

TWIN FALLS COUNTY EEOP PLAN

Grantee Name: Twin Falls County

Address: 630 Addison Ave. W
P.O. Box 126
Twin Falls, ID 83303-0126

Grants Administrator: Mark Brunelle, R&D
Telephone: 208-737-6789

EEO Coordinator: Elaine Mollignoni, Human Resources Director
Telephone: 208-736-4083

Date and effective duration of EEOP: October 1, 2014 – September 30, 2015

Policy Statement:

It is the continuing policy of Twin Falls County to be an equal opportunity employer. The object of Twin Falls County is to recruit, hire, train, and promote into all levels of the organization the most qualified applications without regard to race, creed, color, national origin, veteran's status, sex, age or disability except where sex, age or physical condition may be a bona fide occupational qualification. This policy is in keeping with Federal and State Legislation regarding equal employment opportunity.

Decisions as to employment, promotion, and all other personnel actions in such areas as compensation, employee benefits, transfers, layoff, return from layoff, training and education, tuition assistance, social and recreational programs and other similar County-sponsored activities are to be administered without regard to race, creed, color, national origin, veteran's status, sex, age, or disability except where sex, age or physical condition may be bona fide occupational qualification.

All employees must assume a personal responsibility for the furtherance of equal employment opportunity goals, and any employee who fails to comply with this policy is subject to appropriate disciplinary action.

s/s George Urie _____

L. George Urie
Chairman, Twin Falls County Commissioners

UTILIZATION NARRATIVE:

A comparison of the Twin Falls County workforce to the community labor statistics for Twin Falls County indicates an underutilization of females and minorities in some areas. Demographic information indicates very small populations of Black or African American, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native, and Two or More Races in Twin Falls County (all less than 3%). Therefore, the larger area of underutilization was identified as Hispanic or Latino. The majority of this plan will focus on addressing identified areas of underutilization, however, Twin Falls County welcomes the chance to increase the representation of all underutilized groups and will continue to explore ways of communicating job opportunities to all race and ethnic groups, as well as focusing on the underutilization of females. Twin Falls County has identified the following areas of concern:

Officials & Administrators: Census data indicates that Hispanic males are underutilized by 1.5% and Hispanic females are underutilized by 1.2%. Total minorities are underutilized by 4.9%. This has been identified as an area of concern.

Professionals: Census data indicates that females are underutilized in this category by 6.2%, although improvement in female representation has been made in this category since last year. Hispanic females are underutilized by 1.9%. Females represent 47.0% of Twin Falls County's workforce in this category, and there are only 42 positions in this category.

Technicians: Census data indicates that White females are underutilized in this category by 37.3%. In total, females are underutilized by 37.9% and total minorities are underutilized by 1.2%. The majority of these positions are rank positions within the Law Enforcement field. This has been identified as an area of concern, although there are only 22 positions in this category, hiring female officers continues to be a challenge, therefore promotional opportunities are also a challenge.

Protective Services - Sworn: Census data indicates that females are underutilized in this category by 3% and total minorities are underutilized by 0.6%. Significant improvement has been made in this category since last year, but we will continue to consider this an area of concern.

Protective Services – Non-Sworn: Census data indicates that females are underutilized in this category by 6.0%. This has been identified as an area of concern.

Administrative Support: Census data indicates that white males are underutilized in this category by 24.7%, however, this is not a particular area of concern for Twin Falls County.

Skilled Craft: Census data indicates that females are underutilized in this category by 6.5%, and total minority representation in this category is underutilized by 6.2%.

however, there are only 4 positions in this category, so this is not of particular concern for Twin Falls County.

Service / Maintenance: Census data indicates that females are underutilized in this category by 2.2% and total minorities underutilized by 3.2%. This is not of particular concern for Twin Falls County. There are only 27 positions in this category, and they are entry level positions.

TOTAL WORKFORCE: Census data indicates that Hispanic males are underutilized by 2.3% and total minorities are underutilized 1.9% although improvements have been made since last year.

