

**COUNTY OF YUBA
EQUAL EMPLOYMENT OPPORTUNITY PLAN**



INTRODUCTION

Grant Title:	Multiple	Grant Number:	Multiple
Grantee Name:	Yuba County	Award Amount:	Multiple
Address:	915 8 th Street Marysville, CA 95901	Telephone #:	(530) 749-7860
Contact Person:	Tiffany Manuel		

Date and effective duration of EEO Plan: May 2024 through June 2026

Policy Statement

Yuba County has a merit system which is a method of personnel management designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of classified employees on the basis of merit and fitness. Yuba County, through its Board of County Supervisors, sets policy for all employment actions affecting all Yuba County departments and employees. The Board of Supervisors hereby reaffirms its commitment to ensuring that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to an equal employment opportunity.

As an Equal Employment Opportunity Employer, Yuba County does not discriminate and all employees and applicants shall receive equal consideration and treatment in employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status, the taking of medical leave per the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where bona fide occupational qualifications exist. It is the policy of Yuba County to be fair and impartial in recruitment, retention, examination, appointment, training, promotion, compensation, discipline, and any other aspect of human resources administration. This Equal Employment Opportunity (EEO) Plan commits Yuba County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

It is the policy of Yuba County to be fair and impartial in recruitment, retention, examination, appointment, training, promotion, compensation, discipline and any other aspect of human resources administration. This Equal Employment Opportunity (EEO) Plan commits Yuba County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

As Human Resources Director, my signature below shall signify that Yuba County is working together in support of this program.

This EEO Plan will remain in force and effect through June 30, 2026, or until further revision or amendment by the Board of Supervisors.

Tiffany Manuel
Tiffany Manuel, Human Resources Director / Risk Manager

5/22/2024
Date

YUBA COUNTY WORKFORCE STATISTICS 2023

	Male (385)					Female (537)				
	White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
Officials/Administrators										
Workforce #	45	0	9	4	0	29	0	9	4	1
Workforce %	44.55%	0.00%	8.91%	3.96%	0.00%	28.71%	0.00%	8.91%	3.96%	0.99%
Professionals										
Workforce #	54	2	17	7	0	57	4	31	14	2
Workforce %	28.72%	1.06%	9.04%	3.72%	0.00%	30.32%	2.13%	16.49%	7.45%	1.06%
Technicians										
Workforce #	11	1	3	2	0	3	0	1	2	0
Workforce %	47.83%	4.35%	13.04%	8.70%	0.00%	13.04%	0.00%	4.35%	8.70%	0.00%
Protective Service Sworn										
Workforce #	52	3	32	11	1	12	2	6	2	0
Workforce %	42.98%	2.48%	26.45%	9.09%	0.83%	9.92%	1.65%	4.96%	1.65%	0.00%
Protective Service NS										
Workforce #	2	0	0	0	0	11	0	4	1	0
Workforce %	11.11%	0.00%	0.00%	0.00%	0.00%	61.11%	0.00%	22.22%	5.56%	0.00%
Administrative Support										
Workforce #	31	1	24	6	2	184	10	78	37	4
Workforce %	8.22%	0.27%	6.37%	1.59%	0.53%	48.81%	2.65%	20.69%	9.81%	1.06%
Skilled Craft										
Workforce #	34	2	12	1	0	0	1	0	0	0
Workforce %	68.00%	4.00%	24.00%	2.00%	0.00%	0.00%	2.00%	0.00%	0.00%	0.00%
Service/Maintenance										
Workforce #	6	1	3	0	0	10	1	6	1	0
Workforce %	21.43%	3.57%	10.71%	0.00%	0.00%	35.71%	3.57%	21.43%	3.57%	0.00%

*Between 2021-2023 Yuba County increased its position allocation count and reduced the vacancy rate that was a result of the Great Resignation of 2021.

