|  |  |  |
| --- | --- | --- |
| KClogo_v_b_m2 | **2008 – 2012 Plan**  **For Plan Year 2012**  **Executive**  **Departments** | **Equal**  **Employment**  **Opportunity/**  **Affirmative**  **Action Plan**  **June 1, 2013**  **Progress Report** |
| **Department of Executive Services**  **Human Resources Division**  **Employment Services Unit** |

EXECUTIVE SUMMARY

On July 23, 2007, the King County Council adopted the King County Executive’s 2008 – 2012 Equal Employment Opportunity/Affirmative Action Plan (herein after referred to as the “Plan”). This Plan identified well over 400 potential goal areas within the Executive Branch. However, the County’s workforce matched or exceeded the labor force availability in the vast majority of these goal areas. Only 63 goal areas were underrepresented. The goal areas increased to 65 when the Department of Elections became a separate Executive Branch department in 2009.

During the term of the 2008 - 2012 Plan, the Executive is to provide a Progress Report to Council by June 1 of each Plan year. The purpose of the report is to provide updated information on the placement goal areas. This is the last year for a Progress Report for the 2008 – 2012 Plan. On June 1, 2014, a new five-year Plan will be provided to Council. This Plan will take a new snapshot of the county’s entire workforce compared against the newly published 2010 Census Data. As such, the number of placement goals and placement goal areas will be identified.

This Progress Report provides the following information pursuant to King County Code 3.12.180(D), Sections 1-5:

* Table 1:
  + Labor force availability rates (placement goals) for those areas identified in the five-year affirmative action plan as being underrepresented by department, job group, race and gender;
  + Total number of positions filled in 2012;
  + Total number of positions filled by protected class in 2012;
  + Percentage of positions filled by protected class in 2012;
  + 2012 Placement goals achieved;
  + 2012 Placement goals not achieved;
  + 2012 Placement goals where there were not sufficient placement opportunities;
* Table 2: Lists only those areas where the 2012 placement goals were not met; and
* Table 3: Presents cumulative data over the life of this five-year plan.

LEGEND

|  |  |
| --- | --- |
| **DEPT/DIVISION ABBREVIATION** | **FULL NAME** |
| **DAJD** | Department of Adult and Juvenile Detention |
| **DCHS** | Department of Community and Health Services |
| **DPER** | Department of Permitting and Environmental Review (Changed 1/1/13 from DDES) |
| **DES** | Department of Executive Services |
| **DES-FMD** | Department of Executive Services—Facilities Maintenance Division |
| **DES-FBOD** | Department of Executive Services—Finance Business and Operations Division |
| **DES-HRD** | Department of Executive Services-Human Resources Division |
| **DJA** | Department of Judicial Administration |
| **DNRP** | Department of Natural Resources and Parks |
| **DOA** | Office of the Assessor |
| **DOT** | Department of Transportation |
| **DPH** | Department of Public Health |
| **KCIT** | King County Department of Information Technology (Changed 1/1/12—previously OIRM) |
| **KCSO** | King County Sheriff’s Office |
| **Elections** | Department of Elections |

PLACEMENT GOAL-SETTING SUMMARY

A summary of the 65 placement goal-setting areas is as follows:

* 29 or 45% were achieved
* 25 or 38% of the placement goals were not achieved
* 11 or 17% did not have placement opportunities

Recruiting and hiring for Native Americans continues to be a challenge for all departments. Of the 65 placement goal areas, 17 (approximately one-quarter) of them are for Native Americans. However, in 2012 the departments made five Native American affirmative hires reaching or exceeding their placement goals. Departments continue to maintain partnerships with the Native American communities to ensure appropriate outreach. Women Protective Service Workers and Transit Operators also continue to be a challenge for applicable departments.

The Human Resources Division (HRD) continues to work with the Executive Branch departments on improvements to the hiring and recruitment processes. In 2013, HRD has the rare opportunity to look at the entire recruitment and selection process through the budget proviso work. It is with this lens, a cross-department team will review current practices, and recommend technological and sourcing strategies that will continue to remove barriers and significantly improve the applicant experience.

It is important to note, that KCIT became a new department on January 1, 2012. In addition, various IT professionals in other departments were absorbed into KCIT. As such, the employee counts indicated in Table 3 substantially increased to reflect this movement from the other departments.

Prior to submittal of this report to Council, HRD met with both the EEO/AA Committee and the Civil Rights Commission in April. Both groups received a copy of this draft report along with a presentation that included an explanation of how the report is developed, and information related to interpreting results. Formal comments are expected from both committees sometime in May or June 2013.

TABLE 1: CALENDAR YEAR 2012 PLACEMENT GOAL-SETTING STATUS

| **DEPT.** | **JOB**  **GROUP** | **PLACEMENT GOAL AREA** | **PLACEMENT**  **GOAL (%)** | **2012 TOTAL PLACEMENTS IN JOB GROUP** | **2012 TOTAL PLACEMENTS**  **IN GOAL AREA** | **2012**  **PLACEMENT RATE**  **(%)** |
| --- | --- | --- | --- | --- | --- | --- |
| **DAJD** | Professionals | Native American | 2.21 | 11 | 0 | No opp.[[1]](#footnote-2) |
| Protective Service Workers | Female | 29.45 | 65 | 15 | 23.07 |
| Administrative Support | Female | 77.45 | 14 | 13 | 92.85[[2]](#footnote-3) |
| Service Maintenance | Female | 43.00 | 5 | 4 | 80.00 |
| Native American | 3.34 | 0 | No Opp. |
| Hispanic | 13.02 | 1 | 20.00 |
| **DCHS** | Officials and Administrators | Black | 5.50 | 2 | 0 | No Opp. |
| Professionals | Native American | 3.02 | 116 | 4 | 3.44 |
| **DPER** | Officials and Administrators | Female | 37.98 | 3 | 0 | 0.00 |
| **DEPT.** | **JOB**  **GROUP** | **PLACEMENT GOAL AREA** | **PLACEMENT**  **GOAL**  **(%)** | **2012 TOTAL PLACEMENTS IN JOB GROUP** | **2012 TOTAL PLACEMENTS IN GOAL AREA** | **2012**  **PLACEMENT RATE**  **(%)** |
| **DES** | Officials and Administrators | Black | 5.15 | 18 | 3 | 16.66 |
| Hispanic | 4.13 | 0 | No Opp. |
| Professionals | Native American | 1.56 | 249 | 0 | 0.00 |
| Protective Service Workers | Female | 53.72 | 37 | 21 | 56.75 |
| Native American | 3.86 | 0 | 0.00 |
| Hispanic | 3.95 | 1 | 2.70 |
| Administrative Support | Black | 17.26 | 140 | 15 | 10.71 |
| Native American | 2.41 | 4 | 2.85 |
| Service Maintenance | Female | 27.64 | 45 | 12 | 26.66 |
| **DJA** | Professionals | Female | 53.45 | 18 | 11 | 61.11 |
| Administrative Support | Female | 82.28 | 57 | 46 | 80.70 |
| Native American | 1.41 | 2 | 3.50 |
| **DNRP** | Officials and Administrators | Female | 43.91 | 5 | 2 | 40.00 |
| Professionals | Native American | 1.59 | 198 | 2 | 1.01 |
| Hispanic | 2.14 | 4 | 2.02 |
| Service Maintenance | Asian | 6.83 | 260 | 19 | 7.30 |
| Native American | 2.38 | 5 | 1.92 |
| Hispanic | 9.67 | 20 | 7.69 |

