

# Williams County

## Equal Employment Opportunity Plan

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2021-2024

**Human Resource Department**  
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## **Introduction**

Williams County is pleased to present this Equal Employment Opportunity Plan for years 2021-2024. This plan reflects Williams County's commitment to equal employment opportunity and nondiscriminatory practices. This document is intended to be a guide for a plan of action and a reference source.

It is the policy of Williams County to provide a workplace that is free from discrimination and harassment. Williams County promotes fairness and equity and does not tolerate discrimination against persons on the basis of race, color, religion, sex, sexual orientation or preference, national origin, age, the presence of any mental or physical disability, status with regard to marriage, or public assistance.

Williams County remains dedicated to a policy of equal employment opportunity for all employees and applicants, as established by both Federal and State law. Williams County reaffirms its legal obligation to consider all employees and potential applicants in matters affecting employment. This plan commits Williams County, its officers, and employees, to support and to pursue in good faith the fundamentals of equal employment opportunity for all persons- extending to all aspects of employment.

Additionally, this Equal Employment Opportunity Plan is completed as a condition for Williams County departments receiving certain Federal or State funding. The included Equal Employment Opportunity Utilization report is compiled by the Human Resources Department and contains a workforce analysis made to ensure that funding recipients are providing equal employment opportunities to women and minorities. The EEO Utilization report highlights potential areas of underutilization.

## **Responsibilities**

It is the goal of Williams County that all employees support and contribute to the equal employment opportunity plan. The position specific responsibilities are:

### **County Commissioners**

The County Commissioners actively support equal employment opportunity and diversity through:

- Recognizing and supporting the mission, goals, initiatives, and programs
- Providing support and resources to County departments
- Requiring the review of equal employment opportunity practices and procedures

### **Human Resources Department**

The Human Resources Department is responsible for developing and implementing the Equal Employment Opportunity Plan. Steps that the Human Resource Department will take to ensure that the plan objectives are met include:

- Providing direction on the equal employment opportunity policy in the workplace
- Developing and implementing this plan, updating when needed
- Providing anti-discrimination training
- Analysis of recruitment and selection procedures to remove barriers affecting diverse communities
- Analysis of workforce to identify underutilized populations
- Investigating complaints of employment discrimination within Williams County
- Distributing the Equal Employment Opportunity Plan
- Assisting Department Heads in identifying recruitment barriers
- Monitoring the effectiveness of the Williams County Equal Employment Opportunity Plan

### **Department Heads**

Department Heads are responsible for adhering to the EEOP and working toward goals in their departments. Actions that Department Heads will take include:

- Participating in conversations regarding underutilized groups as it relates to positions within their department
- Ensuring that all employment decisions and processes adhere to Williams County equal employment opportunity practices
  - Employment decisions may include interviews, offers of employment, compensation agreements, work assignments, training, career development (including knowledge), performance evaluations, and employee relations

## **Managers and Supervisors**

Managers and supervisors are responsible for supporting and implementing the County's Equal Employment Opportunity goals. Initiating steps to foster a workplace that is free from discrimination and harassment is an ongoing obligation for Managers and Supervisors.

## **County Employees**

All County employees are responsible for supporting a work environment that is free from discrimination and harassment.

## **Policies**

### **Policy on Equal Employment Opportunity**

Williams County is an equal opportunity employment organization and provides equal employment opportunity in all employment practices. Williams County complies with all Federal and State laws surrounding equal employment opportunity.

Williams County welcomes and appreciates our diverse workforce. The diversity in our workforce is a reflection of the community we serve and allows us to better serve the needs of our customers. Williams County is committed to continuing the development of our dynamic workforce.

Discrimination is prohibited in all employment practices and services offered by Williams County including, but not limited to:

- Job Postings
- Marketing and Advertisement
- Interviews
- Compensation Decisions
- Benefits
- Hiring
- Work Duties and Assignments
- Promotions
- Transfers
- Training and Development
- Disciplinary Action
- Termination

### **Policy on Discrimination**

Williams County does not tolerate discrimination against persons on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, or participation in lawful activity off the County's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer or other characteristic protected by Federal or North Dakota state law.

### **Policy on Harassment and Sexual Harassment**

Williams County aims to maintain a work environment free from discrimination, including harassment. The policy applies to conduct or statements by an employee of Williams County related to age, sex, religion, national origin, physical disability, race, or other characteristics protected by Federal or North Dakota state law that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment is also prohibited and refers to all types of unwanted sexual attention. This includes verbal harassment, physical harassment, visual harassment, sexual favors, and other sexual conduct that creates an intimidating, hostile, or offensive work environment.