**YUBA COUNTY
WORKFORCE STATISTICS 2021**

	Male (317)				
	White	Black	Hispanic	Asian/ PI	AM IND
Officials/Administrators					
Workforce #	38	0	7	3	1
Workforce %	43.18%	0.00%	7.95%	3.41%	1.14%
Professionals					
Workforce #	44	4	12	6	0
Workforce %	21.89%	1.99%	5.97%	2.99%	0.00%
Technicians					
Workforce #	14	2	3	1	0
Workforce %	48.28%	6.90%	10.34%	3.45%	0.00%
Protective Service Sworn					
Workforce #	59	2	31	9	2
Workforce %	42.45%	1.44%	22.30%	6.47%	1.44%
Protective Service NS					
Workforce #	3	0	2	0	0
Workforce %	33.33%	0.00%	22.22%	0.00%	0.00%
Administrative Support					
Workforce #	14	0	10	3	1
Workforce %	4.44%	0.00%	3.17%	0.95%	0.32%
Skilled Craft					
Workforce #	25	1	7	1	0
Workforce %	69.44%	2.78%	19.44%	2.78%	0.00%
Service/Maintenance					
Workforce #	9	1	2	0	0
Workforce %	36.00%	4.00%	8.00%	0.00%	0.00%

	Female (527)				
	White	Black	Hispanic	Asian / PI	AM IND
	27	0	7	4	1
	30.68%	0.00%	7.95%	4.55%	1.14%
	78	4	32	18	3
	38.81%	1.99%	15.92%	8.96%	1.49%
	7	0	0	2	0
	24.14%	0.00%	0.00%	6.90%	0.00%
	21	2	12	1	0
	15.11%	1.44%	8.63%	0.72%	0.00%
	3	0	0	1	0
	33.33%	0.00%	0.00%	11.11%	0.00%
	191	4	64	25	3
	60.63%	1.27%	20.32%	7.94%	0.95%
	2	0	0	0	0
	5.56%	0.00%	0.00%	0.00%	0.00%
	9	2	2	0	0
	36.00%	8.00%	8.00%	0.00%	0.00%

YUBA COUNTY LABOR FORCE UTILIZATION ANALYSIS 2023

Job Category		Male					Female				
		White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
Officials/Administrators	Workforce %	44.55%	0.00%	8.91%	3.96%	0.00%	28.71%	0.00%	8.91%	3.96%	0.99%
	Community LF%	41.70%	3.60%	11.00%	1.10%	0.60%	29.20%	2.30%	6.60%	0.60%	0.60%
	Utilization %	2.85%	-3.60%	-2.09%	2.86%	-0.60%	-0.49%	-2.30%	2.31%	3.36%	0.39%
Professionals	Workforce %	28.27%	1.05%	8.90%	3.66%	0.00%	29.84%	2.09%	16.23%	7.33%	1.05%
	Community LF%	28.00%	2.30%	4.10%	5.70%	1.00%	39.00%	0.90%	9.50%	5.20%	0.20%
	Utilization %	0.27%	-1.25%	4.80%	-2.04%	-1.00%	-9.16%	1.19%	6.73%	2.13%	0.85%
Technician	Workforce %	47.83%	4.35%	13.04%	8.70%	0.00%	13.04%	0.00%	4.35%	8.70%	0.00%
	Community LF%	37.00%	1.40%	11.30%	4.90%	0.70%	16.00%	0.00%	19.00%	5.10%	0.00%
	Utilization %	10.83%	2.95%	1.74%	3.80%	-0.70%	-2.96%	0.00%	-14.65%	3.60%	0.00%
Protective Service Sworn	Workforce %	41.94%	2.42%	25.81%	8.87%	0.81%	9.68%	1.61%	4.84%	1.61%	0.00%
	Community LF%	73.90%	1.30%	5.20%	0.50%	0.00%	17.60%	0.00%	2.00%	0.00%	0.00%
	Utilization %	-31.96%	1.12%	20.61%	8.37%	0.81%	-7.92%	1.61%	2.84%	1.61%	0.00%
Protective Service Non-Sworn	Workforce %	11.11%	0.00%	0.00%	0.00%	0.00%	61.11%	0.00%	22.22%	5.56%	0.00%
	Community LF%	88.90%	0.00%	0.00%	0.00%	0.00%	8.90%	0.00%	0.00%	0.00%	0.00%
	Utilization %	-77.79%	0.00%	0.00%	0.00%	0.00%	52.21%	0.00%	22.22%	5.56%	0.00%
Administrative Support	Workforce %	8.05%	0.26%	6.23%	1.56%	0.52%	47.79%	2.60%	20.26%	9.61%	1.04%
	Community LF%	19.60%	1.10%	5.80%	2.80%	0.00%	39.10%	1.70%	16.80%	6.50%	0.40%
	Utilization %	-11.55%	-0.84%	0.43%	-1.24%	0.52%	8.69%	0.90%	3.46%	3.11%	0.64%
Skilled Craft	Workforce %	65.38%	3.85%	23.08%	1.92%	0.00%	0.00%	1.92%	0.00%	0.00%	0.00%
	Community LF%	58.10%	1.50%	25.00%	4.80%	0.00%	3.70%	0.00%	3.40%	0.30%	0.00%
	Utilization %	7.28%	2.35%	-1.92%	-2.88%	0.00%	-3.70%	1.92%	-3.40%	-0.30%	0.00%
Service/Maintenance	Workforce %	21.43%	3.57%	10.71%	0.00%	0.00%	35.71%	3.57%	21.43%	3.57%	0.00%
	Community LF%	27.30%	1.40%	26.80%	4.70%	0.70%	18.00%	1.30%	16.50%	0.70%	0.50%
	Utilization %	-5.87%	2.17%	-16.09%	-4.70%	-0.70%	17.71%	2.27%	4.93%	2.87%	-0.50%

