

**COUNTY OF YUBA  
EQUAL EMPLOYMENT OPPORTUNITY PLAN**



**INTRODUCTION**

Grant Title:	Multiple	Grant Number:	Multiple
Grantee Name:	Yuba County	Award Amount:	Multiple
Address:	915 8 <sup>th</sup> Street Marysville, CA 95901	Telephone #:	(530) 749-7860
Contact Person:	Jill Abel		

Date and effective duration of EEO Plan: January 2019 through January 2021

**Policy Statement**

Yuba County has a merit system which is a method of personnel management designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of classified employees on the basis of merit and fitness. Yuba County, through its Board of County Supervisors, sets policy for all employment actions affecting all Yuba County departments and employees. The Board of Supervisors hereby reaffirms its commitment to ensuring that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to an equal employment opportunity.

As an Equal Employment Opportunity Employer, Yuba County does not discriminate and all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, ancestry, religious creed, national origin, age over 40, marital status, sexual orientation, sex, gender, gender identity, gender expression, medical condition, genetic information, military and veteran status, the taking of family and medical leave, or any other factor unrelated to job performance, except where bona fide occupational qualifications exist. It is the policy of Yuba County to be fair and impartial in recruitment, retention, examination, appointment, training, promotion, compensation, discipline and any other aspect of human resources administration. This Equal Employment Opportunity (EEO) Plan commits Yuba County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

As Human Resources Director, my signature below shall signify that Yuba County is working together in support of this program.

This EEO Plan will remain in force and effect through January 31, 2021 or until further revision or amendment by the Board of Supervisors.

\_\_\_\_\_  
Jill Abel, Human Resources Director / Risk Manager

\_\_\_\_\_  
Date

# YUBA COUNTY

## WORKFORCE STATISTICS 2018

	Male (327)					Female (506)				
	White	Black	Hispanic	Asian	AM IND	White	Black	Hispanic	Asian	AM IND
<b>Officials/Administrators</b>										
Workforce #	37	0	3	2	1	20	0	5	2	1
Workforce %	52.11%	0.00%	4.23%	2.82%	1.41%	28.17%	0.00%	7.04%	2.82%	1.41%
<b>Professionals</b>										
Workforce #	49	2	12	5	0	75	2	23	16	2
Workforce %	26.34%	1.08%	6.45%	2.69%	0.00%	40.32%	1.08%	12.37%	8.60%	1.08%
<b>Technicians</b>										
Workforce #	17	0	3	0	0	15	1	0	3	0
Workforce %	43.59%	0.00%	7.69%	0.00%	0.00%	38.46%	2.56%	0.00%	7.69%	0.00%
<b>Protective Service Sworn</b>										
Workforce #	68	6	36	9	2	22	3	14	5	0
Workforce %	41.21%	3.64%	21.82%	5.45%	1.21%	13.33%	1.82%	8.48%	3.03%	0.00%
<b>Protective Service NS</b>										
Workforce #	4	0	0	1	0	9	0	1	0	0
Workforce %	26.67%	0.00%	0.00%	6.67%	0.00%	60.00%	0.00%	6.67%	0.00%	0.00%
<b>Administrative Support</b>										
Workforce #	16	1	6	6	1	175	4	56	29	10
Workforce %	5.26%	0.33%	1.97%	1.97%	0.33%	57.57%	1.32%	18.42%	9.54%	3.29%
<b>Skilled Craft</b>										
Workforce #	11	1	2	1	0	1	0	0	0	0
Workforce %	68.75%	6.25%	12.50%	6.25%	0.00%	6.25%	0.00%	0.00%	0.00%	0.00%
<b>Service/Maintenance</b>										
Workforce #	18	0	7	0	0	5	2	3	1	1
Workforce %	48.65%	0.00%	18.92%	0.00%	0.00%	13.51%	5.41%	8.11%	2.70%	2.70%

