

June 9, 1992

Introduced by: B. Derdowski

Proposed No.: 92-467

ORDINANCE NO. **10499**

AN ORDINANCE adopting the 1992-1993  
Affirmative Action Plan, and repealing  
Ordinance 9088, Section 4.


BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. The attached 1992-1993 Affirmative  
Action Plan for King County government is hereby adopted  
effective January 1, 1992. It shall remain in effect through  
December 31, 1993.

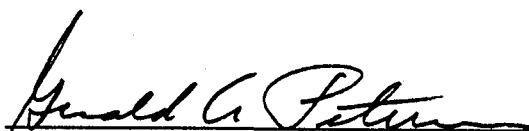
INTRODUCED AND READ for the first time this 13<sup>th</sup> day of  
July, 1992.

PASSED this 17<sup>th</sup> day of August, 1992.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

  
VICE Chair

ATTEST:

  
Clerk of the Council

APPROVED this 28<sup>th</sup> day of August, 1992.

  
King County Executive

**10499**

**1992-1993 PROPOSED EXECUTIVE BRANCH  
NONDISCRIMINATION POLICY AND  
AFFRIMATIVE ACTION PLAN**

**Office of Human Resource Management  
Affirmative Action Section  
King County, Washington**

**Submitted by**

**May 1992**



## INTRODUCTION

### King County Executive Branch 1992-1993 Nondiscrimination Policy and Affirmative Action Plan

King County government is committed to equal opportunity in employment, services and contracts. This commitment is critical to our ability to reach out and provide quality public service to the County's diverse communities.

While King County has attained significant progress in the area of equal employment opportunity, as a regional leader, the County will continue to vigorously pursue affirmative action to address the effects of past discrimination.

We recognize that equal employment opportunity in the workplace is a significant factor in attracting and retaining highly qualified individuals, in promoting diversity and in promoting optimal employee productivity. It is one of the County's top business priorities because minorities, women and immigrants are fast becoming the primary entrants to the workforce.

The 1992-1993 Nondiscrimination Policy and Affirmative Action Plan outlines various strategies the Executive departments will take to ensure equal employment opportunity in the workplace.

Executive departments consist of the Executive Staff, Office of Financial Management, Office of Human Resource Management, and the Departments of Adult Detention, Assessments, Executive Administration, Judicial Administration, Parks/Planning & Resources, Public Health, Public Safety, Public Works, Stadium Administration and Youth Services.

The Nondiscrimination Policy and Affirmative Action Plan accomplishes the following:

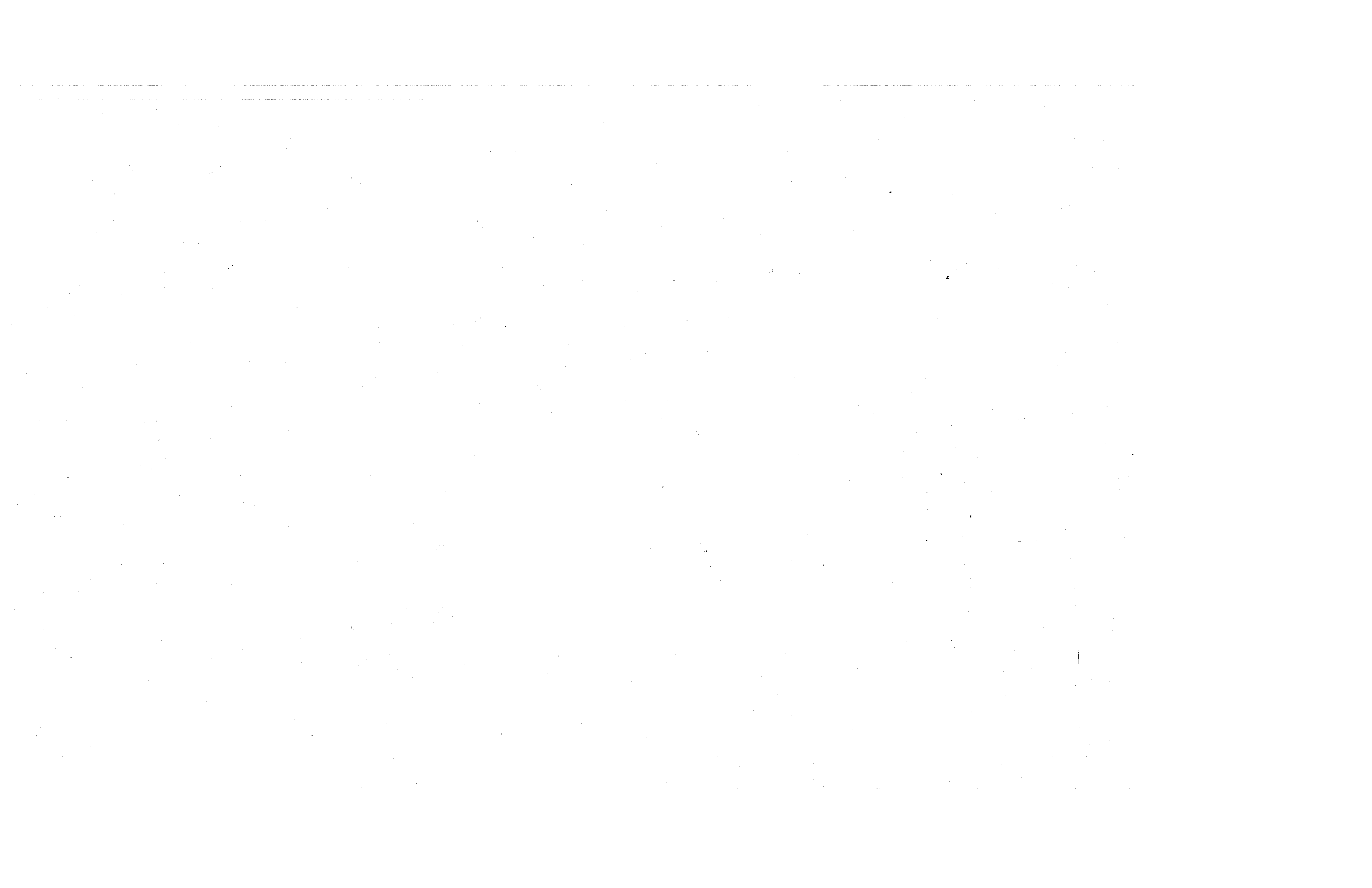
1. Reflects Ordinance No. 9165 which transferred the affirmative action program development and implementation responsibilities to the Office of Human Resource Management (OHRM); and retains monitoring and compliance review responsibilities with Office of Civil Rights and Compliance (OCRC).

2. Centralizes the development of the Nondiscrimination Policy, the Plan and supporting procedures in the OHRM; and decentralizes goal setting and program implementation to the Executive departments.
3. Provides for the transition of the affirmative action availability/goal setting from Countywide to department specific EEO job categories using joint department, OHRM and OCRC 1992-1993 availability/goal setting process.
4. Establishes a process for departments to request the use of special availability goals until department based goals can be established. Special availability goals can be requested where opportunities to certain job classifications are restricted, i.e., restrictions resulting from union contract provisions, civil service rules...etc.
5. Calls for OHRM to provide training and technical assistance to management, personnel/administrative service officers and employees in the areas of affirmative action, discrimination, legal pre-employment inquiries, sexual harassment and job accommodation.

KING COUNTY  
1992-1993 NONDISCRIMINATION POLICY  
AND AFFIRMATIVE ACTION PLAN

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**SECTION 1:**

**NONDISCRIMINATION POLICY AND  
AFFIRMATIVE ACTION PLAN STATEMENT**

**A. Overall Statement**

The policy of King County is to express the values of equality, diversity and productivity by treating employees with dignity and respect in accomplishing its public service mission.

King County government is an equal employment opportunity employer. It prohibits unlawful discrimination on the basis of race, color, age, sex, marital status, sexual orientation, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap. (Hereafter, the County's equal employment opportunity policy will be referred to as the Nondiscrimination Policy or the Policy.)

This Policy applies to all employment practices and personnel-related actions which include, but are not limited to: recruitment, selection, hiring, compensation, supervision, provisional/temporary lead assignments, training, promotion, transfers, discipline, demotion, termination and other terms and conditions of employment.

King County has taken a positive, practical approach to ensure nondiscrimination:

1. Establishment of internal support to provide management training and technical assistance to assess and respond to employment discrimination complaints.
2. Establishment of an annual process to assess the need for affirmative action to correct the effects of past discrimination and reduce the underutilization of minorities, women and persons with disabilities. Where the need is established, the Affirmative Action Plan (hereafter referred to as the Plan) will be implemented. By its nature, it will be temporary, limited and specific.

**B. Authority**

King County's Nondiscrimination Policy and Affirmative Action Plan is established 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).



SECTION 1:           NONDISCRIMINATION POLICY AND  
                          AFFIRMATIVE ACTION PLAN STATEMENT

Executive Order #11375) and Chapter 60 of Title 41 CFR, Part 60-2 (Revised Order No. 4).

Section 503 of the Rehabilitation Act of 1973 and American Disabilities Act of 1990.

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.

King County Ordinance No. 7430 which prohibits unfair employment practices to discriminate against any person with respect to referral, hiring, tenure, promotion, terms, conditions, wages or other privileges of employment on the basis of race, color, age, sex, marital status, sexual orientation, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap.

King County Council adopted 504 Work Plan which ensures King County physical, programmatic and employment access for persons with disabilities.

The County's Affirmative Action Plan is consistent with the provisions of two, signed, conciliation agreements between King County and the Washington State Human Rights Commission as follows:

1. Case #ES-1657 Marilyn A. Onstot v. King County Department of Assessments December 13, 1973.

Item 2 of the conciliation agreement provided for the development and submission of an affirmative action plan to the Washington Human Rights Commission for approval.

2. Case #SE-272-74 Judith M. Sheperd v. King County, June 18, 1974.

Item 1 of the agreement provided for adoption of a corrective program consistent with the Office of Federal Contract and Compliance guidelines, 41 CFR, Part 60-2 to address the underutilization of females, ethnic minorities and persons with physical, mental and sensory handicaps.

SECTION 2:

RESPONSIBILITY FOR IMPLEMENTATION

This section sets forth the responsibilities of the organizational and functional entities involved in the implementation of the County's Nondiscrimination Policy and Affirmative Action Plan (the Plan).

A. Office of Equal Opportunity

The office is responsible for the development and implementation of the County's Equal Opportunity Policy and Affirmative Action Plan.

King County employees of race or ethnicity are present (Hereafter will be referred to as the Policy).

This Policy is designed to ensure that all King County employees receive equal training and development opportunities.

King County employees ensure that all King County employees receive equal training and development opportunities.

- 1. Ensure that all King County employees receive equal training and development opportunities.
- 2. Ensure that all King County employees receive equal training and development opportunities.

B. Affirmative Action

A. King County Council

- 1. Reviews and adopts the County's Nondiscrimination Policy and Affirmative Action Plan, goals and objectives every two years.
- 2. Annually and semi-annually reviews progress toward compliance with the County's Nondiscrimination Policy and Affirmative Action Plan.
- 3. Allocates resources for Policy and Plan development and implementation by the Office of Human Resource Management (OHRM) and allocates resources for compliance review and monitoring to the Office of Civil Rights and Compliance (OCRC).

B. King County Executive

- 1. Provides leadership, priority and policy direction to all King County Executive Directors and departments and holds them accountable for implementing the Policy and Plan throughout the County government.
- 2. Oversees the implementation of the Policy and Plan and periodically reviews and analyzes program progress.
- 3. Recommends to the King County Council policies, procedures and resources to effectively implement the Policy and Plan.
- 4. Submits annual reports reflecting compliance progress and affirmative action goals to the County Council every two years.
- 5. Uses achievement of affirmative action goals as a factor in the evaluation of department director performance.

C. Director, Office of Human Resource Management (OHRM)

- 1. Provides Nondiscrimination Policy and Affirmative Action Plan leadership and guidance to King County employees.



SECTION 2: RESPONSIBILITY FOR IMPLEMENTATION

County. Recommends, to the Executive, policies, procedures, corrective programs, accountability measures and resources to effectively implement and comply with the County's Policy and Plan.

2. Develops and disseminates the County's Policy and Plan consistent with federal, state and local requirements.
3. Provides technical assistance to departments to assess and respond to discrimination complaints.
4. Ensures the development, dissemination and consistent implementation of nondiscriminatory personnel policies, procedures and practices related to all employment activity and terms/conditions of employment. This includes, but is not limited to, ensuring job-related selection criteria and participation of minorities, women and persons with disabilities in the selection processes.
5. Promotes effective management philosophy, policies, procedures and practices to develop a positive working environment and effective management of a diverse multicultural work force.
6. Provides availability data to departments. Trains departments in 1) developing appropriate department and division work force availabilities and annual implementation plans and 2) identifying strategies to meet affirmative action objectives.
7. Administers the selective certification program to provide hiring authorities with the opportunity to interview well-qualified candidates from underutilized, protected groups.
8. Ensures the departments' abilities to accomplish Policy and Plan goals/objectives by providing:
  - a. Training on such topics as diversity, affirmative action, discrimination theory, reasonable job accommodation, and sexual harassment prevention.
  - b. Technical assistance and consultation.
  - c. Support services such as outreach and recruitment of qualified minorities, women and persons with disabilities; special testing of applicants from underutilized groups; and community outreach to enhance

SECTION 2: RESPONSIBILITY FOR IMPLEMENTATION

County visibility as an equal employment opportunity employer.

9. On a quarterly basis, directs the development of, and provides the OCRC and the departments with, comprehensive reports of County, department and division work force profiles and employment activity.
10. On a quarterly basis, conducts meetings with department EEO Coordinators to: determine affirmative action progress, identify problems and resolutions, and discuss issues and developments.
11. Monitors disciplinary action and terminations to ensure nondiscrimination and application of personnel policies and procedures.

D. Department Directors

1. Provide leadership to department management and hold them accountable for accomplishing Policy and Plan objectives.
2. Provide adequate resources to accomplish said objectives.
3. Appoint Department EEO Coordinators and Division EEO Coordinators to serve as liaisons to OHRM. The EEO Coordinators shall:
  - a. Assist in the dissemination and accomplishment of program requirements, means and methods.
  - b. Communicate OHRM ideas, needs and concerns to optimize the department's ability to meet Policy and Plan objectives.
  - c. Coordinate and/or participate in the establishment of EEO job groupings and two-year availability.
  - d. Coordinate and/or participate in the development, monitoring and implementation of the department's Affirmative Action Implementation Plan.
  - e. Coordinate verification of work force data. Coordinate reporting of affirmative action results/efforts to OHRM for OCRC compliance review/monitoring.

SECTION 2: RESPONSIBILITY FOR IMPLEMENTATION

Affirmative action efforts include, but are not limited to, Policy dissemination efforts, recruitment and outreach, documentation of selectively certified applicants who decline job offers, and development/implementation of strategies to correct underutilization.

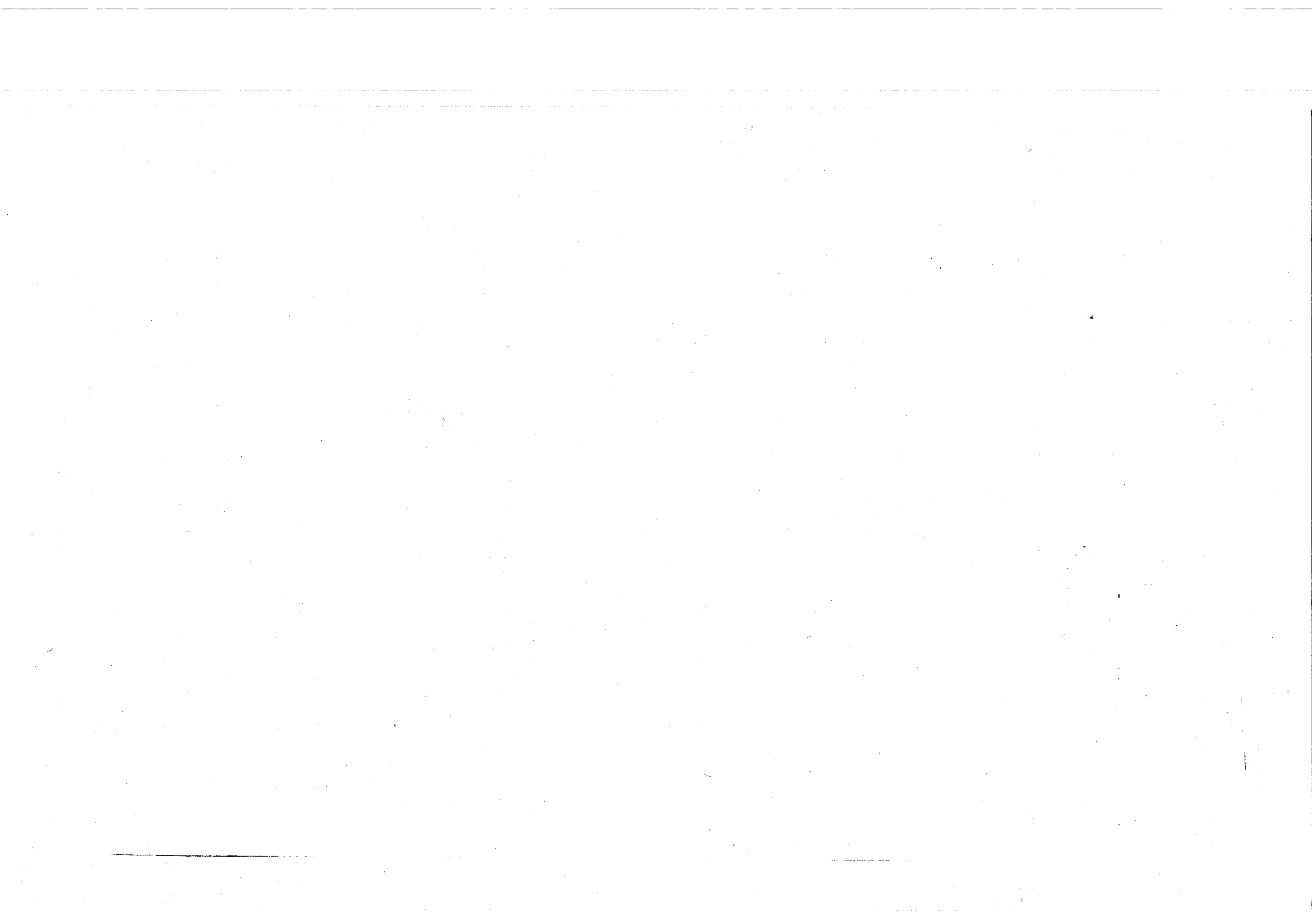
- f. Participate in evaluating/resolving concerns regarding policies, procedures and practices that do not comply with the Policy and Plan objectives. Inform department director of activities.
- g. Respond to employees who allege unlawful discrimination.

E. Director, Office of Executive Administration

1. Directs the compliance review of the Nondiscrimination Policy and Affirmative Action Plan via the Office of Civil Rights and Compliance (OCRC).
2. Reviews, approves and submits to the County Executive semiannual Policy and Plan progress reports from OCRC for transmittal to the Council.
3. Reviews, approves and submits to the County Executive reports prepared by OCRC to assess departmental Nondiscrimination Policy and Affirmative Action Plan performance.

F. Administrator, Office of Civil Rights and Compliance (OCRC)

1. Provides nondiscrimination and affirmative action program guidelines and technical advice to OHRM and Executive departments.
2. Provides availability development and goal-setting technical advice to OHRM and Executive departments.
3. Monitors and evaluates department performance and County progress on a quarterly basis. Recommends action to the Department of Executive Administration (DEA) Director in the event of noncompliance with the Policy and Plan.
4. Conducts compliance reviews, recommends actions to the DEA Director and monitors departmental Policy and Plan compliance in areas that include, but are not limited to, exit interviews, provisional appointments, reasonable job accommodations for



SECTION 2: RESPONSIBILITY FOR IMPLEMENTATION

persons with disabilities, discrimination complaints, identification/removal of employment barriers, applicant flow review, salary difference analysis and job classification segregation/concentration.

5. Prepares semi-annual and annual reports on department Affirmative Action Plan performance which includes recommendations to address program deficiencies. Submits reports to DEA Director for review.
6. Submits to DEA Director an annual report outlining department director performances in meeting their respective Affirmative Action goals for department director performance evaluation by the County Executive.
7. Provides staff support to the Affirmative Action Advisory Committee.

G. Affirmative Action Advisory Committee

The Affirmative Action Advisory (AAA) Committee is an advisory body to the Executive on the County's equity programs which include County government employment, contracting, affirmative action for contractors, housing and public accommodation. Specifically, in relation to the Policy and Plan, the AAA Committee:

1. Reviews the Nondiscrimination Policy and Affirmative Action Plan and makes recommendations concerning its adoption to the King County Executive.
2. Reviews/comments on OCRC standard operating procedures and amendments to ordinances, executive orders, etc.
3. Reviews/comments on the affirmative action progress reports prepared by OCRC.

H. Prosecuting Attorney's Office

The Prosecuting Attorney's Office is the legal counsel for King County government. The Prosecuting Attorney's Office:

1. Provides information on court rulings related to equal employment opportunity and affirmative action, interprets the potential impact of said rulings and makes recommendations to the OCRC, the Office of Human Resource Management and County Executive Departments.



SECTION 2:      RESPONSIBILITY FOR IMPLEMENTATION

2.   Provides legal support and advice to the Office of Civil Rights and Compliance, the Office of Human Resource Management and County departments on discrimination issues.

I.   King County Employees

All County employees are responsible for complying with the intent and spirit of King County's Nondiscrimination Policy and Affirmative Action Plan requirements, policies and management objectives, particularly in light of our role to provide quality public service to a diverse ethnic and socioeconomic community.

Employees who fail to comply with the County's Policy and Plan will be subject to discipline.

SECTION 3:

NONDISCRIMINATION POLICY AND AFFIRMATIVE  
ACTION PLAN DISSEMINATION

A. Internal Dissemination

1. King County's Nondiscrimination Policy and Affirmative Action Plan, (hereafter referred to as the Policy and Plan), will be disseminated on a Countywide basis to department directors, managers and EEO Coordinators.
2. The County's Policy and Plan statement will be permanently posted on each County agency bulletin board. Employees will have access to the full text of the Nondiscrimination Policy and Affirmative Action Plan upon request and shall be informed of this right.
3. Communication of King County's Policy and Plan goals and objectives will be a part of the new employee orientation process.
4. Directors, administrators, and management are expected to periodically discuss/explain the intent of the County's Policy and Plan's goals and objectives at staff meetings to ensure employee understanding.

B. External Dissemination

1. Copies of the Policy and Plan will be provided to all federal agencies with whom King County has contractual arrangements. Copies will be provided to the Washington State Human Rights Commission and the Office of Federal Contract Compliance.
2. The Office of Human Resource Management (OHRM) will inform individuals and organizations representing minorities, females, and persons with disabilities and educational institutions of King County's commitment to equal employment opportunity and affirmative action. OHRM will actively encourage their assistance in recruiting and employing underutilized minorities, women and persons with disabilities.
3. The Policy and Plan will be provided to the King County Library and the City of Seattle Library.
4. OHRM will provide union representatives with a copy of the Policy and Plan.

SECTION 3: NONDISCRIMINATION POLICY AND AFFIRMATIVE  
ACTION PLAN DISSEMINATION

5. OHRM will ensure that King County presents itself as an equal employment opportunity employer by including statements to that effect in all job announcements and advertisements for vacant positions.

Minorities, women and persons with disabilities will be depicted in County publications in diverse roles and functions.

SECTION 4:

UTILIZATION ANALYSIS

SUMMARY:

To determine if a corrective affirmative action plan is necessary, a workforce utilization will be conducted annually to determine the level of participation of minorities, women and persons with disabilities in the County workforce. Consistent with the Office of Federal Contract Compliance Guidelines, the County will:

1. Conduct a workforce analysis by race/ethnicity, gender and disability; by organizational unit (department and division); by EEO job category, and by job class; and by employment status (regular, temporary, exempt).
  - Subsection 4A defines minorities and persons with disabilities and outlines verification procedures.
  - Subsection 4B defines organizational units.
  - Subsection 4C defines EEO job categories and sets procedures for job categorization.
2. Identify the workforce availability of minorities, women and persons with disabilities for positions in King County, based on the relevant recruitment area(s).
  - Subsection 4D describes the process to set workforce availability and documents the process that was undertaken to develop the current Council adopted goals.
3. Compare the King County workforce to the workforce availability. Where there is underutilization, set corrective numerical affirmative action hiring and promotional goals.
  - Subsection 4E describes the process and provides forms to analyze underutilization and set numerical goals.

Subsection 4 A:

Definition and Verification of Race/Ethnicity, Gender  
and Disability

A. Defining Employee Race/Ethnicity, Gender and Disability

King County adopts the Office of Federal Contract Compliance Program's (OFCCP) definitions to identify a person's racial and ethnic status as follows:

American Indian or Alaskan Native - A person who has origins in any of the original peoples of North America and maintains cultural identification through tribal affiliation or community recognition. (The term Native American will be used in lieu of the above.)

Black - (Not of Hispanic Origin) - A person having origins in any of the Black racial groups of Africa. (The term African-American will be used in lieu of the term Black, in recognition of the current community consciousness regarding geographic origin.)

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. The Indian Subcontinent includes: India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan. (The outmoded term "Far East" refers to east Asia.)

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Note: OFCCP states that only those persons from Central and South American countries who are of Spanish origin descent or culture should be included in the category Hispanic. Persons from Brazil, Guyana, Surinam or Trinidad, for example, would be classified according to their race and would not necessarily be included as Hispanic. The Portuguese should be excluded from the category Hispanic and should be classified according to race.

White - (Not of Hispanic Origin) - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Other - A person of mixed ancestry who does not wish to choose among the racial or ethnic categories and any person who chooses not to participate in selecting an ethnic or race category.

**Subsection 4A: Definition and Verification**

Note: Individuals who have mixed ancestry will be asked to identify their primary cultural ethnic/race identification.

For affirmative action purposes and consistent with Section 504 of the Rehabilitation Act of 1973, a person with disabilities:

1. Has a physical or mental impairment which substantially limits one or more major life activities;
2. Has a record of such impairment;
3. Is regarded as having such an impairment, or;
4. Is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability or a history of a disability.

**B. Verification and Resolution of Race/Ethnicity, Disability and Gender**

The Office of Human Resource Management (OHRM) will resolve protected group identification issues raised by the prospective hiring authority, by other employees or identified by the applicant/employee based on the following documentation:

**Blacks, Asians, and Hispanics**

A person MUST meet one of the qualifications and provide documentation to be classified as a member of a minority group:

1. Identifies as a member of a specified minority group.

Documentation: Birth certificate, visa, etc.

2. Is recognized by minority groups in the Seattle-King County community or other community as a member.

Documentation: Written documentation from the applicant's community.

