

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, September 9, 2016 **TIME:** 1:30 PM
PLACE: Eau Claire County Courthouse, Room 3312
721 Oxford Avenue, Eau Claire, WI

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law
2. Review and approve minutes of the August 12, 2016 meeting
3. Human Resources - Consideration/Discussion/Recommendation/Action of the 2017 New, Modified, or Eliminated Position Requests to Finance and Budget and County Board/Resolution 16-17/044
4. Department of Human Services: Consideration/Discussion/Action of Resolution 16-17/045 to abolish one (1.0 FTE) Administrative Specialist I and create one (1.0 FTE) Fiscal Associate III.
5. Department of Human Services- Information/Discussion/Action- regarding a title change from Social Worker to CCS Service Facilitator of Resolution 16-17/046
6. Human Resources – Consideration/ Discussion/Action to approve the annual update to the Eau Claire County Affirmative Action Plan for 2016
7. Human Resources – Consideration/Discussion/Recommendation/Action the following Eau Claire County policies – Resolution 16-17/043
 - a. Policy 509 – Timekeeping
 - b. Policy 521 – On-call Pay
 - c. Policy 601 – Benefits (Amy Sires, Payroll & Benefits Manager)
8. Human Resources – Consideration/Discussion/Recommendation/Action regarding Classification/Compensation
9. Adjourn

Future Committee on Human Resources Meetings

Where: Room 3312

Time: 1:30p-3:30p

Dates:

- October 14, 2016
- November 11, 2016
- December 9, 2016
- January 9, 2017

COPIES TO:

County Clerk J. Loomis

County Administrator K. Schauf

Corporation Counsel K. Zehms

Committee on Human Resources: K. Clark/S. Miller/M. Beckfield/J.Gatlin/M. Conlin

Human Resources Department

DATE NOTICE POSTED AND SENT:

PREPARED BY: Jill Mangus, Human Resources Department

PLEASE NOTE: *Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.*

COMMITTEE ON HUMAN RESOURCES

Friday, August 12, 2016, 1:00 p.m., Room 3312

Location: Eau Claire County Courthouse
721 Oxford Avenue, Eau Claire, WI 54703

MINUTES

Members Present: Kathleen Clark, Mark Beckfield, Sue Miller, Judith Gatlin
Mike Conlin arrived at 1:34 p.m.

Staff Present: Jamie Gower, Jill Mangus, Keith Zehms
Other Staff Present: Diane Cable, Jon Johnson

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:30 p.m.

Review and approve minutes of the July 8, 2016 meeting:

Motion Judith Gatlin to approve minutes of the July 8, 2016 meeting as written. Motion carried 4-0.

Human Services- Information/Discussion/Action- regarding a title change from AODA Case Manager to Social Worker:

Motion Judith Gatlin to approve title change from AODA Case Manager to Social Worker.
Motion carried 4-0.

Human Resources – Consideration and discussion of the proposed 2017 Human Resources department budget.

Motion Sue Miller to approve the proposed 2017 Human Resources department budget. Motion carried 5-0.

Human Resources- Information and Discussion regarding an update on the recommendations of the Classification and Compensation Study Implementation Plan.

The Human Resources Director and Committee discussed recommendations of the Classification and Compensation Implementation Plan. Kathleen Clark intends to update the County Board at their August 16, 2016 meeting.

Adjourn.

Kathleen Clark declared the meeting adjourned at 3:11 p.m.

Respectfully submitted,

Jill Mangus
Committee Clerk

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: September 9, 2016		Information-Discussion		
Agenda Item No. 3	X	Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: 2017 New, Modified, and Eliminated Position Requests and Reviews	X	Requires Recommendation to:		
	X	County Board		
	X	Other: Finance & Budget		
		Form:		Ordinance
			X	Resolution
Bargaining Unit Involved: All employees			Report	
Prepared by: J.Gower		Other Action:		
Reviewed by: J. Mangus				

A summary of the 2017 new, modified, and eliminated position requests and reviews will provided at the committee meeting. Each department has provided the required supporting documentation in justification of the request.

The County Administrator recommendations are included for each request.

The Committee is asked to review staff recommendations and move the positions further through the budget process.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: September 9, 2016	X	Information-Discussion		
Agenda Item No. 4		Direction to Staff		
Department: Human Services	X	Approval-Denial		
Subject: Human Services: Abolish one (1.0 FTE) Administrative Specialist I and create one (1.0 FTE) Fiscal Associate III.		Requires Recommendation to:		
	X	County Board		
		Other:		
		Form:		Ordinance
			X	Resolution 16-17/045
Bargaining Unit Involved:				Report
Prepared by: A. Twitchell		Other Action:		
Reviewed by: J. Gower				

The Department of Human Services is requesting to abolish one (1.0 FTE) Administrative Specialist I and create one (1.0 FTE) Fiscal Associate III.

