



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

December 31, 2019

Jill Monroe
Project/Program Coordinator II
Jackson County
10 S Oakdale St
Medford, OR 97501

Re: Equal Employment Opportunity Plan (EEOP) Utilization Report for Jackson County, 19-OCR-1956

Dear Ms. Monroe,

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the Equal Employment Opportunity Plan (EEOP) Utilization Report that you submitted in accordance with the grant conditions set forth by either the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), Juvenile Justice and Delinquency Prevention Act of 1974, the Victims of Crime Act of 1984 or their implementing regulations. The approval of your EEOP Utilization Report is effective for two years from the date of this letter, and satisfies the EEOP reporting requirement for all open Department of Justice (DOJ) awards during the two-year period.

Your organization may, however, have additional civil rights compliance requirements if it receives funding from grant programs other than the ones listed above. For example, if your organization is a recipient of funding from the Office on Violence Against Women (OVW), your organization's non-discrimination policies and practices should also include prohibitions on discrimination on the bases of actual or perceived sexual orientation and gender identity.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

X *Michael L. Alston*

Michael L. Alston

Director

Signed by: MICHAEL ALSTON

EEO Utilization Report

Organization Information

Name: Jackson County

City: Medford

State: OR

Zip: 97501

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Following File has been uploaded:2019 EEO Policy Statement and Supporting Documentation.docx

Jackson County Equal Employment Opportunity Plan

Step 1: Introductory Information

Policy Statement:

Grant Title: ROC-Recovery Opportunity Court Measure 57 Drug Court Program

Grant Number: SC-19-018

Grantee Name: Jackson County

Award Amount: \$579,558.44

Grantee Type: Local Government Agency

Address: 10 S. Oakdale Avenue, Medford, Oregon 97501

Contact Person: Marie Curren Telephone 541-774-4990

Contact Address: 1101 W. Main Street, Medford, Oregon 97501

DOJ Grant Manager: Joanna Robert, DOJ Telephone #: 503-378-2655

Grant Title: CFC – Community Family Court Jackson County – Community Family Court

Grant Number: IGA 5536

Grantee Name: Jackson County

Award Amount: \$626,726.99

Grantee Type: Local Government Agency

Address: 10 S. Oakdale Avenue, Medford, Oregon 97501

Contact Person: Marie Curren Telephone 541-774-4990

Contact Address: 1101 W. Main Street, Medford, Oregon 97501

DOJ Grant Manager: Joanna Robert, DOJ Telephone #: 503-378-2655

Grant Title: FSAPP Family Sentencing Alternative Pilot Program

Grant Number: IGA 5536

Grantee Name: Jackson County

Award Amount: \$229,365.00

Grantee Type: Local Government Agency

Address: 10 S. Oakdale Avenue, Medford, Oregon 97501

Contact Person: Marie Curren Telephone 541-774-4990

Contact Address: 1101 W. Main Street, Medford, Oregon 97501

DOJ Grant Manager: Denise Sitler, DOJ Telephone #: 503-945-9051

Grant Title: M57 – Measure 57 Supplemental Funds Intervention Program

Grant Number: IGA 5430

Grantee Name: Jackson County

Award Amount: \$602,678.00

Grantee Type: Local Government Agency

Address: 10 S. Oakdale Avenue, Medford, Oregon 97501

Contact Person: Marie Curren Telephone 541-774-4990

Contact Address: 1101 W. Main Street, Medford, Oregon 97501

DOJ Grant Manager: Denise Sitler, DOJ Telephone #: 503-945-9051

Grant Title: JRI – Criminal Justice Commission Justice Reinvestment Grant Program

Grant Number: JR – 17-015

Grantee Name: Jackson County

Award Amount: \$2,609,930.16

Grantee Type: Local Government Agency

Address: 10 S. Oakdale Avenue, Medford, Oregon 97501

Contact Person: Marie Curren Telephone 541-774-4990

Contact Address: 1101 W. Main Street, Medford, Oregon 97501

DOJ Grant Manager: Ian Davidson, DOJ Telephone #: 503-378-6374

Policy Statement

It is the policy of Jackson County to provide equal employment opportunity in County government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, sexual orientation, national origin, religion, age, marital status or disability; and to promote the full utilization of all incumbent employees in the County. Jackson County will follow this policy in recruitment, hiring, promotion into all classifications, compensation, benefits, transfers, assignments, tours of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave, social and recreational programs, and use of County facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment; however, we will take positive affirmative measures in accordance with the prevailing Federal and state law to recruit minorities, females, and persons with disabilities to all levels of County government.

