

**Affirmative Action Program for
Minorities & Women**

Washington County Government

Hillsboro, OR

**Affirmative Action Program
for
Minorities and Women**

**July 1, 2017 through June 30, 2018
Plan Year**

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**Washington County Government
Hillsboro, OR**

**AFFIRMATIVE ACTION PROGRAM
FOR
MINORITIES AND WOMEN**

**July 1, 2017 through June 30, 2018
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Introduction

Washington County Government (Washington County) has prepared this Affirmative Action Program (AAP) for the period of July 1, 2017 through June 30, 2018, reaffirming its commitment to the spirit and letter of affirmative action law, including those administered by the U. S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). Through the implementation of this AAP Washington County continues its efforts to comply with appropriate government regulations and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this AAP Washington County recognizes its duty to ensure equal employment opportunity. The following statement of policy reinforces that belief.

Reaffirming Commitment to Equal Employment Opportunity

In setting forth this AAP Washington County reaffirms its belief in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

The Board of Commissioners of Washington County, designated The Human Resources Manager as the Equal Employment Opportunity Administrator (EEO Administrator). The Human Resources Manager oversees the AAP development, modification, implementation, and reporting requirements and conducts management updates. The EEO Administrator also analyzes Washington County's selection process to further the principles of equal employment opportunity.

As part of Washington County's commitment to this overall process, it will seek to ensure affirmative action to provide equality of opportunity in all aspects of employment, and that all personnel activities, such as the recruitment, selection, training, compensation, benefits, discipline, promotion, transfer, layoff and termination processes remain free of illegal discrimination and harassment based upon race, color, religion, sex, sexual orientation, gender identity, and national origin. Regular review by Washington County, as described in this AAP, helps to ensure compliance with this policy.

Internal Dissemination of EEO Policy

41 C.F.R. § 60-1.42

Washington County posts copies of the equal employment opportunity notices that comply with 41 C.F.R. § 60-1.42(a) in conspicuous places (including, where applicable, electronic websites) available to employees, applicants for employment, and (if applicable) representatives of each labor union or other organization representing its employees with which Washington County has a collective-bargaining agreement or other contract or understanding. The following exemplify the methods and locations Washington County may use in its ongoing efforts to ensure continuing dissemination of its policy and AAP, although Washington County may not always use each or any of the below methods, and it may use other methods not listed below:

1. Internal employee manuals contain the policy statement.
2. The policy statement is posted on bulletin boards accessible to employees.
3. Washington County references the policy and progress in its annual report, newspaper, magazine and other publications.
4. Orientation meetings for new employees and in-house employment-related training include references to Washington County's policy.
5. Washington County publications, if any, including those with photographs, generally feature individuals of diverse gender, race, color, and national origin, where feasible.
6. Pertinent portions of Washington County's Affirmative Action Program are available during regular business hours for inspection by employees and applicants for employment.

External Dissemination of EEO Policy

41 C.F.R. § 60-1.41; 41 C.F.R. § 60-1.5

1. In solicitations or advertisements for employees placed by or on its behalf, Washington County complies with at least one of the following methods regarding the dissemination of its equal employment opportunity clause:
 - a. Washington County states expressly in the solicitations or advertising that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. 41 C.F.R. § 1.41(a).
 - b. Washington County uses a single advertisement, and the advertisement is grouped with other advertisements under a caption which clearly states that all employers in the group assure all qualified applicants equal consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. 41 C.F.R. § 1.41(c).

- c. Washington County uses a single advertisement in which appears in clearly-distinguishable type the phrase “an equal employment opportunity employer.” 41 C.F.R. § 1.41(d). When pictures are included in these media, where feasible, efforts will be made to include pictures of individuals of diverse gender, race, and national origin.
2. The following exemplify the methods and locations Washington County may use in its ongoing efforts to ensure continuing dissemination of its policy and AAP, although Washington County may not always use all of the below methods, and it may use other methods not listed below:
 - a. Washington County notifies subcontractors, suppliers and vendors of the policy about both its obligations to equal employment opportunity and about Washington County’s AAP.
 - b. Washington County advises recruitment sources, minority and female organizations, community agencies, leaders, secondary schools and colleges annually in writing of its commitment to this policy and AAP. Washington County informs these sources that job applicants will be treated fairly without regard to their race, color, religion, sex, sexual orientation, gender identity, and national origin.
 - c. Washington County communicates with the state employment security office in writing regarding the policy.
 - d. Washington County advises prospective employees of the existence of the AAP and makes pertinent portions of it available upon request, during regular business hours.
3. In addition, Washington County incorporates by reference the equal employment opportunity and affirmative action clauses into each of its covered federal contracts and subcontracts, including federal agency bills of lading, transportation requests, and such other covered contracts and covered subcontracts as required by law, purchase orders, lease agreements, Government contracts, and other covered contracts (and modifications thereof if not included in the original contract) in accordance with 41. C.F.R. § 60-1.4 (a) – (c) (unless exempted under 41 C.F.R. § 60-1.5).

Establishment of Responsibility for Implementation of the AAP

41 C.F.R. § 60-2.17(a)

A. Identification and Responsibilities of EEO Administrator

Overall responsibility for Washington County's AAP rests with the EEO Administrator, The Human Resources Manager. The Human Resources Manager ensures that the AAP complies with all applicable laws, orders and regulations, including but not limited to, Executive Orders 11246, 13496, and their progeny. Specifically, The Human Resources Manager or the designated representative's duties include:

1. Developing, maintaining and, where appropriate, modifying Washington County's AAP to ensure compliance with the EEO/AA law.
2. Developing and, where appropriate, modifying procedures for effectively communicating the AAP and its elements both internally and externally.
3. Advising management on EEO/AA progress, reporting potential EEO/AA problem areas, and assisting management in finding equitable solutions, where feasible, to any identifiable EEO/AA problem areas.
4. Evaluating the effectiveness of Washington County's AAP on a regular basis, and reporting to management.
5. Designing, implementing, and overseeing audit and reporting systems that periodically measures the effectiveness of the total affirmative action program. 41 C.F.R. § 2.17 (d)(1)-(4), identifying need for remedial action, and determining the degree to which objectives have been achieved.
6. Acting as Company representative and liaison with any government agencies regarding this AAP.
7. Monitoring Company policies and procedures with regard to terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
8. Auditing the content of Washington County's bulletin board and electronic policies, as appropriate, to ensure compliance information is posted and up to date.
9. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
10. Serving as a liaison between Washington County and organizations, such as minority organizations and women's organizations.
11. When necessary, developing sales and management training programs to increase protected-group participation.
12. Assisting in the investigation, handling and disposition of employee harassment and discrimination complaints.

13. Discussing EEO/AA policies with all personnel, including management, to ensure that Washington County's policies and the need for their support are understood at all levels.
14. Reviewing Washington County's AAP for qualified women and minorities with all managers and supervisors to ensure the policy is understood and followed in all personnel actions.
15. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, comparable facilities for both sexes, and opportunity for participation in Company-sponsored recreational, educational and social activities.
16. Auditing training programs, hiring, and promotion patterns.

B. Management Responsibilities

Line and upper management share responsibility for the AAP, including but not limited to the following:

1. Assisting in auditing AAP progress, including identifying problem areas, formulating solutions, establishing appropriate goals, and developing necessary training programs.
2. Reviewing the qualifications of applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner in hiring, promotion, transfers, and termination actions.
3. Making available career counseling, when appropriate.
4. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee and his or her duties.
5. Reviewing position descriptions of the jobs in the manager's area or department to see that they adequately reflect the job to be performed.
6. Assisting subordinates and upper management in the prevention of harassment.

Identification of Areas for Discussion

41 C.F.R. § 60-2.17(b)

Washington County's commitment to fully implement this policy and AAP include periodic reviews of mission critical workforce factors in a number of ways, including performing an in-depth analysis of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include:

1. The workforce by organizational unit and job group of minority or female utilization and distribution;
2. Personnel activity to determine whether there are selection disparities;
3. Compensation systems to determine if there are gender-, race-, or ethnicity-based disparities;
4. Selection, recruitment, referral, and other personnel procedures to determine whether they result in employment or placement disparities of minorities or women; and,
5. Any other areas that might impact the success of the affirmative action program. 41 C.F.R. § 2.17 (b)(1)-(5), including, for example, Washington County's review of:
 - a. The workforce composition by race and sex to compare it to the availability of these groups;
 - b. Washington County's applicant flow compared to the availability for the protected groups;
 - c. A comparison of hires to applicants pertaining to minorities and women;
 - d. Selection forms, such as applications for employment, to ensure they comply with federal and state employment laws;
 - e. Processes to ensure there are no artificially-created barriers or restrictive seniority provisions; and,
 - f. Training opportunities to ensure they are available to minorities and women.

Identification of problem areas are discussed in the next section titled Narrative Discussion of Goals.

Narrative Discussion of Goals

The Washington County Government plan has 1963 employees, including 364 minorities and 937 females. The following goals exist for minorities and/or women:

- 10 - Officials and Managers - This group consists of 64 employees, of whom 8 are minorities and 19 are females. There is no need to set a placement goal at this time for minorities, but there is a goal of 61% for females.
- 20 - Professionals - This group consists of 638 employees, of whom 122 are minorities and 353 are females. There is no need to set a placement goal at this time for minorities or females.
- 30 - Technicians - This group consists of 216 employees, of whom 23 are minorities and 72 are females. There is no need to set a placement goal at this time for minorities or females.
- 40 - Protective Services - This group consists of 529 employees, of whom 81 are minorities and 139 are females. There is no need to set a placement goal at this time for minorities, but there is a goal of 31% for females.
- 50 - Paraprofessionals - This group consists of 93 employees, of whom 35 are minorities and 79 are females. There is no need to set a placement goal at this time for minorities or females.
- 60 - Administrative Support - This group consists of 310 employees, of whom 82 are minorities and 268 are females. There is no need to set a placement goal at this time for minorities or females.
- 70 - Skilled Craft - This group consists of 65 employees, of whom 5 are minorities and 4 are females. There is a goal of 17% for minorities and a goal of 16% for females.
- 80 - Service Maintenance - This group consists of 48 employees, of whom 8 are minorities and 3 are females. There is no need to set a placement goal at this time for minorities, but there is a goal of 20% for females.

Washington County will use alternate recruitment sources when necessary to attract more qualified external applicants. In those instances where statistical disparities are indicated, Washington County will take action as outlined in the Action-Oriented Programs Section to monitor and eliminate any problem areas, as well as other similar actions.

Development & Execution of Action-Oriented Programs

41 C.F.R. § 60-2.17(c)

Washington County has instituted action-oriented programs designed to eliminate any problem areas, should they exist, in accordance with § 60-2.17(b), and to help achieve specific affirmative action goals. Washington County will make good-faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results. These programs may include items such as:

1. Conducting periodic reviews of job descriptions attempting to ensure they accurately reflect job-related duties and responsibilities.
2. Reviewing job qualifications by department and job title for job-relatedness, and using job performance criteria.
3. Making job descriptions and qualifications available to recruiting sources and to all members of management involved in the recruiting, screening, selection, and promotion processes.
4. Making good-faith efforts to select the most qualified candidates. Accordingly, Washington County evaluates its total selection process to ensure selections are made in a nondiscriminatory manner through:
 - a. Annual reviews of job applications and other pre-employment forms to ensure information requested is job-related;
 - b. Annual evaluations of selection methods that may result in statistical disparities to ensure they are non-discriminatory;
 - c. Annual provisions of assistance, such as training and guidance on proper interviewing techniques and EEO training, to employees, management, and supervisory staff, including, but not limited to, those who are involved in the recruitment, selection, discipline and other related processes, so that personnel actions are made in a nondiscriminatory manner; and
 - d. Annual review of selection techniques and employment standards.
5. Washington County employs appropriate methods to attempt to improve recruitment and increase the flow of qualified minorities and women applicants in its recruiting process, including a number of the following actions:
 - a. Placing employment openings, when appropriate, in local minority news media and women's interest media;
 - b. Disseminating information on job opportunities to organizations representing minorities, women, and employment development agencies when job opportunities occur;
 - c. Encouraging all employees to refer qualified applicants;

- d. Actively recruiting in secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments where underutilization exists in such areas, and
 - e. Requesting employment agencies to refer qualified minorities and women.
 - f. Washington County considers using special employment programs designed to deal with job groups that have established placement goals. Business conditions and other feasibility matters remain the key factor in any decision to develop/implement such programs.
 - g. Whenever feasible and appropriate, Washington County participates in job fairs, career days, youth-motivation programs and other programs that foster exposure for qualified minorities and women.
 - h. Washington County encourages minorities and women to participate in Company-sponsored activities and programs.
 - i. Washington County utilizes various community organizations and schools as referral sources.
6. Washington County reviews promotion criteria and procedures so that job qualifications form the basis for the promotional decisions. Washington County monitors promotion rates for minorities and women and, when necessary, may employ one or more of the following procedures:
- a. Maintaining an inventory of current minority and women employees to determine special job-related talents, skills and experience.
 - b. Providing job training, job-related courses or certificate programs.
 - c. Reviewing work specifications and job qualifications to ensure job-relatedness.
 - d. Conducting career counseling, where appropriate, during performance evaluations.
 - e. Informing employees about educational programs and other opportunities available to improve their employment prospects.
 - f. Reviewing Company-sponsored social and recreational activities to ensure non-discriminatory participation and availability.
 - g. Ensuring that all employees are given equal opportunity for promotion. This is achieved by:
 - 1. Generally posting or otherwise announcing most promotional opportunities.

2. Offering counseling to assist employees in identifying promotional opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer; and
3. Evaluating job requirements for promotion.

Internal Audit and Reporting System

41 C.F.R. § 60-2.17(d)

1. The Human Resources Manager, Washington County's EEO Administrator, maintains an internal audit system to attempt to oversee Washington County's Affirmative Action Program and assess progress. The EEO Administrator is responsible for ensuring that the formal AAP documents are developed and prepared and for the effective AAP implementation; however, responsibility is likewise vested with each department manager and supervisor, depending upon the specific responsibility. The audit system is designed and implemented to measure the effectiveness of the total affirmative action program [41 C.F.R. § 2.17 (d)(1)-(4)], including:
 - a. Monitoring records of all personnel activity, including: referrals, placements, transfers, promotions, terminations, and compensation, at all levels, to ensure the nondiscriminatory policy is carried out,
 - b. Requiring internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained,
 - c. Reviewing reports at all levels of management; and
 - d. Advising top management of the program's effectiveness and submitting recommendations to improve unsatisfactory performance. 41 C.F.R. § 2.17 (d)(1)-(4).
2. Washington County reviews various employment decisions, such as job referrals, hiring decisions, transfers, promotions, and terminations. Washington County maintains summary data where necessary and feasible, and conducts regular reviews at least annually.
3. There is no "de facto" (in practice without being officially established) segregation. Further, Washington County ensures that facilities, as broadly defined in 41 C.F.R. § 60-1.8, provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin cannot result, provided that separate or single-user restrooms and necessary dressing or sleeping areas shall be provided to ensure privacy between the sexes.
4. Washington County complies with required records retention provisions set forth in 41 C.F.R. § 60-1.12 and elsewhere in the applicable OFCCP regulations, and maintains a) employment applications (generally for two years); b) summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants, where necessary and feasible, and conducts regular reviews at least annually; c) applicant flow showing the name, race, sex, date of application, job title, interview status, and the action taken for all

individuals applying for job opportunities, and the relevant applicant/hire decisions; d) summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification; e) and records pertaining to its compensation system.

5. Provide needed reports to managers and supervisors regarding the results of the audit as well as Washington County's overall progress in the area of EEO/AA. Any recommended actions should be made as well. Reports shall be made to senior management on at least an annual basis.

Guidelines for Prevention of Sex Discrimination

41 C.F.R. § 60-20.1 et seq.

Washington County supports the promotion and ensuring of equal employment opportunity of its employees and applicants without regard to sex, and endorses and complies with the following policy statements:

1. Washington County does not discriminate against any employee or applicant for employment because of sex. The term sex includes, but is not limited to, pregnancy, childbirth, or related medical conditions; gender identity; transgender status; and sex stereotyping. 41 C.F.R. §60-20.2(a).
2. Washington County maintains gender-neutral personnel policies that expressly indicate that there shall be no unlawful discrimination against employees based on sex. Unless sex is a bona fide occupational qualification reasonably necessary to the normal operation of business, Washington County will not make any distinction based on sex in recruitment, hiring, firing, promotion, compensation, hours, job assignments, training, benefits, or other terms, conditions, or privileges of employment. The terms and conditions of any written collective bargaining agreements shall not be inconsistent with these guidelines. 41 C.F.R. §60-20.2(b).
3. Washington County will not make any distinction between married and unmarried persons of one sex that is not made between married and unmarried persons of the opposite sex; or deny employment to women with children unless it has the same exclusionary policies for men; or steer women into lower-paying or less desirable jobs on the basis of sex; or impose any differences in retirement age or other terms, conditions, or privileges of retirement on the basis of sex. 41 C.F.R. § 60.20.2(b).
4. Washington County does not maintain seniority lines and lists on the basis of sex. 41 C.F.R. § 60-20.2(b).
5. Washington County's employment advertisements do not express a sex preference nor does Washington County place advertisements in columns designated "males" or "females", unless sex is a bona fide occupational qualification reasonably necessary to the normal operation of business. 41 C.F.R. §60-20.2(b).

6. All employees at Washington County shall have an equal opportunity to any available job that he or she is qualified to perform, unless sex is a bona fide occupational qualification. 41 C.F.R. §60-20.2(b).
7. Washington County will not deny transgender employees access to the restrooms or similar facilities designated for use by the gender with which they identify. 41 C.F.R. §60-20.2(b).
8. Washington County will not treat employees or applicants adversely because they have received, or are planning to receive transition-related medical services designed to facilitate the adoption of a sex or gender other than the individual's designated sex at birth. 41 C.F.R. §60-20.2(b).
9. Washington County does not hire or employ employees on the basis of sex unless sex is a bona fide occupational qualification reasonably necessary to the normal operation of business. 41 C.F.R. §60-20.3.
10. Washington County does not engage in any employment practice that discriminates in wages, benefits, or any other forms of compensation, or denies access to earnings opportunities, because of sex. 41 C.F.R. §60-20.4.
11. All employees of Washington County have equal opportunity to obtain regular and/or overtime hours, commissions, pay increases, incentive compensation, or any other additions to regular earnings. 41 C.F.R. §60-20.4.
12. Washington County's wage schedules are not related to or based on sex, but rather are based on job relatedness and are consistent with business necessity. 41 C.F.R. §60-20.4.
13. Washington County does not discriminate on the basis of pregnancy, childbirth, or related medical conditions, including childbearing capacity. 41 C.F.R. § 60-20.5.
14. Any fringe benefits, which includes but not limited to, medical, hospital, accident, life insurance and retirement benefits; profit-sharing and bonus plans; leave, etc. that are offered by Washington County, are not based on sex. 41 C.F.R. § 60-20.6.
15. Washington County does not make employment decisions on the basis of sex-based stereotypes, such as stereotypes about how males and/or females are expected to look, speak, or act. 41 C.F.R. § 60-20.7.
16. Washington County has a no tolerance policy regarding harassment and hostile work environments. Harassment on the basis of sex includes unwelcome sexual advances, requests for sexual favors, offensive remarks about a person's sex, and other verbal or physical conduct of a sexual nature. Harassment because of sex includes sexual harassment (including sexual harassment based on gender identity or transgender status); harassment based on pregnancy, childbirth, or related medical conditions; and harassment that is not sexual in nature but that is because of sex or sex-based stereotypes. 41 C.F.R. § 60-20.8.
17. When appropriate, Washington County makes affirmative efforts to increase the number and percentage of women in the workforce, including, but not limited to the following:

- a. Washington County recruits women and encourages existing women employees to apply for positions historically labeled by society as "traditionally male".
- b. Washington County guarantees equal, gender-neutral access to training and tuition reimbursement programs, including management training, and other types of workplace training programs.
- c. Washington County informs management of its affirmative action responsibilities.