The Department currently has 1.0 FTE Fiscal Associate III whose sole responsibility is to bill and follow up on collections of revenue for the following programs, Community Support Program, Mental Health Crisis, Community Recovery Services and Targeted Case Management. This responsibility consumes 100% of the resources currently available with the 1.0 FTE position. This position does not have a back up at this time. Given the anticipated growth of the Comprehensive Community Services Program (CCS), the billing and collections function will require another 1.0 FTE Fiscal Associate III immediately. For now one of the Accountant positions is performing the billing function, however that interferes with her performing her other duties. Without the position, the department would be prevented from billing and collecting in a timely manner which can lead to a loss of revenue. There is a position that is currently vacant in Administrative Services that will become a Fiscal Associate III.

This change of title and function will result in a tax levy reduction of \$45,214.

The Committee is asked to approve the department request and make a recommendation to the County Board.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: September 9, 2016	x	Information-Discussion		
Agenda Item No. 5		Direction to Staff		
Department: Human Services	X	Approval-Denial		
Subject: Human Services is requesting a title change for Social Worker to a CCS Service Facilitator.		Requires Recommendation to:		
	x	County Board		
		Other:		
		Form:		Ordinance
				Resolution 16-17/046
Bargaining Unit Involved:				Report
Prepared by: J. Mangus		Other Action:		
Reviewed by: J. Gower				

Existing title	Proposed title change	Rational	Funding
Social Work	CCS Service Facilitator	Greater recruitment capability. Reallocate funding from community aids to CCS	100% CCS funding reallocated from Community Aids/Tax Levy

These are existing Social Work positions that have moved to the Comprehensive Community Services (CCS) program.

There is no current fiscal impact with this change.

The Committee is asked to review and approve the title change.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: September 9, 2016		Information-Discussion
Agenda Item No. 6		Direction to Staff
Department: Human Resources	X	Approval-Denial
Subject: 2016 Affirmative Action Plan		Requires Recommendation to:
		County Board
		Other:
		Form: Ordinance
		Resolution
Bargaining Unit Involved: N/A		Report
Prepared by: J. Mangus		Other Action:
Reviewed by: J. Gower		

The 2016 Affirmative Action Update is complete and is ready for review and approval by the Committee on Human Resources. Due to size of the document, it was sent separate from the agenda.

Eau Claire County is subject to and must address a variety of State and Federal laws and guidelines dealing with equal employment opportunity and affirmative action. These guidelines and requirements are in themselves somewhat technical and complex, however, all have one common purpose--to allow us to properly identify three key concepts:

1. Where we stand now,
2. Where we must go,
3. How best to get there.

These three concepts are the Affirmative Action Plan.

The plan is enclosed for your review and approval. An overview of what you will see in the plan includes the following:

- An Introduction to the Plans
- An Affirmative Action Plan for Minorities and Women
- An Affirmative Action Plan for Protected Veterans and Individuals With Disabilities
- Our employment data consists of:
 - Workforce Analysis/Lines of Progression
 - Job Group Analysis
 - Zip Code Analysis
 - Availability Analysis
 - Internal Availability Analysis
 - Comparison of Incumbency to Availability and Placement Goals
 - Goals Progress
 - Personnel Transactions Summary
 - Data Collection Analysis

This Affirmative Action Plan is designed to cover the following reporting period:

- Affirmative Action implementation period: January 1, 2016 through December 31, 2016
- Transaction period: January 1, 2015 through December 31, 2015

The Committee is asked to approve the plan updates.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			

**EXECUTIVE ORDER 11246
AFFIRMATIVE ACTION PLAN (AFFIRMATIVE ACTION PLAN)**

for

**EAU CLAIRE COUNTY
721 Oxford Avenue
Eau Claire WI 54703
715-839-4710**

2016

**Dun's #: 076521186 Eau Claire County
EIN (tax) #: 39-6005694
EEO-4 #: 55200180**

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

**PART II: AFFIRMATIVE ACTION PLAN FOR PROTECTED VETERANS
AND INDIVIDUALS WITH DISABILITIES**

AA/EEO Contact: Jill Mangus
Human Resources Advisor
Eau Claire County
721 Oxford Avenue
Eau Claire, WI 54703
715-839-7335

**EAU CLAIRE COUNTY
EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN**

2016 PLAN ADOPTION

This Affirmative Action Plan represents a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people. This Affirmative Action Plan dated 2016 was adopted by the Committee on Human Resources at their September 9, 2016 session.

