



Buncombe County Equal Employment Opportunity Plan (EEOP)

Plan Statement

Buncombe County is committed to the principle that equal employment opportunity in the public sector of the County must be afforded to all persons, regardless of race, natural hair or hairstyles, ethnicity, creed, color, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief or non-belief, age, disability or any other legally protected class under federal or NC State law. No persons shall suffer discrimination with respect to employment or other terms or conditions of employment by reason of such person's status as enumerated above.

Buncombe County recognizes that equal employment opportunity may be ensured only by a carefully administered and practiced program designed to eliminate any practices, standards or conditions tending to result in discrimination, and by initiating positive efforts in recruitment, examination, selection, promotion, pay, and training procedures to extend equal employment opportunities to all qualified persons without limiting, segregating, or classifying employees and applicants for employment in any way which would deprive any individual of employment opportunities or otherwise affect his or her status as an employee because of such individual's race, natural hair or hairstyles, ethnicity, creed, color, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief or non-belief, age, disability or any other legally protected class under federal or NC State law.

Objectives

- To achieve and advance equity in employment opportunities for all qualified persons without regard to race, natural hair or hairstyles, ethnicity, creed, color, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief or non-belief, age, disability or any other legally protected class under federal or NC State law.
- To identify and remove any artificial, arbitrary or unnecessary barriers to employment which operate to discriminate on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief or non-belief, age, disability or any other legally protected class under federal or NC State law.



Human Resources

Sharon Burke
Human Resources Director

- To increase employment opportunities and equal participation of all qualified persons by eliminating non-job related factors, conditions and requirements from any job vacancies.
- To evaluate the County's personnel activities and management to ensure compliance with state and federal employment regulations.
- To align with the goals of the Racial Equity Action Plan.
- To continue providing reasonable accommodation to employees and applicants with disabilities and for religious observances and practices.
- To provide an environment that allows for employees and applicants for employment to report incidents of discrimination or harassment without fear of retaliation, and committed to take prompt action when an employee, workforce member or non-employee has been found engaging in discrimination, retaliation or harassment (including sexual harassment) while conducting business on behalf of the County.

Scope

- The scope of this EEOEOP encompasses all phases of personnel management including, but not limited to, recruitment, applicant screening, examination, hiring, transfer, promotion, discipline, termination, compensation, benefits, and training.
- The Human Resources Director will oversee a program of outreach recruitment of qualified non-majority individuals for County employment and endeavor to attract such persons using a variety of recruitment methods and sources, including diversity focused websites and social media advertisements.
- The Human Resources Director will ensure that actions during employment, such as transfers, promotions and training opportunities will be available and accessible to all on a job-related basis. They will further ensure that all applicable personnel actions do not result in unlawful discrimination.
- Personnel data, including applicant and workforce demographics and disaggregated promotion and disciplinary action information will be gathered and stored in such a way that allows it to be monitored and reportable as necessary.
- All department heads will be responsible for implementing, practicing, and ensuring equal employment opportunity within their department. All department heads, managers and supervisors will be required to ensure their employees are aware of anti-discrimination practices and how to report such incidents, as outlined in County policies and procedures.
- The Human Resources Department will provide annual workplace anti-discrimination and anti-harassment trainings to all staff.



Human Resources

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- Utilization Reports will be produced annually, which will include a compilation key employment data, organized by race, national origin and sex related to the following employment actions across major job categories: Recruitment; Applicant screening; Hiring; Promotion; Termination; Transfer; and Discipline. Reports will include analysis of underutilization and include objectives as needed regarding policy or practice enhancements to increase equal opportunity and representation. Utilization reports and related certifications will be submitted as needed to third parties for the purpose of compliance with federal funding regulations.
- This EEO and Utilization Reports will be disseminated for inspection by County employees via the organizational intranet site, and the information will be externally disseminated to the public via the County website. Applicants, vendors and contractors will be notified in writing that the County has developed an EEO and that it is available on request for review. The Human Resources Department will be available to explain the purposes and objectives of the Equal Employment Opportunity Plan to all County employees.
- The County will continue to support the work of equity focused teams tasked with obtaining and maintaining data and data sources, review and revision of policies, procedures and protocols, all with the focus of continuing our efforts towards a more equitable workforce. County department heads will ensure representation in such groups from diverse workforce members and allow for active participation in such groups.
- All employees are an integral part of ensuring our core values of respect, honesty, integrity, collaboration and equity are put into action, and are thus held responsible for maintaining a workplace free from discrimination and to commit to ensuring a workplace of equity and inclusiveness.

