

Clayton County Government Equal Employment Opportunity Plan October 2010

I. Statement of Policy

It is the policy of Clayton County Government to comply and cooperate to the fullest extent with all applicable regulations of the Equal Employment Opportunity Provisions of the Civil Rights Act of 1964, Executive Order 11246, the Rehabilitation Act of 1973 (29 U.S.C. 793), the Americans with Disabilities Act (ADA) of June 26, 1990 and the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains, as far as the responsibility of Clayton County Government is concerned, to any arrangement under which employees, including trainees, are selected for work.

It is the policy of Clayton County Government not to discriminate against any employee or applicant for employment because of race, religion, color, age, sex, and national origin, disabilities, sexual orientation or any protected-class status. Clayton County will take action to assure an equal employment opportunity to all qualified persons or employees. Such action shall include but not be limited to:

1. Employment, upgrading, demotion, or transfer.
2. Recruitment and recruitment advertising
3. Layoff or termination
4. Rate of pay or other forms of compensation
5. Selection for training, including apprenticeship, pre-apprenticeship and/or on-the-job training.

County department heads, managers, and supervisory personnel are responsible for implementing this policy within their departments. Any member of the County's management team who receives a report involving potential discrimination is responsible for recording adequate information for conducting an inquiry, and making immediate contact with the Human Resources Officer who will conduct a thorough investigation into the matter.

II. Underutilization Analysis

Clayton County's Human Resources Department has reviewed the Utilization Analysis and noted the following:

1. Women are underutilized in the following categories: Officials/Administrators (Black 12%), Professionals (Black 12%), Technicians (White 6%, Black 34%), Protective Services/Sworn (Black 17%), Non-Sworn (White 28%), and Service/Maintenance (Hispanic 3%, Asian 4%).

2. Males are underutilized in the following categories: Official/Administrators (Asian 2%), Protective Services/Sworn (Hispanic 3%, Black 12%), Administrative Support (White 7%, Black 13%), Skilled Craft (Hispanic 15%, Asian 4%), and Service/Maintenance (Asian 4%).

The greatest areas of concern are Black/Female Technicians which are underutilized by 34%, White/Female Protective Services/Non-sworn which are underutilized by 28%, Black/Females Protective Services/Sworn which are underutilized by 17%, and Hispanic/Males Skilled Craft which are underutilized by 15%.

III. Objectives and Steps

In reviewing the EEO work force analysis from 2007, we were able to track significant improvement in the recruitment of females. In 2007, the County had an underutilization rate of 19% for Black/Females in the Official/Administrators category. We are currently at 12%. Like wise, we have made improvement of 10% in Black/Females in the Professional category, and 4% improvement in Black/Females in the Technician category.

Clayton County is a community that has undergone a dramatic demographic shift over the last 15 plus years. The 1990 Census shows that Whites made up 71% of the County population, Blacks made up 23 %, and Hispanics accounted for 2%. By the 2000 Census, Whites constituted 37% of the population, Blacks 51%, and Hispanics 7.5%. The 2006-2008 American Community Surveys, shows Whites at 25%, Blacks at 62%, Hispanics at 11%, and Asians at 5%.

With these rapidly shifting demographics, it is not difficult to understand some of the disparities uncovered in the work force analysis. The county is fortunate to have long term employees with 15 plus years tenure. In order for the County's work force to shift as rapidly as the population, large numbers of employees would have to leave their positions. While a work force that closely matches its population is desirable, the loss of experience and long term employee knowledge is not necessarily in the best interest of the County government or the community.

It is clear that the County must monitor its employment activity to assure all racial and gender groups are represented within Clayton County Government in the numbers and proportions that reflect their representation in the community at large.

The Clayton County Human Resources currently advertises vacant positions on the County's website, at each County Department and County Library branches, Briggs & Associates (recruitment firm that specializes in applicants with disabilities), Clayton College & State University, Columbus State University, Dekalb Tech, Department of Labor, GLGA, Griffin Tech, NAACP-Clayton County, Rainbow Push, Southern Polytechnic University, and Worktech. Additionally, positions are advertised in the Atlanta Journal and Constitution, Clayton News Daily, various trade publications,

Monster, Latin American Association, Hot Jobs, and many others depending on the position.

To address female underrepresentation in Protective Services/Sworn and Non-sworn, the Human Resources Department will continue to partner with the public safety departments to reach out and attract qualified female applicants particularly white and black females. To address the female underrepresentation in the Technician job category, we will partner with the County's Information Technology Department to attract white and black females. The County has partnered with Atlanta Area Technical School and working closely with the School in training students and hiring them upon completion of their program. The Human Resources Department will work in conjunction with all departments to attract black females to our Official/Administrators positions as well as Professional positions.

To address male underutilization in Skilled Craft positions, we will work closely with our Buildings and Maintenance Department to attract and recruit Hispanic and Asian applicants. We will continue to work with our public safety departments to recruit black males to our sworn positions.

The County will re-evaluate where we currently advertise positions and seek publications, websites, etc., that target the ethnic groups from which the County needs to attract and recruit. The County will continue to develop partnerships with local organizations and groups to attract all ethnic groups, but particularly Blacks, Asians, and Hispanics (males and females). The County will continue to monitor our workforce statistics to track progress.

IV. Internal Efforts

Each Department Director will be given two (2) copies of the Equal Employment Opportunity Plan. One copy will be used for the Director's reference and one copy to be posted in the department. Copies will be made available to employees upon request. Department Directors will consider the importance of a culturally diverse work place when making hiring decisions. The Human Resources Department will continue to conduct cultural diversity and sexual harassment training which is mandatory every three years for all employees (every year employees are given the County's policies on these topics and required to acknowledge receipt). Additionally, supervisors are offered training on effective discipline, interview/hiring, effective leadership, effective communication, sexual harassment prevention, cultural diversity, team building, and many other relevant topics.

V. External Dissemination

A copy of the EEOP will be placed on the County's Human Resources website. All advertising, job announcements, etc., will indicate that the County is an Equal

Opportunity Employer (EOE). Copies will be distributed to the library branches to be made available to the public. All advertising will include information regarding how to request a copy of the EEOP.