

Oneida County's Affirmative Action and Equal Opportunity Plan



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May 25, 2005

Oneida County Affirmative Action/Equal Opportunity Plan Policy Statement

Oneida County is an Affirmative Action/Equal Opportunity Employer

It is the policy of Oneida County government to provide for and promote equal employment opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, creed, color, national origin, gender, religion, sexual orientation, disability, military status, martial status, genetic predisposition or carrier status or political affiliation or belief.

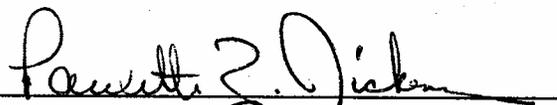
It is the policy of Oneida County Department of Personnel to provide qualified persons with disabilities an equal opportunity to participate in and receive the benefits, services, programs and activities of the Department, and to provide such persons reasonable accommodations and reasonable modifications as are necessary, to enjoy such equal opportunity, including accommodations in the Civil Service examination process. Further, it is the policy of the Department to provide reasonable accommodation for religious observers.



Affirmative Action Officer

May 25, 2005

Date



Commissioner of Personnel

May 25, 2005

Date

DEFINITION

- A Affirmative Action is the positive and active approach to ensure the employment of minorities and other groups traditionally hindered in the pursuit of employment in Oneida County.
- B An Affirmative Action Plan is the establishment and implementation of a specific set of objectives and procedures designed to improve the attainment of the goal of equal opportunities for all, regardless of age, race, creed, color, national origin, gender, religion, sexual orientation, disability, military status, marital status, genetic predisposition or carrier status or political affiliation or belief.

II GENERAL OBJECTIVES

- A Oneida County government shall strive to increase the opportunities of employment for the economically disadvantaged, unemployed and under employed. The scope of equal employment opportunities shall also include the non-discrimination of physically and mentally disabled individuals.
- B Oneida County government and its affiliated departments or agencies shall ensure equal opportunity for all qualified individuals. This policy shall apply equally to all job classifications, titles, types of appointment and elected positions within the jurisdiction of Oneida County Civil Service, whether full-time or part-time.
- C Oneida County government's goal is to eliminate all artificial barriers to employment and training opportunities including the selection, training and placement of employees. Also, Oneida County's Affirmative Action and Equal Opportunity (AA/EO) policy is designed to assure equal employment opportunities in the hiring, career development, and promotion of County staff.
- D To ensure the effective administration of Oneida County government's AA/EO policy, the County Executive shall name an Affirmative Action Officer (AAO) with the responsibility of ensuring AA/EO program development and implementation of AA/EO activities.
- E The Commissioner of Personnel, along with the Oneida County's Affirmative Action Officer, will be responsible for the continuing review of all Affirmative Action Programs in Oneida County departments.
- F The Oneida County Affirmative Action/Equal Opportunity Plan will be reviewed and updated whenever necessary to incorporate mandated changes in state and federal laws. The Affirmative Action Officer, in conjunction with the Commissioner of Personnel, shall prepare a draft of the revised Plan to be presented to the County Executive with reasonable time allowed for his/her review and comment. The final

revised Plan shall be adopted with due consideration given to any modifications suggested by the County Executive and the Board of Legislators.

G In accordance with the law, Oneida County government has developed and adopted policies and procedures to assure against discrimination and to assure compliance with federal, state and local equal opportunity requirements. The County's AA/EO policy includes, but is not restricted to, the objectives of the following legislation:

- ◆ Civil Rights Act of 1964, as amended
- ◆ Equal Pay Act of 1963, as amended
- ◆ Equal Employment Opportunities Act of 1972
- ◆ Education Act of 1972, Title IX, as amended
- ◆ Rehabilitation Act of 1973, Section 504
- ◆ Age Discrimination Act of 1975, as amended
- ◆ Americans with Disabilities Act of 1990
- ◆ Presidential Executive Orders 11246, 11478 and 11375
- ◆ Vietnam Veterans Readjustment Act
- ◆ New York State Human Rights Law
- ◆ Workforce Investment Act of 1998, Section 188 and with all applicable requirements imposed by and pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37.

H Targeted groups for affirmative action include, but are not limited to, those in the categories of:

- (1) Minorities (Blacks, Hispanics, Asians, Native Americans)
- (2) Women
- (3) Disabled
- (4) Vietnam Veterans
- (5) Older Individuals (age 55 and over)

III NOTIFICATION

Oneida County government will take affirmative steps to inform job applicants, program participants and employees that they do not discriminate in admission, access, treatment or employment in Oneida County government. Methods to be used for such notification include;

- prominent posting of notices which state that Oneida County operates programs subject to AA/EO laws;
- notification of applicants of Oneida County's AA/EO policy and methods for filing complaints;
- dissemination of information regarding the AA/EO policy to sub-contractors,
- publication of Oneida County's AA/EO policy for the general public on Oneida County's Web Site.

