



Grant County Equal Employment Opportunity Plan

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PURPOSE

The purpose of the Equal Employment Opportunity Plan (EEOP) is to identify organizational components and job categories within Grant County's workforce in which under representation occurs in proportion to availability in the labor force, and to devise and implement programs and timelines to pursue goals to achieve equitable representation.

POLICY STATEMENTS

Equal Employment Opportunity:

Grant County is an equal opportunity employer and believes that every employee has the right to work in surroundings, which are free from all forms of unlawful discrimination.

Grant County is an Equal Employment Opportunity employer. It is against Grant County's policy for any employee to discriminate against an applicant for employment or another employee on the basis of race, color, and religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, or any other classification protected by applicable discrimination laws. Furthermore, no employee of the Company is to discriminate against any applicant or fellow employee on the basis of a disability or status as a disabled veteran or veteran of the Vietnam era. Grant County will make reasonable accommodations, including modification of policies and procedures in appropriate cases for qualified individuals with disabilities, if it can do so without undue hardship.

Our policy relates to all phases of recruitment, employment, promotion, training, demotion, transfer, layoff, recall, termination, wages and salary administration, working conditions, employee benefits, application of policies and participation in County sponsored activities.

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on Grant County premises who are employed by temporary agencies and any other persons or companies doing business for or with Grant County.

Affirmative Action:

It is the policy of Grant County to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. Grant County's Affirmative Action program is a management tool designed to

ensure equal opportunity in all phases of recruitment, employment, promotion, training, demotion, transfer, layoff, recall, termination, wages and salary administration, working conditions, employee benefits, application of policies and participation in County sponsored activities.

It is a diagnostic tool that is used to evaluate the workforce and compares it with the composition of the relevant labor pool outlining practical steps in which to address under utilization of specific groups in all departments and offices throughout the county.

Grant County maintains an environment ensuring recognition of each employee's efforts, achievements and cooperation. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Grant County will promote and afford equal treatment and service to all employees and citizens.

Grant County views the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management.

In developing our Affirmative Action Program, Grant County commits to:

- Recruiting, hiring, training, and promoting persons in all job classifications without regard to race, color, religion, sex, national origin, disability, veteran status, or any other non-job-related characteristic.
- Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training, and education are administered in a nondiscriminatory manner.

ADMINISTRATION

The Director of Human Resources has the overall responsibility for the development, implementation, and direction of the EEOP and Affirmative Action procedures. A report is completed each year in writing to the Board of County Commissioners. Continuing compliance reviews will be conducted to ensure that promotions and job opportunity decisions are made in accordance with the EEOP and that decisions account for valid relevant factors with respect to knowledge, skills abilities, performance, potential and bona fide occupational qualifications.

All personnel actions will conform to an Affirmative Action Program, the basic purpose of which is to further the utilization of the underrepresented with respect to the terms of benefits and privileges of employment etc.

The Director of Human Resources has the overall responsibility to carry out:

- Developing programs and internal and external communications regarding affirmative action for protected classes.

- Implementing an audit and review system that will:
 - a) Measure the effectiveness of the EEOP.
 - b) Indicate the need for any remedial action.
 - c) Determine the degree to which the Company's objectives have been met.
- Ensuring that the county is following the guidelines of the EEOP.
- Serving as liaison between Grant County and enforcement agencies.

It will be the responsibility of all elected officials, department heads and supervisory personnel to conduct themselves consistent with this EEOP to ensure that all personnel actions are administered in accordance with the EEOP and applicable policies and procedures. Hence, all employment related requests are filtered through HR prior to approval by the Board of County Commissioners.

It is expected that all elected officials, department heads and supervisory personnel:

- Assist in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary;
- Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur;
- Review the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

It is the responsibility of all employees to be aware of the spirit and principle of equal employment opportunity and to cooperate fully to ensure the utmost success of the plan.

