

# Grant County Equal Employment Opportunity Plan

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## **PURPOSE**

The purpose of the Equal Employment Opportunity Plan (EEOP) is to identify organizational components and job categories within Grant County's workforce in which under-representation occurs in proportion to availability in the labor force, and to devise and implement programs and timelines to pursue goals to achieve equitable representation.

## **POLICY STATEMENTS**

### **Equal Employment Opportunity:**

Grant County is an equal opportunity employer and believes that every employee has the right to work in surroundings which are free from all forms of unlawful discrimination.

Grant County is an Equal Employment Opportunity employer. It is against Grant County's policy for any employee to discriminate against an applicant for employment or another employee on the basis of race, color, and religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, or any other classification protected by applicable discrimination laws. Furthermore, no employee of the County is to discriminate against any applicant or fellow employee on the basis of a disability or status as a disabled veteran or veteran of the Vietnam era. Grant County will make reasonable accommodations, including modification of policies and procedures in appropriate cases for qualified individuals with disabilities, if it can do so without undue hardship.

Our policy relates to all phases of recruitment, employment, promotion, training, demotion, transfer, layoff, recall, termination, wages and salary administration, working conditions, employee benefits, application of policies and participation in County sponsored activities.

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on Grant County premises who are employed by temporary agencies and any other persons or companies doing business for or with Grant County.

**Affirmative Action:**

It is the policy of Grant County to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. Grant County's Affirmative Action program is a management tool designed to ensure equal opportunity in all phases of recruitment, employment, promotion, training, demotion, transfer, layoff, recall, termination, wages and salary administration, working conditions, employee benefits, application of policies and participation in County sponsored activities.

It is a diagnostic tool that is used to evaluate the workforce and compares it with the composition of the relevant labor pool outlining practical steps in which to address under-utilization of specific groups in all departments and offices throughout the County.

Grant County maintains an environment ensuring recognition of each employee's efforts, achievements, and cooperation. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Grant County will promote and afford equal treatment and service to all employees and citizens.

Grant County views the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management.

In developing our Affirmative Action Program, Grant County commits to:

- Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other non-job-related characteristic.
- Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training, and education are administered in a nondiscriminatory manner.

**ADMINISTRATION**

The Director of Human Resources has the overall responsibility for the development, implementation, and direction of the EEOP and Affirmative Action procedures. A report is completed for each year in writing to the Board of County Commissioners. Continuing compliance reviews will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the EEOP and that decisions account for valid relevant factors with respect to knowledge, skills abilities, performance, potential and bona fide occupational qualifications.

All personnel actions will conform to an Affirmative Action Program, the basic purpose of which is to further the utilization of the under-represented with respect to the terms

of benefits and privileges of employment etc.

The Director of Human Resources has the overall responsibility to carry out:

- The development of programs and internal and external communications regarding affirmative action for protected classes.
- Implementing an audit and review system that will:
  - Measure the effectiveness of the EEOP;
  - Indicate the need for any remedial action; and
  - Determine the degree to which the County's objectives have been met.
- Ensuring that the county is following the guidelines of the EEOP.
- Serving as liaison between Grant County and enforcement agencies.

It will be the responsibility of all elected officials, department heads and supervisory personnel to conduct themselves consistent with this EEOP to ensure that all personnel actions are administered in accordance with the EEOP and applicable policies and procedures. Hence, all employment related requests are filtered through HR prior to approval by the Board of County Commissioners.

It is expected that all elected officials, department heads and supervisory personnel will:

- Assist in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary;
- Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur;
- Review the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

It is the responsibility of all employees to be aware of the spirit and principle of equal employment opportunity and to cooperate fully to ensure the utmost success of the plan.