Green- Improvement

Orange- Progress from 2021 percentage

Red- Regression

UTILIZATION ANALYSIS – NARRATIVE

Comparisons of the Yuba County workforce to the community labor statistics for Yuba County and Sutter County have identified underutilization of males, females and minorities in several categories as outlined below. Community labor statistics derived from the 2018 census data show that the Black and American Indian/Alaska Native populations are proportionately small in Yuba County (3% or less - see chart below). Therefore, identified areas of underutilization are primarily restricted to specific job categories.

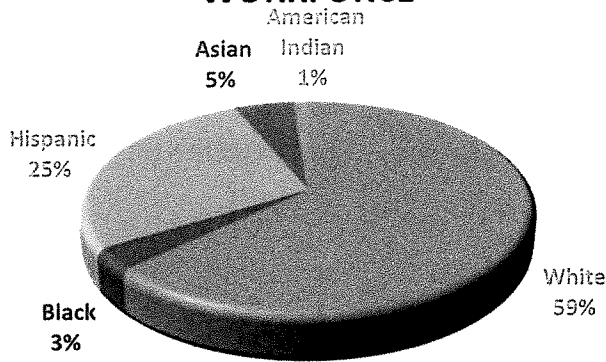
Labor Force Statistics 2018 US Census Data¹	
Factor	Community Labor Force
White	59%
Black	3%
Hispanic	30%
Asian	7%
American Indian	1%

Underutilization of a group in a specific job category is identified where there is a corresponding labor market of at least 3 percent for Yuba County to draw from, and the labor force is under-represented by at least 2 percent. Although the emphasis of this plan focuses on the larger areas of under-representation based on a gender or a minority population base of 3 percent or more, Yuba County will continue to explore ways of communicating job opportunities and facilitating employment opportunities among all gender, race, and ethnic groups. The overall goal of the County is to obtain a diverse workforce reflective of its community.

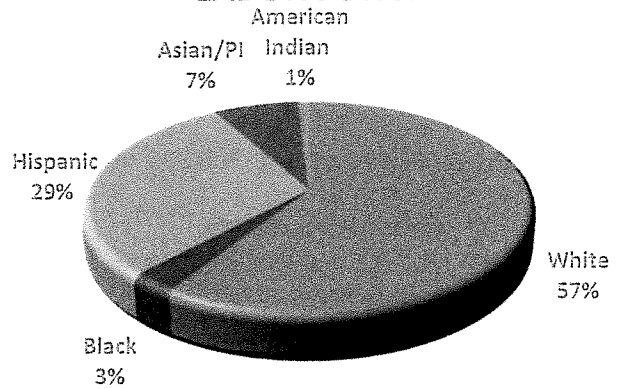
This section analyzes the County’s progress in its efforts to provide a diverse workforce reflective of its community by comparing the 2023 Yuba County workforce to the available community labor force by ethnicity, gender, and occupational categories; and identifies areas exceeding representation and those under-represented.

