Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

Public Participation Procedures
In order to protect public health and the safety of our Placer County citizens, attendance for the Civil Service Commission will be offered as a completely virtual Zoom meeting webinar. The Human Resources Department will be closed to public attendance.

Join from a PC, Mac, iPad, iPhone, or Android
https://zoom.us/j/93275655596

Join by Telephone
Dial: 669-900-6833 OR 877-853-5247 (Toll Free)
Webinar ID: 932 7565 5596

In compliance with Governor Newsom’s Executive Order N-29-20-EO on telephone meetings, the public’s participation will be supported through web or phone participation for attendees. When Public Comment is opened, participants may “raise hand” to be called upon to give their public comment.

1. Those joining online through the web meeting should “Raise Hand” in the Zoom meeting window. The Clerk will call on them by the name they entered in the Zoom session, and they will be prompted to unmute their microphone so they can state their name for the record and give their comment.

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Alternatively, citizens may submit their comments in written form to the Commission Clerk at jmckeig@placer.ca.gov. All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received though the Clerk’s email address after 8:00AM the morning of the meeting will still become part of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission’s action.
OPEN SESSION
Call to Order | 3:30PM
Roll Call
Administration of the Oath of Office of Commissioner Bernardine Schroeder

Public Comment:
Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

1. Approval of Agenda | Regular Meeting, November 9, 2020

2. Approval of Minutes | Regular Meeting, October 13, 2020

3. 2021 Equal Employment Opportunity Program
   Presenter: Suzanne Holloway, Human Resources Manager

4. Communications
   Reports to the Commission are informational only. No action will be taken.
   a. Provisional Appointments: None
   b. Staff Reports and Correspondence
   c. Commissioner Comments

CLOSED SESSION
5. §54957 - Public Employee Performance Evaluations
   Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

OPEN SESSION
   Closed Session Report
   Report of action taken in closed session pursuant to Government Code Section 54957.1.

6. Classified Employees Merit Increases
   Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

7. Adjournment to the following upcoming meeting:

   Regular Meeting Calendar 2020
   Second Monday of the Month - 3:30PM
   Human Resources Department, 1st Floor Conference Room
   145 Fulweiler Avenue, Suite 200, Auburn, CA 95603
   OR
   Zoom Virtual Meeting with public participation instructions on agenda

   Monday, December 14, 2020
STATE OF CALIFORNIA  

}  

} ss.  

COUNTY OF PLACER  

I, Bernadine Schroeder, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Commissioner, PLACER COUNTY CIVIL SERVICE COMMISSION  

(Duties upon which affiant is about to enter)

__________________________  

(Signature of affiant)

Subscribed and sworn to before me this ___9th___ day of ____November ____ , 2020.

__________________________  

(Signature of person administering oath)

__________________________  

(Typed or printed name of person administering oath)

__________________________  

(Title)
CIVIL SERVICE COMMISSION
REGULAR MEETING
Minutes
Tuesday, October 13, 2020
3:30 PM

COMMISSIONERS
Deborah Bennett, Chair
John Costa
Harry Hull, Vice Chair
Ronald Le Doux
Seat 2, Vacant

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Alternatively, citizens may submit their comments in written form to the Commission Clerk at PCHRD@placer.ca.gov. All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received though the Clerk’s email address after 8:00AM the morning of the meeting will still become part of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission’s action.
OPEN SESSION
Call to Order | 3:30PM
Roll Call
Present | Bennett, Costa, Hull, Le Doux

Public Comment:
Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

1. Approval of Agenda | Regular Meeting, October 13, 2020
   Motion: Le Doux/Costa/Unanimous Vote 4:0
   Ayes: Bennett, Costa, Hull, Le Doux
   No Public Comment

2. Approval of Minutes | Regular Meeting, September 14, 2020
   Motion: Hull/Le Doux/Unanimous Vote 4:0
   Ayes: Bennett, Costa, Hull, Le Doux
   No Public Comment