**American Indian or Alaskan Native**

A person MUST meet one of the qualifications AND provide documentation to be classified as an American Indian/Alaskan Native.

Subsection 4A: Definition and Verification

1. Is an enrolled member of a state or federally recognized tribe.

Documentation: Tribal Certification Card, letter from tribe, etc.

2. Is recognized by other American Indians or Alaskan Natives in the Seattle-King County community or other community as a member.

Documentation: Written documentation from the American Indian or Alaskan Native community.

3. Has at least one-quarter (1/4) American Indian or Alaskan Native blood and identifies as such.

Documentation: Evaluative interview and a completed Family Ancestry Chart.

Person with Disability

A job applicant/employee who identifies as having a disability will turn in a King County Disability Verification Form to OCRC to determine eligibility for affirmative action consideration. If the form is not returned within the specified time, the "disabled" designation will be removed from the application by OHRM. OCRC may conduct a telephone or in-person interview to verify the disability and validate the disability designation on the application form.

CONFIDENTIALITY

Protected group designation will be utilized strictly for affirmative action purposes. However, disability information may be utilized to facilitate:

1. Job Accommodation - The County will pursue reasonable accommodation to the physical, mental, or sensory limitations of qualified disabled employee.
2. First Aid and Safety - The supervisor and safety floor captain will be informed of the employee's disability to ensure safety in the event of an emergency.

Subsection 4 B:

Organizational Units

Workforce profiles depicting minorities, women and persons with disabilities by county, by department and by division will be developed to identify underutilization, measure affirmative action progress and identify concentrations of minorities, women and persons with disabilities for nondiscrimination monitoring purposes.

To ensure the defensibility of affirmative action goals, the Office of Civil Rights and Compliance recommended the establishment of a minimum number of employees within an EEO job category for numerical goal setting purposes. Said goal setting parameters have been established for persons with disabilities, for females, for race/ethnic goals (Black, Hispanic, Asian, Native American) and for race/ethnic/sex goals (White Female, Black Male, Black female, Hispanic Male, Hispanic Female, Asian Male, Asian Female, Native American Male, Native American Female) in pages 21 and 22.

As a result, affirmative action goals will be set at the department level. However, the small number of employees in the Officials and Administrators category are not able to support affirmative action goal setting at the department level. Consequently, the Office of Human Resource Management will:

1. By the end of 1992 conduct a review of job classifications to verify the appropriateness of Officials and Administrators EEO job categorization.
2. In the interim period, while awaiting the completion of the classification review, prescribe the setting of county-wide affirmative action goals for Officials and Administrators in 1992
3. Once the job classification review is completed, set Officials and Administrator goals by departments in 1993

Goal setting will primarily be conducted by race/ethnicity/sex and persons with disabilities goals consistent with the goals adopted by the Council. Where race/ethnic/sex goals are not supportable, goals will be set by aggregate female and by race/ethnic group.



1989-1991 COUNCIL APPROVED AFFIRMATIVE ACTION GOALS

EEO JOB CATEGORIES	COMBINED FEMALE GOALS	PERSONS WITH DISAB	COMBINED MALE AND FEMALE RACE/ETHNIC GOALS			
			BLACK	HISPANIC	ASIAN	NATIVE AMERICAN
ADMINISTRATIVE	37.5	5.9	4.5	2.3	3.5	0.8
PROFESSIONAL	47.0	5.6	4.9	2.3	8.2	1.1
TECHNICIAN	39.7	6.1	3.5	2.1	6.1	2.2
PARAPROFESSIONAL	69.9	7.4	6.5	2.3	8.1	1.4
PROTECTIVE SERVICES	31.3	6.3	9.8	2.3	3.0	0.8
ADMIN SUPPORT/CLERICAL	64.1	6.4	5.0	2.9	9.3	1.3
SKILLED CRAFT	27.7	7.2	5.1	4.0	3.3	1.6
SERVICE MAINTENANCE	56.0	9.0	21.3	4.0	5.5	1.2

\* MINIMUM NUMBER OF EMPLOYEES REQUIRED TO SET AN AFFIRMATIVE ACTION GOAL FOR

EEO JOB CATEGORIES	COMBINED FEMALE GOALS	PERSONS WITH DISAB	COMBINED MALE AND FEMALE RACE/ETHNIC GOALS			
			BLACK	HISPANIC	ASIAN	NATIVE AMERICAN
ADMINISTRATIVE	3	17	22	43	29	125
PROFESSIONAL	2	18	20	43	12	91
TECHNICIAN	3	16	29	48	16	45
PARAPROFESSIONAL	1	14	15	43	12	71
PROTECTIVE SERVICES	3	16	10	43	33	125
ADMIN SUPPORT/CLERICAL	2	16	20	34	11	77
SKILLED CRAFT	4	14	20	25	30	63
SERVICE MAINTENANCE	2	11	5	25	18	83

\* Formula : Goal % divided by 1 = Minimum number of employees to set a numerical hiring goal.

1989-1991 COUNCIL APPROVED AFFIRMATIVE ACTION GOALS

EEO JOB CATEGORIES	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC MALE	HISPANIC FEMALE	ASIAN MALE	ASIAN FEMALE	NATIVE AMERICAN MALE	NATIVE AMERICAN FEMALE
ADMINISTRATIVE	32.9	2.5	2.0	1.4	0.9	2.1	1.4	0.5	0.3
PROFESSIONAL	38.7	2.7	2.2	1.2	1.1	4.0	4.2	0.3	0.8
TECHNICIAN	32.7	2.1	1.4	1.3	0.8	2.7	3.4	0.8	1.4
PARAPROFESSIONAL	55.6	1.4	5.1	0.7	1.6	1.6	6.5	0.3	1.1
PROTECTIVE SERVICES	26.0	6.4	3.4	1.6	0.7	2.0	1.0	0.6	0.2
ADMIN SUPPORT/CLERICAL	52.9	1.9	3.1	0.8	2.1	3.7	5.6	0.9	0.4
SKILLED CRAFT	22.7	2.8	2.3	3.3	0.7	2.2	1.1	0.7	0.9
SERVICE MAINTENANCE	33.7	4.0	17.3	1.7	2.3	3.3	2.2	0.7	0.5

\* MINIMUM NUMBER OF EMPLOYEES REQUIRED TO SET AN AFFIRMATIVE ACTION GOAL FOR

EEO JOB CATEGORIES	WHITE FEMALE	BLACK MALE	BLACK FEMALE	HISPANIC MALE	HISPANIC FEMALE	ASIAN MALE	ASIAN FEMALE	NATIVE AMERICAN MALE	NATIVE AMERICAN FEMALE
ADMINISTRATIVE	3	40	50	71	111	48	71	200	333
PROFESSIONAL	3	37	45	83	91	25	24	333	125
TECHNICIAN	3	48	71	77	125	37	29	125	71
PARAPROFESSIONAL	2	71	20	143	63	63	15	333	91
PROTECTIVE SERVICES	4	16	29	63	143	50	100	167	500
ADMIN SUPPORT/CLERICAL	2	53	32	125	48	27	18	111	250
SKILLED CRAFT	4	36	43	30	143	45	91	143	111
SERVICE MAINTENANCE	3	25	6	59	43	30	45	143	200

\* Formula: Goal % divided by 1 = Minimum number of employees to set a numerical hiring goal.



#### Subsection 4 C:

#### EEO Job Categories

The current Plan utilizes workforce analysis by EEO job categories and job classifications. EEO job categories are broad groups of positions such as Officials/Administrators, Professionals, Technicians, Protective Services, Para-Professionals, Administrative Support, Skilled Craft, and Service/Maintenance. (See Subsection 4 C.1: EEO Job Category Definitions.)

This Plan recommends the transition of workforce analysis from Countywide EEO job categories to department specific EEO job categories. For example, rather than using all professional job classifications, use as the basis for setting availability goals only the professional job classifications employed by the department.

Department specific EEO job category analysis recognizes departmental differences in terms of type of job classifications utilized, differences in opportunity and limitation to accessing the positions, i.e., civil service rules and union contract restrictions. This process will lead to more relevant affirmative action goals.

#### TRANSITION PLAN

##### By December 1992

OHRM will complete the final phase of the EEO job categories audit in conjunction with the departments to review the categorization of job classifications that function as assistant directors and assistant managers.

OHRM will train departments on the process to request the use of special availabilities where County goals are not applicable given market considerations, internal placement processes or external requirements. The request should originate from the department director with documentation that demonstrates the opportunity restriction, include copies of the restrictive policies, procedures, contract language, etc. and provide a protected group profile of the appropriate applicant pool. The request will be reviewed by the OHRM and forwarded to the County Council for approval.

**Subsection 4 C: EEO Job Categories**

Within 60 Days of the Adoption of the Policy and Plan

OHRM and the departments will conduct workforce analysis and set numerical goals based on the Council approved workforce availability.

Within 30 days of the Receipt of the 1990 Census Data

OHRM will facilitate the training and establishment of the Workforce Availability Setting Committee (WASCom) with representation from the departments, Office of Civil Rights and Compliance, and OHRM. Where possible, non-King County employee "expert" participation will be included in the committee.

The WASCom will recommend to the OHRM Director and the department directors, the weights to use in the eight factor goal setting process for minorities, women, and persons with disabilities goals. (See Subsection 4 D: Workforce Availability.)

Within 60 days of the Establishment of the Weights

OHRM and the departments will develop new department specific EEO job category availabilities for Council approval.

This timeline may be adjusted pending funding approval to automate employee changes, purchase 1990 census data, and fund automation.

Subsection 4 C.1:

EEO Job Category Definitions

Definitions are from the Federal Register/Rules and Regulations, Volume-52, No. 42, Wednesday, March 4, 1987.

Officials/Administrators

Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operation.

Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains and mates (except fishing boats), farm operators and managers, and kindred workers.

Professionals

Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.

Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialists, physicians, social scientists, surveyors, teachers, and kindred workers.

Technicians

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about two years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

## Subsection 4 C1: EEO Job Category Definitions

### Protective Services

Occupations in which employees are entrusted with public safety, security and protection from destructive forces.

### Para-Professionals

Occupations in which employees perform some duties of a professional or a technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional or technical status.

### Administrative Support (Office and Clerical)

Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included.

Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

### Skilled Craft

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.

Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, arts occupations, handpainters, decorative and kindred workers.

### Operatives (semiskilled)

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and requires only limited training.

Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and packing), blasters, chauffeurs, delivery workers,

Subsection 4 C1: EEO Job Category Definitions

dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firefighters, truck and tractor drivers, weavers (textile), welders and flamecutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled)

Workers in manual occupations which generally require no special training, perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers

Workers in both protective and nonprotective service occupations.

Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, charworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, guides, ushers, public transportation attendants and kindred workers.



Subsection 4 D:

Workforce Availability

On March 23, 1992, the King County Council passed Ordinance No. 92-227 extending the County's 1989-1991 affirmative action goals to December 31, 1993. Once the new 1990 census data is available, the County's affirmative action goals will be modified to reflect the most recent data. (See Subsection 4 D.1 for a copy of the Availability Percentage Rates and Subsection 4 D.2. on the Availability Documentation Process.)

King County availability will be developed consistent with the Office of Federal Contract Compliance Guidelines as follows:

A. Factors Used

Minority and female workforce availability will be based on the Executive Order 11246 eight factor analysis as expressed in the OFCCP guidelines. To the degree possible, the availability of persons with disabilities will be determined in a similar manner given the lack of, and difficulty of, obtaining accurate and complete data for persons with disabilities. The eight factors are:

1. Protected group population of the relevant labor area in which the facility is located.

(Although the guidelines prescribe the use of the availability of women seeking employment in the labor or recruitment area as factor 1, the County will use population to acknowledge the changing workforce trend of more women entering and re-entering the workforce for economic reasons.)

2. Unemployment force in the relevant labor area in which the facility is located.
3. Percentage of the protected group workforce as compared with the total workforce in the immediate labor area.
4. Availability of the protected group possessing the requisite skills in the immediate labor area.
5. Availability of the protected group possessing the requisite skills in the area in which the County can recruit.

#### Subsection 4 D: Workforce Availability

6. Availability of promotable and transferable protected group employees in King County Government. (At least three years of data should be utilized whenever possible.)
7. The existence of training institutions capable of training persons in the requisite skills.
8. The training which King County government can reasonably be expected to provide in order to open additional job classes to protected groups.

#### B. Availability Factor Computation

The availability factor computation is a method of quantifying the eight factors and synthesizing them into one availability factor for women, minorities, and persons with disabilities by job classification, job group, and EEO job category.

Factors 1, 2, 3, 4 and 5 are available from the local Affirmative Action Information Metropolitan Statistical Area (MSA) as provided by the Washington State Employment Security Department.

Factor 6 represents the percentage of minorities, women and persons with disabilities in jobs which feed into the job group under consideration.

Factor 7 represents the percentage of minorities, women and persons with disabilities attending training institutions. When this data cannot be acquired:

1. For unskilled or minimally skilled jobs, assume that the availability in the general educational institutions would be a percentage similar to the population, and use factor 1.
2. For moderately skilled jobs, use factor 2.
3. For very skilled jobs, assume an availability similar to the occupational work force, and use factor 5.

Factor 8 represents the promotable pool under consideration for training provided by King County Government.

King County will develop a tracking mechanism to obtain data for factor 8.

#### Subsection 4 D: Workforce Availability

##### C. Weight Setting

The Workforce Availability Setting Committee (WASCom) will be convened to set weights for eight factor computation for women, minorities and persons with disabilities. The WASCom will have representation from the departments, the Office of Civil Rights and Compliance, and the Office of Human Resource Management. Where possible, non-King County employee "expert" participation will be included in the committee.

Setting weights should be based on the importance of each factor in relation to other factors for the job group. For example, a job group composed of entry level positions may result in factor 2 (unemployed) and factor 3 (employed) receiving higher consideration (greater weight) rather than factor 5 (those possessing requisite skills in the recruitment area). Highly technical positions may result in factor 4 (those possessing requisite skills in the immediate area) and factor 5 (those possessing requisite skills in the recruitment area) receiving greater consideration.

##### D. EEO Job Category Development

To develop EEO job category availability, weight the relevant EEO job classification availability, or job group availability, with the percentage of incumbent participation in the workforce, using end of the year data. Then add all the weighted job classification or job group availabilities.

##### E. Aggregate Protected Group Availability Development

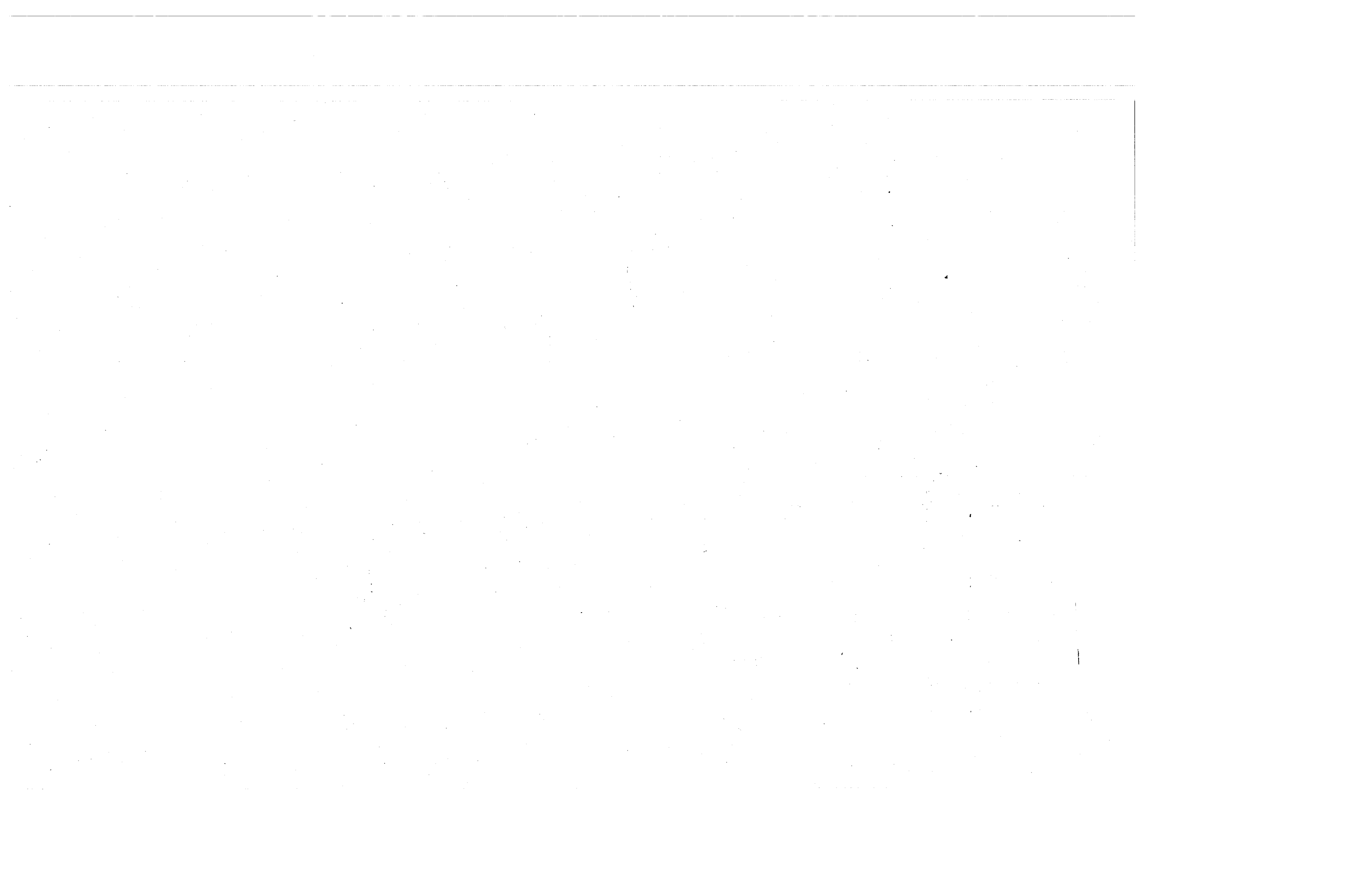
Traditionally referred to as horizontal goals, aggregate female, aggregate minority, and persons with disabilities availabilities are useful for public information purposes. Horizontal goals identify the participation of minorities, females and persons with disabilities overall, but does not identify the employees' functional location through EEO job categories or job groups.

To develop horizontal goals, weight each EEO job category availability with the relevant EEO job category incumbent percentage participation in the workforce using end of the year data. Then add all weighted EEO job category availabilities.

#### Subsection 4 D: Workforce Availability

For example, to develop overall minority availability:

1. Total all race/ethnic availability in each EEO job category.
2. Multiply the total minority availability by EEO job category, by the percentage of incumbents in the EEO job category.
3. Add the weighted minority availabilities for each EEO job category to total overall minority availability.



1992-1993 KING COUNTY  
AFFIRMATIVE ACTION GOALS

F = FEMALE  
M = MALE

EEO JOB	WHITE		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		PERSONS WITH DIS-ABILITIES%
	F%	M%	F%	M%	F%	M%	F%	M%	%		
Administrative	32.9	2.5	2.0	1.4	0.9	2.1	1.4	0.5	0.3	5.9	
Professional	38.7	2.7	2.2	1.2	1.1	4.0	4.2	0.3	0.8	5.6	
Technician	32.7	2.1	1.4	1.3	0.8	2.7	3.4	0.8	1.4	6.1	
Para-professional	55.6	1.4	5.1	0.7	1.6	1.6	6.5	0.3	1.1	7.4	
Protective Services	26.0	6.4	3.4	1.6	0.7	2.0	1.0	0.6	0.2	6.3	
Clerical	52.9	1.9	3.1	0.8	2.1	3.7	5.6	0.9	0.4	6.4	
Skilled Craft	22.7	2.8	2.3	3.3	0.7	2.2	1.1	0.7	0.9	7.2	
Service/Maintenance	33.7	4.0	17.3	1.7	2.3	3.3	2.2	0.7	0.5	9.0	

#### Subsection 4 D.2:

#### Documentation of 1989 - 1990 Availability Development Process

##### Background

The King County Council passed Ordinance No. 9088 adopting the new Affirmative Action Goals/Availability for October 1, 1989 through December 31, 1991. Prior to adoption of the new availabilities, King County operated under the 1987 Affirmative Action Plan. The Office of Civil Rights and Compliance (OCRC) submitted a 1988 Affirmative Action Plan and subsequently a 1989 Affirmative Action Plan for Council review/approval. The Personnel Board Study included a section on Affirmative Action, and the resolution of a Council proposal to transfer the Affirmative Action Section from OCRC to the Office of Human Resource Management. Pending the results of the Personnel Board Study, the Council directed that the proposed 1989 availability be updated. The updated availability was subsequently adopted.

##### Availability Update Process

Due to lack of data, persons-with-disabilities availability was not updated. However, minority and female availability was updated as follows.

##### 1. Data Used:

The proposed 1989 AA availability was developed with the following data:

Factor 1: 1987 King County population data.

Factor 2: 1987 King County unemployment data.

Factor 3: 1987 King County civilian labor force  
(employed) data.

Factor 4: 1980 40% King County + 60% City of Seattle local area requisite skills data based on the 1980 Census data. (Data was calculated to reflect 1983 King County job classification composition.)

Factor 5: 1980 United States larger area requisite skills data based on the 1980 Census data. (Data was calculated to reflect 1983 King County job classification composition.)

Factor 6: 1987 King County government promotions and transfers data.

Subsection 4 D.2:  
Documentation of 1989 - 1990  
Availability Development Process

Factor 7: 1987 training institutions undergraduate and graduate rates from ten universities in Washington State.

Factor 8: Training provided by the employer. No data was available.

Factor 1 (population), Factor 2 (unemployed) and Factor 3 (civilian labor force) were updated to reflect Washington State's Estimated 1988 Population by County and Bureau of Census Racial/Spanish Origin Categories and Seattle PMSA Resident Labor Force, Employment and Unemployment by Sex and Minority Status - 1988 Annual Average as published by the Employment Security Department. (See Subsection 4 D.2A for 8 Factor Raw Data.)

2. Weights Used:

The proposed 1989 availability reflected weights developed in 1985 for the 1986 AA Plan as documented in a July 26, 1985 Availability Analysis memorandum from the Affirmative Action Administrator, Alan Momohara, to Councilmember Audrey Gruger, Chair of Operations, Police and Judiciary Committee. (See Subsection 4 D.2B.)

The weights were adjusted to reflect the applicability of each factor as it relates to other factors as a viable applicant pool resource. (See Subsection 4 D.2C.)

3. Availability Calculations:

See Subsection 4 D.2D for availability calculations by EEO job category and Subsection 4 D.2E for overall minority, female and persons with disabilities horizontal goal calculations.



Subsection 4 D.2:  
Documentation of 1989 - 1990  
Availability Development Process

Subsection 4 D.2A:

Eight-Factor, Goal-Setting, Raw Data

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Factor 1	Population	31
Factor 2	Unemployed	32
Factor 3	Civilian Labor Force	32
Factor 4	Requisite Skills by EEO Job Category 1980 Census (40% King County and 60% City of Seattle)	33
Factor 5	Requisite Skills for Officials and Administrators - 1980 U.S. Census	35
Factor 6	1987 Promotions and Transfers by EEO Job Category	36
Factor 7	Training Institution Data, Washington State	37
Factor 8	Training Provided by the Employer (No data available)	--

WASHINGTON STATE'S ESTIMATED 1988 POPULATION  
BY COUNTY AND BUREAU OF THE CENSUS  
RACIAL/SPANISH ORIGIN CATEGORIES

County	Total Population	Not Spanish Origin					Spanish Origin*
		White	Black	Indian	Asian	Other	
Adams	14,000	10,380	30	50	70	60	3,390
Asotin	17,400	16,940	20	170	70	20	180
Benton	104,100	97,650	780	690	1,350	0	3,630
Chelan	49,700	46,800	50	390	290	200	1,970
Chillam	54,400	50,520	120	2,270	510	190	790
Clark	214,500	201,140	2,070	1,750	3,490	1,380	4,670
Columbia	4,100	3,930	0	20	20	10	120
Cowlitz	80,500	77,170	190	930	810	300	1,100
Douglas	24,100	22,780	20	200	130	60	890
Ferry	6,100	4,910	40	1,050	10	20	70
Franklin	35,500	27,700	1,460	220	440	40	5,640
Garfield	2,400	2,380	0	0	10	0	10
Grant	52,500	43,540	590	420	630	400	7,020
Grays Harbor	63,400	60,200	70	2,050	340	70	670
Island	53,400	47,150	930	480	2,030	600	2,210
Jefferson	18,600	17,350	50	540	170	120	350
King	1,413,900	1,196,910	66,100	13,500	83,470	14,160	39,760
Kitsap	177,300	155,270	3,670	2,550	6,740	1,860	7,210
Kittitas	25,000	24,010	130	200	200	130	330
Klickitat	16,600	15,340	20	500	120	40	590
Lewis	57,400	55,530	80	480	400	60	750
Lincoln	9,700	9,460	0	130	20	10	80
Mason	35,800	33,870	180	1,300	420	230	600
Okanogan	31,700	27,380	30	3,360	80	120	730
Pacific	17,600	16,850	40	350	120	60	180
Pend Oreille	8,800	8,440	10	190	20	20	120
Pierce	547,700	455,080	35,850	6,520	20,890	6,310	20,050
San Juan	9,600	9,240	10	70	70	100	110
Skagit	70,800	65,440	110	1,290	510	540	2,910
Skaumania	8,000	7,780	10	90	30	10	80
Snohomish	409,500	377,470	3,060	5,470	9,710	2,950	10,830
Spokane	354,100	332,740	4,580	4,300	5,100	1,650	5,730
Stevens	30,200	28,020	30	1,570	120	90	370
Thurston	149,300	134,820	1,400	2,170	4,950	980	4,970
Wahkiakum	3,500	3,390	0	50	10	0	50
Walla Walla	48,300	43,910	740	310	440	130	2,770
Whatcom	119,100	109,570	390	3,800	1,260	900	3,160
Whitman	39,000	36,400	530	230	1,110	170	560
Yakima	186,300	142,700	1,700	6,830	1,390	2,040	31,640
WASHINGTON	4,565,000	4,023,270	125,090	66,490	147,560	36,080	156,490

\* Spanish Origin is not a racial category. Persons of Spanish Origin may be of any race and are shown as a separate group in this table. The 1988 estimates of Spanish Origin population were developed from the 1985 population estimates by race. The 1980 ratio of Spanish Origin persons in each racial category was applied to the 1988 estimates by race to derive an estimate of the Spanish Origin population.

NOTE: Estimates for racial and Spanish Origin categories are variable because of the small number involved. Caution is advised in comparing and interpreting 1980 to 1988 changes for categories with less than 500 persons. Detail may not add to indicated totals because of rounding.

