



Equal Employment Opportunity Plan

Effective Dates: January 1, 2022, to
December 31, 2024

TABLE OF CONTENTS

I.	Introduction	3
II.	Washington County Organizational Chart	4
III.	Non-Discrimination Policy Statement	5
IV.	Plan Objectives	6
V.	Methods of Addressing Areas of Disparity	8
VI.	Complaints of Harassment and Discrimination	9
VII.	Internal Auditing	9
VIII.	Dissemination of EEOP	9
IX.	Responsibility for Implementation	10
X.	Tables:	
	2021 Applicants	11
	2021 New Hires	12
	2021 Disciplinary Actions	13
	Utilization	14



I. INTRODUCTION

Washington County is the second most populous county in Oregon and is home for the most ethnically diverse population in the three-county Portland metropolitan region. It is a county of contrasts - urban and rural, high tech and cottage industry, international and uniquely local, with high and low-income residents.

Washington County's *Equal Employment Opportunity Plan* highlights the County's work to nurture a culture of belonging where Washington County employees, job applicants, partners and community members feel welcomed, connected and supported to thrive. The County strives to create a positive and supportive work environment, establish and maintain a culture of teamwork and communication and promote the organizational values of workplace equity, diversity and inclusion and actively promote an environment respectful of living and working in a multicultural society.

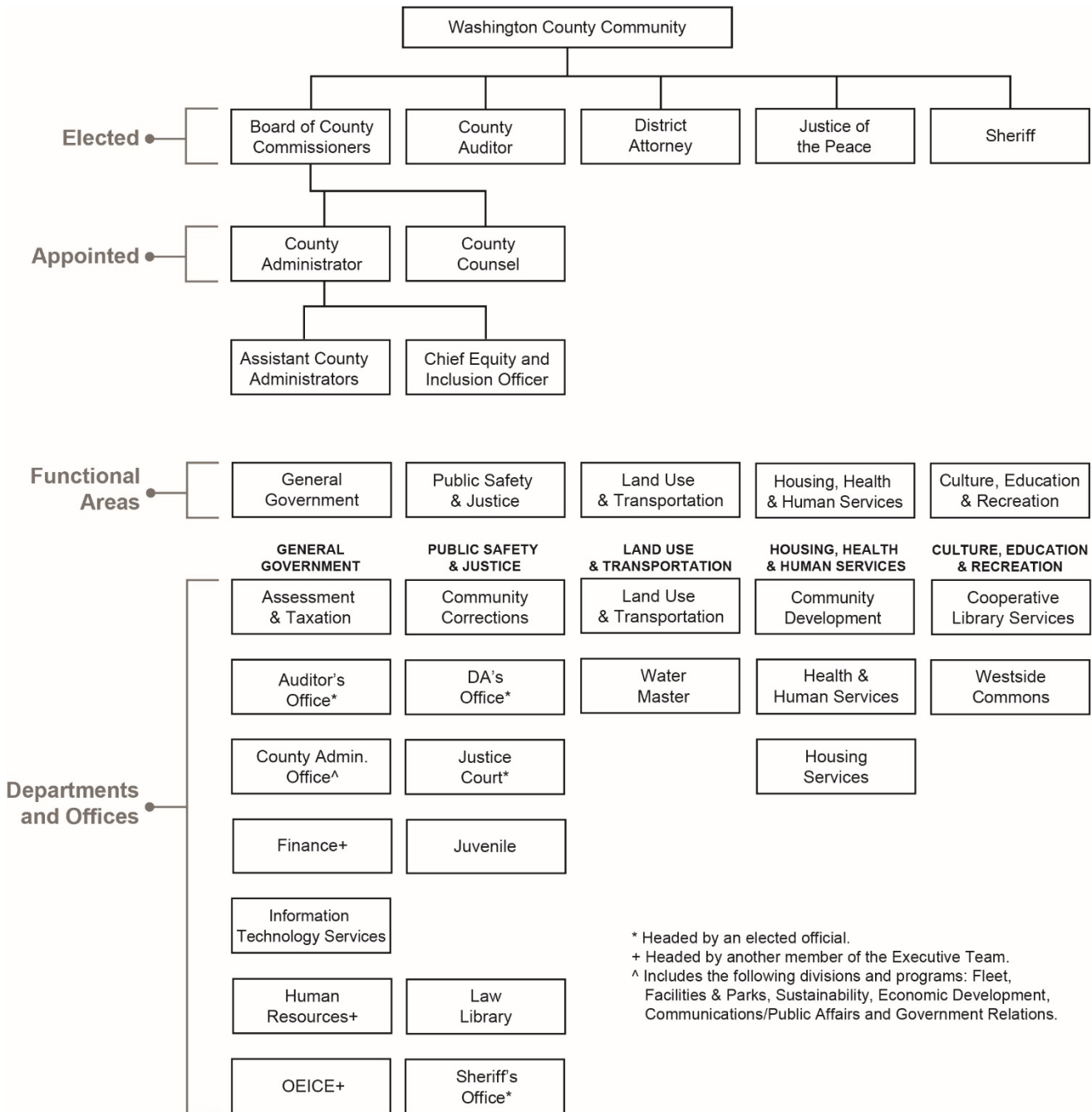
The Washington County Board of Commissioners committed to using the powers and resources of the County to advance equity and racial justice and improve outcomes for all with the passage of our Equity, Diversity and Inclusion (EDI) resolution in 2020, which recognizes and reaffirms the County's commitment to creating an inclusive culture that values and celebrates the diversity of the county's residents and employees. The Board committed Washington County to dismantling long-standing systems, programs, policies and practices that may have historically created obstacles to the success of people of color, members of ethnic communities and any marginalized group and to ensuring that its staff in frontline and management roles mirrors the demographics of the community it serves. The Board further charged the Chief Equity and Inclusion Officer with moving the Federal Civil rights compliance into the Office of Equity, Inclusion and Community Engagement (OEICE).