Administration

- Buncombe County's Human Resources Director shall be responsible for the overall coordination of this program of Equal Employment Opportunity. The Human Resource Director shall monitor and analyze Buncombe County employment patterns monthly in accordance with the Equal Employment Opportunity Plan.
- All department heads and County departments shall cooperate with the Human Resources Director in the continued implementation of this program.
- Any employee or applicant for employment with Buncombe County who believes they have suffered discrimination on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, sexual orientation, gender identity or expression, national origin or



Human Resources

Sharon Burke

Human Resources Director

ancestry, marital or familial status, pregnancy, veteran status, religious belief or non-belief, age, disability or any other legally protected class under federal or NC State law and is in violation of the policies set forth herein is encouraged to bring such claim to the attention of the Human Resources Director. Any employee of Buncombe County who fails to comply with this policy is subject to appropriate disciplinary action.

EEO Utilization Report

Organization Information

Name: Buncombe County

City: Asheville

State: NC

Zip: 28801

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee's unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO) to all persons regardless race, natural hair or hairstyles, ethnicity, creed, color, sex, sexual orientation, gender identity or expression, national origin or ancestry, marital or familial status, pregnancy, veteran status, religious belief or non-belief, age, or disability or any other legally protected class under federal or NC State law. EEO practices and employment decisions regarding recruitment, hiring, assignment, promotion and compensation shall not be based on any of these protected classes. In addition, the County expressly prohibits any form of workplace harassment or discrimination.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are an organization that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Step 4b: Narrative of Interpretation

In reviewing the Utilization Analysis Chart, the Human Resources Department for Buncombe County has made the following observations regarding our underutilization of employees of a particular race or sex. We have identified significant underutilization by addressing -5% or greater.

Buncombe County has an underutilization of white females in the Non-sworn Protective Services, and Service/Maintenance job category.

Buncombe County has an underutilization of Black males in the Sworn Protective Services job category.

Buncombe County has an underutilization of Hispanic or Latino males in the Non-sworn Protective Services job category.

Buncombe County has an underutilization of white males in the Administrative Support, and Professional job category.

Equity is a strategic initiative for Buncombe County, and ongoing work is being done to address inequities in business practices and organizational structure across all County departments, including Human Resources. In keeping with Buncombe County's commitment to having a diverse and inclusive workforce that is a reflection of the of the local population, the County will continue to examine its recruitment and retention practices in an effort to attract more females and under-represented populations in general, and also focus on the specific job categories as set forth in this report.

Step 5: Objectives and Steps

1. Our objective is to provide equal employment opportunities for Black or African American males when filling available vacancies in the Sworn Protective Services job category.

- a. Assess and recalibrate our action plan to ensure support of identified equity goals contained in the Buncombe County Strategic plan and HR Business Plan, including an inclusive recruitment and retention strategy.
- b. Foster community engagement with an emphasis on recruiting applicants from underutilized populations for open positions with the County.
- c. Build a network of like-minded community partners such as the Asheville Chamber of Commerce and the Western North Carolina Community Engagement Coalition to share employment best practices and promote opportunities for training.
- d. Require training for all interview panel members regarding the benefits of hiring a diverse and inclusive workforce, and instruct hiring managers on appropriate interview techniques that support equity in the hiring process.
- e. Increase number of equity related trainings for all staff regarding the benefits of a diverse and inclusive workforce, and how to create an internal culture of belonging.
- f. Implement strategic priorities and components of the Racial Equity Action Plan that support our goal of a diverse and inclusive workforce.
- g. Advertise all external Buncombe County job vacancies on websites that reach a variety of diverse and inclusive audiences, while continuing to post all vacancies on the Buncombe County Recruitment page, and with the North Carolina Department of Commerce Employment Security Division.
- h. Review our HRIS applicant tracking system for opportunities for improvement related to equity and determine what actionable steps can be taken within the next year.
- i. Audit Buncombe Countys application and hiring practices using a recognized equity analysis tool and share the results with the County's newly hired Chief Equity and Human Rights Officer to develop and enhance a strategic approach to hiring a more diverse and inclusive workforce.

2. Our objective is to provide equal employment opportunities for white males when filling available vacancies in the Administrative Support, or Professional job categories.

- a. Assess and recalibrate our action plan to ensure support of identified equity goals contained in the Buncombe County Strategic plan and HR Business Plan, including an inclusive recruitment and retention strategy.