¹ Community Labor Force Statistics extrapolated from the US Bureau of Labor Statistics 2014-2018 census data.

**2023 YUBA COUNTY
WORKFORCE**

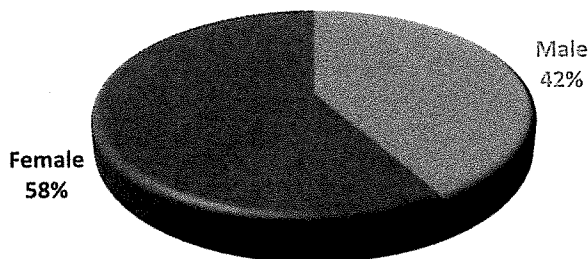


**YUBA/SUTTER COMMUNITY
LABOR FORCE**

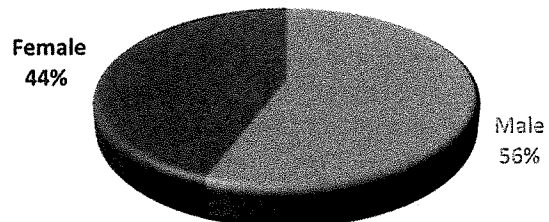


- The combined 2023 Yuba County minority employee workforce is 34% which is below the available community labor force of 41%.
- Yuba County employee representation exceeds meets the available community labor force for:
 - Black-3.04%
 - American Indian-1.08%
- Yuba County employee representation is below the available workforce for:
 - Hispanic- 4%
 - Asian/Pacific Islander-2%

**2023 YUBA COUNTY
WORKFORCE**



**YUBA/SUTTER
COMMUNITY LABOR
FORCE**



- From an overall gender perspective, females constitute a greater percentage of the Yuba County employee workforce than males; and the number of female employees exceeds the available labor force.

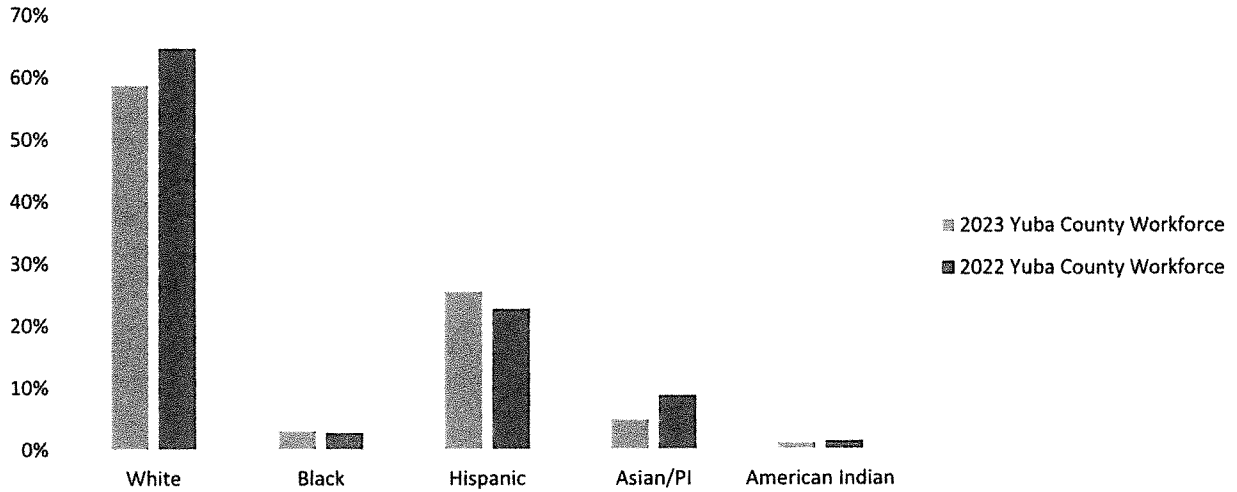
- While male employee representation is below the available community labor force by 14%, Yuba County welcomes the opportunity to increase the representation of all males in those categories where they are under-represented.

