

# **SNOHOMISH COUNTY AIRPORT EQUAL EMPLOYMENT OPPORTUNITY POLICY & IMPLEMENTATION PLAN**

## **I. POLICY STATEMENT**

It is the policy of the Snohomish County Airport to pursue equal employment opportunity regardless of race, color, sex, religion, marital status, national origin, age, sexual orientation, citizenship, veteran status, or the presence of any sensory, mental, or physical disability as defined by federal, state and local law in our relationship with applicants for employment, employees of the Airport, and the public.

## **II. DISSEMINATION AND COMMUNICATION**

This policy and implementation plan will be made available to employees, applicants, and organizations outside the office through employee handbooks, policy directives, posting in conspicuous locations, the Airport's website, statements on recruitment documents, advertising, and through notification to contractors, etc. Managerial and supervisory personnel will be advised of the policy, through meetings and/or training, with emphasis on individual responsibilities for implementation of the plan.

## **III. RESPONSIBILITIES**

### **A. Implementation**

The Airport, including the Airport Director and all Department Heads, shall implement this Equal Employment Opportunity (EEO) Policy and Plan pursuant to SCC Chapter 3.57 and in coordination with the County Executive's Equal Employment Opportunity Plan as adopted by the County Council. This policy and implementation plan will be submitted to the County's EEO Officer for review and comment. The plan shall be consistent with all applicable laws.

### **B. Managers, and Supervisors**

The Airport Department Heads include the Deputy Directors, Business Manager, Superintendent of Operations, Maintenance Manager, and Public Safety Manager. They comprise the Management Team. The Management Team is responsible for assuring that recruitment for vacancies is handled in such a manner as to attract a qualified, diverse applicant pool and that hiring decisions are based on job-related factors. The Management Team is responsible for making reasonable efforts to assure that all employees are provided a work environment that gives every employee the opportunity to succeed. Employees

shall be treated in a non-discriminatory manner, consistent with applicable laws, rules, regulations and policies.

### C. Administration of EEO Activities

The Airport, through its Management Team, is responsible to undertake activities necessary to implement equal employment opportunity activities consistent with the plan. Overall EEO responsibilities shall be coordinated with the County's EEO Officer and Human Resources Department.

Activities in this area may include:

- (1) Implementing the EEO policies through internal and external communication techniques.
- (2) Consulting with the Human Resources Department and the County's EEO Officer to identify under-represented EEO job categories.
- (3) Identifying steps that will be taken to assure equal employment opportunity in developing pools of potential qualified employees, including planning with hiring goals set by gender and race/ethnicity.
- (4) Analyzing employment practices, including programs offered to employees, including training and other professional development activities to ensure that such activities occur in a non-discriminatory manner.
- (5) Reporting data related to the composition of the workforce by race, gender, and disability status when requested.
- (6) Investigating allegations of illegal discrimination and sexual harassment complaints in coordination with the County's EEO Officer.

## **IV. EMPLOYMENT PRACTICES**

### A. RECRUITMENT

Qualified applicants who reflect the diversity of all such persons in the relevant labor market will be sought. All personnel involved in the recruiting, screening, and selection processes will be properly trained to ensure the elimination and absence of bias in all personnel actions. The Airport's EEOP efforts will focus on increasing the diversity of the pool of candidates recruited for each vacancy to increase opportunities for finding more diversity in applicants deemed best qualified. Recruitment of applicants to assure equal opportunity may include the following:

- (1) Utilization of resources such as the Candidate Sourcing Guide compiled and maintained by the County's EEO Officer.
- (2) Posting of vacancies, utilizing the format and EEO language developed by the Human Resources Department, both internally and externally,

- including targeted newspapers, trade, professional and other journals, including aviation related sources.
- (3) Posting vacancies with universities, colleges, schools, and professional organizations when warranted.
  - (4) Use of career development programs (e.g., school-to-work co-ops, internships and student assistants, speaking to schools and youth groups, departmental training programs) when warranted.
  - (5) Referral agencies (e.g., state/local employment agencies, private agencies) when warranted.
  - (6) Inclusion of diversity questions in all supplemental questionnaires and oral interviews during the hiring process and the selection of diverse interview panels.

## B. EMPLOYMENT OPPORTUNITIES ANTICIPATED IN 2008

Statistics provided by the County's EEO Officer indicate the greatest areas of labor force underutilization to be the underutilization of women in all categories, with smaller underutilization for Asian/Pacific Islander males, American Indian/Alaskan Native males and Black males. Historically, the Airport has minimal turnover, with a turnover of 2 staff in 2005 (4%) and zero turnover in 2006. 2007 year-to-date turnover has been 1 staff (2%). In January 2007, the Airport increased staff size in the Maintenance Department by 4 staff, including 1 white male, 1 Hispanic male, 1 Asian/Pacific Islander male, and 1 white female.

The Airport anticipates minimal job openings in 2008, but from a review of past staff turnover and potential employee new hires, the Airport could anticipate hiring approximately 1-2 employees in 2008.

Based on the Airport's significant underutilization by women, the proposed goals for hiring in 2008 would be to increase staff size by 2 women, in any of the underutilized groups, with the secondary goal of hiring an Asian/Pacific Islander, American Indian/Alaskan Native or Black male.

## C. HIRING

The Airport, through its Management Team, will make non-discriminatory hiring decisions based upon an evaluation of its workforce needs, quest for diversity, and an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements.

## **V. REPORTING OF EEO EFFORTS**

### **A. SELECTION PROCESS**

The Airport will maintain records documenting its outreach and recruitment efforts and report same to the County EEO Officer as required. The Airport will utilize the Candidate Sourcing Guide for future postings, as well as other postings that reach diverse candidates in aviation and fire fighting industries. The Airport will continue to seek new and innovative ways of notifying underrepresented populations of employment opportunities.

### **B. EMPLOYEE RELATIONS AND DEVELOPMENT**

The Airport, through its Management Team, will continue to work on:

- (1) Participation by employees in training and other professional development activities to assure that participation occurs in a nondiscriminatory manner,
- (2) Performance evaluations and disciplinary actions, to assure that such actions are taken in a non-discriminatory manner, and
- (3) Development of a cultural diversity program for its employees, working with the Diversity Council towards the combined goal of providing a sensitive and educated workforce to all those coming in contact with Airport staff.