- b. Foster community engagement with an emphasis on recruiting applicants from underutilized populations for open positions with the County.
- c. Build a network of like-minded community partners such as the Asheville Chamber of Commerce and the Western North Carolina Community Engagement Coalition to share employment best practices and promote opportunities for training.
- d. Require training for all interview panel members regarding the benefits of hiring a diverse and inclusive workforce, and instruct hiring managers on appropriate interview techniques that support equity in the hiring process.
- e. Increase number of equity related trainings for all staff regarding the benefits of a diverse and inclusive workforce, and how to create an internal culture of belonging.
- f. Implement strategic priorities and components of the Racial Equity Action Plan that support our goal of a diverse and inclusive workforce.
- g. Advertise all external Buncombe County job vacancies on websites that reach a variety of diverse and inclusive audiences, while continuing to post all vacancies on the Buncombe County Recruitment page, and with the North Carolina Department of Commerce Employment Security Division.
- h. Review our HRIS applicant tracking system for opportunities for improvement related to equity and determine what actionable steps can be taken within the next year.
- i. Audit Buncombe Countys application and hiring practices using a recognized equity analysis tool and share the results with the County's newly hired Chief Equity and Human Rights Officer to develop and enhance a strategic approach to hiring a more diverse and inclusive workforce.

3. Our objective is to provide equal employment opportunities for white females when filling available vacancies in the Non-sworn Protective Services or Service/Maintenance job categories.

- a. Assess and recalibrate our action plan to ensure support of identified equity goals contained in the Buncombe County Strategic plan and HR Business Plan, including an inclusive recruitment and retention strategy.
- b. Foster community engagement with an emphasis on recruiting applicants from underutilized populations for open positions with the County.
- c. Build a network of like-minded community partners such as the Asheville Chamber of Commerce and the Western North Carolina Community Engagement Coalition to share employment best practices and promote opportunities for training.
- d. Require training for all interview panel members regarding the benefits of hiring a diverse and inclusive workforce, and instruct hiring managers on appropriate interview techniques that support equity in the hiring process.
- e. Increase number of equity related trainings for all staff regarding the benefits of a diverse and inclusive workforce, and how to create an internal culture of belonging.
- f. Implement strategic priorities and components of the Racial Equity Action Plan that support our goal of a diverse and inclusive workforce.
- g. Advertise all external Buncombe County job vacancies on websites that reach a variety of diverse and inclusive audiences, while continuing to post all vacancies on the Buncombe County Recruitment page, and with the North Carolina Department of Commerce Employment Security Division.
- h. Review our HRIS applicant tracking system for opportunities for improvement related to equity and determine what actionable steps can be taken within the next year.
- i. Audit Buncombe Countys application and hiring practices using a recognized equity analysis tool and share the results with the County's newly hired Chief Equity and Human Rights Officer to develop and enhance a strategic approach to hiring a more diverse and inclusive workforce.

4. Our objective is to provide equal employment opportunities for Hispanic or Latino males when filling available vacancies in the Non-sworn Protective Services job category.

- a. Assess and recalibrate our action plan to ensure support of identified equity goals contained in the Buncombe County Strategic plan and HR Business Plan, including an inclusive recruitment and retention strategy.
- b. Foster community engagement with an emphasis on recruiting applicants from underutilized populations for open positions with the County.
- c. Build a network of like-minded community partners such as the Asheville Chamber of Commerce and the Western North Carolina Community Engagement Coalition to share employment best practices and promote opportunities for training.

- d. Require training for all interview panel members regarding the benefits of hiring a diverse and inclusive workforce, and instruct hiring managers on appropriate interview techniques that support equity in the hiring process.
- e. Increase number of equity related trainings for all staff regarding the benefits of a diverse and inclusive workforce, and how to create an internal culture of belonging.
- f. Implement strategic priorities and components of the Racial Equity Action Plan that support our goal of a diverse and inclusive workforce.
- g. Advertise all external Buncombe County job vacancies on websites that reach a variety of diverse and inclusive audiences, while continuing to post all vacancies on the Buncombe County Recruitment page, and with the North Carolina Department of Commerce Employment Security Division.
- h. Review our HRIS applicant tracking system for opportunities for improvement related to equity and determine what actionable steps can be taken within the next year.
- i. Audit Buncombe Countys application and hiring practices using a recognized equity analysis tool and share the results with the County's newly hired Chief Equity and Human Rights Officer to develop and enhance a strategic approach to hiring a more diverse and inclusive workforce.

Step 6: Internal Dissemination

The current EEO Utilization Report and EEOP will be posted on the internal employee intranet page that only employees can access.

A printed copy of the EEO Utilization Report and EEOP will be made available in the Human Resources Lobby.

Step 7: External Dissemination

Visitors to the Buncombe County Human Resources public facing website can review and download the complete EEO Utilization Report and EEO Plan.

Buncombe County Human Resources will make available our non-discrimination statement on the Buncombe County Human Resources public facing website.

A printed copy of the EEO Utilization Report and EEOP will be made available in the Human Resources Lobby.