| **DEPT.** | **JOB**  **GROUP** | **PLACEMENT GOAL**  **AREA** | **PLACEMENT**  **GOAL**  **(%)** | **2012 TOTAL PLACEMENTS IN JOB GROUP** | **2012 TOTAL PLACEMENTS**  **IN GOAL AREA** | **2012**  **PLACEMENT RATE**  **(%)** |
| --- | --- | --- | --- | --- | --- | --- |
| **DOA** | Professionals | Female | 47.63 | 27 | 9 | 33.33 |
| Hispanic | 3.25 | 0 | No Opp. |
| Administrative Support | Hispanic | 3.44 | 6 | 1 | 16.66 |
| **DOT** | Officials and Administrators | Female | 37.51 | 6 | 3 | 50.00 |
| Asian | 6.34 | 0 | No Opp. |
| Professionals | Hispanic | 1.93 | 149 | 4 | 2.68 |
| Technicians | Female | 30.65 | 33 | 7 | 21.21 |
| Asian | 7.55 | 4 | 12.12 |
| Hispanic | 2.65 | 0 | 0.00 |
| Protective Service Workers | Female | 34.11 | 0 | 0 | No Opp. |
| Administrative Support | Female | 74.93 | 84 | 47 | 55.95 |
| Native American | 1.67 | 0 | 0.00 |
| Hispanic | 2.69 | 2 | 2.38 |
| Skilled Crafts | Native American | 2.20 | 255 | 6 | 2.35 |
| Hispanic | 3.01 | 16 | 6.27 |
| Service Maintenance | Native American | 2.68 | 194 | 4 | 2.06 |
| Hispanic | 6.44 | 8 | 4.12 |
| Transit Operators | Female | 49.77 | 892 | 209 | 23.43 |
| Native American | 2.18 | 4 | 0.44 |

| **DEPT.** | **JOB**  **GROUP** | **PLACEMENT GOAL**  **AREA** | **PLACEMENT GOAL**  **(%)** | **2012 TOTAL  PLACEMENTS IN JOB GROUP** | **2012 TOTAL PLACEMENTS**  **IN GOAL AREA** | **2012**  **PLACEMENT RATE**  **(%)** |
| --- | --- | --- | --- | --- | --- | --- |
| **DPH** | Officials and Administrators | Asian | 4.74 | 8 | 1 | 12.50 |
| Professionals | Female | 69.74 | 542 | 423 | 78.04 |
| Native American | 2.21 | 3 | 0.55 |
| Technicians | Black | 4.70 | 90 | 10 | 11.11 |
| Service Maintenance | Native American | 2.46 | 54 | 1 | 1.85 |
| **KCIT** | Officials and Administrators | Female | 28.06 | 3 | 2 | 66.66 |
| Asian | 8.13 | 0 | No Opp. |
| Professionals | Female | 41.45 | 70 | 19 | 27.14 |
| Native American | 1.19 | 0 | 0.00 |
| Administrative Support | Female | 67.45 | 5 | 2 | 40.00 |
| Skilled Crafts | Hispanic | 5.17 | 7 | 0 | No opp. |
| **KCSO** | Officials and Administrators | Asian | 7.81 | 4 | 0 | No Opp. |
| Professionals | Black | 6.30 | 33 | 2 | 6.06 |
| Protective Service Workers | Female | 17.51 | 151 | 27 | 17.88 |
| Black | 6.89 | 8 | 5.29 |
| Native American | 2.04 | 2 | 1.32 |
| Administrative Support | Asian | 9.29 | 44 | 4 | 9.09 |
| **ELECTIONS** | Administrative Support | Female | 85.50 | 22 | 13 | 59.09 |
| Hispanic | 2.50 | 3 | 13.63 |

TABLE 2: CALENDAR YEAR 2012 PLACEMENT GOALS NOT ACHIEVED

**PLACEMENT GOALS NOT ACHIEVED**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEPT** | **JOB GROUP** | **PLACEMENT GOAL AREA** | **PLACEMENT GOAL (%)** | **2012 TOTAL PLACEMENTS IN JOB GROUP** | **2012 TOTAL PLACEMENTS BY GOAL AREA** | **2012 PLACEMENT RATE (%)** | | **ADDITIONAL PLACEMENTS NEEDED TO MAKE GOAL** |
| **DAJD** | Protective Service Workers | Female | 29.45 | 65 | 15 | 23.07 | | 4 |
| **DPER** | Officials and Administrators | Female | 37.98 | 3 | 0 | 0.00 | | 1 |
| **DES** | Professionals | Native American | 1.56 | 249 | 0 | 0.00 | | 4 |
| Protective Service Workers | Native American | 3.86 | 37 | 0 | 0.00 | 1 | |
| Hispanic | 3.95 | 1 | 2.70 | 1 | |
| Administrative Support | Black | 17.26 | 140 | 15 | 10.71 | 9 | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DEPT** | **JOB GROUP** | **PLACEMENT GOAL AREA** | **PLACEMENT GOAL (%)** | **2012 TOTAL PLACEMENTS IN JOB GROUP** | **2012 TOTAL PLACEMENTS BY GOAL AREA** | **2012 PLACEMENT RATE (%)** | **ADDITIONAL PLACEMENTS NEEDED TO MAKE GOAL** |
| **DNRP** | Professionals | Native American | 1.59 | 198 | 2 | 1.01 | 1 |
| Service Maintenance | Native American | 2.38 | 260 | 5 | 1.92 | 1 |
| Hispanic | 9.67 | 20 | 7.69 | 5 |
| **DOA** | Professionals | Female | 47.63 | 27 | 9 | 33.33 | 4 |
| **DOT** | Technicians | Female | 30.65 | 33 | 7 | 21.21 | 3 |
| Hispanic | 2.65 | 0 | 0.00 | 2 |
| Administrative Support | Female | 74.93 | 84 | 47 | 55.95 | 16 |
| Native American | 1.67 | 0 | 0.00 | 1 |
| Service Maintenance | Native American | 2.68 | 194 | 4 | 2.06 | 1 |
| Hispanic | 6.44 | 8 | 4.12 | 4 |
| Transit Operators | Female | 49.77 | 892 | 209 | 23.43 | 234 |
| Native American | 2.18 | 4 | 0.44 | 15 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DEPT** | **JOB GROUP** | **PLACEMENT GOAL AREA** | **PLACEMENT GOAL (%)** | **2012 TOTAL PLACEMENTS IN JOB GROUP** | **2012 TOTAL PLACEMENTS BY GOAL AREA** | **2012 PLACEMENT RATE (%)** | **ADDITIONAL PLACEMENTS NEEDED TO MAKE GOAL** |
| **DPH** | Professionals | Native American | 2.21 | 542 | 3 | 0.55 | 9 |
| **KCIT** | Professionals | Female | 41.45 | 70 | 19 | 27.14 | 10 |
| Native American | 1.19 | 0 | 0.00 | 1 |
| Administrative Support | Female | 67.45 | 5 | 2 | 40.00 | 1 |
| **KCSO** | Protective Service Workers | Black | 6.89 | 151 | 8 | 5.29 | 2 |
| Native American | 2.04 | 2 | 1.32 | 1 |
| **ELECTIONS** | Administrative Support | Female | 85.50 | 22 | 13 | 59.09 | 6 |

TABLE 3: CALENDAR YEARS 2007 THROUGH 2012 CUMULATIVE DATA

| **Dept.** | **Job**  **Group** | **Placement Goal Area** | **Placement Goal**  **(%)** | **2007**  **Total # of Employees** | **Plan Start Overall Represen-tation**  **(%)** | **2008 Placement Rate (%)** | **2009**  **Placement Rate (%)** | **2010**  **Placement Rate (%)** | **2011**  **Placement Rate (%)** | **2012**  **Placement Rate (%)** | **2012**  **Total # of Employees** | **2012**  **Overall**  **Represent- ation**  **(%)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAJD** | Professionals | Native American | 2.21 | 95 | 0.00 | No opp. | No opp. | No opp. | No. opp. | No. opp. | 101 | 0.00 |
| Protective Service Workers | Female | 29.45 | 702 | 22.79 | 26.67 | 25.00 | 16.67 | 16.66 | 23.07 | 701 | 22.25 |
| Administrative Support | Female | 77.45 | 74 | 75.68 | 77.78 | 50.00 | 87.50 | 91.66 | 92.85 | 46 | 86.95 |
| Service Maintenance | Female | 43.00 | 43 | 25.58 | 100.00 | 100.00 | 100.00 | 50.00 | 80.00 | 38 | 31.57 |
| Native American | 3.34 | 0.00 | No opp. | No opp. | No opp. | No opp. | No. opp. | 0.00 |
| Hispanic | 13.02 | 4.65 | No opp. | No opp. | No opp. | 0.00 | 20.00 | 5.26 |
| **DCHS** | Officials and Administrators | Black | 5.50 | 10 | 0.00 | No opp. | No opp. | No Opp. | No opp. | No. opp. | 6 | 33.33 |
| Professionals | Native American | 3.02 | 216 | 1.39 | 1.54 | 0.00 | 2.44 | 4.59 | 3.44 | 227 | 3.08 |
| **DPER** | Officials and Administrators | Female | 37.98 | 3 | 0.00 | 0.00 | No opp. | 0.00 | 0.00 | 0.00 | 3 | 0.00 |