This Plan will be reviewed annually in accordance with 3.10 of the Eau Claire County Code of General Ordinance to ensure compliance with the EEOC's Guidelines on Affirmative Action, Title 29 Code of Federal Regulations, Part 1608. Once adopted by the Committee on Human Resources, the provisions of the basic Affirmative Action Plan remain in effect in compliance with 3.10.030 until revisions are duly approved.

Eau Claire County has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations). The County will continue to monitor and update these studies during each Affirmative Action Plan year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 9 of this Affirmative Action Plan. Eau Claire County tailors our action-oriented programs each year to ensure they are specific to the problem areas identified and will be annually reviewed and approved by the Committee on Human Resources.

Hereafter, the Affirmative Action Plan will be adopted by Resolution of the Committee on Human Resources no later than the September session each year.

Plan Submitted By:

Jill N. Mangus, Affirmative Action Officer

Jamie Gower, Human Resources Director

Approved By:

Kathryn A. Schauf, County Administrator

Kathleen M. Clark, Committee on Human Resources Chair

**EAU CLAIRE COUNTY AFFIRMATIVE ACTION PLAN
FOR 2016**

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INTRODUCTION TO PARTS I AND II

BACKGROUND

Eau Claire County is a local county government agency located in the heart of West Central Wisconsin. Eau Claire County is home to three cities, two villages and 13 towns with a total population of nearly 1,000,000. The area enjoys a history of lumbering and now is the region's center for healthcare, education, retail and business. Eau Claire County is served by a 29-member County Board of Supervisors. This Board is made up of a member elected by each district to a two-year term.

The Eau Claire County Affirmative Action Plan was adopted by the County Board of Supervisors in August 1976. The Board reaffirmed its equal employment opportunity and affirmative action policies by creating Chapter 3.03 of the Eau Claire County Code in 1980, amended to Chapter 3.10 in 2003, and the Committee on Human Resources has reviewed and adopted the Affirmative Action Plan on a continuing annual basis.

Eau Claire County is a federal government service contractor subject to the affirmative action requirements of Executive Order 11246, the Rehabilitation Act of 1973 as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974, and Section 4212. Because Eau Claire County has \$50,000 or more in annual contracts with the federal government and employs 50 or more employees, we are required to prepare annual written Affirmative Action Plans (Affirmative Action Plan's) for minorities and women, for protected veterans, and for persons with disabilities for our organization. Failure to comply with these laws and their implementing regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP), can result in debarment of Eau Claire County from future contracts and subcontracts.

Affirmative Action is a term that encompasses any measure adopted by an employer to correct or to compensate for past or present discrimination or to prevent discrimination from recurring in the future. Affirmative Action goes beyond the simple termination of a discriminatory practice.

As stipulated in federal regulations, a prerequisite to the development of a satisfactory Affirmative Action Plan is the evaluation of opportunities for protected group members, as well as an identification and analysis of problem areas inherent in their employment. Also, where a statistical analysis of the employee workforce reveals a numeric disparity between incumbency and availability of minorities or women; an adequate Affirmative Action Plan details specific affirmative action steps to guarantee equal employment opportunity. These steps are keyed to the problems and needs of protected group members. For minorities and women, such steps include the development of hiring and promotion goals to rectify the disparity between incumbency and availability. It is toward this end that the following Affirmative Action Plan of Eau Claire County was developed under 3.10.030 of the Eau Claire County of General Ordinances.

APPLICABLE AFFIRMATIVE ACTION LAWS AND REGULATIONS

Eau Claire County's Affirmative Action Plan for minorities and women (Part I) has been prepared according to Executive Order No. 11246, as amended, and Title 41, Code of Federal Regulations, Part 60-1 (Equal Employment Opportunity Duties of Government Contractors), Part 60-2 (Affirmative Action Programs of Government Non-Construction Contractors; also known as "Revised Order No. 4"), and Part 60-20 (Sex Discrimination Guidelines for Government Contractors).

Eau Claire County has developed separately an Affirmative Action Plan for protected veterans and individuals with disabilities (Part II) prepared in accordance with the Rehabilitation Act of 1973, Section 503, as amended and Title 41, Code of Federal Regulations, Part 60-741(Affirmative Action Program for Individuals with Disabilities), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 4212, as amended, and Title 41 Code of Federal Regulations, Part 60-300 (Affirmative Action Program for protected veterans).

