

CITY OF CORVALLIS

AFFIRMATIVE ACTION PLAN

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I. INTRODUCTION

City Government

The City of Corvallis was incorporated January 28, 1857 and operates under a Council, Manager form of government adopted November 2, 1948. The City Council is composed of nine Councilors, one from each ward. At each general municipal election, Councilors are elected from each ward to serve two-year terms. A Mayor is elected at each quadrennial general election for a term of four years. All elections are nonpartisan. All powers of the City are vested in the City Council. The Council appoints the positions of City Manager, City Attorney, and Municipal Judge.

Community

The City of Corvallis is the County seat of Benton County and has a population of approximately 53,165. Corvallis is located on the west bank of the Willamette River and is approximately a one hour drive from the Pacific Ocean and two hours from the Cascade Mountains.

The City of Corvallis is the home of Oregon State University as well as several sophisticated, high-technology industries. Combined with a thriving business community and a politically involved citizenry, Corvallis creates an atmosphere of innovation and excitement.

City Organization

The City Manager is the Chief Administrative Officer of the City and is appointed by, and directly accountable to, the City Council and Mayor. The City Manager has direct authority over all City departments.

The City of Corvallis is a “full-service City” including City Managers Office, Community Development, Finance, Fire, Library, Parks and Recreation, Police, and Public Works Departments.

The City of Corvallis has the full-time equivalency of more than 400 employees and conducts labor negotiations with four bargaining units: the International Association of Fire Fighters Local; the Corvallis Police Officers’ Association (affiliated with the Teamsters); the Corvallis Regional Communications Center Association; and the American Federation of State, County, and Municipal Employees Local 2975 (Council 75).

The City of Corvallis is an equal opportunity employer and implemented an Affirmative Action Plan December 21, 1981. The community, the four labor unions representing City employees, and the employees fully support and adopt this plan in an attempt to achieve and maintain a balanced work force.

II. GENERAL EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The City of Corvallis is committed to the principles of equality of opportunity for all residents of our community. Corvallis is a community that honors diversity and diverse interests, and aspires to be free of prejudice, bigotry and hate. Further, the managers and supervisors who work for the City of Corvallis have long believed that the objectives of the City can best be attained by utilizing to the fullest extent all of the human resources available to us, without discrimination based on a person's characteristics unrelated to job performance. In accordance with this commitment, the City has adopted policies, procedures, and ordinances aimed at protecting the civil rights of the employees and all residents of Corvallis.

The City's policy of Equal Employment Opportunity is to ensure that all personnel actions, including recruiting, hiring, compensation, benefits, transfer, promotions, layoffs, return from layoffs, termination, training, City-sponsored education, tuition assistance, social and recreational programs, and all other privileges, terms and conditions of employment will be administered without regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, or source and level of income. All employees are encouraged to use the City's facilities and to participate in programs sponsored by the City.

Recruitment will be on the basis of qualifications only, without regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, or source and level of income. All employment sources, including private employment agencies, state employment services, etc., shall be advised of our nondiscriminatory policy. All employment advertisements shall identify the City as an "Affirmative Action/Equal Opportunity Employer".

The City also prohibits any harassment of employees because of color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, or source or level of income. Reports will be investigated promptly and fairly. Appropriate disciplinary action will be taken, which may include discharge, if harassment is found to have occurred.

An EEOC statement is posted in City buildings and shops so that employees will have knowledge of the City's commitment to equal employment. All employees shall have access to the City's grievance procedures in the event they feel they have been discriminated against or are victims of any type of harassment in violation of the above policy. Each manager, supervisor, employee, and volunteer is responsible for carrying out the Equal Employment Opportunity Program.

The Affirmative Action Plan of the City of Corvallis has been adopted in reliance upon, and in conformity with, the Affirmative Action Guidelines of the EEOC, 29 CFR pt 1608, the Title VII of the Civil Rights Act of 1964, 42 USC § 2000e and the Civil Rights Act of 1991 (Pub. L. 102-166). Refer to Appendix A, "The Law" for reference and further discussion.

III. DEFINITION OF PROTECTED CLASSES

Oregon Enforcement of Civil Rights Laws (ORS 659A 030) make it unlawful for a public or private employer with one or more employees to refuse to hire, or to fire, or to discriminate against an individual in compensation, terms, conditions, or privileges of employment because of that individual's:

- race
- color
- religion
- sex (includes gender, pregnancy and sexual harassment)
- national origin
- marital status
- age (where the individual is 18 years or older)
- association with anyone of a particular race, religion, color, sex, national origin, marital status, or age (ORS 659A.030)
- veterans including veterans of the Vietnam Era
- expunged juvenile record (ORS 419A.260, 262)
- whistleblower (ORS 659A 200, 224)
- family relationship (ORS 659A.309)
- opposition to Safety and Health Hazards (ORS 654.062)
- retaliation

The law prohibits a public or private employer with 6 or more employees from discriminating against an individual because of his or her:

- mental or physical disability (ORS 659A.103)
- application for Workers' Compensation benefits (ORS 659A.040)

The law also prohibits, with limited exceptions, a public or private employer with 25 or more employees to:

- refuse to grant an employee's request for a parental leave or eligible family medical leave of absence (ORS 659A.150, 659A.186)

Employers with 6 or more employees also have a responsibility to reinstate or re-employ a worker who had an on-the-job injury to either that worker's former position or one available and suitable if the worker is not disabled from performing the duties of the position. (ORS 65.415, 659.420)

The Corvallis Municipal Code, Chapter, 1.23.050 prohibits discrimination in employment based upon sexual orientation, source of income or family status. The Corvallis City Charter, Chapter 4, Section 2, prohibits discrimination based on age, citizenship status, color, familial status, gender identity or expression, marital status, mental or physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income.

IV. COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

Written statements, included in both the Employees Handbook and the bargaining unit contracts,

expressly indicate that there shall be no discrimination against employees on account of sex, sexual orientation, race age, ethnicity, mental or physical disability, religion, marital status, familial status, source of income, national origin or ancestry, political affiliation, or veteran status.

Employees of both sexes shall have an equal opportunity to any available job that he or she is qualified to perform, unless sex is a bona fide occupational qualification. The distinctions made in considering employees for job assignments shall not be based on sex. The City shall make jobs available to all qualified applicants, and one sex shall not be restricted to certain job classifications, unless sex is a bona fide occupational qualification.

There shall be no distinction made based upon sex, sexual orientation, gender identity or expression in employment opportunities, wages, employee benefits, hours of work or other conditions of employment. All fringe benefit programs, including insurance, sick leave, and other similar fringe benefits, as well as City sponsored social and recreational activities shall be provided without regard to sex, sexual orientation, gender identity or expression to the extent allowable under federal and state law.

There shall be no distinction made between married and unmarried persons of either sex in regards to recruitment, hiring, compensation, or promotion. Similarly, the City shall not deny employment to persons of either sex with young children.

The City has, and shall continue to have, appropriate physical facilities provided for both sexes throughout our premises. Lack of facilities will not be used to deny applicants of either sex.

Women shall not be penalized in the conditions of employment because they require time away from work on account of childbearing (see the City of Corvallis' Family Medical Leave Policy, Employee Handbook, and Bargaining Union Agreements for further information). These policies are in compliance with the Federal Family Leave Act (29CFR 825) and the Oregon Family Leave Act, (OAR 839-009-0200).

No employee of the City shall be terminated solely on the basis of sex, sexual orientation, gender identity or expression, but on the basis of discharge for due cause, or layoff due to reduction in force without any unlawful discrimination.

When engaged in recruiting activities, the City shall recruit employees of both sexes for all positions unless sex is a bona fide occupational qualification. Advertisements in newspapers and other media for employment shall not express a sex preference unless sex is a bona fide occupational qualification for the job. Nor will advertisements be placed in newspapers or other media columns headed "male" or "female" which would be an expression of preference, limitation, specification or discrimination based on sex.

Women shall be encouraged to seek management positions and to participate in management and other types of training programs.

The City seeks to provide a positive, respectful and productive work atmosphere free of harassment and intimidation. The City prohibits harassment based upon any protected class, including sexual harassment. Any forms of sexual harassment such as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, will not be tolerated. Violations of this policy will be handled appropriately as part of the City's Administrative Policy 96-3.10 Anti-Harassment.

V. COMPLIANCE WITH RELIGION AND NATIONAL ORIGIN GUIDELINES

The City shall not discriminate against employees or applicants for employment because of religion, religious observance, race, or national origin and will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their religion, religious observance, race or national origin. Such action includes, but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, recruitment or recruitment advertising, rates of pay employee benefits or other forms of compensation, selection for training, hours of work or other conditions of employment.

The City shall review employment practices to determine whether members of various religious and/or ethnic groups are receiving fair consideration for job opportunities.

The City shall communicate internally its obligation to provide equal employment opportunity without regard to religion, religious observance, race, or national origin in such a manner as to foster understanding, acceptance, and support among the City's executive, management, supervisory, and all other employees and to encourage such persons to take the necessary action to aid the City in meeting this obligation.

The City recognizes its obligation to reasonably accommodate the religious observances and practices of an employee or prospective employee unless the City demonstrates that it is unable to reasonably accommodate an employee's or prospective employee's religious observance or practice without undue hardship on the conduct of City business. As part of this obligation, the City shall make reasonable accommodations to the religious observances and practices of an employee or prospective employee who regularly observes Friday evening and Saturday, or some other day of the week, his/her Sabbath and/or who observes certain religious holidays during the year and who is conscientiously opposed to performing work or engaging in similar activity on such days, when such accommodations can be made without undue hardship on the conduct of City business. In determining the extent of the City's obligation under this section, at least the following factors shall be considered: citizen expectations, financial costs and expenses, and resulting personnel problems.

VI. EMPLOYMENT POLICIES HIRING MINORITIES AND WOMEN

Recruitment

In order to fully develop a qualified applicant pool from which to select employees, recruitment

must include efforts to locate women and minorities for specific positions. To assure that affirmative action recruitment occurs, the following policies are adopted:

1. Vacancy Posting

All job openings shall be posted on employee bulletin boards throughout the City concurrent with the position becoming available. A notice of job openings shall be posted in local newspapers and state and national publications where applicable, and on the City internet web site. All notices of job openings shall indicate the City of Corvallis is an “Affirmative Action/Equal Opportunity Employer”. No advertisement or notice of job openings shall in any way be composed or worded in such a way as to limit applicants because of their color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, source or level of income.