## **JOB ANNOUNCEMENTS**

The dissemination of all job vacancies for full and part time positions will be listed with Washington State Employment Security (Work Source), on the Grant County website, job posting bulletin boards located within the Courthouse Complex, and on [www.governmentjobs.com](http://www.governmentjobs.com). Various newspapers and/or trade publications will also be utilized depending upon the most appropriate circulation for the particular job posting. Job vacancies for full and part time positions may also be listed with local colleges, universities, and/or under-represented groups.

In order to locate qualified applicants, job advertisements will include the following:

- Position Title;
- Location;
- Department;
- FLSA Status;

- Salary;
- Summary of Benefits;
- General Purpose of position;
- Minimum required and preferred Knowledge, Skills and Abilities needed;
- Any special requirements;
- Application procedure; and
- Deadline in which to apply.

All job announcements will include "GRANT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER". Grant County uses Neogov Insight for our online application process. Neogov Insight automates the entire hiring and selection process from requisition to hire and is tailored for the unique needs of public sector organizations. Neogov Insight monitors functions such as position requisition approval, automatic minimum qualification screening, test statistics and analysis and EEO reporting.

It shall be the responsibility of each office/department to request the Human Resources department to create a job posting consistent with the above set forth criteria. Each job announcement will be posted on the County website.

Grant County's electronic job applications are non-discriminatory and are used to ensure compliance with pre-employment inquiries. All applications of non-selected applicants will be filed electronically for a period of six years.

### **HARASSMENT PREVENTION PROCEDURES**

Employees of and applicants to Grant County will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to protect their legal rights related to any federal, state, or local law regarding EEO. Any employees or applicants who feel that they have been subject to harassment, intimidation, threats, coercion, or discrimination because of their status, disability or as a qualified protected veteran should contact the Human Resources Department for assistance.

Harassment, based on race, color, gender, creed, religion, age, marital status, sexual orientation, national origin, the presence of any sensory, mental or physical disability, except as otherwise provided by law, veteran status, or other basis that is prohibited by local, state or federal laws, opposition to prohibited discrimination, or retaliation is a violation of federal and state law. Harassment is prohibited in all Grant County workplaces and while conducting work for the County. Appropriate preventative measures shall be used within the County to promote respect for the rights of employees and applicants, co-workers, and customers. Remedial measures and/or corrective actions, up to and including termination of employment, shall be utilized when acts of harassment occur.

If a person believes that he or she has been subjected to discrimination, the person

should report the potential discrimination immediately. If the discrimination involves the direct supervisor the person should report the potential discrimination to the supervisor's supervisor, Department Head or Elected Official or to Human Resources. Complaints of discrimination will be investigated promptly and in as confidential manner as possible so as to prevent impedance of the investigation. Retaliation is strictly prohibited for reporting such complaints. Claims of discrimination which come to our attention may result in disciplinary action up to and including termination of employment of the initiator of said discrimination.

## **NEEDS ANALYSIS**

The Human Resources Department continuously oversees the personnel practices in each County office and/or department, ensuring compliance with all federal, state and local laws. Training for elected officials, department heads and supervisors responsible for personnel actions is conducted formally and informally annually and as frequently throughout the year as needed.

### **Identified Action Areas:**

- Conduct periodic analyses of job descriptions to ensure they accurately reflect job functions;
- Make job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion processes;
- Evaluate the total selection process to ensure freedom from bias through:
  - Reviewing job applications and other pre-employment forms to ensure information requested is job-related;
  - Evaluate selection methods that may have a disparate impact to ensure that they are job-related and consistent with County business necessity;
  - Training management staff on proper interview techniques; and
  - Train management staff in EEO.
- Include the phrase "GRANT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER" or "EEO" in all printed employment advertisements;
- Place help wanted advertisements, when appropriate, in local minority news media and women's interest media;
- Disseminate information on job opportunities to organizations representing minorities, women and employment development agencies when job opportunities occur;
- Encourage all employees to refer qualified applicants;
- Actively recruit at secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments;
- Hire a consultant periodically to perform a self-audit of the County Compensation Plan;
- Ensure that all employees are given equal opportunity for promotion. This is achieved by:
  - Posting promotional opportunities;
  - Offering counseling to assist employees in identifying promotional

- o opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer; and
- o Evaluating job requirements for promotion.