Utilization Analysis Chart
Relevant Labor Market: Buncombe County, North Carolina

Job Categories	Male							Female								
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	50/53%	1/1%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%	36/38%	1/1%	5/5%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,620/55%	120/1%	120/1%	60/0%	95/1%	15/0%	50/0%	0/0%	5,260/38%	120/1%	250/2%	20/0%	15/0%	0/0%	20/0%	10/0%
Utilization #/%	-2%	0%	0%	-0%	-1%	-0%	-0%	0%	0%	0%	4%	-0%	-0%	0%	-0%	-0%
Professionals																
Workforce #/%	212/27%	12/2%	11/1%	1/0%	2/0%	0/0%	1/0%	0/0%	449/58%	30/4%	48/6%	3/0%	2/0%	0/0%	4/1%	0/0%
CLS #/%	9,085/38%	155/1%	400/2%	4/0%	135/1%	0/0%	95/0%	20/0%	13,350/55%	170/1%	335/1%	35/0%	175/1%	25/0%	115/0%	25/0%
Utilization #/%	-10%	1%	-0%	0%	-0%	0%	-0%	-0%	3%	3%	5%	0%	-0%	-0%	0%	-0%
Technicians																
Workforce #/%	29/32%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	53/58%	2/2%	5/5%	0/0%	3/3%	0/0%	0/0%	0/0%
CLS #/%	1,450/35%	35/1%	55/1%	0/0%	70/2%	0/0%	0/0%	0/0%	2,305/56%	40/1%	145/4%	15/0%	15/0%	0/0%	0/0%	0/0%
Utilization #/%	-4%	-1%	-1%	0%	-2%	0%	0%	0%	2%	1%	2%	-0%	3%	0%	0%	0%
Protective Services: Sworn																
Workforce #/%	160/77%	0/0%	7/3%	2/1%	2/1%	2/1%	1/0%	0/0%	25/12%	2/1%	3/1%	2/1%	1/0%	0/0%	0/0%	0/0%
CLS #/%	1,400/74%	10/1%	225/12%	4/0%	0/0%	0/0%	0/0%	0/0%	205/11%	0/0%	0/0%	15/1%	0/0%	0/0%	30/2%	0/0%
Utilization #/%	3%	-1%	-9%	1%	1%	1%	0%	0%	1%	1%	1%	0%	0%	0%	-2%	0%
Protective Services: Non-sworn																
Workforce #/%	57/57%	11/11%	4/4%	0/0%	1/1%	0/0%	0/0%	0/0%	23/23%	0/0%	3/3%	0/0%	0/0%	1/1%	0/0%	0/0%
Civilian Labor Force #/%	35/25%	35/25%	10/7%	0/0%	0/0%	0/0%	0/0%	0/0%	60/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	32%	-14%	-3%	0%	1%	0%	0%	0%	-20%	0%	3%	0%	0%	1%	0%	0%
Administrative Support																
Workforce #/%	8/7%	1/1%	4/3%	0/0%	0/0%	0/0%	1/1%	0/0%	81/68%	8/7%	12/10%	2/2%	2/2%	0/0%	0/0%	0/0%
CLS #/%	10,250/32%	285/1%	340/1%	4/0%	80/0%	0/0%	95/0%	0/0%	19,325/60%	415/1%	1,160/4%	90/0%	130/0%	4/0%	165/1%	10/0%

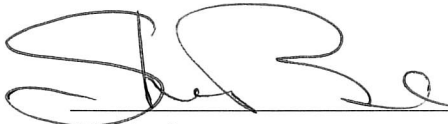
Job Categories	Male										Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	
	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	
Utilization #/%	-25%	-0%	2%	-0%	-0%	0%	1%	0%	8%	5%	6%	1%	1%	-0%	-1%	-0%	
Skilled Craft																	
Workforce #/%	24/89%	0/0%	1/4%	0/0%	0/0%	0/0%	0/0%	0/0%	2/7%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	9,695/75%	1,640/13%	275/2%	35/0%	70/1%	4/0%	105/1%	0/0%	970/7%	75/1%	125/1%	0/0%	15/0%	0/0%	0/0%	0/0%	
Utilization #/%	14%	-13%	2%	-0%	-1%	-0%	-1%	0%	-0%	-1%	-1%	0%	-0%	0%	0%	0%	
Service/Maintenance																	
Workforce #/%	35/90%	1/3%	1/3%	1/3%	0/0%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	
CLS #/%	15,795/45%	1,860/5%	1,330/4%	55/0%	160/0%	10/0%	115/0%	55/0%	12,875/36%	1,460/4%	1,160/3%	110/0%	175/0%	0/0%	190/1%	0/0%	
Utilization #/%	45%	-3%	-1%	2%	-0%	-0%	-0%	-0%	-34%	-4%	-3%	-0%	-0%	0%	-1%	0%	

Significant Underutilization Chart

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

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

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

 HR Director 9-30-21
[signature] [title] [date]