



BOARD OF SUPERVISORS COUNTY OF MADERA

MADERA COUNTY GOVERNMENT CENTER
200 WEST 4TH STREET / MADERA, CALIFORNIA 93637
(559) 675-7700 / FAX (559) 673-3302 / TDD (559) 675-8970
Agendas available: www.MaderaCounty.com

Members of the Board
Jordan Wamhoff, District 1
David Rogers, District 2
Robert L. Poythress, District 3
Leticia Gonzalez, District 4
Robert Macaulay, District 5

AGENDA ITEM SUBMITTAL

January 14, 2025
Chair Leticia Gonzalez

DEPARTMENT Department of Human Resources		DEPARTMENT CONTACT Veronica Cabrera 559-675-7705		AGENDA ITEM 5.E Consent Calendar									
SUBJECT: Equal Employment Opportunity Plan Amendment		REQUIRED VOTE: 3/5 Votes Required	DOC. ID NUMBER 11349	DATE REC'D 6/12/2018									
STRATEGIC FOCUS AREA(S): Employees													
<u>For Clerk of the Board's Office Use Only</u>													
BOARD'S ACTION:													
<table border="0"> <tr> <td>RESULT:</td> <td>APPROVED BY CONSENT VOTE [UNANIMOUS]</td> </tr> <tr> <td>MOVER:</td> <td>David Rogers, Supervisor - District No. 2</td> </tr> <tr> <td>SECONDER:</td> <td>Jordan Wamhoff, Supervisor - District No. 1</td> </tr> <tr> <td>AYES:</td> <td>Wamhoff, Rogers, Poythress, Gonzalez, Macaulay</td> </tr> </table>						RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]	MOVER:	David Rogers, Supervisor - District No. 2	SECONDER:	Jordan Wamhoff, Supervisor - District No. 1	AYES:	Wamhoff, Rogers, Poythress, Gonzalez, Macaulay
RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]												
MOVER:	David Rogers, Supervisor - District No. 2												
SECONDER:	Jordan Wamhoff, Supervisor - District No. 1												
AYES:	Wamhoff, Rogers, Poythress, Gonzalez, Macaulay												
Is this item Budgeted? Yes			DOCUMENT NO(S).										
Will this item require additional personnel? No													
Previous Relevant Board Actions: PowerPoint/Supporting Documents: Other/Misc.													

RECOMMENDED ACTIONS:

Consideration to adopt the amended Equal Employment Opportunity Plan.

DISCUSSION / FISCAL IMPACT / STRATEGIC FOCUS:

The first Equal Employment Opportunity Plan was adopted by the Board of Supervisors on June 26, 2018. In compliance with federal funding requirements, a Plan must be a current, comprehensive document that analyzes the relevant labor market data and the agency's employment practices to identify possible employment barriers, and to ensure equal employment opportunities to its employees and applicants without regard to any non-merit protected status by Federal or State law.

The amended Plan presented for your consideration reflects updates, including current labor-market and demographic information, and demonstrates the County's continued commitment to the concept of equal employment opportunity. The overall goal of the County of Madera remains focused on obtaining and maintaining a qualified and diverse workforce reflective of its community. The Plan memorializes that employees and applicants are to be selected, managed and retained based on merit consistent with the Civil Service System, and with all Federal and State Equal Employment Opportunity (EEO) laws and regulations.

The Plan highlights roles and responsibilities of County officials and employees and



BOARD OF SUPERVISORS COUNTY OF MADERA

MADERA COUNTY GOVERNMENT CENTER
200 WEST 4TH STREET / MADERA, CALIFORNIA 93637
(559) 675-7700 / FAX (559) 673-3302 / TDD (559) 675-8970
Agendas available: www.MaderaCounty.com

Members of the Board
Jordan Wamhoff, District 1
David Rogers, District 2
Robert L. Poythress, District 3
Leticia Gonzalez, District 4
Robert Macaulay, District 5

designates primary responsibility for implementing the Plan to the Director of Human Resources, who also serves as the County's EEO Coordinator.