Policy with Respect to Religion/National Origin

41 C.F.R. § 60-50.1 et seq.

Pursuant to the guidelines prohibiting discrimination on the basis of religion and/or national origin, 41 C.F.R. § 60-50.1, et seq., Washington County hereby reaffirms that it does not discriminate against employees, or applicants for employment, because of religion or national origin. Washington County takes affirmative action to seek to ensure that employees or applicants for employment are treated without regard to their religion or national origin in all aspects of the terms and conditions of employment, such as upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay (or other forms of compensation), and selection for training.

Washington County has reviewed its employment practices and determined that its employees, including those who belong to religious or ethnic groups, have received fair consideration for job opportunities. Based upon its review, and depending upon the circumstances, Washington County will undertake appropriate actions, which may include one or more of the following activities:

1. Issuing a policy directive to employees reaffirming Washington County's obligation to provide equal employment opportunity without regard to religion or national origin. This policy will be communicated in such a manner as to foster understanding, acceptance, and support among executives, managers, supervisors, and other employees, and to encourage such persons to take the necessary action to aid Washington County in meeting its obligations.
2. Developing internal procedures to seek to ensure that Washington County's obligation to provide equal employment opportunity, without regard to religion or national origin, is being fully implemented. Specifically, employment activities are reviewed by the EEO Administrator.
3. Informing management annually of its commitment to equal employment opportunity, without regard to religion or national origin.
4. Enlisting the assistance and support of recruitment sources for this commitment.

Washington County acknowledges its responsibility to make reasonable accommodations for the religious observances and practices of its existing or prospective employees under the terms of Title VII of the Civil Rights Act of 1964. An accommodation for religious purposes will be denied should Washington County determine that it would have to suffer undue hardship. During this accommodation evaluation, the following factors will continue to be considered by Washington County:

1. Business necessity;
2. Financial costs and expenses; and
3. Resulting personnel problems.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Applicability: This Article applies to all employees in Classified Positions; to all employees in Unclassified and Civil Service Exempt Positions; and to all elected officials.

Statement of Philosophy

Washington County's policy affirms our belief in the value of all employees and a respect for the differences among people. Washington County is committed to providing a productive work environment for all employees, and application processes for applicants that are fair, positive, and respectful of each person's dignity and free from all forms of illegal discrimination or harassment. The goal of the county is to provide an environment that supports employees so that they may realize their full potential. Washington County values all diverse backgrounds, experiences, special abilities and characteristics that employees bring to the organization.

12.1 Policy Statement

It is the policy of Washington County to be fair and impartial in all of its relations with its employees and applicants for employment and to adhere to the principles of equal employment opportunity and affirmative action.

Affirmation of Policy

The Washington County Board of Commissioners hereby reaffirms its official policy of non-discrimination towards any qualified employee or applicant for employment. Discrimination on the basis of 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 Personnel Actions will be administered in accordance with this policy. This policy shall be made available to all County employees and to all affected members of the community and relevant labor markets.

The Board of Commissioners hereby directs that a Countywide Affirmative Action Plan be established and directed by the Human Resources Manager. The Human Resources Manager shall design, implement and monitor internal audit and reporting systems to measure the program's effectiveness and to determine where progress has been made and where further action is needed. This Affirmative Action Plan is adopted and implemented in good faith, in reliance upon, and in conformance with the Equal Employment Opportunity Commission Guidelines on Affirmative Action set forth in 29 CFR Part 1608 and Section 7 13(b)(1) of the Civil Rights Act of 1964.

The County recognizes that it is insufficient to only proclaim opposition to discrimination; therefore, the County takes initiative and affirmative action to achieve the status of an equal opportunity employer.

12.2 Affirmative Action Plan

The Washington County Affirmative Action Plan and accompanying departmental plans, as adopted by the Board of Commissioners, are included and by reference incorporated herein.

12.3 Responsibility

The Board of County Commissioners delegates the final responsibility for the administration of the Affirmative Action Plan to the County Administrator. The County Administrator is responsible for recommending necessary changes in the policies and procedures to effectively meet the goals and timetables of the program.

The County Administrator, Appointing Authorities and supervisors are responsible for supporting and participating in the implementation of the Affirmative Action Plan.

12.4 Responsibility of the Civil Service Commission on Affirmative Action

12.4.1 Affirmative Action Plan:

The Board of County Commissioners designates the Civil Service Commission as an affirmative action advisory committee to evaluate the affirmative action program and recommend changes when appropriate.

Following are the responsibilities of the Civil Service Commission with regard to the Affirmative Action Plan:

- 1) Evaluate the affirmative action program in terms of effectiveness, and
- 2) Provide active support for the principles of Equal Employment Opportunity and Affirmative Action in the community and with County employees.

12.5 Appeal of Alleged Discriminatory Conduct

If an employee or a Candidate for Appointment to a Position with the County feels that the County has engaged in a discriminatory employment conduct against a member of a protected class, the employee may file a written Notice of Appeal to the Civil Service Commission with the Human Resources Manager within ten (10) working days from the date of action or from the date when the claimant gains knowledge of

the action. The Notice of Appeal shall include the name, address and telephone number of the Appellant, a description of the specific decision or conduct that is being appealed and the date of the decision or conduct, the name and title of the decision maker or other person accused of discriminatory conduct. All appeals to the Civil Service Commission shall be filed in conformance with and heard pursuant to the provisions of the Washington County Civil Service Commission Rules of Procedure for Appeals. Candidates appealing under this Article may not also choose to appeal under Section 10.2. Procedures for filing a complaint are contained in Appendix E (*also can be found in Revised Personnel Rules and Regulations*).

Organizational Profile

Contractors and subcontractors are required to include in their AAPs an organizational profile of their workforce using either a “workforce analysis” or “organizational display” that provides detailed data reflecting staffing patterns within the establishment. 41 C.F.R. § 60-2.11. An organizational profile shows the staffing pattern within a contractor’s establishment. This profile assists an employer in identifying where, in the workforce of its site which is the subject of this AAP, women or minorities are underrepresented or concentrated. A workforce analysis is used in this AAP, which lists each job title from the lowest paid to the highest paid within each department or similar organizational unit.

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Assessment and Taxation													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Delivery Clerk	6	R015A	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Administrative Specialist II	6	R021A	32	5	3	0	2	0	0	0	0	0	15
				27	14	0	11	0	0	2	0		
Property Appraiser II	2	R031	6	5	5	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Accounting Assistant II	6	R023A	6	1	1	0	0	0	0	0	0	0	3
				5	2	0	3	0	0	0	0		
GIS Technician II	3	R028	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Administrative Specialist	6	R025A	4	1	1	0	0	0	0	0	0	0	0
				3	3	0	0	0	0	0	0		
Senior Accounting Assistant	6	R027A	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Elections Supervisor	2	R033	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
GIS Technician II	3	R034	4	3	3	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Property Appraiser II	2	R037	13	5	5	0	0	0	0	0	0	0	0
				8	8	0	0	0	0	0	0		
Personal Property Tax Auditor	2	R037	2	0	0	0	0	0	0	0	0	0	1
				2	1	0	1	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Assessment and Taxation													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Data Control Coordinator	3	R039	2	1	1	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0		
Appraisal Data Analyst	2	R041	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Property Appraiser, Senior	2	R041	5	4	4	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Industrial Appraiser	2	R041	2	1	1	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
GIS Analyst	3	R047	2	2	1	0	0	0	1	0	0	0	1
				0	0	0	0	0	0	0	0		
Archivist and Records Supervisor	5	R43M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Recording Supervisor	5	R43M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Data Control Supervisor	2	R43M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
GIS Supervisor	2	R43M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Property Appraisal Supervisor	2	R47M	4	3	3	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Property Tax Supervisor	2	R48M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Assessment and Taxation</i>														
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native	Hawaiian	Indian	Two or	Minority
													More	
Elections Manager	1	R53M	1	0	0	0	0	0	0	0	0	0	0	1
				1	0	0	0	0	1	0	0	0		
Administrative Manager	1	R55M	1	0	0	0	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0			
Appraisal Division Manager	2	R58M	1	1	1	0	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0			
Cartography and Records Manager	1	R58M	1	0	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0			
Tax Division Manager	1	R58M	1	1	1	0	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0			
Director of Assessment and Taxation	1	R70M	1	1	1	0	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0			
Summary of Assessment and Taxation			98	37	34	0	2	1	0	0	0	0	23	
				61	41	0	17	1	0	2	0			

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Community Corrections													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Specialist I	6	R015A	2	0	0	0	0	0	0	0	0	0	1
				2	1	0	1	0	0	0	0		
Community Corrections Specialist II	4	R701	4	2	1	0	0	0	0	0	0	1	1
				2	2	0	0	0	0	0	0		
Community Corrections Specialist I	4	R701	10	8	4	1	1	0	0	1	1	0	4
				2	2	0	0	0	0	0	0		
Community Corrections Case Monitor	4	R024	3	1	0	0	1	0	0	0	0	0	1
				2	2	0	0	0	0	0	0		
Administrative Specialist II	6	R021A	9	1	1	0	0	0	0	0	0	0	0
				8	8	0	0	0	0	0	0		
Accounting Assistant II	6	R023A	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Victim Assistance Specialist	5	R029	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Senior Administrative Specialist	6	R025A	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Administrative Assistant	6	R030	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Probation and Parole Officer II	4	R417	9	4	3	0	1	0	0	0	0	0	1
				5	5	0	0	0	0	0	0		
Community Corrections Specialist II	4	R702	13	9	5	0	2	2	0	0	0	0	4
				4	4	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Community Corrections

Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Residential Mental Health Specialist	2	R705	5	2	2	0	0	0	0	0	0	0	1
				3	2	0	0	0	0	1	0		
Residential Counselor	4	R703	11	3	2	0	1	0	0	0	0	0	2
				8	7	0	0	0	0	1	0		
Community Corrections Specialist III	4	R704	3	2	1	0	0	1	0	0	0	0	1
				1	1	0	0	0	0	0	0		
Management Analyst I	2	R039	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Probation and Parole Officer II	4	R420	42	19	13	3	2	1	0	0	0	0	11
				23	18	1	4	0	0	0	0		
Mental Health Specialist I	2	R36M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Community Corrections Center Supervisor I	4	R42M	3	2	1	0	0	0	0	0	0	1	2
				1	0	0	1	0	0	0	0		
Mental Health Specialist II	2	R42M	3	1	1	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Management Analyst II	2	R45M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Community Corrections Center Supervisor II	1	R46M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Probation and Parole Services Supervisor	2	R50M	8	3	3	0	0	0	0	0	0	0	1
				5	4	0	1	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Community Development</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Specialist II	6	R021A	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Grants Technician	5	R031	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Housing Rehabilitation Specialist	2	R040	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Housing Rehabilitation Coordinator	2	R044	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Housing and Community Development Specialist	2	R044	3	3	3	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Senior Community Development Specialist	2	R044	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Community Development Program Manager	1	R58M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Summary of Community Development			9	5	5	0	0	0	0	0	0	0	0
				4	4	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Cooperative Library Services													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Library Clerk	6	R015A	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0			
Delivery Clerk	6	R015A	4	2	2	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0			
Library Assistant	5	R021A	6	1	1	0	0	0	0	0	0	0	1
				5	4	0	1	0	0	0			
Senior Library Assistant	5	R025A	6	2	2	0	0	0	0	0	0	0	0
				4	4	0	0	0	0	0			
Administrative Assistant	6	R030	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Client Services Technician II	3	R040	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Senior Program Educator	2	R040	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Librarian I	2	R33M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Librarian II	2	R39M	10	2	1	0	1	0	0	0	0	0	1
				8	8	0	0	0	0	0			
Library Program Supervisor	2	R43M	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0			
Management Analyst II	2	R45M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Cooperative Library Services

Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Network Analyst II	2	R51M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Community Library Supervisor	2	R46M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Web System Administrator	2	R52M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Database Administrator	2	R54M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Network Analyst	2	R54M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Library Automation Systems Supervisor	2	R56M	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	0	1	0	0	0		
Cooperative Library Services Manager	1	R63M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Summary of Cooperative Library Services			42	11	10	0	1	0	0	0	0	0	3
				31	29	0	1	1	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>County Administrative Office/Board of County Commissione</i>														
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native	Hawaiian	Indian	Two or	Minority
													More	
Assistant County Administrator	1	R74AM	2	2	0	2	0	0	0	0	0	0	0	0
				0	2	0	0	0	0	0	0	0	0	0
County Administrator	1	R500	1	1	0	1	0	0	0	0	0	0	0	0
				0	1	0	0	0	0	0	0	0	0	0
Summary of County Administrative Office/Board of County Commissione			18	12	6	12	4	0	2	0	0	0	0	2
				6	12	4	0	2	0	0	0	0	0	2

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>County Counsel</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Specialist II	6	R021A	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Senior Administrative Specialist	6	R025A	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	0	1	0	0			
Paralegal	5	R038	2	0	0	0	0	0	0	0	0	0	1
				2	1	0	0	1	0	0			
Management Analyst II	2	R45M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Assistant County Counsel II	2	R61M	1	0	0	0	0	0	0	0	0	0	1
				1	0	1	0	0	0	0			
Senior Assistant County Counsel	2	R61M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Senior Assistant County Counsel	2	R69M	5	4	4	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Summary of County Counsel			12	4	4	0	0	0	0	0	0	0	3
				8	5	1	0	2	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>County Emergency Management</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Specialist II	6	R021A	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Program Specialist	5	R030	1	1	0	0	0	0	1	0	0	0	1
				0	0	0	0	0	0	0	0		
Emergency Management Coordinator	2	R45M	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Emergency Management Supervisor	2	R51M	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Emergency Management Manager	2	R60M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Summary of County Emergency Management			7	6	5	0	0	0	1	0	0	0	1
				1	1	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>District Attorney</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Specialist II	6	R021A	33	2	1	0	0	1	0	0	0	0	9
				31	23	1	6	0	0	0	1		
Victim Assistance Specialist	5	R029	10	0	0	0	0	0	0	0	0	0	5
				10	5	0	4	0	0	0	1		
Nonsupport Specialist	5	R029	2	0	0	0	0	0	0	0	0	0	1
				2	1	0	1	0	0	0	0		
Senior Administrative Specialist	6	R025A	15	0	0	0	0	0	0	0	0	0	0
				15	15	0	0	0	0	0	0		
Software Applications Specialist	3	R033	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Legal Assistant	5	R035	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Legal Administrative Specialist	5	R037	3	0	0	0	0	0	0	0	0	0	0
				3	3	0	0	0	0	0	0		
Senior Software Applications Specialist	3	R037	1	1	0	1	0	0	0	0	0	0	1
				0	0	0	0	0	0	0	0		
District Attorney	1	R505	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Deputy District Attorney II	2	R47M	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Deputy District Attorney III	2	R47M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>District Attorney</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Deputy District Attorney IV	2	R47M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Deputy District Attorney II	2	R53M	3	2	2	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Deputy District Attorney III	2	R53M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Administrative Manager	1	R55M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Deputy District Attorney III	2	R57M	4	3	3	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Deputy District Attorney IV	2	R57M	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0		
Deputy District Attorney IV	2	R67DM	18	12	10	0	1	1	0	0	0	0	2
				6	6	0	0	0	0	0	0		
Senior Deputy District Attorney	2	R67DM	3	1	1	0	0	0	0	0	0	0	1
				2	1	0	0	1	0	0	0		
Senior Deputy District Attorney	2	R72DM	4	2	2	0	0	0	0	0	0	0	1
				2	1	0	0	1	0	0	0		
Chief Deputy District Attorney	1	R76DM	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Summary of District Attorney			108	28	24	1	2	1	0	0	0	21	
				80	63	1	12	2	0	0	2		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Finance Division</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Senior Accounting Assistant	6	R027A	3	0	0	0	0	0	0	0	0	0	1
				3	2	0	1	0	0	0	0		
Payroll Specialist	6	R033	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Software Applications Specialist	3	R033	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Accountant II	2	R038	3	1	1	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Management Analyst II	2	R45M	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	0	1	0	0	0		
Management Information Systems Administrator	2	R51M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Chief Accountant	2	R49M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Senior Management Analyst	2	R49M	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Controller	1	R58M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Chief Finance Officer	1	R66M	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	0	1	0	0	0		
Summary of Finance Division			16	4	4	0	0	0	0	0	0	0	3
				12	9	0	1	2	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Fleet Division</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Equipment Service Worker	7	R204	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Stores Clerk	6	R204	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Senior Accounting Assistant	6	R027A	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Automotive Mechanic	7	R209	5	5	5	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Equipment Mechanic	7	R209	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Fleet Services Coordinator	7	R212	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Fleet Maintenance Supervisor	7	R45M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Management Analyst II	2	R45M	2	1	0	0	1	0	0	0	0	0	1
				1	1	0	0	0	0	0	0		
Fleet Manager	1	R58M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Summary of Fleet Division			17	14	13	0	1	0	0	0	0	0	1
				3	3	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Health and Human Services													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Specialist I	6	R015A	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0		
Animal Services Officer II	4	R023	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Animal Shelter Technician II	3	R023	6	1	1	0	0	0	0	0	0	0	1
				5	4	0	0	0	0	1	0		
Community Health Worker II	5	R024	16	1	0	0	1	1	0	0	0	0	15
				15	1	1	13	0	0	0	0		
Administrative Specialist II	6	R021A	26	2	1	0	1	1	0	0	0	0	16
				24	9	2	11	1	0	0	1		
Deputy Medical Examiner	4	R036A	4	3	2	0	1	1	0	0	0	0	1
				1	1	0	0	0	0	0	0		
Accounting Assistant II	6	R023A	2	0	0	0	0	0	0	0	0	0	1
				2	1	0	0	1	0	0	0		
WIC Breastfeeding Peer Counselor	5	R026	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Nutrition Technician	3	R026	12	1	0	0	1	1	0	0	0	0	7
				11	5	0	5	1	0	0	0		
Animal Services Officer II	4	R029	5	4	3	0	0	1	1	0	0	0	1
				1	1	0	0	0	0	0	0		
Veterinary Technician	3	R029	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Health and Human Services													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Senior Administrative Specialist	6	R025A	5	0	0	0	0	0	0	0	0	0	4
				5	1	0	4	0	0	0	0		
Administrative Assistant	6	R030	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Program Specialist	5	R030	6	0	0	0	0	0	0	0	0	0	1
				6	5	0	1	0	0	0	0		
Mental Health Services Coordinator II	2	R032	6	0	0	0	0	0	0	0	0	0	1
				6	5	0	0	1	0	0	0		
Support Unit Supervisor	6	R033	2	0	0	0	0	0	0	0	0	0	1
				2	1	0	1	0	0	0	0		
Environmental Health Specialist II	2	R033	2	1	0	0	0	1	0	0	0	0	1
				1	1	0	0	0	0	0	0		
Disability and Aging Services Coordinator	2	R034	6	0	0	0	0	0	0	0	0	0	0
				6	6	0	0	0	0	0	0		
Veterans Services Coordinator	2	R034	4	3	3	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Disability and Aging Services Coordinator, Senior	5	R036	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Animal Behavior and Outreach Coordinator	3	R036	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Program Educator	2	R036	7	2	2	0	0	0	0	0	0	0	3
				5	2	0	3	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Health and Human Services</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Mental Health Services Coordinator II	2	R036	18	1	0	1	0	0	0	0	0	0	4
				17	14	1	1	1	0	0	0		
Recycling Project Specialist	5	R039	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Environmental Health Specialist II	2	R039	8	5	3	1	1	0	0	0	0	0	2
				3	3	0	0	0	0	0	0		
Code Enforcement Officer	4	R040	2	1	1	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Program Educator	2	R040	3	1	1	0	0	0	0	0	0	0	1
				2	1	0	1	0	0	0	0		
Seasonal Mosquito Control	3	R043	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Senior Environmental Health Specialist	2	R043	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Community Health Nurse II	2	R304	16	1	1	0	0	0	0	0	0	0	6
				15	9	0	2	4	0	0	0		
Senior Program Coordinator	2	R047	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Public Health Lactation Consultant	2	R36M	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0		
Public Health Nutritionist	2	R36M	6	0	0	0	0	0	0	0	0	0	1
				6	5	0	0	1	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Health and Human Services													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Senior Mental Health Services Coordinator	2	R40M	21	3	1	0	0	2	0	0	0	0	6
				18	14	0	3	1	0	0	0		
Senior Public Health Nutritionist	2	R40M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Animal Services Supervisor	2	R39M	2	1	1	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Mental Health Specialist II	2	R42M	7	3	2	1	0	0	0	0	0	0	2
				4	3	0	0	1	0	0	0		
Epidemiologist	2	R43M	2	0	0	0	0	0	0	0	0	0	1
				2	1	0	0	0	0	1	0		
Program Coordinator	2	R43M	19	6	6	0	0	0	0	0	0	0	0
				13	13	0	0	0	0	0	0		
Management Analyst II	2	R45M	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Emergency Medical Services Coordinator	2	R45M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Program Coordinator	2	R47M	14	4	4	0	0	0	0	0	0	0	0
				10	10	0	0	0	0	0	0		
Quality Assurance Program Coordinator	2	R47M	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	0	1	0	0	0		
Department Communications Coordinator	2	R48M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Health and Human Services													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Disability and Aging Services Supervisor	2	R46M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Veterans Services Supervisor	2	R46M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Management Analyst	2	R49M	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Community Health Nursing Supervisor	2	R49M	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Environmental Health Supervisor	2	R49M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Veterinarian	2	R49M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Mental Health Services Supervisor	2	R52M	9	4	4	0	0	0	0	0	0	0	0
				5	5	0	0	0	0	0	0		
Public Health Program Supervisor	2	R52M	7	2	0	0	0	0	1	0	1	0	3
				5	4	0	1	0	0	0	0		
Children and Family Program Supervisor	2	R52M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Emergency Medical Servcs Prog Supervisor	2	R52M	1	1	0	0	0	0	1	0	0	0	1
				0	0	0	0	0	0	0	0		
Solid Waste Management Supervisor	2	R52M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Health and Human Services</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Animal Services Manager	2	R54M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Administrative Manager	1	R55M	1	1	0	0	0	0	1	0	0	0	1
				0	0	0	0	0	0	0	0		
Behavioral Health Supervisor	2	R57M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Health & Human Services Division Manager	1	R63M	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Director of Health and Human Services	1	R73AM	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Summary of Health and Human Services			280	59	43	3	8	4	0	1	0	84	
				221	153	4	48	13	0	2	1		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Housing Services</i>													
Title	EEO	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority	
Housing Rental Assistance Program Manager	2	R47M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Housing Asset Manager	2	R47M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Senior Program Coordinator	2	R47M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Management Analyst	2	R49M	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	0	1	0	0	0		
Assistant Director of Housing Services	1	R63M	1	1	0	1	0	0	0	0	0	0	1
				0	0	0	0	0	0	0	0		
Director of Housing Services	1	R67AM	1	1	0	0	1	0	0	0	0	0	1
				0	0	0	0	0	0	0	0		
Summary of Housing Services			34	17	8	1	7	1	0	0	0	15	
				17	11	1	3	2	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Human Resources</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Specialist II	6	R021A	3	1	0	1	0	0	0	0	0	0	1
				2	2	0	0	0	0	0			
Human Resources Specialist	5	R035	5	1	0	1	0	0	0	0	0	0	2
				4	3	0	1	0	0	0			
Human Resources Analyst I	2	R039	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Human Resources Analyst II	2	R045	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Human Resources Analyst II	2	R45M	4	2	0	2	0	0	0	0	0	0	2
				2	2	0	0	0	0	0			
Human Resources Info Systems (HRIS) Administrator	2	R49M	1	0	0	0	0	0	0	0	0	0	1
				1	0	1	0	0	0	0			
Senior Human Resources Analyst	2	R49M	2	2	1	0	0	0	1	0	0	0	1
				0	0	0	0	0	0	0			
Benefits Supervisor	2	R54M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Principal Human Resources Analyst	2	R57M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Human Resources Manager	1	R66M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Summary of Human Resources			20	8	3	4	0	1	0	0	0	7	
				12	10	1	1	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Information Services Division</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Information Technology Project Manager	2	R58M	3	0	0	0	0	0	0	0	0	0	0
				3	3	0	0	0	0	0	0		
Systems Administration Supervisor	2	R58M	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Senior Database Administrator	2	R58M	4	2	1	0	0	0	1	0	0	0	1
				2	2	0	0	0	0	0			
Information Technology (IT) Enterprise Architect	2	R58M	2	2	1	0	1	0	0	0	0	0	1
				0	0	0	0	0	0	0			
Applications Development and Support Manager	2	R58M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Technical Services Manager	2	R61M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Applications Development and Support Manager	2	R60M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Deputy Chief Information Services Officer	1	R63M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Chief Information Systems Officer	1	R66M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Summary of Information Services Division			61	42	37	0	1	4	0	0	0	10	
				19	14	2	1	2	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Justice Court</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Specialist I	6	R015A	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0			
Administrative Specialist II	6	R021A	4	0	0	0	0	0	0	0	0	0	1
				4	3	0	1	0	0	0			
Senior Administrative Specialist	6	R025A	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Court Administrator	2	R037	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0			
Justice Court Judge	1	R506	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0			
Summary of Justice Court			9	1	1	0	0	0	0	0	0	0	1
				8	7	0	1	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Juvenile</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Specialist II	6	R021A	6	0	0	0	0	0	0	0	0	0	4
				6	2	0	4	0	0	0	0		
Accounting Assistant II	6	R023A	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Administrative Specialist	6	R025A	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Accounting Assistant	6	R027A	2	0	0	0	0	0	0	0	0	0	1
				2	1	0	0	1	0	0	0		
Juvenile Counselor I	2	R032	46	27	12	5	5	3	0	0	2	21	
				19	13	0	3	2	0	1	0		
Accountant I	2	R032	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0		
Juvenile Counselor II	2	R038	27	9	4	0	4	0	0	1	0	10	
				18	13	0	4	1	0	0	0		
Senior Juvenile Counselor	2	R038	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Conciliation Counselor	2	R042	3	3	2	0	1	0	0	0	0	1	
				0	0	0	0	0	0	0	0		
Senior Juvenile Counselor	2	R042	10	4	2	0	2	0	0	0	0	4	
				6	4	0	1	1	0	0	0		
Juvenile Services Supervisor	1	R48M	1	0	0	0	0	0	0	0	0	0	
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Juvenile</i>														
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native	Hawaiian	Indian	Two or	Minority
													More	
Juvenile Services Division Manager	1	R53M	5	3	3	0	0	0	0	0	0	0	0	1
				2	1	0	0	0	1	0	0	0	0	
Administrative Manager	1	R55M	1	0	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0	0	
Director of Juvenile Department	1	R67AM	1	0	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0	0	
Summary of Juvenile			106	47	24	5	12	3	0	1	2		43	
				59	39	0	13	6	0	1	0			