After reviewing the results of the utilization analysis, the following occupational categories have been identified as areas of concern when compared to ethnicity:

- **Officials/Administrators:** Yuba County demonstrates the following under-representation in this job category:
 - Black males by 3.60%
 - Hispanic males by 2.09%; and
 - Black females by 2.30%
- **Professionals:** Yuba County demonstrates the following under-representation in this job category:
 - Asian / Pacific Islander males by 2.04%; and
 - White females by 9.16%
- **Technicians:** Yuba County demonstrates the following under-representation in this job category:
 - White females by 2.96%; and
 - Hispanic females by 14.65%
- **Protective Services - Sworn:** Yuba County demonstrates an under-representation in this job category:
 - White males by 31.96%; and
 - White females by 7.92%
- **Protective Services – Non-Sworn:** Yuba County demonstrates an under-representation in this job category:
 - White males by 77.79%
- **Administrative Support:** Yuba County demonstrates the following under-representation in this job category:
 - White males by 11.55%
- **Skilled Craft:** Yuba County demonstrates an under-representation in this job category:
 - Asian / Pacific Islander males by 2.88%
 - White females by 3.70%; and
 - Hispanic females by 3.40%
- **Service/Maintenance:** Yuba County demonstrates the following under-representation in this job category:
 - White males by 5.87%
 - Hispanic males by 16.09%; and
 - Asian / Pacific Islander males by 4.70%

Since the last review, Yuba County has made strides in recruiting and retaining employees that more accurately reflect the surrounding community. The chart below illustrates the comparison of the County's workforce from 2021 to 2023.

Comparison of Yuba County Workforce from 2021 to 2023



- The combined minority employee workforce for Yuba County has increased 5% between 2021 and 2023.
- White employee representation has decreased 5%, exceeds the available community labor force and representation in five job categories, but is significantly underrepresented in five categories.
- Black / African American employee representation has increased and exceeds the available community labor force representation in eight categories.
- Hispanic employee representation has increased by 3%, bringing these categories closer to parity with the available community labor force and exceeding the available community labor force representation in ten job categories.
- Asian / Pacific Islander employee representation has decreased by 4% from 2021 to 2023 but continues to exceed the available community labor force as a whole and more specifically in ten job categories.
- American Indian employee representation has been maintained at 1%, however remains at parity with the available community labor force and exceeds representation in five job categories.

OBJECTIVES

Yuba County is committed to a workforce that closely reflects the available community labor force. It is our goal to increase representation in the areas underutilized. The following identifies objectives that support the County's commitment to achieve a workforce reflective of the community it serves.

- The County will evaluate areas of underutilization as identified above, and will continue to review recruitment, examination, selection, promotion, compensation and training practices and policies to ensure equal opportunity for persons in all aspects of employment and career advancement.
- Although White males and females are represented in double-digit percentages, they have become the most under-represented group, significantly under-represented in four job categories. So, recruitment efforts should be increased by outreaching to these populations through the various action items listed in the Steps to Achieve Utilization section.
- While the representation of Hispanic males and females has increased from 2021 to 2023, it has not kept pace with the community labor force. The County will evaluate its recruitment and advertising practices to more effectively target this labor group.
- Asian / Pacific Islander males are under-represented in several job categories, the County will explore more effective measures to target this labor group.
- Increase employment opportunities of all qualified persons by eliminating non-job-related factors, conditions and requirements from all class specifications.

STEPS TO ACHIEVE UTILIZATION

- Streamline application process to broaden applicant pools. In the Fall of 2024, Yuba County will be implementing NEOGOV, a web-based talent management software. NEOGOV is primarily used by government agencies and organizations for recruitment, applicant tracking, onboarding, and performance management. It is a web-based platform, meaning users access it through a web browser rather than installing software locally on their computers. This allows for easier access and collaboration, as users can log in from any device with internet access.
- Contract with Larcom Productions to create two short recruitment/marketing videos. The first video will be a "call to action" that highlights the various influential individuals that work for the county and include segments in Spanish, Hmong, and sign language. The second will focus on the various departments, and what services Yuba County provides our public. The videos will be utilized on our County of Yuba website, social media profiles, and be sent out to various career centers and used for career day and job fairs.
- Improve marketability by creating and maintaining an active social media presence and updating the County's website (i.e. technological advancements to make County jobs more appealing, interactive and personal).
- Review each job class' minimum requirements against the knowledge, skills and abilities required at entry and remove defined artificial barriers and maintain competitiveness in the current job market.
- Capitalize on existing relationships by exploring and/or expanding new opportunities with local and regional educational institutions (e.g. Yuba College, Yuba County One Stop, Sacramento State University, Chico State University, Butte College, Sierra College, and Sacramento City College), in the recruitment of new employees.
- With the current Library renovation happening as of July 2024, the Library staff will be operating out of the Government Center. Partner with the Library and utilize their increased interaction with the public for job marketing/advertising, community participation, engagement and outreach.

