



COUNTY OF MARIN HUMAN RESOURCES DEPARTMENT

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Acting Director

April 13, 2010

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Acceptance of the FY 2008-2009 Equal Employment Report

RECOMMENDATION: It is recommended that your Board accept the FY 2008-2009 Equal Employment Report.

SUMMARY:

Background

Your Board approved and adopted the County of Marin 2005-2010 Five Year Equal Employment Plan in July of 2005 and it has been the County's practice to periodically present a report on the County's progress in implementing each Five-Year Plan.

The FY 2008-2009 Equal Employment Report was prepared by Human Resources. The report examines the County's progress in employing people of historically underrepresented groups. The County's progress is measured against the 2005-2010 Five-Year Plan crafted from the 2000 civilian labor force data. The composition of the County workforce is shown on pages 10-16 and a summary of underutilization for FY 2008-2009 is on page 56 of the report.

It has been past practice to include a section created by the Equal Employment Advisory Committee (EEAC) as approved by the Personnel Commission. However, this year, the Personnel Commission requested additional time to review the EEAC recommendations and engage in additional discussion with the committee, and would like the EEAC section presented to the Board for discussion at a future Board meeting. Human Resources is presenting the 2008-2009 EEO Report to you at this time because we intend to begin implementing many of the recommendations as soon as possible or in conjunction with our 2010-2011 Work Plan.

As promised, in this report, there is one new feature—a four year retrospective, which analyzes utilization based upon the current Labor Market Availability statistics.

Major Findings

- Overall, 52.3% of the workforce was comprised of women and 26.3% was comprised of minorities.

- Women earned 64% of all full-time promotions and minorities 34.7%, an increase of 18.6% and 17.7%, respectively, from the prior year.
- Separations of full-time women decreased by 13.6% and minorities decreased by 0.5%. (See page 41-46) for further analysis of appointments, promotions, separations and turnover rates.)
- The total number of EEO job categories showing underutilization increased by one. (See page 56.)

Recommendations

While progress has been made in some areas, increasing utilization of women and minorities in the historically under-represented EEO categories continues to be the challenge. Recruitment obstacles still include the high cost of living in Marin, commute distances, and the perception of Marin as an employer with underutilization of minority groups and women in certain job categories.

The report contains fourteen recommended actions-- some of which are highlighted below. Human Resources staff will use the recommendations to continue to address underutilization in coordination with County departments. Many of these recommendations will give the departments additional tools to enable them to actively respond to historical underutilization.

- Proactively use the consent decree to reduce and eliminate underutilization of women. Actively analyze and monitor the County's compliance with the NOW Consent Decree, and initiate necessary action, through a committee, to attain and sustain full compliance. This recommendation has been incorporated into the Human Resources annual Performance Plan for FY 2010-2011.
- The outreach recruiting efforts be continued and intensified for all ethnic/racial minorities and women in the categories and departments which are not fully utilized to the labor market availability, but this may require additional funding. Continue to utilize popular internet recruiting sites, when funding provides, to advertise historically underutilized positions. The popular internet recruiting sites include those targeted at a specific group, such as a site specifically aimed at jobs for women in law enforcement. These sites may have associated costs due to the current popularity and apparent success of diverse-oriented internet recruiting techniques. Use the updated email outreach list for each applicable underutilized position that opens for recruitment. Continue to update the email outreach list by adding contacts from surrounding counties.
- Continue the new practice of providing workforce statistics such as the diversity makeup of the department's workforce, new hires, conversions and promotions to the Department Heads and Board of Supervisors when evaluating Department Heads annually for their contribution and commitment to equal employment opportunity principles and diversity in the workforce.
- In addition to providing the Department Heads with notice of any underutilization in their department, begin a new practice of also providing them with all job classifications which are included in an underutilized EEO category and the number of employees required to correct the underutilization.


- Examine the workforce of surrounding Bay Area Counties for any trends in underutilization in EEO job categories in which Marin shows historical underutilization. Compare and investigate whether other Counties are able to meet LMA. This could provide some insight in assessing the suitability of the LMA being used by Marin County and any unique characteristics that hinder Marin in meeting LMA.
- Evaluate all certification lists for any underutilized recruitment. Identify whether the certification list contained applicants who were members of the underutilized protected class. Further, track whether a woman or minority applicant was selected. This information should be provided on an annual basis to each Department Head for departments wherein underutilization exists.

REVIEWED BY:	<input type="checkbox"/>	Auditor Controller	<input checked="" type="checkbox"/>	N/A
	<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
	<input checked="" type="checkbox"/>	Human Resources	<input type="checkbox"/>	N/A

Respectfully submitted,

Reviewed by:


Carrie Ann Colton
Equal Employment Officer


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