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Land Use and Transportation</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Community Services Program Monitor	4	R025	3	3	2	0	1	0	0	0	0	0	1
				0	0	0	0	0	0	0	0		
Building Permit Technician I	3	R025	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Building Permit Technician II	3	R025	5	1	0	0	1	0	0	0	0	0	1
				4	4	0	0	0	0	0	0		
Administrative Specialist II	6	R021A	14	0	0	0	0	0	0	0	0	0	3
				14	11	0	3	0	0	0	0		
Utility Worker	8	R202	25	23	18	0	5	0	0	0	0	0	5
				2	2	0	0	0	0	0	0		
Engineering Aide	3	R201	2	1	1	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Light Equipment Operator	8	R203	8	8	6	0	2	0	0	0	0	0	2
				0	0	0	0	0	0	0	0		
Bridge Maintenance Worker I	7	R203	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Planning Assistant	5	R028	4	1	1	0	0	0	0	0	0	0	0
				3	3	0	0	0	0	0	0		
Stores Clerk	6	R204	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Senior Administrative Specialist	6	R025A	7	1	0	0	0	1	0	0	0	0	2
				6	5	0	1	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Land Use and Transportation</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Senior Building Permit Technician	3	R035	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Building Permit Technician II	3	R035	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Heavy Equipment Operator	7	R210	9	9	9	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Bridge Maintenance Worker III	7	R210	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Engineering Technician II	5	R211	3	1	0	0	1	0	0	0	0	0	1
				2	2	0	0	0	0	0	0		
Inspection Technician II	3	R211	5	4	4	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Traffic and Signal Lighting Technician	3	R216	7	5	3	1	0	0	0	0	1	0	2
				2	2	0	0	0	0	0	0		
GIS Technician III	3	R038	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Associate Planner	2	R038	1	1	0	0	1	0	0	0	0	0	1
				0	0	0	0	0	0	0	0		
Assistant Planner	2	R038	4	1	1	0	0	0	0	0	0	0	0
				3	3	0	0	0	0	0	0		
Management Analyst I	2	R039	5	2	2	0	0	0	0	0	0	0	0
				3	3	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Land Use and Transportation</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Safety Specialist	2	R039	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Engineering Assistant	5	R040	3	2	1	0	1	0	0	0	0	0	1
				1	1	0	0	0	0	0	0		
Senior Environmental Resource Specialist	3	R040	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Program Educator	2	R040	2	0	0	0	0	0	0	0	0	0	1
				2	1	1	0	0	0	0	0		
Inspection Technician III	3	R213	8	7	5	0	0	2	0	0	0	0	2
				1	1	0	0	0	0	0	0		
Survey Technician III	3	R213	8	8	8	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Engineering Technician III	3	R213	4	3	3	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Operations Supervisor	7	R042	3	2	2	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Associate Planner	2	R042	7	3	3	0	0	0	0	0	0	0	3
				4	1	0	2	1	0	0	0		
Inspector II	3	R043	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Plans Examiner II	3	R043	4	2	2	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Land Use and Transportation</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Right-of-Way Agent	2	R044	2	2	1	0	0	0	0	0	1	0	1
				0	0	0	0	0	0	0	0		
GIS Analyst	3	R047	5	4	3	0	0	0	1	0	0	0	1
				1	1	0	0	0	0	0	0		
CAD Systems Specialist	3	R046	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Engineering Associate	2	R046	11	8	6	1	1	0	0	0	0	0	2
				3	3	0	0	0	0	0	0		
Project Manager	2	R046	5	5	5	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Plans Examiner II	3	R049	4	3	2	1	0	0	0	0	0	0	1
				1	1	0	0	0	0	0	0		
Inspector II	3	R049	14	14	14	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Traffic Analyst	2	R050	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Senior Plans Examiner	3	R051	2	1	1	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0		
Senior Inspector	3	R051	4	4	4	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Training Coordinator	2	R40M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Land Use and Transportation</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Emergency Management Coordinator	2	R45M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Management Analyst II	2	R45M	5	3	3	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Building Permit Supervisor	2	R45M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Transportation Planner	2	R47M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Department Communications Coordinator	2	R48M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Planner	2	R49M	10	5	5	0	0	0	0	0	0	0	0
				5	5	0	0	0	0	0	0		
Senior Management Analyst	2	R49M	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Inspection Supervisor	3	R50M	3	3	3	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Right-of-Way Supervisor	2	R50M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Project Manager	2	R50M	5	5	5	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Survey Supervisor	2	R50M	2	1	1	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Land Use and Transportation</i>														
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native	Hawaiian	Indian	Two or	Minority
													More	
Operations Manager	1	R63M	1	1	0	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0	0
County Engineer	2	R65M	1	1	0	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0	0
Assistant Director of Land Use & Transportation	1	R69M	1	1	0	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0	0
Director of Land Use and Transportation	1	R73AM	1	1	0	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	0	0
Summary of Land Use and Transportation			294	193	167	5	13	6	0	2	0	0	0	37
				101	90	1	8	2	0	0	0	0	0	

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Law Library</i>														
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native	Hawaiian	Indian	Two or	Minority
													More	
Library Assistant	5	R021A	1	0	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0			
Librarian I	2	R33M	1	0	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0			
Law Librarian	2	R39M	1	1	1	0	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0			
Summary of Law Library			3	1	1	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Purchasing Division</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Senior Buyer	2	R037	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Buyer	2	R037	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Purchasing Supervisor	2	R52M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Summary of Purchasing Division			3	1	1	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Sheriff's Office													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
General Services Aide	8	R007	2	1	1	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Criminal Records Specialist II	6	R024	9	2	1	0	1	0	0	0	0	0	2
				7	6	0	1	0	0	0	0		
Administrative Specialist II	6	R021A	25	4	4	0	0	0	0	0	0	0	5
				21	16	0	4	1	0	0	0		
Library Assistant	5	R021A	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0		
Accounting Assistant II	6	R023A	5	0	0	0	0	0	0	0	0	0	0
				5	5	0	0	0	0	0	0		
Evidence Officer I	3	R103	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Crime Scene Technician	3	R103	2	2	2	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Criminal Records Specialist II	6	R028	17	2	2	0	0	0	0	0	0	0	0
				15	15	0	0	0	0	0	0		
Jail Services Technician II	4	R028	5	2	2	0	0	0	0	0	0	0	1
				3	2	0	1	0	0	0	0		
Classification Specialist	4	R028	5	2	2	0	0	0	0	0	0	0	2
				3	1	0	1	1	0	0	0		
Jail Services Technician I	4	R028	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Sheriff's Office													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Senior Administrative Specialist	6	R025A	9	0	0	0	0	0	0	0	0	0	0
				9	9	0	0	0	0	0	0		
Administrative Assistant	6	R030	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Investigative Support Specialist	3	R027	2	1	1	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Accounting Assistant	6	R027A	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Deputy	4	R100	32	29	27	0	2	0	0	0	0	0	2
				3	3	0	0	0	0	0	0		
Jail Deputy	4	R100	14	8	8	0	0	0	0	0	0	0	0
				6	6	0	0	0	0	0	0		
Jail Services Technician II	4	R032	29	6	5	0	1	0	0	0	0	0	6
				23	18	0	4	1	0	0	0		
Civil Deputy	4	R104	5	3	2	0	0	0	1	0	0	0	1
				2	2	0	0	0	0	0	0		
Senior Criminal Records Specialist	6	R033	4	3	3	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Support Unit Supervisor	6	R033	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Software Applications Specialist	3	R033	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Sheriff's Office

Title	EEO	Salary	Total										Minority
				Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	
Client Services Technician I	3	R034	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	
Equipment and Supply Coordinator	3	R034	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0	
Evidence Officer II	3	R105	3	1	1	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0	0	
Program Educator	2	R036	2	0	0	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0	0	
Training Unit Technician	3	R035	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0	0	
Management Analyst II	2	R039	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0	0	
Management Analyst I	2	R039	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	0	1	0	0	0	0	
Senior Program Educator	2	R040	6	1	0	0	0	1	0	0	0	0	2
				5	4	0	1	0	0	0	0		
Jail Deputy	4	R106	106	76	66	2	1	6	0	1	0	16	
				30	24	0	5	0	0	1	0		
Deputy	4	R106	157	147	129	3	5	9	0	1	0	19	
				10	9	0	1	0	0	0	0		
Chaplain	2	R043	1	0	0	0	0	0	0	0	0	0	
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Sheriff's Office													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Jail Corporal	4	R108	14	12	12	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Corporal	4	R108	18	16	16	0	0	0	0	0	0	0	0
				2	2	0	0	0	0	0	0		
Detective	4	R111	27	26	23	0	2	1	0	0	0	0	3
				1	1	0	0	0	0	0	0		
Information Systems Analyst I	3	R045	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Forensic Analyst	3	R109	4	1	1	0	0	0	0	0	0	0	0
				3	3	0	0	0	0	0	0		
Sergeant	3	R053	34	32	30	0	2	0	0	0	0	0	2
				2	2	0	0	0	0	0	0		
Jail Sergeant	3	R053	13	9	9	0	0	0	0	0	0	0	1
				4	3	0	0	1	0	0	0		
Sheriff's Executive Assistant	5	R35M	1	0	0	0	0	0	0	0	0	0	1
				1	0	0	1	0	0	0	0		
Mental Health Specialist II	2	R42M	3	0	0	0	0	0	0	0	0	0	0
				3	3	0	0	0	0	0	0		
Program Coordinator	2	R43M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Criminal Records Unit Supervisor	2	R43M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Sheriff's Office</i>																			
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native	Hawaiian	Indian	Two or	Minority					
													More						
Chief Deputy	1	R68M	1	1	0	1	0	0	0	0	0	0	0	0					
				0	1	0	0	0	0	0	0	0	0	0					
Undersheriff	1	R70M	1	1	0	1	0	0	0	0	0	0	0	0					
				0	1	0	0	0	0	0	0	0	0	0					
Sheriff	1	R74AM	1	1	0	1	0	0	0	0	0	0	0	0					
				0	1	0	0	0	0	0	0	0	0	0					
Summary of Sheriff's Office			604	417	187	375	158	6	0	15	22	19	6	0	2	1	0	0	71

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Support Services Administration</i>													
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Program Educator	2	R036	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Risk Management Specialist	3	R035	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Graphic Designer	3	R035	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Policy Analyst	2	R058	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Risk Management Analyst - EH&S	2	R45M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Risk Management Analyst - WC	2	R45M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Sustainability Coordinator	2	R47M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Senior Risk Management Analyst	2	R49M	1	1	1	0	0	0	0	0	0	0	0
				0	0	0	0	0	0	0	0		
Risk Manager	1	R58M	1	0	0	0	0	0	0	0	0	0	0
				1	1	0	0	0	0	0	0		
Summary of Support Services Administration			9	3	3	0	0	0	0	0	0	0	0
				6	6	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

<i>Watermaster</i>														
Title	EEO	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native	Hawaiian	Indian	Two or	Minority
													More	
Assistant Watermaster	3	R031	1	1	0	1	0	0	0	0	0	0	0	0
				0	1	0	0	0	0	0	0	0	0	0
Administrative Assistant	6	R030	1	0	0	0	0	0	0	0	0	0	0	1
				1	0	0	0	0	1	0	0	0	0	0
Summary of Watermaster			2	1	1	0	0	0	0	0	0	0	0	1
				1	0	0	0	0	1	0	0	0	0	0

Workforce Analysis

Plan Date: 07/01/2017

Washington County Government

Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
<i>Summary</i>	1963	1026	865	31	72	46	1	7	4	364
		937	734	14	138	40	0	8	3	

Job Group Analysis

Contractors and subcontractors are required to include in their AAPs a “job group analysis” by combining jobs at the establishment with similar content, wage rates, and opportunities to form job groups. 41 C.F.R. § 60-2.12. The job group analysis is a contractor’s first comparison of the representation of minorities and women in its workforce with the estimated availability of minorities and women to be employed. The job group is created by first sorting the various jobs at the establishment into job groups, which is a collection of jobs in an organization with similar job content (field of work and/or skill level), similar promotional opportunities, and similar compensation. The job groups then are developed to fit the unique characteristics of each organizational unit, taking into account the size, type, and complexity of the work performed. Contractors, after combining the job titles for the job group analysis, must then separately provide the percentage of minorities and the percentage of women they employ in each job group.