JOB ANNOUNCEMENTS

The dissemination of all job vacancies for full and part time positions will be listed with Washington State Employment Security (Work Source), and the on the Grant County website. Various newspapers and/or trade publications will also be utilized depending upon the most appropriate circulation for the particular job posting, Job vacancies for full and part time positions may also be listed with local colleges, universities, and underrepresented groups.

In order to locate qualified applicants, job advertisements will include the following:

- Position Title;
- Location
- Department
- FLSA Status
- Salary
- Summary of Benefits
- General Purpose of position
- Minimum required and preferred Knowledge, Skills and Abilities needed
- Any special requirements
- Application procedure
- Deadline in which to apply

All job announcements will include "GRANT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER".

It shall be the responsibility of each office/department to request the Human Resources department to create a job posting consistent with the above set forth criteria. Each job announcement will be posted on the County website and distributed to each office and department for the job announcement boards.

The attached non-discriminatory job application will be used to ensure compliance with pre-employment inquiries. All applications of non-selected applicants will be filed for a period of two years.

HARASSMENT PREVENTION PROCEDURES

Employees of and applicants to Grant County will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding EEO. Any employees or applicants who feel that they have been subject to harassment, intimidation, threats, coercion, or discrimination because of their status, disability or as a qualified protected veteran should contact the Human Resources Department for assistance.

Harassment, based on race, color, gender, creed, religion, age, marital status, sexual orientation, national origin, the presence of any sensory, mental or physical disability, except as otherwise provides by law, veteran status, or other basis that is prohibited by local, state or federal laws, opposition to prohibited discrimination, or retaliation is a violation of federal and state law. Harassment is prohibited in all Grant County workplaces and while conducting work for the County. Appropriate preventative measures shall be used within the County to promote respect for the rights of employees and applicants, co-workers, and customers. Remedial measures and/or corrective actions, up to and including termination of employment, shall be utilized when acts of harassment occur.

If a person believes that he or she has been subjected to discrimination, the person should the report the potential discrimination immediately. If the discrimination involves the direct supervisor the person should report the potential discrimination to the supervisor's supervisor, Department Head or Elected Official or to Human Resources. Complaints of discrimination will be investigated promptly and in as confidential manner as possible so as to prevent impedance of the investigation. Retaliation is strictly prohibited for reporting such complaints. Claims of discrimination, which come to our attention, may result in disciplinary action up to and including termination of employment.

NEEDS ANALYSIS

The Human Resources Department continuously oversees the personnel practices in each County office and/or department, ensuring compliance with all federal, state and local laws. Training for elected officials, department heads and supervisors responsible for personnel actions is conducted formally and informally annually and as frequently throughout the year as needed.

Identified Action Areas:

- Conduct annual analyses of job descriptions to ensure they accurately reflect job functions;

- Make job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion processes;
- Evaluate the total selection process to ensure freedom from bias through:
 - Reviewing job applications and other pre-employment forms to ensure information requested is job-related;
 - Evaluate selection methods that may have a disparate impact to ensure that they are job-related and consistent with County business necessity;
 - Training management staff on proper interview techniques; and
 - Train management staff in EEO.
- Include the phrase "GRANT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER or EEO" in all printed employment advertisements;
- Place help wanted advertisements, when appropriate, in local minority news media and women's interest media;
- Disseminate information on job opportunities to organizations representing minorities, women and employment development agencies when job opportunities occur;
- Encourage all employees to refer qualified applicants;
- Actively recruit at secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments; and
- Hire a consultant periodically to perform a self-audit of the County compensation plan; and
- Ensure that all employees are given equal opportunity for promotion. This is achieved by:
 - Posting promotional opportunities;
 - Offering counseling to assist employees in identifying promotional opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer; and
 - Evaluating job requirements for promotion.

JOB CATEGORIES

Officials/Administrators – Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: elected officials, department heads, directors, deputy directors, supervisors, controllers, examiners, superintendents, unit supervisors, etc.