Any employee of Jackson County who fails to comply with this policy is subject to appropriate disciplinary action.

Step 4b: Narrative of Interpretation

A comparison of Jackson County's workforce to the community labor statistics for Jackson County indicated underutilization of men, women and minorities in some areas.

1. White males were under-represented in the Protective Services: Non-sworn category by -24% and Administrative Support category by -28%.
2. White females were under-represented in the Technicians category by -23% and in the Service/Maintenance category by -9%.
3. Hispanic/Latino females were under-represented in the Service/Maintenance category by -7%.

Although the Utilization Analysis indicated other instances of under-representation, the actual numbers of employees in these job categories made it difficult to draw any reliable conclusions regarding underutilizations. Also, the community labor statistics show that the population of Black, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native, and Two or more races are diminutive in Jackson County. Although these populations are diminutive, Jackson County welcomes the opportunity to increase its utilization of females and males in each of the recognized categories.

In reviewing the EEO Report Form that Jackson County submitted to the Office of Civil Rights in 2017, we were able to track improvements in the recruitment and retention of White males in the Professions category. Jackson County has formulated our current objectives and the steps to achieve them based on our successful recruitment efforts over the last two years.

Step 5: Objectives and Steps

1. Jackson County continues to seek to improve in its employment of Whites. Jackson County will continue to apply its successful recruitment strategies to increase employment for Whites. Jackson County will identify particular County departments, offices, or job positions that represent underutilization of White females in the Technicians categories and white males in the Protective Services: non-sworn and Administrative Support. In an effort to achieve this objective see the steps below

- a. Jackson County will continue to partner with colleges and universities in Southern Oregon to reach the diverse student population who are seeking internships, summer work and employment.
- b. Jackson County will continue to attend college and university job fairs in Klamath Falls, Ashland, Medford and surrounding areas to present information about job opportunities.
- c. Jackson County will continue to look for opportunities to attend new job fairs.
- d. Department representatives visit local colleges and university classes regularly to present job opportunities, applicable skills required for jobs, internships, and regular positions, along with instructions on completing employment applications.
- e. Jackson County will continue to utilize national college and university online recruitment resources to advertise open positions and communicate with prospective applicants.

2. Because White females are underutilized in the Technicians category and White Males are underutilized in Protective Services: non-sworn and Administrative Support categories, it is Jackson County's objective to increase representation by trying to attract qualified female and male applicants for these positions. Jackson County will enhance outreach efforts that target White females and males in the under-represented categories. To achieve this Jackson County will

- a. Expand its outreach through online posting, community job fairs, and advertising to ensure diverse applicant pools to improve its employment of women and minorities.
- b. Continue to utilize online job posting platforms, technological applicant outreach, community job fairs, and

advertising.

- c. Continue to recruit applicants on national online and social media job posting platforms (e.g. NeoGov, Indeed, LinkedIn, Monster, Handshake, Twitter, etc.)
- d. Continue to attend Police Academy recruiting days.
- e. Continue to partner with local employment agencies (e.g. Barrett Business Services, Confident Staffing, Personnel Sources, WorkSource Oregon, and the Oregon Employment Department) who provide career path training for job seekers along with helping them to explore a diverse pool of job opportunities.
- f. Continue to advertise in local and national publications, periodicals, and trade magazines.

Step 6: Internal Dissemination

Jackson County will continue to conspicuously post the Equal Employment Opportunity Plan on bulletin boards throughout the County.

Jackson County will continue to post the Equal Employment Opportunity Plan on the Countys employees website, JC Central.

Jackson County will continue to inform all new employees about the Equal Employment Opportunity Plan, and how they may obtain a copy, at New Employee Orientation.

Step 7: External Dissemination

Jackson County will continue to include the statement Women, Minorities and Disabled Encouraged to Apply and Equal Opportunity Employer on employment ads.

Jackson County will continue to include the statement Jackson County is an Equal Opportunity Employer on job postings.

Jackson County will continue to post the Equal Employment Opportunity Plan on its public website, www.jacksoncounty.org.

Jackson County will continue to include on job announcements, and post on the Countys public job board, information explaining how applicants and members of the public may obtain a copy of the EEO plan.