Additionally, the Plan includes a workforce analysis that provides a comparison of the County of Madera workforce with similar data for our community. This comparison determines if there are areas of underutilization overall, as well as within particular job/occupational categories.

There is no fiscal impact associated with the recommended action.

ATTACHMENTS

1. Appendix A - Policy and Guidelines on Discrimination and Harassment 2019
2. EQUAL EMPLOYMENT OPPORTUNITY PLAN
3. EQUAL EMPLOYMENT OPPORTUNITY PLAN (REDLINED)

EQUAL EMPLOYMENT OPPORTUNITY PLAN



Adopted by the Board of Supervisors on 1/14/2025

Table of Contents

Introduction	1
Objectives	2
Responsibilities	2
Dissemination	3
Discrimination and Harassment Policy	3
Reasonable Accommodation	4
Job Applicants	4
Current Employees	4
Workforce Analysis	5
Workforce Utilization Reports for Madera Community (Based on U.S. Census Data)	6
Workforce Utilization Reports for Madera County Employees (as of November 2023)	9
Action Steps	12
Appendix A - Madera County Policy and Guidelines on Discrimination and Harassment	14

County of Madera

Equal Employment Opportunity Plan

Introduction

It is the policy of the Madera County Board of Supervisors to ensure equal employment opportunity to its employees and applicants for employment on the basis of job performance, knowledge base and/or ability and merit, without regard to race, color, religion, sex, gender, gender identity, gender expression, transgender status, national origin, age, disability (physical or mental), medical condition, pregnancy, genetic information, ancestry, marital status, sexual orientation, veteran or military status, political affiliation, or any other basis protected by Federal or State law. This policy shall be followed proactively in recruitment, examination, selection, retention, promotion, compensation, job assignments and training to ensure that all qualified individuals within the above-referenced protected groups are provided with an equal opportunity to be represented at all levels within the organization without barriers or practices that are discriminatory in nature.

This policy is adopted pursuant to the California Fair Employment and Housing Act (Government Code Section 12900 et. seq.), Title VII of the 1964 Civil Rights Act (42 U.S.C. Section 2000 et seq.), and any other applicable Federal and/or State law, as may be amended from time to time.

The Madera County Board of Supervisors continues to be committed to the concept of equal employment opportunity. The overall goal of the County of Madera is to obtain and maintain a qualified and diverse workforce reflective of its community wherein employees are selected, managed and retained based on merit consistent with the Civil Service System and all Federal and State Equal Employment Opportunity (EEO) laws and regulations. All employees of Madera County shall take affirmative steps, within the context of their jobs, to implement this policy in furtherance of the County's goal of obtaining and maintaining a qualified and diverse workplace, and to protect the rights this policy guarantees.

In affirming its commitment to EEO and to a workplace free from discrimination and harassment, the Madera County Board of Supervisors has adopted Resolution No. 2019-1284, "Policy and Guidelines on Discrimination and Harassment", which is attached as Appendix "A".

This EEO Plan, upon adoption by the Board of Supervisors, shall supersede all previous EEO Plans adopted by the Board of Supervisors.

Objectives

- A. To achieve and maintain employment levels of qualified individuals within protected groups in proportion to their availability in the relevant labor force.
- B. To achieve and maintain an equitable distribution of qualified, protected group members throughout the job categories in County service as outlined by the Equal Employment Opportunity Commission's (EEOC) reporting requirements.
- C. To prevent any arbitrary, artificial, or discriminatory employment practices by the County merit and civil service systems.