| **Dept.** | | **Job**  **Group** | **Placement Goal Area** | **Place-ment Goal**  **(%)** | | **2007**  **Total # of Employees** | **Plan Start Overall Represen-tation**  **(%)** | **2008 Place-ment Rate (%)** | **2009**  **Place- ment Rate**  **(%)** | **2010**  **Place-ment Rate**  **(%)** | **2011**  **Place-ment Rate (%)** | **2012**  **Placement Rate (%)** | **2013**  **Total # of Employees** | **2012**  **Overall**  **Represen- tation**  **(%)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DES** | Officials and Administrators | Black | 5.15 | 19 | | 0.00 | 0.00 | No opp. | 12.50 | 11.11 | 16.66 | 9 | 44.44 |
| Hispanic | 4.13 | 0.00 | No opp. | No opp. | 0.00 | 0.00 | No. opp. | 0.00 |
| Professionals | Native American | 1.56 | 325 | | 0.62 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 381 | 0.00 |
| Protective Service Workers | Female | 53.72 | 99 | | 29.29 | 46.15 | 50.00 | 47.06 | 45.94 | 56.75 | 70 | 27.14 |
| Native American | 3.86 | 1.01 | 0.00 | No opp. | 0.00 | 0.00 | 0.00 | 1.42 |
| Hispanic | 3.95 | 3.03 | 0.00 | 16.67 | 0.00 | 0.00 | 2.70 | 0.00 |
| Administrative Support | Black | 17.26 | 209 | | 16.27 | 18.03 | 7.14 | 9.80 | 14.45 | 10.71 | 174 | 23.56 |
| Native American | 2.41 | 1.91 | 1.64 | No opp. | 1.96 | 1.20 | 2.85 | 1.14 |
| Service Maintenance | Female | 27.64 | 93 | | 24.73 | 36.84 | 0.00 | 11.54 | 14.63 | 26.66 | 104 | 27.88 |
| **DJA** | Professionals | Female | 53.45 | 29 | | 41.38 | 100.00 | 66.67 | 33.33 | 50.00 | 61.11 | 46 | 54.34 |
| Administrative Support | Female | 82.28 | 167 | | 72.46 | 58.33 | 73.68 | 100.00 | 95.00 | 80.70 | 159 | 74.21 |
| Native American | 1.41 | 0.60 | 4.17 | *5.26* | 14.29 | 5.00 | 3.50 | 1.25 |
| **DNRP** | Officials and Administrators | Female | 43.91 | 20 | | 30.00 | 33.33 | No opp. | 75.00 | 75.00 | 40.00 | 7 | 28.57 |
| Professionals | Native American | 1.59 | 760 | | 0.92 | 1.06 | 0.00 | 0.00 | 0.58 | 1.01 | 752 | 0.66 |
| Hispanic | 2.14 | 1.58 | 1.06 | 0.00 | 4.94 | 4.09 | 2.02 | 2.79 |
| Service Maintenance | Asian | 6.83 | 206 | | 5.83 | 9.09 | 0.00 | 7.75 | 6.84 | 7.30 | 195 | 7.17 |
| Native American | 2.38 | 1.94 | 3.03 | 6.67 | 3.10 | 3.42 | 1.92 | 2.05 |
| Hispanic | 9.67 | 3.40 | 9.09 | 0.00 | 8.53 | 7.53 | 7.69 | 3.58 |
| **DOA** | Professionals | Female | 47.63 | 154 | | 39.61 | 66.67 | 25.00 | 42.86 | 33.33 | 33.33 | 156 | 39.74 |
| Hispanic | 3.25 | 1.95 | 0.00 | No opp. | No opp. | No opp. | No. opp. | 1.92 |
| Administrative Support | Hispanic | 3.44 | 54 | | 1.85 | 16.67 | No opp. | 0.00 | 25.00 | 16.66 | 47 | 2.12 |

| **Dept.** | | **Job**  **Group** | **Placement Goal Area** | **Placement Goal**  **(%)** | | **2007**  **Total # of Employees** | **Plan Start Overall Represen-tation**  **(%)** | **2008 Placement Rate (%)** | **2009**  **Placement Rate (%)** | **2010**  **Placement Rate (%)** | **2011**  **Placement Rate (%)** | **2012**  **Placement Rate (%)** | **2012**  **Total # of Employees** | **2012**  **Overall**  **Represen- tation**  **(%)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DOT** | Officials and Administrators | Female | 37.51 | 23 | | 26.09 | 66.67 | No opp. | 33.33 | 33.33 | 50.00 | 9 | 33.33 |
| Asian | 6.34 | 0.00 | No opp. | No opp. | No opp. | No opp. | No. opp. | 0.00 |
| Professionals | Hispanic | 1.93 | 687 | | 1.75 | 0.00 | 0.00 | 5.26 | 3.30 | 2.68 | 666 | 2.25 |
| Technicians | Female | 30.65 | 25 | | 8.00 | 0.00 | 0.00 | 0.00 | 24.24 | 21.21 | 18 | 0.00 |
| Asian | 7.55 | 4.00 | No opp. | No opp. | 33.33 | 9.09 | 12.12 | 0.00 |
| Hispanic | 2.65 | 0.00 | No opp. | No opp. | No opp. | 3.03 | 0.00 | 0.00 |
| Protective Service Workers | Female | 34.11 | 3 | | 0.00 | No opp. | No opp. | No opp. | No opp. | No. opp. | 2 | 0.00 |
| Administrative Support | Female | 74.93 | 281 | | 56.94 | 60.66 | 75.00 | 48.48 | 53.12 | 55.95 | 272 | 57.72 |
| Native American | 1.67 | 1.42 | 0.00 | No opp. | 3.03 | 1.56 | 0.00 | 0.73 |
| Hispanic | 2.69 | 2.14 | 3.28 | 6.25 | 6.06 | 4.68 | 2.38 | 2.94 |
| Skilled Crafts | Native American | 2.20 | 883 | | 1.47 | 1.45 | 2.63 | 1.05 | 2.17 | 2.35 | 969 | 1.34 |
| Hispanic | 3.01 | 1.93 | 4.35 | 6.58 | 5.26 | 7.06 | 6.27 | 2.88 |
| Service Maintenance | Native American | 2.68 | 324 | | 1.85 | 0.00 | 0.00 | 2.02 | 2.56 | 2.06 | 382 | 1.30 |
| Hispanic | 6.44 | 6.17 | 0.00 | 5.88 | 3.03 | 2.56 | 6.27 | 3.92 |
| Transit Operators | Female | 49.77 | 2659 | | 22.83 | 25.10 | 18.79 | 25.81 | 26.66 | 23.43 | 2793 | 23.55 |
| Native American | 2.18 | 1.05 | 1.57 | 0.61 | 0.96 | 0.77 | 0.44 | 1.00 |
| **DPH** | Officials and Administrators | Asian | 4.74 | 22 | | 0.00 | No opp. | No opp. | 20.00 | 16.66 | 12.50 | 15 | 0.00 |
| Professionals | Female | 69.74 | 861 | | 69.57 | 81.60 | 81.65 | 78.16 | 79.23 | 78.04 | 813 | 71.09 |
| Native American | 2.21 | 0.93 | 0.00 | 0.00 | 1.15 | 0.87 | 0.55 | 0.86 |
| Technicians | Black | 4.70 | 155 | | 2.58 | No opp. | 17.86 | 7.14 | 13.88 | 11.11 | 157 | 19.74 |
| Service Maintenance | Native American | 2.46 | 124 | | 0.81 | 0.00 | No opp. | No opp. | No opp. | 1.85 | 101 | 0.00 |