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act of 1968 require some recipients of financial assistance from the U.S. Department of Justice to create, keep on file, submit to the Office of Civil Rights (OCR) at the Office of Justice Programs (OJP) for review and implement an Equal Employment Opportunity Plan (EEO Plan) pursuant to 28 CFR, §42, subpart E.

The Equal Employment Opportunity Plan will be circulated and readily available to staff and the public. In addition, staff training will be provided to support the implementation of the Equal Employment Opportunity Plan and any related administrative procedures.



II. ORGANIZATIONAL CHART



8/2022



III. NON-DISCRIMINATION POLICY STATEMENT

It is the policy of Washington County to be fair and impartial in its relations with employees and applicants for employment and to adhere to the concept of equal opportunity and affirmative action. Discrimination in a personnel action on any basis unrelated to the bona fide requirements of the job is prohibited. Employment and promotion decisions in County service shall be made in accordance with the principles of equal opportunity by applying job-related requirements.

Washington County affirms its official policy of non-discrimination towards any qualified employee or applicant for employment. Discrimination based on race, gender, gender identity, religion, national origin, age, source of income or economic status, disability, disabled or Vietnam-era veteran status, sexual orientation or marital status is prohibited by all employees of Washington County (except where there are bona fide occupational qualifications). This policy will apply, but not be limited to, recruitment, promotion, hiring, layoff, termination, demotion, classification, transfer, rates of pay, fringe benefits, training or other forms of compensation, use of facilities, social and recreational programs and other terms, conditions, and privileges of employment for all job classifications. All employment actions will be administered in accordance with this policy. This policy shall be made available to all County employees, volunteers and to all affected members of the community and relevant labor markets.

Equal Employment Opportunity is established through definitive and programmed affirmative action. The County will take positive steps in its employment policies, practices and procedures and make reasonable accommodations to achieve and maintain a work environment, which provides for equal opportunities for both applicants and employees.