**YUBA & SUTTER COUNTY  
2010 COMMUNITY LABOR STATISTICS – YUBA & SUTTER COUNTIES**

	Male					Female				
	White	Black	Hispanic	Asian	AM IND	White	Black	Hispanic	Asian	AM IND
<b>Officials/Administrators</b>										
#	3180	80	465	345	34	2120	20	250	124	115
%	<b>46.80%</b>	1.18%	<b>6.84%</b>	<b>5.08%</b>	0.50%	<b>31.20%</b>	0.29%	<b>3.68%</b>	1.82%	1.69%
<b>Professionals</b>										
#	2615	35	295	354	95	4020	95	635	450	135
%	<b>29.48%</b>	0.39%	<b>3.33%</b>	<b>3.99%</b>	1.07%	<b>45.32%</b>	1.07%	<b>7.16%</b>	<b>5.07%</b>	1.52%
<b>Technicians</b>										
#	545	75	65	85	0	845	50	235	50	50
%	<b>26.59%</b>	<b>3.66%</b>	<b>3.17%</b>	<b>4.15%</b>	0.00%	<b>41.22%</b>	2.44%	<b>11.46%</b>	2.44%	2.44%
<b>Protective Service Sworn</b>										
#	855	15	205	75	20	150	0	60	0	8
%	<b>61.51%</b>	1.08%	<b>14.75%</b>	<b>5.40%</b>	1.44%	<b>10.79%</b>	0.00%	<b>4.32%</b>	0.00%	0.58%
<b>Protective Service NS</b>										
#	35	0	0	0	0	60	0	0	0	0
%	<b>36.84%</b>	0.00%	0.00%	0.00%	0.00%	<b>63.16%</b>	0.00%	0.00%	0.00%	0.00%
<b>Administrative Support</b>										
#	3790	190	980	994	150	8035	334	2020	1150	255
%	<b>20.93%</b>	1.05%	<b>5.41%</b>	<b>5.49%</b>	0.83%	<b>44.38%</b>	1.84%	<b>11.16%</b>	<b>6.35%</b>	1.41%
<b>Skilled Craft</b>										
#	4380	175	1145	424	215	230	4	38	85	0
%	<b>64.13%</b>	2.56%	<b>16.76%</b>	<b>6.21%</b>	<b>3.15%</b>	<b>3.37%</b>	0.06%	0.56%	1.24%	0.00%
<b>Service/Maintenance</b>										
#	6365	255	2795	1170	515	4420	280	1685	870	175
%	<b>34.07%</b>	1.37%	<b>14.96%</b>	<b>6.26%</b>	2.76%	<b>23.66%</b>	1.50%	<b>9.02%</b>	<b>4.66%</b>	0.94%