OBJECTIVE:

Twin Falls County is committed to ensuring that its workforce profiles more closely reflect the available labor force in Twin Falls County. Based on the results of the underutilization analysis, Twin Falls County has established the following objectives:

The highest areas of underutilization are females in the Technicians category (37.9%), Professionals category (9.9%) and the Protective Service Non-Sworn category (6.0%). Additionally, females in the Protective Services Sworn category are underutilized (3.0%). The highest area of underutilization for total minorities are Officials and Administrators category (4.9%).

Twin Falls County will continue to review and monitor data to ensure the accuracy of these statistics. It is the goal of Twin Falls County to ensure the underrepresented groups receive equal opportunity to secure employment and advancement. Twin Falls County will review job requirements, hiring procedures, and promotional practices to ensure no unnecessary barriers exist that would deny any underutilized group in obtaining employment with Twin Falls County. Specifically, Twin Falls County will attempt to attract qualified females and minorities to underutilized categories.

STEPS TO ACHIEVE OBJECTIVES:

Twin Falls County is committed to ensuring its workforce more closely reflects the relevant available community workforce to ensure equal opportunity employment. The following information summarizes specific objectives to assist Twin Falls County in reaching this goal:

- Continue to utilize local, regional, and national job posting boards as appropriate for the position advertised.
- Continue to utilize the local area college for posting positions and participating in career fairs as a recruitment technique, specifically for law enforcement positions.
- Continue to monitor recruitment and promotional policies and procedures to further identify any possible problem areas.
- Continue to review and update as necessary position descriptions.

- Review and update as necessary job and category classifications to ensure proper data is reflected in reporting.
- Continue to monitor employment activities and provide EEO training to department heads as necessary.
- Review and update this plan as necessary.

DISSEMINATION:

External:

- Continue to list all job openings with the local Department of Labor and Commerce office.
- Continue to include the statement “Equal Opportunity Employer” on all job postings and newspaper advertisements.
- Ensure the statement “Equal Opportunity Employer” is posted on Twin Falls County’s webpage, application forms, and letterhead.
- Post notice of EEOP on webpage explaining how employees and members of the public may obtain a copy of the EEOP.

Internal:

- Post notice of EEOP on webpage explaining how employees and members of the public may obtain a copy of the EEOP.
- Human Resources will assist individual department heads in identifying and / or addressing any problem areas and exploring effective solutions.