## **JOB CATEGORIES**

### *Officials/Administrators*

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: elected officials, department heads, directors, deputy directors, supervisors, controllers, examiners, superintendents, unit supervisors, etc.

### *Professionals*

Occupations which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, child support worker, doctors, psychologists, registered nurses, dieticians, medical aides, economists, dieticians, attorneys , system analysts, accountants, auditors, engineers, employment and vocational rehabilitation counselors, teachers , instructors, etc.

### *Technicians*

Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafting aides, engineering aides, journey engineers, surveyors, electricians , licensed practical nurses, photographers, radio operators, technical illustrators, technicians (medical, dental, electronic, physical sciences), assessors, appraisers , instructors, etc.

### *Protected Services: Sworn*

Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police, patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, wardens, marshals, sheriffs, harbor patrol officers, park rangers, etc.

### *Protected Services: Non-sworn*

Occupations in which workers are entrusted with public safety but do not need to be sworn. Includes: animal control workers, crossing guards, lifeguards and other protected service workers.

### *Administrative Support*

Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information and other paperwork required in an office. Includes: cashiers, messengers, office helpers, office machine operators, shipping and receiving clerks, clerk-typists, stenographers, court

transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, secretaries, receptionists, etc.

*Skilled Craft*

Occupations in which workers perform duties which require manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairmen, motor operators, truck and tractor drivers, welders, flame cutters, plumbers, metal workers, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors, typesetters, etc.

*Service/Maintenance*

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Includes: cleaners, cafeteria workers, maintenance workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, etc.

**UTILIZATION ANALYSIS NARRATIVE**

The following analysis derives data for the Washington Labor Static from the EEOC's Federal Sector Job Groups report generated from the U.S. Census Bureau, 2006-2010 American Community Survey, with exception for Protected Services and Para-professionals, which derive data EEOC's 2005 EEO-4 Survey.

The Grant County Workforce data comes from the 2015 EEO4 reporting.

*Officials & Administrators*

	Gender	Total	White	Hispanic	Black	Asian	Indian
Washington Labor Statistic	Total	100%	88.4%	4.2%	1.2%	0.8%	0.0%
	Male	64.3%	57.8%	0.0%	1.2%	0.0%	0.0%
	Female	35.7%	30.6%	4.2%	0.0%	0.8%	0.0%
Grant County Workforce	Total	100%	93.88%	4.08%	0.00%	2.04%	0.00%
	Male	65.31%	63.27%	2.04%	0.00%	0.00%	0.00%
	Female	34.69%	30.61%	2.04%	0.00%	2.04%	0.00%

In this category Grant County is:

- Close to the State statistic for female utilization overall.
- Under-utilizing employees of color, although matching the State statistic for females of color overall.

Significant variance includes:

- Under-utilization of Hispanic females.
- No utilization of Black males.

### Professionals

	Gender	Total	White	Hispanic	Black	Asian	Indian
Washington Labor Statistic	Total	100%	83.0%	10.8%	0.2%	0.6%	2.2%
	Male	48.5%	40.3%	7.2%	0.2%	0.6%	0.0%
	Female	51.5%	42.9%	3.6%	0.0%	0.0%	2.2%
Grant County Workforce	Total	100%	84.51%	9.86%	0.00%	5.63%	0.00%
	Male	45.07%	38.03%	2.82%	0.00%	4.23%	0.00%
	Female	54.93%	46.48%	7.04%	0.00%	1.14%	0.00%

In this category Grant County is:

- Above to the State statistic for female utilization overall.
- Under-utilizing females of color utilization overall.

