

**BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA**

RESOLUTION APPROVING EQUAL EMPLOYMENT OPPORTUNITY PLAN

WHEREAS, pursuant to Neb. Rev. Stat. § 23-104(6), the County has the power to do all acts in relation to the concerns of the county necessary to the exercise of its corporate powers;

WHEREAS, pursuant to Neb. Rev. Stat. § 23-103, the powers of the County as a body are exercised by the County Board;

WHEREAS, Sarpy County previously approved an Equal Employment Opportunity Plan for Sarpy County on February 1, 2014, via Resolution 2014-47; and

WHEREAS, Sarpy County desires to adopt a revised Equal Employment Opportunity Plan for Sarpy County.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the “Equal Employment Opportunity Plan” attached hereto.

BE IT FURTHER RESOLVED that any resolutions or parts of resolutions that conflict with this resolution, including Resolution 2014-47, are hereby repealed.

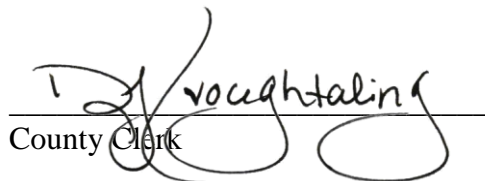
The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with the applicable law on the 27th day of February, 2018.


Sarpy County Board Chairman



Attest:

SEAL


County Clerk

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN
FOR SARPY COUNTY, NEBRASKA**



February 2018

Equal Employment Opportunity Plan

- I. **Objective:** The equal employment opportunity objective of the Sarpy County is to achieve, within a reasonable period of time, an employee profile which is an appropriate reflection of the relevant labor market availability, with respect to race, gender and other protected groups in each major job category.

- II. **Achievement of Objective:**
 - a. **Recruitment:** The County shall engage as needed recruiting sources for the purpose of attracting underrepresented candidates. These recruiting sources shall be notified of the County's Equal Employment Opportunity Policy. In addition, as needed, the County will work with local organizations that may have an impact on the applicant pool.

 - b. **Employment and Selection:**
 - i. All employees engaged in rendering hiring and promotion decisions shall be trained to ensure nondiscrimination in decision-making. The hiring and promotion results shall be reviewed periodically to ensure that hiring and promotion are the result of legally permissible justifications.

 - ii. All screening mechanisms used for the purpose of determining an individual's suitability for the particular job sought shall be legal. The County shall not use a screening mechanism that results in an adverse impact on minorities, females, and other members of protected groups.

 - iii. The County's employment site and online application shall contain a notice that the County is an Equal Opportunity Employer (EOE). Information, which is collected for Equal Employment Opportunity purposes only, regarding applicants who have protected group membership, shall not be viewed by individuals making selection decisions.

 - iv. Where a concern of unequal consideration or opportunity arises, applications of employees shall be reviewed by Human Resources to ensure that qualified individuals are given equal consideration and opportunity in all employment actions as prescribed by Regulations and or legal requirements.

 - v. Where additional training and experience would be beneficial for advancement, the Elected Official/Department Head will counsel and assist their employees.

 - vi. Any employee separating from County employment may request and shall be afforded the opportunity for an exit interview with the

Human Resources Department. If necessary, the exit interview will include a discussion of the employee's perception of Equal Employment Opportunity in County government and any comments they may have regarding this matter.