### **Reasonable Accommodations**

Williams County complies with the requirements of the Americans with Disabilities Act. It is the policy of Williams County to ensure that no qualified applicant or employee with a disability be subjected to discrimination because of their disability.

The Human Resources Department works to provide reasonable accommodations to qualified individuals, upon request, through an interactive process. ADA protection applies during the hiring process, and throughout the employment relationship.

### **Complaint Procedure**

Anyone who believes that they or anyone else is the victim of discrimination at Williams County is encouraged to report it immediately. Allegations of discrimination may be reported verbally and/or in writing directly to any supervisor or Department Head in any department of Williams County, to any member of the Human Resources Department, or to any officer or elected official of Williams County.

Reports and complaints of discrimination or harassment will be investigated in a timely manner with confidentiality maintained to the greatest extent practical. Action, as deemed appropriate given the totality of the circumstances, will be taken in a timely fashion.

While Williams County will make every effort to create an atmosphere of comfort for victims of discrimination or sexual harassment, Williams County also pledges to protect the rights of the accused until proved guilty. If an incident is confirmed, the offending employee will face sanctions including, but not limited to, verbal or written reprimand, negative evaluation, denial of promotion, suspension, demotion, forced resignation, and termination.

### **Retaliation Policy**

Any employee bringing a discrimination or harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly and thoroughly investigated with appropriate action being taken.

## Workforce Analysis

This section presents data on the race and gender of Williams County employees as of April 2021 by occupational category. This section also identifies over- and under-represented groups by job category by comparison to the Community Labor Statistics (CLS) relevant to Williams County.

For Williams County workforce analysis, there are 9 occupational categories. These 9 categories include two categories specific to law enforcement- Protective Services: Sworn-Officials and Protective Services: Sworn-Patrol Officers. Seasonal employees as well as political appointees and elected officials are excluded from the workforce analysis.

The information collected for comparison is gender and race/ethnicity. The categories reflected in our comparison are male and female for gender and White, Black or African American, Hispanic or Latino, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, Asian, Two or More Races, and Other for race and ethnicity.

Table 1: Occupational Categories of Williams County Employees

Category	Number of Employees	Position Examples
Officials & Administrators	24	Department Head, Director
Professionals	53	Social Worker, Accountant, Nurse
Technicians	15	Desktop Support Analyst, Evidence Technician, Office Coordinator
Protective Services: Sworn-Officials	13	Patrol Lieutenant, Lieutenant Detective, Patrol Sergeant/Corporal
Protective Services: Sworn-Patrol Officers	27	Patrol Deputy, Detective
Protective Services: Non-Sworn	37	Corrections Officer, Corrections Sergeant, Security Technician
Administrative Support	74	Administrative Assistant, Eligibility Worker, Property Assessor
Skilled Craft	29	Heavy Equipment Operator, Mechanic, Sign Technician
Service/Maintenance	11	Custodian, Maintenance Technician



In an overall comparison of the Relevant Labor Market and Williams County, the following observations were made:

- Williams County’s employee representation is roughly equal to or exceeds the available Relevant Labor Market workforce in the following employee groups: Hispanic or Latino, Black of African American, and Native Hawaiian or Other Pacific Islander.
- Williams County’s employee representation is below the available Relevant Labor Market workforce in the following employee groups: White, American Indian or Alaska Native, Asian, Two or More Races, and Other.
- Females make up 54.8% of Williams County employees. This is significantly higher than the 42% of Females that make up the Relevant Labor Market.

Table 2: Workforce by Race/Ethnicity for Relevant Labor Market vs Williams County Employees