| **Dept.** | | **Job**  **Group** | **Placement Goal Area** | **Place-ment Goal**  **(%)** | | **2007**  **Total # of Employees** | **Plan Start Overall Represen-tation**  **(%)** | **2008 Placement Rate (%)** | **2009**  **Placement Rate (%)** | **2010**  **Placement Rate (%)** | **2011**  **Placement Rate (%)** | **2012**  **Placement Rate (%)** | **2012**  **Total # of Employees** | **2012**  **Overall**  **Represen- tation**  **(%)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **KCIT** | Officials and Administrators | Female | 28.06 | 7 | | 14.29 | No opp. | 100.00 | 33.33 | 33.33 | 6.66 | 3 | 100.00 |
| Asian | 8.13 | 0.00 | No opp. | No opp. | 33.33 | 33.33 | No. opp. | 33.33 |
| Professionals | Female | 41.45 | 140 | | 37.86 | 41.67 | 33.33 | 31.58 | 33.92 | 27.14 | 385 | 34.02 |
| Native American | 1.19 | 0.71 | 8.33 | No opp. | No opp. | 0.00 | 0.00 | 0.77 |
| Administrative Support | Female | 67.45 | 20 | | 45.00 | 0.00 | 50.00 | 50.00 | 40.00 | 40.00 | 10 | 70.00 |
| Skilled Crafts | Hispanic | 5.17 | 20 | | 0.00 | No opp. | No opp. | No opp. | No opp. | No. opp. | 13 | 0.00 |
| **KCSO** | Officials and Administrators | Asian | 7.81 | 13 | | 0.00 | No opp. | No opp. | No opp. | No opp. | No. opp. | 14 | 0.00 |
| Professionals | Black | 6.30 | 72 | | 4.17 | 2.86 | 0.00 | No opp. | 0.00 | 6.06 | 86 | 10.46 |
| Protective Service Workers | Female | 17.51 | 698 | | 13.75 | 17.78 | 5.88 | 16.48 | 18.81 | 17.88 | 700 | 15.00 |
| Black | 6.89 | 4.87 | 2.22 | 5.88 | 4.40 | 3.60 | 5.29 | 8.14 |
| Native American | 2.04 | 1.58 | 1.11 | No opp. | 2.20 | 1.80 | 1.32 | 1.71 |
| Administrative Support | Asian | 9.29 | 166 | | 8.43 | 6.90 | 11.11 | 15.79 | 9.67 | 9.09 | 164 | 10.36 |
| **ELECTIONS** | Administrative Support | Female | 85.50 | NO DATA | | NO DATA | NO DATA | 73.33 | 73.33 | 68.75 | 68.75 | 27 | 70.37 |
| Hispanic | 2.50 | NO DATA | | NO DATA | NO DATA | No opp. | No opp. | No opp. | No. opp. | 0.00 |

2012/2013 IMPLEMENTATION PLAN ACTIVITIES

King County Code 3.12.180(D) also requires the Progress Report to include each department’s implementation activities for the year. In 2010, Executive Branch departments focused attention on areas of underrepresentation, and developed meaningful strategies for addressing placement goal-setting areas.

The implementation activities and plans for each of the departments are as follows:

|  |  |  |
| --- | --- | --- |
| **DAJD** | | |
| **2012 IMPLEMENTATION ACTIVITIES** | **TARGETD PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| DAJD Diversity Committee sponsored a Veterans Program honoring veterans. Event included Honor Guard, veteran processional, and guest speakers sharing their experiences in war/conflicts | Veterans | Yes |
| Asian Pacific American Heritage | Asian | No |
| DAJD Diversity Committee celebrated and provided education on different cultures each month either in an event program, department General Information Bulletin (GIB) via email, or DAJD Diversity website | All | Yes |
| Attended community meetings: Fort Lewis Employment Readiness Service Steering Committee, Seattle-King County Veterans Consortium, Shoreline Criminal Justice Advisory Committee Meetings, Society for Human Resource Management (SHRM) Diversity Inclusion Special Interests Group Meetings, Puget Sound Diversity Taskforce Monthly Recruiting Exchange | All | We will attend Puget Sound Diversity Employment Network Meetings, and Native American community events, activities etc. |
| Networked with United Indians of All Tribes Foundation including sending job announcements for distribution, and attending community sponsored events | Native Americans | Yes |
| Reviewed EEO/AA plan and goals with DAJD Human Resources staff | All | Yes |
| Reviewed recruitment flow for recruitments to determine where applicants succeeded or fell out of process | All | Yes |
| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | **SUCCESSFUL**  **YES/NO** |
| DAJD Diversity, Equity and Social Justice Committee Veteran’s Day | Participant Surveys | Yes |
| Reviewed recruitment flow for recruitments to determine where applicants succeeded or fell out of process | Neo Gov Applicant Flow data analysis | Yes |
|  |  |  |
|  |  |  |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | PROTECTED STATUS |
| Continued outreach directed to Native Americans | | Native Americans |
| Select diverse subject matter experts and interview panels for recruitments | | All |
| Attend Women in Trades Career Fair | | Women |
| Advertisement of DAJD positions within schools, gyms, community center, etc. (provide pamphlets, posters, job postings etc. for distribution within buildings) | | All |
| Offer translation services to applicants in job postings | | All |
| Please see above 2012 activities we plan to continue in 2013 | | All |

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| **DCHS** | | |
| **20112 IMPLEMENTATION ACTIVITIES** | **TARGETD PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| Ensure that DCHS managers/supervisors are using appropriate hiring practices that promote equal opportunity and are legally defensible, the department’s senior HR analyst and/or the HR Service Delivery Manager review all job announcements, recruitment strategies and selection/examination processes. | All protected groups | YES |
| DCHS’ Equity and Social Justice Committee (ESJC) sponsors events and initiatives that promote understanding and inclusion of its employees from various social, ethnic and racial backgrounds in the workplace and enhance service delivery to King County citizens. DCHS’ quarterly all-staff meeting agendas include ESJ topics, and a feature article on an ESJ topic appears in DCHS’ employee newsletter. | All protected groups | YES |
| Annually DCHS HR compiles and prepares dashboards on departmental HR metrics and EEO/AA profile to facilitate ongoing assessment of DCHS progress in meeting and/or sustaining its AA goals. The department’s senior management team reviews DCHS’ HR metrics and EEO/AA dashboards. Additionally, in monthly meetings with the division directors, they are informed of the department’s AA goals and issues that have an impact on providing a non-discriminatory and inclusive work environment for department employees. | All protected groups | YES |
| When DCHS positions are posted, an internal communication is sent to all staff noting that DCHS is an equal opportunity employer and that applicants are encouraged to self-identify their status as a veteran and/or person with a disability. | All protected groups | YES |
| Using the reporting function of NEOGOV, DCHS HR reviews applicant data for recruitments and shares summary EEO/AA data with the hiring managers to assist in determining whether marketing efforts are yielding diverse applicant pools. Applicant data indicates that DCHS’ outreach and recruiting efforts are yielding diverse applicant pools for filling positions. | All protected groups | YES |
| Although DCHS has met its goal areas with the exception of African Americans in the Officials/Administrators category, DCHS’ outreach activities continue to involve managers in consultation with the senior HR analyst developing recruitment strategies that include sourcing of qualified candidates among all protected groups. | All protected groups | YES |
| The Senior HR Manager meets provides an orientation for all interview panels to provide information on fair and unfair employment questions and information on guarding against biases. | All protected groups | YES |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** |
| In recruiting for available Official/Administrator positions during 2012, DCHS will continue targeted recruitment and outreach efforts to ensure diverse applicant pools. | | All protected groups and specifically African Americans |
| Attend events in African American community to build rapport and increase the applicant pool in this protected area. | | African Americans |
| Increase sourcing with AA professional groups. | | African Americans |

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| **DPER** | | |
| **2012 IMPLEMENTATION ACTIVITIES** | **TARGETD PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| Extend job posting to professional organizations nationwide. Reach out (network) to professionals to encourage applications. | Female | YES |
| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | **SUCCESSFUL**  **YES/NO** |
| Extend job postings to professional organizations nationwide. | NeoGov applicant flow data | YES |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** |
| Continue to do broad recruitment advertising nationally to professional organizations. Reach out to professionals specifically to encourage applying for positions. | | Female |
| Develop job announcements, recruitment strategies and selection/examination processes for positions likely to be vacated. Review to ensure hiring managers are using appropriate hiring practices to promote equal opportunity. | | All |
| Train new supervisors in areas EEOC Prohibited Practices and Bias Awareness, along with under-utilization, candidate selection, interview process, and the County’s mission on diversity and equity and social justice. | | All |