III. Internal Audit and Reporting:

- a. In order for the County to assess its Equal Employment Opportunity Plan Objective, a systematic approach must be taken to monitor the results of the County's Plan. The systematic approach described below should enable the County to evaluate results and to plan for the future.
- b. The following reports shall be generated by the Human Resources Department and include the EEO-4 race and gender designation for:
 - i. Permanent Full-Time Employees
 - ii. Permanent Full-Time Employees grouped by Occupational Category and by Salary Level
 - iii. New Hires
 - iv. Employment
- c. Where appropriate, the Human Resources Department shall also be responsible for the following:
 - i. Analysis of progress toward goals and objectives (numerical and non-numerical).
 - ii. Review of program effectiveness designed to assist in obtaining goals and objectives.
 - iii. Analysis of performance reviews, promotions, transfers, discipline, and exit interviews of minorities, females, and other protected classes to determine whether or not disparate treatment or adverse impact may exist.
 - iv. Review of Job Opportunity announcements; newspaper advertisement and placement; and other recruitment, referral, and employment records.
 - v. Review of training, education, and management-level development programs.
- d. Human Resources shall update its Equal Employment Opportunity Plan Utilization Analysis as needed in order to ensure compliance with federal grants requirements. The most current Utilization Analysis is available at Attachment "A."

EEO Utilization Report

Organization Information

Name: Sarpy County

City: Papillion

State: NE

Zip: 68046

Step 1: Introductory Information

Policy Statement:

Equal opportunity in employment shall be provided to all persons. the Human Resources Director shall develop and maintain an Equal Employment Opportunity Plan which supports equal opportunity in recruitment and selection, job structure, promotion policies, training and development, and all other related personnel procedures and practices. Refer to the Equal Employment Opportunity Plan for additional information.

In accordance with Nebraska Revised Statute 23-2351, discrimination against any person in recruitment, examination, selection, appointment, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, discipline, or any other aspect of personnel administration because of race, color, religion, sex, disability, national origin, age, marital status, political opinions or affiliations, or other unlawful basis shall be prohibited. discrimination on the basis or age, sex, or disability is prohibited except were specific age, sex, or physical requirement constitute a bona fide occupational qualification necessary to proper and efficient administration.

Following File has been uploaded:County EEO 2-01-2014 updated 11-16-2015.docx

Step 4b: Narrative of Interpretation

In the employment context, courts have generally recognized that statistics showing under-utilization of two standard deviations or more may be evidence of employment discrimination. Thus, Sarpy county has determined it is prudent to review the categories showing under-utilization of two standard deviations or more.

Here, the utilization analysis yielded the following results:

Significant under-utilization of Hispanic/Latino Males within the job category of "Protective Services - Sworn"

Significant under-utilization of Hispanic/Latino Males within the job category of "Skilled Craft"

Significant under-utilization of White Males within the job category of "Administrative Support"

Significant under-utilization of White Females within the job category of "Protective Services - Non sworn"

Significant under-utilization of 'other' females within the job category of "Protective Services - Non sworn"

Step 5: Objectives and Steps

1. To increase gender/race representation in all underrepresented job categories listed in the Narrative Under-Utilization Analysis

a. a. Continue to work with a variety of population-specific organizations for the purpose of increasing gender/race representation in all underrepresented job categories identified. Such organizations include the following recruitment sources:

-NEWorks (State of Nebraska site for employment)

-Eastern Nebraska Community action Partnership

-Latino Center of the Midlands

-Omaha Economic Development Corporation

since our last review of utilization, Sarpy County has also begun using more social media/web sites, such as:

-Twitter

-Facebook

-Indeed

b. b. continue work with the Metropolitan Area Planning Agency as needed to enhance public transportation within Sarpy County. Study determined cost of \$60 million over next 10 years.

-Source: Omaha World Herald

[http://www.omaha.com/sarpy/bellevue/mapa-study-sees-expansion-of-public-transportation-across-county/article_2f7a9414-716c-532d-b1c8-](http://www.omaha.com/sarpy/bellevue/mapa-study-sees-expansion-of-public-transportation-across-county/article_2f7a9414-716c-532d-b1c8-9556f5b5c08b.html?utm_medium=social&utm_source=email&utm_campaign=user-share)

[9556f5b5c08b.html?utm_medium=social&utm_source=email&utm_campaign=user-share](http://www.omaha.com/sarpy/bellevue/mapa-study-sees-expansion-of-public-transportation-across-county/article_2f7a9414-716c-532d-b1c8-9556f5b5c08b.html?utm_medium=social&utm_source=email&utm_campaign=user-share)

Step 6: Internal Dissemination

-Post the EEOP Utilization Report on www.sarpy.com

link:

<https://www.sarpy.com/offices/human-resources>

-Print and post a copy of the Utilization report with the Human Resources Department.