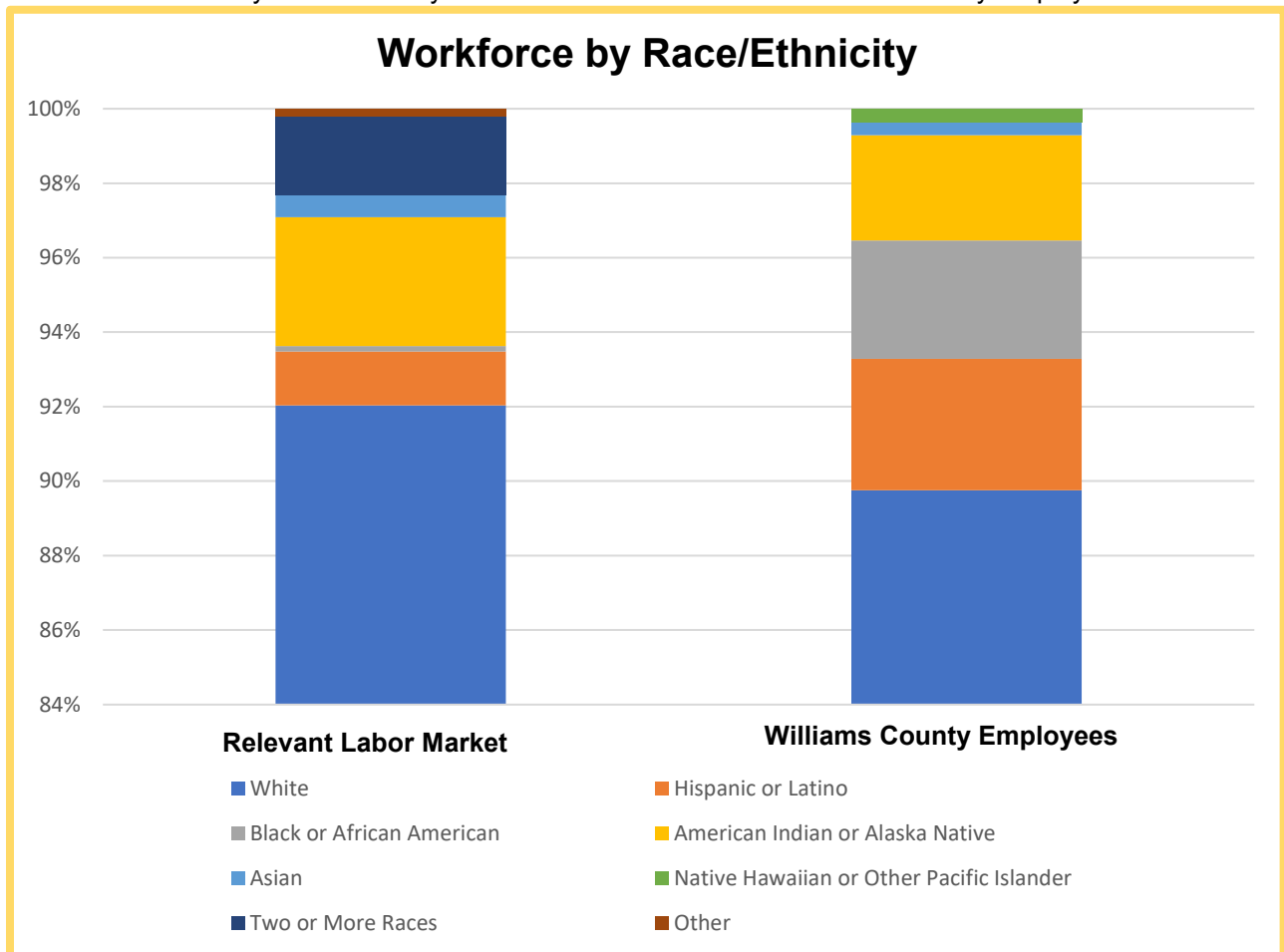
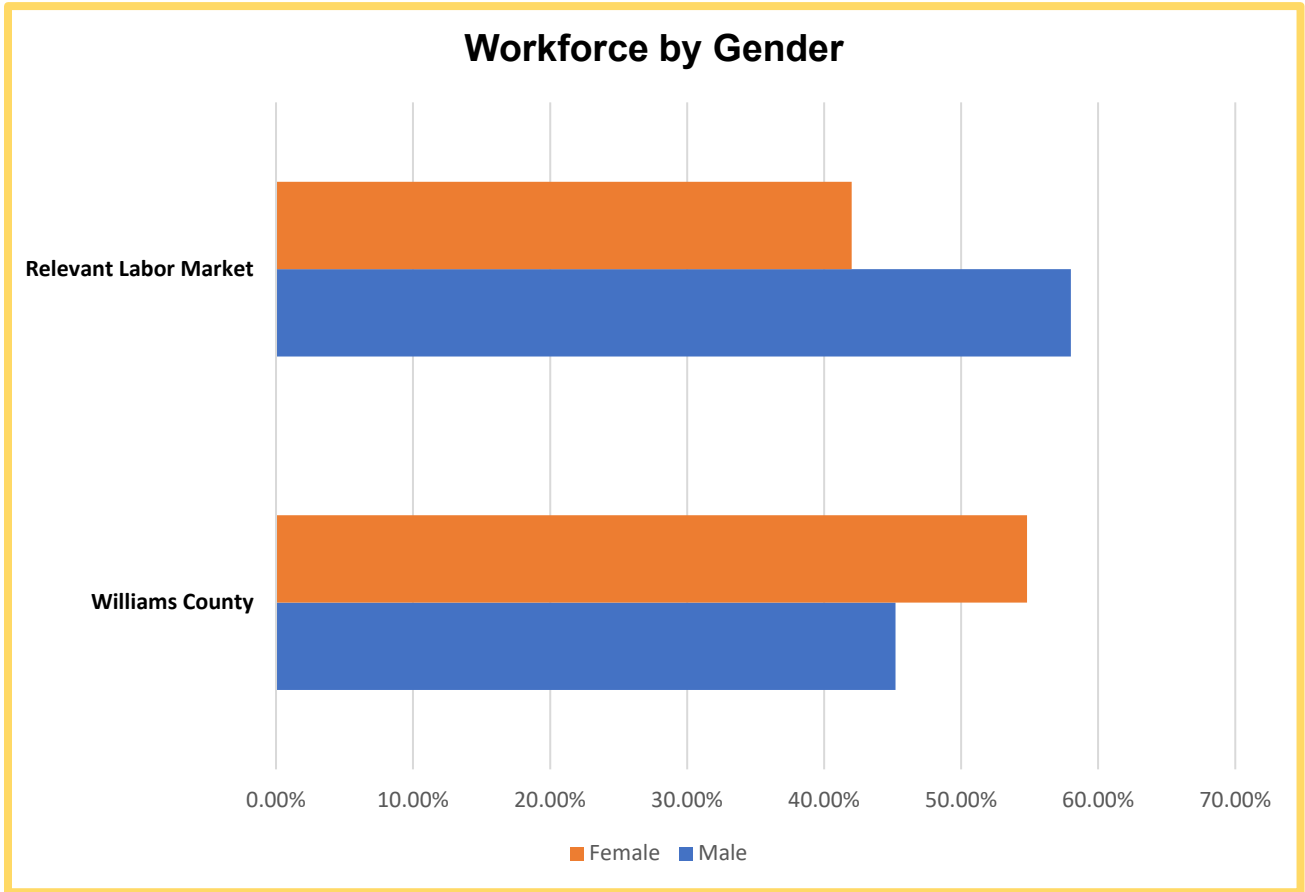