2. Recruitment Contacts

Notices of all job openings with the City of Corvallis shall be provided to groups or organizations serving women, and the minority community. Recruitment by professional groups or organizations through City contract shall not be limited to predominately non-white minority groups or organizations. City representatives shall attend job fairs, career days, etc., at local high/vocational schools, colleges and universities to communicate employment and career opportunities. The City shall maintain a 24-Hour Job Line telephone service and shall communicate job openings to the appropriate State and non-profit outreach offices.

Hiring

To select qualified applicants from an applicant pool which includes minority group members and women, the City of Corvallis must ensure that all candidates are given an equal opportunity for employment. The items listed below are City of Corvallis policy:

1. Policy

The City shall make every reasonable attempt to place minorities and women into every phase of its work force. Hiring shall be carried out without discrimination or unlawful regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, source or level of income, consistent with the goals of the Affirmative Action Plan.

2. Applications

Unless required by government regulations or other legal necessity, employment forms shall be void of all references to race, religion, color, sex, sexual orientation, ancestry, physical or mental disability, marital or veteran status, source or level of income, national origin,

citizenship status, and age. The application form shall be periodically reviewed to ensure a continued compliance with federal and state laws in regard to interviewing, selection, and testing procedures and sound business practices.

3. Tests

All pre-employment tests shall be conducted in accordance with established Equal Employment Opportunity Commission (EEOC) guidelines for such tests (Uniform Guidelines on Employee Selection Procedures 29CFR 1607).

4. Job Descriptions

All basic criteria for employment in each job classification and the essential functions of the job shall be accessible to all employees and applicants.

5. Interviews

A member of the Personnel Division shall be involved, whenever possible, in every interview for regular vacant positions within the City. All City and contract employees responsible for conducting interviews shall be trained to interview in accordance with established EEOC guidelines. Where possible, minority or female interviewers shall be utilized.

6. Career Development

Training and educational programs sponsored or supported by the City of Corvallis shall be made available to all employees in a nondiscriminatory manner. Minority and female employees who demonstrate potential management and supervisory abilities shall be encouraged to take the appropriate training to qualify them for promotion and to seek management positions. Upon hiring, during the orientation process, all employees shall be advised of promotion policies, in-house training programs, educational assistance and tuition reimbursement. All such in-house training, educational assistance and similar programs shall be reviewed periodically and expanded or modified to achieve equal opportunity goals. Employees not qualifying for training opportunities because of deficiencies in previous training or education shall be encouraged to participate in developmental programs.

Position Classification

The Personnel Division shall maintain position classification schedules outlining potential promotional progression from entry level through upper level positions. The schedules shall be used to inform employees, specifically minority and female candidates, of promotional opportunities throughout the organization. All employees shall be compensated without regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, source or level of income, and other factors not related to work performance.

Benefits

To the extent allowed under federal and state laws, all benefits are available on a nondiscriminatory basis to all regular employees, including minority and female employees, without regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, source or level of income and other factors not related to work.

Discrimination Complaints

Any employee who feels he or she has been discriminated against because of his or her color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, source or level of income, shall have the right to file a complaint as specified in Section XVI entitled “Complaint Procedure”, corresponding to the procedures in Administrative Policy 96-3.11 Discrimination.

VII. POLICIES, PRACTICES AND PROCEDURES FOR DISABLED APPLICANTS, EMPLOYEES, AND VETERANS

Definitions:

A “Disabled Individual” is one who:

- Has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
- Has a record of such impairment, or
- Is regarded as having such an impairment.

“Substantially Limits” in the context of the major life activity of “working”, means a significant restriction in the ability to perform either a class of jobs or a broad range of jobs in various classes, compared to an average person having comparable training, skills and abilities.

“Major Life Activities” are the basic activities that an average person performs with little or no difficulty, e.g., walking, speaking, breathing, performing manual tasks, seeing hearing, learning, caring for one’s self, working.

“Disabled Veteran” is a person entitled to disability compensation under laws administered by the Department of Veterans Affairs for disability at 30 percent or more; or at 10 or 20 percent, if it has been determined that the individual has a serious employment disability; or a person who was discharged or released from active duty because of a service-connected disability.

Policy

Disabilities of current or prospective City employees shall not serve as a barrier to City employment except where the nature of the individual's disability, with reasonable accommodation, precludes his or her performance of the essential functions of the job. In cases where doubt exists regarding the person's ability to perform the job, the Affirmative Action Officer shall be contacted to make arrangements for medical or other professional consultation regarding the person's ability to perform the job.

Consideration of Qualifications

1. Each applicant applying for employment with the City completes an application form containing a clause that allows individuals to voluntarily identify themselves as requiring reasonable accommodation in the hiring process. Every effort is made to assist disabled applicants during the application process. To ensure that no discrimination occurs, this clause shall be contained within the Affirmative Action portion of the application which shall be removed by the Personnel Division prior to any departmental review of the application.
2. If a disabled employee or applicant is rejected for employment, promotion, or training, a statement of the rationale for that rejection will be maintained in City personnel records for that recruitment or training.

This statement shall include a comparison of the disabled employee's (or applicant's) qualifications and those of the person selected. In addition, it shall contain a description of accommodations that the City considered for the disabled individual. This statement shall be made available upon request to the employee or applicant.

3. When an accommodation is made for the hire, promotion, or training of a disabled individual, a description of the accommodation is recorded in an ADA accommodation file.

Reasonable Accommodation

The City shall make reasonable accommodation to the physical and mental limitations of disabled individuals and disabled veterans where such accommodations permit or are necessary to continue the person's employment with the City. In determining the extent of accommodations to be provided, financial costs and expenses shall be considered, so that no undue hardship is imposed upon City operations. Arrangements for any such accommodation shall be coordinated by the City's Affirmative Action Officer.

Each disabled applicant or employee shall be dealt with on an individual basis. Reasonable accommodations are made whenever possible, and ongoing efforts may include restructuring facilities to make them accessible to the disabled via ramps, designated parking areas, and other appropriate devices. The City shall make every effort to provide suitable employment for those employees who become disabled while in its employ.

Architectural Barriers

The ability of City departments to hire and place disabled personnel has been enhanced by the remodeling of City facilities. Facilities have been designed to provide easy access for the disabled. Problems in any City facility with architectural barriers to the disabled should be reported to the Affirmative Action Officer.

Recruitment

The City shall enlist assistance and support from recruitment sources for the disabled, such as the State of Oregon Vocational Rehabilitation Division, Department of Veterans Affairs, Work Unlimited, St. Vincent de Paul, Community Services Consortium, sheltered workshops such as Corner Stone, Inc., college placement services, and social service organizations serving the disabled or disabled veterans. (See Appendix C for List of Sources).

Grievance Procedures

Employees or applicants who feel they are being discriminated against on the basis of a disability may seek a remedy in accordance with Section XVI entitled "Complaint Procedure" outlined in this document.

Compensation

In offering employment or promotions to disabled individuals, the City shall not reduce the amount of compensation offered because of any disabled income, pension, or other benefit the applicant or employee receives from another source.

VIII. POLICIES, PRACTICES AND PROCEDURES FOR DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA

Definition

The term "disabled veteran" or "qualified disabled veteran" means a person entitled to disability compensation under laws administered by the Veterans Administration for disability at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

"Veteran of the Vietnam era" means a person who:

- Served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or
- Was discharged or released from active duty for a service-connected disability, if any part of such active duty was performed between August 5, 1964 and May 7, 1975; and no veteran may be considered to be a veteran under this paragraph after December 31, 1991 pursuant to the Vietnam Era Veterans Readjustment Assistance Act of 1974.

Veterans Identification

All employees and new hires shall be encouraged to identify their veteran status which might entitle them to benefit from this program. Covered veterans' records will be identified and a description of the accommodation will be detailed. Application forms and the application log will be annotated so that candidates' records can be retrieved for future consideration of employability.

Accommodation

When considering applicants who are Vietnam era veterans, the City shall consider only that portion of the military record, including discharge papers, relevant to the specific job qualifications for which the Vietnam era veteran is being considered.

There will be an ongoing review of all physical and mental job qualification requirements to ensure that all such requirements are job-related and are consistent with business necessity and safe performance. If necessary, a comprehensive medical examination shall be conducted after a job offer has been made. Reasonable accommodation to physical and mental limitations of disabled veterans will be practiced except where such accommodation would impose undue hardship on the delivery of services by the City.

IX. SUPPORT OF COMMUNITY PROGRAMS

The City of Corvallis views this Affirmative Action Plan as a "Community Program", vital to the health and well being of our City. We believe that we have a responsibility to set an example, as a major employer in this community, that fosters an environment where all protected classes and interests are represented in the work force. To ensure that the City of Corvallis effectively implements and administers this "community" Affirmative Action Plan, we will continue to interact with and listen to community minority organizations and fully comply with all local, state, and national fair employment practices, legislation and regulations. On an annual basis the Personnel Division shall prepare and present a work force analysis/affirmative action report to examine the effectiveness of this program.

Employees are encouraged to make themselves available for both participation and leadership in various workshops, training, seminars, and other activities sponsored by educational and professional organizations in order to provide information regarding the City's employment and training opportunities of services, particularly for minorities and other protected classes.

In addition to the City's Affirmative Action Plan, the City has also pursued other programs and outreach opportunities designed to foster equal opportunity. These programs reflect the City's commitment to protect the civil rights of its residents and to promote better understanding among the diverse groups which make up this community.

Personnel staff members function as a liaison between the City Manager and government agencies concerned with Equal Employment Opportunity and Affirmative Action as well as with local organizations that deal with protected class individuals. Staff interacts with boards, commissions, and local community organizations such as the Dr. Martin Luther King Jr. Commission, Human Services Committee, NAACP, Holocaust Memorial Committee, and the Community Alliance for Diversity.

All City employees, and especially department administrative and supervisory staff, are encouraged to participate in, and listen to, boards, committees, and local community organizations concerned with minority issues and increasing employment of individuals who fall within a protected class. Examples of these organizations include the Dr. Martin Luther King Jr. Commission, NAACP, Human Service Committee, 509J School District, The Mental Health Association of Benton County, Access Benton County, the Holocaust Memorial Committee, the Community Alliance for Diversity, the Chamber of Commerce and the State of Oregon Employment Department.