3. Classification Specification Revision | Enterprise Resource Planning Analyst Series
   Presenter: Laura Carucci, Human Resources Analyst II
   Approve the proposed revisions to the classification specifications for Enterprise Resource Planning Analyst and Senior Enterprise Resource Planning Analyst.
   Motion: Le Doux/Costa/Unanimous vote 4:0
   Ayes: Bennett, Costa, Hull, Le Doux

   The Auditor-Controller’s Office requested that the Human Resources Department review the Enterprise Resource Planning Analyst Series which was originally established in 2018 and conceptual in nature as no one was yet completing the work in support of the new Workday system. Since employees have been working in the classifications for the past few years, it was determined that this is an appropriate time to review the series.

   As result of the review, minor revisions and updates have been recommended to the classification series, to clarify and more accurately describe the work being performed. The most significant change is to the experience and training section of the ERP Analyst specification, which now includes an additional career path in which applicants can qualify for the position. The minimum qualifications will allow for someone with several years of professional level accounting or payroll administration experience inclusive of transacting and processing data in an ERP system to qualify and participate in the recruitment and testing process.

   No public comment.
4. Classification Specification Revision and Classification Specification Abolishment | Human Resources Department

Presenter: Lindsay Killian, Human Resources Analyst II

a. Approve the proposed revisions to the classification specification for Senior Human Resources Analyst

b. Approve abolishment of the Employee Services Manager – Health & Human Services, ADA/Leave Coordinator, and Internal Investigator classifications.

Motion: Le Doux/Costa/Unanimous vote 4:0
Ayes: Bennett, Costa, Hull, Le Doux

The Human Resources Department (HR) is requesting updates to the classification specification for Senior Human Resources Analyst and abolishment of the classifications of the Employee Services Manager – Health & Human Services, ADA/Leave Coordinator, and Internal Investigator classifications. In December 2019, the single classification, ADA/Leave Coordinator became vacant due to an internal promotion within the Human Resources Department which prompted HR to examine the job duties assigned to this classification and identify the most appropriate classification to fill this vacancy. HR has identified the need to have a designated second level manager serve in the leave management capacity and determined that the overlap in duties between the Senior Human Resources Analyst and the ADA/Leave Coordinator, along with direct oversight of journey level Human Resources Analyst staff, most appropriately results in a recommendation to merge the two classifications and incorporate disability compliance as an added specialty area within the broader classification of Senior Human Resources Analyst. Also, during the review process HR discovered that there were two other single classifications still in existence, Employee Services Manager and Internal Investigator, which have not been utilized for several years. Both classifications are obsolete and are not anticipated to be used again in the future.

No public comment. Commissioner Hull asked if there is a person sitting in the position now and if the employee had confirmed and agreed with the additional duties. Ms. Killian confirmed and clarified that the ADA/Leave Coordinator position became vacant and it was determined it should be filled at the Senior Human Resources Analyst level. A current Senior HR Analyst transferred into that position and is performing the duties successfully. In summary, the leave coordinator duties were included as a specialty area within the Senior Human Resources Analyst duties. Ms. Sampson clarified that the Internal Investigator role is now contracted out to attorneys that specialize in employment law and/or workplace investigations.

5. Communications

Reports to the Commission are informational only. No action will be taken.

a. Provisional Appointments: None

b. Staff Reports and Correspondence: Kate Sampson
   i. Human Resources is currently in the middle of the Open Enrollment process and this is an annual endeavor that our benefits staff undertake to assist County employees to make elections as to their insurance coverages for the next calendar year. This will be the second year that HR is processing the benefits selections through the new Workday Enterprise Resource Planning system. HR is looking forward to another successful event.
   ii. Supervisor Holmes continues to identify a candidate to fill the vacant seat. Ms. Sampson will provide an update next month; or, if a candidate is selected
before November’s meeting, an introduction will be coordinated prior to the scheduled meeting.

iii. Local Measure F is included on the ballot for the current election. This item relates to the purpose of the Commission and will ask voters to weigh in whether this body serves solely in an appellate function for the County. The Board of Supervisors will certify the election results in December. An item can be added to December’s agenda to discuss any potential impacts of the results.