Table 3: Workforce by Gender for Relevant Labor Market vs Williams County Employee



# **Utilization Analysis**

## **Narrative of Interpretation**

The following section compares the workforce by gender, race/ethnicity, and occupational categories to identify areas of over and underrepresentation. Relevant community labor statistics are retrieved from the Census Bureau.

In reviewing the Utilization Analysis Chart (comparing the County's workforce to the relevant labor market), the Human Resources Department for Williams County made the following observations:

Due to the small numbers in many of the job categories, including Officials/Administrators (24), Technicians (15), Protective Services: Sworn-Officials (13), Protective Services: Sworn-Patrol Officers (27), Skilled Craft (29), and Service/Maintenance (11), it is difficult to interpret the level of underutilization as significant in relation to the comparative community labor market. There are, however, significant underutilizations that are noteworthy to address:

- White males were significantly underrepresented in the following job categories: Professionals (-14%) and Administrative Support (-30%).
- White females were significantly underrepresented in the following job category: Protective Services: Non-sworn (-17%).

## **Objectives and Steps**

Williams County is committed to increasing diversity and inclusion within its workforce. Based upon the utilization analysis, Williams County has created the following action plan to address areas requiring attention:

1. Expand Equal Opportunity Communication
  - We will continue to advertise all of our available job postings with the clear language that we are an Equal Opportunity Employer.
  - We will add Equal Opportunity language to the landing page for our open positions.
  - We will emphasize Equal Opportunity language on all web-based promotions including social media platforms.
  
2. Encourage Underutilized Groups to Apply for Vacancies in Underrepresented Job Categories
  - We will continue to review job descriptions periodically to revise qualifications, if appropriate, to encourage a broader number of eligible applicants.
  - We will continue to attend various career fairs to inform underrepresented groups of opportunities within the agency and encourage them to pursue careers in the job categories in which they are underutilized.
  - We will include, when possible, representatives from underutilized groups in marketing for positions.