The Jobs for Veterans Act (JFVA), Public Law 107-288, effective December 1, 2003, increased the threshold for coverage under 38 U.S.C. §4212 from \$25,000 to \$100,000; grants VEVRAA protection to those veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 Fed. Reg. 1209); changes the definition of "recently separated veteran" to include "any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty"; changes "Special Disabled Veterans" to "Disabled Veterans," expanding the coverage to conform to 38 U.S.C. § 4211 (3); and, following publication of the final regulations, requires contractors to post job listings with their local employment service delivery system.

COVERED GROUPS UNDER AFFIRMATIVE ACTION LAWS AND REGULATIONS

Coverage under affirmative action laws and regulations applies to:

Women and minorities who are recognized as belonging to or identifying with the following race or ethnic groups: Blacks/African Americans, Hispanics/Latinos, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

Any veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

Recently separated veterans: any veteran currently within three-years of discharge or release from active duty.

Veterans who served on active duty in the U.S. military during a war or campaign or expedition for which a campaign badge is awarded.

Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

An individual with a disability: 1) a person who has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment, or (3) is regarded as having such impairment.

PROGRAM TERMINOLOGY

The terms, "comparison of incumbency to availability," "deficiency," and "problem area," appearing in this Affirmative Action Plan, are terms Eau Claire County is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance whatsoever. Although Eau Claire County will use the terms in total good faith in connection with its Affirmative Action Plan, such use does not necessarily signify that the Company agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives.

The comparison of incumbency to availability contained herein is required by Government regulations to be based on certain statistical comparisons. Geographic areas and sources of statistics used herein for these comparisons were used in compliance with Government regulations, as interpreted by Government representatives. The use of certain geographic areas and sources of statistics does not indicate Eau Claire County's agreement that the geographic areas are appropriate in all instances of use or that the sources of statistics are the most relevant. The use of such geographic areas and statistics may have no significance outside the context of this Affirmative Action Plan. Such statistics and geographic areas will be used, however, in total good faith with respect to this Affirmative Action Plan.

The grouping of job titles into a given job group does not suggest that Eau Claire County believes the jobs so grouped are of comparable worth.

Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin," as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e)(2).

This Affirmative Action Plan is not intended to create any contractual or other rights in any person or entity.

RELIANCE ON EEOC'S GUIDELINES

Although Eau Claire County does not believe any violation of Title VII of the Civil Rights Act exists, it has developed this Affirmative Action Plan in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, Title 29 Code of Federal Regulations, Part 1608.

REPORTING PERIOD

This Affirmative Action Plan is designed to cover the following reporting period,

- Affirmative Action Plan implementation period: January 1, 2016 through December 31, 2016
- Transaction period: January 1, 2015-December 31, 2015

STATEMENT OF PURPOSE FOR PARTS I AND II

This Affirmative Action Plan has been designed to bring women and men, members of minority groups, protected veterans, and individuals with disabilities into all levels and segments of Eau Claire County's workforce in proportion to their representation in the qualified relevant labor market.

The Affirmative Action Plan, therefore, is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people.

The manner in which this is to be accomplished becomes technical and somewhat complicated. There are several reasons for this. First, Eau Claire County is subject to and must address a variety of State and Federal laws and guidelines dealing with equal employment opportunity and affirmative action. These guidelines and requirements are in themselves somewhat technical and complex. In addition, relevant court decisions, which are often useful in interpreting, but sometimes conflicting with these requirements and guidelines, must be taken into account when developing and implementing the Affirmative Action Plan. Furthermore, in determining Eau Claire County's current equal employment opportunity and affirmative action position and its desired future achievements, numbers, percentages, statistics, and numerous calculations and computations must come into play.

The technical, legal, and mathematical aspects of the Affirmative Action Plan, however, all have one common purpose—to allow us to properly identify three key concepts:

1. Where we stand now,
2. Where we must go,
3. How best to get there.

These three concepts are the Affirmative Action Plan.

EAU CLAIRE COUNTY

2016

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

FOR

2016

PART I

AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

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41 C.F.R. § 60-2.11

CHAPTER 2: JOB GROUP ANALYSIS
41 C.F.R. § 60-2.12

CHAPTER 3: PLACEMENT OF INCUMBENTS IN JOB GROUPS
41 C.F.R. § 60-2.13

CHAPTER 4: DETERMINING AVAILABILITY
41 C.F.R. § 60-2.14

CHAPTER 5: COMPARING INCUMBENCY TO AVAILABILITY
41 C.F.R. § 60-2.15

CHAPTER 6: PLACEMENT GOALS
41 C.F.R. § 60-2.16

ADDITIONAL REQUIRED ELEMENTS OF AFFIRMATIVE ACTION PROGRAMS

CHAPTER 7: DESIGNATION OF RESPONSIBILITY
41 C.F.R. § 60-2.17(a)

CHAPTER 8: IDENTIFICATION OF PROBLEM AREAS
41 C.F.R. § 60-2.17(b)

CHAPTER 9: ACTION-ORIENTED PROGRAMS
41 C.F.R. § 60-2.17(c)

CHAPTER 10: INTERNAL AUDIT AND REPORTING SYSTEM
41 C.F.R. § 60-2.17(d)

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

CHAPTER 1: ORGANIZATIONAL PROFILE **41 C.F.R. § 60-2.11**

Workforce Analysis/Lines of Progression

Eau Claire County conducted a workforce analysis to identify employees by gender and race/ethnicity in each job title. The data was collected from payroll records dated December 31, 2015.