Professionals – Occupations, which require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, child support worker, doctors, psychologists, registered nurses, dieticians, medical aides, economists, dieticians, attorneys, system analysts, accountants, auditors, engineers, employment and vocational rehabilitation counselors, teachers, instructors, etc.

Technicians – Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers and operators, drafting aides, engineering aides, journey engineers, surveyors, electricians, licensed practical nurses, photographers, radio operators,

technical illustrators, technicians (medical, dental, electronic, physical sciences), assessors, appraisers, instructors, etc.

Protected Services: Sworn – Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police, patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, wardens, marshals, sheriffs, harbor patrol officers, park rangers, etc.

Protected Services: Non-sworn – Occupations in which workers are entrusted with public safety but do not need to be sworn. Includes: animal control workers, crossing guards, lifeguards and other protected service workers.

Administrative Support – Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and /or information and other paperwork required in an office. Includes: cashiers, messengers, office helpers, office machine operators, shipping and receiving clerks, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, secretaries, receptionists, etc.

Skilled Craft – Occupations in which workers perform duties which require manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairmen, motor operators, truck and tractor drivers, welders, flame cutters, plumbers, metal workers, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors, typesetters, etc.

Service/Maintenance – Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Includes: cleaners, cafeteria workers, maintenance workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, etc.

UTILIZATION ANALYSIS NARRATIVE

Officials and Managers

	Gender	Total	White	Hispanic	Black	Asian	NHOPI non-Hispanic	AIAN non-Hispanic	Balance 2+ Races, non-Hispanic
Community Labor Statistic	Total	100%	85.00%	8.40%	1.50%	2.00%	0.00%	1.00%	0.70%
	Male	68.90%	59.40%	5.10%	0.60%	1.50%	0.00%	0.90%	0.50%
	Female	31.00%	25.60%	3.30%	0.90%	0.50%	0.00%	0.10%	0.20%
Grant County Workforce	Total	100%	95.30%	4.60%	0.00%	0.00%	0.00%	0.00%	0.00%
	Male	46.80%	45.30%	1.50%	0.00%	0.00%	0.00%	0.00%	0.00%
	Female	53.10%	50.00%	3.10%	0.00%	0.00%	0.00%	0.00%	0.00%

Grant County is almost fifty percent above the Community Labor Statistic (CLS) in utilizing white women in this category. Grant County is also comparable in utilizing the Hispanic woman population. However Grant County is underutilizing male Hispanics and Asians and Blacks in this category as compared to the CLS.

Professionals

	Gender	Total	White	Hispanic	Black	Asian	NHOPI non-Hispanic	AIAN non-Hispanic	Balance 2+ Races, non-Hispanic
Community Labor Statistic	Total	100%	89.40%	7.60%	0.60%	0.70%	0.00%	0.30%	0.30%
	Male	43.80%	39.00%	3.30%	0.30%	0.00%	0.00%	0.00%	0.30%
	Female	56.30%	50.40%	4.30%	0.30%	0.70%	0.00%	0.30%	0.00%
Grant County Workforce	Total	100%	84.00%	13.00%	0.00%	2.00%	0.00%	1.00%	0.00%
	Male	41.00%	33.00%	5.00%	0.00%	2.00%	0.00%	1.00%	0.00%
	Female	59.00%	51.00%	8.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grant County is above the CLS in representing all minority populations in this job category.

Technicians

	Gender	Total	White	Hispanic	Black	Asian	NHOPI non-Hispanic	AIAN non-Hispanic	Balance 2+ Races, non-Hispanic
Community Labor Statistic	Total	100%	76.10%	20.40%	0.60%	0.00%	0.00%	1.10%	0.00%
	Male	37.70%	28.90%	7.70%	0.60%	0.00%	0.00%	0.60%	0.00%
	Female	62.40%	47.20%	12.70%	0.00%	0.00%	0.00%	0.60%	0.00%
Grant County Workforce	Total	100%	90.60%	9.35%	0.00%	0.00%	0.00%	0.00%	0.00%
	Male	40.60%	37.50%	3.10%	0.00%	0.00%	0.00%	0.00%	0.00%
	Female	59.30%	53.10%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%

Grant County is underutilizing the Hispanic population as compared to the CLS in this job category.