## YUBA COUNTY WORKFORCE UTILIZATION ANALYSIS 2018

Job Category	Male					Female				
	White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
<b>Officials/Administrators</b>										
Workforce %	52.11%	0.00%	4.23%	2.82%	1.41%	28.17%	0.00%	7.04%	2.82%	1.41%
Community LF%	46.80%	1.18%	6.84%	5.08%	0.50%	31.20%	0.29%	3.68%	1.82%	1.69%
Utilization %	5.31%	-1.18%	-2.62%	-2.26%	0.91%	-3.03%	-0.29%	3.36%	0.99%	-0.28%
<b>Professionals</b>										
Workforce %	26.34%	1.08%	6.45%	2.69%	0.00%	40.32%	1.08%	12.37%	8.60%	1.08%
Community LF%	29.48%	0.39%	3.33%	3.99%	1.07%	45.32%	1.07%	7.16%	5.07%	1.52%
Utilization %	-3.14%	0.68%	3.13%	-1.30%	-1.07%	-5.00%	0.00%	5.21%	3.53%	-0.45%
<b>Technician</b>										
Workforce %	43.59%	0.00%	7.69%	0.00%	0.00%	38.46%	2.56%	0.00%	7.69%	0.00%
Community LF%	26.59%	3.66%	3.17%	4.15%	0.00%	41.22%	2.44%	11.46%	2.44%	2.44%
Utilization %	17.00%	-3.66%	4.52%	-4.15%	0.00%	-2.76%	0.13%	-11.46%	5.25%	-2.44%
<b>Protective Service Sworn</b>										
Workforce %	41.21%	3.64%	21.82%	5.45%	1.21%	13.33%	1.82%	8.48%	3.03%	0.00%
Community LF%	61.51%	1.08%	14.75%	5.40%	1.44%	10.79%	0.00%	4.32%	0.00%	0.58%
Utilization %	-20.30%	2.56%	7.07%	0.06%	-0.23%	2.54%	1.82%	4.17%	3.03%	-0.58%
<b>Protective Service Non Sworn</b>										
Workforce %	26.67%	0.00%	0.00%	6.67%	0.00%	60.00%	0.00%	6.67%	0.00%	0.00%
Community LF%	36.84%	0.00%	0.00%	0.00%	0.00%	63.16%	0.00%	0.00%	0.00%	0.00%
Utilization %	-10.18%	0.00%	0.00%	6.67%	0.00%	-3.16%	0.00%	6.67%	0.00%	0.00%
<b>Administrative Support</b>										
Workforce %	5.26%	0.33%	1.97%	1.97%	0.33%	57.57%	1.32%	18.42%	9.54%	3.29%
Community LF%	20.93%	1.05%	5.41%	5.49%	0.83%	44.38%	1.84%	11.16%	6.35%	1.41%
Utilization %	-15.67%	-0.72%	-3.44%	-3.52%	-0.50%	13.19%	-0.53%	7.26%	3.19%	1.88%
<b>Skilled Craft</b>										
Workforce %	68.75%	6.25%	12.50%	6.25%	0.00%	6.25%	0.00%	0.00%	0.00%	0.00%
Community LF%	64.13%	2.56%	16.76%	6.21%	3.15%	3.37%	0.06%	0.56%	1.24%	0.00%
Utilization %	4.62%	3.69%	-4.26%	0.04%	-3.15%	2.88%	-0.06%	-0.56%	-1.24%	0.00%

## YUBA COUNTY WORKFORCE UTILIZATION ANALYSIS 2018

Job Category	Male					Female				
	White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
<b>Service/Maintenance</b>										
Workforce %	48.65%	0.00%	18.92%	0.00%	0.00%	13.51%	5.41%	8.11%	2.70%	2.70%
Community LF%	34.07%	1.37%	14.96%	6.26%	2.76%	23.66%	1.50%	9.02%	4.66%	0.94%
Utilization %	14.57%	-1.37%	3.96%	<b>-6.26%</b>	<b>-2.76%</b>	<b>-10.15%</b>	3.91%	-0.91%	-1.95%	1.77%

**UTILIZATION ANALYSIS – NARRATIVE**

Comparisons of the Yuba County workforce to the community labor statistics for Yuba County and Sutter County have identified underutilization of males, females and minorities in several categories as outlined below. Community labor statistics derived from the 2010 census data show that the Black and American Indian/Alaska Native populations are proportionately small in Yuba County (3% or less - see chart below). Therefore, identified areas of underutilization are primarily restricted to specific job categories.

<b>*Labor Force Statistics EEO-4 Groups by Race/Sex 2010 Census of Population Database<sup>1</sup></b>	
<b>Factor</b>	<b>Community Labor Force</b>
White	67%
Black	3%
Hispanic	17%
Asian	10%
American Indian	3%