X. DEVELOPMENT AND EXECUTION

Key components in the overall development and execution of the Affirmative Action Plan shall include the issuance of a written policy statement and commitments, publication of the plan as a “Community Program”, and appointment of top officials with responsibility and authority to implement the plan. The plan shall outline demographic and organization information including minority and female employment by department and job classification. Goals and time tables shall be developed as follows:

- Identification of specific key activities intended to aid in the execution of the overall Affirmative Action Plan.
- Review of current systems.
- Target changes that will increase employment and advancement opportunities.

- Concentration on major aspects for:
 - Recruitment and selection.
 - Training, development and promotion.
 - Communication of policy.
 - Compilation of data as required by State and Federal law.

- Goals for these efforts are to insure:
 - Eradication of effects of past discrimination wherever it exists.
 - Removal of artificial barriers.
 - Elimination of architectural barriers to the maximum extent feasible.
 - Elimination of stereotyping.
 - Validation of tests or selection procedures where adverse impact is indicated.
 - Implementation of an outreach recruitment program, including utilization of minority media resources which promote minority awareness of opportunities.

XI. TRAINING

The goal of the City's Affirmative Action Plan is to effectively incorporate females and minorities into its work force. It is the City's obligation to provide employees with equal opportunities for self-improvement and career development. It is also the City's responsibility to actively encourage employees to utilize available resources in order to increase skills improve competence, enhance self-confidence and generally improve the quality of work and working conditions for all employees in the City of Corvallis.

- It shall be the responsibility of each department to discuss career opportunities with each employee when conducting performance evaluations and at reasonable intervals thereafter. Supervisors will encourage all employees to utilize opportunities for self-development and career advancement.
- The City shall provide ongoing equal employment opportunity and affirmative action training for its supervisory personnel in an effort to eliminate subjective discrimination.
- Only trainers with an interest, understanding and commitment to the goals of this Affirmative Action Plan will be utilized in City training programs.

XII. DISSEMINATION OF POLICY

The City's commitment to Equal Employment Opportunities and to an Affirmative Action Plan shall be administered by the City Manager or by the person authorized by the City Manager. This program shall be accessible in all City Departments and to all City employees, applicants, and members of the community.

Notices of availability of copies of the Affirmative Action Plan shall be distributed to City employees, Union Officers, Department Directors, Division Managers, Supervisors, City Council members and the City of Corvallis Affirmative Action Advisory Committee (Dr. Martin Luther King, Jr. Commission), copies shall be available in every division and department office of the City, and electronically on the City's website.

Non-discrimination posters such as "Equal Employment Is The Law" are posted in reception areas, lounges, and employment areas where they are viewed by applicants, employees and the public.

Through the City's recruiting process, agencies such as the State Employment Department Job Service, minority and female organizations, vocational rehabilitation services and special programs through high schools, community colleges, state colleges, and veterans agencies are notified of employment opportunities. The City asks that these sources actively recruit and refer minority, women, persons with disabilities, and veteran applicants for available positions.

The City shall communicate to its employees the elements of the Affirmative Action Plan which will enable employees to gain information and avail themselves of the benefits of the plan.

External Dissemination:

- Sources of employment and recruitment shall be informed in writing annually that the City of Corvallis encourages referrals of individuals who fall within a projected class as part of its Affirmative Action Plan. (See Appendix C for List of Sources).
- The City of Corvallis employment advertisements shall announce that Corvallis is an “Affirmative Action/Equal Opportunity Employer”. Advertising shall occur when possible in publications frequently read by individuals who fall within a protected class.
- The Federal Government’s Executive Order concerning non-discrimination in all government contracts has been and shall continue to be followed.
- The Assistant City Manager and/or designee(s) shall establish and maintain communication with outside organizations and individuals in the field of equal employment.

Internal Dissemination:

- Annual training shall be held with Department Directors and supervisory personnel to inform them of the City’s Affirmative Action Plan.
- The Affirmative Action Plan shall be discussed in employee orientation meetings.
- Non-discrimination clauses shall remain in collective bargaining agreements.
- The City’s policy on Equal Employment Opportunity shall be posted in public lobbies and employee lounges.
- Articles and pictures in City publications shall include or feature employees in protected classes at various levels and in non-traditional jobs.
- The Personnel Division shall print, as necessary, and distribute articles and reports pertaining to Affirmation Action and the City’s progress.

XIII. ASSIGNMENT OF RESPONSIBILITIES

City Council

The City Council shall actively and aggressively support the City’s Affirmative Action Plan and Equal Employment Opportunity through encouragement and budgetary assistance to City

departments, through dissemination of affirmative action oriented information to employees and the general public, and through evaluation and review of the affirmative action progress reports.

City Manager

The City Manager shall have the ultimate responsibility for the success of the Affirmative Action Plan. The City Manager shall provide effective communication and conformance requirements to ensure that each Department Director takes such affirmative action to promote its goals. The City Manager shall annually review the progress of all departments and submit an annual report to the City Council citing program accomplishments and/or deficiencies.

Assistant City Manager

The Assistant City Manager, in implementing the provisions of the personnel rules, policies and procedures, shall be responsible for the general administration of the program and review of all personnel policies, employment practices and procedures and make recommendations consistent with progress in realizing full equal employment opportunity. Further, the Assistant City Manager shall make recommendations regarding staffing patterns to carry out the intent of this plan. The Assistant City Manager will work closely with the Affirmative Action Officer to promote the goals and objectives of the Affirmative Action Plan.

Department Directors

Department Directors shall adhere to the City's Affirmative Action Plan by accepting responsibility for effectuating progress towards the plan's goals and objectives, ensuring that appropriate steps are implemented to support the plan, and involving supervisory staff and employees to promote equal employment opportunity in the work place.

Specifically Department Directors shall:

1. Make good faith efforts to meet realistic goals and timetables provided by the Personnel Division and participate with the Affirmative Action Officer to identify problem areas and develop annual updates of the plan.
2. Ensure that all employment decisions including the development of job knowledge and skill requirements, interviews, offers of employment and compensation commitments, assignment, training and evaluation, and employee relations are consistent with the City's Affirmative Action and Equal Opportunity policies.
3. Evaluate the effectiveness of supervisory personnel in furthering the progress of the department's efforts in affirmative action.

4. Ensure full compliance with the spirit and policies of the City's Affirmative Action and Equal Opportunity policies.
5. Inform supervisors that their performance is being appraised, in part, on the basis of their equal employment opportunity efforts and results, as well as other criteria.
6. Take actions to prevent harassment of employees.
7. Discuss the Affirmative Action Plan and its results with employees.
8. Consistently apply discipline and other personnel actions.
9. Keep accurate records required for affirmative action purposes, and submit reports to the Affirmative Action Officer on a timely basis.
10. Attend scheduled training opportunities on affirmative action and equal employment opportunity.
11. Report any problems regarding affirmative action and equal employment opportunity to the Affirmative Action Officer.
12. Encourage and assist employees in seeking promotional opportunities within the City.

Affirmative Action Officer

The Human Resource Administrator shall be the Affirmative Action Officer and will:

1. Plan and coordinate activities associated with the Plan.
2. Assist management personnel and Department Directors to identify and resolve policy provisions or requirements.
3. Develop draft policy statements, affirmative action components, and internal/external communication techniques.
4. Develop and implement audit and report systems designed to:
 - Periodically measure the effectiveness of the City's program as well as individual departmental efforts.
 - Identify areas that appear to require special attention or remedial actions.
 - Determine the degree to which minority, women and other protected group placement goals are being achieved.

5. Analyze and evaluate employment practices and develop methods and strategies for improving the City's affirmative action position, increase protected group employment, and comply with merit principles and legal requirements. Review policies and procedures to ensure the eradication of effects of past discrimination, removal of artificial barriers, elimination of stereotyping, elimination of architectural barriers to the maximum extent feasible, validation of tests or selection procedures where adverse impact is indicated, and implementation of an outreach recruitment program.
6. Serve as liaison between departments, enforcement agencies, minority groups, women groups, handicapped groups, sexual orientation groups, and other community groups as appropriate.
7. Act as resource person regarding Equal Opportunity developments.
8. Receive, investigate and resolve internal complaints of alleged discrimination or harassment.
9. Provide technical assistance in policy interpretation to City employees or other interested groups.
10. Arrange, participate, and evaluate affirmative action training activities; prepare report, informative articles and make presentations to City management, employees and community groups.
11. Develop, communicate and monitor practices to ensure equal opportunity to all applicants and employees.
12. Bring recent developments in the area of affirmative action to the attention of City employees.

City Employees

City employees and volunteers shall be responsible for supporting a work climate which is conducive to achieving the City's Affirmative Action Plan goals.

Affirmative Action Advisory Committee

An Affirmative Action Advisory Committee (Dr. Martin Luther King, Jr. Commission) shall function as a resource group to the City Council, the City Manager, and to the Personnel Division. The Committee shall review, comment and submit recommendations for acting on achieving affirmative action goals and objectives as requested by the City's Human Resource Administrator.

To accomplish these responsibilities the Committee shall:

- Serve as a source of information regarding community and employee concerns on affirmative action.

- Become familiar with the City's employment policies and procedures and the resources available in the Personnel Division.
- Work closely with the Human Resource Administrator to achieve the affirmative action goals and objectives.
- Maintain knowledge of current developments of equal employment opportunity law.
- Meet quarterly or as necessary to carry out its functions and responsibilities. All regular meetings of the Committee shall be open to the public.

The Committee shall consist of the members of the Dr. Martin Luther King, Jr. Commission, as outlined in Corvallis Municipal Ordinance 86-27, Section 2, 65 (2), appointed by the Mayor and the Benton County Board of Commissioners.

XIV. INTERNAL AUDITING AND REPORTING SYSTEM

An internal reporting system to continually audit, monitor and evaluate progress is essential for a successful Affirmative Action Plan. The Affirmative Action Officer shall be responsible for developing and implementing this system to maintain current awareness of the City's Affirmative Action position. The following reports shall be submitted to the City Manager, the Assistant City Manager, to Department Directors, the Affirmative Action Advisory Committee, and maintained internally by the Personnel Division.