-Discuss EEOP and Utilization report during new hire orientation.

Step 7: External Dissemination

Post the EEOP and EEOP Utilization Report on www.sarpy.com

link:

<https://www.sarpy.com/offices/human-resources>

print EEOP and EEOP Utilization Report with the Human Resources Department

Utilization Analysis Chart
Relevant Labor Market: Sarpy County, Nebraska

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	28/61%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	18/39%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,060/59%	125/2%	135/2%	0/0%	70/1%	0/0%	0/0%	0/0%	2,230/33%	55/1%	25/0%	0/0%	60/1%	0/0%	80/1%	0/0%
Utilization #/%	2%	-2%	-2%	0%	-1%	0%	0%	0%	7%	-1%	-0%	0%	-1%	0%	-1%	0%
Professionals																
Workforce #/%	47/57%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%	31/38%	0/0%	1/1%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	3,780/41%	175/2%	120/1%	20/0%	90/1%	0/0%	90/1%	50/1%	4,325/47%	275/3%	150/2%	10/0%	85/1%	10/0%	90/1%	20/0%
Utilization #/%	17%	-2%	1%	-0%	-1%	0%	-1%	-1%	-9%	-3%	-0%	-0%	0%	-0%	-1%	-0%
Technicians																
Workforce #/%	49/44%	1/1%	0/0%	0/0%	1/1%	0/0%	0/0%	0/0%	58/52%	1/1%	2/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	700/46%	10/1%	30/2%	0/0%	15/1%	0/0%	10/1%	0/0%	655/43%	25/2%	60/4%	0/0%	25/2%	0/0%	0/0%	0/0%
Utilization #/%	-2%	0%	-2%	0%	-0%	0%	-1%	0%	9%	-1%	-2%	0%	-2%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	68/73%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	24/26%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	625/58%	115/11%	30/3%	0/0%	10/1%	0/0%	0/0%	0/0%	275/26%	0/0%	15/1%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	15%	-11%	-3%	0%	-1%	0%	0%	0%	0%	1%	-1%	0%	0%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	24/40%	0/0%	3/5%	0/0%	0/0%	0/0%	0/0%	0/0%	25/42%	2/3%	6/10%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	50/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	10/17%
Utilization #/%	40%	0%	5%	0%	0%	0%	0%	0%	-42%	3%	10%	0%	0%	0%	0%	-17%
Administrative Support																
Workforce #/%	22/12%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	157/83%	5/3%	3/2%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,330/34%	360/2%	320/2%	4/0%	75/0%	0/0%	65/0%	50/0%	8,160/53%	440/3%	440/3%	35/0%	130/1%	15/0%	100/1%	10/0%
Utilization #/%	-23%	-2%	-2%	-0%	-0%	0%	-0%	-0%	31%	-0%	-1%	-0%	-1%	-0%	-1%	-0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Skilled Craft																
Workforce #/%	41/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,625/84%	565/10%	155/3%	10/0%	10/0%	0/0%	4/0%	10/0%	150/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	16%	-10%	-3%	-0%	-0%	0%	-0%	-0%	-3%	0%	0%	0%	0%	0%	0%	0%
Service/Maintenance																
Workforce #/%	13/76%	0/0%	2/12%	0/0%	0/0%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%
CLS #/%	5,970/44%	1,040/8%	620/5%	4/0%	90/1%	0/0%	139/1%	10/0%	4,655/34%	540/4%	255/2%	4/0%	155/1%	10/0%	100/1%	0/0%
Utilization #/%	33%	-8%	7%	-0%	-1%	0%	-1%	-0%	-28%	-4%	-2%	-0%	5%	-0%	-1%	0%