Responsibilities

- A. The Board of Supervisors shall appoint and designate an individual(s) to assume responsibility for overseeing and implementing the EEO Plan ("the Plan") and the setting and achievement of its objectives.
- B. The primary responsibility for implementing the Plan shall be delegated to the Director of Human Resources, who shall also be the Madera County EEO Coordinator. The EEO Coordinator shall have responsibility and authority for:
 - 1. Developing, directing and monitoring the Plan.
 - 2. Disseminating the Plan to Department Heads and providing assistance in the development and implementation of department procedures to implement the Plan.
 - 3. Reviewing, evaluating, monitoring and revising, where necessary, to ensure that the objectives of the Plan are being achieved.
 - 4. Analyzing the County workforce to determine the effectiveness of the Plan.
 - 5. Providing all required data to applicable Federal and State agencies in conformance with reporting requirements and assisting Department Heads with reporting requirements of Federal and State funding sources.
- C. Each Department Head shall promote and implement this Plan within their department and inform all employees in the department of the Plan and the policy of the Board of Supervisors. The Department Head may be responsible for providing statistical data and supplemental information as required or requested by Federal and State funding agencies. Each Department Head shall periodically evaluate the success, failure or other impact of the Plan within their department, and initiate corrective action, if necessary.

- D. An operational understanding of equal employment opportunity as well as the County’s EEO Plan is a responsibility of all management and supervisory personnel.
- E. The Civil Service Commission has oversight responsibilities regarding all matters relating to the administration of the civil service system, as defined by Ordinance, and as provided by law.

Dissemination

The EEO Coordinator is responsible for developing and maintaining a dissemination strategy of the Plan that shall include the following:

- A. Provide the Plan to Department Heads for dissemination to employees involved in personnel selection.
- B. Communicate the existence of the Plan to all new employees during the new hire orientation process.
- C. Posting of the Plan on the County website, making it easily accessible to employees and the public.
- D. Upon request, make available copies of the Plan to members of the public.
- E. Job announcements for all open recruitments will be routinely provided to agencies and organizations in the community which are potential sources of protected group applicants.
- F. Job announcements shall include language addressing non-discrimination, EEO, and reasonable accommodation.

Discrimination and Harassment Policy

The Madera County Board of Supervisors hereby reaffirms its commitment to EEO, a workplace free of discrimination and harassment, and the right of all prospective and current employees to be evaluated in an environment free of discrimination and harassment, as provided for in Resolution No. 2019-1284 “Policy and Guidelines on Discrimination and Harassment”, which was adopted on August 10, 2019. (See Appendix “A”)

Specifically, the “Policy and Guidelines on Discrimination and Harassment” provides the following:

1. The definition of discrimination, harassment and abusive conduct in the workplace.
2. Statement about the prohibition of discrimination, harassment and abusive conduct.

3. Explanation of the right to complain and a prohibition of retaliation for bringing forth complaints.
4. The steps of the complaint and investigatory procedure.
5. Disciplinary action, as appropriate for sustained or proven policy violations.
6. A program to prevent discrimination, harassment and abusive conduct, including training requirements consistent with applicable law and as set forth in the “Policy and Guidelines on Discrimination and Harassment”.

Reasonable Accommodation

In accordance with applicable Federal and State Laws, the Madera County Board of Supervisors is strongly committed to the principles of equal employment opportunities and non-discrimination of applicants and employees with disabilities.

Job Applicants

The County of Madera’s employment processes shall not discriminate against disabled applicants in any manner that limits their access to jobs for which they are qualified. Pre-employment medical examinations* are conducted post-job offer, and are conducted for those classifications as required by law, and for those that are physical in nature, consistent with applicable law. (*Tuberculosis screening, and any follow-up testing as may be necessary, is required for all new hires, and is conducted post-job offer.)

Upon request by applicants, the County of Madera may make reasonable accommodations for applicants with qualifying disabilities. Accommodations for testing and/or selection processes shall be provided on a case-by-case basis, unless inconsistent with essential job functions, and/or requirements of Title I of the Americans with Disabilities Act (ADA), the Fair Employment and Housing Act (FEHA), or other applicable legal standards, such as Peace Officer Standards (POST). Prior to any part of the testing and/or selection process, an applicant requesting reasonable accommodation shall notify the Human Resources Department or the hiring department of the need for reasonable accommodation. Verification of a qualifying disability may be required.