Table 3: Seattle PMSA  
 Resident Labor Force, Employment and Unemployment  
 By Sex and Minority Status - 1988 Annual Average

Sex and Minority	Civilian Labor Force	Percent	Employed	Percent	Unemployed	Percent	Unemployment Rate
Both Sexes Total	1,023,000	100.0	973,700	100.0	49,300	100.0	4.8
White	894,230	87.4	853,350	87.6	40,880	82.9	4.6
Black	36,400	3.6	33,340	3.4	3,060	6.2	8.4
Native American	8,760	0.9	7,770	0.8	990	2.0	11.3
Asian & Pacific Islander	50,990	5.0	48,800	5.0	2,110	4.3	4.1
Other Races	7,010	0.7	6,380	0.7	630	1.3	9.0
Hispanic	25,610	2.5	23,900	2.5	1,630	3.3	6.4
Female Total	480,030	100.0	450,370	100.0	21,660	100.0	4.5
White	416,320	86.7	390,390	86.9	17,930	82.8	4.3
Black	18,120	3.8	16,810	3.7	1,310	6.0	7.2
Native American	4,440	0.9	4,000	0.9	440	2.0	9.9
Asian & Pacific Islander	26,260	5.5	25,400	5.5	860	4.0	3.3
Other Races	2,930	0.6	2,630	0.6	300	1.4	10.2
Hispanic	11,960	2.5	11,140	2.4	820	3.8	6.9
Female Percent of Total	46.9	---	47.1	---	43.9	---	---

Note: All races exclude those of Hispanic origin as Hispanic is indicated as a separate group.  
 Race estimates are based on 1980 Census and revised 1988 population data from the Office of Financial Management.  
 Detail may not add to indicated totals because of rounding.

1980 CENSUS DATA \*

\* City of Seattle Census Data was weighted at 60% and King County Data was weighted at 40% to reflect 1985 residency of King County employees.

OCCUPATION	SEX	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	AK/IN	OTHER	TOTAL MINORITY
<b>EEO-4A</b>									
OFFICIALS AND ADMINISTRATORS	M	28273	26053	700	344	1037	113	25	2229
	F	12249	11275	351	143	397	75	5	974
	T	40522	37328	1051	487	1434	191	31	3194
	MZ	59.0	54.3	1.7	.8	2.6	.3	.1	5.5
	FZ	30.2	27.8	.9	.4	1.0	.2	.0	2.4
	TZ	100.0	92.1	2.6	1.2	3.5	.5	.1	7.9
<b>EEO-4B</b>									
PROFESSIONALS	M	37497	34133	801	482	1752	193	57	3385
	F	26681	23033	975	416	1235	199	23	2848
	T	64178	57966	1856	898	2907	392	80	3213
	MZ	58.4	53.2	1.4	.8	2.7	.3	.1	5.2
	FZ	41.6	37.1	1.5	.6	1.9	.3	.0	4.4
	TZ	100.0	90.3	2.9	1.4	4.7	.6	.1	7.7
<b>EEO-4C</b>									
TECHNICIANS	M	11879	10777	241	240	564	28	21	1102
	F	5700	4905	225	122	313	55	8	723
	T	17587	15762	466	370	877	83	29	1025
	MZ	67.5	61.3	1.4	1.4	3.2	.2	.1	5.3
	FZ	32.5	28.3	1.3	.7	1.8	.3	.0	4.1
	TZ	100.0	89.6	2.6	2.1	5.0	.5	.2	10.4
<b>EEO-4D</b>									
PROTECTIVE SERVICE WORKERS	M	2607	2247	213	38	81	25	4	361
	F	551	501	30	13	6	0	0	49
	T	3158	2748	243	51	87	25	4	410
	MZ	92.6	71.2	6.7	1.2	2.6	.8	.1	11.4
	FZ	17.4	15.9	.9	.4	.2	.0	.0	1.6
	TZ	100.0	87.0	7.7	1.6	2.8	.8	.1	13.0
<b>EEO-4E</b>									
PARAPROFESSIONALS	M	855	649	81	20	83	11	11	205
	F	6530	5263	621	157	350	125	14	1275
	T	7385	5912	702	177	433	136	25	1480
	MZ	11.6	8.8	1.1	.3	1.1	.1	.1	2.8
	FZ	88.4	71.2	8.4	2.1	4.0	1.7	.2	17.2
	TZ	100.0	80.0	9.5	2.4	5.1	1.8	.3	20.0

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1980 CENSUS DATA \*

\* City of Seattle Census Data was weighted at 60% and King County Data was weighted at 40% to reflect 1985 residency of King County employees.

OCCUPATION	SEX	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	AM/IN	OTHER	TOTAL MINORITY
EEO-4F:									
OFFICE AND CLERICAL	M	18073	16241	857	443	1150	143	21	2632
	F	57502	50466	2530	1060	2006	476	60	7036
	T	76375	66707	3405	1511	4044	619	89	9668
	MZ	24.7	21.3	1.1	.6	1.5	.2	.0	3.4
	FZ	75.3	66.1	3.3	1.4	3.0	.6	.1	9.2
	TZ	100.0	87.3	4.5	2.0	5.3	.8	.1	12.7
EEO-4G									
SKILLED CRAFT WORKERS	M	33672	30389	1314	689	914	320	45	3293
	F	2859	2525	135	55	112	30	3	334
	T	36531	32914	1449	744	1026	350	48	3617
	MZ	92.2	83.2	3.6	1.9	2.5	.9	.1	9.0
	FZ	7.8	6.9	.4	.2	.3	.1	.0	.7
	TZ	100.0	90.1	4.0	2.0	2.8	1.0	.1	9.9
EEO-4H									
SERVICE/MAINTENANCE	M	48616	39976	3404	1500	3024	629	82	8640
	F	27275	22236	1620	704	2311	357	47	5039
	T	75891	62212	5024	2204	5335	986	129	13679
	MZ	64.1	52.7	4.5	2.0	4.0	.8	.1	11.4
	FZ	35.9	29.3	2.1	.9	3.0	.5	.1	6.6
	TZ	100.0	82.0	6.6	2.9	7.0	1.3	.2	18.0

SPECIAL AREA: U S TOTAL  
[ DATA NOT SUPPRESSED ]

OCCUPATION	SEX	TOTAL	WHITE	BLACK	HISPANIC	ASIAN	AM/IN	OTHER	MIGRANT	TOTAL
EXEC MGMT	M	188706	166756	11470	6231	2575	1488	165	21950	21950
	F	75691	81109	9561	3196	1061	699	66	14582	14582
	T	264397	247865	21051	9427	3636	2187	231	36532	36532
	M	66.4	58.6	4.0	2.2	.9	.5	.1	7.7	7.7
	F	33.6	28.5	3.4	1.1	.4	.2	.0	5.1	5.1
	T	100.0	87.2	7.4	3.3	1.3	.8	.1	12.8	12.8

TOTAL PROMOTIONS AND TRANSFERS FOR 1987 WITHIN EEO JOB CATEGORIES

EEO CATEGORY	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
Administrative	2 50.0%	2 50.0%									4 100.0%
Professional	21 33.9%	24 38.7%	3 4.8%	2 3.2%	1 1.6%	1 1.6%	4 6.5%	5 8.1%		1 1.6%	62 100.0%
Technician	2 11.8%	8 47.1%	1 5.9%					3 17.6%	1 5.9%	2 11.8%	17 100.0%
Paraprofessional	1 33.3%	1 33.3%						1 33.3%			3 100.0%
Protective Ser.	9 34.6%	7 26.9%	5 19.2%	4 15.4%	1 3.8%						26 100.0%
Office/Clerical	5 10.6%	26 55.3%	1 2.1%	2 4.3%		2 4.3%	4 8.5%	6 12.0%	1 2.1%		47 100.0%
Skilled Craft	7 36.8%	6 31.6%		2 10.5%	3 15.8%					1 5.3%	19 100.0%
Service Maint.			1 50.0%	1 50.0%							2 100.0%
TOTAL (Percent)	47 26.1%	74 41.1%	11 6.1%	11 6.1%	5 2.8%	3 1.7%	8 4.4%	15 8.3%	2 1.1%	4 2.2%	180 100.0%

TRAINING INSTITUTION DATA  
 4-Year Colleges in Washington State  
 1987 Graduation  
 Source: City of Seattle Personnel

FACTOR 7

COLLEGE	AMERICAN INDIAN		BLACK		ASIAN		HISPANIC		WHITE		UNDECLARED		DISABLED		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Univ. of Puget Sound	1	3	7	5	6	19	3	5	429	448			NA	NA	446	480
Univ. of Washington	20	30	41	89	366	341	46	35	3,395	3,125			NA	NA	3,828	3,620
Heritage College	1	5	2	0	0	0	1	0	11	22			NA	NA	15	27
John Bastyr (All Medical Program)	0	0	1	0	1	0	0	0	9	19			NA	NA	11	19
Gonzaga University	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Seattle University	3	6	11	11	3	6	2	1	403	532			13	20	422	556
Seattle Pacific University	2	1	1	1	4	5	1	1	98	157	13	6	2	3	119	171
Pacific Lutheran University	0	1	2	1	8	4	0	0	171	267			2	3	181	273
Central Washington University	8	14	4	11	14	10	17	16	703	778			NA	NA	746	829
Waltworth College	1	0	1	0	0	3	0	1	53	85			NA	NA	55	87
<b>TOTAL</b>	<b>36</b>	<b>60</b>	<b>70</b>	<b>118</b>	<b>402</b>	<b>388</b>	<b>70</b>	<b>59</b>	<b>5,272</b>	<b>5,433</b>	<b>13</b>	<b>6</b>	<b>17</b>	<b>26</b>	<b>5,863</b>	<b>6,064</b>
<b>% TOTAL</b>	<b>0.30%</b>	<b>0.50%</b>	<b>0.59%</b>	<b>0.97%</b>	<b>3.37%</b>	<b>3.25%</b>	<b>0.59%</b>	<b>0.49%</b>	<b>44.20%</b>	<b>45.55%</b>	<b>0.11%</b>	<b>0.05%</b>	<b>0.14%</b>	<b>0.22%</b>	<b>49.16%</b>	<b>50.84%</b>

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Section 4 D: 2B

Documentation of Weight Assignments



King County Executive  
Randy Revelle

Department of Executive Administration  
Lauraine D. Brekke, Director

July 26, 1985

TO: Audrey Gruger, Chair  
Operations, Police and Judiciary Committee

FM: *Allen R. Kishara*  
Allen R. Kishara, Administrator  
Affirmative Action Program

Re: Availability Analysis: Affirmative Action Plan

As you requested, I am providing the rationale for changes in the weights assigned to the various factors used to determine availability for each job category in the 1985 Proposed Affirmative Action Plan. First, however, I would like to describe the process used to make these assignments and to point out that calculating availability using a multi-factor analysis is not a precise science. Some judgment is exercised at each step in the process, including the assignment of weights to each factor. In addition, the changes in weights in 1985 did not result from an assessment of the 1984 weight for each factor per se. Rather, the changes occurred when we reassessed the relative value of all factors used to determine availability for a particular job category.

The first step in the assignment of weights is to determine the relative importance of each factor in the eight factor analysis by job category. For example, in reviewing the four factors used to calculate availability of women and minorities for Job Category 7: Skilled Crafts, we determined that the most important factor was Factor 4, persons with the requisite skills in the local area. This was deemed the most important because positions in this category require specialized skills and a majority of the applications are received from residents of King County.

The second most important factors were judged to be Factors 2 and 3, Unemployment data, and Representation in the Labor Force. We rated these two factors higher than the final factor used in this analysis (General Population). We believed that a significant percent of those who have skills to perform in positions in this job category are either underemployed or unemployed. This belief is based on information from contractors who contract with the County who indicate that the construction industry is slow at

this time causing higher than normal under- and unemployment among those in the skilled crafts. We gave them the same level of importance to both of these factors because we could not justify one as more important than the other.

The second step in assigning weights to the various factors is to determine how much more important the ranked factors are relative to each other. This is a difficult task and is based on the judgment of the evaluator. The critical question is how much more impact does one factor have over another. Is factor X three or four times as important as factor Y in calculating availability? In the case of the skilled crafts, we believe that factor 4 was significantly more important than the other factors and weighted this factor at least four times more than any other factor.

It should be emphasized that the various factors do not necessarily have the same importance and consequently weight in each job category. Therefore, it is possible that a particular factor may be weighted four times as important as any other factor in one job category and only twice as important in another.

Using the above process, we revised the weights by job category for the following reasons.

I. Administrative:

Five factors were used to calculate availability for this job category. Only the weight assigned to the factor "Requisite Skills (Larger Area)" remained unchanged from 1984 to 1985.

<u>Factor</u>	<u>1984</u>	<u>1985</u>
Population	3	8
Unemployment	5	10
Labor Force	7	12
Requisite Skills (Local)	50	35
Requisite Skills (Larger Area)	35	35

We determined the most important factors in this analysis were "Requisite Skills (Local)" and "Requisite Skills (Larger Area)". We were unable to conclude that one was more important than the other since applicants for these positions come from both within and outside of King County. The other factors in order of their determined importance were Representation in the Labor Force (Labor Force), Representation among the Unemployed and/or those seeking work (Unemployment) and General Population (Population).

Requisite Skills (Local) and Requisite Skills (Larger Area) had been weighted at 50 and 35 percent respectively in 1984. We

could not raise Requisite Skills (Larger Area) to 50 percent and still give some weight to the other factors in the analysis. In addition, we believed that the weights given to Unemployment and Labor Force needed to be increased over the 1984 levels because we underestimated the impact and availability of persons qualified to be administrators/managers who are not currently performing those duties but are in the workforce or are unemployed.

Therefore, we weighted Requisite Skills (Local) and Requisite Skills (Larger Area) at 35 percent each which still resulted in an overall availability for this job category which heavily favored those currently performing administrative/managerial functions. We then divided the remaining 30 percent in accordance with the determination of importance described above. In doing this, we felt that a two point spread between each of the three factors was reasonable, especially for Unemployment and Labor Force. Under these circumstances, the weights assigned were 12, 10, and 8 for Labor Force, Unemployment, and Population respectively.

## II. Professionals:

Six factors were used to calculate availability in 1984. One other factor (Promotions/transfers) was added in 1985. Four of the original factors were changed from 1984 to 1985 to accommodate the addition of the seventh factor.

<u>Factor</u>	<u>1984</u>	<u>1985</u>
Population	3	5
Unemployment	5	5
Labor Force	7	10
Requisite Skills (Local)	65	40
Requisite Skills (Larger Area)	5	5
Promotions/transfers	0	25
Training Schools	10	10

In 1985, we determined that the most important factor for calculating availability for this job group was Factor 4, Requisite Skills (Local). Second in importance was Factor 6, Promotions/transfers since many of King County's professional positions are filled from within by persons not currently performing the same duties. A decision on the third most important factor was difficult. We decided that Labor Force and Training were equally important. The former was so rated because many professionals are underemployed and the latter because college/university graduates are qualified for many of our professional jobs. Of the final three factors used, Requisite Skills (Larger Area) and Unemployment were rated equally. We could not justify any of these factors as more important than the others.

The most important, Requisite Skills (Local), was weighted at 40 percent. This was a substantial drop from 1984 when it was weighted at 65 percent. Given that many positions are filled through promotions/transfers and by recent graduates, we believed that heavy reliance on Requisite Skills (local) to determine overall availability for the Professional job category was inaccurate. We therefore lowered the weight given to this factor to what we considered a more reasonable level. We rated Promotions/transfers at 25 percent because our best estimate was that 25 percent of King County positions are filled by current King County employees. Training and Labor Force data were rated at 10 percent because we believed that these factors were substantially less influential than the two above-mentioned and approximately twice as important as the three least important factors. These decisions resulted in increases in the weights for Population and Laborforce:

### III. Technicians:

Five factors were used in the 1984 determination of availability for this job category. One additional factor, Promotions/transfers, was added in 1985. Weights for all factors were changed in 1985.

<u>Factor</u>	<u>1984</u>	<u>1985</u>
Population	6	5
Unemployment	9	10
Labor Force	15	10
Requisite Skills (Local)	70	40
Promotions/transfers	0	25

As with all job categories, Requisite Skills (Local) was identified as the most important factor. The factor deemed second in importance was Promotions/transfers since we believed that many of the vacancies in this category are filled by current King County employees. Third in importance were three factors, Unemployment Labor Force, and Training. In this case, Unemployment and Labor Force were given equal weight because of the skill level needed to perform these positions. As a rule, when we believed that a higher level of skill was needed to perform jobs in a job group, we rated Labor Force data higher than Unemployment data. This is based on our perception that a larger percent of those employed have current work experience and skills. In this instance, we did not believe a high degree of skill was needed and weighted these two factors equally. The final factor and lowest in importance was Population.

The heavy reliance on Requisite Skills (Local) in the 1984 analysis caused us concern. While we believed that Requisite Skills (Local) was still the most important, we did not believe that it should be weighted at over 50 percent, as it was in 1984. We therefore weighted this factor at 40 percent. Promotions/transfers was weighted at 25 percent because we believed approximately 25 percent of the vacancies in this job category are filled by King County employees. The next three factors in terms of importance were not considered significant compared to Requisite Skills (Local) and Promotions/transfers. They were accordingly all weighted at 10 percent. Finally, the least important factor, Population, was given a 5 percent weight.

#### IV. Paraprofessionals:

In 1984, four factors were used to determine availability. In 1985, Promotions/transfers was added. The weight for only one factor used in 1984 was changed.

<u>Factor</u>	<u>1984</u>	<u>1985</u>
Population	10	10
Unemployment	15	15
Labor Force	15	15
Requisite Skills (Local)	60	35
Promotions/transfers	0	25

Consistent with the rankings for other job categories, the most important factor in this analysis is Requisite Skills (Local). Promotions/transfers was the second most important factor while Labor Force and Unemployment ranked third. Population was the lowest ranked factor in terms of importance.

Jobs in this category do not require a substantial amount of experience or skill and therefore, Requisite Skill (Local) was weighted only at 35 percent. This was a significant drop from the 1984 weight of 60 percent. Promotions/transfers was weighted at 25 percent while Unemployment and Labor Force was given a 15 percent weights. The latter figures are higher than those used previously because we believed that more people in the ranks of the unemployed and in the Labor Force are qualified to perform the tasks of positions in this job category. Population was weighted at 10 percent.

#### V. Protective Service:

The number of factors used to calculate availability in 1984 and 1985 remained constant at five. Weights for four of the five factors changed.

<u>Factor</u>	<u>1984</u>	<u>1985</u>
Population	5	10
Unemployment	5	15
Labor Force	10	15
Requisite Skills (Local)	60	40
Requisite Skills (Large Area)	20	20

We identified Requisite Skills (Local) as the most important factor for this job group. The second most important factor was Factor 5, Requisite Skills (Larger Area). It is our understanding that recruitment of protective service personnel is conducted state-wide. Next in importance was Unemployment and Labor Force. Finally, Population was rated lowest in importance.

The weight for Requisite Skills (Local) dropped from 60 percent in 1984 to 40 percent in 1985. This change was made to offset increases made to factors Population, Unemployment, and Labor Force. The weight of these factors was increased because we believed that the skills needed to perform the duties of the positions in this category can readily be found among the unemployed, those currently in the labor force and the general population. Therefore, the weights for these three factors were raised at least five percent.

#### VI. Office Clerical:

Four factors were used to determine availability in 1984. Promotions/transfers was added as a fifth factor in 1985. The weight for only one factor used in 1984 was changed in 1985.

<u>Factor</u>	<u>1984</u>	<u>1985</u>
Population	10	10
Unemployment	10	10
Labor Force	20	20
Requisite Skills (Local)	60	35
Promotions/transfers	0	25

Requisite Skills (Local) was the most important factor in this analysis. Promotions/transfers was deemed next in importance because many vacancies in this job category are filled by King County employees. Labor Force was third in importance and rated higher than Population and Unemployment because there appears to be a shortage of clerical personnel in general at this time and we believed that a high percentage of people who can perform these jobs are currently employed.

The weight given to Requisite Skills (Local) was 35 percent, down from the 60 percent given in 1984. We believed that the emphasis on this factor in 1984 was inappropriate. Many positions in this job category do not require a high degree of previous experience or training. While still the most important factor, the weight was dropped significantly. Promotions/transfers was weighted at 25 percent because we believed that a significant number of vacancies in this job category are filled by King County employees. No changes were made to the other weights in this category.

#### VII. Skilled Crafts:

Four factors were used to determine availability in 1984 and 1985. The weight for all factors changed in 1985.

Factor	1984	1985
Population	3	10
Unemployment	5	15
Labor Force	10	15
Requisite Skills (Local)	82	60

The most important factor for this job category is Requisite Skills (Local). Second in importance were Labor Force and Unemployment. These were rated equal in importance because we believed that people in the skilled crafts are both unemployed and underemployed. We could not justify rating one higher than the other. Population was the fourth factor.

A significant reduction in the weight given to Factor 4, Requisite Skills (Local) was made to allow us to more appropriately consider factors other than requisite skills as we calculated availability. This was important to accommodate unemployment and underemployment among persons in this job category.

The redistribution of weights resulted in the following. Requisite Skills (Local) was weighted at 60 percent. This is a high skill area so this is emphasized. Labor Force and unemployment were weighted at 15 percent reflecting the discussion above. General population was rated at 10 percent.

#### VIII. Service Maintenance:

Four factors were used in 1984 to determine the availability of persons in this job category. One additional factor was used in 1985. Changes occurred in three of the four factors used in 1984 to accommodate the addition of Promotions/transfers as a factor.



Audrey Gruger  
July 26, 1985  
Page 8

Factor	1984	1985
Population	15	10
Unemployment	25	15
Labor Force	20	20
Requisite Skills (Local)	40	30
Promotions/transfers	0	25

The most important factor identified was Requisite Skills (Local). Second in importance were Promotion/transfer. Many of the vacancies in this job category are filled by King County employees. Labor Force, next in importance, rated slightly higher than Unemployment because some degree of familiarity with the duties of the various positions may be necessary for employment in this job category. For example, people working in the Automotive Center on County vehicles need some knowledge of automobiles. The number of people employed with this knowledge is greater than the number of people unemployed with this knowledge. The lowest ranked factor was Population.

Because many of the positions in this job category do not require a substantial amount of skill and/or experience, the weight of the most important factor, Requisite Skills (Local) was reduced from the 1984 level. This, and reducing the weight of the factor Population and Unemployment, enabled us to accommodate the addition of Promotions/transfers in the analysis. Population was considered the least important of the relevant factors.

I hope this discussion helps clarify our rationale in assigning factor weights in our 1985 Affirmative Action Plan.

Please feel free to contact me if you have any questions or if we can be of further assistance.

cc: Lauraine D. Brekke, Director  
Department of Executive Administration  
Leita Ovena, EEO/Contract Compliance Officer  
Kristi Nelson, Council Staff  
Tony Baxter, Council Staff

Subsection 4 D.2C:

Eight-Factor Weight Assignment by EEO Job Category

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7. SKILLED CRAFT	50
8. SERVICE/MAINTENANCE	50

KING COUNTY AFFIRMATIVE ACTION PLAN B FACTOR WEIGHT ASSIGNMENT

LEGEND: AFR = APPROVED AFFIRMATIVE ACTION PLAN PRO = PROPOSED AFFIRMATIVE ACTION PLAN

** OFFICIALS AND ADMINISTRATORS	AFR 1985	AFR 1986	AFR 1987	PRO 1988	PRO 1990/91	COMMENTS:
1 POPULATION	3	8	8	8	8	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
2 UNEMPLOYED	5	10	10	10	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
3 LABOR FORCE	7	12	12	12	12	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
4 REQUISITE SKILLS (LOCAL)	50	35	35	38	35	RETURNED FACTOR 4 TO PREVIOUS APPROVED PLAN WEIGHT
5 REQUISITE SKILLS (LARGER AREA)	35	35	35	25	28	ADJUSTED TO REFLECT DECREASE IN FACTOR 4 AND USE OF FACTOR 7
6 PROMOTIONS/TRANSFERS	0	0	0	2	2	BASED ON ACTUAL KING COUNTY PROMO/TRANSFER DATA
7 ENROLLMENT DATA L/S/N	0	0	0	5	5	ASSIGNED REASONABLE WEIGHT
8 TRAINING GIVEN BY EMPLOYER	0	0	0	0	0	NO DATA
TOTAL PERCENT	100	100	100	100	100	

** PROFESSIONALS	AFR 1985	AFR 1986	AFR 1987	PRO 1988	PRO 1990/91	COMMENTS:
1 POPULATION	3	5	5	4	5	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
2 UNEMPLOYED	5	5	5	4	5	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
3 LABOR FORCE	7	10	10	8	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
4 REQUISITE SKILLS (LOCAL)	65	40	40	35	41	SAME AS ABOVE AND ADJUSTED TO INCLUDE FACTOR 5 WEIGHT
5 REQUISITE SKILLS (LARGER AREA)	5	5	5	5	0	NOT APPLICABLE
6 PROMOTIONS/TRANSFERS	0	25	25	34	34	BASED ON ACTUAL KING COUNTY PROMO/TRANSFER DATA
7 ENROLLMENT DATA L/S/N	10	10	10	10	5	ASSIGNED REASONABLE WEIGHT
8 TRAINING GIVEN BY EMPLOYER	0	0	0	0	0	NO DATA
TOTAL PERCENT	95	100	100	100	100	

** TECHNICIANS	AFR 1985	AFR 1986	AFR 1987	PRO 1988	PRO 1990/91	COMMENTS:
1 POPULATION	6	5	5	5	5	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
2 UNEMPLOYED	9	10	10	10	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
3 LABOR FORCE	15	10	10	10	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
4 REQUISITE SKILLS (LOCAL)	70	40	40	51	66	SAME AS ABOVE AND ADJUSTED TO INCLUDE DECREASE IN FACTOR 6 WEIGHT
5 REQUISITE SKILLS (LARGER AREA)	0	0	0	0	0	NOT APPLICABLE
6 PROMOTIONS/TRANSFERS	0	25	25	9	9	BASED ON ACTUAL KING COUNTY PROMO/TRANSFER DATA
7 ENROLLMENT DATA L/S/N	0	0	0	15	0	NOT APPLICABLE
8 TRAINING GIVEN BY EMPLOYER	0	0	0	0	0	NO DATA
TOTAL PERCENT	100	90	90	100	100	

XX PROTECTIVE SERVICES	APR 1985	APR 1986	APR 1987	PRO 1988	PRO 1990/91	COMMENTS:
1 POPULATION	5	10	10	10	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLAN
2 UNEMPLOYED	5	15	15	8	15	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLAN
3 LABOR FORCE	10	15	15	12	15	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLAN
4 REQUISITE SKILLS (LOCAL)	40	40	40	30	40	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLAN
5 REQUISITE SKILLS (LARGER AREA)	20	20	20	20	6	ADJUSTED TO REFLECT INCREASE IN FACTOR 4 AND DECREASE IN FACTOR 6 WEIGHTS
6 PROMOTIONS/TRANSFERS	0	0	0	20	14	BASED ON ACTUAL KING COUNTY PROMO/TRANSFER DATA
7 ENROLLMENT DATA L/S/N	0	0	0	0	0	NO DATA
8 TRAINING GIVEN BY EMPLOYER	0	0	0	0	0	NO DATA
TOTAL PERCENT	100	100	100	100	100	