Utilization Analysis Chart
Relevant Labor Market: Jackson County, Oregon

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	41/62%	0/0%	0/0%	2/3%	0/0%	0/0%	1/2%	0/0%	22/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	4,915/50%	245/2%	0/0%	0/0%	65/1%	0/0%	115/1%	0/0%	3,895/40%	315/3%	50/1%	15/0%	110/1%	4/0%	75/1%	15/0%
Utilization #/%	12%	-2%	0%	3%	-1%	0%	0%	0%	-6%	-3%	-1%	-0%	-1%	-0%	-1%	-0%
Professionals																
Workforce #/%	54/37%	3/2%	0/0%	3/2%	0/0%	0/0%	1/1%	0/0%	74/51%	6/4%	0/0%	1/1%	1/1%	0/0%	3/2%	0/0%
CLS #/%	5,005/39%	130/1%	0/0%	25/0%	125/1%	15/0%	80/1%	0/0%	6,810/53%	415/3%	0/0%	20/0%	185/1%	4/0%	104/1%	10/0%
Utilization #/%	-2%	1%	0%	2%	-1%	-0%	0%	0%	-2%	1%	0%	1%	-1%	-0%	1%	-0%
Technicians																
Workforce #/%	51/59%	4/5%	2/2%	0/0%	1/1%	0/0%	4/5%	0/0%	20/23%	1/1%	0/0%	2/2%	0/0%	0/0%	1/1%	0/0%
CLS #/%	940/42%	40/2%	0/0%	30/1%	20/1%	0/0%	10/0%	0/0%	1,025/46%	60/3%	0/0%	15/1%	20/1%	0/0%	65/3%	0/0%
Utilization #/%	17%	3%	2%	-1%	0%	0%	4%	0%	-23%	-2%	0%	2%	-1%	0%	-2%	0%
Protective Services: Sworn																
Workforce #/%	96/77%	7/6%	2/2%	1/1%	1/1%	0/0%	3/2%	0/0%	13/10%	0/0%	0/0%	1/1%	1/1%	0/0%	0/0%	0/0%
CLS #/%	955/75%	75/6%	0/0%	35/3%	10/1%	0/0%	40/3%	15/1%	135/11%	4/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	2%	-0%	2%	-2%	0%	0%	-1%	-1%	-0%	-0%	0%	1%	1%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	12/19%	2/3%	0/0%	1/2%	2/3%	0/0%	1/2%	0/0%	37/59%	6/10%	0/0%	0/0%	0/0%	0/0%	2/3%	0/0%
Civilian Labor Force #/%	60/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	75/54%	4/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-24%	3%	0%	2%	3%	0%	2%	0%	5%	7%	0%	0%	0%	0%	3%	0%
Administrative Support																
Workforce #/%	5/3%	2/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	120/82%	10/7%	0/0%	4/3%	0/0%	0/0%	5/3%	0/0%
CLS #/%	7,975/31%	585/2%	140/1%	30/0%	65/0%	30/0%	115/0%	15/0%	14,615/58%	1,155/5%	0/0%	30/0%	80/0%	10/0%	465/2%	45/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Utilization #/%	-28%	-1%	-1%	-0%	-0%	-0%	-0%	-0%	25%	2%	0%	3%	-0%	-0%	2%	-0%
Skilled Craft																
Workforce #/%	22/81%	1/4%	0/0%	0/0%	0/0%	0/0%	3/11%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	6,675/82%	800/10%	25/0%	95/1%	10/0%	25/0%	100/1%	25/0%	315/4%	19/0%	0/0%	0/0%	0/0%	0/0%	20/0%	0/0%
Utilization #/%	-1%	-6%	-0%	-1%	-0%	-0%	10%	-0%	-0%	-0%	0%	0%	0%	0%	-0%	0%
Service/Maintenance																
Workforce #/%	18/62%	2/7%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	7/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	11,760/44%	2,750/10%	100/0%	115/0%	180/1%	45/0%	165/1%	30/0%	8,965/34%	1,825/7%	25/0%	110/0%	245/1%	15/0%	295/1%	75/0%
Utilization #/%	18%	-3%	-0%	-0%	-1%	-0%	6%	-0%	-9%	-7%	-0%	-0%	-1%	-0%	-1%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Technicians									✓							
Protective Services: Non-sworn	✓															
Administrative Support	✓															

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Jill Monroe

Project/Program Coordinator II

10-11-2019

[signature]

[title]

[date]