The Equal Employment Opportunity Plan commits employees to support the County's policy regarding equal employment opportunity.

Tanya Ange

Signature
County Administrator, Washington County, Oregon

Tanya Ange 8/25/2022

Name Date

III. PLAN OBJECTIVES

The objectives of Washington County's *Equal Employment Opportunity Plan* are to:

OBJECTIVE 1: Improve Equal Employment Opportunity Systems	LEAD	DUE BY
<ul style="list-style-type: none"> Ensure that no employee or applicant for employment is excluded from participation in, denied the benefits of or subjected to discrimination through any employment action. 	HR/OEICE	Ongoing
<ul style="list-style-type: none"> Establish, codify and communicate county-specific procedures and processes for thorough and timely filing, investigation, and resolution of complaints of discrimination, harassment, and retaliation. 	HR/OEICE	January 2023
<ul style="list-style-type: none"> Provide the Executive Leadership Team, Equity Leadership Council, and its Civil Rights Compliance Committee with a summary report of discrimination, harassment and retaliation complaints received, determinations and actions taken. 	HR/OEICE	September 2022
<ul style="list-style-type: none"> Provide annual countywide and department-specific diversity reports to the Executive Leadership Team, departmental leadership teams, Equity Leadership Council, Employee and Supplier Best Practices Committee and the Countywide Leadership Team. 	OEICE	October 2022
<ul style="list-style-type: none"> Assess and improve the Job Classification and Compensation System to: <ul style="list-style-type: none"> Identify and remove unnecessary barriers to employment for underrepresented groups in the Washington County workforce, Attract and retain a qualified and diverse workforce, Promote organizational effectiveness, and Increase diversity in under-represented job classifications with equitable pay and benefits. 	Employee & Labor Relations Team	Ongoing
OBJECTIVE 2: Establish Diversity Recruitment Best Practices	LEAD	TIMELINE
<ul style="list-style-type: none"> Adopt a policy that requires a diversity recruitment plan for every recruitment. 	OEICE	April 2023
<ul style="list-style-type: none"> Implement tailored efforts to attract, motivate and retain a high-performing and diverse workforce, with a particular focus on Asian, Black and Latino community members in job categories showing under-representation. 	Talent Acquisition Team (TAT)	January 2023
<ul style="list-style-type: none"> Require recruitment updates that provide data and coaching regarding the diversity of the pool of applicants throughout every step of the hiring process. 	TAT	April 2023
<ul style="list-style-type: none"> Assess, identify, and remove talent acquisition practices unnecessarily creating or maintaining barriers to equal employment opportunity. 	TAT	June 2023 and ongoing
OBJECTIVE 3: Establish Diversity Retention Best Practices	LEAD	TIMELINE
<ul style="list-style-type: none"> Update the Bilingual Pay Policy to reflect best practices that support recruitment, retention and promotion of bilingual members of the workforce. 	OEICE	January 2023
<ul style="list-style-type: none"> Establish Employee Resource Groups to support retention of underrepresented groups in the Washington County workforce. 	OEICE	January 2023
OBJECTIVE 4: Connect Workforce Development to the Equal Employment Opportunity and Affirmative Action Plan	LEAD	TIMELINE
<ul style="list-style-type: none"> Establish a training plan that promotes a diverse and highly qualified workforce. 	Learning & Development (L&D)	January 2023
<ul style="list-style-type: none"> Train hiring teams in the purpose and application of Equal Employment Opportunity and Affirmative Action practices. 	L&D	April 2023
<ul style="list-style-type: none"> Establish an emerging leaders program to support underrepresented groups in the Washington County workforce to advance within Washington County. 	L&D	September 2023
<ul style="list-style-type: none"> Establish an internship program tailored to developing future workforce that focuses on under-represented groups in the Washington County workforce. 	L&D	June 2023



IV. METHODS OF ENSURING EQUAL EMPLOYMENT

RECRUITMENT, SELECTION, PROMOTION AND RETENTION:

It is the policy of Washington County to seek out and employ individuals who appropriately represent our community and perform the public service tasks with the ever-present needs of the constituents and visitors of our very diverse county. An internal monitoring and reporting system will be implemented to measure the effectiveness of efforts and meaningful outcomes of overall recruitment programs. Should areas of disparity arise, those areas will be addressed with specific plans for improvement and these plans will be monitored on a regular basis by Human Resources (HR) and County Administrative Office (CAO) staff.