- We will increase the use of social media resources to communicate with the public about vacancies of underutilized positions.
- We will analyze the current recruitment and selection process to determine if any steps may have a significant impact on screening out underutilized groups and based on result, will consider modifying the candidate selection process.

## **Dissemination**

Williams County will ensure the Equal Employment Opportunity Program policy is available to all employees, applicants, and outside individuals and organizations.

### **Internal Dissemination**

1. Post a copy of the EEOP Utilization Report on the internal intranet website, making the report available to all Williams County employees.
2. A copy of the report will be available for viewing in the Williams County Human Resources Office.

### **External Dissemination**

1. Post a copy of the EEO Utilization Report on the Williams County public website, making the report available to the general public, applicants, and all Williams County employees.
2. A copy of the report will be available for viewing in the Williams County Human Resources Office.

## **Reports**

**Utilization Analysis Chart**  
**Relevant Labor Market: Williams County, North Dakota**

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
<b>Officials/Administrators</b>																
Workforce #/%	17/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	7/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	990/71%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%	0/0%	380/27%	0/0%	0/0%	20/1%	0/0%	0/0%	0/0%	4/0%
Utilization #/%	0%	0%	0%	-0%	0%	0%	0%	0%	2%	0%	0%	-1%	0%	0%	0%	-0%
<b>Professionals</b>																
Workforce #/%	10/19%	2/4%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	35/66%	1/2%	3/6%	1/2%	0/0%	1/2%	0/0%	0/0%
CLS #/%	505/33%	0/0%	0/0%	4/0%	15/1%	0/0%	4/0%	0/0%	970/62%	40/3%	0/0%	10/1%	0/0%	0/0%	4/0%	0/0%
Utilization #/%	-14%	4%	0%	-0%	-1%	0%	-0%	0%	4%	-1%	6%	1%	0%	2%	-0%	0%
<b>Technicians</b>																
Workforce #/%	9/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	6/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	60/19%	0/0%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	245/76%	0/0%	0/0%	0/0%	0/0%	0/0%	15/5%	0/0%
Utilization #/%	41%	0%	0%	-1%	0%	0%	0%	0%	-36%	0%	0%	0%	0%	0%	-5%	0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	12/92%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	85/63%	0/0%	0/0%	10/7%	0/0%	0/0%	15/11%	0/0%	20/15%	0/0%	0/0%	4/3%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	29%	0%	0%	-7%	0%	0%	-11%	0%	-7%	0%	0%	-3%	0%	0%	0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	23/85%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/11%	0/0%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	505/54%	0/0%	0/0%	55/6%	0/0%	0/0%	0/0%	0/0%	315/34%	10/1%	0/0%	4/0%	0/0%	0/0%	45/5%	0/0%
Utilization #/%	31%	0%	0%	-6%	0%	0%	0%	0%	-23%	-1%	0%	3%	0%	0%	-5%	0%
<b>Protective Services: Non-sworn</b>																
Workforce #/%	15/41%	2/5%	3/8%	0/0%	0/0%	0/0%	0/0%	0/0%	16/43%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	10/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	1%	5%	8%	0%	0%	0%	0%	0%	-17%	3%	0%	0%	0%	0%	0%	0%
<b>Administrative Support</b>																

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
Workforce #/%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	64/86%	3/4%	3/4%	2/3%	1/1%	0/0%	0/0%	0/0%
CLS #/%	910/31%	0/0%	0/0%	40/1%	10/0%	0/0%	15/1%	0/0%	1,695/58%	100/3%	10/0%	40/1%	0/0%	0/0%	120/4%	4/0%
Utilization #/%	-30%	0%	0%	-1%	-0%	0%	-1%	0%	29%	1%	4%	1%	1%	0%	-4%	-0%
<b>Skilled Craft</b>																
Workforce #/%	26/90%	0/0%	0/0%	3/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,330/94%	35/1%	0/0%	65/3%	0/0%	0/0%	0/0%	0/0%	60/2%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	-4%	-1%	0%	8%	0%	0%	0%	0%	-2%	0%	0%	0%	0%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	4/36%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	5/45%	0/0%	0/0%	1/9%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,925/53%	0/0%	10/0%	125/3%	0/0%	0/0%	40/1%	20/1%	1,350/37%	10/0%	0/0%	80/2%	55/2%	0/0%	25/1%	0/0%
Utilization #/%	-17%	9%	-0%	-3%	0%	0%	-1%	-1%	8%	-0%	0%	7%	-2%	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
Professionals	✓															
Protective Services: Non-sworn									✓							
Administrative Support	✓															