Current Employees

Reasonable accommodation requests by those currently employed with the County of Madera may be coordinated at the department level when necessary and in consultation with the Human Resources Department. Employees requesting reasonable accommodation must advise their immediate supervisor, their designated departmental representative, or the Disability Compliance Team in the Human Resources Department. The Human Resources Department provides County departments with consultation, technical assistance and coordination support with implementing the County’s interactive process for reasonable accommodation.

Department heads, managers and supervisors shall immediately, upon receiving oral or written request for accommodation by an employee, or by observing that an employee with an obvious

or perceived disability is having difficulty performing the essential functions of the job, initiate and participate in the interactive process.

Department management staff and/or designated Human Resources Department staff will participate in an interactive process to determine if an employee has any workplace restrictions or functional limitations that impact the employee's ability to perform the essential functions of the job, and to discuss and/or identify possible reasonable accommodations to enable the employee to perform the essential functions of the job both fully and safely.

Workforce Analysis

The data utilized in this analysis is based on two (2) sources of information. The Madera County Workforce data is a breakdown, as of November 2023, of the County of Madera workforce utilizing the EEOC's required reporting job categories and is classified by race/ethnic category identified. All workforce data related to gender and race/ethnicity relies on voluntary reporting. The Madera Community Workforce data represents the community labor workforce statistics obtained through the U.S. Census Bureau for Madera County (2014-2018 EEO Tables for Job Groups by Sex and Race/Ethnicity for Madera County Residence).

The utilization charts below summarize the current Madera County workforce profile and compares it with similar data for our community labor workforce. Both gender and race/ethnicity are cross-referenced against various job group categories.

The purpose of this comparison is to determine if there are areas of under-utilization overall as well as within particular job categories. Immediately following the charts is a narrative analysis of the findings as well as a discussion of specific objectives for improvement in specific areas, which have been identified in the next section under 'Action Steps'. The County is committed to consistently reviewing its recruitment, hiring and promotional policies and practices to ensure equal employment opportunity and to employ a workforce reflective of the community we serve.

Workforce Utilization Reports for Madera Community (Based on U.S. Census Data)

EEO Utilization Report								
<i>Madera Community Workforce</i>								
Source: U. S. Census Bureau 2014-2018 EEO Tables, Job Groups for Residence Category (Madera County)								
Job Category	Total Employed, Community Workforce	White (not of Hispanic origin)	Hispanic or Latino	Black (not of Hispanic origin)	Asian	Native Hawaiian or Pacific Islander	American Indian or Alaskan Native	Two or More Races
Officials/Administrators	8.23%	4.99%	2.73%	0.16%	0.15%	0.00%	0.13%	0.06%
Professional	11.69%	6.33%	3.92%	0.48%	0.44%	0.08%	0.02%	0.42%
Technicians	7.61%	2.24%	4.96%	0.09%	0.16%	0.02%	0.09%	0.06%
Protective Service	2.03%	1.24%	0.65%	0.05%	0.04%	0.00%	0.02%	0.03%
Administrative Support	22.49%	9.30%	10.90%	1.07%	0.52%	0.05%	0.22%	0.43%
Skilled Craft Workers	8.64%	3.12%	5.08%	0.00%	0.09%	0.00%	0.06%	0.28%
Service/Maintenance	39.32%	7.49%	29.97%	0.74%	0.52%	0.00%	0.23%	0.36%
Total	100.00%	34.69%	58.21%	2.59%	1.92%	0.15%	0.78%	1.65%

EEO Utilization Report

Madera Community Workforce

Source: U. S. Census Bureau 2014-2018 EEO Tables, Job Groups for Residence Category (Madera County)