REPORT	PURPOSE	RESPONSIBILITY	DATE
EEO-4: Statistical survey of employees by sex, race/ethnicity by job function, occupation category and salary level.	Bi-Annual report filed to EEOC required by law, for the period including June 30 of that year.	Affirmative Action Officer	September 30 (Every other year)
Affirmative Action Statistics and EEO audit of the Affirmative Action Program for all employees for the total City and by department.	Annual report to the City Manager, Assistant City Manager, Department Directors, and Affirmative Action Advisory Committee.	Affirmative Action Officer	October 1
Affirmative Action Statistics and EEO audit of the selection process of all recruitments for the total City and by department.	Annual report to the City Manager, Assistant City Manager, Department Directors, and Affirmative Action Advisory Committee.	Affirmative Action Officer	October 1
Review of employment decisions including recruitment strategies, test development/administration, and hiring decisions for assessment of adverse effect on protected groups.	Review of personnel transactions for problem identification and communication to Dept. Directors, Assistant City Manager, and Affirmative Action Advisory Committee.	Affirmative Action Officer	Ongoing

Periodic review should provide the City with an excellent system of auditing the effectiveness of our Equal Employment Opportunity Policy. When problems arise, they can be easily recognized and corrective action taken.

Annual Affirmative Action Progress Report

Each year the Affirmative Action Officer shall prepare an Affirmative Action Progress Report that includes affirmative action statistics and EEO audit for all employees and new hires for the previous fiscal year. The City Manager, Assistant City Manager, Department Directors, and the Affirmative Action Advisory Committee shall receive copies of this annual report in October. This report shall include work force analysis, as indicated in section XIV below, affirmative action law updates, changes to the City's recruitment manual and OSU and Benton County Affirmative Action Statistics. An updated copy of the Work Force Analysis Report is included in this document shown on pages 21 to 26.

XV. WORK FORCE ANALYSIS

The Work Force Analysis includes the total full-time equivalent City of Corvallis workforce categorized by race and sex for each EEO occupational category. The City's female and minority representation, when compared to the 2001 Statewide EEO-4 survey conducted by the Equal Employment Opportunity Commission, indicates that under-utilization exists in specific categories rather than throughout the City's workforce. It is in these particular job areas that affirmative action efforts are especially needed to achieve a representative workforce.

The primary means of assessing opportunities for Affirmative Action progress is at the departmental level where hiring occurs. All departments bear a responsibility for making efforts to achieve these objectives and to place emphasis on improving the representation of females and minorities in the City's workforce.

Analysis of Oregon statewide statistics, City of Corvallis current employees and new hires are included in the Work Force Analysis on pages 21 to 26.

Affirmative Action Statistics as of October 1, 2006
Prepared by the Personnel Division of the City Manager's Office
Total City Work Force

COMPARISON OF CITY EMPLOYEES TO LINN AND BENTON COUNTY POPULATIONS								
Department	Total	Male	Female	Minority	Black	Hispanic	Asian	Native Amer.
City Manager's Office	10	1	9	2	0	0	1	1
Community Development	35	22	13	0	0	0	0	0
Finance	35	16	19	4	1	2	1	0
Fire	67	61	6	5	1	1	1	2
Library	58	8	50	3	0	1	2	0
Parks and Recreation	42	23	19	3	1	2	0	0
Police	77	50	27	4	1	1	0	2
Public Works	109	93	16	3	0	0	1	2
Total Regular Employees	433	274	159	24	4	7	6	7
Percent 10/05		62%	38%	4.9%	0.9%	0.9%	1.4%	1.4%
Percent 10/06		63%	37%	5.5%	0.9%	1.6%	1.4%	1.6%
Change		1.0%	-1.0%	0.6%				

Benton/Linn Counties							
2000 Census Total Population 181,222							
Male	Female	Minority	Black	Hispanic	Asian	Native Amer	Other
89,836	91,386	19,044	934	8,208	4,599	1,964	3,339
49.6%	50.4%	10.5%	.51%	4.5%	2.5%	1.0%	1.8%
Population Excluding OSU Students 2000 (total 164,434)							
89,836	83,486	15,627	741	7,700	3,230	1,772	2,184
48.7%	50.8%	10.5%	.45%	4.6%	2.0%	1.1%	1.3%

Sources of Information:

- U. S. Department of Commerce Bureau of the Census 2000 Population. Issued August 2001 (updated every 10 years).
- City of Corvallis data as of October 2002.

CITY OF CORVALLIS
REGULAR FULL-TIME EMPLOYEES OCTOBER 1, 2006

EEO CATEGORY	TOTAL POSITIONS	W	B	A	NA	H	TOTAL
Officials/Administrator	18	17	1	0	0	0	18
Professionals	86	81	0	3	1	1	86
Technicians	48	47	0	0	0	1	48
Protective Service	118	111	2	0	4	1	118
Administrative Support	89	83	1	3	0	2	89
Skilled Craft	31	31	0	0	0	0	31
Semi Skilled Craft	30	28	0	0	2	0	30
Laborers	13	11	0	0	0	2	13
Total	433	409	4	6	7	7	433

MALE EMPLOYEES

EEO CATEGORY	TOTAL POSITIONS	W	B	A	NA	H	Total
Officials/Administrator	18	12	1	0	0	0	13
Professionals	86	44	0	1	0	1	46
Technicians	48	36	0	0	0	1	37
Protective Service	118	93	2	0	3	0	98
Administrative Support	89	8	0	1	0	0	9
Skilled Craft	31	29	0	0	0	0	29
Semi Skilled Craft	30	28	0	0	2	0	30
Laborers	13	10	0	0	0	2	12
Total	433	260	3	2	5	4	274

FEMALE EMPLOYEES

EEO CATEGORY	TOTAL POSITIONS	W	B	A	NA	H	Total
Officials/Administrator	18	5	0	0	0	0	5
Professionals	86	37	0	2	1	0	40
Technicians	48	11	0	0	0	0	11
Protective Service	118	18	0	0	1	1	20
Administrative Support	89	75	1	2	0	2	80
Skilled Craft	31	2	0	0	0	0	2
Semi Skilled Craft	30	0	0	0	0	0	0
Laborers	13	1	0	0	0	0	1
Total	433	149	1	4	2	3	159

W = White B = Black A = Asian/Pacific Islander NA = Native American/Alaskan Native H = Hispanic

Affirmative Action Statistics as of October 1, 2006
Prepared by the Personnel Division of the City Manager's Office
City of Corvallis New Hires

COMPARISON OF NEW HIRES TO LINN AND BENTON COUNTY POPULATIONS								
Department	Total	Male	Female	Minority	Black	Hispanic	Asian	Native Amer
City Manager's Office	0	0	0	0	0	0	0	0
Community Development	11	7	4	0	0	0	0	0
Finance	9	5	4	1	0	1	0	0
Fire	3	2	1	0	0	0	0	0
Library	3	0	3	0	0	0	0	0
Parks and Recreation	5	5	0	2	0	2	0	0
Police	6	2	4	0	0	0	0	0
Public Works	14	13	1	0	0	0	0	0
Total Employees Hired	51	34	17	3	0	3	0	0
Percent 10/05		69%	31%	8.6%	5.7%	0.0%	0.0%	2.9%
Percent 10/06		67%	33%	5.9%	0.0%	5.9%	0.0%	0.0%
Change		-2%	2%	-2.7%	-5.7%	5.9%	0	2.9%

Benton/Linn Counties 2000 Census Total Population 181,222							
Male	Female	Minority	Black	Hispanic	Asian	Native Amer	Other
89,836	91,386	19,044	934	8,208	4,599	1,964	3,339
49.6%	50.4%	10.5%	.51%	4.5%	2.5%	1.0%	1.8%
Population Excluding OSU Students 2000 (total 164,434)							
89,836	83,486	15,627	741	7,700	3,230	1,772	2,184
48.7%	50.8%	10.5%	.45%	4.6%	2.0%	1.1%	1.3%

Sources of Information:

1. U. S. Department of Commerce Bureau of the Census 2000 Population. Issued August 2001 (updated every 10 years).
2. City of Corvallis data files as of October 2002.

CITY OF CORVALLIS NEW HIRES
July 1, 2005 through June 30, 2006

EEO CATEGORY	TOTAL POSITIONS	UNKNOWN	TOTAL APPLICANTS	TOTAL MINORITIES
Officials/Administrators	1	0	3	0
Professionals	19	1	311	14
Technicians	11	8	263	22
Protective Service	4	1	50	3
Administrative Support	9	4	596	57
Skilled Craft	3	0	92	11
Semi Skilled Craft	0	0	0	0
Laborers	4	0	24	6
Total	51	14	1339	113

MALE APPLICANTS

EEO CATEGORY	TOTAL POSITIONS	W	B	A	NA	H	Total
Officials/Administrator	1	2	0	0	0	0	2
Professionals	19	189	0	2	4	2	197
Technicians	11	179	1	7	2	6	195
Protective Service	4	20	0	0	2	0	22
Administrative Support	9	81	0	5	0	6	92
Skilled Craft	3	75	3	2	2	3	85
Semi Skilled Craft	0	0	0	0	0	0	0
Laborers	4	18	0	0	2	3	23
Total	51	564	4	16	12	20	616

FEMALE APPLICANTS

EEO CATEGORY	TOTAL POSITIONS	W	B	A	NA	H	Total
Officials/Administrator	1	1	0	0	0	0	1
Professionals	19	107	0	3	1	2	113
Technicians	11	54	0	1	1	4	60
Protective Service	4	26	0	1	0	0	27
Administrative Support	9	454	4	11	15	16	500
Skilled Craft	3	6	0	0	1	0	7
Semi Skilled Craft	0	0	0	0	0	0	0
Laborers	4	0	0	0	0	1	1
Total	51	648	4	16	18	23	709

W = White B = Black A = Asian/Pacific Islander NA = Native American/Alaskan Native H = Hispanic