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

10 - Officials and Managers												
Title	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Justice Court Judge	R506	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Law Enforcement Technology Supervisor	R56M	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Cartography and Records Manager	R58M	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Risk Manager	R58M	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Tax Division Manager	R58M	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Community Corrections Center Manager	R58M	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Community Development Program Manager	R58M	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Controller	R58M	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Fleet Manager	R58M	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Public Affairs Officer	R58M	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Building Official	R61M	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Senior Deputy County Administrator	R63M	2	1	1	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

<i>10 - Officials and Managers</i>											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Summary of 10 - Officials and Managers		64	45	41	2	1	1	0	0	0	8
			19	15	0	1	3	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Property Appraiser II	R031	6	5	5	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Management Officer	R030	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Mental Health Services Coordinator II	R032	6	0	0	0	0	0	0	0	0	1
			6	5	0	0	1	0	0	0	
Juvenile Counselor I	R032	46	27	12	5	5	3	0	0	2	21
			19	13	0	3	2	0	1	0	
Accountant I	R032	2	0	0	0	0	0	0	0	0	2
			2	0	0	1	1	0	0	0	
Residential Mental Health Specialist	R705	5	2	2	0	0	0	0	0	0	1
			3	2	0	0	0	0	1	0	
Environmental Health Specialist II	R033	2	1	0	0	1	0	0	0	0	1
			1	1	0	0	0	0	0	0	
Elections Supervisor	R033	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Disability and Aging Services Coordinator	R034	6	0	0	0	0	0	0	0	0	0
			6	6	0	0	0	0	0	0	
Veterans Services Coordinator	R034	4	3	3	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Program Educator	R036	12	3	3	0	0	0	0	0	0	3
			9	6	0	3	0	0	0	0	
Mental Health Services Coordinator II	R036	18	1	0	1	0	0	0	0	0	4
			17	14	1	1	1	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Senior Buyer	R037	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Property Appraiser II	R037	13	5	5	0	0	0	0	0	0	0
			8	8	0	0	0	0	0	0	
Buyer	R037	2	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	
Court Administrator	R037	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Personal Property Tax Auditor	R037	2	0	0	0	0	0	0	0	0	1
			2	1	0	1	0	0	0	0	
Associate Planner	R038	1	1	0	0	1	0	0	0	0	1
			0	0	0	0	0	0	0	0	
Assistant Planner	R038	4	1	1	0	0	0	0	0	0	0
			3	3	0	0	0	0	0	0	
Accountant II	R038	3	1	1	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	
Juvenile Counselor II	R038	27	9	4	0	4	0	0	1	0	10
			18	13	0	4	1	0	0	0	
Senior Juvenile Counselor	R038	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Management Analyst II	R039	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Human Resources Analyst I	R039	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Management Analyst I	R039	10	2	2	0	0	0	0	0	0	2
			8	6	0	1	1	0	0	0	
Environmental Health Specialist II	R039	8	5	3	1	1	0	0	0	0	2
			3	3	0	0	0	0	0	0	
Safety Specialist	R039	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Appraisal Data Analyst	R041	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Property Appraiser, Senior	R041	5	4	4	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Industrial Appraiser	R041	2	1	1	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Housing Rehabilitation Specialist	R040	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Senior Program Educator	R040	12	2	1	0	0	1	0	0	0	4
			10	7	1	2	0	0	0	0	
Conciliation Counselor	R042	3	3	2	0	1	0	0	0	0	1
			0	0	0	0	0	0	0	0	
Senior Juvenile Counselor	R042	10	4	2	0	2	0	0	0	0	4
			6	4	0	1	1	0	0	0	
Associate Planner	R042	7	3	3	0	0	0	0	0	0	3
			4	1	0	2	1	0	0	0	
Chaplain	R043	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Senior Environmental Health Specialist	R043	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Community Health Nurse II	R304	16	1	1	0	0	0	0	0	0	6
			15	9	0	2	4	0	0	0	
Housing Rehabilitation Coordinator	R044	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Housing and Community Development Specialist	R044	3	3	3	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Right-of-Way Agent	R044	2	2	1	0	0	0	0	1	0	1
			0	0	0	0	0	0	0	0	
Senior Community Development Specialist	R044	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Human Resources Analyst II	R045	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Real Property Management Specialist	R047	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Senior Program Coordinator	R047	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Engineering Associate	R046	11	8	6	1	1	0	0	0	0	2
			3	3	0	0	0	0	0	0	
Project Manager	R046	5	5	5	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Traffic Analyst	R050	2	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Policy Analyst	R058	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Senior Information Systems Analyst	R054	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Librarian I	R33M	2	1	1	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Mental Health Specialist I	R36M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Public Health Lactation Consultant	R36M	1	0	0	0	0	0	0	0	0	1
			1	0	0	1	0	0	0	0	
Public Health Nutritionist	R36M	6	0	0	0	0	0	0	0	0	1
			6	5	0	0	1	0	0	0	
Senior Mental Health Services Coordinator	R40M	21	3	1	0	2	0	0	0	0	6
			18	14	0	3	1	0	0	0	
Senior Public Health Nutritionist	R40M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Public and Government Affairs Assistant	R40M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Training Coordinator	R40M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Law Librarian	R39M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Librarian II	R39M	10	2	1	0	1	0	0	0	0	1
			8	8	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Animal Services Supervisor	R39M	2	1	1	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Executive Assistant	R39M	1	0	0	0	0	0	0	0	0	1
			1	0	0	1	0	0	0	0	
Performance Auditor	R42M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Mental Health Specialist II	R42M	13	4	3	1	0	0	0	0	0	2
			9	8	0	0	1	0	0	0	
Epidemiologist	R43M	2	0	0	0	0	0	0	0	0	1
			2	1	0	0	0	0	1	0	
Data Control Supervisor	R43M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Program Coordinator	R43M	22	7	7	0	0	0	0	0	0	1
			15	14	1	0	0	0	0	0	
Criminal Records Unit Supervisor	R43M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Fair Complex Marketing and Events Coordinator	R43M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
GIS Supervisor	R43M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Library Program Supervisor	R43M	2	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	
Telecommunications Coordinator	R43M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Housing Rental Assistance Program Manager	R47M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Senior Program Coordinator	R47M	15	4	4	0	0	0	0	0	0	0
			11	11	0	0	0	0	0	0	
Quality Assurance Program Coordinator	R47M	1	0	0	0	0	0	0	0	0	1
			1	0	0	0	1	0	0	0	
Housing Asset Manager	R47M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Property Appraisal Supervisor	R47M	4	3	3	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Sustainability Coordinator	R47M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Emergency Management Supervisor	R51M	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Information Systems Analyst II	R51M	5	4	4	0	0	0	0	0	0	1
			1	0	0	0	1	0	0	0	
Management Information Systems Administrator	R51M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Network Analyst II	R51M	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Senior Chaplain	R51M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Property Tax Supervisor	R48M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Capital Improvement Project Manager	R48M	3	3	1	1	0	1	0	0	0	2
			0	0	0	0	0	0	0	0	
Department Communications Coordinator	R48M	3	0	0	0	0	0	0	0	0	1
			3	2	0	1	0	0	0	0	
Community Library Supervisor	R46M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Disability and Aging Services Supervisor	R46M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Senior Performance Auditor	R46M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Veterans Services Supervisor	R46M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Senior Risk Management Analyst	R49M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Human Resources Info Systems (HRIS) Administrator	R49M	1	0	0	0	0	0	0	0	0	1
			1	0	1	0	0	0	0	0	
Senior Human Resources Analyst	R49M	2	2	1	0	0	1	0	0	0	1
			0	0	0	0	0	0	0	0	
Senior Management Analyst	R49M	11	1	1	0	0	0	0	0	0	2
			10	8	1	0	1	0	0	0	
Senior Planner	R49M	10	5	5	0	0	0	0	0	0	0
			5	5	0	0	0	0	0	0	
Community Health Nursing Supervisor	R49M	2	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	

Job Group Analysis

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Washington County Government

20 - Professionals												
Title	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Chief Accountant	R49M	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Environmental Health Supervisor	R49M	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Veterinarian	R49M	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Probation and Parole Services Supervisor	R50M	8	3	3	0	0	0	0	0	0	0	1
			5	4	0	1	0	0	0	0	0	
Right-of-Way Supervisor	R50M	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Senior Project Manager	R50M	5	5	5	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Survey Supervisor	R50M	2	1	1	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Deputy District Attorney II	R53M	3	2	2	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Deputy District Attorney III	R53M	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Fairgrounds Manager	R53M	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Purchasing Supervisor	R52M	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Mental Health Services Supervisor	R52M	9	4	4	0	0	0	0	0	0	0	0
			5	5	0	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Public Health Program Supervisor	R52M	7	2	0	0	0	1	0	1	0	3
			5	4	0	1	0	0	0		
Web System Administrator	R52M	3	2	2	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		
Children and Family Program Supervisor	R52M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
Emergency Medical Servcs Prog Supervisor	R52M	1	1	0	0	0	1	0	0	0	1
			0	0	0	0	0	0	0		
Senior Capital Improvement Project Manager	R52M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
Solid Waste Management Supervisor	R52M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		
Senior Engineer	R54M	5	3	2	0	0	1	0	0	0	1
			2	2	0	0	0	0	0		
Senior Information Systems Analyst	R54M	10	8	7	0	0	1	0	0	0	2
			2	1	0	0	1	0	0		
Senior Network Analyst	R54M	6	5	4	0	0	1	0	0	0	1
			1	1	0	0	0	0	0		
Animal Services Manager	R54M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		
Benefits Supervisor	R54M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		
Building Engineer	R54M	3	3	2	1	0	0	0	0	0	1
			0	0	0	0	0	0	0		

Job Group Analysis

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Washington County Government

20 - Professionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Applications Development and Support Manager	R60M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Emergency Management Manager	R60M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Planning and Development Services Manager	R63M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
County Engineer	R65M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Deputy District Attorney IV	R67DM	18	12	10	0	1	1	0	0	0	2
			6	6	0	0	0	0	0	0	
Senior Deputy District Attorney	R67DM	3	1	1	0	0	0	0	0	0	1
			2	1	0	0	1	0	0	0	
Senior Assistant County Counsel	R69M	5	4	4	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Senior Deputy District Attorney	R72DM	4	2	2	0	0	0	0	0	0	1
			2	1	0	0	1	0	0	0	
Summary of 20 - Professionals		638	285	228	14	23	15	0	3	2	122
			353	288	7	30	25	0	3	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

30 - Technicians											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Animal Shelter Technician II	R023	6	1	1	0	0	0	0	0	0	1
			5	4	0	0	0	0	1	0	
Building Permit Technician I	R025	2	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	
Building Permit Technician II	R025	5	1	0	0	1	0	0	0	0	1
			4	4	0	0	0	0	0	0	
Engineering Aide	R201	2	1	1	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Assistant Watermaster	R031	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Evidence Officer I	R103	2	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	
Crime Scene Technician	R103	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Nutrition Technician	R026	12	1	0	0	1	0	0	0	0	7
			11	5	0	5	1	0	0	0	
Digital Print Services Operator	R026	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
GIS Technician II	R028	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Veterinary Technician	R029	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Building Permit Technician II	R030	2	1	1	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

30 - Technicians												
Title	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Plans Examiner I	R035	1	1	0	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Risk Management Specialist	R035	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Graphic Designer	R035	2	0	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	
Senior Building Permit Technician	R035	2	0	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	
Building Permit Technician II	R035	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Training Unit Technician	R035	1	1	0	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Inspection Technician II	R211	5	4	0	4	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Traffic and Signal Lighting Technician	R216	7	5	0	3	1	0	0	0	1	0	2
			2	2	0	0	0	0	0	0	0	
Senior Software Applications Specialist	R037	1	1	0	0	1	0	0	0	0	0	1
			0	0	0	0	0	0	0	0	0	
Telecommunications Technician	R037	1	1	0	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
GIS Technician III	R038	2	0	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	
Data Control Coordinator	R039	2	1	0	1	0	0	0	0	0	0	1
			1	0	0	1	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

30 - Technicians

Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Summary of 30 - Technicians		216	144	131	3	4	5	0	1	0	23
			72	62	0	7	2	0	1	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

40 - Protective Services												
Title	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Animal Services Officer II	R023	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Community Corrections Specialist II	R701	4	2	1	0	0	0	0	0	0	1	1
			2	2	0	0	0	0	0	0	0	
Community Corrections Specialist I	R701	10	8	4	1	1	0	1	1	1	0	4
			2	2	0	0	0	0	0	0	0	
Community Services Program Monitor	R025	3	3	2	0	1	0	0	0	0	0	1
			0	0	0	0	0	0	0	0	0	
Community Corrections Case Monitor	R024	3	1	0	0	1	0	0	0	0	0	1
			2	2	0	0	0	0	0	0	0	
Deputy Medical Examiner	R036A	4	3	2	0	1	0	0	0	0	0	1
			1	1	0	0	0	0	0	0	0	
Jail Services Technician II	R028	5	2	2	0	0	0	0	0	0	0	1
			3	2	0	1	0	0	0	0	0	
Classification Specialist	R028	5	2	2	0	0	0	0	0	0	0	2
			3	1	0	1	1	0	0	0	0	
Jail Services Technician I	R028	1	0	0	0	0	0	0	0	0	0	1
			1	0	0	1	0	0	0	0	0	
Park Ranger	R029	2	1	1	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Animal Services Officer II	R029	5	4	3	0	0	1	0	0	0	0	1
			1	1	0	0	0	0	0	0	0	
Deputy	R100	32	29	27	0	2	0	0	0	0	0	2
			3	3	0	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

40 - Protective Services												
Title	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Jail Deputy	R100	14	8	8	0	0	0	0	0	0	0	0
			6	6	0	0	0	0	0	0	0	
Jail Services Technician II	R032	29	6	5	0	1	0	0	0	0	0	6
			23	18	0	4	1	0	0	0		
Probation and Parole Officer II	R417	9	4	3	0	1	0	0	0	0	0	1
			5	5	0	0	0	0	0	0		
Community Corrections Specialist II	R702	13	9	5	0	2	2	0	0	0	0	4
			4	4	0	0	0	0	0	0		
Civil Deputy	R104	5	3	2	0	0	1	0	0	0	0	1
			2	2	0	0	0	0	0	0		
Residential Counselor	R703	11	3	2	0	1	0	0	0	0	0	2
			8	7	0	0	0	0	1	0		
Community Corrections Specialist III	R704	3	2	1	0	0	1	0	0	0	0	1
			1	1	0	0	0	0	0	0		
Code Enforcement Officer	R040	2	1	1	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0		
Jail Deputy	R106	106	76	66	2	1	6	0	1	0	0	16
			30	24	0	5	0	0	1	0		
Deputy	R106	157	147	129	3	5	9	0	1	0	0	19
			10	9	0	1	0	0	0	0		
Probation and Parole Officer II	R420	42	19	13	3	2	1	0	0	0	0	11
			23	18	1	4	0	0	0	0		
Jail Corporal	R108	14	12	12	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0		

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

40 - Protective Services											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Corporal	R108	18	16	16	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	
Detective	R111	27	26	23	0	2	1	0	0	0	3
			1	1	0	0	0	0	0	0	
Community Corrections Center Supervisor I	R42M	3	2	1	0	0	0	0	0	1	2
			1	0	0	1	0	0	0	0	
Civil Unit Supervisor	R45M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Summary of 40 - Protective Services		529	390	332	9	21	22	1	3	2	81
			139	116	1	18	2	0	2	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

50 - Paraprofessionals											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Community Health Worker II	R024	16	1	0	0	1	0	0	0	0	15
			15	1	1	13	0	0	0	0	
Library Assistant	R021A	8	1	1	0	0	0	0	0	0	2
			7	5	0	2	0	0	0	0	
Grants Technician	R031	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Occupancy Specialist	R026	10	3	2	0	1	0	0	0	0	4
			7	4	1	2	0	0	0	0	
WIC Breastfeeding Peer Counselor	R026	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Planning Assistant	R028	4	1	1	0	0	0	0	0	0	0
			3	3	0	0	0	0	0	0	
Victim Assistance Specialist	R029	12	0	0	0	0	0	0	0	0	5
			12	7	0	4	0	0	0	1	
Nonsupport Specialist	R029	2	0	0	0	0	0	0	0	0	1
			2	1	0	1	0	0	0	0	
Senior Library Assistant	R025A	6	2	2	0	0	0	0	0	0	0
			4	4	0	0	0	0	0	0	
Program Specialist	R030	10	1	0	0	0	1	0	0	0	2
			9	8	0	1	0	0	0	0	
Disability and Aging Services Coordinator, Senior	R036	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Human Resources Specialist	R035	5	1	0	1	0	0	0	0	0	2
			4	3	0	1	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

<i>50 - Paraprofessionals</i>											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Legal Assistant	R035	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Engineering Technician II	R211	3	1	0	0	1	0	0	0	0	1
			2	2	0	0	0	0	0	0	
Legal Administrative Specialist	R037	3	0	0	0	0	0	0	0	0	0
			3	3	0	0	0	0	0	0	
Paralegal	R038	2	0	0	0	0	0	0	0	0	1
			2	1	0	0	1	0	0	0	
Central Services Supervisor	R038	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Recycling Project Specialist	R039	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Engineering Assistant	R040	3	2	1	0	1	0	0	0	0	1
			1	1	0	0	0	0	0	0	
Sheriff's Executive Assistant	R35M	1	0	0	0	0	0	0	0	0	1
			1	0	0	1	0	0	0	0	
Archivist and Records Supervisor	R43M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Recording Supervisor	R43M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of 50 - Paraprofessionals		93	14	8	1	4	1	0	0	0	35
			79	50	2	25	1	0	0	1	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

60 - Administrative Support

Title	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Library Clerk	R015A	2	0	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	
Administrative Specialist I	R015A	5	0	0	0	0	0	0	0	0	0	2
			5	3	0	2	0	0	0	0	0	
Delivery Clerk	R015A	9	7	7	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	
Criminal Records Specialist II	R024	9	2	1	0	1	0	0	0	0	0	2
			7	6	0	1	0	0	0	0	0	
Administrative Specialist II	R021A	163	18	11	1	6	0	0	0	0	0	58
			145	94	3	42	2	0	2	2	0	
Accounting Assistant II	R023A	19	2	2	0	0	0	0	0	0	0	5
			17	12	0	4	1	0	0	0	0	
Criminal Records Specialist II	R028	17	2	2	0	0	0	0	0	0	0	0
			15	15	0	0	0	0	0	0	0	
Stores Clerk	R204	3	3	3	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Senior Administrative Specialist	R025A	46	2	1	0	0	1	0	0	0	0	7
			44	38	0	5	1	0	0	0	0	
Administrative Assistant	R030	9	0	0	0	0	0	0	0	0	0	1
			9	8	0	0	1	0	0	0	0	
Senior Accounting Assistant	R027A	18	1	0	1	0	0	0	0	0	0	6
			17	12	1	2	2	0	0	0	0	
Senior Criminal Records Specialist	R033	4	3	3	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

<i>60 - Administrative Support</i>											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Payroll Specialist	R033	2	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	
Support Unit Supervisor	R033	3	1	1	0	0	0	0	0	0	1
			2	1	0	1	0	0	0	0	
Fair Complex Operations Supervisor	R037	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Summary of 60 - Administrative Support		310	42	32	2	7	1	0	0	0	82
			268	196	4	57	7	0	2	2	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

<i>70 - Skilled Craft</i>											
Title	Salary	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Grounds Maintenance Supervisor	R037	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
General Journey Electrician	R040	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Facilities Operations Supervisor	R042	3	3	3	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Operations Supervisor	R042	3	2	2	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
General Supervising Electrician	R045	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Parks Superintendent	R42M	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Fleet Maintenance Supervisor	R45M	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of 70 - Skilled Craft		65	61	56	0	4	1	0	0	0	5
			4	4	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

80 - Service Maintenance												
Title	Salary	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
General Services Aide	R007	4	3	3	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Groundskeeper	R025	2	2	1	0	1	0	0	0	0	0	1
			0	0	0	0	0	0	0	0	0	
Facilities Maintenance Worker	R024	6	6	6	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Utility Worker	R202	25	23	18	0	5	0	0	0	0	0	5
			2	2	0	0	0	0	0	0	0	
Light Equipment Operator	R203	8	8	6	0	2	0	0	0	0	0	2
			0	0	0	0	0	0	0	0	0	
Senior Groundskeeper	R029	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Facilities Electronics Technician	R038	2	2	2	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Summary of 80 - Service Maintenance		48	45	37	0	8	0	0	0	0	0	8
			3	3	0	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 07/01/2017

Washington County Government

Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
<i>Summary</i>	1963	1026	865	31	72	46	1	7	4	364
		937	734	14	138	40	0	8	3	

Availability Analysis

Contractors and covered Federal subcontractors, after aggregating individual jobs into job groups, are then required to determine the availability of women and minorities for those job groups. 41 C.F.R. § 60-2.14. “Availability” is a percentage estimate of the women and minorities who have the skills required to perform the jobs within the job groups. To determine the availability percentages, contractors are required to consider two factors: 1) factors reflecting the availability outside the contractor’s workforce (such as people in the immediate labor area or reasonable recruitment area); and, 2) factors affecting the availability inside the contractor’s own workforce (such as people who are qualified and available by transfer, promotion, or training). Contractors typically rely on the most current U.S. Census data to develop their external availability factors, and on their own workforce numbers to develop their internal availability factors. Both external and internal factors must be considered, but contractors may “weight” each of the two factors according to each factor’s relevance to the job group in question. Such weighting is included in the following availability statistics for each job group.