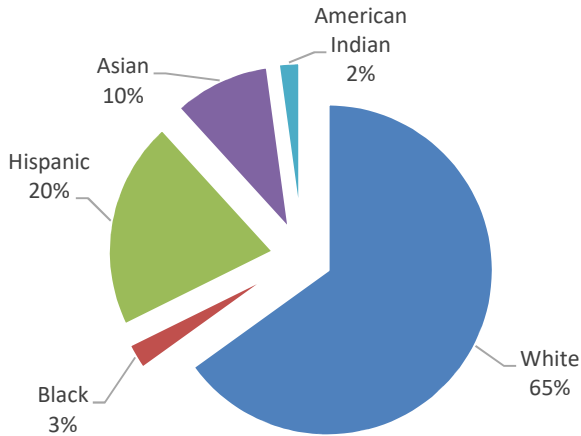
Underutilization of a group in a specific job category is identified where there is a corresponding labor market of at least 3 percent for Yuba County to draw from, and the labor force is under-represented by at least 2 percent. Although the emphasis of this plan focuses on the larger areas of under-representation based on a gender or a minority population base of 3 percent or more, Yuba County will continue to explore ways of communicating job opportunities and facilitating employment opportunities among all gender, race, and ethnic groups. The overall goal of the County is to obtain a diverse workforce reflective of its community.

This section analyzes the County’s progress in its efforts to provide a diverse workforce reflective of its community by comparing the 2018 Yuba County workforce to the available community labor force by ethnicity, gender and occupational categories; and identifies areas exceeding representation and those under-represented.

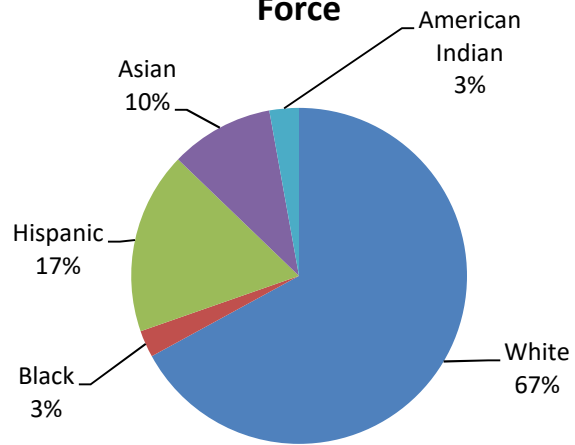
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<sup>1</sup> Community Labor Force Statistics extrapolated from the Bureau of Labor Statistics 2010 census data as instructed by Office of Civil Rights.

### 2018 Yuba County Workforce

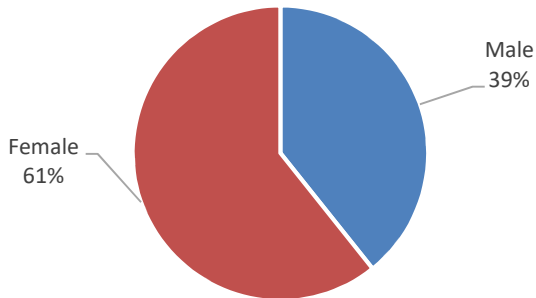


### Yuba County Community Labor Force

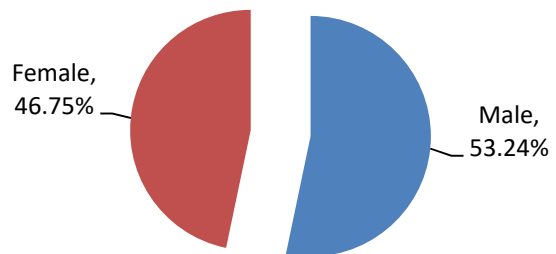


- The combined 2018 Yuba County minority employee workforce is 35% which is above the available community labor force of 33%.
- Yuba County has increased its minority employee workforce by 7% over the last five years.
- Yuba County employee representation exceeds the available community labor force for:
  - Hispanic
- Yuba County employee representation is below the available workforce for:
  - American Indian / Native American

### Yuba County 2018 Workforce



### Yuba County Community Labor Force



- From an overall gender perspective, females constitute a greater percentage of the Yuba County employee workforce than males; and the number of female employees exceeds the available labor force.