Job titles are listed by organizational unit. Job titles are listed from lowest to highest paid. The list includes all job titles, including departmental supervision, exempt, and nonexempt titles.

For each job title, Eau Claire County identified the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of employees who are White, Black, Hispanic, Asian, American Indian or Alaskan Native employees, Native Hawaiian or Pacific Islander, and Two or More races, and the male and female employees within each of these race/ethnic groups.

Lines of Progression

Developed in conjunction with the workforce analysis is information on Eau Claire County's lines of progression. Lines of progression (career ladders/career paths) identify the job titles through which an employee can move to the top of a line. For each line of progression, applicable departments are identified. These are the departments which employ persons in the job titles in the specified line of progression. Some lines of progression are limited to only one department, while others are found throughout several departments.

The lines of progression provide useful information regarding patterns of vertical and horizontal movement throughout our workforce. These patterns will be evaluated to ascertain whether they provide to our employees the optimum career mobility and opportunities for advancement.

See the *Workforce Analysis/Lines of Progression* for the results per organizational unit.

CHAPTER 2: JOB GROUP ANALYSIS

41 C.F.R. § 60-2.12

Although the workforce analysis was conducted individually for every job title, after it was completed, job titles were grouped for the comparison of incumbency to availability and for setting goals. There were several reasons for grouping jobs.

Many job titles are so similar in content that handling them individually in the Affirmative Action Plan is not necessary. Grouping together these very similar titles is appropriate for the comparison of incumbency to availability. For many job titles, the availability data that can be collected is limited, and the same data must be used for several related jobs. Therefore, grouping these related titles together is logical. Also, many job titles have so few incumbents in them that identifying disparities between incumbency and availability by job title is meaningless—as problem areas would be identified in terms of fractions of people. By grouping several similar titles and increasing the number of employees involved, a meaningful comparison can be conducted; any identified problem areas are more likely to be in terms of whole people. Consequently, goals established to correct problem areas are also more likely to be in terms of whole people.

The three reasons for grouping job titles all discuss "similar" or "related" jobs. That is the most critical guideline in creating job groups. Above all, the job titles placed into a job group must be more similar or related to each other than the job titles in other job groups.

Job groups must have enough incumbents to permit meaningful comparisons of incumbency to availability and goal setting. Ideally, if a job group is identified as containing a problem area, it should be large enough that a goal of a least one whole person can be established. No minimum size has been established for this purpose, however, since it is dependent not only on the size of the job group, but also on the size of the availability percentage and the number of minorities or women already employed in the job group.

Eau Claire County did not combine job titles with different content, wages, or opportunities if doing so would have obscured problem areas (e.g., job groups which combine jobs in which minorities or women are concentrated with jobs in which they are underrepresented).

CHAPTER 3: PLACEMENT OF INCUMBENTS IN JOB GROUPS

41 C.F.R. § 60-2.13

Each job group appears on a Job Group Report with a job group name and number. The report lists each job title in the job group. For each job title, the worksheet provides the following information: EEO reporting category, job title, employee headcounts for each job title, and overall percentages by gender and race/ethnicity as of December 31, 2015.

See the *Job Group Analysis* for the listing of the job titles and the associated race and gender headcounts per job group.

CHAPTER 4: DETERMINING AVAILABILITY

41 C.F.R. § 60-2.14

"Availability" is an estimate of the proportion of each sex and race/ethnic group available and qualified for employment at Eau Claire County for a given job group in the relevant labor market during the life of the Affirmative Action Plan. Availability indicates the approximate level at which each race/ethnic and sex group could reasonably be expected to be represented in a job group if Eau Claire County's employment decisions are being made without regard to gender, race, or ethnic origin. Availability estimates, therefore, are a way of translating equal employment opportunity into concrete numerical terms. Correct comparisons of incumbency to availability, worthwhile and attainable goals, and real increases in employment for problem groups depend on competent and accurate availability analyses. With valid availability data, we can compare the percentages of those who could reasonably be expected to be employed versus our current employment (from the workforce analysis), identify problem areas or areas of deficiency, and establish goals to correct the problems.