iv. Reminder of two upcoming appeal hearings scheduled for October 29th and October 30th in the Planning Commission Room at the Community Development Resource Center building. More detailed information will be forthcoming.

v. Thanks was extended to Amy Pearson, Human Resources Analyst, who had served as Clerk to the Commission a few years ago and agreed to assist in today’s meeting.

c. Commissioner Comments: None

CLOSED SESSION

6. §54957 - Public Employee Performance Evaluations
   Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

OPEN SESSION

Closed Session Report
No action was taken in closed session pursuant to Government Code Section 54957.1.

7. Classified Employees Merit Increases
   Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).
   Motion: Le Doux/Costa/Unanimous vote 4:0
   Ayes: Bennett, Costa, Hull, Le Doux

   No public comment.

8. Adjournment to the following upcoming meetings

   Special Meetings
   Thursday, October 29, 2020 | 9AM
   Friday, October 30, 2020 | 9AM
   Community Development Resource Center, Planning Commission Meeting Room
   3091 County Center Drive, Auburn, CA 95603

   Regular Meeting Calendar 2020
   Second Monday of the Month - 3:30PM
   Human Resources Department, 1st Floor Conference Room
   145 Fulweiler Avenue, Suite 200, Auburn, CA 95603
   OR
   Zoom Virtual Meeting with public participation instructions on agenda
Monday, November 9, 2020
Monday, December 14, 2020

______________________________
Commission Chair

_________________________________
Amy Pearson for Judy McKeig,
Commission Clerk
DATE: November 9, 2020

TO: Civil Service Commission

FROM: Kate Sampson, Director of Human Resources

BY: Suzanne Holloway, Human Resources Manager

SUBJECT: Equal Employment Opportunity Program - 2021

Recommendation:

It is recommended that the Civil Service Commission approve the attached Equal Employment Opportunity Program (EEOP) effective January 1, 2021 through December 31, 2021.

Background:

The County, through both the Civil Service Commission and the Board of Supervisors, is required each year to affirm the County's EEOP. In addition, the County is required to conduct a biannual workforce analysis to identify any possible underutilization of protected groups in any of the EEO job categories as defined by the State.

Courts have generally recognized that statistics showing underutilization of two standard deviations or more (comparing the percentage of employees of a protected class in a particular job category to the percentage of similarly-qualified workers of the same protected class in the relevant labor market) may be evidence of employment discrimination. Over the past several years the County has utilized the U.S. Department of Justice (DOJ) online utilization analysis and reporting tool, as this is required for agencies who receive grant funding from the DOJ. When the online system identifies and displays underutilization of two standard deviations or more, this must be addressed in a formal report submitted to the DOJ, which was completed in October of this year.

Basis for Recommendation:

As part of this year’s review, the current EEOP document was reviewed by Human Resources with input and feedback from County Counsel. A review of current labor law and case research indicated no changes are needed to the current document. The attached EEOP is recommended as an annual affirmation of the County’s policy that complies with State and Federal law.
As described in the EEOP, the biannual workforce analysis encompassing calendar years 2018 and 2019 indicated the following areas of underutilization in comparison with current Placer County census data:

- Underutilization of Hispanic males in the Technician, Administrative Support, Skilled Craft, and Service/Maintenance categories;
- Underutilization of Black males in both the Sworn and Non-Sworn Protective Services categories;
- Underutilization of Asian males in the Professional, Technician, and Administrative Support categories;
- Underutilization of Hispanic females in the Skilled Craft category; and
- Underutilization of Asian females in the Skilled Craft category.