**WORK FORCE ANALYSIS
2001 EEO-4**

Oregon Statewide

Job Class	Total All	Male						Female					
		Total	W	B	A	NA	H	Total	W	B	A	NA	H
Officials/ Admin	41,281	19,563	17,531	452	506	247	827	21,718	19,462	502	562	274	918
Professional	36,816	20,419	17,751	581	935	276	876	16,397	14,255	466	751	222	703
Technicians	13,871	8,446	7,218	177	390	137	524	5,425	4,638	113	250	87	337
Protective Services	6,774	5,358	4,508	192	114	216	328	1,416	1,191	51	30	57	87
Office/ Clerical	104,871	33,066	27,975	1,242	1,010	656	2,183	71,805	60,751	2,698	2,194	1,423	4,739
Skilled Craft	43,785	42,100	36,845	625	786	898	2,946	1,685	1,475	25	31	36	118
Service/ Maintenance	151,699	105,704	79,285	3,195	4,023	2,397	16,804	45,995	34,499	1,390	1,751	1,043	7,312
Total	399,097	234,656	191,113	6,464	7,764	4,827	24,488	164,441	136,271	5,245	5,569	3,142	14,214

W = White

B = Black

A = Asian/Hawaiian/ Pacific Islander

NA = Native American/Alaskan Native
H = Hispanic

Source: Oregon Statewide EEO-4 Survey, Oregon Employment Department for the period including June 2001

**WORK FORCE ANALYSIS
2005 EEO-4**

**City of Corvallis
Full Time Employees**

Job Class	Total All	Male						Female					
		Total	W	B	A	NA	H	Total	W	B	A	NA	H
Officials/ Administrators	18	12	11	1				6	6				
Professionals	81	48	46		1		1	33	31		1	1	
Technicians	43	33	33					10	10				
Protective Services	115	97	91	2	1	3		18	17				1
Office/ Clerical	57	5	5					52	49	1	1		1
Skilled Craft	34	32	32					2	2				
Service/ Maintenance	30	30	28			2		0					
Total	378	257	246	3	2	5	1	121	115	1	2	1	2

W = White B = Black A = Asian/Hawaiian/ Pacific Islander NA = Native American/Alaskan Native H = Hispanic

Source: Oregon Statewide EEO-4 Survey, Oregon Employment Department for the period including June 2001

Based on the Work Force Analysis, findings are as follows:

INTERNAL DEMOGRAPHICS

All Employees

1. .9% of the City's 433 employees are Black.
2. 1.6% of the City's 433 employees are Hispanic.
3. 1.4% of the City's 433 employees are Asian/Pacific Islander.
4. 1.6% of the City's 433 employees are Native American/Alaskan Native.
5. Females comprise 37% of the 433 City employee population.
6. There are no employees who have self-identified as disabled.
7. Veteran status of employees is undetermined.

This information is as of October 1, 2006, page 21.

Full Time Employees

1. 1% of the City's 384 full-time employees are Black.
2. 1% of the City's 384 full-time employees are Asian/Pacific Islander.
3. 1.6% of the City's 384 full-time employees are Hispanic.
4. 1.8% of the City's 384 full-time employees are Native American/Alaskan Native.
5. Females comprise 33% of the 384 full-time City employee population.

This information is as of October 1, 2006, page 22, statistics for 2006 EEO-4 page 26.

City of Corvallis New Hires

1. 5.9% of new hires for the period July 1, 2005 to June 30, 2006 were minorities.
2. 33% of new hires for the period July 1, 2005 to June 30, 2006 were females.
3. There were 51 employees hired during the period of July 1, 2005 to June 30, 2006..

This information is found on page 23 and page 24.

EXTERNAL DEMOGRAPHICS

Linn and Benton Counties

1. .51% of Linn and Benton Counties' population are black.
2. 2.5% of Linn and Benton Counties' population are Asian/Pacific Islander.
3. 4.5% of Linn and Benton Counties' population are Hispanic.
4. 1% of Linn and Benton Counties' population are Native American/Alaskan Native.
5. Females comprise 50.4% of Linn and Benton Counties' population.
6. No comparison was made for disabled individuals.
7. No comparison was made for veteran status.

This information is as of August 2001, U.S. Department of Commerce 2000 Census, page 21. Information regarding 2002 Oregon Statewide EEO-4 reporting, page 25.

XVI. AFFIRMATIVE ACTION PLAN GOALS AND FINDINGS

Affirmative Action Plan Goals

The term “goal” as used in this plan refers to a numerical flexible objective established internally by an employer, and based on the availability of female and minority employees, indicates the extent of diligent good faith efforts applied to the hiring and advancement of female and minority employees. Used as such, goals are an appropriate measure of affirmative action progress in achieving equal employment opportunity. With this understanding, the following Affirmative Action goals are established:

1. The City of Corvallis shall maintain an Affirmative Action Advisory Committee as described in this document.
2. The Affirmative Action Plan of the City of Corvallis shall be reviewed and the internal demographic data updated on a tri-annual basis by the Personnel Division and the Affirmative Action Advisory Committee.
3. Efforts shall be made to provide on-the-job training opportunities for advancement of female and minority employees into management and technical support jobs.
4. When positions are available within the City’s workforce, and current female or minority employees apply, consideration will be made as to whether that employee could fill the position and meet the requirements with minimal training, before hiring an individual from outside the organization.
5. The City will continue its recruitment to colleges and universities for all job openings, for both seasonal and regular employment.
6. The classification and compensation system shall be consistent with the goals of the Affirmative Action Plan.
7. The policies and procedures shall be consistent with the goals of the Affirmative Action Plan.

XVII. COMPLAINT PROCEDURE

Applicants or employees who feel they are being discriminated against on the basis of their color, race, color, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, source or level of income may file a complaint with the Affirmative Action Officer for the City of Corvallis. Employees who are represented by one of the four unions within the City, may, if they choose, seek assistance through their union to resolve their complaint.

If an applicant or employee would like counseling before filing a complaint, the applicant or employee may request assistance and advice from the Affirmative Action Officer.

When such a complaint is filed, an internal review will be conducted in an effort to resolve the matter internally within sixty (60) days.

The terms, conditions, or records of employment of any employee shall not be adversely affected in any manner because he or she made charges, testified, or assisted in hearings proceedings involving the City of Corvallis in human rights cases before any council, government body, or court of law.

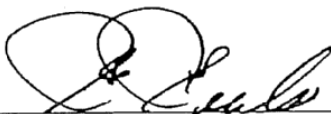
XVIII. THE LAW

In our efforts to achieve Equal Employment Opportunity for all, we shall be guided by the intent and mandates of all applicable laws.

For further reference to the law, please see Appendix (A).

XIX. LETTER OF AGREEMENT

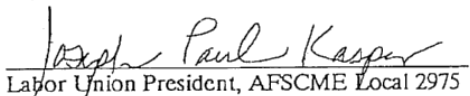
It is agreed that the American Federation of State, County, and Municipal Employees (AFSCME); Corvallis Police Officer's Association (CPOA); International Association of Fire Fighters (IAFF); and the City shall not discriminate in employment relations against any employee because of sex, race, age, national origin, marital status, handicap, religion, sexual orientation, veteran status, or political affiliation unless based upon a bona fide occupational qualification. It is also agreed that the AFSCME, CPOA, and IAFF shall support the City in achieving the goals of the City's Affirmative Action Plan.



City Manager



Personnel Director



Labor Union President, AFSCME Local 2975



Labor Union President, CPOA Local 223



Labor Union President, IAFF Local 2240

Dated this 23rd day of May, 1991.

Appendix A

The Law

Major Civil Rights Laws and Executive Orders

- Title VII of the Civil Rights Act of 1964, as amended, 42 USC § 2000e, et seq.
Prohibits discrimination based on race, color, religion, or national origin in places of public accommodation or in the use of public facilities owned, operated or managed by state or local governments; prohibits discrimination based on race, color or national origin in any federally assisted program or activity; prohibits discrimination based on race, color, national origin, or sex in employment practices; empowers Equal Employment Opportunity Commission to eliminate unlawful employment practices.
- Civil Rights Acts of 1870 & 1871, 42 USC § § 1981, 1983.
- Civil Rights Act of 1957.
Established the US Commission on Civil Rights.
- Civil Rights Act of 1968, as amended.
Prohibits discrimination based on race, color, national origin, religion, or sex in the sale or rental of most residential property, in advertising such sales or rentals and in the financing and provision of brokerage services.
- Civil Rights Act of 1991.
The act allows remedies be provided for intentional discrimination, codified concepts of business necessity, amended guidelines of the Civil Rights Act of 1964, and expanded the scope of civil rights laws to provide adequate protection to job discrimination victims.
- Executive Order No. 11246, 3 CFR 339 (1967-65) as amended by Exec Order No. 11375 & 12086 (1978).
Requires federal contractors and subcontractors to eliminate employment discrimination based on race, color, religion, or national origin and requires Affirmative Action to provide equal employment opportunity. Executive Order 11375 of 1967 adds sex to the prohibited bases for employment discrimination by federal contractors.
- Executive Order 11063 of 1962
Prohibits federal contractors and subcontractors from discriminating on race, color, creed, or national origin with respect to residential property and related facilities that receive federal financial assistance.
- Equal Pay Act of 1963, as amended, 29 USC § 206(d).
Prohibits pay discrimination on the basis of gender.
- Age Discrimination in Employment Act of 1967, as amended, 29 USC § 621, et seq.
Prohibits employers, employment agencies and labor organizations from discriminating on the basis of age (40+) in employment practices.
- Immigration Reform and Control Act of 1986, Pub L No. 99-603.
- Rehabilitation Act of 1973 § 503, 29 USC § 794.

Required federal government and certain federal contractors and subcontractors to develop Affirmative Action programs for individuals with disabilities; prohibits discrimination based on the disability in federally assisted programs.

- Americans with Disabilities Act of 1990.
Provides civil rights protection for people with disabilities. ADA guarantees access to employment, public accommodations, transportation, public services and telecommunications for people with disabilities.
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 USC § § 2011, 2012.
- Indian Civil Rights Act of 1968.
Guarantees rights to individual Native Americans. These rights, patterned after the Bill of Rights and the 14th Amendment to the US Constitution, must be respected by tribal governments.
- American Indian Religious Freedom Act of 1978.
Protects Native American religious beliefs and practices.

Federal Agencies

- Equal Employment Opportunity Commission (EEOC).
- U.S. Department of Labor, Employment Standards Administration, Office of Federal Contract Compliance Programs (OFCCP).