Steps in Comparison of Incumbency to Availability

Identify Availability Factors

The following availability factors are required of federal government contractors for consideration when developing availability estimates for each job group:

1. External Factor: The external requisite skills data comes from the 2010 Census of Population.
 - A. Local labor area: *Employee Zip Code*
 - B. Reasonable labor area: *National Data*

See the *Zip Code Analysis* report for the counties included in the local labor area.

Note: Zip code analysis results only apply to job groups where populated census data is available.

2. Internal Factor: The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. See the *Internal Availability Analysis* for more detail.

Assign Internal and External Factor Weights: Weights were assigned to each factor for each job group. A combination of historical data and experience were used to determine the weights. Weights were never assigned in an effort to hide or reduce problem areas.

Identify Final Availability: Weights were multiplied by the component-specific data to produce weighted data for each component. Weighted data for each component was summed. This produced a final availability estimate for each sex and race/ethnic group, as well as for minorities in the aggregate.

See the *Availability Analysis* for the availability breakdown for each job group.

CHAPTER 5: COMPARING INCUMBENCY TO AVAILABILITY
41 C.F.R. § 60-2.15

Once final availability estimates were made for each job group, Eau Claire County compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed as of December 31, 2015 and that group's final availability.

See the *Comparison of Incumbency to Availability* for the results per job group.

CHAPTER 6: PLACEMENT GOALS
41 C.F.R. § 60-2.16

Eau Claire County has established an annual percentage placement goal whenever it found that minority or female representation within a job group was less than would reasonably be expected given their availability. In each case, the goal was set at the availability figure derived for women and/or minorities, as appropriate for that job group. These goals take into account the availability of basically qualified persons in the relevant labor area. They also take into account anticipated employment opportunities with our organization. Goals are not rigid and inflexible quotas which must be met, but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Affirmative Action Plan work. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority and female applicants and through implementation of our action-oriented programs (see Chapter 9). Selections will occur only from among qualified applicants. Goals do not require the hiring of a person when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified"), under valid selection procedures. Goals do not require that Eau Claire County hire a specified number of minorities or women.

A goal is a guidepost against which Eau Claire County, a community group, or a compliance agency can measure progress in remedying identified deficiencies in Eau Claire County's workforce. By setting realistic goals, Eau Claire County should be able to meet the goals, assuming we conduct effective recruitment and advertising efforts to ensure an adequate pool of qualified minority and/or female applicants.

CHAPTER 7: DESIGNATION OF RESPONSIBILITY
41 C.F.R. § 60-2.17(a)

As part of its efforts to ensure equal employment opportunity to all individuals, the County Administrator has the ultimate power and overall responsibility to implement and achieve equal employment opportunity and to ensure the Affirmative Action Plan focuses on all components of the employment system in all departments of Eau Claire County. To that end, the Committee on Human Resources, the County Administrator, the Human Resources Director, the Affirmative Action Officer, and those employed as supervisors and managers have undertaken the responsibilities described below.

Committee on Human Resources and County Administrator

The Committee on Human Resources and the County Administrator have the ultimate power and overall responsibility to implement and achieve equal employment opportunity and the affirmative action program in all departments of Eau Claire County through the Affirmative Action Plan and other methods.

Committee on Human Resources

The Committee on Human Resources will have the following duties and responsibilities for implementing affirmative action programs and ensuring equal employment opportunity in employment and service delivery.

1. Review the design and implementation of equal employment opportunity and affirmative action programs.
2. Review all periodic progress reports of the Affirmative Action Officer as required in the Affirmative Action Plan.
3. Conduct due process hearings on any grievances alleging discrimination based on age, race, creed, color, physical disability, mental disability, marital status, pregnancy, sex, national origin, religious, ancestry, sexual orientation, use or nonuse of lawful products off the employer's premises during nonworking hours, genetic testing, gender identity or expression, political affiliation, arrest or conviction record, veterans' status or membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state, or any other illegal non-merit factors in County employment or service delivery and report its findings to the County Board Chair and County Administrator. The Human Resources Director, Affirmative Action Officer, and Corporation Counsel, or designees, will be present at all hearings to provide technical assistance and to ensure due process.
4. Review reports of non-adherence to policies and procedures established to ensure compliance with equal employment opportunity and affirmative action, recommend actions to remedy such situations, and provide other such support as needed.