Protected Services

	Gender	Total	White	Hispanic	Black	Asian	NHOPI non-Hispanic	AIAN non-Hispanic	Balance 2+ Races, non-Hispanic
Community Labor Statistic	Total	100%	80.00%	12.30%	0.00%	3.80%	0.00%	3.50%	0.00%
	Male	93.80%	76.30%	11.30%	0.00%	3.80%	0.00%	2.50%	0.00%
	Female	5.80%	3.80%	1.00%	0.00%	0.00%	0.00%	1.00%	0.00%
Grant County Workforce	Total	100%	91.80%	8.10%	0.00%	0.00%	0.00%	0.00%	0.00%
	Male	94.10%	86.00%	8.10%	0.00%	0.00%	0.00%	0.00%	0.00%

	Female	5.80%	5.80%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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Grant County is slightly underutilizing the Hispanic and Asian populations in this category but is over the CLS in regards to white women.

Para-Professionals

	Gender	Total	White	Hispanic	Black	Asian	NHOPI non-Hispanic	AIAN non-Hispanic	Balance 2+ Races, non-Hispanic
Community Labor Statistic	Total	100%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Male	100%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Female	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grant County Workforce	Total	100%	89%	9.20%	1.80%	0.00%	0.00%	0.00%	0.00%
	Male	30%	30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Female	70.30%	59.20%	9.20%	1.80%	0.00%	0.00%	0.00%	0.00%

Grant County is well over the average CLS percentage in terms of representation of women including black, Hispanic and white in this category.

Office and Clerical

	Gender	Total	White	Hispanic	Black	Asian	NHOPI non-Hispanic	AIAN non-Hispanic	Balance 2+ Races, non-Hispanic
Community Labor Statistic	Total	100%	79.20%	16.60%	0.20%	1.60%	0.00%	1.20%	0.70%
	Male	27.30%	21.80%	4.80%	0.00%	0.50%	0.00%	0.20%	0.00%
	Female	72.70%	57.40%	11.80%	0.20%	1.20%	0.00%	1.00%	0.70%
Grant County Workforce	Total	100%	89.30%	9.70%	0.00%	0.81%	0.00%	0.00%	0.00%
	Male	5.60%	4.00%	1.60%	0.00%	0.00%	0.00%	0.00%	0.00%
	Female	94.30%	85.30%	8.10%	0.00%	0.81%	0.00%	0.00%	0.00%

Grant County is slightly under the Hispanic and Asian CLS in this category.

Skilled Craft

	Gender	Total	White	Hispanic	Black	Asian	NHOPI non-Hispanic	AIAN non-Hispanic	Balance 2+ Races, non-Hispanic
Community Labor Statistic	Total	100%	81.60%	15.60%	0.10%	0.00%	0.00%	0.30%	0.80%
	Male	94.80%	77.30%	14.90%	0.10%	0.00%	0.00%	0.30%	0.50%
	Female	5.20%	4.30%	0.60%	0.00%	0.00%	0.00%	0.00%	0.30%
Grant County	Total	100%	96.60%	3.30%	0.00%	0.00%	0.00%	0.00%	0.00%

Workforce									
	Male	98.30%	95.00%	3.30%	0.00%	0.00%	0.00%	0.00%	0.00%
	Female	1.60%	1.60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grant County is underutilizing the Hispanic population in terms of representation in this job category as compared to the CLS.