After a contractor has formulated job groups and determined the minority and female availability percentages for each job group, it must then compare the actual utilization of minorities and women in each job group with their estimated availability, and identify those job groups where the percentage of women and/or minorities employed is less than would reasonably be expected given their availability. 41 C.F.R. § 60-2.15.

Availability Analysis

Plan Date 07/01/2017

Washington County Government

10 - Officials and Managers

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	0	0	0	0	0	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	20	61	100	20	61	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 64		100						
		Final Availability (%)			20	61		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 07/01/2017

Washington County Government

10 - Officials and Managers

Factor 2: Internal Availability

Source Description	Raw Statistics (%)		Value	Weighted Factor (%)	
	Minority	Female		Weight	Minority
60 - Administrative Support (Company)	26	86	1		
20 - Professionals (Company)	19	55	5		
Final Statistics for Internal Availability	20	61	100%	20	61

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

20 - Professionals

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	14	49	59	8	29	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	18	53	41	7	22	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 638		100						
		Final Availability (%)			16	51		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 07/01/2017

Washington County Government

20 - Professionals

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value			
Oregon		1			
Census Codes used for RRA			Raw Statistics (%)		Value
			Minority	Female	
0350	Medical and health services managers		8	69	4
0410	Property, real estate, and community association managers		12	57	2
0420	Social and community service managers		15	68	7
0425	Emergency management directors		0	22	6
0430	Miscellaneous managers, including funeral service managers a		11	37	19
0530	Purchasing agents, except wholesale, retail, and farm produc		8	51	3
0630	Human resources workers		14	71	8
0640	Compensation, benefits, and job analysis specialists		6	91	1
0650	Training and development specialists		12	65	1
0710	Management analysts		8	45	35
0725	Meeting, convention, and event planners		5	90	1
0740	Business operations specialists, all other		26	61	29
0800	Accountants and auditors		13	65	12
0810	Appraisers and assessors of real estate		8	40	31
0930	Tax examiners and collectors, and revenue agents		10	70	1
0950	Financial specialists, all other		22	66	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

20 - Professionals					
Census Areas for RRA			Value		
Oregon		1			
Census Codes used for RRA			Raw Statistics (%)		Value
			Minority	Female	
1006 Computer systems analysts			18	36	14
1020 Software developers, applications and systems software			27	18	1
1060 Database administrators			16	32	6
1105 Network and computer systems administrators			16	16	6
1107 Computer occupations, all other			26	20	13
1240 Miscellaneous mathematical science occupations, including ma			14	59	1
1310 Surveyors, cartographers, and photogrammetrists			1	19	3
1360 Civil engineers			11	11	15
1530 Miscellaneous engineers, including nuclear engineers			26	13	12
1650 Medical scientists, and life scientists, all other			25	56	2
1840 Urban and regional planners			3	42	26
1860 Miscellaneous social scientists, including survey researcher			16	53	41
2000 Counselors			18	65	81
2025 Miscellaneous community and social service specialists, incl			17	55	50
2040 Clergy			13	18	2
2100 Lawyers, and judges, magistrates, and other judicial workers			8	35	44

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

20 - Professionals

Census Areas for RRA		Value			
Oregon		1	Raw Statistics (%)		
Census Codes used for RRA			Minority	Female	Value
2160 Miscellaneous legal support workers			11	79	1
2340 Other teachers and instructors			12	63	12
2430 Librarians			9	81	11
2550 Other education, training, and library workers			19	78	13
2825 Public relations specialists			11	58	2
2860 Miscellaneous media and communication workers			48	62	1
3030 Dietitians and nutritionists			9	98	8
3250 Veterinarians			6	63	1
3258 Nurse practitioners and nurse midwives			5	90	3
3540 Other healthcare practitioners and technical occupations			16	35	13
3700 First-line supervisors of correctional officers			20	23	6
3710 First-line supervisors of police and detectives			12	22	12
4920 Real estate brokers and sales agents			10	59	3
5420 Information and record clerks, all other			16	86	1
5700 Secretaries and administrative assistants			12	96	1
5940 Miscellaneous office and administrative support workers, inc			16	75	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

20 - Professionals					
Census Areas for RRA		Value			
Oregon	1				
Census Codes used for RRA		Raw Statistics (%)		Value	
Minority	Female	Minority	Female	Weight	Weighted Factor (%)
9420 Miscellaneous transportation workers, including bridge and l		11	5	2	
		Minority	Female	Weight	Weighted Factor (%)
Final Statistics for External Availability		14	49	59%	8 29
Factor 2: Internal Availability					
Source Description		Raw Statistics (%)		Value	
Minority	Female	Minority	Female	Weight	Weighted Factor (%)
40 - Protective Services (Company)		15	26	2	
60 - Administrative Support (Company)		26	86	7	
30 - Technicians (Company)		11	33	16	
20 - Professionals (Company)		19	55	76	
		Minority	Female	Weight	Weighted Factor (%)
Final Statistics for Internal Availability		18	53	41%	7 22

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

30 - Technicians

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	13	35	44	6	15	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	14	33	56	8	19	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 216		100						
		Final Availability (%)			14	34		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 07/01/2017

Washington County Government

30 - Technicians

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value	Raw Statistics (%)		
Oregon		1	Minority	Female	Value
Census Codes used for RRA					
1006	Computer systems analysts		18	36	1
1020	Software developers, applications and systems software		27	18	3
1030	Web developers		14	38	1
1050	Computer support specialists		15	32	3
1105	Network and computer systems administrators		16	16	1
1107	Computer occupations, all other		26	20	15
1310	Surveyors, cartographers, and photogrammetrists		1	19	8
1540	Drafters		9	23	2
1550	Engineering technicians, except drafters		22	22	7
1740	Environmental scientists and geoscientists		9	31	2
1965	Miscellaneous life, physical, and social science technicians		14	42	9
2015	Probation officers and correctional treatment specialists		14	51	12
2160	Miscellaneous legal support workers		11	79	8
2630	Designers		13	50	2
3535	Miscellaneous health technologists and technicians		14	55	12
3648	Veterinary assistants and laboratory animal caretakers		14	82	8

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

30 - Technicians					
Census Areas for RRA			Value		
Oregon		1			
Census Codes used for RRA			Raw Statistics (%)		Value
			Minority	Female	
3710 First-line supervisors of police and detectives			12	22	29
3820 Detectives and criminal investigators			4	25	3
3900 Animal control workers			10	29	1
3910 Private detectives and investigators			15	35	3
4240 Pest control workers			13	7	1
5000 First-line supervisors of office and administrative support			13	69	1
5220 Court, municipal, and license clerks			11	86	7
5240 Customer service representatives			17	65	7
5620 Stock clerks and order fillers			23	39	2
5900 Office machine operators, except computer			30	64	1
6200 First-line supervisors of construction trades and extraction			9	2	2
6660 Construction and building inspectors			7	15	28
7020 Radio and telecommunications equipment installers and repair			8	10	2
9420 Miscellaneous transportation workers, including bridge and l			11	5	7

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

<i>30 - Technicians</i>					
	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for External Availability	13	35	44%	6	15
Factor 2: Internal Availability					
Source Description	Raw Statistics (%)		Value		
	Minority	Female			
20 - Professionals (Company)	19	55	1		
60 - Administrative Support (Company)	26	86	1		
80 - Service Maintenance (Company)	17	6	1		
50 - Paraprofessionals (Company)	38	85	1		
40 - Protective Services (Company)	15	26	15		
30 - Technicians (Company)	11	33	20		
	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for Internal Availability	14	33	56%	8	19

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

40 - Protective Services

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	13	31	98	13	30	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	16	28	2	0	1	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 529		100						
		Final Availability (%)			14	31		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 07/01/2017

Washington County Government

40 - Protective Services

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value			
Oregon		1			
Census Codes used for RRA			Raw Statistics (%)		Value
			Minority	Female	
0565 Compliance officers			14	52	2
0640 Compensation, benefits, and job analysis specialists			6	91	4
2000 Counselors			18	65	11
2015 Probation officers and correctional treatment specialists			14	51	83
3060 Physicians and surgeons			18	37	5
3700 First-line supervisors of correctional officers			20	23	137
3710 First-line supervisors of police and detectives			12	22	170
3820 Detectives and criminal investigators			4	25	28
3850 Police officers			11	13	27
3900 Animal control workers			10	29	5
3955 Lifeguards and other recreational, and all other protective			6	56	40
			Raw Statistics (%)		Weight
			Minority	Female	
Final Statistics for External Availability			13	31	98%
					13
					30

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

40 - Protective Services

Factor 2: Internal Availability

Source Description	Raw Statistics (%)		Value	Weighted Factor (%)	
	Minority	Female		Minority	Female
30 - Technicians (Company)	11	33	1		
80 - Service Maintenance (Company)	17	6	1		
50 - Paraprofessionals (Company)	38	85	1		
40 - Protective Services (Company)	15	26	29		
Final Statistics for Internal Availability	16	28	2%	0	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

50 - Paraprofessionals

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	15	68	57	9	39	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	29	79	43	13	34	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 93		100						
		Final Availability (%)			21	72		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 07/01/2017

Washington County Government

50 - Paraprofessionals

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value	Raw Statistics (%)		
Portland-Vancouver-Hillsboro OR-WA		1	Minority	Female	Value
Census Codes used for RRA			Minority	Female	Value
0930	Tax examiners and collectors, and revenue agents		12	66	1
1550	Engineering technicians, except drafters		25	21	6
2000	Counselors		20	63	1
2016	Social and human service assistants		19	70	10
2025	Miscellaneous community and social service specialists, incl		16	56	16
2105	Judicial law clerks		0	56	3
2145	Paralegals and legal assistants		9	83	3
5000	First-line supervisors of office and administrative support		15	63	3
5320	Library assistants, clerical		12	80	13
5330	Loan interviewers and clerks		20	82	1
5360	Human resources assistants, except payroll and timekeeping		5	91	5
5600	Production, planning, and expediting clerks		12	58	3
5700	Secretaries and administrative assistants		13	95	1
5940	Miscellaneous office and administrative support workers, inc		17	76	21

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

<i>50 - Paraprofessionals</i>					
	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for External Availability	15	68	57%	9	39
Factor 2: Internal Availability					
Source Description	Raw Statistics (%)		Value		
	Minority	Female			
20 - Professionals (Company)	19	55	1		
30 - Technicians (Company)	11	33	1		
60 - Administrative Support (Company)	26	86	5		
50 - Paraprofessionals (Company)	38	85	5		
	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for Internal Availability	29	79	43%	13	34

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

60 - Administrative Support

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	14	89	72	10	64	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	26	86	28	7	24	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 310		100						
		Final Availability (%)			17	88		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 07/01/2017

Washington County Government

60 - Administrative Support

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value					
Portland-Vancouver-Hillsboro OR-WA		1					
Census Codes used for RRA			Raw Statistics (%)		Value		
			Minority	Female			
5000 First-line supervisors of office and administrative support			15	63	5		
5120 Bookkeeping, accounting, and auditing clerks			12	91	37		
5140 Payroll and timekeeping clerks			16	88	2		
5420 Information and record clerks, all other			17	77	27		
5510 Couriers and messengers			14	19	9		
5620 Stock clerks and order fillers			26	38	4		
5700 Secretaries and administrative assistants			13	95	205		
Final Statistics for External Availability			Raw Statistics (%)		Weight	Weighted Factor (%)	
			Minority	Female		Minority	Female
			14	89	72%	10	64

Factor 2: Internal Availability

Source Description	Raw Statistics (%)		Value
	Minority	Female	
60 - Administrative Support (Company)	26	86	29

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

60 - Administrative Support

	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for Internal Availability	26	86	28%	7	24

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

70 - Skilled Craft								
Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	13	4	25	3	1	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	18	20	75	14	15	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 65		100						
		Final Availability (%)			17	16		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 07/01/2017

Washington County Government

70 - Skilled Craft

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value	Raw Statistics (%)		
Oregon		1	Minority	Female	Value
Census Codes used for RRA					
4210	First-line supervisors of landscaping, lawn service, and gro		20	6	1
6005	First-line supervisors of farming, fishing, and forestry wor		27	11	1
6200	First-line supervisors of construction trades and extraction		9	2	3
6320	Construction equipment operators except paving, surfacing, a		8	3	18
6355	Electricians		12	3	3
6530	Structural iron and steel workers		16	3	3
6660	Construction and building inspectors		7	15	3
6730	Highway maintenance workers		7	3	2
7000	First-line supervisors of mechanics, installers, and repaire		8	8	4
7200	Automotive service technicians and mechanics		19	2	5
7340	Maintenance and repair workers, general		16	4	22
9420	Miscellaneous transportation workers, including bridge and l		11	5	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

<i>70 - Skilled Craft</i>					
	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for External Availability	13	4	25%	3	1
Factor 2: Internal Availability					
Source Description	Raw Statistics (%)		Value		
	Minority	Female			
60 - Administrative Support (Company)	26	86	1		
80 - Service Maintenance (Company)	17	6	5		
	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for Internal Availability	18	20	75%	14	15

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 07/01/2017

Washington County Government

80 - Service Maintenance								
Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	32	24	76	24	18	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	17	6	24	4	2	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 48		100						
		Final Availability (%)			28	20		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 07/01/2017

Washington County Government

80 - Service Maintenance

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value					
Portland-Vancouver-Hillsboro OR-WA		1					
Census Codes used for RRA			Raw Statistics (%)		Value		
			Minority	Female			
4220 Janitors and building cleaners			33	32	31		
4250 Grounds maintenance workers			52	8	4		
6320 Construction equipment operators except paving, surfacing, a			9	5	7		
7100 Electrical and electronics repairers, transportation equipme			0	0	1		
7610 Helpers--installation, maintenance, and repair workers			68	13	2		
			Raw Statistics (%)		Weight	Weighted Factor (%)	
			Minority	Female		Minority	Female
Final Statistics for External Availability			32	24	76%	24	18

Factor 2: Internal Availability

Source Description	Raw Statistics (%)		Value		
	Minority	Female			
80 - Service Maintenance (Company)	17	6	4		
	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for Internal Availability	17	6	24%	4	2

Placement Goals

Contractors and subcontractors must compare the percentage of minorities and women in each job group with the availability for those job groups as calculated in this AAP. 41 C.F.R. § 60-2.13 to 60.2.15. When the percentage of minorities or women in a job group is less than would be reasonably expected given their availability, contractors are required to establish placement goals, which also serve as reasonably attainable objectives to measure progress toward achieving equal employment opportunity. 41 C.F.R. § 60-2.16.

Contractors may use a number of methods to determine whether their actual employment percentage of minorities and/or females is lower than would reasonably be expected, including the need to set a placement goal when: 1) there is “any difference” between the availability percentage and the employment percentage; 2) actual employment is less than 80 percent of calculated availability (which is the expected representation); or, 3) the difference between the actual and expected employment is statistically significant. Any reasonable method, as long as it is uniformly applied, is acceptable to the OFCCP.

Placement goals are established as a percentage equal to the calculated availability and serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. 41 C.F.R. § 60-2.16. **Although a contractor is required to make good faith efforts to meet its goals, the goals are not allowed under law to be quotas (with the exception of a few circumstances, such as when there is a court order to remedy prior unlawful discrimination.)**

Placement Goals

Plan Date: 07/01/2017

Washington County Government

Job Group	Group Size	Employment (%)		Availability (%)		Placement Goals* Needed		Annual Goal (%)	
		Minority	Female	Minority	Female	Minority	Female	Minority	Female
10 - Officials and Managers	64	13	30	20	61	No ¹	Yes ¹		61
20 - Professionals	638	19	55	16	51	No ¹	No ¹		
30 - Technicians	216	11	33	14	34	No ¹	No ¹		
40 - Protective Services	529	15	26	14	31	No ¹	Yes ¹		31
50 - Paraprofessionals	93	38	85	21	72	No ¹	No ¹		
60 - Administrative Support	310	26	86	17	88	No ¹	No ¹		
70 - Skilled Craft	65	8	6	17	16	Yes ¹	Yes ²	17	16
80 - Service Maintenance	48	17	6	28	20	No ¹	Yes ²		20

1 - Two Standard Deviations
2 - 80% Rule

*The establishment of a "Placement Goal" does not amount to an admission of impermissible conduct. It is neither a finding of lawful discrimination nor a finding of a lack of a good faith affirmative action efforts. Nor does the establishment of a Placement Goal permit unlawful discrimination. Rather the establishment of a "Placement Goal" is a technical targeting term used exclusively by affirmative action planners who seek to apply good faith efforts to increase in the future the percentage employment of minorities and women in the workforce.

Progress Toward Goals Report

Contractors and subcontractors must maintain its current affirmative action plan (AAP) and documentation of good faith efforts, and must preserve its AAP and documentation of good faith efforts for the immediately preceding AAP year. 41 C.F.R. § 60-1.12 (b).

One of the key components to the effective implementation of an AAP is the acknowledgement of progress toward the goals established in the utilization analysis of the preceding year. As such, this is one of the items requested by OFCCP during a routine compliance evaluation.

To compare progress toward goals, the contractor must measure the employment activity that has occurred during the plan year. The variable here is opportunities which are defined by OFCCP as total placements (hires plus promotions) into the job group.

Progress Toward Goals Report

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

Job Group	Prior Year - 2016			Prior Year Goals (%)		Number of Opportunities (#)			Actual Placement		Goal Met?	
	Total	Minority	Female	Minority	Female	Total	Minority	Female	Minority	Female	Minority	Female
									%	%		
10 - Officials and Man	64	7	18	22	43	6	2	4	33	67	Y	Y
20 - Professionals	570	88	314	N/A	N/A	245	62	147	25	60	N/A	N/A
30 - Technicians	188	26	59	N/A	N/A	70	4	22	6	31	N/A	N/A
40 - Protective Servic	512	77	137	N/A	31	116	15	41	13	35	N/A	Y
50 - Paraprofessionals	87	33	73	N/A	N/A	28	10	22	36	79	N/A	N/A
60 - Administrative Su	289	66	252	N/A	N/A	105	36	90	34	86	N/A	N/A
70 - Skilled Craft	66	5	3	13	N/A	8	0	1	0	13	N	N/A
80 - Service Maintenanc	45	10	2	N/A	24	17	1	1	6	6	N/A	N

Disparity Analysis

Contractors and subcontractors are required to include personnel activity (applicant flow, hires, terminations, promotions, and any other personnel actions) to determine whether there are selection disparities. 41 C.F.R. § 60-2.17 (b) (2).

The Disparity Analysis is a tool to measure the statistical relationship between two selected groups. The following report identifies whether the rates of those hired, promoted, or terminated are similar without regard to race or gender.