XX PARA-PROFESSIONALS	APR 1985	APR 1986	APR 1987	PRO 1988	PRO 1990/91	COMMENTS:
1 POPULATION	10	10	10	5	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM 1987 APPROVED PLAN
2 UNEMPLOYED	15	15	10	10	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM 1987 APPROVED PLAN
3 LABOR FORCE	15	15	15	10	15	CONSISTENT WITH WEIGHTS ASSIGNED FROM 1987 APPROVED PLAN
4 REQUISITE SKILLS (LOCAL)	40	35	40	51	51	SAME AS ABOVE AND ADJUSTED TO INCLUDE DECREASE IN FACTOR 6 WEIGHT
5 REQUISITE SKILLS (LARGER AREA)	0	0	0	0	0	NOT APPLICABLE
6 PROMOTIONS/TRANSFERS	0	25	25	9	9	BASED ON ACTUAL KING COUNTY PROMO/TRANSFER DATA
7 ENROLLMENT DATA L/S/N	0	0	0	15	5	REASONABLE WEIGHT
8 TRAINING GIVEN BY EMPLOYER	0	0	0	0	0	NO DATA
TOTAL PERCENT	100	100	100	100	100	

XX CLERICAL	APR 1985	APR 1986	APR 1987	PRO 1988	PRO 1990/91	COMMENTS:
1 POPULATION	10	10	10	5	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLAN
2 UNEMPLOYED	10	10	10	5	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLAN
3 LABOR FORCE	20	20	20	19	20	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLAN
4 REQUISITE SKILLS (LOCAL)	40	35	35	35	34	SAME AS ABOVE AND ADJUSTED GIVEN FACTOR 6
5 REQUISITE SKILLS (LARGER AREA)	0	0	0	0	0	NOT APPLICABLE
6 PROMOTIONS/TRANSFERS	0	0	0	26	26	BASED ON ACTUAL KING COUNTY PROMO/TRANSFER DATA
7 ENROLLMENT DATA L/S/N	0	0	0	10	0	NO DATA
8 TRAINING GIVEN BY EMPLOYER	0	0	0	0	0	NO DATA
TOTAL PERCENT	100	75	75	100	100	

** SKILLED CRAFT	APR 1985	APR 1986	APR 1987	PRO 1988	PRO 1990/91	COMMENTS:
1 POPULATION	3	10	10	10	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
2 UNEMPLOYED	5	15	15	12	15	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
3 LABOR FORCE	10	15	15	12	15	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
4 REQUISITE SKILLS (LOCAL)	62	60	60	50	49	SAME AS ABOVE AND ADJUSTED GIVEN DECREASE IN FACTOR 6
5 REQUISITE SKILLS (LARGER AREA)	0	0	0	0	0	NOT APPLICABLE
6 PROMOTIONS/TRANSFERS	0	0	0	16	11	BASED ON ACTUAL KING COUNTY PROMO/TRANSFER DATA
7 ENROLLMENT DATA L/S/N	0	0	0	0	0	NO DATA
8 TRAINING GIVEN BY EMPLOYER	0	0	0	0	0	NO DATA
TOTAL PERCENT	100	100	100	100	100	

** SERVICE MAINTENANCE	APR 1985	APR 1986	APR 1987	PRO 1988	PRO 1990/91	COMMENTS:
1 POPULATION	15	10	10	10	10	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
2 UNEMPLOYED	25	15	15	15	15	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
3 LABOR FORCE	20	20	20	20	20	CONSISTENT WITH WEIGHTS ASSIGNED FROM APPROVED PLANS
4 REQUISITE SKILLS (LOCAL)	40	30	30	40	54	SAME AS ABOVE AND ADJUSTED GIVEN DECREASE IN FACTOR 6
5 REQUISITE SKILLS (LARGER AREA)	0	0	0	0	0	NOT APPLICABLE
6 PROMOTIONS/TRANSFERS	0	25	25	10	1	BASED ON ACTUAL KING COUNTY PROMO/TRANSFER DATA
7 ENROLLMENT DATA L/S/N	0	0	0	14	0	NO DATA
8 TRAINING GIVEN BY EMPLOYER	0	0	0	0	0	NO DATA
TOTAL PERCENT	100	100	100	109	100	

Subsection 4 D.2D:

Availability Calculations by EEO Job Category

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EE01 : OFFICIALS AND ADMINISTRATORS

1990-1991 AFFIRMATIVE ACTION GOALS

B FACTOR	RACE/SEX PERCENTAGE WITHIN EACH FACTOR										ROW TOTAL	ASSIGNED WEIGHT	WEIGHTED RACE/SEX PERCENTAGE WITHIN EACH FACTOR									
	MALE					FEMALE							MALE					FEMALE				
	WM	BM	AM	HM	NM	WF	BF	AF	HF	NF			WM	BM	AM	HM	NM	WF	BF	AF	HF	NF
1 Local Population	0.421	0.023	0.027	0.015	0.006	0.426	0.024	0.032	0.014	0.004	0.992	0.000	0.034	0.002	0.001	0.000	0.034	0.002	0.003	0.001	0.000	
2 Local Unemployed	0.466	0.035	0.025	0.016	0.011	0.364	0.027	0.017	0.017	0.009	0.987	0.100	0.047	0.004	0.003	0.002	0.001	0.036	0.003	0.002	0.002	
3 Local Labor Force	0.467	0.018	0.024	0.013	0.004	0.407	0.018	0.026	0.012	0.004	0.993	0.120	0.056	0.002	0.003	0.002	0.000	0.049	0.002	0.003	0.001	
4 Requisite Skills (L)	0.643	0.017	0.026	0.000	0.003	0.278	0.009	0.010	0.004	0.002	1.000	0.350	0.225	0.006	0.009	0.003	0.001	0.097	0.003	0.004	0.001	
5 Requisite Skills (US)	0.586	0.040	0.009	0.022	0.005	0.285	0.034	0.004	0.011	0.002	0.978	0.280	0.164	0.011	0.003	0.006	0.001	0.000	0.010	0.000	0.000	
6 Promotions/Transfers	0.500					0.500					1.000	0.000	0.010	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
7 Training Schools	0.442	0.006	0.034	0.006	0.003	0.456	0.010	0.033	0.005	0.005	1.000	0.050	0.022	0.000	0.002	0.000	0.000	0.023	0.001	0.002	0.000	
8 Employer Training												1.000										

FINAL AVAILABILITY 0.568 0.025 0.021 0.014 0.005 0.329 0.020 0.014 0.009 0.003

DATA SOURCE:

AVAILABILITY TOTAL RACE/SEX 0.997

- 1 Local Population 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 2"
- 2 Local Unemployed 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 3 Local Labor Force 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 4 Requisite Skills (L) 1980 SPECIAL OCCUPATION TABULATION (40% SEATTLE + 40% KING COUNTY) DATA FROM BIDDLE AND ASSOCIATES
- 5 Requisite Skills (US) 1980 SPECIAL OCCUPATION TABULATION (UNITED STATES) DATA FROM BIDDLE AND ASSOCIATES
- 6 Promotions/Transfers 1987 KING COUNTY DATA FROM PERSONNEL PROCESSED BY OCRC
- 7 Training Schools 1987 GRADUATION RATES FROM 10 WASHINGTON STATE UNIVERSITIES
- 8 Employer Training

EE02 : PROFESSIONALS

1970-1991 AFFIRMATIVE ACTION GOALS

B FACTOR	RACE/SEX PERCENTAGE WITHIN EACH FACTOR											ROW TOTAL	ASSIGNED WEIGHT	WEIGHTED RACE/SEX PERCENTAGE WITHIN EACH FACTOR										
	MALE					FEMALE					TOTAL			MALE					FEMALE					
	WM	BM	AM	HM	NAM	WF	BF	AF	HF	NWF				WM	BM	AM	HM	NAM	WF	BF	AF	HF	NWF	
1 Local Population	0.421	0.023	0.027	0.015	0.006	0.426	0.024	0.032	0.014	0.004	0.992	0.050	0.021	0.001	0.001	0.000	0.021	0.001	0.002	0.001	0.000			
2 Local Unemployed	0.446	0.035	0.025	0.016	0.011	0.364	0.027	0.017	0.017	0.007	0.987	0.050	0.023	0.002	0.001	0.001	0.018	0.001	0.001	0.001	0.000			
3 Local Labor Force	0.467	0.018	0.024	0.013	0.004	0.407	0.018	0.026	0.012	0.004	0.993	0.100	0.047	0.002	0.002	0.001	0.041	0.002	0.003	0.001	0.000			
4 Requisite Skills (L)	0.532	0.014	0.027	0.009	0.003	0.371	0.015	0.019	0.006	0.013	0.978	0.410	0.218	0.006	0.011	0.003	0.001	0.152	0.006	0.008	0.002	0.001		
5 Requisite Skills (WA)												0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000			
6 Promotions/Transfers	0.330	0.040	0.045	0.016	0.000	0.387	0.032	0.081	0.016	0.016	0.977	0.340	0.115	0.016	0.022	0.005	0.000	0.132	0.011	0.028	0.005	0.005		
7 Training Schools	0.442	0.006	0.034	0.006	0.003	0.456	0.010	0.033	0.005	0.005	1.000	0.050	0.022	0.000	0.002	0.000	0.023	0.001	0.002	0.000	0.000			
8 Employer Training												1.000												

FINAL AVAILABILITY 0.446 0.027 0.040 0.012 0.003 0.387 0.022 0.042 0.011 0.003

DATA SOURCE:

AVAILABILITY TOTAL RACE/SEX 0.997

- 1 Local Population 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 2"
- 2 Local Unemployed 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 1, SEATTLE PMSA"
- 3 Local Labor Force 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 1, SEATTLE PMSA"
- 4 Requisite Skills (L) 1980 SPECIAL OCCUPATION TABULATION (60% SEATTLE + 40% KING COUNTY) DATA FROM BIDDLE AND ASSOCIATES
- 5 Requisite Skills (WA) 1980 SPECIAL OCCUPATION TABULATION (WASHINGTON STATE) DATA FROM BIDDLE AND ASSOCIATES
- 6 Promotions/Transfers 1987 KING COUNTY DATA FROM PERSONNEL PROCESSED BY OORC
- 7 Training Schools 1987 GRADUATION RATES FROM 10 WASHINGTON STATE UNIVERSITIES
- 8 Employer Training



EE03 : TECHNICIANS

1970-1991 AFFIRMATIVE ACTION GOALS

8 FACTOR	RACE/SEX PERCENTAGE WITHIN EACH FACTOR											ROW TOTAL	ASSIGNED WEIGHT	WEIGHTED RACE/SEX PERCENTAGE WITHIN EACH FACTOR										
	MALE					FEMALE					MALE					FEMALE								
	WM	BM	AM	HM	NAM	WF	BF	AF	HF	NWF	WM			BM	AM	HM	NAM	WF	BF	AF	HF	NWF		
1 Local Population	0.421	0.023	0.027	0.015	0.006	0.426	0.024	0.032	0.014	0.004	0.992	0.050	0.021	0.001	0.001	0.000	0.021	0.001	0.002	0.001	0.000			
2 Local Unemployed	0.466	0.035	0.025	0.016	0.011	0.364	0.027	0.017	0.017	0.009	0.987	0.100	0.047	0.004	0.003	0.001	0.036	0.003	0.002	0.002	0.001			
3 Local Labor Force	0.467	0.018	0.024	0.013	0.004	0.407	0.018	0.026	0.012	0.004	0.993	0.100	0.047	0.002	0.001	0.000	0.041	0.002	0.003	0.001	0.000			
4 Requisite Skills (L)	0.613	0.014	0.032	0.014	0.002	0.283	0.013	0.018	0.007	0.003	0.999	0.660	0.405	0.007	0.021	0.009	0.001	0.187	0.009	0.012	0.005	0.002		
5 Requisite Skills (WA)												0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		
6 Promotions/Transfer	0.118	0.059			0.059	0.470		0.176		0.118	1.000	0.070	0.011	0.005	0.000	0.000	0.042	0.000	0.016	0.000	0.011			
7 Training Schools												0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000			
8 Employer Training																								
												1.000												

FINAL AVAILABILITY: 0.530 0.021 0.027 0.013 0.008 0.327 0.014 0.036 0.008 0.014

DATA SOURCE:

AVAILABILITY TOTAL RACE/SEX 0.997

- 1 Local Population 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 2"
- 2 Local Unemployed 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 1. SEATTLE PMSA"
- 3 Local Labor Force 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 1. SEATTLE PMSA"
- 4 Requisite Skills (L) 1980 SPECIAL OCCUPATION TALLATION (60% SEATTLE + 40% KING COUNTY) DATA FROM BIDDLE AND ASSOCIATES
- 5 Requisite Skills (WA) 1980 SPECIAL OCCUPATION TALLATION (WASHINGTON STATE) DATA FROM BIDDLE AND ASSOCIATES
- 6 Promotions/Transfer 1987 KING COUNTY DATA FROM PERSONNEL PROCESSED BY OCRC
- 7 Training Schools 1987 GRADUATION RATES FROM 10 WASHINGTON STATE UNIVERSITIES
- 8 Employer Training

EECS : PROTECTIVE SERVICE

1990-1991 AFFIRMATIVE ACTION GOALS

B FACTOR	RACE/SEX PERCENTAGE WITHIN EACH FACTOR										ROW TOTAL	ASSIGNED WEIGHT	WEIGHTED RACE/SEX PERCENTAGE WITHIN EACH FACTOR										
	MALE					FEMALE							TOTAL	MALE					FEMALE				
	WM	BM	AM	HM	NM	WF	BF	AF	HF	NF				WM	BM	AM	HM	NM	WF	BF	AF	HF	NF
1 Local Population	0.421	0.023	0.027	0.015	0.006	0.426	0.024	0.032	0.014	0.004	0.992	0.100	0.042	0.002	0.003	0.002	0.001	0.043	0.002	0.003	0.001	0.000	
2 Local Unemployed	0.466	0.035	0.025	0.016	0.011	0.364	0.027	0.017	0.017	0.009	0.907	0.150	0.070	0.005	0.004	0.002	0.002	0.055	0.004	0.003	0.003	0.001	
3 Local Labor Force	0.467	0.018	0.024	0.013	0.004	0.407	0.018	0.026	0.012	0.004	0.993	0.150	0.070	0.003	0.004	0.002	0.001	0.061	0.003	0.004	0.002	0.001	
4 Requisite Skills (L)	0.712	0.067	0.026	0.012	0.000	0.159	0.009	0.002	0.004	0.000	0.999	0.400	0.295	0.027	0.010	0.005	0.003	0.064	0.004	0.001	0.002	0.000	
5 Requisite Skills (WA)												0.060	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
6 Promotions/Transfers	0.346	0.192		0.038		0.269	0.153				0.990	0.140	0.048	0.027	0.000	0.005	0.000	0.038	0.021	0.000	0.000	0.000	
7 Training Schools												0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
8 Employer Training																							
												1.000											

FINAL AVAILABILITY 0.515 0.064 0.020 0.016 0.006 0.260 0.034 0.010 0.007 0.002

DATA SOURCE:

AVAILABILITY TOTAL RACE/SEX 0.936  
(RESULT OF WEIGHTING OF SMALL AVAIL. AND ROUNDING TO 3 DECIMAL POINTS)

- 1 Local Population 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 2"
- 2 Local Unemployed 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 1, SEATTLE PMSA"
- 3 Local Labor Force 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 1, SEATTLE PMSA"
- 4 Requisite Skills (L) 1980 SPECIAL OCCUPATION TABULATION (60% SEATTLE + 40% KING COUNTY) DATA FROM BIDDLE AND ASSOCIATES
- 5 Requisite Skills (WA) 1980 SPECIAL OCCUPATION TABULATION (WASHINGTON STATE) DATA FROM BIDDLE AND ASSOCIATES
- 6 Promotions/Transfers 1987 KING COUNTY DATA FROM PERSONNEL PROCESSED BY OCRC
- 7 Training Schools 1987 GRADUATION RATES FROM 10 WASHINGTON STATE UNIVERSITIES
- 8 Employer Training

EE04 : PARAPROFESSIONALS

1990-1991 AFFIRMATIVE ACTION GOALS

B FACTOR	RACE/SEX PERCENTAGE WITHIN EACH FACTOR										ROW TOTAL	ASSIGNED WEIGHT	WEIGHTED RACE/SEX PERCENTAGE WITHIN EACH FACTOR										
	M/F					F/M							TOTAL	M/F					F/M				
	WM	BM	AM	HM	NM	WF	BF	AF	HF	NF				WM	BM	AM	HM	NM	WF	BF	AF	HF	NF
1 Local Population	0.421	0.023	0.027	0.015	0.006	0.426	0.024	0.032	0.014	0.004	0.992	0.100	0.042	0.002	0.003	0.002	0.001	0.043	0.002	0.003	0.001	.000	
2 Local Unemployed	0.466	0.035	0.025	0.016	0.011	0.364	0.027	0.017	0.017	0.009	0.987	0.100	0.047	0.004	0.003	0.002	0.001	0.036	0.003	0.002	0.002	0.001	
3 Local Labor Force	0.467	0.018	0.024	0.013	0.004	0.407	0.018	0.026	0.012	0.004	0.993	0.150	0.070	0.003	0.004	0.002	0.001	0.061	0.003	0.004	0.002	0.001	
4 Requisite Skills (L)	0.008	0.011	0.011	0.003	0.001	0.712	0.034	0.048	0.021	0.017	0.976	0.510	0.045	0.006	0.006	0.002	0.001	0.363	0.043	0.024	0.011	0.009	
5 Requisite Skills (WA)												0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
6 Promotions/Transfers	0.333					0.333		0.333			0.999	0.070	0.030	0.000	0.000	0.000	0.000	0.030	0.000	0.030	0.000	0.000	
7 Training Schools	0.442	0.006	0.034	0.006	0.003	0.456	0.010	0.033	0.005	0.005	1.000	0.050	0.022	.000	0.002	.000	.000	0.023	0.001	0.002	.000	.000	
8 Employer Training												1.000											

FINW. AVAILABILITY 0.256 0.014 0.016 0.007 0.003 0.556 0.051 0.065 0.016 0.011

DATA SOURCE:

AVAILABILITY TOTAL RACE/SEX 0.995

- 1 Local Population 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED " AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 2"
- 2 Local Unemployed 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED " AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 3 Local Labor Force 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED " AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 4 Requisite Skills (L) 1980 SPECIAL OCCUPATION TABULATION (41% SEATTLE + 40% KING COUNTY) DATA FROM BIDDLE AND ASSOCIATES
- 5 Requisite Skills (WA) 1980 SPECIAL OCCUPATION TABULATION (WASHINGTON STATE) DATA FROM BIDDLE AND ASSOCIATES
- 6 Promotions/Transfers 1987 KING COUNTY DATA FROM PERSONNEL PROCESSED BY OORC
- 7 Training Schools 1987 GRADUATION RATES FROM 10 WASHINGTON STATE UNIVERSITIES
- 8 Employer Training

EE06 : CLERICAL

1970-1991 AFFIRMATIVE ACTION GOALS

B FACTOR	RACE/SEX PERCENTAGE WITHIN EACH FACTOR											ROW ASSIGNED WEIGHT	WEIGHTED RACE/SEX PERCENTAGE WITHIN EACH FACTOR										
	M/F/E					F/M/E					TOTAL		M/F/E					F/M/E					
	WM	BM	AM	HM	NM	WF	BF	AF	HF	NF			WM	BM	AM	HM	NM	WF	BF	AF	HF	NF	
1 Local Population	0.421	0.023	0.027	0.015	0.006	0.426	0.024	0.032	0.014	0.004	0.992	0.100	0.042	0.002	0.003	0.002	0.001	0.043	0.002	0.003	0.001	0.000	
2 Local Unemployed	0.466	0.035	0.025	0.016	0.011	0.364	0.027	0.017	0.017	0.009	0.987	0.100	0.047	0.004	0.003	0.002	0.001	0.036	0.003	0.002	0.002	0.001	
3 Local Labor Force	0.467	0.018	0.024	0.013	0.004	0.407	0.018	0.026	0.012	0.004	0.993	0.200	0.073	0.004	0.005	0.003	0.001	0.081	0.004	0.005	0.002	0.001	
4 Requisite Skills (L)	0.213	0.011	0.015	0.006	0.002	0.661	0.033	0.038	0.014	0.006	0.999	0.340	0.072	0.004	0.005	0.002	0.001	0.225	0.011	0.013	0.005	0.002	
5 Requisite Skills (WA)													0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
6 Promotions/Transfers	0.106	0.021	0.005		0.021	0.553	0.042	0.127	0.042		0.997	0.260	0.028	0.005	0.022	0.000	0.005	0.144	0.011	0.033	0.011	0.000	
7 Training Schools													0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
8 Employer Training																							
												1.000											

FINAL AVAILABILITY 0.282 0.019 0.037 0.008 0.009 0.529 0.031 0.056 0.021 0.004

DATA SOURCE:

AVAILABILITY TOTAL RACE/SEX 0.995

- 1 Local Population 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED " AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 2"
- 2 Local Unemployed 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED " AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 3 Local Labor Force 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED " AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 4 Requisite Skills (L) 1980 SPECIAL OCCUPATION TABULATION (60% SEATTLE + 40% KING COUNTY) DATA FROM BIDDLE AND ASSOCIATES
- 5 Requisite Skills (WA) 1980 SPECIAL OCCUPATION TABULATION (WASHINGTON STATE) DATA FROM BIDDLE AND ASSOCIATES
- 6 Promotions/Transfers 1987 KING COUNTY DATA FROM PERSONNEL, PROCESSED BY OORC
- 7 Training Schools 1987 GRADUATION RATES FROM 10 WASHINGTON STATE UNIVERSITIES
- 8 Employer Training

EE07 : SKILLED CRAFT

1970-1991 AFFIRMATIVE ACTION GOALS

-00-  
100

8 FACTOR	RACE/SEX PERCENTAGE WITHIN EACH FACTOR										ROW TOTAL	ASSIGNED WEIGHT	WEIGHTED RACE/SEX PERCENTAGE WITHIN EACH FACTOR										
	M/F					F/M/F							TOTAL	M/F					F/M/F				
	WM	BM	AM	HM	NM	WF	BF	AF	HF	NF				WM	BM	AM	HM	NM	WF	BF	AF	HF	NF
1 Local Population	0.421	0.023	0.027	0.015	0.006	0.426	0.024	0.032	0.014	0.004	0.992	0.100	0.042	0.002	0.003	0.002	0.001	0.043	0.002	0.003	0.001	0.000	
2 Local Unemployed	0.444	0.035	0.025	0.016	0.011	0.364	0.027	0.017	0.017	0.009	0.907	0.150	0.070	0.005	0.004	0.002	0.002	0.055	0.004	0.003	0.003	0.001	
3 Local Labor Force	0.467	0.018	0.024	0.013	0.004	0.407	0.018	0.026	0.012	0.004	0.993	0.150	0.070	0.003	0.004	0.002	0.001	0.061	0.003	0.004	0.002	0.001	
4 Requisite Skills (L)	0.832	0.036	0.025	0.019	0.009	0.069	0.004	0.003	0.002	0.001	1.000	0.490	0.408	0.018	0.012	0.009	0.004	0.034	0.002	0.001	0.001	0.000	
5 Requisite Skills (WA)												0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
6 Promotions/Transfers	0.368			0.158		0.316	0.105			0.052	0.999	0.110	0.040	0.000	0.000	0.017	0.000	0.035	0.012	0.000	0.000	0.006	
7 Training Schools												0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
8 Employer Training																							
												1.000											

FINAL AVAILABILITY 0.630 0.028 0.022 0.033 0.007 0.227 0.023 0.011 0.007 0.009

DATA SOURCE:

AVAILABILITY TOTAL RACE/SEX 0.996

- 1 Local Population 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED " AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 2"
- 2 Local Unemployed 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED " AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 3 Local Labor Force 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED " AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 4 Requisite Skills (L) 1980 SPECIAL OCCUPATION TABULATION (40% SEATTLE + 40% KING COUNTY) DATA FROM BIDDLE AND ASSOCIATES
- 5 Requisite Skills (WA) 1981 SPECIAL OCCUPATION TABULATION (WASHINGTON STATE) DATA FROM BIDDLE AND ASSOCIATES
- 6 Promotions/Transfers 1987 KING COUNTY DATA FROM PERSONNEL PROCESSED BY CCRC
- 7 Training Schools 1987 GRADUATION RATES FROM 10 WASHINGTON STATE UNIVERSITIES
- 8 Employer Training

EEOB : SERVICE MAINTENANCE

1990-1991 AFFIRMATIVE ACTION GOALS

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8 FACTOR	RACE/SEX PERCENTAGE WITHIN EACH FACTOR										ROW TOTAL	ASSIGNED WEIGHT	WEIGHTED RACE/SEX PERCENTAGE WITHIN EACH FACTOR										
	MALE					FEMALE							TOTAL	MALE					FEMALE				
	WM	BM	AM	HM	NM	WF	BF	AF	HF	NF				WM	BM	AM	HM	NM	WF	BF	AF	HF	NF
1 Local Population	0.421	0.023	0.027	0.015	0.006	0.426	0.024	0.032	0.014	0.004	0.992	0.100	0.042	0.002	0.003	0.002	0.001	0.043	0.002	0.003	0.001	0.000	
2 Local Unemployed	0.466	0.035	0.025	0.016	0.011	0.364	0.027	0.017	0.017	0.009	0.987	0.150	0.070	0.005	0.004	0.002	0.002	0.055	0.004	0.003	0.003	0.001	
3 Local Labor Force	0.467	0.018	0.024	0.013	0.004	0.407	0.018	0.026	0.012	0.004	0.993	0.200	0.093	0.004	0.005	0.003	0.001	0.081	0.004	0.005	0.002	0.001	
4 Requisite Skills (L)	0.527	0.045	0.040	0.020	0.008	0.293	0.021	0.030	0.007	0.005	0.998	0.540	0.205	0.024	0.022	0.011	0.004	0.158	0.158	0.011	0.016	0.003	
5 Requisite Skills (WA)												0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
6 Promotions/Transfers		0.500					0.500				1.000	0.010	0.000	0.005	0.000	0.000	0.000	0.000	0.005	0.000	0.000	0.000	
7 Training Schools												0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
8 Employer Training												1.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	

FINAL AVAILABILITY 0.490 0.040 0.033 0.017 0.007 0.337 0.173 0.022 0.023 0.005

DATA SOURCE:

AVAILABILITY TOTAL RACE/SEX 1.148  
(RESULT OF WEIGHTING AVAIL GIVEN ROUNDING TO 3 DECIMAL PLACES.)