Oregon Statutes

- ORS Chapter 659.030, Enforcement of Civil Rights, as amended, ORS 659 A.
The Oregon Civil Rights Law makes it unlawful for public or private employers with one or more employees to refuse to hire or to fire or to discriminate against an individual in compensation, terms, conditions, or privileges of employment because of a person's race, color, religion, sex, national origin, marital status, age, expunged juvenile record, association with someone in protected class, family relationship, mental or physical disability (659.425), or application for workers compensation (659.410).
- ORS 652.210-230, Equal Pay for Comparable Jobs.
- ORS 30.670-685, Public Accommodations.
- Oregon Agency - Bureau of Labor and Industries, Civil Rights Division.

City of Corvallis

- City of Corvallis Municipal Code, Chapter 1.23 Civil Rights.
It is the policy of the City to eliminate discrimination based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or source of income.
- City of Corvallis Municipal Code, Chapter 1.16.260, Commission for Dr. Martin Luther King, Jr.

Creates a commission to serve as the Affirmative Action Advisory Committee.

- City of Corvallis City Charter, Chapter 2, Section 4. The City will ensure equal protection and representation for all persons without discrimination including age, citizenship status, color, familial status, gender or identity expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income.

Federal Statues Applicable to Employers in General

A. Title VII of the Civil Rights Act of 1964, as amended, 42 USC § 2000e, et seq.

1. Coverage:

Employers engaged in an industry affecting commerce with 15 or more employees for each working day in each of 20 or more calendar weeks, § 701(b), 42 USC § 2000 e (b). Excluded are Indian tribes and bona fide membership clubs exempt from taxation under IRC § 501 (c).

Labor organization, § 701(d), 42 USC § 2000 e(d).

Employment agencies § 701(c), 42 USC § 2000 e(c).

“Industry affecting commerce” includes businesses ***in which a labor dispute would hinder or obstruct commerce***, 42 USC § 2000 e(h).

2. Prohibition for Employers

It shall be an unlawful employment practice for an employer:

To fail or refuse to hire or to discharge an individual, or otherwise to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges or employment, because of such individual’s race, color, religion, sex, or national origin.

To limit, segregate, or classify his/her employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his/her status as an employee, because of such individual’s race, color, religion, sex or national origin. Section 703(a), 42 USC § 2000e-2(a)(1), (2).

Disparate treatment of an individual based on a prohibited criterion is unlawful as is the disparate impact of a facially neutral practice that has an adverse impact upon a protected class.

3. Business necessity must be established to justify continuing a practice that has an adverse impact.

4. “Sex” is defined to include pregnancy and related medical conditions, § 701(k), 1978 Pregnancy Disability Amendment to Title VII, 42 USC § 2000e(k).

5. Bona Fide Occupational Qualification (BFOQ). Sex, religion, and national origin may, in certain circumstances, be considered BFOQ, § 703 (e), 42 USC § 2000e - 2(e). Compensation practices with different impact apparently on the basis of sex may be unlawful under Title VII even if not unlawful under the Equal Pay Act.

6. Differences in pay, terms and conditions of employment pursuant to bona fide seniority system may continue unless the system was intended to discriminate on a prohibited basis, § 703 (h), 42 USC § 2000e - 2(h).
7. Administered by the EEOC:
 - A Individual's charge of discrimination, must be filed with the EEOC withing 80 (non-deferral state), or 300 days (deferral state) following discriminatory event, § 706(e), 42 USC § 2000 e-5(e). In a deferral state, the charge is not considered filed with the EEOC until it has been deferred to the state agency for not more than 60 days.
 - B. EEOC Processing of Charges, 29 CFR pt 1601
 - Deferral to state agency
 - Service of copy of charge on employer.
 - Invitation for pre-investigation settlement.
 - Fact-finding conference.
 - Investigation.
 - Determination of reasonable cause, using standard of "litigation worthy". (Oregon BOLI uses a standard of "substantial evidence" rather than "reasonable cause".)
 - Conciliation.
 - Right to sue letter.
 - C. Charge may also be filed by an EEOC Commissioner, § 706(b), 42 USC § 2000e - 5(b).
 - D. Reporting and Recording Keeping Requirement, 29 CFR pt 1602:

Employer Information Report, EEO-4 required bi-annually for subject employers with 15 or more employees. Provides numerical data for men, women, Blacks, Hispanics, Asian/Pacific Islanders, and Native/Alaskan Americans in nine employee categories (officials/administrators, professionals, technicians, protective service workers, administrative support/office clerical, skilled craft workers, operatives semi-skilled, labors unskilled, and seasonal). 29 CFR pt 1602.7. (See Appendix B for Occupational List of Classification Titles).

Officials/Administrators: employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual department or special phases of the agency's operations. Includes: department heads, division chiefs, police/fire chiefs, and deputy directors.

Professionals: occupations which require specialized and theoretical knowledge usually acquired thorough college training or work experience and other training providing comparable knowledge. Includes: personnel/labor relations, accountants, engineers, police/fire captains and lieutenants, librarians, and supervisors.

Technicians: occupations which require a combination of technical knowledge and manual skill which can be obtained through education or on-the-job training. Includes: computer programmers, mapping technicians, inspectors, electronic/physical science

technicians and kindred workers.

Protective Service Workers: occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police, fire and kindred workers.

Administrative Support: occupations in which workers are responsible for internal and external communication, recording and retrieval of data/information, and other paperwork required in an office. Includes: clerks, computer operators, bookkeepers, typists, payroll clerks, court transcribers and kindred workers.

Skilled Craft Workers: occupations in which workers perform jobs which require special manual skill and comprehensive knowledge of the processes involved in the work generally acquired through on-the-job experience, apprenticeship or other formal training programs. Includes: mechanic, electricians, water/sewage treatment plant operators, carpenters and kindred workers.

Semi Skilled Craft Workers: occupations in which workers perform jobs which require manual skills and knowledge of the processes involved in the work generally acquired through on-the-job experience. Includes: building, grounds, equipment, street, water, and sewer maintenance and kindred workers.

Laborers: occupations in which workers perform jobs which result in the upkeep and care of buildings or grounds of public property. Includes: gardeners, groundkeepers, custodial employees and kindred workers.

Reports are filed with the State-Local Reporting Committee, 1801 L Street NW, Washington, DC 20507, telephone number 202-663-4930.

Personnel records utilized by the employer are required to be maintained for three years. If a charge of discrimination has been filed, "relevant records" must be maintained until final disposition of the charge. 29 CFR § 1602.14(a).

E. Sex Discrimination Guidelines, 29 CFR pt 1604:

Fringe benefits, 29 CFR § 1604.9.

Employment policies relating to pregnancy and childbirth, 29 CFR § 1604.10.

Sexual harassment, 29 CFR § 1604.11.

F. Questions and Answers on Pregnancy Discrimination, 29 CFR pt 1604 app; 44 Fed Reg 13,278, 23,804; 2 Empl Prac Guide (CCH) ¶ 3951.

G. Religions Discrimination Guidelines, 29 CFR pt 1605. Reasonable accommodation to an employee's religious practices is required, § 701(j), 42 USC § 2000e(j).

H. National Origin Discrimination Guidelines, 29 CFR pt 1606.

I. Uniform Guidelines on Employee Selection Procedures, 29 CFR pt 1607:

Broad definition of “selection procedure”-“Any measure, combination of measures, or procedure used as a basis for any employment decision”- (i.e., includes tests, probationary periods, educational and work experience requirements, interviews, performance evaluations, screening of application forms). Section 16 (Q).

Procedures with adverse impact must be validated. Section 3(A).

Employers must maintain records regarding the impact of their selection procedures. Section 4(A).

A selection rate for a protected group that is less than 80 percent of the selection rate for the highest group is regarded as evidence of adverse impact. Section 4(D).

Eighty-percent test is used to guide agency in exercise of its “administrative and prosecutorial discretion.” Section 4(C).

Bottom-line concept regarding entire selection procedure. Section 4(C).

Bottom-line concept regarding employer’s overall EEO posture. Section 4(E).

Extensive guidelines regarding validation studies for selection procedures that have an adverse impact. Sections 5-14.

Records required to be maintained regarding selection rates and impact. Section 15. Employers are required to analyze selection rates annually.

Questions and Answers on Uniform Guidelines, 44 Fed Reg 1196 (March 2, 1979); 2 Empl Prac Guide (CCH) ¶ 4175.

J. Guidelines on Affirmative Action, 29 CFR pt 1608. Under certain conditions, an employer does not violate Title VII by implementing a voluntary affirmative action program favoring minorities.

9. Title VII Court Actions by Individuals:

Require the right to sue notice, § 706 (f)(1), 42 USC § 2000e-e(f)(1).

Potential for class action under Fed R Civ P 23.

Equitable relief, including back pay, § 706 (g), 42 USC § 2000-5(g). Relief may include retroactive seniority. Back pay can be retroactive to two years prior to filing charge with EEOC, § 706(g), 42 USC § 2000-e-5(g). Pay differentials having their origin in pre-Act discrimination (lawful at the time) can be remedied today, with back-pay adjustments for two years preceding charge filing.

Jury trial, general damages, and punitive damages not available. But a Title VII claim may be combined with a § 1981 or § 1983 claim or a tort claim for outrageous conduct, wrongful

discharge, assault, intentional infliction of mental distress or interference with contractual relations. Tort claims may allow general damages, punitive damages (in Oregon) and jury trials. Tort damages may be recovered from individual male employees for harassment and discriminatory recommendation to terminate a woman.

Prevailing plaintiff generally receives attorneys' fees § 706 (k), 42 USC § 2000e-5(k). Defendant recovers attorneys' fees only if plaintiff's action is frivolous, unreasonable, malicious.

10. Notices required to be posted by employers, § 711 (a), 42 USC § 2000e-10(a).

B. Equal Pay Act of 1963, as amended, 29 USC § 206(d).

1. Covers employers subject to Fair Labor Standards Act (FLSA).

“(d)(1) No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employed, between employees on the basis of sex by paying wages to employees in such establishment at a rate less than the rate at which wages are paid to employees of the opposite sex in such establishment for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions, except where such payment is made pursuant to (i) a seniority system; (ii) a merit system; (iii) a system which measures earnings by quantity or quality of production; or (iv) a differential based on any other factor other than sex; provided, that an employer who is paying a wage rate differential in violation of this subsection shall not in order to comply with the provisions of this subsection, reduce the wage rate of any employee”. 29 USC § 206(d)(1).