Significant variance includes:

- Strong performance in the utilization of Hispanic females and Asian employees overall.
- Under-utilization of Hispanic males.
- No utilization of Black or Indian employees.

### Technicians

	Gender	Total	White	Hispanic	Black	Asian	Indian
Washington Labor Statistic	Total	100%	88.2%	11.8%	0.0%	0.0%	0.0%
	Male	27.3%	27.3%	0.0%	0.0%	0.0%	0.0%
	Female	72.7%	60.9%	11.8%	0.0%	0.0%	0.0%
Grant County Workforce	Total	100%	89.19%	10.81%	0.00%	0.00%	0.00%
	Male	86.49%	75.68%	10.81%	0.00%	0.00%	0.00%
	Female	13.51%	13.51%	0.00%	0.00%	0.00%	0.00%

In this category Grant County is:

- Significantly below the State statistic for female utilization overall.
- Significantly below the State statistic for females of color utilization overall.

Significant variance includes:

- Strong performance in utilization of Hispanic males.
- No utilization of Hispanic females.

### Protected Services

	Gender	Total	White	Hispanic	Black	Asian	Indian
Washington Labor Statistic	Total	100%	82.0%	4.4%	8.5%	4.1%	1.0%
	Male	74.5%	59.5%	3.7%	6.8%	3.6%	1.0%
	Female	25.5%	22.5%	0.7%	1.7%	0.5%	0.0%
Grant County Workforce	Total	100%	87.01%	11.69%	1.3%	0.00%	0.00%
	Male	89.61%	77.92%	10.39%	1.3%	0.00%	0.00%
	Female	10.39%	9.09%	1.3%	0.0%	0.00%	0.00%

In this category Grant County is:

- Significantly below State statistic for female utilization overall.
- Significantly below State statistic for females of color utilization overall.

Significant variance includes:

- Strong performance in utilization of Hispanic males.
- Under-utilization of Black males.
- No utilization of Asian or Indian employees.

*Para-Professionals*

	Gender	Total	White	Hispanic	Black	Asian	Indian
Washington Labor Statistic	Total	100%	80.5%	3.6%	7.5%	7.4%	0.9%
	Male	34.1%	25.7%	1.4%	4.0%	2.9%	0.2%
	Female	65.9%	54.9%	2.2%	3.6%	4.5%	0.7%
Grant County Workforce	Total	100%	64.29%	35.71%	0.00%	0.00%	0.00%
	Male	25.00%	16.07%	8.93%	0.00%	0.00%	0.00%
	Female	75.00%	48.21%	26.79%	0.00%	0.00%	0.00%

In this category Grant County is:

- Above the State statistic for female utilization overall.
- Above the State statistic for females of color utilization overall.

Significant variance includes:

- Strong performance in utilization of Hispanic employees.
- No utilization of Black, Asian or Indian employees.

*Administrative Support*

	Gender	Total	White	Hispanic	Black	Asian	Indian
Washington Labor Statistic	Total	100%	81.4%	17.0%	0.1%	0.0%	0.5%
	Male	22.1%	16.8%	5.1%	0.1%	0.0%	0.0%
	Female	77.8%	64.6%	12.1%	0.0%	0.0%	0.5%
Grant County Workforce	Total	100%	85.6%	12.00%	0.00%	0.80%	1.60%
	Male	6.40%	4.80%	0.80%	0.00%	0.80%	0.00%
	Female	93.6%	80.80%	11.20%	0.00%	0.00%	1.60%

In this category Grant County is:

- Above the State statistic for female utilization overall.
- Above the State statistic for females of color utilization overall.

Significant variance includes:

- Close to the State statistic for Hispanic females.
- Under-utilization of Hispanic males.