When reviewing these results, there are a few factors that should be noted:

- A majority of service/maintenance jobs are contracted out to other entities that assign staff to maintain County facilities; consequently, this data may not be representative of the actual County workforce utilization.
- Employees may choose not to report sex or ethnicity data on their EEO forms. Those who did not report were removed from the utilization analysis, which may or may not impact statistical significance.
- Results regarding underutilization of protected groups in public safety/protective services jobs, as well as female applicants for skilled crafts positions, are reflective of nationwide difficulties in recruiting potentially qualified applicants interested in these career fields.
- While the current results indicate underutilization in twelve areas, this represents a nearly 30% improvement from the analysis completed two years ago, which identified seventeen areas of statistical underutilization. This improvement is likely due to increased and modernized outreach efforts targeting diverse/underrepresented applicant populations.

As part of the County’s continued efforts to decrease underutilization moving forward, the following objectives are being undertaken or continued:

**Objective #1:** Ensure promotional opportunities, including training, employee development, and special project assignments, are consistently available to all employees.

- Obtain feedback from current employees at various levels in the organization to identify perceived barriers in the County’s recruitment, testing, certification, and final selection practices. This information may be obtained via one on one meetings, voluntary focus groups, or anonymous employee surveys. The Human Resources department (HR) continues to work with departments to support succession planning efforts as well as provide online recruiting agencies with a focus on diverse outreach and marketing. Over the past two years, these partnerships have resulted in successes which the County hopes to build upon moving forward.
- Provide adequate training for staff regarding promotional and employee/career development opportunities for underutilized staff in the organization. The County has implemented online learning management software, which has helped facilitate this
With the recent pandemic, much of the County's training has been converted from in-person to virtual (Zoom or Microsoft Teams) formats. This has allowed employees to participate in training remotely, while still having the ability to ask questions and receive feedback. Some online training sessions have been recorded which has increased accessibility and participation by allowing those unable to attend to view at a time that is more convenient.

Objective #2: Increase/update recruitment practices in all areas in which underutilization is identified.

- Ensure the selection process used and test content are both validated and consistent with job analysis data. Identify and reduce any potential barriers that may exist and provide staff training in this area as needed.

- Increase social media presence regarding employment opportunities with the County and link information regarding County jobs to sites with a focus on intended applicant groups.

  ✓ Over the past two years, the County has been working with Careers in Government to broaden online recruitment efforts with a focus on placing job announcements on diversity-focused online job boards, web sites, and other related media.

  ✓ In addition to the Countywide Media and Public Relations team, some larger departments such as Health and Human Services and the Sheriff’s Office have increased staffing and resources dedicated to public affairs and outreach specific to job opportunities in their respective departments.

  ✓ The HR Department works closely with these departments to broaden exposure to targeted job category groups and has an HR/job specific LinkedIn page.

  ✓ Online job bulletins have been updated to include hyperlinks to informational videos regarding the position/department being recruited, study guides, and other relevant information that may be of interest to applicants wherever possible.

  ✓ In response to recent limitations in test administration due to COVID-19, the County has updated testing practices to include online written exams with virtual proctors where feasible. The online testing format has allowed applicants to log in from home and participate in testing over a period of days, rather than at one specific day and time. This convenience is anticipated to increase applicant participation.

- Meet with local community organizations to discuss outreach opportunities that will target the applicant groups of interest. Activities include job fairs, presentations to local high schools and colleges, and distribution of marketing materials regarding employment opportunities in Placer County which target our underutilized populations.

  ✓ In April 2019, the County implemented a day-long outreach event called Youth in Government day which highlighted various job/career opportunities for local high school students. The event was well received, with plans to grow the program into a multi-day event in the future. Unfortunately, it was cancelled this year due to the pandemic, but plans are underway for future events, including some in a virtual format.

  ✓ Given the success of Youth in Government Day, HR staff participated in individualized presentations and job/application readiness training at various local high schools and
hosted a multi-high school Career Day event in November 2019 highlighting County jobs in various departments.

- Work with County departments to continue developing and validating job-related employment standards and job classifications based on industry standards and best practices.

- Review employment data to identify any issues that may pose barriers for minority applicants in all job categories (e.g., examine applicant flow and adverse impact data from recent recruitments; review job posting and advertising/outreach practices). Adjust future exams and testing practices based on analysis of all data to reduce any adverse impact observed.