5. Conduct all committee meetings and transactions in a manner which supports equal employment opportunity and affirmative action and provides for job-related, fair, and equal treatment for all employees and applicants for employment.
6. To carry out these duties and responsibilities, all members of the Committee on Human Resources will be required to participate in training sessions on equal employment opportunity legal requirements and affirmative action programs, policies, and procedures.

County Administrator

The primary responsibility and accountability for implementing the Affirmative Action Plan rests with the County Administrator. This person is responsible, through the Human Resources Director and the Affirmative Action Officer, for adherence to Eau Claire County's policy of equal employment opportunity and affirmative action. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring Eau Claire County's Affirmative Action Plan. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all Affirmative Action Plan components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Impart the personal direction that ensures total involvement and commitment to equal employment opportunity programs through Eau Claire County's Affirmative Action Plan.

Human Resources Director

The Human Resources Director is responsible for overall supervision of the Affirmative Action Plan. The Human Resources Director ensures, through the Affirmative Action Officer and department managers and supervisors that all relevant policies and procedures are adhered to. Successful implementation of this program is a basis for evaluating the Human Resources Director's effective work performance. The Human Resources Director's responsibilities include, but are not limited to, the following:

1. Ensure that Eau Claire County adheres to the stated policy of equal employment opportunity, and develops and maintains all Human Resources directives and policies in a manner that is consistent with the application of equal employment opportunity policies
2. Will appoint an Affirmative Action Officer with a commitment to equal employment opportunity and affirmative action goals and supportive of a sound Human Resources system.
3. Will inform and consult with the Affirmative Action Officer on matters affecting the responsibilities of that position and will advise and assist that position as necessary to

achieve the equal employment opportunity and affirmative action goals of the County.

4. Ensure that the Affirmative Action Plan is reviewed and updated annually in accordance with 3.10.030 of the Eau Claire County Code of General Ordinances.
5. Participate in periodic discussions with the County Administrator, department heads, supervisors, and all other employed personnel to ensure Affirmative Action Plan and equal employment opportunity policies are being followed. Recommend to the County Administrator remedial actions for department heads or supervisory staff not complying with County equal employment opportunity and affirmative action policies and procedures.
6. Review the qualifications of all employees to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
7. Periodically review the County's classification system and procedures, benefit packages, leave policies, training and career development programs, and other employment practices to ensure that all such practices conform with current legal and regulatory requirements and the provisions of this Plan; and
8. Review all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensure that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.
9. Conduct periodic audits of the following programs or areas:
 - A. Training programs and hiring and promotion patterns to remove impediments to the attainment of Affirmative Action Plan goals and objectives;
 - B. Facilities to ensure they are maintained for the use and benefit of all employees and integrated both in policy and practice; and
 - C. Sponsored educational, training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination.
10. Ensure that all new employees receive a special orientation to Eau Claire County's equal employment opportunity policy and are thoroughly informed with regard to the Affirmative Action Plan and its objectives.
11. Ensure that recruitment advertising is placed in minority and female-oriented publications, as applicable.
12. Maintain all central personnel records in a manner consistent with applicable employment practice laws and regulations and the requirements of this Plan

Affirmative Action Officer

The Affirmative Action Officer is responsible for ensuring the directives of the County Administrator and Human Resources Director are implemented. The Affirmative Action Officer's duties include, but are not limited to, the following:

1. Provide direction to Eau Claire County's employees, as necessary, to carry out all actions required to meet the Company's equal employment opportunity and affirmative action commitments.
2. Review, report on, and update Eau Claire County's Affirmative Action Plan at least on an annual basis in accordance with stated policy.
3. Responsible for the design and effective implementation of the Affirmative Action Plan at all establishments.
4. Develop, implement, and maintain audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will indicate the need for remedial action and determine the degree to which goals and objectives have been obtained.
5. Periodically analyze applicant flow to determine the mix of persons applying for employment by race/ethnic origin and gender.
6. Preparation of all government reports required with regard to equal opportunity in employment and service delivery in the county and to the operations of the Affirmative Action Plan.
7. Advise management in the modification and development of Eau Claire County's policies and programs to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
8. Conduct periodic audits to ensure all required posters and those advertising Eau Claire County's equal employment opportunity policies and Affirmative Action Plan are displayed and that Eau Claire County's equal employment opportunity and Affirmative Action Plan policies are being thoroughly communicated.
9. Assist in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.
10. Serve as liaison between Eau Claire County and enforcement agencies.
11. Serve as Eau Claire County representative to committees, organizations, and groups concerned with employment opportunities for minorities and women, covered veterans, and for persons with disabilities.