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| **DES** | | |
| **2012 IMPLEMENTATION ACTIVITIES** | **TARGETD PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| FMD: Send job announcement to targeted community based organizations that provide employment service | ALL | YES |
| FMD: Regularly interact with Candice Stevens, Veteran’s Coordinator, regarding up and coming positions | ALL | YES |
| FMD: Start advertising in minority community newspapers | ALL | YES |
| FMD: Contact ANEW for the trades position | WOMEN | YES |
| FMD: Working with Transit’s Susan Eddy regarding apprenticeships, WIT | WOMEN | YES |
| FBOD (EF) - Target Tribal College and University graduates by sending job postings directly to their Career Services offices. http://en.wikipedia.org/wiki/List\_of\_tribal\_colleges\_and\_universities | Native Americans | YES |
| FBOD – Continue to have all postings sent through NWJobs with the National Package to hit the largest number of diversity and trade sites. | ALL | YES |
| FBOD - Continue to strive for diverse interview panels and provide panels with training on bias. | ALL | YES |
| FMD: Send job announcement to targeted community based organizations that provide employment service | ALL | YES |
| FBOD – Continue to use social media networking to reach diverse audiences. | ALL | YES |
| FBOD – Continue to work with hiring managers to draft postings with qualifications that take into account equity and social justice initiatives | ALL | YES |
| HRD/RALS – All of the above and |  | YES |
| HRD/RALS – Use HRD Outreach list to identify organizations and publications for specific target areas | All | YES |
| HRD/RALS - <http://hr.umich.edu/empserv/diversity/> | All | YES |
| HRD/RALS - <http://www.wambac.org/sponsorbars> | ALL | YES |
| HRD/RALS – Continue to advertise with national organizations | ALL | YES |
| HRD/RALS – Continue to use LinkedIn | ALL | YES |
| HRD/RALS – Post to diversity blogs <http://www.diversitybestpractices.com/content/diversity-blogs> | ALL | YES |
| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | **SUCCESSFUL**  **YES/NO** |
| NeoGov Analysis on where target protected classes dropped out | % moved to next step | Sometimes |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** |
| FMD: Send job announcement to targeted community based organizations that provide employment service | | ALL |
| FMD: Regularly interact with Candice Stevens, Veteran’s Coordinator, regarding up and coming positions | | ALL |
| FMD: Start advertising in minority community newspapers | | ALL |
| FMD: Contact ANEW for the trades position | | WOMEN |
| FMD: Working with Transit’s Susan Eddy regarding apprenticeships, WIT | | WOMEN |
| FBOD (EF) - Target Tribal College and University graduates by sending job postings directly to their Career Services offices. http://en.wikipedia.org/wiki/List\_of\_tribal\_colleges\_and\_universities | | Native Americans |
| FBOD – Continue to have all postings sent through NWJobs with the National Package to hit the largest number of diversity and trade sites. | | ALL |
| FBOD - Continue to strive for diverse interview panels and provide panels with training on bias. | | ALL |
| FBOD – Continue to use Neogov statistics to check for disparate impact during recruitments. | | ALL |
| FBOD – Continue to use social media networking to reach diverse audiences. | | ALL |
| FBOD – Continue to work with hiring managers to draft postings with qualifications that take into account equity and social justice initiatives | | ALL |
| HRD/RALS – All of the above and | |  |
| HRD/RALS – Use HRD Outreach list to identify organizations and publications for specific target areas | | All |
| HRD/RALS - <http://hr.umich.edu/empserv/diversity/> | | All |
| HRD/RALS - <http://www.wambac.org/sponsorbars> | | ALL |
| HRD/RALS – Continue to advertise with national organizations | | ALL |
| HRD/RALS – Continue to use LinkedIn | | ALL |
| HRD/RALS – Post to diversity blogs <http://www.diversitybestpractices.com/content/diversity-blogs> | | ALL |

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| **DJA** | | |
| **2012 IMPLEMENTATION ACTIVITIES** | **TARGETED PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| Continued outreach to Native Americans and other ethnic groups. Used [reception@unitedIndians.com](mailto:reception@unitedIndians.com), [vpomad@uw.edu](mailto:vpomad@uw.edu), [careeractioncenter@edcc.edu](mailto:careeractioncenter@edcc.edu) | Hispanic, Native American, Veterans (All) | Yes |
| Conducted pre-hiring meetings with hiring manager to review qualifications and develop recruitment strategies. | Females, Hispanic, Native American, Veterans (All) | Yes |
| Conducted pre-hiring meetings with interview panels to discuss job placement goals and bias awareness. | Females, Hispanic, Native American, Veterans (All) | Yes |
| Presented to paralegal programs at Highline and Edmonds community college regarding job opportunities. | Females | Yes |
| Added comments to job announcements about working with diversity and DJA having a diverse staff. | Females, Hispanic, Native American, Veterans (All) | Yes |
| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | **SUCCESSFUL**  **YES/NO** |
| DJA made all but one goal. Our outreach efforts provided some additional applicants. We will continue to use this outreach activity. | Number of outreach notifications | YES |
| The pre-hiring meetings have helped our panels understand issues and be aware of potential bias. The dialog has been helpful. | Number of panels met with | YES |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** |
| Update hiring practices to utilize Lominger competencies and focus recruitments on competencies in and ongoing effort to remove any artificial barriers. | | All protected groups |
| Increase use of NEOGOV to evaluate recruitments/ applicant data flow | | All protected groups |
| Continue to advertise job opportunities (as stated above) and look for additional opportunities to target various protected classes and under-represented categories. | | All protected groups |
| Integrate micro-inequity/aggression training into panel training | | All protected groups |