Disparity Analysis - Hires

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

20 - Professionals											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	144	4635	277	62	2180	82	2455	2.84%	3.34%	0.97	No
Hispanic vs Black	29	744	510	17	494	12	250	3.44%	4.80%	0.90	No
Asian vs Black	19	555	510	7	305	12	250	2.30%	4.80%	1.61	No
Am. Indian vs Black	14	352	510	2	102	12	250	1.96%	4.80%	1.24	No
Hawaiian vs Black	12	294	510	0	44	12	250	0.00%	4.80%	1.48	No
Two or More vs Black	13	553	510	1	303	12	250	0.33%	4.80%	3.45	Yes
White vs Black	117	3154	510	105	2904	12	250	3.62%	4.80%	0.95	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

30 - Technicians											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	31	1597	174	10	627	21	970	1.59%	2.16%	0.81	No
Black vs White	29	1162	244	1	68	28	1094	1.47%	2.56%	0.56	No
Hispanic vs White	28	1256	244	0	162	28	1094	0.00%	2.56%	2.06	Yes
Asian vs White	29	1170	244	1	76	28	1094	1.32%	2.56%	0.67	No
Am. Indian vs White	29	1123	244	1	29	28	1094	3.45%	2.56%	-0.30	No
Hawaiian vs White	28	1106	244	0	12	28	1094	0.00%	2.56%	0.56	No
Two or More vs White	28	1180	244	0	86	28	1094	0.00%	2.56%	1.50	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

40 - Protective Services											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	84	2646	61	55	1804	29	842	3.05%	3.44%	0.54	No
Black vs White	74	1905	133	0	183	74	1722	0.00%	4.30%	2.86	Yes
Hispanic vs White	81	2081	133	7	359	74	1722	1.95%	4.30%	2.09	Yes
Asian vs White	74	1799	133	0	77	74	1722	0.00%	4.30%	1.86	No
Am. Indian vs White	75	1756	133	1	34	74	1722	2.94%	4.30%	0.39	No
Hawaiian vs White	75	1762	133	1	40	74	1722	2.50%	4.30%	0.56	No
Two or More vs White	75	1881	133	1	159	74	1722	0.63%	4.30%	2.26	Yes

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

50 - Paraprofessionals											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	16	754	62	2	292	14	462	0.68%	3.03%	2.18	Yes
Black vs Hispanic	4	132	95	0	41	4	91	0.00%	4.40%	1.36	No
Asian vs Hispanic	5	134	95	1	43	4	91	2.33%	4.40%	0.59	No
Am. Indian vs Hispanic	4	100	95	0	9	4	91	0.00%	4.40%	0.64	No
Hawaiian vs Hispanic	4	97	95	0	6	4	91	0.00%	4.40%	0.52	No
Two or More vs Hispanic	5	123	95	1	32	4	91	3.13%	4.40%	0.31	No
White vs Hispanic	14	590	95	10	499	4	91	2.00%	4.40%	1.38	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

60 - Administrative Support											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	76	2432	107	11	530	65	1902	2.08%	3.42%	1.57	No
Hispanic vs Black	21	505	218	17	416	4	89	4.09%	4.49%	0.17	No
Asian vs Black	7	228	218	3	139	4	89	2.16%	4.49%	1.00	No
Am. Indian vs Black	7	132	218	3	43	4	89	6.98%	4.49%	-0.60	No
Hawaiian vs Black	4	116	218	0	27	4	89	0.00%	4.49%	1.12	No
Two or More vs Black	6	223	218	2	134	4	89	1.49%	4.49%	1.36	No
White vs Black	51	1562	218	47	1473	4	89	3.19%	4.49%	0.67	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

70 - Skilled Craft											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	2	131	6	0	39	2	92	0.00%	2.17%	0.93	No
Black vs White	2	98	12	0	2	2	96	0.00%	2.08%	0.21	No
Hispanic vs White	2	105	12	0	9	2	96	0.00%	2.08%	0.44	No
Asian vs White	2	106	12	0	10	2	96	0.00%	2.08%	0.46	No
Am. Indian vs White	2	97	12	0	1	2	96	0.00%	2.08%	0.15	No
Hawaiian vs White	2	97	12	0	1	2	96	0.00%	2.08%	0.15	No
Two or More vs White	2	102	12	0	6	2	96	0.00%	2.08%	0.36	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

80 - Service Maintenance											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	13	280	6	1	56	12	224	1.79%	5.36%	1.14	No
Black vs White	13	195	20	0	14	13	181	0.00%	7.18%	1.04	No
Hispanic vs White	13	216	20	0	35	13	181	0.00%	7.18%	1.64	No
Asian vs White	13	191	20	0	10	13	181	0.00%	7.18%	0.88	No
Am. Indian vs White	13	190	20	0	9	13	181	0.00%	7.18%	0.83	No
Hawaiian vs White	13	184	20	0	3	13	181	0.00%	7.18%	0.48	No
Two or More vs White	13	195	20	0	14	13	181	0.00%	7.18%	1.04	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Promotions

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

20 - Professionals										
Non-Favored vs Favored	Total Proms	Total Pool	Non-Favored Proms	Non-Favored Pool	Favored Proms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	83	570	25	256	58	314	9.77%	18.47%	2.93	Yes
Black vs Hispanic	13	45	1	7	12	38	14.29%	31.58%	0.93	No
Asian vs Hispanic	16	77	4	39	12	38	10.26%	31.58%	2.31	Yes
Am. Indian vs Hispanic	12	41	0	3	12	38	0.00%	31.58%	1.16	No
Hawaiian vs Hispanic	12	38	0	0	12	38	N/A	31.58%	N/A	No
Two or More vs Hispanic	12	39	0	1	12	38	0.00%	31.58%	0.68	No
White vs Hispanic	78	520	66	482	12	38	13.69%	31.58%	2.97	Yes

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Promotions identified from the job group
 The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Promotions

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

30 - Technicians										
Non-Favored vs Favored	Total Proms	Total Pool	Non-Favored Proms	Non-Favored Pool	Favored Proms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	38	188	11	59	27	129	18.64%	20.93%	0.36	No
Hispanic vs Black	3	17	1	13	2	4	7.69%	50.00%	1.94	No
Asian vs Black	4	12	2	8	2	4	25.00%	50.00%	0.87	No
Am. Indian vs Black	3	5	1	1	2	4	100.00%	50.00%	-0.91	No
Hawaiian vs Black	2	4	0	0	2	4	N/A	50.00%	N/A	No
Two or More vs Black	2	4	0	0	2	4	N/A	50.00%	N/A	No
White vs Black	34	166	32	162	2	4	19.75%	50.00%	1.48	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Promotions identified from the job group
 The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Promotions

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

40 - Protective Services										
Non-Favored vs Favored	Total Proms	Total Pool	Non-Favored Proms	Non-Favored Pool	Favored Proms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	46	512	30	375	16	137	8.00%	11.68%	1.29	No
Black vs White	43	444	3	9	40	435	33.33%	9.20%	-2.42	No
Hispanic vs White	43	471	3	36	40	435	8.33%	9.20%	0.17	No
Asian vs White	40	458	0	23	40	435	0.00%	9.20%	1.52	No
Am. Indian vs White	40	442	0	7	40	435	0.00%	9.20%	0.84	No
Hawaiian vs White	40	436	0	1	40	435	0.00%	9.20%	0.32	No
Two or More vs White	40	436	0	1	40	435	0.00%	9.20%	0.32	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Promotions identified from the job group
 The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Promotions

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

50 - Paraprofessionals										
Non-Favored vs Favored	Total Proms	Total Pool	Non-Favored Proms	Non-Favored Pool	Favored Proms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	7	87	3	73	4	14	4.11%	28.57%	3.08	Yes
Black vs White	4	58	0	4	4	54	0.00%	7.41%	0.56	No
Hispanic vs White	6	82	2	28	4	54	7.14%	7.41%	0.04	No
Asian vs White	5	55	1	1	4	54	100.00%	7.41%	-3.19	No
Am. Indian vs White	4	54	0	0	4	54	N/A	7.41%	N/A	No
Hawaiian vs White	4	54	0	0	4	54	N/A	7.41%	N/A	No
Two or More vs White	4	54	0	0	4	54	N/A	7.41%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Promotions identified from the job group
 The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Promotions

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

60 - Administrative Support										
Non-Favored vs Favored	Total Proms	Total Pool	Non-Favored Proms	Non-Favored Pool	Favored Proms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	44	289	5	37	39	252	13.51%	15.48%	0.31	No
Black vs White	36	227	2	4	34	223	50.00%	15.25%	-1.89	No
Hispanic vs White	40	279	6	56	34	223	10.71%	15.25%	0.87	No
Asian vs White	36	227	2	4	34	223	50.00%	15.25%	-1.89	No
Am. Indian vs White	34	225	0	2	34	223	0.00%	15.25%	0.60	No
Hawaiian vs White	34	223	0	0	34	223	N/A	15.25%	N/A	No
Two or More vs White	34	223	0	0	34	223	N/A	15.25%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Promotions identified from the job group
 The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Promotions

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

80 - Service Maintenance										
Non-Favored vs Favored	Total Proms	Total Pool	Non-Favored Proms	Non-Favored Pool	Favored Proms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	11	45	0	2	11	43	0.00%	25.58%	0.82	No
Black vs White	10	36	0	1	10	35	0.00%	28.57%	0.63	No
Hispanic vs White	11	44	1	9	10	35	11.11%	28.57%	1.08	No
Asian vs White	10	35	0	0	10	35	N/A	28.57%	N/A	No
Am. Indian vs White	10	35	0	0	10	35	N/A	28.57%	N/A	No
Hawaiian vs White	10	35	0	0	10	35	N/A	28.57%	N/A	No
Two or More vs White	10	35	0	0	10	35	N/A	28.57%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Promotions identified from the job group
 The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Terminations

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

10 - Officials and Managers										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	7	64	2	18	5	46	11.11%	10.87%	0.03	No
Black vs Hispanic	0	4	0	2	0	2	0.00%	0.00%	N/A	No
Asian vs Hispanic	0	5	0	3	0	2	0.00%	0.00%	N/A	No
Am. Indian vs Hispanic	0	2	0	0	0	2	N/A	0.00%	N/A	No
Hawaiian vs Hispanic	0	2	0	0	0	2	N/A	0.00%	N/A	No
Two or More vs Hispanic	0	2	0	0	0	2	N/A	0.00%	N/A	No
White vs Hispanic	7	59	7	57	0	2	12.28%	0.00%	0.53	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Terminations

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

20 - Professionals										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	134	570	77	314	57	256	24.52%	22.27%	0.63	No
Black vs Asian	9	46	0	7	9	39	0.00%	23.08%	N/A	No
Hispanic vs Asian	20	77	11	38	9	39	28.95%	23.08%	0.59	No
Am. Indian vs Asian	10	42	1	3	9	39	33.33%	23.08%	0.40	No
Hawaiian vs Asian	9	39	0	0	9	39	N/A	23.08%	N/A	No
Two or More vs Asian	9	40	0	1	9	39	0.00%	23.08%	N/A	No
White vs Asian	122	521	113	482	9	39	23.44%	23.08%	0.05	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Terminations

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

30 - Technicians										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	30	188	22	129	8	59	17.05%	13.56%	0.61	No
Hispanic vs Black	1	17	1	13	0	4	7.69%	0.00%	0.57	No
Asian vs Black	1	12	1	8	0	4	12.50%	0.00%	0.74	No
Am. Indian vs Black	0	5	0	1	0	4	0.00%	0.00%	N/A	No
Hawaiian vs Black	1	4	1	0	0	4	N/A	0.00%	N/A	No
Two or More vs Black	0	4	0	0	0	4	N/A	0.00%	N/A	No
White vs Black	27	166	27	162	0	4	16.67%	0.00%	0.89	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Terminations

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

40 - Protective Services										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	86	512	31	137	55	375	22.63%	14.67%	2.13	Yes
Black vs Asian	3	32	1	9	2	23	11.11%	8.70%	0.21	No
Hispanic vs Asian	6	59	4	36	2	23	11.11%	8.70%	0.30	No
Am. Indian vs Asian	5	30	3	7	2	23	42.86%	8.70%	2.12	Yes
Hawaiian vs Asian	3	24	1	1	2	23	100.00%	8.70%	2.70	Yes
Two or More vs Asian	2	24	0	1	2	23	0.00%	8.70%	N/A	No
White vs Asian	77	458	75	435	2	23	17.24%	8.70%	1.07	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Terminations

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

50 - Paraprofessionals										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	28	87	8	14	20	73	57.14%	27.40%	2.18	Yes
Black vs Hispanic	9	32	2	4	7	28	50.00%	25.00%	1.04	No
Asian vs Hispanic	7	29	0	1	7	28	0.00%	25.00%	N/A	No
Am. Indian vs Hispanic	7	28	0	0	7	28	N/A	25.00%	N/A	No
Hawaiian vs Hispanic	7	28	0	0	7	28	N/A	25.00%	N/A	No
Two or More vs Hispanic	7	28	0	0	7	28	N/A	25.00%	N/A	No
White vs Hispanic	26	82	19	54	7	28	35.19%	25.00%	0.94	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Terminations

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

60 - Administrative Support										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	78	289	12	37	66	252	32.43%	26.19%	0.80	No
Black vs Hispanic	15	60	3	4	12	56	75.00%	21.43%	2.39	Yes
Asian vs Hispanic	14	60	2	4	12	56	50.00%	21.43%	1.31	No
Am. Indian vs Hispanic	14	58	2	2	12	56	100.00%	21.43%	2.55	Yes
Hawaiian vs Hispanic	12	56	0	0	12	56	N/A	21.43%	N/A	No
Two or More vs Hispanic	12	56	0	0	12	56	N/A	21.43%	N/A	No
White vs Hispanic	71	279	59	223	12	56	26.46%	21.43%	0.77	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Terminations

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

70 - Skilled Craft										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	5	66	5	63	0	3	7.94%	0.00%	0.51	No
Black vs Hispanic	0	4	0	0	0	4	N/A	0.00%	N/A	No
Asian vs Hispanic	0	5	0	1	0	4	0.00%	0.00%	N/A	No
Am. Indian vs Hispanic	0	4	0	0	0	4	N/A	0.00%	N/A	No
Hawaiian vs Hispanic	0	4	0	0	0	4	N/A	0.00%	N/A	No
Two or More vs Hispanic	0	4	0	0	0	4	N/A	0.00%	N/A	No
White vs Hispanic	5	65	5	61	0	4	8.20%	0.00%	0.60	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 03/01/2015

Disparity Analysis - Terminations

Date Range: March 1, 2016 through June 30, 2017

Washington County Government

80 - Service Maintenance										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	17	45	6	2	11	43	300.00%	25.58%	7.82	Yes
Black vs Hispanic	3	10	1	1	2	9	100.00%	22.22%	1.61	No
Asian vs Hispanic	2	9	0	0	2	9	N/A	22.22%	N/A	No
Am. Indian vs Hispanic	2	9	0	0	2	9	N/A	22.22%	N/A	No
Hawaiian vs Hispanic	3	9	1	0	2	9	N/A	22.22%	N/A	No
Two or More vs Hispanic	2	9	0	0	2	9	N/A	22.22%	N/A	No
White vs Hispanic	15	44	13	35	2	9	37.14%	22.22%	0.84	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 03/01/2015

**Affirmative Action Program for
Protected Veterans**

Washington County Government

Hillsboro, OR

**Affirmative Action Program
For Protected Veterans**

**July 1, 2017 through June 30, 2018
Plan Year**

CONFIDENTIAL, TRADE SECRET, AND PRIVATE MATERIAL

This Affirmative Action Plan contains confidential, trade secret, commercial, and private information of Washington County which is protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to the Trade Secrets Act, 18 U.S.C. § 1905. The release of this information could cause substantial harm to Washington County or its employees within the meaning of the Freedom of Information Act ("FOIA"), 5 U.S.C. §§ 552 (b)(3), (4), and (6) and the Trade Secrets Act. FOIA protects information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). Furthermore, release of any trade secret, confidential statistical or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CNA Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 (D.C. Cir.), cert. denied, 485 U.S. 977 (1988).

**Washington County Government
Hillsboro, OR**

**AFFIRMATIVE ACTION PROGRAM
FOR PROTECTED VETERANS**

**July 1, 2017 through June 30, 2018
Plan Year**

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Introduction

Washington County Government (Washington County) sets forth this affirmative action program (“AAP”) for the year from July 1, 2017 through June 30, 2018, reaffirming its commitment to the spirit and letter of affirmative action law. Through the implementation of this plan Washington County continues its efforts to comply with appropriate government regulations and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this AAP, Washington County recognizes its duty to ensure equal employment opportunity. The following statement of policy reinforces that belief.

Equal Employment Opportunity Policy Statement

41 C.F.R. § 60-300.44(a)

In setting forth this plan Washington County reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment. The Human Resources Manager, as the EEO Administrator, oversees the plan development, modification, implementation, and reporting requirements and conducts management updates. Washington County’s top U.S. executive supports Washington County’s AAP.

Washington County provides for an audit and reporting system regarding Washington County’s affirmative action responsibilities under the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended (“VEVRAA”) regulations, and assigns overall responsibility for the implementation of affirmative action responsibilities under these regulations.

Washington County recruits, hires, trains and promotes persons in all job titles, and ensures that all personnel actions are administered without regard to protected veteran status; and ensures that all employment actions are based only on valid job requirements. Washington County’s employees and applicants are not subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. filing a complaint with Washington County or with Federal, state, or local agencies regarding the status covered under this AAP;
2. assisting or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any Federal, State, or local law requiring equal employment opportunity for protected veterans;
3. opposing any act or practice made unlawful by VEVRAA or its implementing regulations, or any other Federal, State or local law requiring equal opportunity for protected veterans; or
4. exercising any other right protected by VEVRAA or its implementing regulations.

Washington County's full AAP, absent the data metrics required by 41 CFR § 60-300.44(k), is available for inspection upon request at the location and during the hours that are posted at Washington County's establishment at Washington County's Human Resources Office.

Definitions. For the purposes of this AAP, the term "Protected Veteran" shall be defined as follows, according to the VEVRAA regulations:

Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the U. S. Department of Defense.

Armed Forces Service Medal Veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation to which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Disabled Veteran means:

1. A veteran of the U. S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
2. A person who was discharged or released from active duty because of a service-connected disability.

Protected Veteran means a veteran who is protected under the non-discrimination and affirmative action provisions of VEVRAA; specifically, a veteran who may be classified as a "disabled veteran," "recently-separated veteran," "active duty wartime or campaign badge veteran," and/or an "Armed Forces Service Medal Veteran" as defined by this AAP and VEVRAA.

Recently-Separated Veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

Pre-JVA veterans are those who would be protected by 41 C.F.R. Part 250 if it were not rescinded, but would not be protected under 41 C.F.R. Part 300, and if Washington County is found to still be signatory to any federal contracts signed on or before November 30, 2003 and which have not since been amended, modified and/or extended.

Review of Personnel Processes

41 C.F.R. § 300.44(b)

1. Washington County ensures its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees who are known protected veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.
2. Washington County also ensures that when a protected veteran is considered for employment opportunities, Washington County relies only on that portion of the individual's military record, including his or her discharge papers, relevant to the requirements of the opportunity in issue.
3. Washington County ensures that its personnel processes do not stereotype protected veterans in a manner which limits their access to all jobs for which they are qualified.
4. Washington County periodically reviews such processes and makes any necessary modifications to ensure that these obligations are carried out. A description of the review and any necessary modifications to personnel processes or development of new processes is included in this AAP.
5. Washington County designs procedures that facilitate a review of the implementation of this requirement by Washington County and the Government. The procedures Washington County uses are as follows:
 - a. The application or personnel form of each known applicant who is a protected veteran is annotated to identify each vacancy for which the applicant was considered, and the form will be quickly retrievable for review by the Department of Labor and Washington County's personnel officials for use in investigations and internal compliance activities.
 - b. Where applicants or employees are selected for hire, promotion, or training and Washington County undertakes any accommodation which makes it possible for it to place a disabled veteran on the job, Washington County makes a record containing a description of the accommodation. The record is treated as a confidential medical record in accordance with § 60-300.23(d).

Physical and Mental Job Qualifications

41 C.F.R. § 300.23 and 44(c)

1. Washington County adheres to a schedule for the periodic review of all physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out qualified disabled veterans, they are job-related for the position and are consistent with job necessity.