Washington County prohibits any form of discrimination in all aspects of the employment relationship, including recruitment, selection, training, retention, promotion, discipline, and any other aspect of personnel administration for reasons that do not constitute a bona fide occupational qualification necessary to perform the essential functions of the job properly and efficiently.

The Human Resources Department works collaboratively with County department leadership staff to regularly monitor the composition of the workforce to determine where underutilization of any minority status exists in the workforce in relation to their representation to the community. When an analysis indicates that a disparity exists, Washington County will take voluntary steps to eliminate barriers to equal opportunity as outlined in the Affirmative Action Plan.

Washington County will engage in outreach efforts to build relationships with organizations where people of those underutilized areas may be reached so they can be encouraged to apply for applicable job openings. These efforts and strategies are outlined in Washington County's Affirmative Action Plan.

Washington County's success is dependent upon the collective efforts of its employees. The County will make every effort to attract, motivate and retain a high-performing and diverse workforce. Further, the County recognizes the importance of providing a system of equitable and uniform procedures for addressing recruitment and selection issues. Considering these principles, Washington County strives to address recruitment-related issues with fairness, innovation, flexibility and creativity while developing a premier workforce.

The recruitment and selection process is outlined in Article 4 of the Washington County Personnel Policies and Regulations, which is available on the Washington County website (www.co.washington.or.us) and upon request from employees, applicants or community members. It is the intent of the County to attract, hire, retain and promote qualified individuals to perform quality work for the Washington County community, without regard to anything other than bona fide job qualifications.

TRAINING AND DEVELOPMENT:

Training and Development opportunities will be provided by and made available to employees of Washington County at various locations, times and dates. Make-up sessions for required training sessions will be provided, within reason, for employees who are not able to attend required trainings. Training that is required for all employees to attend includes the New Employee Orientation, Workplace Inclusion, Maintaining a Harassment-Free Workplace and technical trainings that are related to the employee's position. Other training and development opportunities are made available to employees to attend with approval from their supervisor.



V. COMPLAINTS OF HARASSMENT AND DISCRIMINATION

Washington County is committed to providing a productive work environment which is fair, civil, positive and respectful of each person's dignity and is free from all forms of discrimination or harassment. The County's goal is to provide an environment that supports employees so that they may realize their full potential. Washington County recognizes the value of diverse backgrounds, experiences, special abilities and characteristics that employees bring to the organization.

The Harassment Policy and Procedures for the complaint process is found on the Washington County website (www.co.washington.or.us) and is available in the Human Resources office for any employee, applicant or community member.

VI. INTERNAL AUDITING

The Human Resources Department and Office of Equity, Inclusion and Community Engagement will conduct a continuing self-evaluation program to ascertain the success of recruitment, selection and promotional policies and programs. Furthermore, Human Resources staff will work to improve equal employment opportunity procedures which will correct in a timely manner any identifiable employment impediment that may contribute to disparities. The Chief Human Resources Officer uses discretion to make appropriate changes to resolve identified irregularities that may occur.

VII. DISSEMINATION OF THE EEOP

The Washington County EEOP will be available on the Washington County web site (www.co.washington.or.us), and upon request by any employee, applicant or constituent. In addition, Washington County will disseminate and communicate the EEOP using strategies that include the following:

- Include the EEOP in the County website policy section,
- Communicate the intent and responsibility for the effective implementation of the EEOP in staff meetings with department directors, managers and supervisors,
- Include communication of the EEOP in the New Employee Orientation and Supervisor Training programs, and
- Work to include nondiscrimination language into all union labor agreements.