IV POLICY IMPLEMENTATION

The implementation of the Affirmative Action and Equal Opportunity Policy and the following objectives are a continuous process.

- **Objective 1:** To issue memorandums of endorsement and support from the County Executive and Board of Legislators to all employees, department heads, vendors and general public.

Responsibility: Department of Personnel

- **Objective 2:** To establish the Department of Personnel as the administrative agency responsible for Equal Employment Opportunities. Provide advisory and supportive services and technical assistance to the various County agencies and departments.

Responsibility: County Executive and Board of Legislators established the Department of Personnel as the administrative agency in 1977.

Objective 3: To encourage identification and utilization of the Department of Personnel and the Office of Workforce Development as confidential resources for career counseling and advise.

Responsibility: Department of Personnel and Office of Workforce Development

- **Objective 4:** To prepare an annual compliance report of new hires, discharges, promotions, etc. (comparison of data and statistics).

Responsibility: Department of Personnel in its Annual Report to the Board of Legislators and County Executive.

A RECRUITMENT

- **Objective 5:** To expand recruitment sources oriented to the disadvantaged, women, minorities and disabled individuals.

Responsibility: Department of Personnel and Office of Workforce Development

- **Objective 6:** To maintain active contacts with community, civic and educational organizations as potential recruitment resources.

Responsibility: Department of Personnel and Office of Workforce Development

- **Objective 7:** To increase circulation of examination announcements to additional non-traditional resources.

Responsibility: Department of Personnel

- **Objective 8:** To develop and utilize a general recruitment poster encouraging County government employment and Civil Service participation. Distribution to all sources of primary community contact.

Responsibility: Department of Personnel

- **Objective 9:** To arrange for local media to broadcast public service announcements. Prepare news releases regarding career opportunities in local government for public dissemination.

Responsibility: Department of Personnel and Office of Workforce Development

- **Objective 10:** To establish on-going contact with guidance and vocational personnel within school systems to provide career opportunities, counseling and employment preparation training.

Responsibility: Department of Personnel and Office of Workforce Development

B SELECTION – ASSIGNMENT

- **Objective 11:** To re-design County application format whenever necessary to eliminate non-essential, potentially discriminatory information, increase useful information and effect changes necessary to comply with equal opportunity policy.

Responsibility: Department of Personnel

- **Objective 12:** To increase employment opportunities of the disabled by adopting specific, non-competitive positions in accordance with provisions of Section 55 and 55-a of the Civil Service Law when applicable to this County.

Responsibility: Department of Personnel and NYS Civil Service Commission
(for advisory services)

- **Objective 13:** To expand the scope of the career ladders to afford non-professional staff opportunity for promotions into technical and professional positions.

Responsibility: Department of Personnel and NYS Department of Civil Service
(for advisory services)

C TRANSFER – PROMOTION

- **Objective 14:** To encourage the concept of lateral and inter-departmental mobility to afford a broader scope of promotional opportunities.

Responsibility: Department of Personnel and Department Heads

- **Objective 15:** To increase utilization of “trainee” and “aide” classifications to afford greater entrance level opportunities.

Responsibility: Department of Personnel and Respective Departments

- **Objective 16:** To increase utilization of promotional examinations and encourage greater participation by all eligible employees.

Responsibility: Department of Personnel

D STAFF DEVELOPMENT

- **Objective 17:** To advise and encourage departments or agencies in the development and support of orientation programs.

Responsibility: Department of Personnel and Department Heads

E COMPLIANCE

- **Objective 18:** To stipulate that all contracts with Oneida County government contain a clause requiring Affirmative Action/Equal Opportunity compliance by vendors and contractors.

Responsibility: County Attorney and Department Heads

- **Objective 19:** To recommend and support legislation eliminating any reference to unnecessary employment criteria.

Responsibility: Personnel Department and NYS Civil Service Commission
(for advisory services)

- **Objective 20:** To include discussions of Equal Employment Opportunity objectives as part of the customary departmental staff meetings, with responsibility of implementation resting within each department.

Responsibility: Department Heads

F POLICY DISSEMINATION

- **Objective 21:** To ensure greater employee awareness, the Affirmative Action and Equal Opportunity Plan should be updated every five (5) years and copies posted. All new employees will receive a copy of the plan and be made aware of their AA/EO rights.

Responsibility: Personnel Department and Office of Workforce Development

Time Frame:

Adopted:	October 11, 1978
Revised:	January 15, 1999; May 25, 2005
Review Schedule:	2010, 2015, 2020

- **Objective 22:** To provide all members of the Oneida County Legislature, department heads and civil divisions within the jurisdiction of Oneida County Civil Service a copy of the Affirmative Action and Equal Opportunity Plan.

Responsibility: Personnel Department

Time Frame: Upon adoption

- **Objective 23:** To provide adopted copies of the Affirmative Action and Equal Opportunity Plan to New York State Department of Civil Service and make available to the general public for inspection at the Oneida County Department of Personnel.

Responsibility: Personnel Department