2. Whenever Washington County applies physical or mental qualification standards in the selection of applicants or employees for employment or other change in employment status such as promotion, demotion or training, to the extent that qualification standards tend to screen out qualified disabled veterans, the standards shall be related to the specific job or jobs for which the individual is being considered and consistent with business necessity. Washington County reviews its job descriptions and qualifications to ensure they accurately reflect job duties and responsibilities. The schedule is as follows as job openings become available; as new job qualifications are established; and/or, when new equipment is installed.
3. No pre-employment physical examinations or questionnaires are used by Washington County prior to a job offer contingent on such examinations and other requirements.
4. Washington County may use as a defense to a violation of its obligations in Paragraph 2 above that an individual poses a direct threat to the health or safety of the individual or others in the workplace.
5. When Washington County conducts a medical examination or inquiry of a protected veteran it will do so according to the terms and conditions of the VEVRAA and Section 503 regulations, and the results of such an examination or inquiry are kept confidential according to federal regulations, which includes the following exceptions:
 - a. Supervisors and managers may be informed regarding restrictions on the work or duties of the applicant or employee and necessary accommodations;
 - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and,
 - c. Government officials engaged in enforcing the laws administered by the OFCCP regarding individuals with disabilities or protected veterans, or enforcing The Americans with Disabilities Act (“ADA”) and The Americans with Disabilities Act Amendment Act of 2008 (“ADAAA”), shall be provided relevant information on request.

Reasonable Accommodation

41 C.F.R. §60-300.44(d)

1. It is Washington County's policy as a matter of nondiscrimination to make reasonable accommodation to the known physical and mental limitations of all otherwise qualified disabled veterans unless it can demonstrate that the accommodation would impose an undue hardship on Washington County's business, in accordance with the terms and conditions of Section 503 regulations. Undue hardship will be determined by its definition under applicable regulations under Section 503 including, but not limited to the following: Undue hardship means, with respect to the provision of an accommodation, significant difficulty or expense incurred by the contractor, when considered in light of the factors set forth in 41 CFR § 60-300.2 (aa)(2), such as the overall financial resources of the facility and the impact of the accommodation upon the operation of the facility (this is not an all-inclusive list).
2. As a matter of affirmative action, if an employee who is known to be a disabled veteran is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, Washington County confidentially notifies the employee of the performance problem and inquires whether the problem is related to the employee's disability.
3. If the employee responds affirmatively, Washington County confidentially inquires whether the employee is in need of a reasonable accommodation.

Anti-Harassment Procedures

41 C.F.R. § 60-300.44(e)

Washington County has developed and implemented procedures to ensure its employees are not harassed because of their status as a protected veteran.

External Dissemination of Policy, Outreach, and Positive Recruitment

41 C.F.R. § 300.44(f)

1. Washington County sends written notification of its policy related to affirmative action efforts to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.
2. Washington County undertakes appropriate outreach and positive recruitment activities such as some of those listed below that are reasonably designed to effectively recruit protected veterans. It is not contemplated that Washington County will necessarily undertake all the activities listed below or that its activities will be limited to the items listed below. The scope of Washington County's efforts shall depend upon all circumstances, including Washington County's size and resources and the extent to which existing employment practices are adequate.
 - a. Enlisting the assistance and support of the following persons and organizations in recruiting, and developing on-the-job training opportunities for veterans to fulfill its commitment to provide meaningful employment opportunities for such veterans:
 - i. The Local Veterans' Employment Representative in the local employment service office (i.e. the One-Stop) nearest Washington County's establishment;
 - ii. The Department of Veterans Affairs Regional Office nearest Washington County's establishment;
 - iii. The veterans' counselors and coordinators ("Vet-Reps") on college campuses;
 - iv. The service officers of the national veterans' groups active in the area of Washington County's establishment;
 - v. Local veterans' groups and veterans' service centers near Washington County's establishment;
 - vi. The Department of Defense Transition Assistance Program (TAP), or any subsequent program that, in whole or in part, might replace TAP; and
 - vii. Any organization listed in the Employer Resources section of the National Resource Directory (<http://www.nationalresourcedirectory.gov/>), or any future service that replaces or complements it.
 - b. Washington County also considers taking the actions listed below, as appropriate, to fulfill its commitment to provide meaningful employment opportunities to protected veterans:
 - i. Formal briefing sessions should be held, preferably on Washington County's premises, with representatives from recruiting sources.

- ii. Washington County's facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the company's selection process, and recruiting literature are an integral part of the briefing. At any such briefing sessions, the Washington County official in charge of its affirmative action program is in attendance when possible. Formal arrangements should be made for referral of applicants, follow up with sources, and feedback on disposition of applicants.
 - iii. Washington County's recruitment efforts at all educational institutions incorporate special efforts to reach students who are protected veterans.
 - iv. An effort is made to participate in work-study programs with Department of Veterans Affairs rehabilitation facilities which specialize in training or educating disabled veterans.
 - v. Protected veterans are made available for participation in career days, youth motivation programs, and related activities in their communities.
 - vi. Washington County takes any other positive steps it deems necessary to attract qualified protected veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures. These persons may be located through the local chapters of organizations of and for any of the classifications of protected veterans.
 - vii. Washington County, in making hiring decisions, considers applicants who are known protected veterans for all available positions for which they may be qualified when the position(s) applied for is unavailable.
 - viii. Washington County considers listing its job openings with the National Resource Directory's Veterans Job Bank, or any future service that replaces or complements it.
3. Washington County documents all activities it undertakes to comply with the obligations of this section, and retain these documents for a period of three (3) years.

Assessment of External Outreach and Recruitment Efforts

41 C.F.R. § 300.44(f)(3)

1. Washington County, on an annual basis, reviews the outreach and recruitment efforts it has taken over the previous twelve months to evaluate their effectiveness in identifying and recruiting qualified protected veterans. Washington County documents each evaluation, including at a minimum the criteria it used to evaluate the effectiveness of each effort and Washington County's conclusion as to whether each effort was effective. Among these criteria shall be the data collected pursuant to 41 C.F.R. § 60-300.44(k) for the current year and the two most recent previous years. If Washington County

concludes the totality of its efforts were not effective in identifying and recruiting qualified protected veterans, it shall identify and implement alternative efforts listed in paragraphs (f)(1) or (f)(2) of this section to fulfill its obligations.

Internal Dissemination of Policy

41 C.F.R. § 60-300.44(g)

1. Washington County recognizes that a strong outreach program will be ineffective without adequate internal support from supervisory and management personnel and other employees.
2. Washington County implements and disseminates this policy internally as follows:
 - a. includes it in Washington County's policy manual or otherwise make the policy available to employees; and
 - b. if Washington County is party to a collective bargaining agreement, it notifies union officials and/or employee representatives to inform them of Washington County's policy, and request their cooperation.
3. Further, to assure greater employee cooperation and participation in Washington County's efforts, Washington County has developed the internal procedures listed in this section of the AAP for communication of its obligation to engage in affirmative action efforts to employ and advance in employment qualified protected veterans. It is not contemplated that Washington County's activities will be limited to those listed. These procedures shall be designed to foster understanding, acceptance and support among Washington County's executive, management, supervisory and other employees and to encourage such persons to take the necessary actions to aid Washington County in meeting this obligation. Washington County additionally considers implementing and disseminating this policy internally as follows:
 - a. Informing all employees and prospective employees of its commitment to engage in affirmative action to increase employment opportunities for protected veterans;
 - b. Publicizing it in Washington County's newspaper, magazine, annual report and other media;
 - c. Conducting special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the chief executive officer's support for the affirmative action policy;
 - d. Discussing the policy thoroughly in both employee orientation and management training programs; and

- e. When employees are featured in employee handbooks or similar publications for employees, including disabled veterans.

Audit and Reporting System

C.F.R. § 60-300.44(h)

1. Washington County has designed and implemented an audit and reporting system that:
 - a. Measures the effectiveness of Washington County's AAP;
 - b. Indicates any need for remedial action;
 - c. Determines the degree to which Washington County's objectives have been attained;
 - d. Determines whether known protected veterans have had the opportunity to participate in all of Washington County's sponsored educational, training, recreational and social activities;
 - e. Measures Washington County's compliance with the AAP's specific obligations; and
 - f. Documents the actions taken to comply with the obligations of paragraphs (i) through (v) above, and retain these documents as employment records for three years subject to the recordkeeping requirements of § 60-300.80.
2. Where the affirmative action program is found to be deficient, Washington County undertakes necessary action to bring the program into compliance.

Responsibility for Implementation of the Plan

1. Identification and Responsibilities of EEO/AA Administrator **41 C.F.R. § 60-300.44(i)**

In furtherance of Washington County's commitment to Affirmative Action and Equal Employment Opportunity, overall responsibility for implementing Washington County's AAP rests with its EEO/AA Administrator, whose identity should appear on all internal and external communications regarding Washington County's AAP. The EEO/AA Administrator shall be given top management support and staff to manage the implementation of this program as it pertains to all applicable laws, orders and regulations, including VEVRAA. Specifically, The Human Resources Manager or the designated representative's duties include:

- a. Ensures that Washington County lists its job openings in accordance with the requirements of 41 C.F.R. § 300.5.
- b. Ensuring Washington County posts in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the OFCCP Director provided by or through the contracting officer. Such notices shall state the rights of

applicants and employees as well as Washington County's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants who are protected veterans.

- c. Ensuring Washington County's applicants or employees who are disabled veterans are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Braille or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair) when an applicant or employee requests the poster in an alternative format, or when Washington County knows that an applicant or employee is unable to read the poster because of a disability. Washington County may also provide the poster to an applicant or employee who is a disabled veteran in other alternate means, such as on disc or in audio recording, as long as the format provided enables the individual who is a disabled veteran to access the contents of a poster.
- d. Ensuring that, with respect to employees, if any, who do not work at a physical location of Washington County, Washington County satisfies its posting obligations by posting such notices in an electronic format, provided that Washington County provides computers, or access to computers, that can access the electronic posting to such employees, or Washington County has actual knowledge that such employees otherwise are able to access the electronically posted notices.
- e. Ensuring electronic notices for employees are posted in a conspicuous location and format on Washington County's intranet or sent by electronic mail to employees. An electronic posting is used by Washington County to notify job applicants of their rights if Washington County utilizes an electronic application process. Such electronic applicant notice are conspicuously stored with, or as part of, the electronic application.
- f. Ensuring that to the extent this requirement is applicable to Washington County, Washington County notifies labor organizations of its EEO policy as required by 41 C.F.R. § 60-300.44(g).
- g. Ensuring Washington County includes the provisions of this clause in every subcontract or purchase order in excess of \$100,000, unless exempted by the rules, regulations, or orders of the Secretary of Labor pursuant to VEVRAA, so that such provisions will be binding upon each subcontractor or vendor, under the terms and conditions of 41 CFR § 60-300.5(a).
- h. Ensuring that all solicitations or advertisements for employees placed by or on behalf of Washington County, state that all qualified applicants will receive consideration for employment without regard to their protected veteran status.
- i. Developing, maintaining and, where appropriate, modifying Washington County's AAP for protected veterans, policy statements, personnel policies, internal and external communication techniques including discussions with managers, supervisors and employees to ensure Washington County's policies are followed, and monitoring the effectiveness of these actions.

- j. Advising supervisors that they are responsible to prevent harassment of employees due to their status as a protected veteran.
- k. Identifying problem areas with line management in the implementation of the program, and helping management develop solutions to any identifiable problem area.
- l. Designing, implementing and overseeing an audit and reporting system to monitor the progress of the Company and the AAP's effectiveness, including auditing the contents of Washington County's electronic and hard copy bulletin boards on a regular basis to ensure that compliance information that is posted is up to date.
- m. Serving as liaison between Washington County and governmental enforcement agencies, community groups, vocational rehabilitation organizations, and organizations for protected veterans.
- n. Evaluating the effectiveness of Washington County's plan on a regular basis, and reporting to management.
- o. Monitoring policies and procedures including the selection, evaluation, promotion and training process with regard to the various terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
- p. Assisting in ensuring that Washington County has processes and procedures: a) to ensure career counseling for employees who are protected veterans, when requested and appropriate; and, b) to review personnel actions, policies, procedures, and employee and applicants' qualifications to ensure protected veterans are treated in accordance with anti-discrimination laws when hiring, promotion, transfer, and termination actions occur.
- q. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
- r. Assisting in the investigation, handling and disposition of employee discrimination and harassment complaints.
- s. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, and opportunity for participation in Company-sponsored recreational, educational and social activities.
- t. Overseeing and ensuring that the below self-identification procedures are conducted as set forth in the VEVRAA regulations, using the language and manner prescribed by the OFCCP Director and published on the OFCCP Web site, as follows:
 - i. Pre-offer self-identification invitation procedures for Washington County's job applicants as set forth in 41 C.F.R. § 60-300.42 (a); and
 - ii. Post-offer identification procedures for Washington County's job applicants as set forth in 41 C.F.R. § 60-300.42 (a).

Further, Washington County does not compel or coerce an individual to self-identify as a protected veteran. Washington County keeps all information on self-identification confidential, and maintains it in a data analysis file (rather than in

the medical or personnel files of individual employees) as set forth in 41 C.F.R. § 60-300.23(d). Washington County only uses the self-identification information in accordance with the VEVRAA regulations.

- u. Ensuring that Washington County complies with its obligations under 41 C.F.R. § 60-300.45, which requires that Washington County establish benchmarks for hiring, the purpose of which is to create a quantifiable method by which Washington County can measure its progress toward achieving equal employment opportunity for protected veterans. The benchmarks will be set on an annual basis and will be documented also as set forth in this AAP.
- v. If an applicant identifies himself or herself as a disabled veteran in the post-offer self-identification detailed above, Washington County inquires of the applicant whether an accommodation is necessary, and, if so, engages with the applicant regarding reasonable accommodation. Washington County may make such inquiries to the extent they are consistent with the Americans with Disabilities Act. Washington County maintains a separate file in accordance with Section 60-300.23(d) on persons who have self-identified as disabled veterans.

2. Management Responsibilities

41 C.F.R. § 60-300.44(i)

Line and upper management are advised of their responsibilities for Washington County's AAP regarding protected veterans within his or her area of responsibility, including but not limited to their obligations to:

- a. Review Washington County's AAP for protected veterans with subordinate managers and supervisors to ensure they are aware of the policy, understand their obligation to comply with it in all personnel actions and understand the need for support at all levels.
- b. Assist in the auditing of plan progress, identification of problem areas, formulation of solutions, establishment of departmental goals and objectives, and development of training programs, when appropriate.
- c. Review the qualifications of applicants and employees in their area of responsibility to ensure protected veterans are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur.
- d. Review employees' performance to ensure that illegal discrimination regarding protected veterans does not occur.
- e. Make available career counseling to employees who are protected veterans, when so requested, and as appropriate.
- f. Review position descriptions to see that they adequately reflect the job to be performed.
- g. Audit training programs, hiring, and promotion patterns.

- h. Assist subordinates and upper management in the prevention of harassment.
- i. Show support for this AAP.

Affirmative Action Training

41 C.F.R. § 60-300.44(j)

Washington County provides training to all personnel involved in the recruitment, screening, selection, promotion, disciplinary and other related processes to ensure its AAP commitments are implemented.

ASSESSMENT OF EXTERNAL OUTREACH AND RECRUITMENT EFFORTS

Assessment: Washington County evaluated the effectiveness of outreach and recruitment efforts for qualified veterans during its prior AAP year. During that period, of the applicants who chose to complete the self-identification form, 8.36% self-identified as a protected veteran. As a result, Washington County will continue to review and analyze its existing outreach efforts and commit to continue to identify viable partners throughout the year.

DATA COLLECTION ANALYSIS 41 C.F.R. § 60-300.44(k)

Washington County documents the following computations or comparisons pertaining to applicants and hires on an annual basis and maintains them for a period of three (3) years:

1. The number of applicants who self-identified as protected veterans pursuant to § 60-300.42(a), or who are otherwise known as protected veterans;
2. The total number of job openings and total number of jobs filled;
3. The total number of applicants for all jobs;
4. The number of protected veteran applicants hired; and
5. The total number of applicants hired.

See Protected Veterans Three Year Data Collection

Protected Veterans Three Year Data Collection

Washington County Government

Required Data	March 1, 2011 through February 28, 2012	March 1, 2012 through February 29, 2016	March 1, 2016 through June 30, 2017
Number of applicants who self-identify as protected veterans pre-offer	N/A	N/A	1114
Total number of job openings	N/A	N/A	606
Total number of jobs filled	N/A	N/A	606
Total number of applicants for all jobs	N/A	N/A	13329
Total number of protected veteran applicants hired	N/A	N/A	22
Total number of applicants hired	N/A	N/A	366

BENCHMARKS FOR HIRING 41 C.F.R. § 60-300.45

Benchmark: The purpose of establishing benchmarks is to create a quantifiable method by which Washington County can measure its progress toward achieving equal employment opportunity for protected veterans.

The benchmark is not a rigid and inflexible quota which must be met, nor is it considered either a ceiling or a floor for the employment of particular groups. Quotas are expressly forbidden.

Hiring benchmarks are set by Washington County on an annual basis. Washington County documents the hiring benchmark it has established each year. Washington County retains these records for a period of three (3) years.

The current benchmark for protected veterans for this location is set at 6.7%, which matches the national protected veteran benchmark.

Protected Veteran Hiring Ratio

Total Hires	366
Total Protected Veteran Hires	22
Percentage of Protected Veterans Hires	6%

This location will continue to implement additional recruitment efforts to attract qualified applicants, including protected veterans, for all job openings.

**Affirmative Action Program for
Individuals with Disabilities**

Washington County Government

Hillsboro, OR

**Affirmative Action Program
for
Individuals with Disabilities**

**July 1, 2017 through June 30, 2018
Plan Year**

CONFIDENTIAL, TRADE SECRET, AND PRIVATE MATERIAL

This Affirmative Action Plan contains confidential, trade secret, commercial, and private information of Washington County, which is protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to the Trade Secrets Act, 18 U.S.C. § 1905. The release of this information could cause substantial harm to Washington County or its employees within the meaning of the Freedom of Information Act ("FOIA"), 5 U.S.C. §§ 552 (b)(3), (4), and (6) and the Trade Secrets Act. FOIA protects information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). Furthermore, release of any trade secret, confidential statistical or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CNA Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 (D.C. Cir.), cert. denied, 485 U.S. 977 (1988).

**Washington County Government
Hillsboro, OR**

**AFFIRMATIVE ACTION PROGRAM
FOR
INDIVIDUALS WITH DISABILITIES**

**July 1, 2017 through June 30, 2018
Plan Year**

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Introduction

Washington County Government (Washington County) sets forth this Affirmative Action Program (“AAP”) for the year from July 1, 2017 through June 30, 2018, reaffirming its commitment to the spirit and letter of affirmative action law. Through the implementation of this plan Washington County continues its efforts to comply with Section 503 of the Rehabilitation Act of 1973 (“Section 503”) and its implementing regulations, as amended, and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this plan, Washington County recognizes its duty to ensure equal employment opportunity for, and to prevent discrimination against, individuals with disabilities. The following statement of policy reinforces that belief.

Equal Employment Opportunity Policy Statement

41 C.F.R. § 60-741.44(a)

In setting forth this plan Washington County reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment. The Human Resources Manager, as the EEO Administrator, oversees the plan development, modification, implementation, and reporting requirements and conducts management updates. Washington County’s top U.S. executive supports Washington County’s AAP.

Washington County provides for an audit and reporting system regarding Washington County’s affirmative action responsibilities under Section 503 regulations, and assigns overall responsibility for the implementation of affirmative action responsibilities under these regulations.

Washington County recruits, hires, trains and promotes persons in all job titles, and ensures that all personnel actions are administered without regard to disability; and ensures that all employment actions are based only on valid job requirements. Washington County’s employees and applicants are not subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. filing a complaint with Washington County or with Federal, state, or local agencies regarding the status covered under this AAP;
2. assisting or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any Federal, State, or local law requiring equal employment opportunity for individuals with disabilities;
3. opposing any act or practice made unlawful by Section 503 or its implementing regulations, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities; or
4. exercising any other right protected by Section 503 or its implementing regulations in this part.

Washington County's full AAP, absent the data metrics required by 41 CFR § 60-741.44(k), shall be available for inspection upon request at the location and during the hours that are posted at Washington County's establishment at Washington County's Human Resources Office.