VIII. RESPONSIBILITY FOR IMPLEMENTATION

All employees are required to promote and support equal employment opportunity. Equal employment opportunity requires a commitment and contribution from all departments and workgroups in Washington County.

The County Administrative Office designates the Chief Equity and Inclusion Officer and the Chief Human Resources Officer to be responsible for the implementation of the Washington County EEOP. County Executive Leadership and directors, as well as the Equity Leadership Council and related committees, which serve as the internal drivers for equity, diversity and inclusion best practices in Washington County, all share responsibility for implementation of the EEOP.

Responsibilities in this area include the following:

- Developing policy, affirmative action programs and communications
- Assisting in the identification of problem areas, as well as solutions to problem areas
- Designing and implementing audit and reporting systems that will:
 - Measure the effectiveness of the EEOP program,
 - Indicate any need for remedial action, and
 - Determine the degree to which goals and objectives have been attained; and
- Keep County leadership informed of the latest developments in area equal employment opportunity.



IX. TABLES: 2021

A. 2021 Applicants	12
B. 2021 New Hires	13
C. 2021 Disciplinary Actions	15
D. Utilization	16
E. Summary	18

TABLE A: APPLICANTS FOR EMPLOYMENT - 2021

EEO Category	Gender				Ethnicity								
	M	F	NS	Total	Asian	Black	Hispanic	White	AI/NA	NH/PI	Two+ Races	NS	Total
EEO Category - 1 Officials/Administrators	95	69	2	166	9	16	13	98	3	2	10	15	166
EEO Category -2 Professionals	827	1152	63	2114	187	123	312	1113	27	20	126	206	2114
EEO Category -3 Technicians	352	175	8	552	40	14	66	335	10	2	28	57	552
EEO Category - 4 Protective Service	429	151	7	600	25	65	129	353	9	4	47	29	661
EEO Category -5 Paraprofessionals	110	278	31	437	27	12	67	250	2	2	22	55	437
EEO Category - 6 Administrative/ Office	2250	829	33	1130	81	31	174	669	11	14	63	87	1130
EEO Category - 7 Skilled Craft Workers	39	5	2	47	1	1	7	30	0	1	2	5	47
EEO Category - 8 Service Maintenance	196	68	3	273	7	10	74	129	5	6	13	29	273
Totals	2321	2765	294	5380	377	272	842	2977	67	51	311	483	5380

Legend: *NS*: Not Specified; *Unk*: Unknown; *AI*: American Indian; *NA*: Native American; *NH*: Native Hawaiian; *PI*: Pacific Islander

Explanation of Table A:

The Equal Employment Opportunity Commission (EEOC) requires state and local government entities with 100 or more employees to submit workforce data by race/ethnicity, sex, job category, and salary band. EEO categories are a compliance standard component defined by the EEOC and generally established using three criteria: primary duties and responsibilities, knowledge and training, and required skill level of the job. These categories are part of the larger data aggregate that inform the EEOC of the gender, race, and job level of each employee to ensure equal employment opportunities are being offered and are particularly important for identifying industries, job categories, and geographical areas where patterns of lacking job opportunities exist for women and minorities.

Each Washington County job classification is evaluated using the EEO criteria and assigned the corresponding category. Job classifications within these EEO categories span multiple departments within the County organization.

Table A (Applicants for Employment – 2021) shows the total number of applications for employment received during the 2021 Federal Fiscal Year by EEO category, gender, and national origin.