The Commission’s continued support and affirmation of the County’s policy and program regarding equal employment opportunity is requested.

**Attachments:**

Attachment 1 - Placer County Equal Employment Opportunity Plan - 2021
EQUAL EMPLOYMENT OPPORTUNITY PROGRAM
2021
Placer County Equal Employment Opportunity Program

PROGRAM STATEMENT

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), political orientation, or any other classification protected by federal, state, or local law.

An objective of Placer County’s Equal Employment Opportunity Program is to actively recruit and include for consideration for employment qualified applicants, including members of minority groups, women, and persons with disabilities. All decisions regarding employment and promotions must be made solely on the individual's qualifications (merit) for the job in question.

The County Human Resources Director has been designated as the Equal Employment Opportunity Coordinator. Inquiries concerning the application of federal and state laws and regulations should be referred to the Human Resources Director (530) 889-4060, Placer County Human Resources Department.

To achieve equal employment opportunity, it is necessary that each person working for the County understands the importance of the program. Each individual is responsible to contribute toward the success of the program and he/she will be evaluated accordingly as to his/her performance.

Placer County will update and reaffirm this Equal Employment Opportunity Program statement annually:

Date: ___________________  Signed: _______________________________
Chair, Civil Service Commission

Date: ___________________  Signed: ___________________________
Chair, Board of Supervisors
Policy Against Discrimination, Harassment and Retaliation

It is the policy of County of Placer that harassment, discrimination and retaliation are prohibited, and all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity, gender expression and transgender status), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), religious creed, national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breast feeding and related medical conditions), political orientation, or any other classification protected by federal, state, or local law.

It is the policy of the County of Placer that employees, agents, contractors, interns, and volunteers have a working environment free from any form of unlawful discrimination, harassment, or retaliation. The work environment should be business-like and assure fair, courteous treatment for employees, job applicants, contractors, interns, volunteers, and the public we serve.

The discrimination appeal process codified in Placer County Code § 3.08.110 - 3.08.130, and the process to submit a complaint pursuant to the County’s policy against Workplace Discrimination, Harassment and Retaliation will be disseminated to all employees. Employees should also be assured of their right to file an appeal or complaint without fear of retaliation or reprisal. All appeals will be followed by a fair, complete and timely investigation and the County will maintain confidentiality to the extent possible and remedial action will be taken if any misconduct is found. Employees, including supervisors and managers, will be trained regarding behavior that constitutes discrimination, harassment, or retaliation. Employees will also understand the importance of reporting incidents promptly to ensure that further incidents do not occur.

The Board of Supervisors expects County department heads to convey to their employees strong disapproval of discriminatory, harassing, or retaliatory behavior. All employees, including supervisors and managers, should be clearly informed regarding behavior that constitutes harassment, discrimination or retaliation of a protected class and the consequences of such actions. They should be aware that discrimination, harassment, or retaliation may be grounds for disciplinary action.

Dissemination of Program

The following actions have been/will be taken to ensure effective internal and external communication about the Equal Employment Opportunity Program (“Program”).

Internal Dissemination

1. The Human Resources Director or his/her designee shall meet periodically with department heads to discuss and disseminate information on the County’s Equal Employment Opportunity Program, facilitate implementation of the Program within the departments, and review the bi-annual workforce analysis.
2. Placer County’s Equal Employment Opportunity Program Statement and the notices required by state and federal law will be posted conspicuously and prominently on employee bulletin boards in each department, and at locations where they can be readily seen by employees and job applicants. In addition, each department will maintain a copy of the Program Statement and federal/state notices.

3. All employees shall be informed of the County’s Equal Employment Opportunity Program and the County’s policy against Workplace Discrimination, Harassment and Retaliation, and receive a copy of the Program Statement and Policy at the orientation of new employees.

4. All department heads and supervisors shall continue to receive updates to the Equal Employment Opportunity Program through Human Resources and receive any related training.