**Twin Falls County
Utilization Analysis
Data as of 09/2015**

Job Category	Male						Female						Total Females	Total Minorities
	White	Black	Hispanic	Asian / Pacific Islander	American Indian or Alaskan Native	2+ Races	White	Black	Hispanic	Asian / Pacific Islander	American Indian or Alaskan Native	2+ Races		
Officials / Administrators County Workforce CLF (2010 Census) Utilization	61.9%						38.1%						38.1%	
	64.0%		1.5%	0.3%		0.4%	31.0%		1.2%	0.5%		1.0%	33.7%	4.9%
	-2.1%		-1.5%	-0.3%		-0.4%	7.1%		-1.2%	-0.5%		-1.0%	4.4%	-4.9%
Professionals County Workforce CLF (2010 Census) Utilization	47.6%		2.4%	2.4%			47.6%						47.6%	4.8%
	40.8%	0.1%	0.8%	0.1%		0.9%	53.8%		1.9%	0.3%		1.6%	57.5%	5.6%
	6.8%	-0.1%	1.6%	2.3%		-0.9%	-6.2%		-1.9%	-0.3%		-1.6%	-9.9%	-0.8%
Technicians County Workforce CLF (2010 Census) Utilization	63.6%						31.8%		4.5%				36.4%	4.5%
	24.8%		0.5%				69.1%		3.5%	1.2%	0.5%		74.3%	5.7%
	38.8%		-0.5%				-37.3%		1.0%	-1.2%	-0.5%		-37.9%	-1.2%
Protective Services Sworn County Workforce CLF (2010 Census) Utilization	81.3%		5.3%				12.0%		1.3%				13.3%	6.7%
	77.9%		2.7%			2.7%	14.4%		1.9%				16.3%	7.3%
	3.4%		2.6%			-2.7%	-2.4%		-0.6%				-3.0%	-0.6%
Protective Services Non-Sworn County Workforce CLF (2010 Census) Utilization	36.7%		3.3%	1.7%			46.7%		10.0%	1.7%			58.3%	16.7%
	35.7%						64.3%						64.3%	
	1.0%		3.3%	1.7%			-17.6%		10.0%	1.7%			-6.0%	16.7%
Administrative Support County Workforce CLF (2010 Census) Utilization	4.7%	0.8%	1.6%				83.7%		8.5%	0.8%			93.0%	11.6%
	29.4%		1.4%	0.1%		0.7%	64.4%	0.1%	2.9%	0.1%	0.1%	0.9%	68.5%	6.2%
	-24.7%	0.8%	0.2%	-0.1%		-0.7%	19.3%	-0.1%	5.6%	0.7%	-0.1%	-0.9%	24.5%	5.4%
Skilled Craft County Workforce CLF (2010 Census) Utilization	3.1%													
	87.9%		4.1%	0.1%		1.3%	5.9%		0.3%			0.3%	6.5%	6.2%
	-84.8%		-4.1%	-0.1%		-1.3%	-5.9%		-0.3%			-0.3%	-6.5%	-6.2%
Service / Maintenance County Workforce CLF (2010 Census) Utilization	50.0%		11.1%				33.3%		5.6%				38.9%	16.7%
	45.5%	0.2%	11.1%	0.7%	0.1%	1.2%	34.4%		5.3%	0.6%		0.7%	41.1%	19.9%
	4.5%	-0.2%	0.0%	-0.7%	-0.1%	-1.2%	-1.1%		0.3%	-0.6%		-0.7%	-2.2%	-3.2%
Totals County Workforce CLF (2010 Census) Utilization	41.3%	0.3%	2.8%	0.5%			49.5%		5.1%	0.5%			55.1%	9.2%
	47.9%	0.1%	5.1%	0.3%		0.9%	41.2%		3.1%	0.3%		0.8%	45.6%	11.1%
	-6.6%	0.2%	-2.3%	0.2%		-0.9%	8.3%		2.0%	0.2%		-0.8%	9.5%	-1.9%

**Twin Falls County Workforce
Full and Part-Time Employees
Data as of 09/201**

Job Category	Total	Male						Female						Total Females	Total Minorities
		White	Black	Hispanic	Asian / Pacific Islander	American Indian or Alaskan Native	2+ Races	White	Black	Hispanic	Asian / Pacific Islander	American Indian or Alaskan Native	2+ Races		
Officials / Administrators	42	26						16						16	
	100%	61.9%						38.1%						38.1%	
Professionals	42	20		1	1			20						20	2
	100%	47.6%		2.4%	2.4%			47.6%						47.6%	4.8%
Technicians	22	14						7		1				8	1
	100%	63.6%						31.8%		4.5%				36.4%	4.5%
Protective Service - Sworn	75	61		4				9		1				10	5
	100%	81.3%		5.3%				12.0%		1.3%				13.3%	6.7%
Protective Service - Non-Sworn	60	22		2	1			28		6	1			35	10
	100%	36.7%		3.3%	1.7%			46.7%		10.0%	1.7%			58.3%	16.7%
Administrative Support	129	6	1	2				108	11	1				120	15
	100%	4.7%	0.8%	1.6%				83.7%	8.5%	0.8%				93.0%	11.6%
Skilled Craft	4	4													
	100%	3.1%													
Service / Maintenance Workers	18	9		2				6		1				7	3
	100%	50%		11%				33%		6%				39%	17%
Totals	392	162	1	11	2			194		20	2			216	36
	100%	41.3%	0.3%	2.8%	0.5%			49.5%		5.1%	0.5%			55.1%	9.2%