TABLE B: NEW HIRES - 2021

EEO Category	Gender					Ethnicity										
	M	F	NS	Unk	Total	Asian	Black	Hispanic	White	AI/NA	NH/PI	Two + Races	NS	Unk	Total	
EEO Category - 1 Officials/Administrators	4	9	0	0	13	2	2	1	7	1	0		0		13	
EEO Category - 2 Professionals	44	64	0	0	108	4	3	24	73	2	0	2	0	0	108	
EEO Category - 3 Technicians	12	5	0	0	17	4	0	1	11	0	0	1	0	0	17	
EEO Category - 4 Protective Service Workers	73	26	0	0	99	3	4	18	69	1	1	3	0	0	99	
EEO Category - 5 Paraprofessionals	9	13			22	2	1	2	16	0	1	0	0	0	22	
EEO Category - 6 Administrative Support/Office	10	41	0	0	51	4	3	8	33	0	2	1		0	51	
EEO Category - 7 Skilled Craft Workers	0	1	0	0	1	0	0	0	01	0	0	0	0	0	1	
EEO Category - 8 Service/Maintenance Workers	18	7	0	0	25	0	0	6	16	2	1	0	0	0	25	
Totals	170	166			336	19	13	60	226	6	5	7	0	0	336	

Legend: NS: Not Specified; Unk: Unknown; AI: American Indian; NA: Native American; NH: Native Hawaiian; PI: Pacific Islander

Explanation of Table B:

Table B (New Hires – 2021) shows the total new hires to positions in each job group category in Washington County during the 2021 Federal Fiscal Year by gender and national origin.

TABLE C: DISCIPLINARY ACTIONS - 2021

2021	Male									Female									Total Workforce
	White	Black	Hispanic	A/PI	NA/AI	Two+	NS	Unknown	Total	White	Black	Hispanic	A/PI	NA/AI	Two+	NS	Unknown	Total	
Written Reprimand	8	0	2	1	0	0	0	0	11	8	0	1	1	0	1	0	0	11	22
Suspension	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	2
Unpaid Suspension	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Demotion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Termination	1	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
Totals	10	1	3	1	0	0	0	0	15	9	0	1	1	0	1	0	0	12	27
Percentage of Total Disciplinary Actions	37.04%	3.70%	11.11%	3.70%	0.00%	0.00%	0.00%	0.00%	55.56%	33.33%	0.00%	3.70%	3.70%	0.00%	3.70%	0.00%	0.00%	44.44%	100.00%
Total Workforce	897	31	103	54	3	23	0	0	1111	791	22	184	61	4	41	0	0	1103	2214
Percentage to Total Workforce	1.11%	3.23%	2.91%	1.85%	0.00%	0.00%	#DIV/0!	#DIV/0!	1.35%	1.14%	0.00%	0.54%	1.64%	0.00%	2.44%	#DIV/0!	#DIV/0!	1.09%	2.44%
Workforce Percentage	40.51%	1.40%	4.65%	2.44%	0.14%	1.04%	0.00%	0.00%	50.18%	35.73%	0.99%	8.31%	2.76%	0.18%	1.85%	0.00%	0.00%	49.82%	100.00%
Difference (% Total Disc Actions - % Total Workforce)	-3.48%	2.30%	6.46%	1.26%	-0.14%	-1.04%	0.00%	0.00%	5.37%	-2.39%	-0.99%	-4.61%	0.95%	-0.18%	1.85%	0.00%	0.00%	-5.37%	0.00%

Explanation of Table C:

Table C (Disciplinary Actions – 2021) summarizes the types of disciplinary actions imposed within Washington County during the 2021 Federal Fiscal Year by gender and national origin and compares those numbers to the total workforce.