External Dissemination
1. A copy of the County’s Equal Employment Opportunity Program shall be supplied to an individual or organization upon request.

2. The phrase “Equal Opportunity Employer” will be included in all job announcements and recruitment publications.

3. All purchase orders, leases and contracts covered by or subject to Executive Order 11246 (as amended) or its implementing rules and regulations will contain an appropriate equal employment opportunity nondiscrimination clause therein.

4. The County will notify each labor union or representative with whom the County has a collective bargaining agreement, or other contract, or memorandum of understanding, of the County’s Equal Employment Opportunity Program and commitment to the program.

5. Local organizations, including organizations promoting the employment of minorities, women and persons with disabilities shall be sent a link to access the County’s online job bulletin board.

Delegation of Responsibilities
Placer County has designated the responsibilities associated with the Equal Employment Opportunity Program as follows.

Board of Supervisors Responsibilities
Members of the Placer County Board of Supervisors pledge their support to the County’s Equal Employment Opportunity Program (“Program”), and in doing so, they agree to:

1. Provide, within budgetary limits, the necessary financial and staff support to effectively implement the Program.

2. Utilize available resources, both within the County and outside the County, where appropriate, to assist in the attainment of the Program’s objectives.
3. Require the support and cooperation of all County employees in achieving the Program’s objectives.

**Civil Service Commission Responsibilities**

The Placer County Civil Service Commissioners pledge their support to this Equal Employment Opportunity Program, and in doing so, they agree to:

1. Establish rules for the classified service related to:
   a) Recruitment
   b) Examinations
   c) Eligible Lists and Appointments
   d) Position Classifications
   e) Oral Board Panel Compositions
   f) Wage and Salary Recommendations
   g) Promotion, Demotion, Transfer, Reinstatement
   h) Leaves of Absence

2. Review minimum qualifications of new and revised classifications to try to eliminate non job-related barriers which adversely impact persons in a protected class.

3. Use their best effort to ensure that employment in the classified service is based upon merit principles and that there is no employment discrimination in the classified service based on gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), sex (including pregnancy, childbirth and related medical conditions), age (40 and over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), political orientation, or any other classification protected by federal, state, or local law.

4. Be the final administrative level of appeal in the County’s Discrimination Appeal Procedure as set forth in Placer County Code section 3.08.110, et seq.

**Human Resources Director Responsibilities**

As the County’s Equal Employment Opportunity Coordinator, the County’s Human Resources Director shall be the person primarily responsible for the implementation of the Equal Employment Opportunity Program (“Program”). Subject to direction from the Board of Supervisors, CEO, and the County Civil Service Commission, the Human Resources Director shall:

1. Be responsible for the policy direction, implementation, and administration of the Program to facilitate attainment of equal employment opportunities in all County departments.

2. Develop policy statements, internal and external communications and specify the procedures to be used in the implementation and administration of this Program.
3. Ensure that employment standards for County positions are valid and job related.

4. Facilitate the dissemination of information concerning the County’s Equal Employment Opportunity Program and the County’s policy against Workplace Discrimination, Harassment and Retaliation to all County employees.

5. Offer opportunities for training programs designed to facilitate career advancement and promotional opportunities for all employees including those in a protected class.

6. Review the Program annually and recommend revisions to the Board of Supervisors and the Civil Service Commission, when necessary.

7. Manage the investigation of complaints of alleged discrimination, harassment, and retaliation, and recommend corrective action as described in the County’s Policy against Workplace Discrimination, Harassment, and Retaliation.

8. Establish recruitment programs to ensure that employment information is widely disseminated.

9. Continue to analyze the County’s recruitment and selection processes, as well as class specifications, to try to eliminate non-job related barriers to hiring or promoting applicants/employees who are members of a protected class.

10. Review positions prior to the need to fill in order to determine if there are positions in the department that (a) could be filled with County employees with disabilities or medical conditions that could reasonably be accommodated, or (b) whether there is a need for a special skill (e.g., language) or working conditions specific to each particular position that need to be considered prior to filling them. Coordinate items for modifications to existing class specifications or for recruitment to meet identified needs with the Human Resources Department.