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| **DNRP** | | | |
| **2012 IMPLEMENTATION ACTIVITIES** | **TARGETD PROTECTED CLASS** | | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| Discussed with hiring supervisors areas of under-utilization, candidate selection, interview process, biases, and the County’s mission on diversity and equity and social justice; incorporate ESJI principles into announcements and other aspects of the recruitment process; refer regularly to the Strategic Plan. | Females, Native Americans, Blacks, Hispanics, Asians, Veterans and People with Disabilities | | Yes |
| WLRD networked with United Indians of All Tribes Foundation, The National Association of Asian American Professionals, National Society of Black Engineers, [Chinese Institute of Engineers/USA - Seattle Chapter](http://www.cie-sea.org), [National Black MBA Association (NBMBAA) - Portland/Seattle Chapter](http://www.nbmba-portland.org/), Professional Latino Association Northwest (PLAN), [Society of Hispanic Professional Engineers (SHPE) – Puget Sound Chapter](http://www.scn.org/ptdn/www.shpe-psc.org), [Society of Women Engineers (SWE), Pacific Northwest Section](http://www.swe-pnw.org/) this included sending job announcements for distribution. | Native Americans | | Yes |
| WLRD Division Director assigned/created a Diversity Committee tasked with determining :   * How can WLRD improve minority participation and recruitment in the field of water and natural resources management?  Specifically, how can the division be more inclusive? * What ideas, specific to WLRD services, can the Division consider to further ESJ goals? Specifically, how do WLRD services relate to the ESJ Determinants of Equity? | All | | Yes |
| WLRD’s HR Manager attended Governing for Racial Equity Conference (Seattle University). Workshops were on measuring racial equity, partnerships between government, higher education, and philanthropy, communicating about race, inclusive public engagement, tools to create change (Toward a Sum Greater than its Parts:  Creating a Collective Impact for Racial Equity, Achieving Workforce Equity, Tribal Sovereignty:  Government to Government Relations) | All | | Yes |
| WLRD’s HR staff attends and participates in monthly Puget Sound Diversity Group. | All | | Yes |
| WLRD sends emails annually highlighting the County’s vision statement and including copy of the Determinants of Equity poster and stating Executive’s initiative on Equity and Social Justice. | All | | Yes |
| Division Senior Analyst and/or the HR Service Delivery Manager reviews all job announcements, recruitment strategies and selection/examination processes to ensure hiring practices promote equal opportunity and are legally defensible. | All | | Yes |
| Select diverse subject matter experts and interview panels for target group recruitments. | All | |  |
| Reviewed applicant flow data to determine where applicants succeeded or fell out of process. | All | | Yes |
| Utilization of Career Support Services and Reassignment Services when able to place employees. | All | | Yes |
| Attended the following career fairs and events:   * Women in Trades Career Fair * University of Washington Diversity Career Fai * UW Environmental Career Fair * University of Washington Diversity Career Fair * UW Environmental Career Fair * Renton Technical College Employer of the Day * Woman in Trades Fair * Diversity Career Fair: Seattle Center * Lindbergh High School Career Fair * Earth Day Career Fair * Maritime Career Day * Northwest Indian College Career Fair * Pierce College Career Fair * Earth Day * Western WA Green Opportunities Expo | All | | Yes |
| Place diversity advertisements in publications:   * Diversity Careers * Black Media * Careers and disabled * Equal Opportunity * Hispanic Career World * Minority Engineer * Black EOE Journal * Hispanic Network Magazine * Professional Woman * Native American Media * Winds of Change * EOE & E Journal | All | | Yes |
| WTD partners with Community Relations to increase our education and outreach efforts at student career fairs, programs, and classes. | Females, Native Americans, Blacks, Hispanics, Asians, Veterans and People with Disabilities | Yes | |
| Internships   * Reinstituted internship programs for undergraduate & graduate students. Worked with HRD to make necessary policy changes. * Encourage management to consider and source diverse appointees for Intern and Temporary positions.  This both promotes awareness of career opportunities that are not commonly considered for minorities and provides experience to make the minorities hired more competitive for TLT and Career Service positions. * Implemented HERO program for Veterans | All | | Yes |
| Parks Division employees attended mandatory micro-inequities training; achieved 100% completion. | All | | Yes, as refresher, and to Seasonals |
| Reviewed EEO/AA plan and goals with Department HR Manager. Frequently discussions among HR Managers on recruitment/employment success & areas to work on. | All | | Yes |
| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | | **SUCCESSFUL**  **YES/NO** |
| Have utilized special duty opportunities & internships to increase competitiveness of women and minorities in the professional categories. Applicant pools for professional & administrative support positions are diverse. Applicant tracking is used to ensure that hiring practices promote equal opportunity and are legally defensible. | NEOGOV | | Yes |
| Parks Division - Training on micro-inequities has resulted in heightened understanding of this issue. | 100% participation | | Yes |
| Analyzed the successfulness of sending our openings to various diversity groups on the applicant pool for our recruitments. To determine the effectiveness of the emails we used NEOGOV to capture a report of the source of applications received in 2012. This report showed that the majority of applicants heard about our openings through the King County website and GovernmentJobs.com website. The data does not indicate emailing the diversity sources has been a successful way of recruiting applicants, but it is also possible that they are hearing about the openings from an email and then going to the sites – they then indicate that they heard of the job via the County website or GovernmentJobs.com. Working with HRD to adjust application so able to more accurately capture recruitment sources. | NEOGOV | | Yes |
| WTD analysis of applicant pool. Of those that chose to identify gender and race, we increased percentage of applicants for Black, Asian, Pacific Islander and Minority Females, and Asian, Hispanic See chart below. | Increase minority applications | | In some areas |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Gender** | **year** | **Black** | **Asian** | **White** | **Hispanic** | **Native American** | **Pacific Islander** | **Two** | | Female | 2011 | 8.68% | 8.68% | 68.28% | 3.98% | 2.56% | 0.57% | 7.25% | |  | 2012 | 14.56% | 13.84% | 54.30% | 3.78% | 0.97% | 1.69% | 10.86% | | Male | 2011 | 12.43% | 8.68% | 64.32% | 3.47% | 1.75% | 1.72% | 7.63% | |  | 2012 | 11.82% | 9.78% | 65.91% | 3.54% | 0.72% | 2.15% | 6.08% | | | | |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | | **TARGETED PROTECTED CLASS** |
| Continue to attend career fairs and advertise job opportunities (see above) to target various protected classes and under-represented categories. | | | Females, Native Americans, Blacks, Hispanics, Asians, Veterans and People with Disabilities |
| WTD - Establish an Operator In Training Program to remove barriers to entry into wastewater operations careers. | | All | |
| WTD - Plan for and support necessary code changes to use contingent workforce as a workforce development tool, lowering barriers to entry into wastewater career fields. | | All | |
| Pilot internship program in Parks Division’s Natural Lands/Trails Section; establish Summer Internships in WTD’s Project Delivery, Capital Improvement and Planning and Asset Management Units. | | | All |
| DNRP divisions will continue to partner with DCHS in offering an environmental education class for Youth Source’s LEAP Program (Learning & Employment to Achieve Potential) for at-risk-youth. In 2013, we will be piloting providing work experience for the LEAP participants (240 hrs per student). | | | All |
| Participate in county’s HERO Veteran Internship program. | | | Veterans |
| Partner with Community Relations to increase our education and outreach efforts at student career fairs, programs, and classes. | | All | |
| Convene Parks Division ESJ team; review recruitment information and best practices/literature; identify potential process improvements and inefficiencies in the hiring process. Review retention and promotion practices, etc.  Meet with ESJ team; review recruitment information and best practices; identify potential process improvements and inefficiencies in the hiring process. Review retention and promotion practices, etc. | | | All |
| Continue process improvements related to outreach, recruiting, selection methods and employment practices. | | | All |
| Continue reviewing selection methods to evaluate where protected classes are falling out of the hiring process and determine what changes can be made. | | | All |
| Broaden use of social media to advertise and market job openings to diverse applicant pools. | | | All |
| Parks - Advertise White Center and seasonal positions in three distinct White Center blogs, YMCA, South Federal Way YMCA, and South King County Community Colleges as part of ESJI. | | | All |
| Advertise job opportunities in WomenforHire.com (Seattle Times-add-ons), Diversity, Inc. (Seattle Times-add-ons), Nativeamericanjobs.com, and Hispanic related organizations/publications. | | | All |
| Advertisement of WLRD career paths via WLRD poster to community centers  across King County (provides our webpage and message about diversity) | | | All |
| Continue utilization of Career Support Services and Reassignment Services | | | All |
| Partner with University of Washington Rehabilitation Medicine Employment Program and SKCAC Industries and Employment Services to recruit for Park Aide/Park Specialist I (supported employee) vacancy. | | | People with Disabilities |
| Provide “Countering Bias Training” to continue promoting employee EEO/AAP awareness throughout workplace, and for recruitment. | | | All |
| WLRD HR Staff continue to attend and participate in monthly Puget Sound Diversity Group. | | | All |
| Encourage management to consider and source diverse appointees for Intern and Temporary positions.  This both promotes awareness of career opportunities that are not commonly considered for minorities and provides experience to make the minorities hired more competitive for TLT and Career Service positions. | | | All |