Service and Maintenance

	Gender	Total	White	Hispanic	Black	Asian	NHOPI non-Hispanic	AIAN non-Hispanic	Balance 2+ Races, non-Hispanic
Community Labor Statistic	Total	100%	48.50%	47.80%	1.10%	0.40%	0.10%	0.80%	0.70%
	Male	61.40%	28.20%	31.30%	0.40%	0.10%	0.00%	0.40%	0.50%
	Female	38.60%	20.30%	16.60%	0.70%	0.30%	0.10%	0.30%	0.20%
Grant County Workforce	Total	100%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Male	75.50%	75.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Female	24.40%	24.40%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grant County is underutilizing the Hispanic population in terms of representation in this job category as compared to the CLS.

UTILIZATION ANALYSIS OBJECTIVES

While the data above does not represent statistical significance, it is important to note areas where Grant County can improve in adequate representation of the county workforce. Grant County is doing extremely well in representing all minority populations within the Professional and Para-Professional job categories and should continue this trend in the future by applying current practices. This holds true for women representation within the Protected Services and Officials/managers job categories.

Since Hispanic and Asian men are under-represented in the Officials/Managers job category, Grant County should increase its recruitment efforts in these areas by outreaching to these populations through the various action items listed in this EEOP.

In the Protected Services - Sworn level of Grant County in such jobs as deputy and corrections officer, Hispanic and Asians are underrepresented so it is our objective to increase this representation by evaluating our Civil Service advertising and promotion practices to ensure that we are reaching, training and promoting this representative community workforce.

While the categories of Technicians, Skilled Craft and Service and Maintenance are doing well with respect to women representation, Grant County is lacking in adequate representation from the Hispanic and Asian populations in these areas. Therefore, it is Grant County's objective to increase this representation by evaluating our advertising practices to ensure that we are reaching the representative community workforce. Grant County should increase its recruitment efforts in these areas by outreaching to these populations through the various action items listed in this EEOP.

The American Indian and Asian community workforce consists of less than 1% and the Black community workforce consists of less than 2% of the total community workforce and therefore, the majority of Grant County's focus will be on increasing the Hispanic workforce, which consists of 16% of the total community workforce.

STEPS TO ACHIEVE UTILIZATION ANALYSIS GOALS

The Human Resources department will provide information and training to elected officials, department heads and supervisory personnel regarding alternative recruitment resources, e.g. women's and minority groups, especially Hispanic publications, job fairs and the Internet.

Each office or department will submit yearly reports regarding minority status of applicants, new employees and interviews, disciplined employees and terminated employees. The Human Resources department will evaluate these reports to identify any areas of concern regarding minorities receiving equal opportunity.

The Human Resources department will work with elected officials and department heads in preparing training for entry-level and promotional positions to ensure minorities are receiving equal opportunity.

AUDIT AND REPORT SYSTEM

The Human Resources Director has the responsibility for developing and preparing the formal documents of the EEOP. The Human Resources Director is responsible for the effective implementation of the EEOP; however, responsibility is likewise vested with each Department Head, Elected Official and/or Supervisor.

Grant County's Audit and Reporting system is designed to:

- Measure the effectiveness of the EEOP;
- Document personnel activities;
- Identify problem areas where remedial action is needed; and
- Determine the degree to which Grant County's goals and objectives have been obtained.

The following personnel activities are reviewed to ensure nondiscrimination and equal employment opportunity for all individuals without regard to their race, color, gender, religion, national origin:

- Recruitment, advertising, and job application procedures;
- Hiring, promotion, upgrading, layoff, recall from layoff;
- Rates of pay and any other forms of compensation including fringe benefits;
- Job assignments, job classifications, job descriptions, and seniority lists;
- Sick leave, leaves or absence, or any other leave;
- Training, apprenticeships, attendance at professional meetings and conferences; and
- Any other term, condition, or privilege of employment.

The following documents are maintained as a component of Grant County's internal audit process:

- An applicant flow log showing the name, race, gender, date of application, job title, interview status and the action taken for all individuals applying for job opportunities;

- Summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by gender and minority group identification;
- Summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants for each position;
- Maintenance of employment applications (not to exceed two years); and
- Records pertaining to Grant County's compensation system.