11. Conduct formal and informal orientation sessions with managerial and supervisory personnel to promote understanding of the County’s Equal Employment Opportunity Program and emphasize that top management considers the Equal Employment Opportunity Program to be important, and a priority.

12. Oversee the provision of training to all supervisors and managers to facilitate their understanding of protected classes and activities under state and federal law.

13. Provide reasonable accommodation to persons with disabilities in the course of recruitment and examination. Ensure that all testing locations are accessible to all applicants.

14. Assume any contingent responsibilities necessary to ensure effective implementation of the Equal Employment Opportunity Program.

15. Support department heads and their designated representatives in conducting interactive process meetings for those applicants and employees in a protected class who request a reasonable accommodation.

16. Conduct biannual analyses of the County workforce in relation to the relevant labor market in order to identify any underutilization of protected classes.
a. These analyses shall include an identification of where underutilization was noted, an explanation of area(s) of underutilization, and proposed actions and objectives to address the underutilization in the future.

b. Where underutilization is identified, work with departments, the CEO’s Office, and other local stakeholders to correct or reduce underutilization.

**Department Head Responsibilities**

Each department head shall be responsible for implementing the Equal Employment Opportunity Program (“Program”) at the department level. The department head shall:

1. Use his/her best effort to ensure that employees and applicants for departmental positions are appointed, trained, assigned, promoted, and demoted on the basis of ability to perform the duties of the job.

2. Demand of themselves and their representatives a responsible and active role in realizing the objectives of the Program.

3. Ensure that employees are aware of the Program, and the County's policy against Workplace Discrimination, Harassment and Retaliation.

4. Cooperate with the Human Resources Department in developing valid and job-related employment standards, hiring and promotional strategies, and class specifications.

5. Provide reasonable accommodation which will enable a qualified person with a disability, or in another protected class, to work.

6. Identify and work with the Human Resources Department to resolve any problem areas that are in conflict with the Program’s objectives, including addressing and correcting any areas of underutilization identified in the County’s workforce analyses.

**County Employee, Agent, Contractor, Intern, and Volunteer Responsibilities**

1. Understand and abide by the County’s Equal Employment Opportunity Program, and the County's policy against Workplace Discrimination, Harassment and Retaliation.

2. Respect the differences of others, act appropriately at work, and avoid engaging in unlawful discrimination, harassment, and/or retaliation in the work environment.

3. Promptly report any violations of the Program and/or the County’s policy against Workplace Discrimination, Harassment and Retaliation that they personally observe or that is within their personal knowledge.

4. Cooperate completely in any investigation of discrimination, harassment, and/or retaliation, and do not retaliate against complainants or witnesses.

5. County employees responsible for administering, monitoring, or overseeing the work of County agents, contractors, interns, or volunteers shall use their best effort to try to ensure the contractor, intern or volunteer does not violate County policy or the Program.
Program Evaluation

The Human Resources Department will evaluate the effectiveness of the County's Equal Employment Opportunity Program as follows:

1. Maintain a continuous ethnic composition analysis of all available data relating to the County workforce, area population, and labor force statistics.

2. Maintain records of persons in a racial or ethnic minority, persons with disabilities, and women for equal employment opportunity evaluation purposes. These records will include applications, referrals, placements, transfers, promotions, and terminations.

3. Enhance the County's hiring practices by ensuring that the medical standards and examinations are job related and consistent with business necessity.
DATE: November 9, 2020
TO: Civil Service Commission
FROM: Kate Sampson, Director of Human Resources
SUBJECT: Review of Merit Increases for Eligible Classified County Employees

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated November 9, 2020, pursuant to Section 3.04.650 of the County Code.
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<th>Name</th>
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<th>% Increase</th>
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## Classified Staff Merit Increases Presented to Civil Service Commission on November 9, 2020

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<th>At Increase</th>
<th>% Increase</th>
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