*Skilled Craft*

	Gender	Total	White	Hispanic	Black	Asian	Indian
Washington Labor Statistic	Total	100%	81.1%	15.7%	0.0%	0.4%	1.1%
	Male	96.8%	77.8%	15.7%	0.0%	0.4%	1.1%
	Female	3.2%	3.2%	0.0%	0.0%	0.0%	0.0%
Grant County Workforce	Total	100%	93.48%	6.52%	0.00%	0.00%	0.00%
	Male	100%	93.48%	6.52%	0.00%	0.00%	0.00%
	Female	0.0%	0.0%	0.0%	0.00%	0.00%	0.00%

In this category Grant County is:

- Severely deficit in the utilization of females and females of color.
- Below the State statistic for Males of color.
- Above the State statistic for females of color utilization overall.

Significant variance includes:

- Below the State statistic for Hispanic males.
- No utilization for Black, Asian, or Indian employees.

*Service & Maintenance*

	Gender	Total	White	Hispanic	Black	Asian	Indian
Washington Labor Statistic	Total	100.0%	70.2%	21.7%	2.7%	1.8%	2.5%
	Male	43.2%	32.9%	9.9%	0.0%	0.4%	0.0%
	Female	56.8%	37.3%	11.9%	2.7%	1.4%	2.5%
Grant County Workforce	Total	100.0%	91.38%	6.90%	0.00%	0.00%	1.72%
	Male	81.03%	74.14%	6.90%	0.00%	0.00%	0.00%
	Female	18.97%	17.24%	0.0%	0.00%	0.00%	1.72%

In this category Grant County is:

- Below the State statistic for female utilization overall.
- Below the State statistic for females of color utilization overall.

Significant variance includes:

- Under-utilization of Hispanic and Indian employees overall.
- No utilization for Black or Asian employees.

**UTILIZATION ANALYSIS OBJECTIVES**

The data above identifies clear areas of focus for Grant County during the coming EEOP timeframe.

1. Since White females and Hispanics, Blacks, Asians and Indians are under-represented in certain categories, Grant County should increase its recruitment efforts for non-elected positions in these areas by outreaching to these populations through the various action items listed in this EEOP.
2. Officials & Administrators:
  - a. Work with Departments to identify works in under-represented categories who may be ready for leadership development and training. Make them aware of internal opportunities.
3. Professionals:
  - a. Work with professional training organizations to target new graduates within under-represented categories.
4. Technicians:
  - a. Work with professional training organizations to target new graduates within under-represented categories.
5. Protected Services:
  - a. Evaluate the County's Civil Service advertising and promotion practices to identify that they are supporting and increasing the County's goals for increasing representation in this category.

6. Skilled Craft
  - a. Work with Departments to evaluate job descriptions and recruitment practices for these positions to identify that they are supporting and increasing the County's goals for increasing representation in this category.
7. Service & Maintenance:
  - a. Work with Departments to evaluate job descriptions and recruitment practices for these positions to identify that they are supporting and increasing the County's goals for increasing representation in this category.
8. While the general population of Grant County suggests a small workforce for the Indian and Asian populations, and only a slightly higher population and workforce for the Black population, Grant County will continue to focus on increasing the Hispanic workforce, which consists of a much higher population within its borders. Nonetheless, efforts to increase our Indian, Asian, and Black workforce will also receive emphasis.

## **STEPS TO ACHIEVE UTILIZATION ANALYSIS GOALS**

The Human Resources department will provide information and training to elected officials, department heads and supervisory personnel regarding alternative recruitment resources; e.g. women's and minority groups, especially Hispanic publications, job fairs and the Internet.

Each office or department will submit yearly reports regarding minority status of applicants, new employees and interviews, disciplined employees and terminated employees. The Human Resources department will evaluate these reports to identify any areas of concern regarding minorities receiving equal opportunity.

The Human Resources department will work with elected officials and department heads in preparing training for entry-level and promotional positions to ensure minorities are receiving equal opportunity.

## **AUDIT AND REPORT SYSTEM**

The Human Resources Director has the responsibility for developing and preparing the formal documents of the EEOP. The Human Resources Director is responsible for the effective implementation of the EEOP; however, responsibility is likewise vested with each Elected Official, Department Head, and/or Supervisor.