		<i>Male</i>						
Job Category	Total Employed (MALE) Community Workforce	White (not of Hispanic origin)	Hispanic or Latino	Black (not of Hispanic origin)	Asian	Native Hawaiian or Pacific Islander	American Indian or Alaskan Native	Two or More Races
Officials/Administrators	8.20%	5.26%	2.62%	0.00%	0.18%	0.00%	0.04%	0.09%
Professional	8.06%	4.55%	2.74%	0.04%	0.39%	0.00%	0.04%	0.30%
Technicians	7.97%	1.96%	5.70%	0.07%	0.09%	0.03%	0.01%	0.10%
Protective Service	2.83%	1.56%	1.02%	0.09%	0.07%	0.00%	0.03%	0.06%
Administrative Support	14.06%	5.89%	7.15%	0.36%	0.37%	0.00%	0.10%	0.18%
Skilled Craft Workers	15.09%	5.47%	8.81%	0.00%	0.16%	0.00%	0.12%	0.52%
Service/Maintenance	43.79%	7.58%	34.31%	0.78%	0.48%	0.00%	0.33%	0.31%
Total	100.00%	32.28%	62.34%	1.35%	1.75%	0.03%	0.69%	1.57%

EEO Utilization Report

Madera Community Workforce

Source: U. S. Census Bureau 2014-2018 EEO Tables, Job Groups for Residence Category (Madera County)

		<i>Female</i>						
Job Category	Total Employed (FEMALE) Community Workforce	White (not of Hispanic origin)	Hispanic or Latino	Black (not of Hispanic origin)	Asian	Native Hawaiian or Pacific Islander	American Indian or Alaskan Native	Two or More Races
Officials/Administrators	8.27%	4.66%	2.87%	0.35%	0.14%	0.00%	0.23%	0.01%
Professional	15.98%	8.43%	5.31%	0.99%	0.51%	0.18%	0.00%	0.56%
Technicians	7.20%	2.57%	4.10%	0.12%	0.25%	0.00%	0.16%	0.00%
Protective Service	1.07%	0.86%	0.21%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	32.39%	13.32%	15.32%	1.94%	0.69%	0.11%	0.35%	0.67%
Skilled Craft Workers	1.06%	0.35%	0.70%	0.00%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance	34.04%	7.37%	24.90%	0.70%	0.56%	0.00%	0.11%	0.40%
Total	100.00%	37.56%	53.41%	4.10%	2.15%	0.28%	0.84%	1.65%

Workforce Utilization Reports for Madera County Employees (as of November 2023)

EEO Utilization Report								
<i>Madera County Workforce</i>								
Source: Madera County Human Resources (2023 EEO-4 Data)								
Job Category	Total Employed, County Workforce	White (not of Hispanic origin)	Hispanic or Latino	Black (not of Hispanic origin)	Asian	Native Hawaiian or Pacific Islander	American Indian or Alaskan Native	Two or More Races
Officials/Administrators	11.44%	5.48%	4.56%	0.55%	0.73%	0.06%	0.06%	0.00%
Professional	26.66%	8.40%	14.00%	1.89%	2.19%	0.00%	0.18%	0.00%
Technicians	12.17%	2.43%	8.83%	0.43%	0.30%	0.06%	0.12%	0.00%
Protective Service	24.89%	10.77%	11.99%	0.55%	1.22%	0.06%	0.30%	0.00%
Administrative Support	21.18%	6.63%	12.72%	0.67%	0.85%	0.06%	0.24%	0.00%
Skilled Craft Workers	2.07%	1.03%	0.97%	0.00%	0.00%	0.00%	0.00%	0.06%
Service/Maintenance	1.58%	1.16%	0.43%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	100.00%	35.91%	53.50%	4.08%	5.30%	0.24%	0.91%	0.06%

EEO Utilization Report

Madera County Workforce

Source: Madera County Human Resources (2023 EEO-4 Data)

		<i>Male</i>						
Job Category	Total Employed (MALE) County Workforce	White (not of Hispanic origin)	Hispanic or Latino	Black (not of Hispanic origin)	Asian	Native Hawaiian or Pacific Islander	American Indian or Alaskan Native	Two or More Races
Officials/Administrators	11.81%	6.75%	3.22%	0.61%	0.92%	0.15%	0.15%	0.00%
Professional	20.25%	8.13%	8.13%	1.53%	2.15%	0.00%	0.31%	0.00%
Technicians	4.14%	0.77%	2.76%	0.31%	0.15%	0.00%	0.15%	0.00%
Protective Service	47.70%	23.31%	19.79%	0.92%	3.07%	0.15%	0.46%	0.00%
Administrative Support	7.21%	2.76%	3.68%	0.15%	0.61%	0.00%	0.00%	0.00%
Skilled Craft Workers	5.21%	2.61%	2.45%	0.00%	0.00%	0.00%	0.00%	0.15%
Service/Maintenance	3.68%	2.76%	0.92%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	100.00%	47.09%	40.95%	3.53%	6.90%	0.31%	1.07%	0.15%

