

# Archuleta County Board of County Commissioners

## AGENDA ITEM SUBMISSION

**NAME:** Approval of the creation of an Equal Employment Opportunity Program (EEOP) for Board of County Commissioners adoption in compliance with acceptance of the Colorado Division of Justice Grant #2019-DJ-01-2-1 for \$60,119.00 the Sheriff's Office.

**WORKFLOW:** Agenda Item Submission

**SUGGESTED MEETING DATE:** 2/2/2021

**START TIME:** Can be left blank

### DESCRIPTION:

The acceptance of the Colorado Division of Criminal Justice grant 2019-DJ-01-2-1 for the Sheriff's Office requires us to formulate, implement, and maintain an Equal Employment Opportunity Program Equal Employment Opportunity Program (EEOP) relating to our employment practices affecting minority persons and women. It requires I submit a copy of the program and certify it has been implemented and it is subject to audit.

An Equal Employment Opportunity Program (EEOP) is an all-encompassing program with several components which address the way an organization ensures equal employment opportunities are available to all groups of people, specifically addressing the level of participation of minorities and women in the organizations workforce. It describes in detail efforts to ensure equal employment opportunities to minority persons and women regardless of sex, race or national origin.

The written program includes but is not limited to a detailed narrative statement of our employment policies and practices such as where testing is used, identify the test, describe the procedures followed in administering and scoring the test how the cut-off score is established and if the test has been validated. A detailed analysis of existing employment policies and procedures and practices as they relate to employment of minorities and women and, where improvements are necessary, including the specific steps we will take for the achievement of full and equal employment opportunity.

We are to create a written program for the recruitment of minority persons based on an informed judgement of what is necessary to attract minority applications including, but not limited to, dissemination of posters, use of advertising media....

It requires the identification and analysis of any problem areas inherent in the utilization or participation of minorities and women in all of our employment phases (recruitment, selection and promotion) and the evaluation of employment opportunities for minorities and women.

It requires us to conduct an analysis to ascertain the extent to which minority women or men may be underutilized by looking at things such as job descriptions, application forms, recruitment methods, interview procedures, test administration, and test validity, educational prerequisites, referral procedures and final selection methods, to ensure that equal employment opportunities is being afforded in all job categories.

Additionally, it requires an analysis of seniority practices and provisions, upgrading and promotion procedures, transfer procedures, and formal and informal training programs to ensure that equal employment opportunity is being afforded. An assessment to determine if minority employment is inhibited by external factors such as the lack of access to suitable housing

Grant recipients are expected to conduct self-evaluation to ascertain whether any of our recruitment employee selection or promotional policies (or lack thereof) directly or indirectly have the effect of denying equal employment opportunities to minorities and women. We are obligated to maintain EEOP for the period which the grant is extended.

**PRESENTER:** Robert Smith – Human Resources Administrator

**PRESENTER'S TITLE:** Same as above.

**ATTACHED FILES:**