- 1 Local Population 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO. 2"
- 2 Local Unemployed 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 3 Local Labor Force 1988 DATA FROM EMPLOYMENT SECURITY REPORT ENTITLED "AFFIRMATIVE ACTION INFORMATION UPDATE 1988 - NO 1. SEATTLE PMSA"
- 4 Requisite Skills (L) 1980 SPECIAL OCCUPATION TABULATION (40% SEATTLE + 40% KING COUNTY) DATA FROM BIDDLE AND ASSOCIATES
- 5 Requisite Skills (WA) 1980 SPECIAL OCCUPATION TABULATION (WASHINGTON STATE) DATA FROM BIDDLE AND ASSOCIATES
- 6 Promotions/Transfers 1987 KING COUNTY DATA FROM PERSONNEL PROCESSED BY CCRC
- 7 Training Schools 1987 GRADUATION RATES FROM 10 WASHINGTON STATE UNIVERSITIES
- 8 Employer Training

## Subsection 4 E:

### Workforce Underutilization and Numerical Goal Setting

#### Goal Setting Process

Within 60 days of Policy and Plan adoption by the Council and by February of the second year of the Plan, the departments will conduct the underutilization analysis and determine their annual numerical goals as follows:

#### A. For Regular and Exempt Positions

1. Determine annual hiring opportunities which include new positions, retirements, terminations, promotions and transfers, etc. (See Subsection 4 E.1: King County Hiring Opportunities Assessment Form.)
2. Determine the number of positions in the projected workforce for the year including the current number of employees plus the number of vacancies and new allocated positions. (See Subsection 4 E.2: Goal Setting Form.)
3. Determine the annual numerical goals by using the form indicated in #2 above to identify percentage underutilization, numerical underutilization and set achievable numerical goals for each year.

#### Goal Setting Guidelines

1. Officials and Administrators goals will be set at the Countywide level.
2. For the remaining EEO categories, numerical goals will be set at the department level.
3. Departments will set numerical goals that are statistically supportable by the availability using standard mathematical rounding procedures.
4. Department goals should be set for white females, black males, black females, Asian males, Asian females, Hispanic males, Hispanic females, Native American males, Native American females and persons with disabilities.

**Subsection 4 E: Work Force Underutilization and Numerical  
Goal Setting**

Where department or division size makes it impractical to set goals as outlined above, set goals for each race/ethnic group (black, Asian, Hispanic, and Native American), women, and persons with disabilities.

**B. For Temporary Positions Including Work Study**

Temporary appointments, including work study positions, provide training and experience to the applicant, thereby enhancing the applicant's competitiveness for similar regular positions.

Goals for temporary hires should be set at department and division levels using Council approved availability data by race/ethnic group (black, Hispanic, Asian and Native American), female and persons with disabilities goals. Although temporary hiring is not subject to the open competitive process and is therefore not subject to selective certification procedures, departments and divisions are required to track and report temporary hires for affirmative action and equal employment opportunity evaluation purposes. (See Section 8: Internal Auditing and Reporting Systems.)



KING COUNTY HIRING OPPORTUNITIES ASSESSMENT

DEPARTMENT: \_\_\_\_\_

EEO JOB CATEGORY: \_\_\_\_\_

JOB CLASS TITLES	NEW FTES	PROMOTIONS			=	TOTAL PROJECTED TURNOVER
		RETIREMENTS	TRANSFERS	OTHER		
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
_____	_____	+ _____	+ _____	+ _____	=	_____
TOTAL OPPORTUNITIES FOR THIS EEO JOB CATEGORY						_____

Subsection 4 E.2:

Goal Setting Forms

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1. OFFICIALS/ADMINISTRATORS	64
2. PROFESSIONALS	65
3. TECHNICIANS	66
4. PROTECTIVE SERVICES	67
5. PARA-PROFESSIONALS	68
6. ADMINISTRATIVE SUPPORT (Clerical)	69
7. SKILLED CRAFT	70
8. SERVICE/MAINTENANCE	71

GOAL SETTING WORKSHEET  
EEO JOB CATEGORY: OFFICIALS AND ADMINISTRATORS

DEPARTMENT: \_\_\_\_\_

INSTRUCTIONS

- \*1. DETERMINE THE TOTAL PROJECTED WORKFORCE BY ADDING THE NUMBER OF CURRENT EMPLOYEES, VACANT OLD POSITIONS & NEWLY ALLOCATED POSITIONS. NOTE UNDER COLUMN (A) TOTAL WORKFORCE.
- \*2. USE END OF THE YEAR AFFIRMATIVE ACTION DATA FOR MINORITY, FEMALE AND PERSONS WITH DISABILITIES EMPLOYEE COUNT.
- \*3. MULTIPLY (A) WITH TOTAL PROJECTED WORKFORCE.
- \*4. SUBTRACT (B) FROM (C).
- \*5. IF (D) IS A POSITIVE NUMBER, MULTIPLY (D) WITH THE TOTAL WORKFORCE.
- \*6. ASSESS OPPORTUNITY AND CAPABILITY TO MEET GOALS. IF UNABLE TO FULLY MEET GOALS, DETERMINE ALTERNATIVE 1990 GOAL AND ATTACH SUPPORTING DOCUMENTATION.

AFFIRMATIVE ACTION PROFILE	(A) % OF EMPLOYEES (*2)	(B) % OF EMPLOYEES (*3)	(C) GOAL/AVAIL- ABILITY*	(D) % GOAL TO REACH FULL UTILIZATION (*4)	(E) % GOAL TO REACH FULL UTILIZATION (*5)	(F) SELF-ASSIGNED NUMERICAL GOAL (*6)
-----						
TOTAL PROJECTED WORKFORCE (*1)	_____	_____	_____	_____	_____	_____
BLACK MALE	_____	_____	2.5	_____	_____	_____
HISPANIC MALE	_____	_____	1.4	_____	_____	_____
ASIAN MALE	_____	_____	2.1	_____	_____	_____
NATIVE AMERICAN MALE	_____	_____	0.5	_____	_____	_____
WHITE FEMALE	_____	_____	32.9	_____	_____	_____
BLACK FEMALE	_____	_____	2.0	_____	_____	_____
HISPANIC FEMALE	_____	_____	0.9	_____	_____	_____
ASIAN FEMALE	_____	_____	1.4	_____	_____	_____
NATIVE AMERICAN FEMALE	_____	_____	0.3	_____	_____	_____
-----						
BLACK	_____	_____	4.5	_____	_____	_____
HISPANIC	_____	_____	2.3	_____	_____	_____
ASIAN	_____	_____	3.5	_____	_____	_____
NATIVE AMERICAN	_____	_____	0.8	_____	_____	_____
-----						
FEMALE	_____	_____	37.5	_____	_____	_____
-----						
PERSONS WITH DISABILITIES	_____	_____	5.9	_____	_____	_____
-----						

GOAL SETTING WORKSHEET  
EEO JOB CATEGORY: PROFESSIONAL

DEPARTMENT: \_\_\_\_\_

INSTRUCTIONS

- \*1. DETERMINE THE TOTAL PROJECTED WORKFORCE BY ADDING THE NUMBER OF CURRENT EMPLOYEES, VACANT OLD POSITIONS & NEWLY ALLOCATED POSITIONS. NOTE UNDER COLUMN (A) TOTAL WORKFORCE.
- \*2. USE END OF THE YEAR AFFIRMATIVE ACTION DATA FOR MINORITY, FEMALE AND PERSONS WITH DISABILITIES EMPLOYEE COUNT.
- \*3. MULTIPLY (A) WITH TOTAL PROJECTED WORKFORCE.
- \*4. SUBTRACT (B) FROM (C).
- \*5. IF (D) IS A POSITIVE NUMBER, MULTIPLY (D) WITH THE TOTAL WORKFORCE.
- \*6. ASSESS OPPORTUNITY AND CAPABILITY TO MEET GOALS. IF UNABLE TO FULLY MEET GOALS, DETERMINE ALTERNATIVE 1990 GOAL AND ATTACH SUPPORTING DOCUMENTATION.

AFFIRMATIVE ACTION PROFILE	(A) # OF EMPLOYEES (*2)	(B) % OF EMPLOYEES (*3)	(C) GOAL/AVAIL- ABILITY*	(D) % GOAL TO REACH FULL UTILIZATION (*4)	(E) # GOAL TO REACH FULL UTILIZATION (*5)	(F) SELF-ASSIGNED NUMERICAL GOAL (*6)
TOTAL PROJECTED WORKFORCE (*1)	_____					
BLACK MALE	_____	_____	2.7	_____	_____	_____
HISPANIC MALE	_____	_____	1.2	_____	_____	_____
ASIAN MALE	_____	_____	4.0	_____	_____	_____
NATIVE AMERICAN MALE	_____	_____	0.3	_____	_____	_____
WHITE FEMALE	_____	_____	38.7	_____	_____	_____
BLACK FEMALE	_____	_____	2.2	_____	_____	_____
HISPANIC FEMALE	_____	_____	1.1	_____	_____	_____
ASIAN FEMALE	_____	_____	4.2	_____	_____	_____
NATIVE AMERICAN FEMALE	_____	_____	0.8	_____	_____	_____
BLACK	_____	_____	4.9	_____	_____	_____
HISPANIC	_____	_____	2.3	_____	_____	_____
ASIAN	_____	_____	8.2	_____	_____	_____
NATIVE AMERICAN	_____	_____	1.1	_____	_____	_____
FEMALE	_____	_____	47.0	_____	_____	_____
PERSONS WITH DISABILITIES	_____	_____	5.6	_____	_____	_____

GOAL SETTING WORKSHEET  
EEO JOE CATEGORY: TECHNICIAN

DEPARTMENT: \_\_\_\_\_

INSTRUCTIONS

- \*1. DETERMINE THE TOTAL PROJECTED WORKFORCE BY ADDING THE NUMBER OF CURRENT EMPLOYEES, VACANT OLD POSITIONS & NEWLY ALLOCATED POSITIONS. NOTE UNDER COLUMN (A) TOTAL WORKFORCE.
- \*2. USE END OF THE YEAR AFFIRMATIVE ACTION DATA FOR MINORITY, FEMALE AND PERSONS WITH DISABILITIES EMPLOYEE COUNT.
- \*3. MULTIPLY (A) WITH TOTAL PROJECTED WORKFORCE.
- \*4. SUBTRACT (B) FROM (C).
- \*5. IF (D) IS A POSITIVE NUMBER, MULTIPLY (D) WITH THE TOTAL WORKFORCE.
- \*6. ASSESS OPPORTUNITY AND CAPABILITY TO MEET GOALS. IF UNABLE TO FULLY MEET GOALS, DETERMINE ALTERNATIVE 1990 GOAL AND ATTACH SUPPORTING DOCUMENTATION.

AFFIRMATIVE ACTION PROFILE	(A) # OF EMPLOYEES (*2)	(B) % OF EMPLOYEES (*3)	(C) GOAL/AVAIL- ABILITY*	(D) % GOAL TO REACH FULL UTILIZATION (*4)	(E) # GOAL TO REACH FULL UTILIZATION (*5)	(F) SELF-ASSIGNED NUMERICAL GOAL (*6)
TOTAL PROJECTED WORKFORCE (*1)	_____	_____				
BLACK MALE	_____	_____	2.1	_____	_____	_____
HISPANIC MALE	_____	_____	1.3	_____	_____	_____
ASIAN MALE	_____	_____	2.7	_____	_____	_____
NATIVE AMERICAN MALE	_____	_____	0.8	_____	_____	_____
WHITE FEMALE	_____	_____	32.7	_____	_____	_____
BLACK FEMALE	_____	_____	1.4	_____	_____	_____
HISPANIC FEMALE	_____	_____	0.8	_____	_____	_____
ASIAN FEMALE	_____	_____	3.4	_____	_____	_____
NATIVE AMERICAN FEMALE	_____	_____	1.4	_____	_____	_____
BLACK	_____	_____	3.5	_____	_____	_____
HISPANIC	_____	_____	2.1	_____	_____	_____
ASIAN	_____	_____	6.1	_____	_____	_____
NATIVE AMERICAN	_____	_____	2.2	_____	_____	_____
FEMALE	_____	_____	39.7	_____	_____	_____
PERSONS WITH DISABILITIES	_____	_____	6.1	_____	_____	_____

GOAL SETTING WORKSHEET  
EEO JOB CATEGORY: PROTECTIVE SERVICES

DEPARTMENT: \_\_\_\_\_

INSTRUCTIONS

- \*1. DETERMINE THE TOTAL PROJECTED WORKFORCE BY ADDING THE NUMBER OF CURRENT EMPLOYEES, VACANT OLD POSITIONS & NEWLY ALLOCATED POSITIONS. NOTE UNDER COLUMN (A) TOTAL WORKFORCE.
- \*2. USE END OF THE YEAR AFFIRMATIVE ACTION DATA FOR MINORITY, FEMALE AND PERSONS WITH DISABILITIES EMPLOYEE COUNT.
- \*3. MULTIPLY (A) WITH TOTAL PROJECTED WORKFORCE.
- \*4. SUBTRACT (B) FROM (C).
- \*5. IF (D) IS A POSITIVE NUMBER, MULTIPLY (D) WITH THE TOTAL WORKFORCE.
- \*6. ASSESS OPPORTUNITY AND CAPABILITY TO MEET GOALS. IF UNABLE TO FULLY MEET GOALS, DETERMINE ALTERNATIVE 1990 GOAL AND ATTACH SUPPORTING DOCUMENTATION.

AFFIRMATIVE ACTION PROFILE	(A) # OF EMPLOYEES (*2)	(B) % OF EMPLOYEES (*3)	(C) GOAL/AVAIL- ABILITY*	(D) % GOAL TO REACH FULL UTILIZATION (*4)	(E) # GOAL TO REACH FULL UTILIZATION (*5)	(F) SELF-ASSIGNED NUMERICAL GOAL (*6)
TOTAL PROJECTED WORKFORCE (*1)	_____					
BLACK MALE	_____	_____	6.4	_____	_____	_____
HISPANIC MALE	_____	_____	1.6	_____	_____	_____
ASIAN MALE	_____	_____	2.0	_____	_____	_____
NATIVE AMERICAN MALE	_____	_____	0.6	_____	_____	_____
WHITE FEMALE	_____	_____	26.0	_____	_____	_____
BLACK FEMALE	_____	_____	3.4	_____	_____	_____
HISPANIC FEMALE	_____	_____	0.7	_____	_____	_____
ASIAN FEMALE	_____	_____	1.0	_____	_____	_____
NATIVE AMERICAN FEMALE	_____	_____	0.2	_____	_____	_____
BLACK	_____	_____	9.8	_____	_____	_____
HISPANIC	_____	_____	2.3	_____	_____	_____
ASIAN	_____	_____	3.0	_____	_____	_____
NATIVE AMERICAN	_____	_____	0.8	_____	_____	_____
FEMALE	_____	_____	31.3	_____	_____	_____
PERSONS WITH DISABILITIES	_____	_____	6.3	_____	_____	_____

GOAL SETTING WORKSHEET  
EEO JOB CATEGORY: PARAPROFESSIONAL

DEPARTMENT: \_\_\_\_\_

INSTRUCTIONS

- \*1. DETERMINE THE TOTAL PROJECTED WORKFORCE BY ADDING THE NUMBER OF CURRENT EMPLOYEES, VACANT OLD POSITIONS & NEWLY ALLOCATED POSITIONS. NOTE UNDER COLUMN (A) TOTAL WORKFORCE.
- \*2. USE END OF THE YEAR AFFIRMATIVE ACTION DATA FOR MINORITY, FEMALE AND PERSONS WITH DISABILITIES EMPLOYEE COUNT.
- \*3. MULTIPLY (A) WITH TOTAL PROJECTED WORKFORCE.
- \*4. SUBTRACT (B) FROM (C).
- \*5. IF (D) IS A POSITIVE NUMBER, MULTIPLY (D) WITH THE TOTAL WORKFORCE.
- \*6. ASSESS OPPORTUNITY AND CAPABILITY TO MEET GOALS. IF UNABLE TO FULLY MEET GOALS, DETERMINE ALTERNATIVE 1990 GOAL AND ATTACH SUPPORTING DOCUMENTATION.

AFFIRMATIVE ACTION PROFILE	(A) # OF EMPLOYEES (*2)	(B) % OF EMPLOYEES (*3)	(C) GOAL/AVAIL- ABILITY*	(D) % GOAL TO REACH FULL UTILIZATION (*4)	(E) % GOAL TO REACH FULL UTILIZATION (*5)	(F) SELF-ASSIGNED NUMERICAL GOAL (*6)
TOTAL PROJECTED WORKFORCE (*1) _____						
BLACK MALE	_____	_____	1.4	_____	_____	_____
HISPANIC MALE	_____	_____	0.7	_____	_____	_____
ASIAN MALE	_____	_____	1.6	_____	_____	_____
NATIVE AMERICAN MALE	_____	_____	0.3	_____	_____	_____
WHITE FEMALE	_____	_____	55.6	_____	_____	_____
BLACK FEMALE	_____	_____	5.1	_____	_____	_____
HISPANIC FEMALE	_____	_____	1.6	_____	_____	_____
ASIAN FEMALE	_____	_____	6.5	_____	_____	_____
NATIVE AMERICAN FEMALE	_____	_____	1.1	_____	_____	_____
BLACK	_____	_____	6.5	_____	_____	_____
HISPANIC	_____	_____	2.3	_____	_____	_____
ASIAN	_____	_____	8.1	_____	_____	_____
NATIVE AMERICAN	_____	_____	1.4	_____	_____	_____
FEMALE	_____	_____	69.9	_____	_____	_____
PERSONS WITH DISABILITIES	_____	_____	7.4	_____	_____	_____

GOAL SETTING WORKSHEET  
EEO JOB CATEGORY: OFFICE CLERICAL

DEPARTMENT: \_\_\_\_\_

INSTRUCTIONS

- \*1. DETERMINE THE TOTAL PROJECTED WORKFORCE BY ADDING THE NUMBER OF CURRENT EMPLOYEES, VACANT OLD POSITIONS & NEWLY ALLOCATED POSITIONS. NOTE UNDER COLUMN (A) TOTAL WORKFORCE.
- \*2. USE END OF THE YEAR AFFIRMATIVE ACTION DATA FOR MINORITY, FEMALE AND PERSONS WITH DISABILITIES EMPLOYEE COUNT.
- \*3. MULTIPLY (A) WITH TOTAL PROJECTED WORKFORCE.
- \*4. SUBTRACT (B) FROM (C).
- \*5. IF (D) IS A POSITIVE NUMBER, MULTIPLY (D) WITH THE TOTAL WORKFORCE.
- \*6. ASSESS OPPORTUNITY AND CAPABILITY TO MEET GOALS. IF UNABLE TO FULLY MEET GOALS, DETERMINE ALTERNATIVE 1990 GOAL AND ATTACH SUPPORTING DOCUMENTATION.

AFFIRMATIVE ACTION PROFILE	(A) # OF EMPLOYEES (*2)	(B) % OF EMPLOYEES (*3)	(C) GOAL/AVAIL- ABILITY*	(D) % GOAL TO REACH FULL UTILIZATION (*4)	(E) # GOAL TO REACH FULL UTILIZATION (*5)	(F) SELF-ASSIGNED NUMERICAL GOAL (*6)
<b>TOTAL PROJECTED WORKFORCE (*1)</b> _____						
BLACK MALE	_____	_____	1.9	_____	_____	_____
HISPANIC MALE	_____	_____	0.8	_____	_____	_____
ASIAN MALE	_____	_____	3.7	_____	_____	_____
NATIVE AMERICAN MALE	_____	_____	0.9	_____	_____	_____
WHITE FEMALE	_____	_____	52.9	_____	_____	_____
BLACK FEMALE	_____	_____	3.1	_____	_____	_____
HISPANIC FEMALE	_____	_____	2.1	_____	_____	_____
ASIAN FEMALE	_____	_____	5.6	_____	_____	_____
NATIVE AMERICAN FEMALE	_____	_____	0.4	_____	_____	_____
BLACK	_____	_____	5.0	_____	_____	_____
HISPANIC	_____	_____	2.9	_____	_____	_____
ASIAN	_____	_____	9.3	_____	_____	_____
NATIVE AMERICAN	_____	_____	1.3	_____	_____	_____
FEMALE	_____	_____	64.1	_____	_____	_____
PERSONS WITH DISABILITIES	_____	_____	6.4	_____	_____	_____



GOAL SETTING WORKSHEET  
EEO JOB CATEGORY: TRADES AND SKILLED CRAFT

DEPARTMENT: \_\_\_\_\_

INSTRUCTIONS

- \*1. DETERMINE THE TOTAL PROJECTED WORKFORCE BY ADDING THE NUMBER OF CURRENT EMPLOYEES, VACANT OLD POSITIONS & NEWLY ALLOCATED POSITIONS. NOTE UNDER COLUMN (A) TOTAL WORKFORCE.
- \*2. USE END OF THE YEAR AFFIRMATIVE ACTION DATA FOR MINORITY, FEMALE AND PERSONS WITH DISABILITIES EMPLOYEE COUNT.
- \*3. MULTIPLY (A) WITH TOTAL PROJECTED WORKFORCE.
- \*4. SUBTRACT (B) FROM (C).
- \*5. IF (D) IS A POSITIVE NUMBER, MULTIPLY (D) WITH THE TOTAL WORKFORCE.
- \*6. ASSESS OPPORTUNITY AND CAPABILITY TO MEET GOALS. IF UNABLE TO FULLY MEET GOALS, DETERMINE ALTERNATIVE 1990 GOAL AND ATTACH SUPPORTING DOCUMENTATION.

AFFIRMATIVE ACTION PROFILE	(A) # OF EMPLOYEES (*2)	(B) % OF EMPLOYEES (*3)	(C) GOAL/AVAIL- ABILITY*	(D) % GOAL TO REACH FULL UTILIZATION (*4)	(E) # GOAL TO REACH FULL UTILIZATION (*5)	(F) SELF-ASSIGNED NUMERICAL GOAL (*6)
-----						
TOTAL PROJECTED WORKFORCE (*1)	_____					
BLACK MALE	_____	_____	2.8	_____	_____	_____
HISPANIC MALE	_____	_____	3.3	_____	_____	_____
ASIAN MALE	_____	_____	2.2	_____	_____	_____
NATIVE AMERICAN MALE	_____	_____	0.7	_____	_____	_____
WHITE FEMALE	_____	_____	22.7	_____	_____	_____
BLACK FEMALE	_____	_____	2.3	_____	_____	_____
HISPANIC FEMALE	_____	_____	0.7	_____	_____	_____
ASIAN FEMALE	_____	_____	1.1	_____	_____	_____
NATIVE AMERICAN FEMALE	_____	_____	0.9	_____	_____	_____
-----						
BLACK	_____	_____	5.1	_____	_____	_____
HISPANIC	_____	_____	4.0	_____	_____	_____
ASIAN	_____	_____	3.3	_____	_____	_____
NATIVE AMERICAN	_____	_____	1.6	_____	_____	_____
-----						
FEMALE	_____	_____	27.7	_____	_____	_____
-----						
PERSONS WITH DISABILITIES	_____	_____	7.2	_____	_____	_____
-----						

GOAL SETTING WORKSHEET  
EEO JOE CATEGORY: SERVICE MAINTENANCE

DEPARTMENT: \_\_\_\_\_

INSTRUCTIONS

- \*1. DETERMINE THE TOTAL PROJECTED WORKFORCE BY ADDING THE NUMBER OF CURRENT EMPLOYEES, VACANT OLD POSITIONS & NEWLY ALLOCATED POSITIONS. NOTE UNDER COLUMN (A) TOTAL WORKFORCE.
- \*2. USE END OF THE YEAR AFFIRMATIVE ACTION DATA FOR MINORITY, FEMALE AND PERSONS WITH DISABILITIES EMPLOYEE COUNT.
- \*3. MULTIPLY (A) WITH TOTAL PROJECTED WORKFORCE.
- \*4. SUBTRACT (B) FROM (C).
- \*5. IF (D) IS A POSITIVE NUMBER, MULTIPLY (D) WITH THE TOTAL WORKFORCE.
- \*6. ASSESS OPPORTUNITY AND CAPABILITY TO MEET GOALS. IF UNABLE TO FULLY MEET GOALS, DETERMINE ALTERNATIVE 1990 GOAL AND ATTACH SUPPORTING DOCUMENTATION.

AFFIRMATIVE ACTION PROFILE	(A) % OF EMPLOYEES (*2)	(B) % OF EMPLOYEES (*3)	(C) GOAL/AVAIL- ABILITY*	(D) % GOAL TO REACH FULL UTILIZATION (*4)	(E) % GOAL TO REACH FULL UTILIZATION (*5)	(F) SELF-ASSIGNED NUMERICAL GOAL (*6)
-----						
TOTAL PROJECTED WORKFORCE (*1)	_____	_____	_____	_____	_____	_____
BLACK MALE	_____	_____	4.0	_____	_____	_____
HISPANIC MALE	_____	_____	1.7	_____	_____	_____
ASIAN MALE	_____	_____	3.3	_____	_____	_____
NATIVE AMERICAN MALE	_____	_____	0.7	_____	_____	_____
WHITE FEMALE	_____	_____	33.7	_____	_____	_____
BLACK FEMALE	_____	_____	17.3	_____	_____	_____
HISPANIC FEMALE	_____	_____	2.3	_____	_____	_____
ASIAN FEMALE	_____	_____	2.2	_____	_____	_____
NATIVE AMERICAN FEMALE	_____	_____	0.5	_____	_____	_____
-----						
BLACK	_____	_____	21.3	_____	_____	_____
HISPANIC	_____	_____	4.0	_____	_____	_____
ASIAN	_____	_____	5.5	_____	_____	_____
NATIVE AMERICAN	_____	_____	1.2	_____	_____	_____
-----						
FEMALE	_____	_____	56.0	_____	_____	_____
-----						
PERSONS WITH DISABILITIES	_____	_____	9.0	_____	_____	_____
-----						

SECTION 5:

GOALS AND TIMETABLES

Within 60 days of the adoption of the Policy and Plan by Council and by February of the second year of the Plan, each department will develop and document its own implementation plan based on the department's affirmative action numerical goal(s).

The departmental implementation plan will include a timetable and strategies for accomplishing goals. For management accountability purposes, departments may designate accomplishment of affirmative action goals to specific divisions. The Office of Human Resource Management (OHRM) will provide training, technical assistance, review, and approval of the departmental implementation plan. The departmental implementation plan will be used as the basis for assuring compliance and measuring progress towards achieving affirmative action goals and objectives. The process for developing department implementation plans:

1. OHRM will train departments on the process for developing the department implementation plan.
2. The department will prepare hiring projections, conduct utilization analysis, and set numerical goals for each year the Affirmative Action Plan will be in effect. (See Section 4 E: Underutilization and Goal Setting.)
3. The department will identify and document proactive strategies and timetables to accomplish goals.
4. The department will submit the products of Steps 1 and 2 to OHRM for technical assistance, review and approval.
5. The department will implement the strategies, and on a quarterly basis, document its efforts and progress toward the accomplishment of its nondiscrimination and affirmative action goals/objectives. Documentation shall be submitted to OHRM and the Office of Civil Rights and Compliance. (See Section 8: Internal Auditing and Reporting Systems.)