Review of Personnel Processes

41 C.F.R. § 741.44(b)

1. Washington County ensures its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.
2. Washington County also ensures its personnel processes do not stereotype individuals with disabilities in a manner which limits their access to jobs for which they are qualified.
3. Washington County also ensures its applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communications technologies.
4. Washington County provides necessary reasonable accommodation to ensure applicants and employees with disabilities receive equal opportunity in the operation of personnel processes. Washington County periodically reviews such processes and makes any necessary modifications to ensure that these obligations are carried out. Washington County designs procedures that facilitate a review of the implementation of this requirement by Washington County and the Government. A description of the review and any necessary modifications to personnel processes or development of new processes are included in this AAP, and are as follows:
 - a. The application or personnel form of each known applicant who is an individual with a disability is annotated to identify each vacancy for which the applicant was considered, and the form is quickly retrievable for review by the Department of Labor and Washington County's personnel officials for use in investigations and internal compliance activities.
 - b. Where applicants or employees are selected for hire, promotion, or training and Washington County undertakes any accommodation which makes it possible for him or her to place an individual with a disability on the job, Washington County makes a record containing a description of the accommodation. The record is treated as a confidential medical record in accordance with § 60-741.23(d).

Review of Physical and Mental Job Qualifications

41 C.F.R. § 60-741.44(c)

1. Washington County has the following schedule for its review of physical and mental job qualification standards to ensure that, to the extent qualification

standards tend to screen out qualified people with disabilities, such qualifications are job-related for the position in question and consistent with business necessity, and adheres to this schedule. The schedule is as follows annually; as new job qualifications are established; and/or, when new equipment is installed.

2. Whenever Washington County applies physical or mental qualification standards in the selection of applicants or employees for employment or other changes in employment status such as promotion, demotion or training, to the extent that qualification standards tend to screen out qualified individuals on the basis of disability, the standards are related to the specific job or jobs for which the individual is being considered and consistent with business necessity.
3. Washington County may use as a defense to a violation of its obligations in Paragraph 2 above that an individual poses a direct threat to the health or safety of the individual or others in the workplace.
4. No pre-employment physical examinations or questionnaires are used by Washington County prior to a job offer contingent on such examinations and other requirements.
5. When Washington County conducts a medical examination or inquiry of a person with a disability, it will do so according to the terms and conditions of the Federal Regulations implementing Section 503, and the results of such an examination or inquiry are kept confidential according to Federal regulations, which includes the following exceptions:
 - a. Supervisors and managers may be informed regarding restrictions on the work or duties of the applicant or employee and necessary accommodations;
 - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and,
 - c. Government officials engaged in enforcing the laws administered by the OFCCP regarding individuals with disabilities, or enforcing The Americans with Disabilities Act (“the ADA”) and The Americans with Disabilities Act Amendment Act of 2008 (“the ADAAA”), shall be provided relevant information on request.

Reasonable Accommodation to Physical and Mental Limitations

41 C.F.R. § 60-741.44(d)

1. It is Washington County's policy, as a matter of nondiscrimination, to make reasonable accommodation to the known physical and mental limitations of all otherwise qualified individuals with a disability, unless Washington County can demonstrate that the accommodation would impose an undue hardship on Washington County's business. Undue hardship will be determined by its definition under applicable regulations under Section 503 including, but not limited to the following: Undue hardship means, with respect to the provision of an accommodation, significant difficulty or expense incurred by the contractor, when considered in light of the factors set forth in 41 CFR § 741.2 (aa)(2), such as the overall financial resources of the facility and the impact of the accommodation upon the operation of the facility (this is not an all-inclusive list).
2. As a matter of affirmative action, if an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, Washington County shall confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, Washington County shall confidentially inquire whether the employee is in need of a reasonable accommodation.

Anti-Harassment Procedures

41 C.F.R. § 60-741.44(e)

Washington County has developed and implemented procedures to ensure that its employees are not harassed on the basis of disability.

External Dissemination of Policy, Outreach, and Positive Recruitment

41 C.F.R. § 60-741.44(f)

1. Washington County undertakes appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified individuals with disabilities. It is not contemplated that Washington County will necessarily undertake all the activities listed in Paragraph (f)(2) of this section or that its activities will be limited to those listed. The scope of Washington County's efforts shall depend upon all the circumstances, including the contractor's size and resources and the extent to which existing employment practices are adequate.
2. Examples of outreach and recruitment activities. Below are examples of outreach and positive recruitment activities Washington County may undertake in accordance with Paragraph 1 of this section.
 - a. Enlisting the assistance and support of the following persons and organizations in recruiting, and developing on-the-job training opportunities for individuals with disabilities, to fulfill its commitment to provide equal employment opportunity for such individuals:

- i. the State Vocational Rehabilitation Service Agency (“SVRA”), State mental health agency, or State developmental disability agency in the area of the contractor's establishment;
 - ii. the Employment One-Stop Career Center (One-Stop) or American Job Center nearest the contractor's establishment;
 - iii. the Department of Veterans Affairs Regional Office nearest Washington County’s establishment (www.va.gov);
 - iv. entities funded by the Department of Labor that provide recruitment or training services for individuals with disabilities, such as the services currently provided through the Employer Assistance and Resource Network (EARN) (www.earnworks.com);
 - v. local Employment Network (“EN”) organizations (other than Washington County, if Washington County is an EN) listed in the Social Security Administration's Ticket to Work Employment Network Directory (www.yourtickettowork.com/endir);
 - vi. local disability groups, organizations, or Centers for Independent Living (CIL) near the contractor's establishment;
 - vii. placement or career offices of educational institutions that specialize in the placement of individuals with disabilities; and
 - viii. private recruitment sources, such as professional organizations or employment placement services that specialize in the placement of individuals with disabilities.
- b. In addition, Washington County has considered taking the actions listed below to fulfill its commitment to provide equal employment opportunities to individuals with disabilities. It is not contemplated that Washington County will necessarily undertake all of the activities listed below.
- i. Formal briefing sessions held, preferably on Washington County’s premises, with representatives from recruiting sources. Washington County’s facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of Washington County’s selection process, and recruiting literature are an integral part of any such briefing. At any such briefing sessions, Washington County’s official in charge of Washington County’s AAP should be in attendance when possible. Formal arrangements are made for referral of

applicants, follow up with sources, and feedback on disposition of applicants, from any such briefings.

- ii. Washington County's recruitment efforts at all educational institutions incorporate special efforts to reach students who are individuals with disabilities.
 - iii. Washington County makes an effort to participate in work-study programs for students, trainees, or interns with disabilities in programs found through outreach, such as to State and local schools and universities, and through EARN.
 - iv. Individuals with disabilities may be made available for participation in Washington County's career days, youth motivation programs, and related activities in Washington County's communities.
 - v. Washington County takes any other positive steps it deems necessary to attract individuals with disabilities not currently in the work force who have requisite skills and can be recruited through affirmative action measures. These individuals may be located through State and local agencies supported by the U.S. Department of Education's Rehabilitation Services Administration (RSA) (<http://rsa.ed.gov>), local Ticket-to-Work Employment Networks, or local chapters of groups or organizations that provide services for individuals with disabilities.
 - vi. Washington County, in making hiring decisions, considers applicants who are known to have disabilities for all available positions for which they may be qualified when the position(s) applied for is unavailable.
3. Washington County sends written notification of its policy relating to its affirmative action efforts to all its covered federal subcontractors, including covered subcontracting vendors and suppliers, requesting appropriate action on their part.
 4. Washington County documents all activities it undertakes to comply with the obligations of this section, and retains these documents for a period of three (3) years.

Assessment of External Outreach and Recruitment Efforts

41 C.F.R. § 60-741.44(f)(3)

1. Washington County on an annual basis, reviews the outreach and recruitment efforts it has taken over the previous twelve months to evaluate its effectiveness in identifying and recruiting qualified individuals with disabilities. Washington County documents each evaluation, including at a minimum the criteria it used to

evaluate the effectiveness of each effort and Washington County's conclusion as to whether each effort was effective. Among these criteria shall be the data Washington County collected pursuant to 41 C.F.R. § 741.44(k) for the current year and the two most recent previous years. If Washington County concludes the totality of its efforts were not effective in identifying and recruiting qualified individuals with disabilities, it identifies and implements alternative efforts listed in Paragraph 2 above to fulfill its obligations.

Internal Dissemination of Policy

41 C.F.R. § 60-741.44(g)

1. Washington County recognizes that even a strong outreach program for individuals with disabilities may be ineffective without adequate internal support from its supervisors and employees. Therefore, to ensure greater employee cooperation and participation in Washington County's efforts regarding its obligation to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities, Washington County has developed the following internal procedures. These procedures have been designed to foster understanding, acceptance and support among Washington County's executive, management, supervisory, and other employees to encourage such persons to take the necessary actions to aid the contractor in meeting this obligation.
2. Washington County implements and disseminates this policy internally as follows:
 - a. includes the policy in Washington County's policy manual or otherwise makes the policy available to employees; and
 - b. where Washington County is a party to a collective bargaining agreement, it notifies union officials and/or employee representatives of the contractor's policy and request their cooperation;
3. Below are some of the other methods Washington County may additionally use to implement and disseminate this policy internally:
 - a. informs all employees and prospective employees of Washington County's commitment to engage in affirmative action to increase employment opportunities for individuals with disabilities;
 - b. periodically schedules special meetings with all employees to discuss the policy and explain individual employee responsibilities;
 - c. publicizes the policy in Washington County's newspaper, magazine, annual report and other media;
 - d. conducts special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation making clear Washington

- County's chief executive officer's support for the affirmative action policy;
- e. discusses the policy thoroughly in both employee orientation and management training meetings;
 - f. includes articles on accomplishments of individuals with disabilities in Washington County's publications; and
 - g. when employees are featured in employee handbooks and similar publications, includes individuals with disabilities.

Audit and Reporting System

41 C.F.R. § 60-741.44(h)

Washington County has designed and has implemented an audit and reporting system that:

1. Measures the effectiveness of Washington County's affirmative action program.
2. Indicates any need for remedial action.
3. Determines the degree to which Washington County's affirmative action objectives have been attained.
4. Determines whether known individuals with disabilities have had the opportunity to participate in all company sponsored-educational, training, recreational and social activities.
5. Measures Washington County's compliance with the AAP's specific obligations.
6. Documents the actions taken to comply with the obligations of Paragraphs (1) through (5) of this section, and retain these documents as employment records for a period of three years from the date of making of the record.
7. Where Washington County, upon its review, finds its AAP to be deficient and need further progress, Washington County undertakes necessary action to bring the program into compliance.

Responsibility for Implementation of the Plan

41 C.F.R. § 60-741.44(i)

1. Identification and Responsibilities of the EEO/AA Administrator. 41 C.F.R. § 60-741.44(i)

In furtherance of Washington County's commitment to Affirmative Action and Equal Employment Opportunity, overall responsibility for implementing Washington County's AAP rests with its EEO/AA Administrator, whose identity appears on all internal and external communications regarding Washington County's AAP. The EEO/AA Administrator has been given the necessary senior management support and staff to manage the implementation of this AAP. Specifically, The Human Resources Manager or the designated representative's duties include the following, all of which are administered in accordance with the Section 503 regulations:

- a. Ensuring Washington County posts in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the OFCCP Director provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as Washington County's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities.
- b. Ensuring Washington County's applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Braille or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair) when an applicant or employee requests the poster in an alternative format, or when Washington County knows that an applicant or employee is unable to read the poster because of a disability. Washington County may also provide the poster to an applicant or employee with a disability in other alternate means, such as on disc or in audio recording, as long as the format provided enables the individual with a disability to access the contents of a poster.
- c. Ensuring that, with respect to employees, if any, who do not work at a physical location of Washington County, Washington County satisfies its posting obligations by posting such notices in an electronic format, provided that Washington County provides computers, or access to computers, that can access the electronic posting to such employees, or Washington County has actual knowledge that such employees otherwise are able to access the electronically posted notices.
- d. Ensuring electronic notices for employees are posted in a conspicuous location and format on Washington County's intranet or sent by electronic mail to employees. An electronic posting is used by Washington County to notify job applicants of their rights if Washington County utilizes an electronic application process. Such electronic applicant notice are conspicuously stored with, or as part of, the electronic application.
- e. Ensuring that to the extent this requirement is applicable to Washington County, Washington County notifies labor organizations of its EEO policy as required by 41 C.F.R. § 60-741.44(g).
- f. Ensuring Washington County includes the provisions of this clause in every subcontract or purchase order in excess of \$10,000 under the terms and conditions of 41 CFR 60-741.5(a).
- g. Ensuring that all solicitations or advertisements for employees placed by or on behalf of Washington County, state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.
- h. Developing, maintaining and, where appropriate, modifying Washington County's AAP for individuals with disabilities, policy statements, personnel policies, internal and external communication techniques including discussions with managers, supervisors and employees to ensure Washington County's policies are followed, and monitoring the effectiveness of these actions.

- i. Advising supervisors that they are responsible for preventing harassment of employees due to their status as individuals with disabilities.
- j. Ensuring affirmative action training is conducted in accordance with 41 C.F.R. § 60-741.44(j).
- k. Identifying problem areas with line management in the implementation of the program, and helping management develop solutions to any identifiable problem area.
- l. Designing, implementing and overseeing an audit and reporting system to monitor the progress of Washington County and the AAP's effectiveness, including auditing the contents of Washington County's electronic and hard copy bulletin boards on a regular basis to ensure that compliance information that is posted is up to date and accessible to applicants and employees with disabilities.
- m. Serving as liaison between Washington County and governmental enforcement agencies, community groups, vocational rehabilitation organizations, and organizations for individuals with disabilities.
- n. Evaluating the effectiveness of Washington County's plan on a regular basis, as described in this AAP, and reporting to management.
- o. Monitoring policies and procedures including the selection, evaluation, promotion and training process with regard to the various terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
- p. Overseeing Washington County's processes and procedures: a) to ensure that career counseling for employees with known disabilities, when requested and appropriate; and, b) to review personnel actions, policies, procedures, and employee and applicants' qualifications to ensure individuals with disabilities are treated in accordance with anti-discrimination laws when hiring, promotion, transfer, and termination actions occur.
- q. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
- r. Assisting in the investigation, handling and disposition of employee discrimination and harassment complaints.
- s. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, and opportunity for participation in Company-sponsored recreational, educational and social activities.
- t. Overseeing and ensuring that the below self-identification procedures are conducted as set forth in the Section 503 regulations, using the language and manner prescribed by the OFCCP Director and published on the OFCCP Web site, as follows:
 - i. Pre-offer self-identification invitation procedures for Washington County's job applicants as set forth in 41 C.F.R. § 60-741.42 (a);
 - ii. Post-offer identification procedures for Washington County's job applicants as set forth in 41 C.F.R. § 60-741.42 (a); and

- iii. Self-identification invitation procedures for Washington County's employees as set forth in 41 C.F.R. § 60-741.42 (a).

Ensuring that Washington County does not compel or coerce an individual to self-identify as an individual with a disability, and that Washington County keeps all information on self-identification confidential, and maintains it in a data analysis file (rather than in the medical files of individual employees) as set forth in 41 C.F.R. § 60-741.23(d). Washington County only uses the self-identification information may be used only in accordance with the Section 503 regulations.

- u. Ensuring that Washington County annually evaluates its utilization of individuals with disabilities in each job group, or in its entire workforce in accordance with 41 C.F.R. § 60-741.45, including the following:
 - i. Ensuring that when the percentage of individuals with disabilities in one or more job groups, or in Washington County's entire workforce, as applicable, is less than the utilization goal established in the Section 503 regulations, Washington County takes steps to determine whether and where impediments to equal employment opportunity exist. When making this determination, Washington County assesses its personnel processes, the effectiveness of its outreach and recruitment efforts, the results of its affirmative action program audit, and any other areas that might affect the success of its AAP.
 - ii. Ensuring that Washington County develops and executes action-oriented programs designed to correct any identified problem areas. These action-oriented programs may include the modification of personnel processes to ensure equal employment opportunity for individuals with disabilities, alternative or additional outreach and recruitment efforts from among those listed in 41 CFR § 60-741.44 (f)(1) and (f)(2), and/or other actions designed to correct the identified problem areas and attain the established goal.

2. Management Responsibilities 41 C.F.R. § 60-741.44(i)

Line and upper management are advised of their responsibilities for Washington County's AAP regarding individuals with disabilities within his or her area of responsibility, including but not limited to their obligations to:

- a. Review Washington County's AAP for individuals with disabilities with subordinate managers and supervisors to ensure they are aware of the policy, understand their obligation to comply with it in all personnel actions and understand the need for support at all levels.
- b. Assist in the auditing of plan progress, identification of problem areas, formulation of solutions, establishment of departmental goals and objectives, and development of training programs, when appropriate.

- c. Review the qualifications of applicants and employees in their area of responsibility to ensure qualified individuals with disabilities are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur.
- d. Review employees' performance to ensure that illegal discrimination regarding individuals with disabilities does not occur.
- e. Make available career counseling to employees with known disabilities, when so requested, and as appropriate.
- f. Review position descriptions to see that they adequately reflect the job to be performed.
- g. Audit training programs, hiring, and promotion patterns.
- h. Assist employees and other members of management in the prevention of harassment.
- i. If an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, Washington County shall confidentially inquire whether the employee is in need of a reasonable accommodation.
- j. Show support for Washington County's AAP.

Affirmative Action Training
41 C.F.R. § 60-741.44(j)

Washington County provides training and guidance to all personnel who are involved in the recruitment, screening, selection, promotion, disciplinary and other related processes to ensure that its AAP commitments are implemented.

ASSESSMENT OF EXTERNAL OUTREACH AND RECRUITMENT EFFORTS

Assessment: Washington County evaluated the effectiveness of outreach and recruitment efforts for qualified individuals with disabilities during its prior AAP year. During that period, of the applicants who chose to complete the self-identification form, 0.00% self-identified as an individual with disability. As a result, Washington County will continue to review and analyze its existing outreach efforts and commit to continue to identify viable partners throughout the year.

DATA COLLECTION ANALYSIS 41 C.F.R. § 60-741.44(k)

Washington County documents the following computations or comparisons pertaining to applicants and hires on an annual basis and maintains them for a period of three years:

1. The number of applicants who self-identified as individuals with disabilities pursuant to § 60-741.42(a), or who are otherwise known to be individuals with disabilities;
2. The total number of job openings and total number of jobs filled;
3. The total number of applicants for all jobs;
4. The number of applicants with disabilities hired; and
5. The total number of applicants hired.

See Individuals with Disabilities Three Year Data Collection

Individuals with Disabilities Three Year Data Collection

Washington County Government

Required Data	March 1, 2011 through February 28, 2012	March 1, 2012 through February 29, 2016	March 1, 2016 through June 30, 2017
Number of applicants who self-identify as individuals with disabilities pre-offer	N/A	N/A	0
Total number of job openings	N/A	N/A	606
Total number of jobs filled	N/A	N/A	606
Total number of applicants for all jobs	N/A	N/A	13329
Total number of applicants with disabilities hired	N/A	N/A	0
Total number of applicants hired	N/A	N/A	366

UTILIZATION ANALYSIS 41 C.F.R. § 60-741.45

41 CFR § 60-741.45 Utilization goals. The utilization goal is not a rigid and inflexible quota which must be met, nor is it considered either a ceiling or a floor for the employment of particular groups. These goals are not quotas.

Goal: OFCCP has currently established a utilization goal of 7 percent for employment of qualified individuals with disabilities for each job group in Washington County's workforce.

Purpose. The purpose of the utilization goal is to establish a benchmark against which Washington County measures the representation of individuals with disabilities within each job group in its workforce. The utilization goal serves as an equal employment opportunity objective that should be attainable by complying with all aspects of the affirmative action requirements of the applicable Section 503 regulations.

Utilization Analysis (Individuals with Disabilities)

Plan Date: 07/01/2017

Washington County Government

Job Group	Group Size	IWD Employment Count	IWD Employment %	7% Goal Met?	Problem Areas (if any) and Action - Oriented Programs (where utilization goal not met)
10 - Officials and Managers	64	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
20 - Professionals	638	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
30 - Technicians	216	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
40 - Protective Services	529	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
50 - Paraprofessionals	93	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
60 - Administrative Support	310	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
70 - Skilled Craft	65	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
80 - Service Maintenance	48	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.