



## Fresno County Board of Supervisors

# ADMINISTRATIVE POLICY

## NUMBER 31 EQUAL EMPLOYMENT OPPORTUNITY

Effective Date: December 3, 1991

Revision Date: ~~June-April 26~~, 2016

November 3, 2020

### POLICY STATEMENT

It is the policy of the County of Fresno ~~County~~ that employment discrimination, harassment or retaliation in employment practices, programs and activities on the basis of race, (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, ~~sex~~, religious creed (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), national origin, ~~age (40 or older)~~, disability (ethnic origin, immigration status, ancestry, citizenship, disability (physical, or mental, or special education)), medical condition, ~~pregnancy~~, genetic information, ~~ancestry~~, marital status, sex, gender, gender identity, gender expression, age (40 years and older), sexual orientation, ~~marital status~~, veteran/ and/or military status, or leave from work protected under Federal and/or State law, domestic violence victim status, political affiliation status, as well as any other basis protected by Federal and/or State law, is unlawful and will not be tolerated. The management of ~~personnel~~ human resources within County service shall be free from prohibited ~~personnel employment~~ practices and consistent with merit system principles, as outlined in the provisions of the Fresno County Personnel Rules. Employees should avoid conduct which undermines these merit principles.

The Board of Supervisors, through adoption of this Equal Employment Opportunity policy statement, expresses support of Equal Employment Opportunity principles and practices. ~~—~~The overall goal of the County is to maintain a diverse workforce reflective of its community wherein employees are selected, managed and retained based on merit consistent with the Civil Service System and all Federal and State Equal Employment Opportunity laws and regulations. This also includes a workplace free of discrimination and/or harassment (including sexual harassment) and providing reasonable accommodation for individuals with disabilities. (See County Administrative Policy Number 32: Discrimination/Harassment). ~~This is accomplished through a Countywide Equal Employment Opportunity Plan.~~

The County has an Equal Employment Opportunity Plan, which commits the County to result oriented ~~personnel~~ actions in recruitment, examination, selection and other terms, conditions and benefits of employment directed toward or impacting ~~on~~ protected groups. The objective is to

identify and reflect percentages of protected groups in the County organization workforce in proportion to the appropriate community labor force that they represent.

The Board of Supervisors directs each appointed and elected official, manager, supervisor and employee to work cooperatively in carrying out this policy.

## **MANAGEMENT RESPONSIBILITY**

### County Administrative Officer

The County Administrative Officer is designated as the Equal Employment Opportunity Officer and has overall responsibility for the implementation and successful functioning of the Equal Employment Opportunity Plan.

### Equal Employment Opportunity Staff

The Equal Employment Opportunity staff is comprised of ~~staff from~~ Human Resources and County Counsel ~~employees~~. Human Resources ~~staff~~ is responsible for maintaining the Equal Employment Opportunity Plan; conducting analysis of the County workforce; developing statistical data; and keeping up-to-date on new developments and trends in Equal Employment Opportunity. County Counsel ~~staff~~ serves as a liaison between the County and Federal and State compliance agencies; investigates and/or reviews investigations of complaints of alleged unlawful discrimination; and provides legal counsel and training to department heads and management.

### Department Heads

Department heads shall be held responsible for the implementation, promotion and enforcement of the County's Equal Employment Opportunity Plan and policies within their respective departments. In addition, department heads shall initiate ~~rules~~operational and procedural changes to ensure Equal Employment Opportunity objectives are met; provide full and equal participation for all employees and applicants in all aspects of employment; maintain a workplace free of discrimination; investigate promptly any discrimination complaints; design and implement reporting systems to measure the department's progress toward goals; and require employees involved with personnel matters to document such actions including employment interviews, placement, discipline and promotions. The performance evaluations of managers and supervisors shall include an evaluation of their efforts and success in meeting Equal Employment Opportunity objectives. Departments shall develop departmental Equal Employment Opportunity plans when required by Federal and State agencies administering contracts or grant monies.

### Civil Service Commission

The Civil Service Commission oversees the County's merit system of selection and retention of employees in classified service and acts as the appeals body for unlawful discrimination complaints with respect to rejection during probation.