Subsection 5 A profiles departmental underutilization by EEO job category and by race/ethnicity, gender and disability.

Subsection 5 A:

King County Executive Departments  
Utilization Analysis as of 12/31/91

(Underutilized Areas Will Be Reviewed For Goal Setting)

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FILE: AA914KC  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 EXECUTIVE BRANCH  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL	TOTAL MINORITY		
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE	TOTAL ALL	MIN.	FEMALE	PWD	MALE	FEMALE
ADMINISTRATIVE	46	4	1	6	2	17	1	1	4	0	82	19	23	0	13	6
	56.1%	4.9%	1.2%	7.3%	2.4%	20.7%	1.2%	1.2%	4.9%	0.0%	100.0%	23.2%	28.0%	0.0%	15.9%	7.3%
PROFESSIONAL	678	60	15	99	5	694	68	23	66	4	1712	340	855	66	179	161
	39.6%	3.5%	0.9%	5.8%	0.3%	40.5%	4.0%	1.3%	3.9%	0.2%	100.0%	19.9%	49.9%	3.9%	10.5%	9.4%
TECHNICIAN	285	22	9	19	4	170	10	4	15	8	546	91	207	20	54	37
	52.2%	4.0%	1.6%	3.5%	0.7%	31.1%	1.8%	0.7%	2.7%	1.5%	100.0%	16.7%	37.9%	3.7%	9.9%	6.8%
PROTECTIVE SVCS	691	115	22	40	9	143	46	7	7	6	1086	252	209	25	186	66
	63.6%	10.6%	2.0%	3.7%	0.8%	13.2%	4.2%	0.6%	0.6%	0.6%	100.0%	23.2%	19.2%	2.3%	17.1%	6.1%
PARAPROFESSNL	56	16	2	9	3	91	24	6	13	3	223	76	137	15	30	46
	25.1%	7.2%	0.9%	4.0%	1.3%	40.8%	10.8%	2.7%	5.8%	1.3%	100.0%	34.1%	61.4%	6.7%	13.5%	20.6%
OFFICE/CLERICAL	129	22	10	37	3	625	115	39	150	28	1158	404	957	69	72	332
	11.1%	1.9%	0.9%	3.2%	0.3%	54.0%	9.9%	3.4%	13.0%	2.4%	100.0%	34.9%	82.6%	6.0%	6.2%	28.7%
SKILLED CRAFT	193	18	9	10	10	14	3	1	0	0	258	51	18	9	47	4
	74.8%	7.0%	3.5%	3.9%	3.9%	5.4%	1.2%	0.4%	0.0%	0.0%	100.0%	19.8%	7.0%	3.5%	18.2%	1.6%
SVCS MAINT	367	44	15	40	14	93	12	1	10	7	603	143	123	49	113	30
	60.9%	7.3%	2.5%	6.6%	2.3%	15.4%	2.0%	0.2%	1.7%	1.2%	100.0%	23.7%	20.4%	8.1%	18.7%	5.0%
TOTALS	2445	301	83	260	50	1847	279	82	265	56	5668	1376	2529	253	694	682
	43.1%	5.3%	1.5%	4.6%	0.9%	32.6%	4.9%	1.4%	4.7%	1.0%	100.0%	24.3%	44.6%	4.5%	12.2%	12.0%

KING COUNTY  
EXECUTIVE BRANCH  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%	
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%	
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%	
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%	
PARA-PROFESSIONAL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%	
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%	
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%	
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%	

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
	ADMINISTRATIVE %	2.4%	-0.2%	5.2%	1.9%	-12.2%	-0.8%	0.3%	3.5%	-0.3%			
PROFESSIONAL %	0.8%	-0.3%	1.8%	-0.0%	1.8%	1.8%	0.2%	-0.3%	-0.6%	-1.7%	3.4%	2.9%	
TECHNICIAN %	1.9%	0.3%	0.8%	-0.1%	-1.6%	0.4%	-0.1%	-0.7%	0.1%	-2.4%	2.8%	-1.8%	
PROTECTIVE SVCS %	4.2%	9.0%	0.0%	3.1%	-12.8%	0.8%	-0.1%	-0.4%	0.4%	-4.0%	7.3%	-12.1%	
PARAPROFESSIONAL %	5.8%	0.2%	2.4%	1.0%	-14.8%	5.7%	1.1%	-0.7%	0.2%	-0.7%	15.8%	10.1%	
OFFICE/CLERICAL %	-0.0%	0.1%	-0.5%	-0.6%	1.1%	6.8%	1.3%	7.4%	2.0%	-0.4%	16.4%	18.5%	
SKILLED CRAFT %	4.2%	0.2%	1.7%	3.2%	-17.3%	-1.1%	-0.3%	-1.1%	-0.9%	-3.7%	5.8%	-20.7%	
SERVICE MAINT %	3.3%	0.8%	3.3%	1.6%	-18.3%	-15.3%	-2.1%	-0.5%	0.7%	-0.9%	-8.3%	-35.6%	

FILE: AA914KC

FILE: AA914EXC  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 COUNTY EXECUTIVE'S OFFICE  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL		TOTAL	
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE	TOTAL ALL	TOTAL MIN.	TOTAL FEMALE	TOTAL PWD	TOTAL MALE	TOTAL FEMALE
ADMINISTRATIVE	2										2	0	0		0	0
	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PROFESSIONAL	4	1				3		1			9	2	4		1	1
	44.4%	11.1%	0.0%	0.0%	0.0%	33.3%	0.0%	11.1%	0.0%	0.0%	100.0%	22.2%	44.4%	0.0%	11.1%	11.1%
TECHNICIAN	1										1	0	0		0	0
	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PROTECTIVE SVCS											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSNL											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
OFFICE/CLERICAL						3			1		4	1	4		0	1
	0.0%	0.0%	0.0%	0.0%	0.0%	75.0%	0.0%	0.0%	25.0%	0.0%	100.0%	25.0%	100.0%	25.0%	0.0%	25.0%
SKILLED CRAFT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SVCS MAINT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
TOTALS	7	1	0	0	0	6	0	1	1	0	16	3	8	1	1	2
	43.8%	6.3%	0.0%	0.0%	0.0%	37.5%	0.0%	6.3%	6.3%	0.0%	100.0%	18.8%	50.0%	6.3%	6.3%	12.5%

KING COUNTY  
COUNTY EXECUTIVE'S OFFICE  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE						
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
	ADMINISTRATIVE %	-2.5%	-1.4%	-2.1%	-0.5%	-32.9%	-2.0%	-0.9%	-1.4%			
PROFESSIONAL %	8.4%	-1.2%	-4.0%	-0.3%	-5.4%	-2.2%	10.0%	-4.2%	-0.8%	-5.6%	5.7%	-2.6%
TECHNICIAN %	-2.1%	-1.3%	-2.7%	-0.8%	-32.7%	-1.4%	-0.8%	-3.4%	-1.4%	-6.1%	-13.9%	-39.7%
PROTECTIVE SVCS %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSIONL %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
OFFICE/CLERICAL %	-1.9%	-0.8%	-3.7%	-0.9%	22.1%	-3.1%	-2.1%	19.4%	-0.4%	18.6%	6.5%	35.9%
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SERVICE MAINT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR

FILE: AA914EXC



FILE: AA914DAD  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 DEPT. OF ADULT DETENTION  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL		TOTAL	
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE	TOTAL ALL	MIN.	FEMALE	TOTAL PWD	MALE	TOTAL FEMALE
ADMINISTRATIVE	7	1		1	1						10	3	0		3	0
	70.0%	10.0%	0.0%	10.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	30.0%	0.0%	0.0%	30.0%	0.0%
PROFESSIONAL	26	5		2		19	5		1		58	13	25	3	7	6
	44.8%	8.6%	0.0%	3.4%	0.0%	32.8%	8.6%	0.0%	1.7%	0.0%	100.0%	22.4%	43.1%	5.2%	12.1%	10.3%
TECHNICIAN						1					1	0	1		0	0
	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
PROTECTIVE SVCS	188	57	6	13	3	43	21	6	3	3	343	112	76	11	79	33
	54.8%	16.6%	1.7%	3.8%	0.9%	12.5%	6.1%	1.7%	0.9%	0.9%	100.0%	32.7%	22.2%	3.2%	23.0%	9.6%
PARAPROFESSNL		2				6	3	1	1		13	7	11		2	5
	0.0%	15.4%	0.0%	0.0%	0.0%	46.2%	23.1%	7.7%	7.7%	0.0%	100.0%	53.8%	84.6%	0.0%	15.4%	38.5%
OFFICE/CLERICAL	4	1		1		14	9	1	3		33	15	27	2	2	13
	12.1%	3.0%	0.0%	3.0%	0.0%	42.4%	27.3%	3.0%	9.1%	0.0%	100.0%	45.5%	81.8%	6.1%	6.1%	39.4%
SKILLED CRAFT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SVCS MAINT	5	2		6		3				1	17	9	4		8	1
	29.4%	11.8%	0.0%	35.3%	0.0%	17.6%	0.0%	0.0%	0.0%	5.9%	100.0%	52.9%	23.5%	0.0%	47.1%	5.9%
TOTALS	230	68	6	23	4	86	38	8	8	4	475	159	144	16	101	58
	48.4%	14.3%	1.3%	4.8%	0.8%	18.1%	8.0%	1.7%	1.7%	0.8%	100.0%	33.5%	30.3%	3.4%	21.3%	12.2%

KING COUNTY  
DEPT. OF ADULT DETENTION  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE			NATIVE FEMALE			
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE				
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
ADMINISTRATIVE %	7.5%	-1.4%	7.9%	9.5%	-32.9%	-2.0%	-0.9%	-1.4%	-0.3%	-5.9%	18.9%	-37.5%
PROFESSIONAL %	5.9%	-1.2%	-0.6%	-0.3%	-5.9%	6.4%	-1.1%	-2.5%	-0.8%	-0.4%	5.9%	-3.9%
TECHNICIAN %	-2.1%	-1.3%	-2.7%	-0.8%	67.3%	-1.4%	-0.8%	-3.4%	-1.4%	-6.1%	-13.9%	60.3%
PROTECTIVE SVCS %	10.2%	15.0%	-0.3%	3.2%	-13.5%	2.7%	1.0%	-0.1%	0.7%	-3.1%	16.8%	-9.1%
PARAPROFESSIONL %	14.0%	-0.7%	-1.6%	-0.3%	-9.4%	18.0%	6.1%	1.2%	-1.1%	-7.4%	35.5%	41.0%
OFFICE/CLERICAL %	1.1%	-0.8%	-0.7%	-0.9%	-10.5%	24.2%	0.9%	3.5%	-0.4%	-0.3%	27.0%	17.7%
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SERVICE MAINT %	7.8%	-1.7%	32.0%	-0.7%	-16.1%	-17.3%	-2.3%	-2.2%	5.4%	-9.0%	20.9%	-32.5%

FILE: AA914DAD

FILE: AA914DAS  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 DEPT. OF ASSESSMENTS  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL		TOTAL	
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE	TOTAL ALL	MIN.	FEMALE	PWD	MALE	FEMALE
ADMINISTRATIVE	4					2					6	0	2		0	0
	66.7%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	33.3%	0.0%	0.0%	0.0%
PROFESSIONAL	1					2	1				4	1	3		0	1
	25.0%	0.0%	0.0%	0.0%	0.0%	50.0%	25.0%	0.0%	0.0%	0.0%	100.0%	25.0%	75.0%	0.0%	0.0%	25.0%
TECHNICIAN	76	4	3	5		35			6	3	132	21	44	4	12	9
	57.6%	3.0%	2.3%	3.8%	0.0%	26.5%	0.0%	0.0%	4.5%	2.3%	100.0%	15.9%	33.3%	3.0%	9.1%	6.8%
PROTECTIVE SVCS											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSNL	3	3				6	1		1		14	5	8	1	3	2
	21.4%	21.4%	0.0%	0.0%	0.0%	42.9%	7.1%	0.0%	7.1%	0.0%	100.0%	35.7%	57.1%	7.1%	21.4%	14.3%
OFFICE/CLERICAL	12	1		4	1	46	13	2	13	1	93	35	75	9	6	29
	12.9%	1.1%	0.0%	4.3%	1.1%	49.5%	14.0%	2.2%	14.0%	1.1%	100.0%	37.6%	80.6%	9.7%	6.5%	31.2%
SKILLED CRAFT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SVCS MAINT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
TOTALS	96	8	3	9	1	91	15	2	20	4	249	62	132	14	21	41
	38.6%	3.2%	1.2%	3.6%	0.4%	36.5%	6.0%	0.8%	8.0%	1.6%	100.0%	24.9%	53.0%	5.6%	8.4%	16.5%

KING COUNTY  
DEPT. OF ASSESSMENTS  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE					MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%	
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%	
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%	
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%	
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%	
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%	
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%	
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%	

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	-2.5%	-1.4%	-2.1%	-0.5%	0.4%	-2.0%	-0.9%	-1.4%	-0.3%	-5.9%	-11.1%	-4.2%	
PROFESSIONAL %	-2.7%	-1.2%	-4.0%	-0.3%	11.3%	22.8%	-1.1%	-4.2%	-0.8%	-5.6%	8.5%	28.0%	
TECHNICIAN %	0.9%	1.0%	1.1%	-0.8%	-6.2%	-1.4%	-0.8%	1.1%	0.9%	-3.1%	2.0%	-6.4%	
PROTECTIVE SVCS %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
PARAPROFESSIONL %	20.0%	-0.7%	-1.6%	-0.3%	-12.7%	2.0%	-1.6%	0.6%	-1.1%	-0.3%	17.4%	2.5%	
OFFICE/CLERICAL %	-0.8%	-0.8%	0.6%	0.2%	-3.4%	10.9%	0.1%	8.4%	0.7%	3.3%	19.1%	16.5%	
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
SERVICE MAINT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	

FILE: AA914DAS

KING COUNTY  
DEPT. OF EXECUTIVE ADMINISTRATION  
TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

FILE: AA914DEA  
ERR = NO CALCULATION OCCURRED

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL		TOTAL	
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE FEMALE	TOTAL ALL	MIN.	PEMALE	PWD	MALE	PEMALE
ADMINISTRATIVE	2		1	1		2			1		7	3	3		2	1
	28.6%	0.0%	14.3%	14.3%	0.0%	28.6%	0.0%	0.0%	14.3%	0.0%	100.0%	42.9%	42.9%	0.0%	28.6%	14.3%
PROFESSIONAL	63	9	2	16	1	36	6		2		135	36	44	11	28	8
	46.7%	6.7%	1.5%	11.9%	0.7%	26.7%	4.4%	0.0%	1.5%	0.0%	100.0%	26.7%	32.6%	8.1%	20.7%	5.9%
TECHNICIAN	15	2		1	1	7		1			27	5	8	1	4	1
	55.6%	7.4%	0.0%	3.7%	3.7%	25.9%	0.0%	3.7%	0.0%	0.0%	100.0%	18.5%	29.6%	3.7%	14.8%	3.7%
PROTECTIVE SVCS	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSNL	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
OFFICE/CLERICAL	13	3	1	4	2	53	18	4	23	3	124	58	101	6	10	48
	10.5%	2.4%	0.8%	3.2%	1.6%	42.7%	14.5%	3.2%	18.5%	2.4%	100.0%	46.8%	81.5%	4.8%	8.1%	38.7%
SKILLED CRAFT	32	7	2	1	1	6	1				50	12	7	3	11	1
	64.0%	14.0%	4.0%	2.0%	2.0%	12.0%	2.0%	0.0%	0.0%	0.0%	100.0%	24.0%	14.0%	6.0%	22.0%	2.0%
SVCS MAINT	38	6		9	2	13	3		4	1	76	25	21	2	17	8
	50.0%	7.9%	0.0%	11.8%	2.6%	17.1%	3.9%	0.0%	5.3%	1.3%	100.0%	32.9%	27.6%	2.6%	22.4%	10.5%
TOTALS	163	27	6	32	7	117	28	5	30	4	419	139	184	23	72	67
	38.9%	6.4%	1.4%	7.6%	1.7%	27.9%	6.7%	1.2%	7.2%	1.0%	100.0%	33.2%	43.9%	5.5%	17.2%	16.0%

KING COUNTY  
DEPT. OF EXECUTIVE ADMINISTRATION  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE				TOTAL PWD	TOTAL MIN	TOTAL PEM
	MINORITY MALE					MINORITY FEMALE						
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE				TOTAL PWD	TOTAL MIN	TOTAL PEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
ADMINISTRATIVE %	-2.5%	12.9%	12.2%	-0.5%	-4.3%	-2.0%	-0.9%	12.9%	-0.3%	-5.9%	31.8%	5.4%
PROFESSIONAL %	4.0%	0.3%	7.9%	0.4%	-12.0%	2.2%	-1.1%	-2.7%	-0.8%	2.5%	10.2%	-14.4%
TECHNICIAN %	5.3%	-1.3%	1.0%	2.9%	-6.8%	-1.4%	2.9%	-3.4%	-1.4%	-2.4%	4.6%	-10.1%
PROTECTIVE SVCS %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSIONL %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
OFFICE/CLERICAL %	0.5%	0.0%	-0.5%	0.7%	-10.2%	11.4%	1.1%	12.9%	2.0%	-1.6%	28.3%	17.4%
SKILLED CRAFT %	11.2%	0.7%	-0.2%	1.3%	-10.7%	-0.3%	-0.7%	-1.1%	-0.9%	-1.2%	10.0%	-13.7%
SERVICE MAINT %	3.9%	-1.7%	8.5%	1.9%	-16.6%	-13.4%	-2.3%	3.1%	0.8%	-6.4%	0.9%	-28.4%

FILE: AA914DEA

FILE: AA914DHR  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 DEPT. OF HUMAN SERVICES  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTAL ALL	TOTALS				
	WHITE MALE	BLACK MALE	MINORITY MALE			WHITE FEMALE	BLACK FEMALE	MINORITY FEMALE				TOTAL MIN.	TOTAL FEMALE	TOTAL PMD	TOTAL MINORITY	
			HISP MALE	ASIAN MALE	NATIVE MALE			HISP FEMALE	ASIAN FEMALE	NATIVE FEMALE					MALE	FEMALE
ADMINISTRATIVE	1	1				2					4	1	2		1	0
	25.0%	25.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%	25.0%	50.0%	0.0%	25.0%	0.0%
PROFESSIONAL	27	5	2	4	1	40	8	3	7		97	30	58	3	12	18
	27.8%	5.2%	2.1%	4.1%	1.0%	41.2%	8.2%	3.1%	7.2%	0.0%	100.0%	30.9%	59.8%	3.1%	12.4%	18.6%
TECHNICIAN											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PROTECTIVE SVCS											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSNL	2	2		1	1	7	3	1	1		18	9	12		4	5
	11.1%	11.1%	0.0%	5.6%	5.6%	38.9%	16.7%	5.6%	5.6%	0.0%	100.0%	50.0%	66.7%	0.0%	22.2%	27.8%
OFFICE/CLERICAL	3					19	6	4	6	2	40	18	37	1	0	18
	7.5%	0.0%	0.0%	0.0%	0.0%	47.5%	15.0%	10.0%	15.0%	5.0%	100.0%	45.0%	92.5%	2.5%	0.0%	45.0%
SKILLED CRAFT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SVCS MAINT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
TOTALS	33	8	2	5	2	68	17	8	14	2	159	58	109	4	17	41
	20.8%	5.0%	1.3%	3.1%	1.3%	42.8%	10.7%	5.0%	8.8%	1.3%	100.0%	36.5%	68.6%	2.5%	10.7%	25.8%

KING COUNTY  
DEPT. OF HUMAN SERVICES  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE					MINORITY FEMALE						
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE FEMALE			
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE FEMALE			
ADMINISTRATIVE %	22.5%	-1.4%	-2.1%	-0.5%	17.1%	-2.0%	-0.9%	-1.4%	-0.3%	-5.9%	13.9%	12.5%
PROFESSIONAL %	2.5%	0.9%	0.1%	0.7%	2.5%	6.0%	2.0%	3.0%	-0.8%	-2.5%	14.4%	12.8%
TECHNICIAN %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PROTECTIVE SVCS %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSIONL %	9.7%	-0.7%	4.0%	5.3%	-16.7%	11.6%	4.0%	-0.9%	-1.1%	-7.4%	31.7%	30.3%
OFFICE/CLERICAL %	-1.9%	-0.8%	-3.7%	-0.9%	-5.4%	11.9%	7.9%	9.4%	4.6%	-3.9%	26.5%	28.4%
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SERVICE MAINT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR

FILE: AA914DHR



FILE: AA914DJA  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 DEPT. OF JUDICIAL ADMINISTRATION  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTAL ALL	TOTALS				
	MINORITY MALE					MINORITY FEMALE						TOTAL MIN.	TOTAL FWD	TOTAL MINORITY		
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				MALE	FEMALE	
ADMINISTRATIVE	1	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	0	0	0	0	0
PROFESSIONAL	4	0.0%	0.0%	0.0%	0.0%	3	0.0%	0.0%	0.0%	0.0%	7	0	3	0	0	0
TECHNICIAN	57.1%	0.0%	0.0%	0.0%	0.0%	42.9%	0.0%	0.0%	0.0%	0.0%	100.0%	0	42.9%	0.0%	0.0%	0.0%
PROTECTIVE SVCS	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0	100.0%	0.0%	0.0%	0.0%
PARAPROFESSNL	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
OFFICE/CLERICAL	31	ERR	ERR	ERR	ERR	74	ERR	ERR	ERR	ERR	156	51	107	10	18	33
SKILLED CRAFT	19.9%	1.9%	1.3%	8.3%	0.0%	47.4%	5.1%	2.6%	12.2%	1.3%	100.0%	32.7%	68.6%	6.4%	11.5%	21.2%
SVCS MAINT	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
TOTALS	36	3	2	13	0	79	8	4	19	2	166	51	112	10	18	33
	21.7%	1.8%	1.2%	7.8%	0.0%	47.6%	4.8%	2.4%	11.4%	1.2%	100.0%	30.7%	67.5%	6.0%	10.8%	19.9%

KING COUNTY  
DEPT. OF JUDICIAL ADMINISTRATION  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE						
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
	ADMINISTRATIVE %	-2.5%	-1.4%	-2.1%	-0.5%	-32.9%	-2.0%	-0.9%	-1.4%			
PROFESSIONAL %	-2.7%	-1.2%	-4.0%	-0.3%	4.2%	-2.2%	-1.1%	-4.2%	-0.8%	-5.6%	-16.5%	-4.1%
TECHNICIAN %	-2.1%	-1.3%	-2.7%	-0.8%	67.3%	-1.4%	-0.8%	-3.4%	-1.4%	-6.1%	-13.9%	60.3%
PROTECTIVE SVCS %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSIONL %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
OFFICE/CLERICAL %	0.0%	0.5%	4.6%	-0.9%	-5.5%	2.0%	0.5%	6.6%	0.9%	0.0%	14.2%	4.5%
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SERVICE MAINT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR

FILE: AA914DJA

FILE: AA914DPP  
ERR = NO CALCULATION OCCURRED

KING COUNTY  
DEPT. OF PARKS, PLANNING & RESOURCES  
TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL		TOTAL	
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE	TOTAL ALL	MIN.	FEEMALE	TOTAL PWD	MALE	FEEMALE
ADMINISTRATIVE	1					3			1		5	1	4		0	1
	20.0%	0.0%	0.0%	0.0%	0.0%	60.0%	0.0%	0.0%	20.0%	0.0%	100.0%	20.0%	80.0%	0.0%	0.0%	20.0%
PROFESSIONAL	168	3	4	19	2	90	6	4	6		302	44	106	8	28	16
	55.6%	1.0%	1.3%	6.3%	0.7%	29.8%	2.0%	1.3%	2.0%	0.0%	100.0%	14.6%	35.1%	2.6%	9.3%	5.3%
TECHNICIAN	57	7	3	3	1	32	1		2	2	108	19	37	4	14	5
	52.8%	6.5%	2.8%	2.8%	0.9%	29.6%	0.9%	0.0%	1.9%	1.9%	100.0%	17.6%	34.3%	3.7%	13.0%	4.6%
PROTECTIVE SVCS	11	1	2			5					19	3	5	1	3	0
	57.9%	5.3%	10.5%	0.0%	0.0%	26.3%	0.0%	0.0%	0.0%	0.0%	100.0%	15.8%	26.3%	5.3%	15.8%	0.0%
PARAPROFESSNL	5					11					16	0	11		0	0
	31.3%	0.0%	0.0%	0.0%	0.0%	68.8%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	68.8%	0.0%	0.0%	0.0%
OFFICE/CLERICAL	5	1	1	1		61	7	3	9	4	92	26	84	6	3	23
	5.4%	1.1%	1.1%	1.1%	0.0%	66.3%	7.6%	3.3%	9.8%	4.3%	100.0%	28.3%	91.3%	6.5%	3.3%	25.0%
SKILLED CRAFT	13	1	1	1		2	1				19	4	3	1	3	1
	68.4%	5.3%	5.3%	5.3%	0.0%	10.5%	5.3%	0.0%	0.0%	0.0%	100.0%	21.1%	15.8%	5.3%	15.8%	5.3%
SVCS MAINT	76	6	1	2		14	1		1	1	102	12	17	9	9	3
	74.5%	5.9%	1.0%	2.0%	0.0%	13.7%	1.0%	0.0%	1.0%	1.0%	100.0%	11.8%	16.7%	8.8%	8.8%	2.9%
TOTALS	336	19	12	26	3	218	16	7	19	7	663	109	267	29	60	49
	50.7%	2.9%	1.8%	3.9%	0.5%	32.9%	2.4%	1.1%	2.9%	1.1%	100.0%	16.4%	40.3%	4.4%	9.0%	7.4%

KING COUNTY  
DEPT. OF PARKS, PLANNING & RESOURCES  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%	
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%	
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%	
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%	
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%	
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%	
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%	
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%	