- While male employee representation is below the available community labor force by 14%, Yuba County welcomes the opportunity to increase the representation of all males in those categories where they are under-represented.

After reviewing the results of the utilization analysis, the following occupational categories have been identified as areas of concern when compared to ethnicity:

- **Officials/Administrators:** Yuba County demonstrates the following under-representation in this job category<sup>2</sup>:
  - Hispanic males by 2.6%;
  - Asian / Pacific Islander males by 2.3%; and
  - White females by 3%.
- **Professionals:** Yuba County demonstrates the following under-representation in this job category:
  - White males by 3.1%; and
  - White females by 5%.
- **Technicians:** Yuba County demonstrates the following under-representation in this job category<sup>3</sup>:
  - Black males by 3.7%;
  - Asian / Pacific Islander by 4.15%;
  - Black females by 2.4%;
  - Hispanic females by 11.5%; and
  - American Indian females by 2.4%.
- **Protective Services - Sworn:** Yuba County demonstrates an under-representation of White males by 20.3% in this job category.
- **Protective Services – Non-Sworn:** Yuba County demonstrates an under-representation of White males by 10.2% and White females by 3.2% in this job category.
- **Administrative Support:** Yuba County demonstrates the following under-representation in this job category:
  - White males by 15.5%;
  - Hispanic males by 3.5%; and
  - Asian / Pacific Islander males by 3.6%.
- **Skilled Craft:** Yuba County demonstrates an under-representation of Asian / Pacific Islander males by 2.4%, and American Indian males by 3.15% in this category<sup>4</sup>.

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<sup>2</sup> The number of positions in the Officials/Administrators job category decreased by approximately 11% from 2013 to 2018.

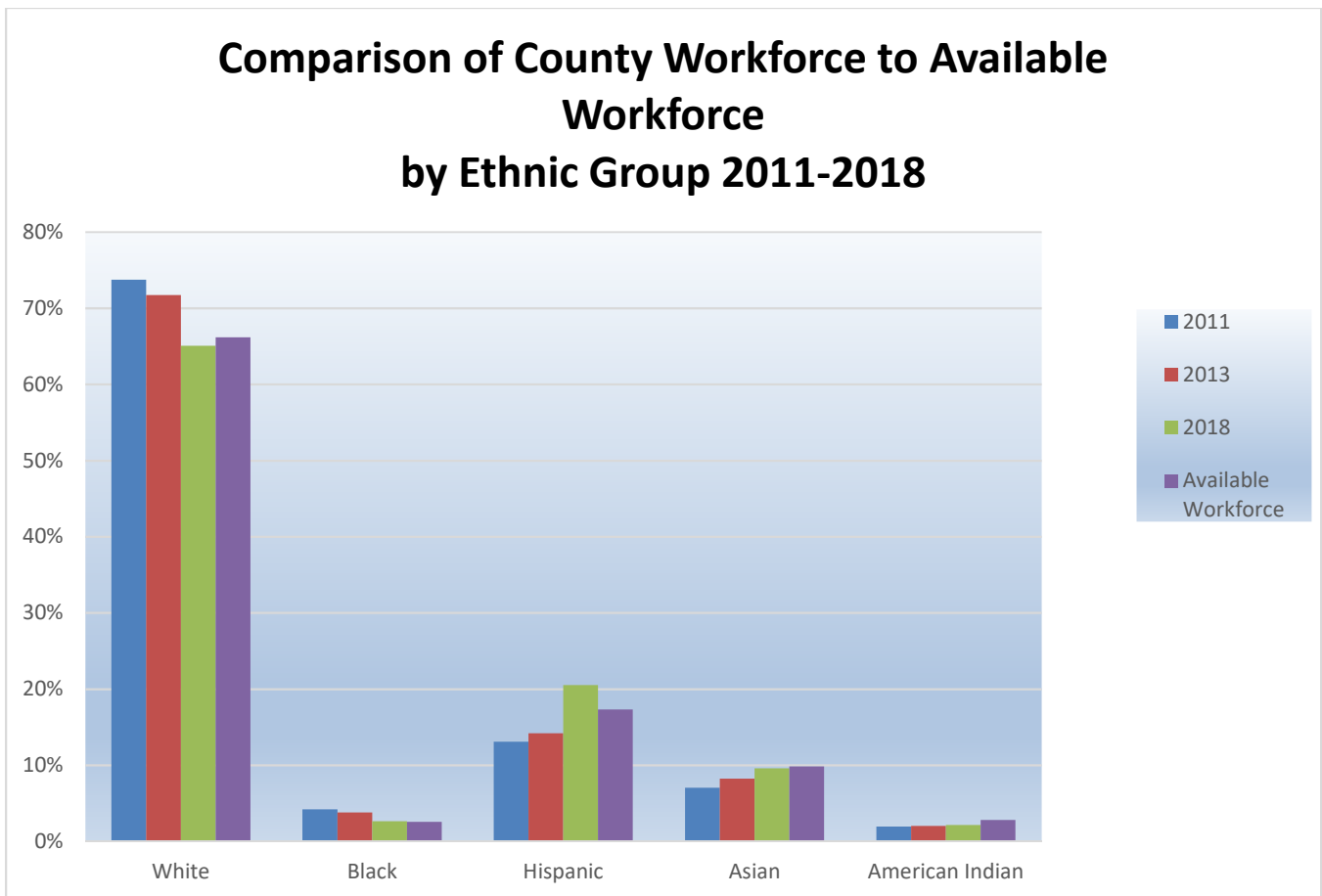
<sup>3</sup> The number of positions allocated to the Technician job category tripled from 2013 to 2018.