TABLE D: UTILIZATION ANALYSIS
RELEVANT LABOR MARKET: WASHINGTON COUNTY, OREGON

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	56/41%	0/0%	2/1%	0/0%	4/3%	0/0%	1/1%	0/0%	55/41%	6/4%	3/2%	1/1%	1/1%	0/0%	6/4%	0/0%
CLS #/%	18,815/51%	1,250/3%	360/1%	85/0%	1,285/4%	80/0%	430/1%	75/0%	11,985/33%	730/2%	210/1%	90/0%	860/2%	35/0%	240/1%	95/0%
Utilization #/%	-10%	-3%	0%	-0%	-1%	-0%	-0%	-0%	8%	2%	2%	0%	-2%	-0%	4%	-0%
Professionals																
Workforce #/%	263/31%	40/5%	20/2%	0/0%	13/2%	2/0%	10/1%	0/0%	358/42%	81/9%	11/1%	2/0%	39/5%	0/0%	14/2%	0/0%
CLS #/%	23,580/42%	1,095/2%	440/1%	20/0%	4,750/9%	35/0%	445/1%	190/0%	20,445/37%	1,455/3%	255/0%	80/0%	2,505/4%	15/0%	300/1%	160/0%
Utilization #/%	-11%	3%	2%	-0%	-7%	0%	0%	-0%	5%	7%	1%	0%	0%	-0%	1%	-0%
Technicians																
Workforce #/%	51/57%	3/3%	0/0%	1/1%	4/4%	0/0%	2/2%	0/0%	22/24%	4/4%	0/0%	0/0%	1/1%	0/0%	2/2%	0/0%
CLS #/%	3,845/50%	360/5%	75/1%	0/0%	415/5%	10/0%	35/0%	10/0%	2,410/32%	65/1%	30/0%	30/0%	290/4%	0/0%	55/1%	0/0%
Utilization #/%	6%	-1%	-1%	1%	-1%	-0%	2%	-0%	-7%	4%	-0%	-0%	-3%	0%	2%	0%
Protective Services: Sworn-Officials																
Workforce #/%	102/78%	5/4%	1/1%	1/1%	4/3%	0/0%	0/0%	0/0%	14/11%	2/2%	0/0%	0/0%	0/0%	0/0%	1/1%	0/0%
CLS #/%	1,810/65%	90/3%	70/3%	45/2%	35/1%	0/0%	50/2%	0/0%	590/21%	75/3%	0/0%	0/0%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	13%	1%	-2%	-1%	2%	0%	-2%	0%	-11%	-1%	0%	0%	0%	0%	1%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	225/73%	17/6%	4/1%	1/0%	13/4%	2/1%	5/2%	0/0%	30/10%	8/3%	1/0%	1/0%	0/0%	0/0%	1/0%	0/0%
Civilian Labor Force #/%	6,605/35%	3,450/18%	240/1%	135/1%	240/1%	250/1%	150/1%	54/0%	5,190/28%	1,780/9%	50/0%	50/0%	250/1%	30/0%	235/1%	70/0%
Utilization #/%	38%	-13%	0%	-0%	3%	-1%	1%	-0%	-18%	-7%	0%	0%	-1%	-0%	-1%	-0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Protective Services: Non-sworn																
Workforce #/%	61/35%	9/5%	3/2%	0/0%	5/3%	1/1%	1/1%	0/0%	74/43%	12/7%	1/1%	0/0%	1/1%	1/1%	3/2%	0/0%
CLS #/%	100/35%	20/7%	0/0%	0/0%	0/0%	0/0%	10/4%	0/0%	135/47%	0/0%	0/0%	0/0%	20/7%	0/0%	0/0%	0/0%
Utilization #/%	0%	-2%	2%	0%	3%	1%	-3%	0%	-4%	7%	1%	0%	-6%	1%	2%	0%
Administrative Support																
Workforce #/%	51/13%	7/2%	0/0%	0/0%	4/1%	1/0%	2/0%	0/0%	229/57%	71/18%	6/1%	0/0%	13/3%	4/1%	14/3%	0/0%
CLS #/%	21,460/31%	2,525/4%	580/1%	130/0%	1,235/2%	145/0%	540/1%	115/0%	33,800/49%	3,870/6%	510/1%	265/0%	2,190/3%	300/0%	545/1%	155/0%
Utilization #/%	-19%	-2%	-1%	-0%	-1%	0%	-0%	-0%	8%	12%	1%	-0%	0%	1%	3%	-0%
Skilled Craft																
Workforce #/%	55/81%	8/12%	1/1%	0/0%	0/0%	0/0%	1/1%	0/0%	3/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,075/68%	3,095/16%	155/1%	140/1%	625/3%	75/0%	245/1%	50/0%	1,230/6%	225/1%	10/0%	0/0%	340/2%	40/0%	20/0%	0/0%
Utilization #/%	13%	-4%	1%	-1%	-3%	-0%	0%	-0%	-2%	-1%	-0%	0%	-2%	-0%	-0%	0%
Service/Maintenance																
Workforce #/%	33/59%	14/25%	0/0%	0/0%	0/0%	1/2%	1/2%	0/0%	6/11%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,380/32%	10,945/18%	885/1%	125/0%	1,905/3%	95/0%	360/1%	130/0%	17,420/28%	6,500/11%	620/1%	40/0%	2,095/3%	150/0%	300/0%	180/0%
Utilization #/%	27%	7%	-1%	-0%	-3%	2%	1%	-0%	-18%	-9%	-1%	-0%	-3%	-0%	-0%	-0%