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	-2.5%	-1.4%	-2.1%	-0.5%	27.1%	-2.0%	-0.9%	18.6%	-0.3%	-5.9%	8.9%	42.5%	
PROFESSIONAL %	-1.7%	0.1%	2.3%	0.4%	-8.9%	-0.2%	0.2%	-2.2%	-0.8%	-3.0%	-1.9%	-11.9%	
TECHNICIAN %	4.4%	1.5%	0.1%	0.1%	-3.1%	-0.5%	-0.8%	-1.5%	0.5%	-2.4%	3.7%	-5.4%	
PROTECTIVE SVCS %	-1.1%	3.7%	8.5%	-0.6%	0.3%	-3.4%	-0.7%	-1.0%	-0.2%	-1.0%	-0.1%	-5.0%	
PARAPROFESSIONL %	-1.4%	-0.7%	-1.6%	-0.3%	13.1%	-5.1%	-1.6%	-6.5%	-1.1%	-7.4%	-18.3%	-28.8%	
OFFICE/CLERICAL %	-0.8%	0.3%	-2.6%	-0.9%	13.4%	4.5%	1.2%	4.2%	3.9%	0.1%	9.8%	27.2%	
SKILLED CRAFT %	2.5%	2.0%	3.1%	-0.7%	-12.2%	3.0%	-0.7%	-1.1%	-0.9%	-1.9%	7.1%	-11.9%	
SERVICE MAINT %	1.9%	-0.7%	-1.3%	-0.7%	-20.0%	-16.3%	-2.3%	-1.2%	0.5%	-0.2%	-20.2%	-39.3%	

FILE: AA914DPP

FILE: AA914DPH  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 DEPT. OF PUBLIC HEALTH  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTAL ALL	TOTALS				
	WHITE MALE	BLACK MALE	MINORITY MALE			WHITE FEMALE	BLACK FEMALE	MINORITY FEMALE				TOTAL MIN.	TOTAL FEMALE	TOTAL PWD	TOTAL MINORITY	
			HISP MALE	ASIAN MALE	NATIVE AMER MALE			HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE					MALE	FEMALE
ADMINISTRATIVE	8			1		5		1	1		16	3	7		1	2
	50.0%	0.0%	0.0%	6.3%	0.0%	31.3%	0.0%	6.3%	6.3%	0.0%	100.0%	18.8%	43.8%	0.0%	6.3%	12.5%
PROFESSIONAL	108	13	4	15	1	362	25	10	34	2	574	104	433	18	33	71
	18.8%	2.3%	0.7%	2.6%	0.2%	63.1%	4.4%	1.7%	5.9%	0.3%	100.0%	18.1%	75.4%	3.1%	5.7%	12.4%
TECHNICIAN	64	3	3	5	1	24	4		3		109	21	33	2	12	9
	58.7%	2.8%	2.8%	4.6%	0.9%	22.0%	3.7%	0.0%	2.8%	1.8%	100.0%	19.3%	30.3%	1.8%	11.0%	8.3%
PROTECTIVE SVCS	18	5			1	8	1				33	7	9	7	6	1
	54.5%	15.2%	0.0%	0.0%	3.0%	24.2%	3.0%	0.0%	0.0%	0.0%	100.0%	21.2%	27.3%	21.2%	18.2%	3.0%
PARAPROFESSNL	40	8	2	6	2	49	14	4	10	3	138	49	80	12	18	31
	29.0%	5.8%	1.4%	4.3%	1.4%	35.5%	10.1%	2.9%	7.2%	2.2%	100.0%	35.5%	58.0%	8.7%	13.0%	22.5%
OFFICE/CLERICAL	15	4	1	5		149	33	13	33	7	260	96	235	7	10	86
	5.8%	1.5%	0.4%	1.9%	0.0%	57.3%	12.7%	5.0%	12.7%	2.7%	100.0%	36.9%	90.4%	2.7%	3.8%	33.1%
SKILLED CRAFT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SVCS MAINT	19	5	2	4		3	2		1		36	14	6	4	11	3
	52.8%	13.9%	5.6%	11.1%	0.0%	8.3%	5.6%	0.0%	2.8%	0.0%	100.0%	38.9%	16.7%	11.1%	30.6%	8.3%
TOTALS	272	38	12	36	5	600	79	28	82	14	1166	294	803	50	91	203
	23.3%	3.3%	1.0%	3.1%	0.4%	51.5%	6.8%	2.4%	7.0%	1.2%	100.0%	25.2%	68.9%	4.3%	7.8%	17.4%

KING COUNTY  
DEPT. OF PUBLIC HEALTH  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%	
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%	
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%	
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%	
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%	
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%	
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%	
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%	

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
	ADMINISTRATIVE %	-2.5%	-1.4%	4.2%	-0.5%	-1.7%	-2.0%	5.4%	4.9%	-0.3%			
PROFESSIONAL %	-0.4%	-0.5%	-1.4%	-0.1%	24.4%	2.2%	0.6%	1.7%	-0.5%	-2.5%	1.6%	28.4%	
TECHNICIAN %	0.7%	1.5%	1.9%	0.1%	-10.7%	2.3%	-0.8%	-0.6%	0.4%	-4.3%	5.4%	-9.4%	
PROTECTIVE SVCS %	8.8%	13.6%	-2.0%	-0.6%	-1.8%	-0.4%	-0.7%	-1.0%	-0.2%	14.9%	5.3%	-4.0%	
PARAPROFESSIONL %	4.4%	0.7%	2.7%	1.1%	-20.1%	5.0%	1.3%	0.7%	1.1%	1.3%	17.2%	10.5%	
OFFICE/CLERICAL %	-0.4%	-0.4%	-1.8%	-0.9%	4.4%	9.6%	2.9%	7.1%	2.3%	-3.7%	18.4%	26.3%	
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
SERVICE MAINT %	9.9%	3.9%	7.8%	-0.7%	-25.4%	-11.7%	-2.3%	0.6%	-0.5%	2.1%	6.9%	-39.3%	

FILE: AA914DPH

KING COUNTY  
DEPT. OF PUBLIC SAFETY  
TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

LE: AA914DPS  
R = NO CALCULATION OCCURRED

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	WHITE MALE	BLACK MALE	MINORITY MALE			WHITE FEMALE	BLACK FEMALE	MINORITY FEMALE			TOTAL ALL	TOTAL		TOTAL MINORITY		
			HISP MALE	ASIAN MALE	NATIVE AMER MALE			HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE		MIN.	FEMALE	PWD	MALE	FEMALE
ADMINISTRATIVE	4										4	0	0	0	0	
	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	
PROFESSIONAL	25	1				6	2				34	3	8		1	2
	73.5%	2.9%	0.0%	0.0%	0.0%	17.6%	5.9%	0.0%	0.0%	0.0%	100.0%	8.8%	23.5%	0.0%	2.9%	5.9%
TECHNICIAN	32	1		2		55	5	3	3	1	102	15	67	7	3	12
	31.4%	1.0%	0.0%	2.0%	0.0%	53.9%	4.9%	2.9%	2.9%	1.0%	100.0%	14.7%	65.7%	6.9%	2.9%	11.8%
PROTECTIVE SVCS	438	26	11	24	5	70	4	1	1	3	583	75	79	3	66	9
	75.1%	4.5%	1.9%	4.1%	0.9%	12.0%	0.7%	0.2%	0.2%	0.5%	100.0%	12.9%	13.6%	0.5%	11.3%	1.5%
PARAPROFESSNL				2		2					4	2	2		2	0
	0.0%	0.0%	0.0%	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%	50.0%	50.0%	0.0%	50.0%	0.0%
OFFICE/CLERICAL	8	2	1	3		61	5	1	8	2	91	22	77	5	6	16
	8.8%	2.2%	1.1%	3.3%	0.0%	67.0%	5.5%	1.1%	8.8%	2.2%	100.0%	24.2%	84.6%	5.5%	6.6%	17.6%
SKILLED CRAFT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SVCS MAINT											0	0	0		0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
TOTALS	507	30	12	31	5	194	16	5	12	6	818	117	233	15	78	39
	62.0%	3.7%	1.5%	3.8%	0.6%	23.7%	2.0%	0.6%	1.5%	0.7%	100.0%	14.3%	28.5%	1.8%	9.5%	4.8%

KING COUNTY  
DEPT. OF PUBLIC SAFETY  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE					MINORITY FEMALE						
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%
PARA-PROFESSIONAL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
ADMINISTRATIVE %	-2.5%	-1.4%	-2.1%	-0.5%	-32.9%	-2.0%	-0.9%	-1.4%	-0.3%	-5.9%	-11.1%	-37.5%
PROFESSIONAL %	0.2%	-1.2%	-4.0%	-0.3%	-21.1%	3.7%	-1.1%	-4.2%	-0.8%	-5.6%	-7.7%	-23.5%
TECHNICIAN %	-1.1%	-1.3%	-0.7%	-0.8%	21.2%	3.5%	2.1%	-0.5%	-0.4%	0.8%	0.8%	26.0%
PROTECTIVE SVCS %	-1.9%	2.9%	-0.1%	3.5%	-14.0%	-2.7%	-0.5%	-0.8%	0.3%	-5.8%	-3.0%	-17.7%
PARAPROFESSIONAL %	-1.4%	-0.7%	48.4%	-0.3%	-5.6%	-5.1%	-1.6%	-6.5%	-1.1%	-7.4%	31.7%	52.5%
OFFICE/CLERICAL %	0.3%	0.3%	-0.4%	-0.9%	14.1%	2.4%	-1.0%	3.2%	1.8%	-0.9%	5.7%	20.5%
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SERVICE MAINT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR

FILE: AA914DPS



FILE: AA914DPW  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 DEPT. OF PUBLIC WORKS  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL		TOTAL	
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE	TOTAL ALL	MIN.	PEMALE	TOTAL PWD	MALE	PEMALE
ADMINISTRATIVE	9	1		2	1	1			1		15	5	2		4	1
	60.0%	6.7%	0.0%	13.3%	6.7%	6.7%	0.0%	0.0%	6.7%	0.0%	100.0%	33.3%	13.3%	0.0%	26.7%	6.7%
PROFESSIONAL	160	13	1	36		68	3	1	14		296	68	86	12	50	18
	54.1%	4.4%	0.3%	12.2%	0.0%	23.0%	1.0%	0.3%	4.7%	0.0%	100.0%	23.0%	29.1%	4.1%	16.9%	6.1%
TECHNICIAN	38	5		3	1	13			1		61	10	14	2	9	1
	62.3%	8.2%	0.0%	4.9%	1.6%	21.3%	0.0%	0.0%	1.6%	0.0%	100.0%	16.4%	23.0%	3.3%	14.8%	1.6%
PROTECTIVE SVCS	10		1	1		1					13	2	1	1	2	0
	76.9%	0.0%	7.7%	7.7%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	100.0%	15.4%	7.7%	7.7%	15.4%	0.0%
PARAPROFESSNL											0	0	0	0	0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
OFFICE/CLERICAL	24	6	3	3		74	7	1	17	3	138	40	102	17	12	28
	17.4%	4.3%	2.2%	2.2%	0.0%	53.6%	5.1%	0.7%	12.3%	2.2%	100.0%	29.0%	73.9%	12.3%	8.7%	20.3%
SKILLED CRAFT	137	8	5	5	9	6	1	1			172	29	8	5	27	2
	79.7%	4.7%	2.9%	2.9%	5.2%	3.5%	0.6%	0.6%	0.0%	0.0%	100.0%	16.9%	4.7%	2.9%	15.7%	1.2%
SVCS MAINT	217	21	11	12	12	59	5	1		4	342	66	69	31	56	10
	63.5%	6.1%	3.2%	3.5%	3.5%	17.3%	1.5%	0.3%	0.0%	1.2%	100.0%	19.3%	20.2%	9.1%	16.4%	2.9%
TOTALS	595	54	21	62	23	222	16	4	33	7	1037	220	282	68	160	60
	57.4%	5.2%	2.0%	6.0%	2.2%	21.4%	1.5%	0.4%	3.2%	0.7%	100.0%	21.2%	27.2%	6.6%	15.4%	5.8%

KING COUNTY  
DEPT. OF PUBLIC WORKS  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%	
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%	
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%	
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%	
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%	
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%	
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%	
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%	

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	4.2%	-1.4%	11.2%	6.2%	-26.2%	-2.0%	-0.9%	5.3%	-0.3%	-5.9%	22.2%	-24.2%	
PROFESSIONAL %	1.7%	-0.9%	8.2%	-0.3%	-15.7%	-1.2%	-0.8%	0.5%	-0.8%	-1.5%	6.5%	-17.9%	
TECHNICIAN %	6.1%	-1.3%	2.2%	0.8%	-11.4%	-1.4%	-0.8%	-1.8%	-1.4%	-2.8%	2.5%	-16.7%	
PROTECTIVE SVCS %	-6.4%	-1.6%	5.7%	7.1%	-18.3%	-3.4%	-0.7%	-1.0%	-0.2%	1.4%	-0.5%	-23.6%	
PARAPROFESSIONL %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
OFFICE/CLERICAL %	2.4%	1.4%	-1.5%	-0.9%	0.7%	2.0%	-1.4%	6.7%	1.8%	5.9%	10.5%	9.8%	
SKILLED CRAFT %	1.9%	-0.4%	0.7%	4.5%	-19.2%	-1.7%	-0.1%	-1.1%	-0.9%	-4.3%	2.9%	-23.0%	
SERVICE MAINT %	2.1%	1.5%	0.2%	2.8%	-16.4%	-15.8%	-2.0%	-2.2%	0.7%	0.1%	-12.7%	-35.8%	

FILE: AA914DPW

FILE: AA914  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 DEPT. OF STADIUM ADMINISTRATION  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL		TOTAL	
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE	TOTAL ALL	MIN.	FEMALE	TOTAL PWD	MALE	FEMALE
ADMINISTRATIVE	3					1					4	0	1		0	0
	75.0%	0.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	25.0%	0.0%	0.0%	0.0%
PROFESSIONAL	9			1		3					13	1	3	2	1	0
	69.2%	0.0%	0.0%	7.7%	0.0%	23.1%	0.0%	0.0%	0.0%	0.0%	100.0%	7.7%	23.1%	15.4%	7.7%	0.0%
TECHNICIAN	2										2	0	0		0	0
	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
PROTECTIVE SVCS	2	1				1					4	1	1		1	0
	50.0%	25.0%	0.0%	0.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	100.0%	25.0%	25.0%	0.0%	25.0%	0.0%
PARAPROFESSNL						1					1	0	1		0	0
	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
OFFICE/CLERICAL	2					7	1		1	1	12	3	10		0	3
	16.7%	0.0%	0.0%	0.0%	0.0%	58.3%	8.3%	0.0%	8.3%	8.3%	100.0%	25.0%	83.3%	0.0%	0.0%	25.0%
SKILLED CRAFT	11	2	1	3							17	6	0		6	0
	64.7%	11.8%	5.9%	17.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	35.3%	0.0%	0.0%	35.3%	0.0%
SVCS MAINT	4	3	1	2							10	6	0	1	6	0
	40.0%	30.0%	10.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	60.0%	0.0%	10.0%	60.0%	0.0%
TOTALS	33	6	2	6	0	13	1	0	1	1	63	17	16	3	14	3
	52.4%	9.5%	3.2%	9.5%	0.0%	20.6%	1.6%	0.0%	1.6%	1.6%	100.0%	27.0%	25.4%	4.8%	22.2%	4.8%

KING COUNTY  
DEPT. OF STADIUM ADMINISTRATION  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE					MINORITY FEMALE						
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.0%	5.6%	16.5%	47.0%
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE				TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE					MINORITY FEMALE						
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE			
ADMINISTRATIVE %	-2.5%	-1.4%	-2.1%	-0.5%	-7.9%	-2.0%	-0.9%	-1.4%	-0.3%	-5.9%	-11.1%	-12.5%
PROFESSIONAL %	-2.7%	-1.2%	3.7%	-0.3%	-15.6%	-2.2%	-1.1%	-4.2%	-0.0%	9.0%	-8.8%	-23.9%
TECHNICIAN %	-2.1%	-1.3%	-2.7%	-0.8%	-32.7%	-1.4%	-0.8%	-3.4%	-1.4%	-6.1%	-13.9%	-39.7%
PROTECTIVE SVCS %	18.6%	23.4%	-2.0%	-0.6%	-1.0%	-3.4%	-0.7%	-1.0%	-0.2%	-6.3%	9.1%	-6.3%
PARAPROFESSIONL %	-1.4%	-0.7%	-1.6%	-0.3%	44.4%	-5.1%	-1.6%	-6.5%	-1.1%	-7.4%	-18.3%	2.5%
OFFICE/CLERICAL %	-1.9%	-0.8%	-3.7%	-0.9%	5.4%	5.2%	-2.1%	2.7%	7.9%	-6.4%	6.5%	19.2%
SKILLED CRAFT %	9.0%	2.6%	15.4%	-0.7%	-22.7%	-2.3%	-0.7%	-1.1%	-0.9%	-7.2%	21.3%	-27.7%
SERVICE MAINT %	26.0%	8.3%	16.7%	-0.7%	-33.7%	-17.3%	-2.3%	-2.2%	-0.5%	1.0%	28.0%	-56.0%

FILE: AA914DYS

FILE: AA914DYS  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 DEPT. OF YOUTH SERVICES  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	WHITE MALE	BLACK MALE	MINORITY MALE			WHITE FEMALE	BLACK FEMALE	MINORITY FEMALE			TOTAL ALL	TOTAL		TOTAL PWD	TOTAL MINORITY	
			HISP MALE	ASIAN MALE	NATIVE AMER MALE			HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE		MIN.	FEMALE		MALE	FEMALE
ADMINISTRATIVE	3			1		1					5	2	1		1	1
PROFESSIONAL	44	7	1	1		43	10	1		1	108	21	55	6	9	12
TECHNICIAN	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PROTECTIVE SVCS	24	25	2	2		15	20		3		91	52	38	2	29	23
PARAPROFESSNL	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
OFFICE/CLERICAL	4	1		1		25	5	2	5	1	43	14	38	2	1	13
SKILLED CRAFT	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SVCS MAINT	7	1		5		1	1		4		19	11	6	2	6	5
TOTALS	82	34	3	10	0	84	38	3	12	2	268	102	139	12	47	55
	30.6%	12.7%	1.1%	3.7%	0.0%	31.3%	14.2%	1.1%	4.5%	0.7%	100.0%	38.1%	51.9%	4.5%	17.5%	20.5%

KING COUNTY  
DEPT. OF YOUTH SERVICES  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE					MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%	
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%	
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%	
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%	
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%	
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%	
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%	
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%	

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE					MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	-2.5%	-1.4%	17.9%	-0.5%	-32.9%	18.0%	-0.9%	-1.4%	-0.3%	-5.9%	28.9%	-17.5%	
PROFESSIONAL %	3.8%	-0.3%	-3.1%	-0.3%	1.1%	7.1%	-0.2%	-4.2%	0.1%	-0.0%	2.9%	3.9%	
TECHNICIAN %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
PROTECTIVE SVCS %	21.1%	25.9%	0.2%	1.6%	-9.5%	18.6%	-0.7%	2.3%	-0.2%	-4.1%	41.2%	10.5%	
PARAPROFESSIONL %	48.6%	-0.7%	-1.6%	-0.3%	-55.6%	44.9%	-1.6%	-6.5%	-1.1%	-7.4%	81.7%	52.5%	
OFFICE/CLERICAL %	-1.9%	-0.8%	-1.4%	-0.9%	5.2%	8.5%	2.6%	6.0%	1.9%	-1.7%	14.1%	24.3%	
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
SERVICE MAINT %	1.3%	-1.7%	23.0%	-0.7%	-28.4%	-12.0%	-2.3%	18.9%	-0.5%	1.5%	25.9%	-24.4%	

FILE: AA914DYS

FILE: AA9140PM  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 OFFICE OF FINANCIAL MANAGEMENT  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL		TOTAL	
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE FEMALE	TOTAL ALL	MIN.	FEMALE	PWD	MALE	FEMALE
ADMINISTRATIVE	1	0	0	0	0	1	0	0	0	0	2	0	1	0	0	0
	50.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	50.0%	0.0%	0.0%	0.0%
PROFESSIONAL	26	1	0	5	0	11	1	1	1	1	47	10	15	2	6	4
	55.3%	2.1%	0.0%	10.6%	0.0%	23.4%	2.1%	2.1%	2.1%	2.1%	100.0%	21.3%	31.9%	4.3%	12.8%	8.5%
TECHNICIAN	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0
	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%
PROTECTIVE SVCS											0	0	0	0	0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSNL	4					1	1				6	1	2		0	1
	66.7%	0.0%	0.0%	0.0%	0.0%	16.7%	16.7%	0.0%	0.0%	0.0%	100.0%	16.7%	33.3%	0.0%	0.0%	16.7%
OFFICE/CLERICAL	6	1	0	2	0	31	1	3	10	1	55	18	46	2	3	15
	10.9%	1.8%	0.0%	3.6%	ERR	56.4%	1.8%	5.5%	18.2%	1.8%	100.0%	32.7%	83.6%	3.6%	5.5%	27.3%
SKILLED CRAFT											0	0	0	0	0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SVCS MAINT											0	0	0	0	0	0
	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
TOTALS	37	2	0	7	0	45	3	4	11	2	111	29	65	4	9	20
	33.3%	1.8%	0.0%	6.3%	0.0%	40.5%	2.7%	3.6%	9.9%	1.8%	100.0%	26.1%	58.6%	3.6%	8.1%	18.0%

KING COUNTY  
OFFICE OF FINANCIAL MANAGEMENT  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE				TOTAL PWD	TOTAL MIN	TOTAL PEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE						
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE FEMALE			
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE				TOTAL PWD	TOTAL MIN	TOTAL PEM
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE FEMALE			
	ADMINISTRATIVE %	-2.5%	-1.4%	-2.1%	-0.5%	17.1%	-2.0%	-0.9%	-1.4%			
PROFESSIONAL %	-0.6%	-1.2%	6.6%	-0.3%	-15.3%	-0.1%	1.0%	-2.1%	1.3%	-1.3%	4.8%	-15.1%
TECHNICIAN %	-2.1%	-1.3%	-2.7%	-0.8%	67.3%	-1.4%	-0.8%	-3.4%	-1.4%	-6.1%	-13.9%	60.3%
PROTECTIVE SVCS %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSIONL %	-1.4%	-0.7%	-1.6%	-0.3%	-38.9%	11.6%	-1.6%	-6.5%	-1.1%	-7.4%	-1.6%	-47.5%
OFFICE/CLERICAL %	-0.1%	-0.8%	-0.1%	ERR	3.5%	-1.3%	3.4%	12.6%	1.4%	-2.8%	14.2%	19.5%
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
SERVICE MAINT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR

FILE: AA9140FM



FILE: AA914OHR  
 ERR = NO CALCULATION OCCURRED

KING COUNTY  
 OFFICE OF HUMAN RESOURCE MANAGEMENT  
 TABLE 1: DECEMBER 31, 1991 WORKFORCE PROFILE

EEO JOB CATEGORY	MALE					FEMALE					TOTALS					
	MINORITY MALE					MINORITY FEMALE					TOTAL		TOTAL		TOTAL	
	WHITE MALE	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE	WHITE FEMALE	BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE	TOTAL ALL	MIN.	FEMALE	TOTAL PWD	MALE	TOTAL FEMALE
ADMINISTRATIVE		1									1	1	0		1	0
PROFESSIONAL	0.0%	100.0%	0.0%	0.0%	0.0%	8	1	2	1		28	7	12	1	3	4
TECHNICIAN	46.4%	7.1%	3.6%	0.0%	0.0%	28.6%	3.6%	7.1%	3.6%	0.0%	100.0%	25.0%	42.9%	3.6%	10.7%	14.3%
PROTECTIVE SVCS	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
PARAPROFESSML	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR
OFFICE/CLERICAL	2					8	1				11	1	9	2	0	1
SKILLED CRAFT	18.2%	0.0%	0.0%	0.0%	0.0%	72.7%	9.1%	0.0%	0.0%	0.0%	100.0%	9.1%	81.8%	18.2%	0.0%	9.1%
SVCS MAINT	2		1			8	2	1	2	1	17	7	14	1	1	6
	11.8%	0.0%	5.9%	0.0%	0.0%	47.1%	11.8%	5.9%	11.8%	5.9%	100.0%	41.2%	82.4%	5.9%	5.9%	35.3%
TOTALS	18	3	2	0	0	24	4	3	3	1	58	16	35	4	5	11
	31.0%	5.2%	3.4%	0.0%	0.0%	41.4%	6.9%	5.2%	5.2%	1.7%	100.0%	27.6%	60.3%	6.9%	8.6%	19.0%

KING COUNTY  
OFFICE OF HUMAN RESOURCE MANAGEMENT  
TABLE 2: 1990 -1991 WORKFORCE AVAILABILITY

EEO JOB CATEGORY	MALE					FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	2.5%	1.4%	2.1%	0.5%	32.9%	2.0%	0.9%	1.4%	0.3%	5.9%	11.1%	37.5%	
PROFESSIONAL %	2.7%	1.2%	4.0%	0.3%	38.7%	2.2%	1.1%	4.2%	0.8%	5.6%	16.5%	47.0%	
TECHNICIAN %	2.1%	1.3%	2.7%	0.8%	32.7%	1.4%	0.8%	3.4%	1.4%	6.1%	13.9%	39.7%	
PROTECTIVE SVCS %	6.4%	1.6%	2.0%	0.6%	26.0%	3.4%	0.7%	1.0%	0.2%	6.3%	15.9%	31.3%	
PARA-PROFESSNL %	1.4%	0.7%	1.6%	0.3%	55.6%	5.1%	1.6%	6.5%	1.1%	7.4%	18.3%	69.9%	
OFFICE/CLERICAL %	1.9%	0.8%	3.7%	0.9%	52.9%	3.1%	2.1%	5.6%	0.4%	6.4%	18.5%	64.1%	
SKILLED CRAFT %	2.8%	3.3%	2.2%	0.7%	22.7%	2.3%	0.7%	1.1%	0.9%	7.2%	14.0%	27.7%	
SERVICE MAINT %	4.0%	1.7%	3.3%	0.7%	33.7%	17.3%	2.3%	2.2%	0.5%	9.0%	32.0%	56.0%	

TABLE 3: WORKFORCE UTILIZATION PROFILE

EEO JOB CATEGORY	MINORITY MALE					MINORITY FEMALE					TOTAL PWD	TOTAL MIN	TOTAL FEM
	MINORITY MALE				WHITE FEMALE	MINORITY FEMALE							
	BLACK MALE	HISP MALE	ASIAN MALE	NATIVE AMER MALE		BLACK FEMALE	HISP FEMALE	ASIAN FEMALE	NATIVE AMER FEMALE				
ADMINISTRATIVE %	97.5%	-1.4%	-2.1%	-0.5%	-32.9%	-2.0%	-0.9%	-1.4%	-0.3%	-5.9%	88.9%	-37.5%	
PROFESSIONAL %	4.4%	2.4%	-4.0%	-0.3%	-10.1%	1.4%	6.0%	-0.6%	-0.8%	-2.0%	8.5%	-4.1%	
TECHNICIAN %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
PROTECTIVE SVCS %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
PARAPROFESSIONL %	-1.4%	-0.7%	-1.6%	-0.3%	17.1%	4.0%	-1.6%	-6.5%	-1.1%	10.8%	-9.2%	11.6%	
OFFICE/CLERICAL %	-1.9%	5.1%	-3.7%	-0.9%	-5.8%	8.7%	3.8%	6.2%	5.5%	-0.5%	22.7%	18.3%	
SKILLED CRAFT %	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	ERR	
SERVICE MAINT %	-4.0%	-1.7%	-3.3%	-0.7%	-33.7%	-17.3%	-2.3%	-2.2%	-0.5%	-9.0%	32.0%	-56.0%	

FILE: AA914OHR



SECTION 6:

IDENTIFICATION OF PROBLEM AREAS

Departments, in conjunction with the Office of Human Resource Management, will examine all aspects of personnel related activities to determine whether or not any policy, procedure, program and/or practice results in the underutilization or concentration of minorities, women, and persons with disabilities. Where such employment practices are identified, the respective department and the Office of Human Resource Management (OHRM) will develop, implement and document strategies to analyze and resolve the problem for inclusion in the department's Nondiscrimination Policy and Affirmative Action Plan.