<sup>4</sup> The number of positions allocated to the Skilled Craft job category decreased by approximately 16% from 2013 to 2018.



- **Service/Maintenance:** Yuba County demonstrates the following under-representation in this job category<sup>5</sup>:
  - Hispanic males by 3.9%;
  - Asian / Pacific Islander males by 6.3%;
  - American Indian males by 2.8%; and
  - White females by 5.1%.

Since the last review, Yuba County has made strides in recruiting and retaining employees that more accurately reflect the surrounding community. The chart below illustrates the comparison of the County's workforce from 2011, 2013 to 2018.



- The combined minority employee workforce for Yuba County has increased 2% between 2011 and 2013, and another 7% from 2013 to 2018.
- Hispanic employee representation has increased by 6%, bringing these categories closer to parity with the available labor force and exceeding the available community labor force representation in ten job categories.

<sup>5</sup> The number of positions in the Service/Maintenance job category decreased by approximately 18% from 2013 to 2018.

- Black / African American employee representation has slightly declined but remains at parity with the available community labor force representation in eleven job categories.
- Asian / Pacific Islander employee representation has increased 2% since 2013, bringing these categories closer to parity with the available community labor force and exceeding the available community labor force representation in five job categories.
- American Indian employee representation has remained the same, maintaining parity in 13 job categories.
- White employee representation has decreased 7%, and exceeds the available community labor force and representation in seven job categories.

## **OBJECTIVES**

Yuba County is committed to a workforce that closely reflects the available community labor force. It is our goal to increase representation in the areas underutilized. The following identifies objectives that support the County's commitment to achieve a workforce reflective of the community it serves.

- The County will evaluate areas of underutilization as identified above, and will continue to review recruitment, examination, selection, promotion, compensation and training practices and policies to ensure equal opportunity for persons in all aspects of employment and career advancement.
- Because Black, Hispanic and Asian / Pacific Islander males and females are under-represented in several job categories, and American Indian males and females are generally under-represented, the County will evaluate its recruitment and advertising practices to more effectively target these labor groups.
- Although White males and females are represented in double-digit percentages, they have become the most under-represented group, significantly under-represented in four job categories. So, recruitment efforts should be increased by outreaching to these populations through the various action items listed in the Steps to Achieve Utilization section.
- Increase employment opportunities of all qualified persons by eliminating non job-related factors, conditions and requirements from all class specifications.