Explanation of Table D:

Table D (Utilization Analysis) shows the following:

- Workforce #: Number of employees in Washington County in each job group category by race, national origin and gender.
- Percentage: Percentage of total employees in Washington County in each job group category.
- CLS#: Community Labor Statistics (CLS) autogenerated by the EEOP Utilization Tool using the 2010 United States Census data, as required by federal law.
- Percentage: Percentage of community labor data by race, national origin and gender.
- Utilization%: The difference between the Workforce% and the CLS%. (A negative number indicates underutilization in the identified area.)

X. SUMMARY OF TABLES

More than 5,380 applications for employment with Washington County were submitted during the 2021 Federal Fiscal Year. The data show that employment applications submitted reflected a broad cross section of diversity across gender and ethnic origin. From the pool of applications, Washington County provided employment to almost 400 new employees. The data generally reflected underutilization and areas of opportunity in some job categories.

- Although 42% (N=279) of applicants to Protective Service positions identified as American Indian/Alaska Native (AI/AN), Asian, Black/African American (AA), Hispanic, Native Hawaiian/Pacific Islander (NH/PI) or two or more races only 30% (N=30) of Protective Service hires identified as such – a 12% deficit.
- Among Service and Maintenance workers, 45% (N=115) of applicants identified as AI/AN, Asian, Black/AA, Hispanic, NH/PI or two or more races while only 36% of hires identified as such (N=25).
- The data in the tables provided in the previous section show the Washington County workforce generally reflects the diversity of the community when compared to the Community Labor Statistics shown in Table D. However, there are areas of underutilization in some job categories, specifically:
 - Asian individuals are underutilized in 7/9 job sectors at the County.

If we compare the County's workforce to 2016-2020 American Community Survey (ACS) population data for working age populations (18-65) we see that overall American Indian/Alaska Native, Asian, and those who identify as two or more races are underrepresented. The following communities were both *underrepresented* when compared to ACS population data and *underutilized* when compared to Community Labor Statistics. Our strategies focus on findings that show disparities using both measures:

- The Asian workforce is underrepresented among Washington County Officials/Administrators, Professionals, Technicians, Protective Services Non-sworn, Administrative Support, Skilled Craft workers, and Service/Maintenance workers.
- The Black/African American workforce is underrepresented among Washington County Technicians, Protective Services Officials, and Service/Maintenance workers
- The Hispanic/Latino/a/x workforce is underrepresented among Washington County Officials/Administrators, Protective Services Patrol Officers, and Skilled Craft workers.

Finally, twenty-seven (27) disciplinary actions were imposed to employees of Washington County during calendar year 2021. The data show that these actions were imposed across the broad section of gender and ethnic origin. While the numbers of disciplinary actions were small, African American and Hispanic/Latino/x males appear to be disproportionately disciplined. This requires further analysis of aggregated years as well as trend analysis.

Identified areas of disparity will be addressed with action-oriented programs and activities with a goal of achieving a workforce that is reflective of the general demographics of the County.