**Current Problem Areas:**

A. Need for Comprehensive Workforce and Employee Changes Data

To date, systematic analysis of problem areas and detailed affirmative action progress reports are not possible given inadequate workforce profile data and lack of centralized automated historical data for the following areas:

1. Comprehensive and accurate workforce profiles by County organizational hierarchy (branch of government, department, division, section); type of appointment (elected, exempt, career service); duration of appointment (extra help/temporary, regular, exempt) and EEO job category.
2. Data identifying persons with disabilities by job classification.
3. Employee changes data, which includes but is not limited to new hires, reinstatements, promotions, voluntary demotions, involuntary demotions, transfers, reclassifications, and terminations by organizational hierarchy, type of appointment, EEO job category and protected group.

SECTION 6: IDENTIFICATION OF PROBLEM AREAS

4. Applicant flow, temporary upgrades, provisional appointments, transfers, training (in-house training, seminars, conferences, tuition reimbursements) and discipline data by the appropriate organizational hierarchy, type of appointment, EEO job category and protected group.

Resolution Progress

OHRM will continue to pursue funding for the above. In the interim, departments will participate in the manual production of reports to comply with internal, County and federal reporting requirements.

B. Need for Centralized Recruitment, Advertising and AA/EEO Training Support

To successfully meet nondiscrimination and affirmative action objectives, effective targeted recruitment and comprehensive County-wide training is critical to develop management understanding, acceptance and support to achieve the Nondiscrimination Policy and Affirmative Action Plan objectives.

Resolution Progress

OHRM established a recruitment program in late 1991 with funding for job/career fairs and weekly job listing with the Seattle Times/Post Intelligence Sunday edition. OHRM will continue to pursue funding for targeted affirmative action advertising.

Two other departments, the Department of Public Works and the Department of Public Safety employ a half time and a full time recruiter respectively.

C. Procedural Clarification Regarding Nondiscrimination Policy and Affirmative action Plan Requirements and Administration

Ordinance No. 9165 split the Policy and the Plan administration to assign affirmative action development and implementation responsibilities to the Office of Human Resource Management while retaining compliance monitoring responsibilities with the Office of Civil Rights and Compliance.

SECTION 6: IDENTIFICATION OF PROBLEM AREAS

Resolution Progress

To clarify the procedural implementation of the Ordinance No. 9165, OHRM developed and disseminated internal procedures via the EEO-AA Review Training for Executive branch managers and supervisors with an accompanying desk manual. In addition, Executive policies on sexual harassment and job accommodation were adopted. Training for twelve departments were completed in 1991 and the training will be available on a quarterly basis for new managers and supervisors. See Section 7 for details.

D. Personnel Procedures:

The achievement of the Policy and the Plan objectives is more likely to occur in a workplace that establishes and promotes the consistent application of positive human resource management policies, procedures, programs and practices.

Resolution Progress

OHRM is continuously developing policies and procedures that provide direction to management in all aspects of human resource practices.

## SECTION 7:

### PROGRAMS TO ADDRESS PROBLEMS AND ACHIEVE GOALS

The Office of Human Resource Management (OHRM) developed the following programs to support the Nondiscrimination Policy and Affirmative Action Plan:

#### 1. Nondiscrimination Program

In conjunction with the Office of the Prosecuting Attorney, OHRM developed a protocol to track and respond to formally filed discrimination complaints. Also, OHRM developed and implemented an Executive Policy on Sexual Harassment, continues to disseminate the program and provide technical assistance to OHRM on job related personnel processes, provides EEO-AA Review training, sexual harassment awareness training, and provides technical assistance to Executive department managers, supervisors and employees.

#### 2. Selective Certification Program

The selective certification program allows for the certification of well-qualified minority, female, and/or disabled candidates when there is underutilization in the workforce. Procedurewise, OHRM documents the underutilization and implements the selective certification consistent with the applicable career service guidelines. (The most common selective certification practice is to refer the top three candidates from each underutilized minority, female and disabled group to the hiring authority for consideration. Underutilized candidates who are referred through the regular certification process are counted towards selective certification.)

Where selective certification is appropriate but there are no selectively certifiable candidates on the list, the Director of OHRM may:

- a. Make available underutilized candidates from employment lists that are similar in function (e.g., certified candidates from a higher job classification in the same series.) Certification and selection of a candidate from an alternate list will not cause removal from the original list.
- b. Conduct supplemental recruitment where reasonable and practical.

## Section 7: Programs

Where the hiring authority chooses to hire a nonselectively certified candidate, the hiring authority must submit a written justification to the OHRM Director or designee. The written justification must be submitted and approved prior to notifying or hiring the selected candidate.

### 3. Recruitment Program

OHRM conducts outreach and targeted recruitment for affirmative action purposes and for difficult to fill positions. OHRM assists Executive departments develop recruitment strategies, network with community based organizations and training institutions, coordinate recruitment advertising, coordinate and participate in job/career fairs and conduct County job application processes.

### 4. Job Accommodation Program

OHRM provides technical assistance to Executive departments to identify and implement reasonable job accommodations for qualified disabled applicants and employees.

(Persons with disabilities are defined under federal guidelines as 1) presently having, 2)having a history of, or 3) being regarded as having a physical, sensory, or mental impairment which substantially limits one or more major life activities causing difficulty in obtaining, retaining, or advancing in employment.)

OHRM administers the Executive Policies on Worker's Compensation: Return to Work and the Job Accommodation Policy.

See the Appendix Section for the 1991 Affirmative Action Program Accomplishments and Activities.



SECTION 8:

INTERNAL AUDITING AND REPORTING SYSTEMS

A. Responsibility

Ordinance No. 9165 transferred the Affirmative Action Plan development and implementation to the Office of Human Resource Management and retained the compliance monitoring responsibilities with the Office of Civil Rights and Compliance (OCRC). The OCRC will:

1. Monitor and evaluate departmental performance and County progress on a quarterly basis.
2. Prepare semi-annual and annual reports on departmental nondiscrimination and affirmative action performance for submission to the Director of the Department of Executive Administration for County Executive reporting to Council regarding program progress.
3. Develop annual departmental director Nondiscrimination and Affirmative Action Plan compliance evaluation for the County Executive for departmental accountability purposes.
4. Conduct compliance reviews, monitor and recommend actions as needed regarding departmental compliance in the areas that include, but are not limited to, provisional appointments, reasonable job accommodations for persons with disabilities, discrimination complaints, applicant flow, salary differences, job class segregation or concentration and exit interview review.

B. Affirmative Action Data Submission

OHRM is responsible for coordinating the submission of annual and semi-annual basis workforce data, employee changes (new hires, promotions, transfers, demotions, terminations) and documentation of affirmative action efforts to OCRC. The latter includes but is not limited to plans and activities designed to disseminate the program, resolution of potential/actual discrimination, affirmative action recruitment and outreach efforts, provision of training for management and/or employees, provision of reasonable job accommodation...etc. See sample Documentation of AA Efforts on page 112.

SECTION 8: INTERNAL AUDITING AND REPORTING SYSTEMS

C. OCRC Evaluation

OCRC will inform OHRM of compliance monitoring requirements, methods and criteria for evaluation. OHRM will provide data and documentation of nondiscrimination and affirmative action efforts and results for evaluation to OCRC.

For monitoring purposes and progress evaluation, OCRC will identify the degree of underutilization of minorities, women and persons with disabilities in the workforce. The term representation will be used in lieu of utilization for report writing purposes:

- Serious - Representation that is at 0% to 60% of availability.
- Significant - Representation that is at 61% to 80% of availability.
- Moderate - Representation that is at 81% to 9% of availability.

When evaluating Countywide performance as a whole, OCRC will use overall availability as follows:

Minority	18.1%
Female	47.9%
Persons With Disabilities	6.5%

Sample Documentation of AA Efforts

DEPARTMENT OF ABC  
Division of 123  
Date From - Date To

The department's affirmative action efforts during the first quarter of 1990 consisted of the following plans and activities:

1. Information Dissemination:

Held division staff meetings to discuss goals given tight budget.

Administrative services officer will attend Sexual Harassment Training provided by XXX and will brief staff on the topic in April division staff meeting.

2. Recruitment Efforts:

DDD participated in BBB High School Career Planning Day as presenter. Currently participating with OHRM in planning for participation in 6 job fairs/community events this summer to provide County/department/division visibility to the women's and ethnic communities.

Conducted targeted recruitment for GGG job classification. Very difficult to recruit Native American and/or Hispanic for the position. Contacted 7 community agencies (see attached list) and mailed to 23 minority/Native American/Hispanic associations, community non-profit groups and employment agencies.

3. Problem Areas and Resolution Efforts:

Held division staff meeting on February x to discuss how the engineer series can be bridged with internships with guaranteed placement and/or locating current employees such as code building enforcement technicians who can be assisted into entering the engineering ranks. Will establish ongoing committee with division staff, representation from other departments that employ engineers, and the Office of Human Resource Management to make recommendations by the end of summer.

4. Job Accommodations

Reassigned field inspector with injured knee to desk audit unit. Employee adjusting well.

## APPENDIX:

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2. 1991 AFFIRMATIVE ACTION PROGRAM ACCOMPLISHMENTS & ACTIVITIES REPORT	118

## GLOSSARY

Accessibility -- A disabled individual's ability to approach, enter and use facilities easily, particularly such areas as personnel office, work site, and public areas.

Adverse Impact -- A substantially different rate of selection in hiring, promotion, transfer, training or in other employment decisions which works to the disadvantage of members of a race, ethnic or sex group. If such rate is less than 80% of the selection rate of the race, sex, or ethnic group with the highest rate of selection, this will generally be regarded as evidence of adverse impact. Compare to disparate treatment and underutilization which are not based on the 80% rule.

Affirmative Action -- A temporary corrective program designed to ensure full representation of minorities, women, and persons of disability in the work place.

Affirmative Action Program -- A written, temporary, results-oriented corrective program, in which an employer details the steps it will take to ensure equal employment opportunity and correct any underutilization of racial minorities, women and persons with disabilities.

Applicant Flow Data -- A statistical compilation of employment applicants showing the specific number of racial minorities, women and men, persons of the protected age group and persons with disabilities who applied for each job title (or category or group of job titles requiring similar qualifications) during a specific period of time.

Artificial Barrier -- Any non-job-related employment consideration which excludes from consideration for employment individuals otherwise capable of doing the work.

Availability -- The percentage of minorities, women or disabled persons who have the skills required for entry into a specific group or who are capable of acquiring them.

Concentration -- Having more minorities, women and persons with disabilities in a particular job or job category/group than would reasonably be expected by their availability.

Discrimination -- Illegal treatment of a person or group (either intentional or unintentional) based on race, color, age, sex, marital status, sexual orientation, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability or veteran status. The term also includes the failure to remedy the effects of past discrimination.

EEO Occupational Categories -- The occupational categories are officials and managers, professionals, technicians, para-professionals, sales workers, administrative support (clerical) workers, craftsman, operatives, laborers, and service workers.

Employment Process -- The employment process includes recruitment, applicant flow, hiring, job placement, compensation, promotion, transfer, termination, shift assignments, geographic and departmental assignments, and all other related activities.

Equal Employment Opportunity -- The opportunity to obtain employment and promotions without discrimination because of race, color, age, sex, marital status, sexual orientation, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability or veteran status.

External Labor Area -- The geographical area from which an employer may reasonably be expected to recruit new workers.

Goal -- A target expressed as both a number and percentage to hire or promote minorities, women and persons with disabilities in a job group for which underutilization exists.

Job Categories -- Groupings of classifications in a format which conforms to Federal filing regulations, as on the EEO 4 reporting form required of all state and local governments by the Department of Labor.

Job Group -- One of a group of jobs, within an EEO category, having similar content (general type of duties), wage rate and opportunity (for training, mobility, potential for advancement), inherent in the job, not the person.

Job Title, Job Classification -- The name of a job, usually applied as the short identifier for a specific regimen of duties performed by an employee for compensation.

Job Relatedness -- According to EEO Legislation, any criteria employed to determine whether a person will be hired, fired, transferred, promoted, given a salary increase, and so forth, must be directly related to the person's ability to perform the job.

Minority Group -- See Race/Ethnic Group.

Noncompliance -- Failure to follow the conditions set out in an equal opportunity or affirmative action clause, and the regulations applicable through those clauses.

Parity -- A condition in which the percentage participation of protected classes in an organization equals availability.

Persons With Disabilities -- Persons with physical, mental or sensory impairments that would normally impede that individual in obtaining and maintaining permanent employment and promotional opportunities. The impairments must be material rather than slight; static and permanent in that they are seldom fully correctable by medical replacement, therapy or surgical means.

Protected Classes -- Legally identified groups which are specifically protected by status against employment discrimination. Protected class status is automatically conferred upon recognized minority group members, females, etc., by virtue of laws and court decisions interpreting laws.

Race/Ethnic Group -- The basic group or division of mankind (as evidenced by common customs, characteristics, language, history, etc.) of which an individual identifies himself/herself as being part. Ethnic categories used should not be considered scientific or anthropological, but are an effort to establish a reasonable uniform reporting base.

American Indian or Alaskan Native -- A person with origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander -- A person with origins in any of the original peoples of East Asia, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic, and Samoa.

Black -- (not of Hispanic origin) a person with origins in any of the Black racial groups of Africa who is also not of Hispanic origin.

Caucasian -- A person with origins in any of the original peoples of Europe, North Africa or the Middle East who is not of Hispanic origin.

Hispanic -- A person of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin, regardless of race.

Recruitment -- Actively seeking qualified and/or qualified persons for employment. A basic affirmative action tool in increasing representation of protected group members in the agency's work force.

Relevant Labor Market Area -- Geographic area used to determine availability.

Requisite Skills -- Those skills that make a person eligible for consideration for employment in a job.

Underrepresentation -- See Underutilization.

Underutilization -- Disparity in the representation of minorities, women, and persons with disabilities as compared to that of the appropriate labor pool.

Utilization Analysis -- An analysis of the current distribution, participation, compensation, and movements of an organization's employees. The analysis is made by job grade, title, and lines of progression for all sex and race groups, across all units of the organization, and for each step of the employment process.

Source: Office of Federal Contract Compliance  
Washington State Human Rights Commission



**1991 ANNUAL  
KING COUNTY EXECUTIVE BRANCH  
AFFIRMATIVE ACTION PROGRAM  
ACCOMPLISHMENTS & ACTIVITIES**

*PROMOTING DIVERSITY, EQUITY & PRODUCTIVITY*

**JIM YEARBY, DIRECTOR**

**AFFIRMATIVE ACTION UNIT**

**MARIA BATAYOLA,  
AFFIRMATIVE ACTION SUPERVISOR  
PAMELA DOWLING,  
JOB ACCOMMODATION SERVICES SUPERVISOR  
STEVE LEVEY,  
CIVIL RIGHTS SPECIALIST  
ROSALIND MONTEROS  
RECRUITER**

## 1991 ANNUAL AFFIRMATIVE ACTION PROGRAM ACCOMPLISHMENTS AND ACTIVITIES

### Introduction:

Ordinance 9165 transferred affirmative action program development and implementation to the Office of Human Resource Management (OHRM) from the Office of Civil Rights and Compliance (OCRC) effective January 1, 1990.

The year 1990 focused on affirmative action, recruitment and job accommodation program development. The year 1991 focused on informing managers and supervisors of program requirements and available services. Highlights for 1991 include:

- o Submission of the revised Affirmative Action Plan for Council approval consistent with Ordinance 9165
- o Continued pursuit of solutions to problems identified in the Affirmative Action Plan
- o Development of Executive Policies on Job Accommodation and Sexual Harassment
- o Revitalization of the EEO Coordinators network
- o Development and delivery of a comprehensive EEO-AA Review Training to 12 Executive Branch department managers and supervisors.
- o Focus on the recruitment and hiring of persons with disability.

The following pages detail accomplishments and activities by program area.

## 1. AFFIRMATIVE ACTION PROGRAM

A. Submitted the revised affirmative action plan for council approval with the following proposed changes:

- Convert from an annual plan to a two-year plan
- Change from general County goals to department specific goals
- Develop a process for departments to request special availabilities in the interim period until department goals are adopted based on the 1990 census data
- Establish goal setting processes with department participation
- Conduct annual departmental affirmative action planning process to establish a framework for selective certification
- Establish role expectations for EEO Coordinators

B. Pursued funding to address program deficiencies:

1. Inadequate automation of workforce profiles and employee changes affirmative action data which currently do not provide accurate work force profiles by current organizational configuration, persons with disability data at the job classification level, employee changes data (new hires, promotions, transfers via competition, demotions and terminations), applicant flow and other personnel actions.

(The Annual and Semiannual Affirmative Action Reports were manually developed by the departments and the Affirmative Action Unit.)

2. Inadequate funding for targeted affirmative action recruitment and advertising.
3. Lack of funds to obtain the 1990 census data and attendant programming support to update the work force availability data.

C. Developed and delivered a comprehensive EEO-AA Review training to managers and supervisors in the following Executive Branch departments:

1. Adult Detention
2. Executive Administration
3. Human Services
4. Judicial Administration
5. Parks, Planning and Resources
6. Public Health
7. Public Safety
8. Public Works
9. Stadium Administration
10. Youth Services
11. Office of Financial Management
12. Office of Human Resource Management

In addition, the training was also provided to the Legislative Branch. The EEO-AA Review training objectives were to:

- \* Promote the interrelated values of diversity, equity and productivity in King County
- \* Review the relationship between equal employment opportunity and affirmative action
- \* Dispel myths regarding affirmative action
- \* Inform management of OHRM services regarding affirmative action, discrimination complaint response, sexual harassment and job accommodation.

D. Established procedures to supplement employment lists with candidates from underutilized groups and difficult to recruit candidates.

E. Provided the following affirmative action services to the County:

- Reviewed 1101 requisitions for selective certification purposes in 1991, which is a 7.2% increase over the total of 1,027 requisitions reviewed in 1990.
- Reviewed 40 waiver requests, which is a 4.7% decrease from the 42 waiver requests reviewed in 1990.
- Reviewed 16 provisional appointments, which is a 48.3% decrease from the 31 provisional requests reviewed in 1990.
- Increased by 82.2% the frequency of technical assistance to King County supervisors and managers on affirmative action planning, outreach and pre-employment inquiries to 359 instances of technical assistance in 1991 from 197 instances in 1990.
- Provided technical assistance to 195 job applicants, which is a 7.7% increase over the total of 181 job applicants assisted in 1990. See recruitment section for additional technical assistance to County job applicants.
- Categorized 47 new job classifications for EEO purposes and conducted ethnic group verification for 22 applicants whose ethnic identifications required review and clarification.
- Participated in the King County Affirmative Action Advisory Committee and the King County 504 Advisory Committee.
- Conducted 2 workshops for Women in Trades Fair on Dealing with Racism and Homophobia.
- Provided EEO and Affirmative Action information to 254 new King County employees at 12 monthly New Employee Orientation programs conducted by OHRM.

## 2. EEO-NONDISCRIMINATION PROGRAM

- A. Developed internal protocol with the Prosecuting Attorney's Office to establish client attorney privilege for managers and supervisors who are formally charged with discrimination complaints filed with agencies such as the Office of Federal Contract Compliance, the Department of Labor, the Equal Employment Opportunity Commission, the Washington State Human Rights Commission and the King County Office of Civil Rights and Compliance.
- B. Established a centralized tracking system for formally filed discrimination complaints. In 1990 there were a total of 18 complaints filed as compared to a total of 25 complaints filed in 1991 against the Executive Branch departments.
- C. Provided technical assistance to management in response to 9 of the 25 formally filed complaints in 1991.
- D. Provided 44 instances of technical assistance to managers and supervisors regarding fair employment issues in 1991 as compared to 34 instances of technical assistance in 1990. Technical assistance services included issues identification, review of personnel actions, recommendation development, coaching, implementation and monitoring of corrective action.
- E. Provided technical assistance to 40 King County employees in 1991 the areas of fair employment and governing personnel rules. There is consistent with the number of technical assistance (40) provided in 1990. It is anticipated that more of this type of service will be provided by departmental and division EEO Coordinators as their role, skills and knowledge develop.
- F. Revitalized EEO Coordinators network. Conducted 9 monthly EEO Coordinator meetings/seminars in 1991 including the following 15 hours of knowledge and skills development training:

- Understanding the relationship of EEO and Affirmative Action (2 hour training)
- Sexual harassment and investigation of informal and formal discrimination complaints (2 hour training)
- Understanding job accommodation and the rehabilitation process in returning an employee to work. Training focused on carpal tunnel syndrome, head injury, chronic pain syndrome and post traumatic stress syndrome. (7 hours of training provided by faculty from the University of Washington Rehabilitation Medicine. The training was funded by OHRM.)
- Understanding the dynamics of supervising employees with progressive disabilities i.e. cancer, AIDS and multiple sclerosis. (2 hour training provided by a panel from community based health organizations.)
- Understanding when and how to refer employees to the County's Employee Assistance Program. (2 hour training presented by the EAP Coordinator and a OHRM labor relations specialist.)

The EEO Coordinators established a task force to review hiring/promotion selection processes to make it more applicant friendly.

- G. Developed and implemented Executive Policies on Sexual Harassment and the Job Accommodation.
- H. Developed and delivered EEO-AA Review Training. See the Affirmative Action program section for details.
- I. Developed boilerplate language for union contract negotiations to reflect nondiscrimination on the basis of disability and sexual orientation.

### 3. JOB ACCOMMODATION PROGRAM

A. Provided job accommodation services to 47 County employees in 1991. The breakdown by department is as follows:

Adult Detention	6
Assessments	1
Executive Administration	2
Human Services	1
Judicial Administration	1
Parks, Planning and Resources	9
Public Health	8
Public Safety	11
Public Works	4
Youth Services	3
Stadium Administration	1

Seventeen of the 47 clients were injured on the job. Twenty-five of the employees were accommodated as follows in 1991:

Accommodated in current position	10
Accommodated in another King County position	6
Employed outside King County	1
Request withdrawn	2
Reviewed and found not to be a job accommodation issue	1
Voluntarily resigned	2
Retired due to disability	1
Case closed due to lack of follow through by employee	1
Referred back to Workers Comp./Not released for work	1

Examples of various ways that employees were assisted through job accommodation included: modified computer work site, restructured job duties, purchase of adaptive equipment to amplify phone system, reassignment from rotating to regular shift, designated parking space for wheelchair user, modified work schedule, and communication evaluation/enhancement for deaf employee.



- B. Participated in 504 committee meetings focusing on employment accessibility for persons with disabilities.
- C. Served on the task force exploring ways to increase the number of supportive employment positions within King County as well as served on the Department of Parks, Planning & Resources Supportive Employment Task Force to develop guidelines for working with severely disabled employees.
- D. Served on Governor's Committee for Disability Issues and Employment.
- E. Provided extensive training to EEO Coordinators and conducted the job accommodation training portion of the EEO-AA Review Training. (See the EEO Nondiscrimination Program and Affirmative Action Program sections respectively.)
- F. Enhanced affirmative action efforts for the recruitment and hiring of persons with disabilities given the limited progress that was attained in 1990:
  - Developed closer referral ties with the Recruiting Specialist.
  - Conducted special testing to supplement employment registers with nine persons with disabilities.

The representation of persons with disabilities in the County work force remained constant -- 242 employees (4.5%) in 1990 to 253 employees (4.5%) in 1991.

- G. Co-sponsored the 1991 Disability Awareness Week celebration in King County with the OCRC.
- H. Implemented the Americans With Disabilities Act Compliance Project

In coordination with the Office of Civil Rights and Compliance's Disability Specialist, provided training and technical assistance to County government to bring them into compliance with the Americans with Disabilities Act of 1990 through the Self-Evaluation and Corrective Action Plan process.

Provided three technical assistance training sessions on the Employment Self-Evaluation Process, and two additional trainings sessions on writing corrective action plans. Reviewed all employment corrective action plans and made recommendations to the OCRC Disability Specialist.

#### 4. RECRUITMENT PROGRAM

- A. Provided 12 targeted recruitments for affirmative action and difficult to fill vacancies for the Executive Branch. Examples of positions recruited: engineers, nurses and women in nontraditional jobs.

Recruitment services included developing recruitment strategies, conducting outreach, developing and coordinating advertising and representing/coordinating department participation in relevant job fairs and community events.

- B. Conducted bi-monthly King County Employment Information Workshops for County employees and the general public on the selection and hiring process. Provided individual technical assistance to 220 women, minorities and person with disabilities job applicants during 1991.
- C. Coordinated weekly employment advertising with the combined Sunday edition of the Seattle Times/Post Intelligencer. Requested funding for targeted minority advertising and a King County employment opportunities brochure which was denied given severe County budget constraints.

D. Represented King County and/or coordinated Countywide participation at 24 career fairs, colleges and community events throughout Washington State as follows:

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Jan 24	Seattle University - Science & Engineering
Feb 14	South Central Community College Career Fair
Feb 16	Lunar New Year Festivity (Asian)
Feb 20	Tacoma Community College Job Fair
Mar 7	University of Puget Sound Career Fair
Mar 8,9	Education & Career Fair Sunnyside (Hispanic)
Mar 13	Saint Martins College Career Fair
April 27	Western Wash. Univ. Career Fair for Students of Color
April 22	Presented at IMAGE Conference (Hispanics)
April 24	Central Washington University Career Fair
May 3,4	Women in Trades Fair
May 8	Skagit Valley College Career Fair (Native American)
May 14	Older Workers Resource Fair (Applicants over 40)
May 16	First Native American Job Fair by the Seattle Indian Services Commission
May 29	Employment Opportunities Center Job Fair (Asian)
June 6	Central Area Motivation Program (CAMP) Job Fair for the African American Community
June 13	Hispanic Work Force 2000 Job Fair, Yakima
Aug 2	Pacific Northwest Community Black Festival
Aug 3	Pista sa Nasyon Festival (Asian)
Sept 14/15	Fiestas Patrias Festival (Hispanic)
Oct 4	Apprenticeship and Nontraditional Employment for Women (ANEW)
Oct 31	University of Washington Engineering Fair
Nov 1	Seattle University Career Fair MBA program
Nov 14	Washington Organization of Nurse Executives (WONE)
Nov 20	University of Washington National Society of Black Engineers (NSBE)