## **STEPS TO ACHIEVE UTILIZATION**

- Streamline application process to broaden applicant pools. In July of 2017, the County implemented CalOPPS, a web based on-line application portal. CalOPPS provides a broader reach; easy "self-select" options for automatic notifications when jobs in an applicant's field of interest are posted; and the option for applicants to save their application history, which can then be easily updated as needed.
- Improve marketability by updating the County's website (i.e. technological advancements to make County jobs more appealing, interactive and personal).
- Review each job class' minimum requirements against the knowledge, skills and abilities required at entry and remove artificial barriers.
- Capitalize on existing relationships by exploring and/or expanding new opportunities with local and regional educational institutions (e.g. Yuba College, Yuba County One Stop, Sacramento State University, Chico State University, Butte College, Sierra College, and Sacramento City College), in the recruitment of new employees.
- Continue to participate in junior college, university and community education and job fairs (i.e. job fairs at Beale Air Force Base).

- Advertise employment opportunities in general publications of local and regional circulation (e.g. Appeal Democrat, Sacramento Bee, Chico Enterprise, and the Grass Valley Union newspapers), to reach a broad audience.
- Advertise employment opportunities in specialty publications such as CSAC (an exclusive advertiser of employment opportunities in the public sector), LatPro (web board geared toward the Hispanic population), Sacramento Observer (weekly paper geared toward the Black population), El Hispano (weekly paper geared toward the Hispanic population) and other targeted publications to attract applicants that might not subscribe to the general circulation publications.
- Advertise employment opportunities online in venues such as Craigslist, Monster, LinkedIn, Zip Recruiter, Indeed and Career Builder to attract applicants that primarily search for jobs on the internet and do not subscribe to general or specific publications.
- Partner with the Yuba City and Oroville Tribal Health Centers and local Indian casino facilities to assist our efforts in reaching the American Indian community (i.e. community events, job posting in monthly newsletters).
- More extensive use of the internship and volunteer program to work with high school shop programs to broaden the pool of those interested in skilled craft career fields.
- Monitor recruitment policies and procedures to determine if recruitment efforts are enabling the County to meet and maintain its objectives to continue diversifying its workforce.
- Regularly review recruitment and retention efforts and apply information derived from exit interviews in our effort to attract and retain qualified individuals.
- Periodically review and update the County's recruitment methods, practices and policies to promote equal employment opportunity through our recruitment efforts.
- Continue to publicize (via All-County employee emails, Facebook, County website and other social media sources), employment and career advancement opportunities.
- Provide ongoing training to supervisors and managers on EEO policies, bias awareness, processes, documentation, interview processes and employment requirements.

## **DISSEMINATION**

### ***Internal Dissemination of the Yuba County EEO Plan***

- Applicants, employees and interested members of the public may also obtain a copy of the Plan by visiting the County's website at [www.yuba.org](http://www.yuba.org), or by contacting Human Resources at (530) 749-7860.
- A copy of this Plan will be provided at new employee orientation.
- The Plan will be distributed to each County department head, and will be posted at the various County facilities.
- An email notice will be directed to all employees informing them of Plan availability.
- The Human Resources and Organizational Development Department will periodically address the County's compliance with this Plan in County Department Head meetings. Discussions will include assisting managers and supervisors in identifying and addressing problem areas with effective solutions.

### ***External Dissemination of the Yuba County EEO Plan***

- We will inform recruiting sources (utilizing a master list) of the EEO Plan and the County's commitment to equal employment opportunity.
- We will continue to state on all written job announcements and employment applications "The County of Yuba is a merit based equal opportunity employer encouraging workforce diversity."
- Applicants, vendors and suppliers will be reminded of the County's EEO Policy and notified that the EEO Plan is on file and available for review in the Human Resources and Organizational Development.