EEO Utilization Report

Madera County Workforce

Source: Madera County Human Resources (2023 EEO-4 Data)

		<i>Female</i>						
Job Category	Total Employed (FEMALE) County Workforce	White (not of Hispanic origin)	Hispanic or Latino	Black (not of Hispanic origin)	Asian	Native Hawaiian or Pacific Islander	American Indian or Alaskan Native	Two or More Races
Officials/Administrators	11.20%	4.64%	5.45%	0.50%	0.61%	0.00%	0.00%	0.00%
Professional	30.88%	8.58%	17.86%	2.12%	2.22%	0.00%	0.10%	0.00%
Technicians	17.46%	3.53%	12.82%	0.50%	0.40%	0.10%	0.10%	0.00%
Protective Service	9.89%	2.52%	6.86%	0.30%	0.00%	0.00%	0.20%	0.00%
Administrative Support	30.37%	9.18%	18.67%	1.01%	1.01%	0.10%	0.40%	0.00%
Skilled Craft Workers	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance	0.20%	0.10%	0.10%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	100.00%	28.56%	61.76%	4.44%	4.24%	0.20%	0.81%	0.00%

Underutilization by Occupational/Job Category

The following table reflects the underutilization in the EEO job categories:

Underrepresented Categories - Madera County Workforce						
Job Category	Hispanic /Latino	Black/ African American	Asian	Native Hawaiian/ Pacific Islander	American Indian/ Alaskan Native	Female
Officials/Administrators						
Professional						
Technicians						
Protective Service						
Administrative Support						
Skilled Craft Workers	X					X
Service/Maintenance	X	X	X		X	X

Female employee representation is 60%, which *exceeds* the Madera Community Workforce of 45.94%. Our female employee representation is significantly higher in both the Officials/Administrators and Professional job categories, while they are still underrepresented in the following two (2) job categories:

- Skilled Craft Workers
- Service and Maintenance

Hispanic/Latino employee representation is 53.50% overall, which is below the Madera Community Workforce of 58.21%. Hispanic/Latino employees are underrepresented in the following two (2) job categories:

- Skilled Craft Workers
- Service and Maintenance

Employee representation for females and all minority groups, except for the Native Hawaiian/Pacific Islander group, is underrepresented in the Service and Maintenance job category.

Action Steps

The following steps will be taken in an effort to achieve the EEO Plan objectives and to address underutilized areas in the County of Madera's workforce.

- A. Distribute Plan updates, as they occur, to Department Heads for dissemination of Plan components to employees involved in personnel selection.
- B. Continue to review the job classification structure to ensure the availability of entry level positions, promotional ‘ladders’, and trainee level positions where appropriate.
- C. Identify recruitment issues for classifications that are difficult to fill and are underrepresented.
- D. Post all job openings on the County’s website and electronically distribute job opening notifications to all employees and to community organizations, educational institutions, and agencies within the community served.
- E. Review the minimum qualifications and testing/examination practices for classifications on an ongoing basis to ensure the elimination of any artificial barriers to employment.
- F. Whenever practicable, job openings will be advertised/publicized in publications and sources that target protected and underutilized group members.
- G. Develop recruitment and outreach strategies that target protected and underutilized groups.
- H. Provide training and education to all supervisory and management employees regarding the prevention of harassment and discrimination compliant with the “Policy and Guidelines on Discrimination and Harassment” (Appendix “A”) and applicable law.

Appendix A - Madera County Policy and Guidelines on Discrimination and Harassment