Grant County's audit system includes an annual report documenting Grant County's efforts to achieve its EEOP responsibilities. Each Department Head, Elected Official and/or Supervisor is asked to report any current or foreseeable EEO problem areas and is asked to outline their suggestions/recommendations for solutions. If problem areas arise, the Department Head, Elected Official and/or Supervisor are to report problem areas immediately to the Human Resources Director.

An annual report will be compiled by the Human Resources department for review by the Board of County Commissioners concerning applicant flow and progress in the EEOP. The report will be filed as a public record and with all federal, state and local agencies as required.

DISSEMINATION POLICY

Internal:

- Copies of Grant County's EEOP and affirmative action programs are available for inspection to any employee or applicant upon request to promote understanding, acceptance and support.
- Policies are re-emphasized to Department Heads, Elected officials and supervisors annually.
- Grant County's EEO posters are posted on bulletin boards located throughout our facilities and office work areas.
- All employees are advised annually of the company's policy and encouraged to aid in Grant County's EEO efforts to ensure a fair and effective program.
- Briefing sessions are conducted periodically for Elected Officials, Department Heads and Supervisors to review the applicable regulations and to discuss such EEOP action measures as training and reasonable accommodation.
- When making internal Equal Opportunity audits, implementation of EEOP will be reviewed.
 - At least once a year the policy is distributed to all employees.

External:

- All subcontractors, vendors and suppliers are notified of Grant County's EEOP including the employment of qualified individuals with disabilities and qualified protected veterans.
- All recruiting sources, including State employment agencies, educational institutions and social service agencies have been informed of Grant County's policy concerning the employment of the underserved populations including qualified individuals with disabilities and qualified protected veterans and have been advised to actively recruit and refer qualified persons for job opportunities.
- Grant County lists all suitable employment openings with the appropriate local office of the State Employment Service.
- A copy of Grant County's EEOP is available as a public record and is listed on the Grant County Internet Web Site.

- Requests to discuss current and prospective position openings, job descriptions and required qualifications and explanations of Grant County's selection procedures are welcomed and encouraged by outside sources.
- Formal arrangements have been made to ensure that each recruitment source is provided with timely notice of job opportunities, to ensure that recruitment sources have an opportunity to refer qualified candidates.
- Grant County participates in local job fairs.
- All applications for employment will contain an Equal Employment Opportunity policy statement.
- All contractors or agencies providing personnel services to Grant County will be notified in writing of the County's EEOP and be asked to provide a statement of purpose, plan and intent with respect with their own affirmative action efforts.

ADOPTED THIS 4th June 2009

ATTEST:


 Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
 GRANT COUNTY, WASHINGTON


 _____, Chairman







GRANT COUNTY

35 "C" Street NW; PO Box 37; Ephrata, WA 98823
 509.754.2011
 www.co.grant.wa.us

APPLICATION FOR EMPLOYMENT

Instruction for completing the application: Please complete all sections. Completion of supplemental forms may also be required. Please review the job announcement and note the closing date.

Applying For:

Date _____ Title of Position _____

Referral Source

Newspaper _____ Website: Grant County Other site _____ Employee/Friend Other _____

Personal

Name (last) _____ (first) _____ (middle initial) _____

Mailing Address

City _____ State _____ Zip Code _____ Home Telephone () _____
 Message Telephone () _____

If you are under the age of 18, can you provide required proof of eligibility to work? (civil service positions you must be 21 years of age) Yes No

Have you ever worked under another name? Yes No

If yes, list previous name(s): _____

Have you ever worked for Grant County before? Yes No

If yes, where? _____ Approximate Date Mo/Yr _____

Do you have any relatives currently employed with Grant County? Yes No

If yes, name of relative(s): _____

Are you currently employed? Yes No

If so, may we contact your present employer? Yes No

On what date would you be available to begin work? _____

Are you legally qualified to work in the United States? Yes No

(Proof of eligibility will be required upon employment)

Can you perform the essential functions of the position for which you have applied? Yes No

(If you have questions as to what functions are applicable to the position for which you are applying, please ask the interviewer before answering this question).