2. Relation to Title VII, § 703 (h), 42 USC § 2000e-2(h). County of Washington v. Gunther, *supra*, 452 US 161, holds that a plaintiff may prove a Title VII violation of sex discrimination in pay even though she may not be able to prove an Equal Pay violation.

3. Now administered by the EEOC instead of the Secretary of Labor. Reorganization Plan No. 1 of 1978, 43 Fed Reg 19,807 (1978); 2 Empl Prac Guide (CCH) ¶ 3771.

4. No administrative prerequisite to individual suit under 29 USC § 216(b).

5. Jury trial available; liquidated damages and attorneys' fees recoverable. 29 USC § 216(b).

6. Two-year statute of limitations (three years for willful violations), 29 USC § 255.

C. Age Discrimination in Employment Act of 1967, as amended, 29 USC § 621, *et seq.*

1. Covers employers in industry affecting commerce with 20 or more employees. 29 USC § 630(b).

2. Protects individuals age 40 and above. 29 USC § 631.

3. Prohibits discrimination in all aspects of employment based on age, 29 USC § 623(a), including

forced retirement, 29 USC § 623(f)(2). Limited exclusion available for forced retirement at age 65 for bona fide executives with annual retirement benefit of \$44,000 or more. 29 USC § 631 (c). Limited exception for compulsory retirement of tenured faculty from institution of higher education who have reached age 70. 29 USCA § 631(d)(West Supp 1987).

4. Personnel actions are lawful where age is a BFOQ or where the different treatment or discharge is based on reasonable factors other than age. 19 USC § 623(f)(1), (3).
5. Now administered by the EEOC. Reorganization Plan No. 1 of 1978, 2 Empl Prac Guide (CCH) ¶ 3771.
6. Administrative prerequisites to suit include filing a charge of discrimination with the local agency and with the EEOC within 180/300 days. 29 USC § 626(d). Two-year statute of limitations (three years for willful violation), 29 USC §§ 255 (a), 626(e)(1).
7. Jury trial available. 29 USC § 626(c)(2).
8. Liquidated damages available in cases of willful violations. Suit may be brought by individual or by the EEOC. 29 USC § 626 (b). A violation is willful if the employer either knew or showed reckless disregard whether its conduct violated the ADEA.
9. Payroll records, including birth dates, are required to be kept for three years. 29 USC § 1627.3(a). Applications, promotion records, etc., are required to be maintained for one year. 29 USC § 1627.3(b).

D. Civil Rights Act of 1870, 42 USC § 1981.

§ 1981. Equal rights under the law

“All persons within the jurisdiction of the United States shall have the same right in every State and Territory to make and enforce contracts, to sue, be parties, give evidence, and to the full and equal benefit of all laws and proceedings for the security of persons and property as is enjoyed by white citizens, and shall be subject to like punishment, pains, penalties, taxes, licenses, and exactions of every kind, and to no other.”

1. Applies to employment contracts. Jury trial, compensatory, and punitive damages (Oregon) available.
2. Protects whites as well as minorities.
3. State statute of limitations for similar actions applies.
4. No administrative prerequisites to civil suit.

E. Civil Rights Act of 1871, 42 USC § 1983.

1. Protects individuals from deprivation of civil rights under color or statute or state law or custom.
2. Most frequently used by individual claiming termination by public employer without due process

of law.

- F. Immigration Reform and Control Act of 1986 (IRCA), 8 USC § 1101 (Supp 1986).
 - 1. IRCA prohibits the employment of aliens who are not authorized to hold employment in the U.S.
 - 2. Requires employers to verify the employment eligibility for new hires and to complete an I-9 form for each new hire after May 31, 1987.
 - 3. Penalties for hiring illegal aliens (up to \$10,000), for failure to verify eligibility and for failure to complete and maintain I-9 forms (up to \$1,000 per violation).

Oregon Statutes

A. ORS Chapter 659

- 1. “Employer” defined as one who utilizes the personal services of one or more employees. ORS 659.010(6). For disability discrimination an employer must have six or more employees. ORS 659.400.
- 2. Prohibits discrimination in employment because of race, religion, color, sex, national origin, marital status, age (18 and older), ORS 659.030; family relationships, ORS 659A.309; workers’ compensation claims, ORS 659A.040 or mental or physical disability, ORS 659A.103. There is no upper age limit in the prohibition against discrimination based on age.
- 3. Prohibits discrimination in real estate transactions because of race, color, sex, marital status, religion, or national origin, ORS 659.033; or mental or physical disability, ORS 659A.103.
- 4. Complaints may be filed with the Commissioner of the Bureau of Labor and Industries, ORS 659.04-659.045. One-year statute of limitations, ORS 659.040(1)-.045(1).
- 5. Private right of action and suit authorized before filing with Bureau of Labor and Industries, ORS 659.121, or after the Commissioner of Labor has had the complaint for one year without resolving it, ORS 659.095.
- 6. Commissioner’s administrative hearings may result in equitable relief, plus compensatory damages in cases of race discrimination, ORS 659.100.
- 7. Private right of action limited to equitable relief, including reinstatement and back pay, ORS 659.121(1). Suits related to housing discrimination, discrimination by and employment agency or in real estate transactions based on disability, and for workers’ compensation or disability discrimination in employment can result in jury trials, compensatory damages of \$200 or actual damages, whichever is greater, and punitive damages up to \$2,500 ORS 659.121(2). Costs and reasonable attorneys’ fees are available to the prevailing party, ORS 659.121(1),(2).
- 8. Unlawful to discriminate in employment based on family relations, ORS 659A.309, with limited exceptions.
- 9. Prohibitions against deceptive advertising for employees and failure to notify applicants of a strike in progress, ORS 659.210; against requiring polygraph or breathalyzer tests with limited

exceptions, ORS 659.225; and against blacklisting employees and applicants, ORS 659.230.

10. Reinstatement required if position available for employees suffering compensable injuries under workers' compensation laws if able to perform duties, ORS 659.415-659.420.
11. Potential criminal liability for specific offenses, ORS 659.990.

B. Equal Pay Requirements.

1. Unlawful to discriminate in pay between sexes for work of comparable character requiring comparable skills, ORS 652.220.
2. Private right of action for differential in pay, plus liquidated damages in an equal amount. Any judgement recovered will include reasonable attorney fees, ORS 652.230.

C. Public Accommodations, ORS 30.670-675.

1. Prohibits discrimination in public accommodations based on race, sex, religion, marital status, color, or national origin.
2. Private right of action for compensatory and punitive damages and attorneys' fees, without administrative prerequisites, ORS 30.680.
3. Person may file complaint with the Commissioner of the Bureau of Labor and Industries no later than on year after alleged discrimination, ORS 659.0453

D. Personnel Records. ORS 652.750 provides for employee access to and copies of own personnel records.

E. Garnishments. ORS 23.185(5) prohibits discharge of employee because of garnishments on wages, regardless of the number of garnishments.

F. Parental Leave Requirements. ORS 659.360-659.370 provides for parental leaves of absence up to 12 weeks after child's birth (or adoption of children under 6 years).

City Statutes

A. Chapter 1.23. Establishes "the policy of the City to eliminate discrimination based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or source of income."

B. Chapter 1.16.260. Establishes the Commission for Dr. Martin Luther King, Jr. as the Affirmative Action Advisory Committee.

C. Corvallis City Charter, Chapter 2, Section 4. The City shall exercise its power to ensure the equal protection, treatment, and representation of all persons without discrimination including, but not limited to, age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual

orientation, and source or level of income.

Appendix B
Occupational List of Classification Titles
December 2006

OFFICIALS AND ADMINISTRATORS - 01

Assistant City Manager
Assistant Finance Director
Assistant Fire Chief/Fire Marshall
City Engineer
City Manager
Community Development Director
Deputy Library Director
Finance Director
Fire Chief
Fire Operations Chief
Library Services Director
MIS Manager
Parks and Recreation Director
Planning Division Manager
Police Captain
Police Chief
Public Works Director
Transportation and Buildings Division Manger
Utility Division Manager

PROFESSIONALS - 02

Accountant
Administration Division Manager
Aquatics Center Supervisor
Assistant Building Official
Assistant to City Manager/City Recorder
Associate Planner
Building and Garage Maintenance Supervisor
Budget Analyst
Circulation Supervisor
Civil Engineer I
Civil Engineer II
Court Supervisor
Development Services Manager
Division/Battalion Chief
Electronics & GIS Supervisor
Engineering Supervisor
FIS Administrator
Franchise Utility Specialist
Housing Division Manager
Human Resource Administrator

PROFESSIONALS - 02

Human Resource Generalist
Human Resource Technician
Inspection Services Manager
Library Division Manager
Management Assistant
Network Administrator
Park Planner
Park Operations Supervisor
Police Lieutenant
Police Records Section Supervisor
Recreation Division Manager
Reference Librarian
Senior Accountant
Senior Center Supervisor
Senior Planner
Surveyor
Sustainability Supervisor
Technical Services Librarian
Transportation Services Supervisor
Utilities Services Supervisor
Water/Wastewater Operations Supervisor
9-1-1 Supervisor

TECHNICIANS - 03

Accounting Analyst
Airport Program Specialist/Traffic Technician
Building Inspector I
Building Inspector II
Crime Analyst
Department Accounting Analyst
Department MIS Technician
Department Information System Analyst
Electronic Technician II
Engineering Technician II
Engineering Technician III
Environmental Analyst
Financial Analyst
GIS Coordinator
GIS Technician
Plans Examiner I
Plans Examiner III
Program Specialist

TECHNICIANS - 03

Traffic Maintenance Technician
Urban Forester
Utility Billing Field Specialist
Water Quality Analyst
Water Utility Specialist

ADMINISTRATIVE SUPPORT - 05

Accounting Specialist
Administrative Specialist
Aquatics Program Coordinator
Aquatics Program Specialist
Community Library Clerk
Court Clerk
Grant Program Specialist
Housing Program Specialist
Library Specialist II
Library Specialist III
Library Specialist IV
Payroll Coordinator
Permit Coordinator
Permit Technician
Property Control Specialist
Records Specialist
Recreation Coordinator
Shelver
Special Transportation Coordinator
Sr. Administrative Specialist
Staff Assistant
Transportation Leadworker
Utility Billing Leadworker