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| **DOA** | | | | |
| **2012 IMPLEMENTATION ACTIVITIES** | **TARGETD PROTECTED CLASS** | | | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| Notification of public job opportunities to minority agency list serves, community groups, and organizations (such as WA State Office of Indian Affairs, King County Hispanic Chamber of Commerce, Seattle Urban League) | All | | | Yes to some |
| Train selection panel on EEOC Prohibited Employment Policies/Practices and bias awareness | All | | | Yes |
| Create diverse selection panels | All | | | Yes |
| Utilization of Career Support Services and Reassignment Services when able to place employees | All | | | Yes |
| Continue to integrate micro-inequity/aggression training into panel training | All | | | Yes |
| Expand targeted recruitment of protected classes by outreach to community and professional organizations | All | | | Yes |
| Review use of NEOGOV to evaluate open recruitments’ applicant flow data | All | | | Yes |
| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | | | **SUCCESSFUL**  **YES/NO** |
| Training and selection of selection panels members. DOA continues to provide just in time training to selection panel members on bias awareness and micro-inequities. Our Administrative Service Division Director provides the training and also reviews all interview panel questions and exams/tests to ensure | Number of panels trained – 7  Number of panelists completing training – 23 | | | YES |
| Applicant data: Applicant data indicates that DOA’s outreach and recruiting efforts are yielding diverse applicant pools for filling positions.  We also utilized several electronic job boards which focus on specific demographics.  We continue to utilize the services of Career Support and Reassignment when we have job openings that move to the public after our union obligations. | We made our goal for Administrative Support – Hispanic; we had no opportunity for our Professional – Hispanic; we also increased our Administrative Support – Native American, although not a goal area for us, a goal area for the County. | | | YES |
| Community Outreach: Our electronic outreach and notification to minority agencies and ListServes provided some additional applicants. We will continue to use this outreach activity. In addition, when the Assessor and Community Outreach Coordinator are presenting to minority business groups and agencies, we promote our employment opportunities when positions are available. | Number of outreach events/notifications and increase in number of diverse applications per employment opportunity | | | YES |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | | | **TARGETED PROTECTED CLASS** |
| Notification of public job opportunities to minority agency list serves, community groups, and organizations – working with our Community Outreach Coordinator | | | | All |
| Train selection panels on EEOC Prohibited Employment Policies/Practices, bias awareness, and micro-inequity/aggression training into panel training | | | | All |
| Create diverse selection panels | | | | All |
| Utilization of Career Support Services and Reassignment Services when able to place employees | | | | All |
| Expand targeted recruitment of protected classes by outreach to community and professional organizations | | | | All |
| Review use of NEOGOV to evaluate open recruitments’ applicant flow data | | | | All |
| Continued participation in HERO Intern Program | | | | Veteran |
| Continued department representation on county-wide employee EEO/AA committee | | | | All |
| Review ESJ Equity Impact Tool and its application in recruitment and selection processes | | | | All |
| **DOT** | | | | |
| **2012 IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** | |
| Attended job fairs providing an outreach opportunity to target populations including the Women In Trades Fair, Annual Diversity Employment Day Career Fair, and Pride Parade. The Women’s’ in the Trades job fair committee consists of women in the trades from Fleet, Road Services, Airport, and Transit Divisions. | | Female, Native American & Hispanic | Yes | |
| Reviewed individual recruitment results to identify any potential barriers. | | All | Yes | |
| Prior to posting, reviewed minimum qualifications on job announcements to ensure that they: are job related, are appropriate to the level of job duties, do not create unintended or unnecessary barriers. | | All | Yes | |
| Worked with community based organizations to provide information on job opportunities and explain the recruitment and selection process. | | Female, African American, Asian | Yes | |
| Partnership with career centers at Community Colleges, Four Year Institutions (targeted job postings, career fairs). | | All | Yes | |
| Continued to develop relationships with schools to actively promote the recruitment and employment of underutilized populations (South Seattle Community College, Lake Washington Technical College). | | All | Yes | |
| Maintain online presence and accessibility to job openings by advertising regularly on Association of Washington Cities, Work Source web site, Craig’s List, and conducting recruitments on Neogov online application website. | | All | Yes | |
| Promote diversity in interview panel members. | | All | Yes | |
| Partnership with WorkSource VETS program (Roundtables, Application Workshop). | | Veterans, Minorities, Female | Yes | |
| Partnership with ANEW (Application/Interview Skills Workshop Instruction). | | Minorities, Female | Yes | |
| Advertise vacancies in community newspapers and diversity websites to encourage a larger diverse applicant response. | | Female, Native American & Hispanic | Yes | |
| Continue to review any reductions in force to ensure there is no intended disparate treatment toward protected classes. | | All | Yes | |

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| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | **SUCCESSFUL**  **YES/NO** |
| Developed relationships with South Seattle Community College and Lake Washington Technical College to promote Mechanic Apprentice position and internships resulted in increased number of applicants. | NEOGOV Applicant Data | Yes |
| Partnership with ANEW increased volume of qualified female applicants for trades positions. | NEOGOV Applicant Data | Yes |
| Appointed a female as Road Services division director in the EEO Official and Administrators category | NEOGOV Applicant Data | Yes |
| KCIA hired a female as a STT utility worker in the EEO Skilled Crafts category | NEOGOV Applicant Data | Yes |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** |
| If resources allow, establish relationships with diversely populated colleges and other schools to recruit for our internships there | | African American, Native American & Hispanic |
| If resources allow, purchase signs for inside our buses encouraging target populations to apply for our jobs online | | African American, Native American & Hispanics; Females |
| Place a kiosk in our ticket purchase stores (Westlake and King Street Center) appealing to minorities and females to apply for our jobs online | | African American, Native American & Hispanics; Females |
| Helmets to Hard Hats Program to promote job opportunities for veterans | | Veterans |
| ANEW Pre-Apprenticeship Heavy Duty Diesel Mechanic Program to promote careers in vehicle maintenance to females | | Women, Minorities |
| Job shadowing opportunities for high school students to promote careers in the maintenance field | | Women, Minorities |
| If resources allow, focus on employee training and development in ESJ, e.g., biases training, micro-aggression, King County Supported Employment (SE) Program training, etc) to promote employee EEO/AA awareness | | All |
| Continue to review any reductions in force to ensure there is no intended disparate treatment toward protected classes | | All |
| If resources allow, expand the cultural competency training to additional work units | | All |

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| **DPH** | | |
| **2012 IMPLEMENTATION ACTIVITIES** | **TARGETD PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2012**  **YES/NO** |
| Explore using social media for seeking active and passive candidates. Post jobs in groups targeted to diverse populations | All | Yes |
| Continue implementation of hiring best practices developed out of the Equity and Social Justice Quality Improvement Project such as the “Countering Bias” training for interview panels, management teams and supervisors | All | Yes |
| Convene an Equity & Social Justice Quality Improvement team to examine current recruitment, retention, and promotion practices and develop best practices for diversifying the workforce utilizing quality improvement tools and methodologies | All | Yes |
| Provide a quarterly training at an all supervisors and managers training which focuses on topics relevant to diversity and inclusion such as “Micro-Inequities/Micro-Aggressions training” | All | No |
| Recruit for all jobs as broadly as possible, including posting jobs so they are open to internal and external applicants concurrently | All | Yes |
| Provide Equity and Social Justice in Hiring, Recruitment, Retention, and Promotion quality improvement presentation to Executive Team | All | No |
| Public Health Human Resources will prepare a brief annual report on race/ethnicity of STT’s, TLT’s, and Special Duty assignments to inform how this pipeline to Career Service employment and promotion can be used to increase diversity | All | Yes |
| Review 2011 hires to analyze the applicant pools and the selection process for potential barrier. | All | Yes |
| Market work study as an opportunity to Native American students at local educational institutions | Native Americans | Yes |
| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | **SUCCESSFUL**  **YES/NO** |
| Continue implementation of hiring best practices developed out of the Equity and Social Justice Quality Improvement Project such as the “Countering Bias” training for interview panels, management teams and supervisors | Increase in diversity in hired candidates for positions in the highest quintile of the salary ranges | Yes |
| Provide a quarterly training at an all supervisors and managers training which focuses on topics relevant to diversity and inclusion such as “Micro-Inequities/Micro-Aggressions training” | Number of supervisors attending training on topics relevant to diversity and inclusion | Yes |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** |
| Explore using social media as a way to reach Native American applicants (i.e. Linked In, Twitter, etc). | | Native Americans |
| To ensure that Public Health managers and supervisors are using appropriate hiring practices that promote equal opportunity, we will build a SharePoint site to include hiring tools and guidelines. | | All |
| As part of the recruitment planning process, provide consultation to hiring managers on outreach strategies to reach qualified applicants in targeted groups, in particular Native Americans. | | All  Native Americans |
| HR Analyst from PH will serve on the EEO/AA Committee. | | All |
| Utilize Neogov to post special duty opportunities countywide. | | All |