Grant County's Audit and Reporting system is designed to:

- Measure the effectiveness of the EEOP;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which Grant County's goals and objectives have been obtained.

The following personnel activities are reviewed to ensure nondiscrimination and equal employment opportunity for all individuals without regard to their race, color, gender, religion, age, or national origin:

- Recruitment, advertising, and job application procedures;
- Hiring, promotion, upgrading, layoff, recall from layoff;
- Rates of pay and any other forms of compensation including fringe benefits;
- Job assignments, job classifications, job descriptions, and seniority lists;
- Sick leave, leaves or absence, or any other leave;
- Training, apprenticeships, attendance at professional meetings and conferences; and
- Any other term, condition, or privilege of employment.

The following documents are maintained as a component of Grant County's internal audit process:

- An applicant flow log showing the name, race, gender, date of application, job title, interview status and the action taken for all individuals applying for job opportunities;
- Summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by gender and minority group identification;
- Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each position;
- Maintenance of employment applications (not to exceed two years); and
- Records pertaining to Grant County's compensation system.

Grant County's audit system includes an annual report documenting Grant County's efforts to achieve its EEOP responsibilities. Each Department Head, Elected Official and/or Supervisor is asked to report any current or foreseeable EEO problem areas and is asked to outline their suggestions/recommendations for solutions. If problem areas arise, the Elected Official, Department Head, and/or Supervisor are to report problem areas immediately to the Human Resources Director.

An annual report will be compiled by the Human Resources department for review by the Board of County Commissioners concerning applicant flow and progress in the EEOP. The report will be filed as a public record and with all federal, state and local agencies as required.

## **DISSEMINATION POLICY**

### **Internal:**

- Copies of Grant County's EEOP and affirmative action programs are available for inspection by any employee through the County's intranet site, or to any applicant upon request, to promote understanding, acceptance and support.
- Policies are re-emphasized to Department Heads, Elected officials and supervisors on a continuous basis.

- Grant County's EEO posters are posted on bulletin boards located throughout our facilities and office work areas.
- All employees are advised annually of the company's policy and encouraged to aid in Grant County's EEO efforts to ensure a fair and effective program.
- Briefing sessions are conducted periodically for Elected Officials, Department Heads and Supervisors to review the applicable regulations and to discuss such EEOP action measures as training and reasonable accommodation.
- When making internal Equal Opportunity audits, implementation of the EEOP will be reviewed.
- At least once a year the policy is distributed to all employees.

**External:**

- Subcontractors, vendors and suppliers are notified of Grant County's EEOP including the employment of qualified individuals with disabilities and qualified protected veterans.
- All recruiting sources, including State employment agencies, educational institutions and social service agencies have been informed of Grant County's policy concerning the employment of the underserved populations including qualified individuals with disabilities and qualified protected veterans and have been advised to actively recruit and refer qualified persons for job opportunities.
- Grant County lists all suitable employment openings with the appropriate local office of the State Employment Service.
- A copy of Grant County's EEOP is available as a public record and is listed on the Grant County Internet Web Site.
- Formal arrangements have been made to ensure that each recruitment source is provided with timely notice of job opportunities, to ensure that recruitment sources have an opportunity to refer qualified candidates.
- All applications for employment will contain an Equal Employment Opportunity policy statement.
- All contractors or agencies providing personnel services to Grant County will be notified in writing of the County's EEOP and be asked to provide a statement of purpose, plan and intent with respect with their own affirmative action efforts.

ADOPTED this 28<sup>th</sup> day of December 2015.

**BOARD OF COUNTY COMMISSIONERS  
GRANT COUNTY, WASHINGTON**

[Excused]  
Richard Stevens, Chair

Cindy Carter, Vice Chair

Carolann Swartz, Member