

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: HUMAN RESOURCES

SUBJECT: AFFIRMATIVE ACTION PLAN (AAP)

PPM #: CW-P-028

ISSUE DATE
December 18, 2023

EFFECTIVE DATE
December 18, 2023

PURPOSE:

To ensure equal employment opportunity and to maintain a work force which is reflective of the availability of protected group members in the relevant civilian labor force. This policy is applicable to all County merit and at-will positions.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Human Resources.

AUTHORITY:

- Executive Order 11246, as may be amended
- Code of Federal Regulations (CFR) Title 41, Subtitle B, Chapter 60-2 Affirmative Action Programs, as may be amended

Any conflict between this PPM and Executive Order 11246, as may be amended, 41 CFR B, 60-2 Affirmative Action Programs or their associated regulations, as may be amended, will be resolved in accordance with the anti-discrimination statutes and regulations.

POLICY:

It is the policy of the Board of County Commissioners (County) to provide equal employment opportunities without regard to race, color, religion, national origin, gender, sex (including pregnancy discrimination, gender stereotyping, and sexual harassment), age, marital status, familial status, veteran status, genetic information, sexual orientation, gender identity or expression, disability or any other protected class recognized by Federal, State, or Local law. (“Protected Class”).

County managers and supervisors must take affirmative action as called for by applicable laws and Executive Orders to correct the underrepresentation of women and minorities in the work force and to assure that minority group individuals, females, protected veterans, and qualified persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of a

position are introduced into the workforce and considered for promotional opportunities.

PROCEDURE:

The Affirmative Action Plan (AAP) will be prepared annually, or as otherwise provided for in accordance with the relevant laws and regulations, by the Fair Employment Programs section (FEP) of the Human Resources Department. The AAP will include both workforce analyses, as well as affirmative action goals established to correct underrepresentation.

CONTENTS OF THE AAP:

The contents of the AAP must comply with requirements as established in 41 Code of Federal Regulations (CFR) 60-2 and Executive Order 11246, as may be amended. The AAP includes, but is not limited to a Policy Statement, responsibility for implementation, dissemination of policy, workforce analysis, action-oriented programs, targeted work unit goals, and accomplishments.

MONITORING:

Fair Employment Programs will monitor and evaluate progress toward AAP goals and to monitor consistency in the recruitment, rating, and selection process. To assist with monitoring the AAP, FEP may require departments to provide documentation supporting employment decisions including, but not limited to hiring, promotion, and termination. The Manager of Fair Employment Programs, or designee, may make recommendations regarding referral list candidates and advertising for targeted positions. FEP will maintain records relevant to the AAP as required by Executive Order 11246 and 41 Code of Federal Regulations Chapter 60-2.

DISTRIBUTION OF THE AAP:

The AAP will be posted on the Human Resources website and will be made available in alternate formats determined on a case-by-case basis for persons with disabilities as necessary.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

1. PPM#CW-P-028, dated 7/1/88
2. PPM#CW-P-028, dated 6/1/23