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| **KCIT** | | |
| **2012 IMPLEMENTATION ACTIVITIES** | **TARGETED PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| Attended training for HR staff with Employment Manager on Fair & Effective Hiring Practices | All | Participates in all training offered |
| Educated managers: provided one-on-one training to hiring managers to improve awareness of bias in screening and interview question development; Development and/or review of interview questions and process by HR. | All | Yes |
| Conducted planning meetings with hiring managers to develop recruitment strategies to address under-represented groups Utilize Recruitment Planning Document to map recruitment/selection process in advance and identify individuals to comprise diverse panels for interviews at all levels. | As Identified | Yes |
| Conducted interviews via Live Meeting to include out-of-town candidates who may not have the means to travel to Seattle | All | Yes |
| Developed and presented training on Hiring Well practices to HR Community, Manager/Supervisor Training and various departments | All | Yes |
| Targeted advertising efforts toward underrepresented groups by choice of advertising website | As Identified | Yes |
| Participated in Supported Employment Committee to keep apprised of employment events and evaluate opportunities within KCIT for supported employment | All | Yes |
| Served on Equity and Social Justice Committee for KCIT | All | Yes |
| Utilized SharePoint dashboard for managers to promote constant communication regarding recruiting/staff goals | All | Yes |
| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | **SUCCESSFUL:**  **YES/NO** |
| Attended training for HR staff with Employment Manager and other managers on Fair & Effective Hiring Practices, Micro Aggression and Countering Bias | Attendance and review with team members | YES |
| Targeted advertising efforts toward underrepresented groups for staff positions by choice of advertising website including WITI (Women in Technology International), NAJ (Native American Jobs) | Diverse Applicant Flow data using NEOGOV Report | YES |
| Targeted advertising efforts toward underrepresented groups for high level leadership positions (*i.e.* Deputy Chief Information Officer and Customer Support Services Director) by posting positions with Governmentjobs.com, ICMA Job Center, CIO Jobs, DICE.com, UWMOSAIC, National Forum for Black Public Administrators (NFBPA), American Society for Public Administration (ASPA) Sections on Minority Public Administration (COMPA) and Women Public Administration (SWPA), National Minority Technology Council, National Black Data Processing Associates, Latinos in Information Sciences and Technology Association, National Black Information Technology Leadership Organization, Hispanic IT Executive Council thru an executive search firm | Currently reviewing results and adding new options for targeted outreach | TBD |
| Serve on Equity and Social Justice Committee for KCIT | Diverse Applicant Flow data using NEOGOV Report | YES |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** |
| Conduct planning meetings with hiring managers to develop recruitment strategies to address under-represented groups. Utilize Recruitment Planning Document to map recruitment/selection process in advance and identify individuals to comprise diverse panels for interviews at all levels. | | PWD, Veterans, Race/Ethnicity |
| Analyze application statistics to identify targets. | | PWD, Veterans, Race/Ethnicity |
| Participate in Support Employment Committee to keep apprised of employment events and evaluate opportunities within KCIT for supported employment. | | All |
| Continue to serve on Equity and Social Justice Committee to discuss and review additional options. | | All |
| Target advertising efforts toward underrepresented groups by choice of advertising website | | As Identified |
| Review social media as a way to communicate opportunities to under-represented groups. | | PWD, Veterans, Race/Ethnicity |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** |
| Attend training for HR staff with employment manager on fair & effective hiring practices | | All |
| Educate managers: provide one-on-one training to hiring managers to improve awareness of bias in screening and interview question development. Development and/or review of interview questions and process by HR. | | All |
| Conduct interviews via Live Meeting to include candidates that are out-of-town and may not have the means to travel to Seattle. | | All |
| Develop and present training on Hiring Well practices to HR community, manager/supervisor training and various departments | | All |
| Utilize SharePoint dashboard for managers to promote constant communication regarding recruiting/staff goals. | | All |

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| **KCSO** | | |
| **2012 IMPLEMENTATION ACTIVITIES** | **TARGETD PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| Veteran’s Job Fair – Clover Tech College | Veterans | Yes |
| ROTC Job Fair | Veterans | Yes |
| ACAP – JBLM | Veterans | Yes |
| American Heroes Air Show | Veterans and Others | Yes |
| Camp Murray Job Fair | Veterans | Yes |
| Life after High School Career Fair – Highline | Various communities of color – primarily Hispanic | Yes |
| Special Olympics Law Enforcement Torch Run | Disabled | Yes |
| Fiesta Patrias Parade | Hispanic | Yes |
| Roots Family Picnic | African American | Yes |
| Somali Outreach via SeaTac police | Somali | Yes |
| Washington Council on Hispanic Affairs | Hispanic | Yes |
| Police Activities League – matching African mentors with students | Various | Yes |
| Breakfast Group | African American | Yes |
| Marines for Life networking meetings | Veterans | Yes |
| Hispanic Community Leaders | Hispanic | Yes |
| Muslim Youth Leadership Group | Sikh | Yes |
| NTN Recruiting (Facebook, Military Recruiting, Web-Based advertising) | Various | Yes |
| Naval Fair | Veterans | Yes |
| East Indian Event – Ramana | East Indian | Yes |
| Sikh Candlelight Vigil | Sikh | No |
| Sikh Temple – Renton Visits | Sikh | No |
| Muslim Community Event | Muslim | No |
| South Park Community Park Event | Various | Yes |
| Dedication of US and Republic of Viet Nam | Veterans/Vietnamese | No |
| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | **SUCCESSFUL**  **YES/NO** |
| Outreach via Spanish language television appearances and roundtables: Meeting goals in all areas except Admin. Support -.22% | Hispanic | Yes |
| Women of Color Empowerment Lunch: Meeting goals for women in all areas except Deputies and meeting all goals for Black minority group overall | Women of Color | Yes |
| Muslim Youth Leadership Group: Currently have a candidate going through deputy oral boards as a direct result of us attending this event and speaking to him. | Sikh | Yes |
| NTN Direct Military Recruitment: Continue to see a strong military veteran presence through hiring. | Veterans | Yes |

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| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | **TARGETED PROTECTED CLASS** |
| Continue strong veteran outreach | Veterans and people of color |
| Continue generalized outreach by way of citizens’ academies at the contracted police departments, regular communication to community groups on issues not focused on hiring, but relationship with the community | All |
| WorkSource Job Fairs | Various |
| Create/Implement a part-time Deputy program | Women and people with young families |
| University and community college job/career fairs | All |

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| **ELECTIONS** | | |
| **20112 IMPLEMENTATION ACTIVITIES** | **TARGETD PROTECTED CLASS** | **CONTINUE ACTIVITY FOR 2013**  **YES/NO** |
| Post job openings with United Indians, NativeAmericanjobs.com, LatPro, native Jobs, Colors Northwest, Hispanic Career World, and Hispanic Network Magazine. | Females, Native Americans, Blacks, Hispanics, Veterans and People with disabilities | YES |
| Integrate Equity and Social Justice training for all elections managers to remove any potential barriers to the hiring of protected classes | All | Yes – with modification |
| Expand recruitment of protected classes by outreach to additional community and professional organizations | All | NO |
| Continue 2011 goal of increasing outreach relationship with local tribes and diversity groups | All | NO (included in first goal) |
| Continue 2011 goal of working with professional Hispanic Associations in encouraging applications to our career service positions. | All | No (included in first goal) |

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| **2012 ANALYSIS OF IMPLEMENTATION ACTIVITIES** | **METRIC** | **SUCCESSFUL**  **YES/NO** |
| Post job openings with United Indians, NativeAmericanjobs.com, LatPro, native Jobs, Colors Northwest, Hispanic Career World, and Hispanic Network Magazine | NEOGOV | A relatively small amount |
| Integrate Equity and Social Justice training for all elections managers to remove any potential barriers to the hiring of protected classes | NEOGOV | Partially |
| Expand recruitment of protected classes by outreach to additional community and professional organizations | NEOGOV | NO |
| Continue 2011 goal of increasing outreach relationship with local tribes and diversity groups | NEOGOV | Partially |
| Continue 2011 goal of working with professional Hispanic Associations in encouraging applications to our career service positions. | NEOGOV | NO |
| **2013 PROPOSED IMPLEMENTATION ACTIVITIES** | | **TARGETED PROTECTED CLASS** |
| Continue goal of posting job openings with United Indians, NativeAmericanjobs.com, LatPro, tribaljobs.com, Colors Northwest, Hispanic Career World, and Hispanic Network Magazine | | All |
| Finish ESJ training of all managers, supervisors and employees | | ALL |
| Convene an Equity and Social Justice Committee to review 2008 – 2012 employment data and identify process improvements, inefficiencies and barriers | | ALL |
| Continue goal of increasing outreach relationship with local tribes and diversity groups | |  |

1. No Opp. indicates those instances where the total number of placements is not large enough to be statistically reasonable to expect the number of placements to reflect workforce availability. [↑](#footnote-ref-2)
2. Highlighted data indicates placement goal met or exceeded. [↑](#footnote-ref-3)