- Continue to participate in middle school, high school, junior college, university and community education and job fairs and career days (i.e. job fairs at Beale Air Force Base).
- Continue partnerships with non-profit service groups focusing on female development (e.g. Soroptimist, POWER 100, and Athena Association Awards)
- Development of both local school programs and internal Yuba County programs to promote career paths and growth and development that lead in to our “hard to fill” positions such as Nursing and Building.
- Advertise employment opportunities in general publications of local and regional circulation and news outlets (e.g. Sacramento Bee), to reach a broad audience and gain additional exposure.
- Advertise employment opportunities in specialty publications such as CSAC (an exclusive advertiser of employment opportunities in the public sector), LatPro (web board geared toward the Hispanic population), Sacramento Observer (weekly paper geared toward the Black population), El Hispano (weekly paper geared toward the Hispanic population) and other targeted publications to attract applicants that might not subscribe to the general circulation publications.
- Advertise employment opportunities online in venues such as Careers in Government, Facebook, LinkedIn, Twitter, Indeed, NeoGov, and 200 job boards that actively target veterans, women, and minorities to attract applicants that primarily search for jobs on the internet and do not subscribe to general or specific publications.
- More extensive use of the internship and volunteer program to work with high school programs to broaden the pool of those interested in skilled career fields (i.e. attorney, engineers, biologists, probation officers, etc).
- Monitor recruitment policies and procedures to determine if recruitment efforts are enabling the County to meet and maintain its objectives to continue diversifying its workforce.
- Implement recruitment and retention programs for law enforcement positions to encourage those with experience in the community to apply with the County.
- Regularly review recruitment and retention efforts and apply information derived from exit interviews in our effort to attract and retain qualified individuals.
- Periodically review and update the County’s recruitment methods, practices and policies to promote equal employment opportunity through our recruitment efforts.
- Continue to publicize (via All-County employee emails, Facebook, County website and other social media sources), employment and career advancement opportunities.
- Provide ongoing training to supervisors and managers on EEO policies, bias awareness, selection and interview processes, documentation, and employment requirements.
- Promotion and recognition of our Employee Referral Program. The best way to encourage our existing workforce is to continue to grow and diversify our workforce and receive incentives for doing so.

DISSEMINATION

Internal Dissemination of the Yuba County EEO Plan

- Applicants, employees and interested members of the public may obtain a copy of the Plan by visiting the County’s website at www.yuba.org, or contacting Human Resources at (530) 749-7860.
- A copy of this Plan will be provided at new employee orientation.
- The Plan will be distributed to each County department and will be posted at County facilities.
- The Human Resources and Organizational Services Department will periodically address the County’s compliance with this Plan in County Department Head meetings and in various supervisory and management training programs. Discussions will include assisting managers and supervisors in identifying and addressing problem areas with effective solutions.

External Dissemination of the Yuba County EEO Plan

- We will inform recruiting sources (utilizing a master list) of the EEO Plan and the County's commitment to equal employment opportunity.
- We will continue to state on all written job announcements and employment applications "The County of Yuba is a merit based equal opportunity employer encouraging workforce diversity."
- Applicants, vendors and suppliers will be reminded of the County's EEO Policy and notified that the EEO Plan is on file and available for review in the Human Resources and Organizational Services Department.

The following is a true and correct copy of the document on file in this office.

ATTEST: MARY PASILLAS
Clerk of the Board of Supervisors of
The County of Yuba, State of California

By:  _____

Date:  _____