If no, explain: _____

Have you been convicted of a misdemeanor or felony within the last 7 years? Yes No

(A conviction record will not necessarily bar you from employment)

If yes, explain: _____

Education: Have you graduated high school or received a certified equivalent such as a GED at the time of this application? Yes No

Type of School	Name and address of school	Subject/Major	Last Year Attended	Graduated	Degree
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business, Trade, other			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional Education, Experience or Qualifications

List any other education, training, seminars, certificates, licenses, experience, honors received or other qualifications, which you believe should be considered in evaluating your qualifications for employment. Please indicate any military service you would like considered.

Civil service and public works positions:

WA State Drivers License No. and any endorsements: _____

Professional Organizations

List any professional, trade, business or civic organizations that deal with the position for which you are applying. (Exclude memberships which reveal sex, race, religion, national origin, age, disability or other protected status).

Additional

State any additional information you feel may be helpful in considering your application.

References

List three professional/business references that are not related to you. If not applicable, list three school or personal references not related to you.

Name/Title	Address	Telephone ()	Years known
Name/Title	Address	Telephone ()	Years known
Name/Title	Address	Telephone ()	Years known

Employment History

Provide the following information for your current and past employers, assignments or volunteer activities, starting with the most recent (use additional pages if necessary).

Employer	Telephone	Dates Employed	Summarize the type of work performed and the job responsibilities.
Address		From To	
Job Title		Rate of Pay	
Immediate Supervisor/Title		Starting \$	

Reason for leaving		Ending	
		\$	
Employer	Telephone	Dates Employed	Summarize the type of work performed and the job responsibilities
Address		From To	
Job Title		Rate of Pay	
Immediate Supervisor/Title		Starting	
		\$	
Reason for leaving		Ending	
		\$	
Employer	Telephone	Dates Employed	Summarize the type of work performed and the job responsibilities
Address		From To	
Job Title		Rate of Pay	
Immediate Supervisor/Title		Starting	
		\$	
Reason for leaving		Ending	
		\$	
Employer	Telephone	Dates Employed	Summarize the type of work performed and the job responsibilities
Address		From To	
Job Title		Rate of Pay	
Immediate Supervisor/Title		Starting	
		\$	
Reason for leaving		Ending	
		\$	

Comments

Additional information regarding your work history;

I certify that all answers given by me are true, accurate and complete, I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Applicant Signature _____ Date _____

Revised 06/2007

It is Grant County's policy to provide equal employment opportunity to all qualified persons and that applicants and employees be treated fairly at all times without regard to race, color, sex, creed, religion, age, marital status, sexual orientation, national origin, political ideology, union activity, industrial injury, whistleblower activities, the presence of any sensory, mental or physical handicap, veteran status, and any other basis that is prohibited by local, state or federal laws. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

EMPLOYMENT QUESTIONNAIRE

This Employment Questionnaire is voluntary. By providing this information, you assist the County in meeting federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Name (Last, First, Middle Initial)

Date of Birth

1. **What race or culture do you consider yourself?** Please check only one group.

White or Caucasian (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

African American or Black (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Other Pacific Islander or Native Hawaiian (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Native American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

2. **Gender?** Male Female

3. **Have you ever been on active duty in the U.S. Armed Forces?**

Yes Dates _____ No

Vietnam-era Veteran

A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released from duty with other than dishonorable discharge.

Disabled Veteran: Percent of disability: _____%

A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for disability incurred or aggravated in the line of duty.

4. **Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking and/or learning?**

Yes No

5. **Do you have a physical, mental or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job?**

Yes No

For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental or sensory impairment which substantially limits one or more major life activities. Physical, Mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Grant County complies with the Federal government regulations which require that employers take affirmative action to provide equal employment opportunity and maintain records to substantiate their efforts. To ensure compliance, we are required to report on the race, sex, and disability status of applicants. This data is for analysis and affirmative action purposes only.