%	2 12.5%	0	1 6.2%	16	12.5%
Para- Professionals	0	0	0	2 100.0%	2	0	2 100.0%			0	0	0	2 100.0%	2	0
Office/ Clerical	27 30.0%	3 3.3%	9 10.0%	51 56.6%	90	12 13.3%	60 66.6%	1		29 29.2%	6 6.0%	12 12.1%	52 52.5%	99	18.1%
Skilled Craft	138 93.8%	9 6.1%	0	0	147	9 6.1%	0			132 90.4%	14 9.5%	0	0	146	9.5%
Service/ Maintenance	212 83.1%	33 12.9%	2 0.7%	8 3.1%	255	35 13.6%	10 3.9%	1		208 81.5%	32 12.5%	2 0.8%	13 5.1%	255	31.4%
TOTALS	546 77.2%	69 9.7%	19 2.6%	73 10.3%	707	88 12.4%	92 13.0%	3	1	534 74.4%	79 11.0%	21 2.9%	83 11.5%	717	100.0%

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

Department of Rehabilitative Services

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981 TOTALS	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	*Minority	**Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority
Officials/ Administrators	3 60.0%	0	0	2 40.0%	5	0	2 40.0%			2 66.6%	0	0	1 33.3%	3	0
Professionals	31 44.3%	8 11.3%	4 5.7%	27 38.6%	70	12 17.0%	31 44.3%			32 43.8%	6 8.2%	6 8.2%	29 39.7%	73	12 16.4%
Technicians	1 25.0%	1 25.0%	0	2 50.0%	4	1 25.0%	2 50.0%			0	0	0	1 100.0%	1	0
Protective Service	138 69.6%	24 12.1%	12 6.0%	24 12.1%	198	36 18.1%	36 18.1%	3 or 3		141 68.7%	23 11.2%	15 7.3%	26 12.6%	205	38 18.5%
Para- Professionals	0	2 28.5%	1 14.2%	4 57.1%	7	3 42.7%	5 71.4%			0	0	1 20.0%	4 80.0%	5	1 20.0%
Office/ Clerical	4 12.9%	0	5 15.6%	23 74.2%	32	5 15.6%	28 87.5%			4 11.1%	0	5 14.2%	26 74.2%	35	5 14.2%
Skilled Craft	0	1 100.0%	0	0	1	1 100.0%	0			0	0	0	0	0	0
Service/ Maintenance	4 66.6%	1 16.6%	0	1 16.6%	6	1 16.6%	1 16.6%			4 57.1%	2 28.5%	0	1 14.2%	7	2 28.5%
TOTALS	181 56.4%	37 11.5%	22 6.8%	83 25.7%	323	59 18.3%	105 32.5%			183 55.6%	31 9.4%	27 8.2%	88 26.7%	329	58 17.6%

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

Department of Stadium Administration

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981 TOTALS	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	* Minority	** Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority
Officials/ Administrators	5 71.4%	1 14.2%	1 14.2%	0	7	2 28.4%	1 14.2%			5 71.4%	1 14.2%	1 14.2%	0	7	2 28.4%
Professionals	6 85.7%	0	0	1 14.2%	7	0	1 14.2%			5 83.3%	0	0	1 16.6%	6	0
Technicians	0	0	0	0	0	0	0			1 100.0%	0	0	0	1	0
Protective Service	3 60.0%	2 40.0%	0	0	5	2 40.0%	0			2 50.0%	2 50.0%	0	0	4	2 50.0%
Para- Professionals	2 50.0%	0	0	2 50.0%	4	0	2 50.0%			2 50.0%	0	0	2 50.0%	4	0
Office/ Clerical	3 33.3%	1 11.1%	2 22.2%	3 33.3%	9	3 33.3%	5 55.5%			3 37.5%	1 12.5%	1 12.5%	3 37.5%	8	2 25.0%
Skilled Craft	13 72.2%	4 22.2%	0	1 5.5%	18	4 22.2%	1 5.5%			13 76.4%	3 17.6%	0	1 5.8%	17	3 17.6%
Service/ Maintenance	8 61.5%	4 30.7%	1 7.6%	0	13	5 38.3%	1 7.6%			7 58.3%	4 33.3%	1 8.3%	0	12	5 41.6%
TOTALS	40 63.4%	12 19.0%	4 6.3%	7 11.1%	63	16 25.3%	11 17.4%			38 64.4%	11 18.6%	3 5.0%	7 11.8%	59	14 23.7%

The Goal for 1981 is to maintain its current Minority/Female percentages.

KING COUNTY WORKFORCE AND GOAL EVALUATION CHART (December 31, 1980 - December 31, 1981)

Department of Youth Services

	Dec. 31, 1980 Workforce Profile				1980 TOTALS			'81 GOALS		Dec. 31, 1981 Workforce Profile				1981 TOTALS	
	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority	Total Female	* Minority	** Female	White Male	Minority Male	Minority Female	White Female	TOTAL	Total Minority
Officials/ Administrators	2 28.6%	1 14.3%	1 14.3%	3 42.8%	7	2 28.6%	4 57.1%			2 40.0%	1 20.0%	0	2 40.0%	5	1 20.0%
Professionals	52 39.1%	8 6.0%	15 11.2%	58 43.6%	133	23 17.3%	73 54.9%	2	1	49 38.5%	9 7.0%	15 11.8%	54 42.5%	127	24 18.8%
Technicians	1 16.7%	0	0	5 83.3%	6	0	5 83.3%			1 33.3%	0	0	2 66.6%	3	0
Protective Service	34 45.9%	18 24.3%	9 12.1%	13 17.5%	74	27 36.4%	22 29.7%			34 42.5%	20 25.0%	11 13.7%	15 18.7%	80	31 38.7%
Para- Professionals	6 23.1%	2 7.7%	4 15.4%	14 53.9%	26	6 23.1%	18 69.3%			3 18.7%	1 6.2%	3 18.7%	9 56.2%	16	4 24.9%
Office/ Clerical	4 7.3%	0	8 14.6%	43 78.2%	55	8 14.6%	51 92.7%			4 9.5%	0	5 11.9%	33 78.5%	42	5 11.9%
Skilled Craft	5 71.4%	2 28.5%	0	0	7	2 28.5%	0			6 75.0%	2 25.0%	0	0	8	2 25.0%
Service/ Maintenance	3 27.2%	4 36.3%	4 36.3%	0	11	8 72.6%	4 36.3%			3 21.4%	4 28.5%	5 35.7%	2 14.2%	14	9 64.3%
TOTALS	107 33.5%	35 10.9%	41 12.9%	136 42.6%	319	76 23.8%	177 55.5%	2	1	102 34.5%	37 12.5%	39 13.2%	117 39.6%	295	76 25.7%