ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: **Equal Employment Opportunity Plan** **Number: C 25**

Approved: **Date: 02-05-07**

I. PURPOSE

To delineate the guidelines specified in the Social Services Agency (SSA) Equal Employment Opportunity (EEO) Policy Statement (Attachment A) for achieving and maintaining equal employment opportunity, as demonstrated by workforce selection, training, and promotions, which reflect parity with the available workforce.

II. POLICY

SSA is committed to nondiscrimination and equal employment opportunity, in compliance with Board Resolution No. 99-514, adopted on December 21, 1999. Every SSA employee shall demonstrate a positive attitude and extend a good faith effort toward accomplishing the Agency's EEO goals.

SSA shall ensure that policy, practice, or procedure warns against unlawful discrimination in any terms, conditions or privileges of employment on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, pregnancy, age, physical or mental disability, medical condition, marital status, sexual orientation, veteran’s status, citizenship, or any other protected group status. All employment-related decisions will be based on merit. Unlawful discrimination, harassment, and retaliation in any form will not be tolerated. SSA will follow the Orange County EEO Policy and Procedure and the Orange County Merit System Selection Rules and Appeals Procedure, which are based on EEO guidelines. Equal opportunity will be achieved through leadership and aggressive implementation of an EEO Program.

III. PROCEDURE

A. Summary of SSA EEO Plan:

1. The General EEO Plan: This plan delineates policy and goals; analyzes the Agency’s workforce by ethnicity and sex in each employment category as specified by the U.S. Equal Employment Opportunity Commission (EEOC) in order to identify under-utilization; describes recruitment and selection procedures; and reviews promotional practices, upward mobility and training; and audits of progress. It also contains SSA workforce statistics for the previous calendar year.
2. The EEO Disability Plan: This part of the SSA EEO Plan contains information that includes the disability plan policy statement; description of key terms; dissemination and assessment; recruitment; selection and reasonable accommodation; medical information; promotions, upward mobility and training; and monitoring and contract compliance. It also includes Appendices such as EEOC Description of Job Categories as related to SSA responsibilities of administration function, and the Utilization Review Tables.

B. EEO Administration and Monitoring:

1. SSA Human Resources and Career Development (HRCD) EEO Coordinator, who is designated by the SSA Director, is responsible for advising the SSA Managers and Supervisors on Agency and County policies, procedures, and the scope of their responsibilities. (S)he coordinates SSA's plan with the County Equal Employment Opportunity Access Office and submits recommendations for management approval.
2. The EEO Coordinator shall update the Plan annually on or before April and submit it to the SSA Director for approval. The approved Plan shall be distributed to SSA Executive Management, SSA HRCD, the County Equal Employment Opportunity Access Office, and posted on Agency Intranet. EEO information will be available for review at SSA HRCD to provide information to employees and the public regarding pertinent program concerns. A memorandum shall be issued periodically to keep managers apprised of plans, programs, or problems concerning the EEO Plan. Managers shall keep their supervisors informed of program activities and progress.

C. SSA Management and Supervisory Personnel Responsibilities:

1. Establish and achieve EEO goals for respective programs and encourage subordinates to participate in EEO activities.
2. Review progress toward achievement of EEO goals annually and take action to eliminate problem areas.
3. Keep apprised of applicable EEO laws and regulations.
4. Assist SSA HRCD to prepare recruitment plans and to document employment interviews so that reasons for selection/rejection of applicants can be ascertained. Recruitment documents shall be maintained for two years.
5. Monitor the work force for opportunities to implement EEO goals and timetables. SSA HRCD recruitment staff will remind hiring authorities when hiring opportunities can correct under utilizations to gain or retain parity.
6. Be aware of program’s goals and make every effort to meet them within the established timetable.
7. Attend discrimination and harassment training programs, conducted by SSA HRCD. SSA will comply with AB 1825, chaptered in 2004. This State law requires supervisors and managers to attend at least two hours of sexual harassment training once every two years. New supervisors are required to receive sexual harassment training and education within six months of assuming their position. Managers and supervisors are responsible to ensure that SSA and the County are in compliance with this new law.

IV. REFERENCES

Board Resolution No. 99-514, dated December 21, 1999
California Government Code Section 12990
AB 1825, chaptered in 2004

V. ATTACHMENT

A Social Services Agency Policy Statement 2006

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