SKILLED CRAFT WORKERS - 06

Aquatics Pool Operator
Buildings and Grounds Maintenance Technician
Equipment Maintenance Technician
Fleet Technician
Instrument Technician I
Instrument Technician II
Park Operations Specialist
Street Maintenance Leadworker
Utilities Systems Leadworker
Utilities Treatment Plant Operator

SEMI SKILLED CRAFT WORKER - 07

Building and Ground Maintenance Specialist
Equipment Service Person
Park Maintenance Technician
Street Maintenance Specialist
Utilities Systems Specialist

LABORERS - 08

Seasonal Park Worker III
Seasonal Park Worker II

PROTECTIVE SERVICE WORKERS - 09

Animal Control Officer
Fire Engineer/Apparatus Operator
Fire Lieutenant
Fire Prevention Officer I
Firefighter EMT
Parking Enforcement Officer
Police Officer
Police Officer Assigned
Police Sergeant
Public Safety Dispatch Leadworker
Public Safety Dispatcher

Appendix C
List of Sources

Adult and Family Services Personnel Officer 516 Public Services Building Salem, Oregon 97310	Department of Veterans Affairs 700 Summer Street NE Salem, Oregon 97310
Adult and Family Services 545 SW 2 nd Street, Suite B Corvallis, Oregon 97333	Family Employment Program C/O Affirmative Action OSU Administrative Services A526 Corvallis, Oregon 97331-2139
ASOSU AC MU East OSU Corvallis, Oregon 97331	Job Opportunities Bulletin (JOB) ICMA 777 N. Capitol St, NE, Suite 500 Washington, DC 20002-4201
Career Planning and Placement Oregon State University Admin. Services Bldg. B008 Corvallis, Oregon 97331	LA LEY (Latin American Law Enforce Assn) C/O Lt. Raul Ramirez Marion County Sheriff's Department 2221 Country Club Road Woodburn, Oregon 97071
Chemawa Indian School Personnel Office 3700 Chemawa Road NE Salem, Oregon 97305	NAACP P.O. Box 3004-113 Corvallis, Oregon 97339
Community Alliance for Diversity 610 NW VanBuren Ave. Corvallis, Oregon 97333	Office of Educational Opportunities Programs Oregon State University Waldo Hall, Room 997 Corvallis, Oregon 97331
Community Services Consortium 545 SW 2 nd Street, Suite A Corvallis, Oregon 97333	OR Public Employer Reporter P.O. Box 20537 Salem, Oregon 97303
Coos County Indian Education Coord Prog 90633 Cape Arago Highway Coos Bay, Oregon 97420	Pathways 529 SW 3 rd Ave, Suite 500 Portland, Oregon 97204
Corner Stone 1445 SE Crystal Lake Drive Corvallis, Oregon 97333	St. Vincent de Paul 919 9 th NW Corvallis, Oregon 97330
Day Reporting Center Attn: Chuck Jackson 557 NW Monroe Corvallis, Oregon 97330	State of Oregon Vocational Rehab. 875 NW Grant Avenue Corvallis, Oregon 97330

State Employment Office
139 Fourth Street SE
Albany, Oregon 97321

Women in Fire Service
P.O. Box 5446
Madison, Wisconsin 53705
Work Unlimited
1501 SW Monroe
Corvallis, Oregon 97333

Blue Mountain Community College
Placement Office
2411 NW Carden Avenue
Pendleton, Oregon 97801

Chemeketa Community College
Placement Office
P.O. Box 14007
Salem, Oregon 97309

Clackamas Community College
Placement Office
19600 south Molalla Avenue
Oregon City, Oregon 97405

Clatsop Community College
Placement Office
1653 Jerome Avenue
Astoria, Oregon 97103

Columbia Gorge Community College
Placement Office
400 East Scenic Drive
The Dalles, Oregon 97508

Klamath Community College
Placement Office
7390 South 6th Street
Klamath Falls, Oregon 97603

Lane Community College
Placement Center
4000 E. 30th Avenue
Eugene, Oregon 97405

Linn Benton Community College
Placement Office
6500 SW Pacific Blvd
Albany, Oregon 97321

Oregon Coast Community College
Placement Office
332 SW Coast Highway
Newport, Oregon 97365

Portland Community College
Placement Office
P.O. Box 19000
Portland, Oregon 97208-0990

Rogue Community College
Redwood Campus
3345 Redwood Highway
Grants Pass, Oregon 97527

Southern Oregon University
Student ACCESS Center
Career Services
1250 Siskiyou Blvd
Ashland, Oregon 97520-5004

Tillamook Campus
2510 First Street
Tillamook, Oregon 97141

Treasure Valley Community College
Placement Office
650 College Blvd
Ontario, Oregon 97914-3498

Umpqua Community College
Placement Office
P.O. Box 967
Roseburg, Oregon 97470

Western Oregon State College
Placement Office
345 N. Monmouth
Monmouth, Oregon 97361

GLOSSARY

Adverse Impact: An employment policy, practice, or procedure has an adverse impact if it results in the disqualification of members of protected class groups at a significantly greater rate than members of other groups. The enforcement agencies will generally regard a selection rate for any group which is less than four fifths (4/5) or 80 percent of the rate for other groups as constituting evidence of adverse impact.

Adverse Treatment: Action that would in any way deprive an individual of an employment or education opportunity or negatively affect his or her status.

Affected Class: Members of an applicant group who, by virtue of past discrimination, continue to suffer the present effects of that discrimination. (Race, religion, color, sex, sexual orientation, age, physical or mental disability, marital or veteran status.)

Affirmative Action: A set of specific and result oriented procedures and positive actions, allied with commitment and good faith, designed to enlarge the opportunity for selection of candidates for hiring and promotional opportunities to include members of the minority community, women and persons with disabilities. Affirmative action is a kind of “road map” to achieve the goal of equal employment opportunity.

Affirmative Action Plan: A document of the specific methods by which an employer attempts to increase the employment opportunities for women, minorities and people with disabilities.

American Indian or Alaskan Native: All persons who identify themselves or are known as such by virtue of tribal association.

Applicant Pool: Total of those persons who have applied for a particular position from which an employee may be selected.

Artificial Barriers: Requirements, procedures or standards for employment that are not related to successful performance on the job.

Asian or Pacific Islander: All persons with origins from the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This includes China, Japan, Korea, the Philippine Islands, and Samoa.

Black (not of Hispanic origin): All persons of African, Jamaican, Trinidadian, and West Indian descent.

Bona Fide Occupational Qualification (B.F.O.Q.): A qualification that is necessary to the normal operation of the business of organization. It includes religion, sex, or national origin and must be shown to be related to job performance or measure job capacity and is primarily confined to consideration of safety and/or efficiency.

Criteria: Quantifiable measures of job performance or success, as indicated in a supervisor’s ratings or training guides.

Disability: A physical or mental impairment which substantially limits one or more major life activity; record of such impairment; or perception by others of such impairment.

Discrimination: Different treatment of employees or applicants because of race, sex, sexual orientation, color, national origin, age religion, disability, marital status, familial status, source of income, or any other legally protected status with respect to hiring, promotion, demotion, transfer, recruitment, termination, compensation,

or any other term or condition of employment.

Disparate Treatment: When members of a protected group have been denied the same employment, promotion, transfer or membership opportunities as have been made available to other employees or applicants.

Employment Parity: The point at which a protected group is represented in a work force at a rate equivalent to the group's availability for employment. This term addresses the entire work force, without delineating specific categories and is, therefore, a general measure.

Equal Employment Opportunity: A condition under which all employment practices including selection, transfer, promotion, termination, compensation, and other benefits are implemented on the basis of valid job-related requirements without regard to race, color, national origin, religion, sex, sexual orientation, age, disability, marital or veteran status.

Executive Order: A regulation by the President of the United States, or Governor of an individual state which has the effect of law in the matters with which it deals.

Goal: A numerical flexible objective established internally by an employer and, based on the availability of protected members in the relevant labor force, indicates the extent of diligent good faith efforts applied to the hiring and advancement of protected groups.

Harassment: A form of unlawful discrimination defined as any unwelcome verbal, physical or visual conduct based on race, sex, sexual orientation, color, national origin, age, religion, disability, marital status, familial status, source of income, or any other legally protected status, when that conduct is made explicitly or implicitly a term or condition of employment, is used as a basis for employment decisions, or has the purpose or effect of unreasonably interfering with performance or of creating an intimidating, offensive or hostile work environment.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Latin American, and Spanish descent.

Job Category: A grouping of similar job classifications for purposes of analysis or official reporting.

Job Classification: A grouping of similar job descriptions for purposes of analysis or official reporting.

Job Related Qualifications: Requirements that are realistically related to the actual duties of the job. These requirements consist of the actual knowledge, experience and skills required to perform those duties determined by a thorough job analysis.

Labor Force: This term refers to all working people, plus those unemployed and actively seeking employment.

Merit Systems: Rational selection of the best available to do the job on the basis of ability.

Minority: Persons who identify themselves as Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native.

Parity: The employment of women and minorities in various job categories at rates approximating the rates at which valid qualified members of those groups are available for employment in those job categories.

Potential for Development: Capacity of an individual to absorb training for advancement to more responsible

positions.

Predictors: Selection measures such as tests, licenses, interviews, etc

Protected Class/Group: A group of people of the same race, sex, color, religion, or national origin who are covered by Title VII of the Civil Rights Act. Other laws also protect areas of physical and mental disability and age.

Race/Ethnic Identification: The five race/ethnic categories used by the Equal Employment Opportunity Commission: White, Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native.

Reasonable Accommodation: The changing of environments or policies to adapt to the known physical or mental disability of a qualified applicant or employee.

Recruitment Area: The geographical area from which an agency recruits applicants for employment.

Selection Device: Tests, educational and work history data, interviews, etc.

Underutilization: Having a lower percentage of minorities or women in a particular “job category” than there is in the organization’s geographic hiring area.

Validity: The extent to which a selection procedure samples the content of the job. Theoretically, a valid selection procedure is predictive of job success.

White: A person with origins in any of the original people of Europe, North America, or Middle East, and not of Hispanic origin.

Work Force: The total of all regular authorized positions within an organization.

Work Force Analysis: A statistical study of the numbers and percentages of employees by race and sex in each job category.