

**NAVAJO COUNTY  
EQUAL EMPLOYMENT OPPORTUNITY PLAN  
SHORT FORM**

**STEP 1: INTRODUCTORY STATEMENT**

**Name:** Navajo County  
**Address:** PO Box 668  
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**Contact Person:** Eric Scott  
Human Resources Manager  
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**Date and effective duration of EEOP: January 1, 2017 – December 31, 2019**

**Policy Statement:**

In accordance with Navajo County Personnel Policies, Non-Discrimination and Equal Opportunity, as approved by the Board of Supervisors, Navajo County is an equal opportunity employer committed to applying the principles of state and federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, color, religion, sex, age, national origin or disability except in the case of a bona-fide occupational qualification. The County also maintains a workplace free of harassment and intimidation.

Goals and objectives have been established that outline the County's good faith efforts in practicing equal employment opportunity and affirmative action. The County shall review employment demographics at least bi-annually, or more frequently as may be required by federal regulation, to assess the utilization level of protected groups and ensure fair consideration in all aspects of employment including recruitment, compensation, selection, training, promotion, benefits and layoff.

The Human Resources Department develops and monitors affirmative action and equal employment opportunity (EEO) programs. However, management personnel at every level must share in the responsibility for promoting affirmative action and equal employment opportunity to ensure that compliance is achieved. Equal opportunity must be part of the fabric of all personnel decisions at Navajo County.

As the Administrator of Navajo County and its entities, I hereby confirm that such policy exists as approved by the Navajo County Board of Supervisors.

  
\_\_\_\_\_  
County Manager

09 January 17  
\_\_\_\_\_  
Date

## **STEP 2: WORKFORCE ANALYSIS**

The statistical analysis of the County workforce for each job category, broken down by gender within each racial, color, and national origin group is contained as Attachment A to this plan.

## **STEP 3: COMMUNITY LABOR STATISTICS (CLS)**

The statistical analysis of the Community Labor statistics, broken down by each racial, color, and national origin group, as well as gender, is contained as Attachment B to this plan.

## **STEP 4a: UTILIZATION CHART**

A comparison of the County workforce and the Community Labor statistics has been performed and the difference between the Community and the County was calculated by subtracting the percentages obtained in step 3 (Community Labor Statistics) from those obtained in step 2 (Workforce Analysis). The results of this analysis are reflected in Attachment C.

**STEP 4b: NARRATIVE UTILIZATION ANALYSIS** (This availability is established on the basis of the 2015 Census data.)

A comparison between the Community Labor Statistics and the Workforce Analysis reveals that minority representation in the Asian and Pacific Islander racial categories have remained fairly stable. In the Hispanic, more than two races and Black racial categories, there was minor underrepresentation.

Overall, there continues an under representation in the American Indian racial category. Objectives have been established to address this underutilization in the County's workforce as compared to their availability in the community workforce. Specific areas of underutilization within occupational categories can be found in attachment A.

Females are underrepresented in the Protective Service category and there is a large under representation of American Indian Males found in all occupational categories.

## **STEP 5: OBJECTIVES**

Navajo County will enhance its efforts to attract minority candidates in those specific categories listed on attachment C and will evaluate promotional and recruitment practices to ensure that all groups receive equal opportunity to secure employment.

## **STEP 6: STEPS TO ACHIEVE OBJECTIVES**

Navajo County is committed to making its workforce reflect the relevant available community workforce to ensure equal opportunity regardless of race, ethnicity, national origin, or gender. The following steps summarize specific objectives to assist Navajo County in reaching this goal and fulfilling its objectives.

**Action Steps:**

- Recruitment advertising and job requisitions for classifications within job groups which are under-represented will specifically solicit applications from under-represented groups.
- Visit with representatives of Northland Pioneer College on a regular basis to cultivate an interest in employment with Navajo County for minority students. Participate in job fairs and have both a male and female in uniforms representing the protective service category.
- Identify, contact and advertise open positions with minority organizations and in minority publications.
- Develop contacts on the Navajo Nation and the Hopi and White Mountain Apache Reservations and intensify the County's presence in these areas.
- Enhance upward mobility of all employees, but also assure that opportunities for advancement are equally distributed by encouraging minority and female participation.
- Monitor recruitment practices and procedures to determine if recruitment efforts are enabling the County to meet and maintain Native American and female objectives.
- Provide EEO training to supervisors and managers on EEO policies, documentation, interview processes and employment requirements.
- Continue to utilize NEOGOV as a recruitment tool which is an internet based Government job search site. This will allow for a more diverse pool of qualified candidates.
- Increase effort to diversify hiring panels.
- Place job opportunity information on our County-wide newsletter and specialized publications that are distributed to all County districts.

**STEP 7: DISSEMINATION****Internal Dissemination**

1. Navajo County includes the EEO Policy Statement in the County's Personnel Policies Manual and on the County's Human Resources website and disseminates it to Elected Officials, Appointing Authorities and, through these sources, to all employees in the County.
2. Navajo County will periodically review and update the EEOP with managers, supervisors and employees.
3. Include the policies on EEO and Affirmative Action during training and orientation sessions.

## **External Dissemination**

1. Navajo County's written job announcements and other employment communications contain Equal Opportunity clauses stating: Equal Opportunity Employer (EOE).
2. Ensure that females and American Indians are aware of open positions through the County's web site, published job announcements and e-mail, as well as postings on social media, by tailoring job announcements to meet that audience (example – Female in uniform for a Deputy posting).
3. Job descriptions listing the essential functions, desirable qualifications and general information for each position are posted at the County Governmental Complex in Holbrook, AZ, and are available to applicants upon request. They are also posted on the County's website which utilizes NEOGOV (governmentjobs.com), which is a recruitment tool available across the Nation.