12. Receipt and investigation of allegations of discrimination, sexual harassment, and other impermissible actions under equal opportunity, affirmative action, or civil rights compliance laws and regulations: investigations will be conducted in accordance with procedures established through joint agreement with the County Administrator, Corporation Counsel, the Human Resources Director, and the Affirmative Action Officer.
13. Identification of recruitment resources capable of producing qualified women, minorities, covered veterans, and persons with disabilities for employment by the County, particularly in areas where underutilization is identified.
14. Ongoing monitoring of County employment practices and related documents (such as job descriptions, application forms, job announcements) to ensure that all personnel activities which are discriminatory are eliminated or modified.
15. Meet with department heads and supervisors to assist in development of affirmative action programs to establish and achieve specific goals and make certain that Eau Claire County's programs are being followed.
16. Keeping department heads and supervisors informed of the latest developments in affirmative action/equal employment opportunity areas.

Managers and Supervisors

In their direct day-to-day contact with Eau Claire County's employees, managers and supervisors have assumed certain responsibilities to help the Company ensure compliance with equal employment opportunity programs and effective implementation of the Affirmative Action Plan. These include, but are not limited to, the following:

1. Aggressively adhere to Eau Claire County's equal employment opportunity and affirmative action policy.
 - A. Support and assist the Human Resources Director and Affirmative Action Officer in developing, maintaining, and successfully implementing the Affirmative Action Plan.
 - B. Complete progress reports regarding the status of goal achievement.
 - C. Take action to prevent harassment of employees placed through affirmative action efforts.
2. Assign employees to significant jobs that might lead to greater personal growth and value, and counsel them with respect to what is needed for upward mobility within the employment structure.

3. Ensure that all interviews, offers of employment and/or wage commitments are consistent with Eau Claire County's policy.
4. Implement the internal promotion and transfer of all employees under their supervision consistent with Affirmative Action Plan goals and objectives.
5. Submit related reports and documentation on employment decisions as required by the Human Resources Director or Affirmative Action Officer
6. Assist in identifying problem areas and provide needed information for establishing and meeting department affirmative action goals and objectives.
7. Departments receiving funding from state and federal agencies or grants may be required to prepare civil rights compliance reports for equal opportunity in service delivery. Preparation of such reports is the responsibility of the Affirmative Action Officer, in consultation with the respective departments; maintenance of required statistics regarding demographic characteristics of the population served through these funded programs are the responsibility of the affected department.

CHAPTER 8: IDENTIFICATION OF PROBLEM AREAS
41 C.F.R. § 60-2.17(b)

Terminology

The phrases “comparison of incumbency to availability,” and “problem area” appearing in this chapter are terms Eau Claire County is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although Eau Claire County will use the terms in good faith in connection with its AFFIRMATIVE ACTION PLAN, such use does not necessarily signify the company agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term “goal” is used, it is expressly intended that it “should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin,” as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e).

In addition to comparing incumbency to availability within job groups, Eau Claire County has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations). Eau Claire County will continue to monitor and update these studies during each Affirmative Action Plan year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 9 of this Affirmative Action Plan.

Goals are established within each of the job groups at no less than the current availability data for the job group.

41 C.F.R. § 60-2.17(b)(1): Workforce by Organizational Unit and Job Group

An analysis of minority and female distribution within each organizational unit was accomplished by a thorough investigation of the *Workforce Analysis*.

An analysis of minority and female utilization within each job group was accomplished by a thorough investigation of the *Comparison of Incumbency to Availability* reports.

41 C.F.R. § 60-2.17(b)(2): Personnel Activity

Applicant flow, hires, promotions, and terminations were analyzed by job group. An analysis of selection disparities in personnel activity between men/women and whites/minorities was accomplished by a thorough examination of transaction data.

See the *Summary of Personnel Transactions Report* for each job group.

41 C.F.R. § 60-2.17(b)(3): Compensation Systems

Compensation analyses were conducted by comparing the salaries for men v. women, and whites v. minorities in each job title.

CHAPTER 9: ACTION-ORIENTED PROGRAMS
41 C.F.R. § 60-2.17(c)

Eau Claire County tailors our action-oriented programs each year to ensure they are specific to the problem identified.

Action-Oriented Program:

The Action-Oriented Programs designed to address the underutilization of women and minorities are listed below. These Action-Oriented Programs will be carried-out throughout the Affirmative Action Plan year. The Human Resources Director, with the help of the managers, will be responsible in ensuring that the following are implemented.

Recruitment:

Eau Claire County will continue to place advertisements on job opportunities through local job service offices such as Wisconsin JobNet website with links to community organizations. The local job service office will be notified concurrent with the placement on the county website.

1. Due to the extensive technical education and experience required for some positions, Eau Claire County will also continue to place job opportunity announcements in the company website, and professional organizations when appropriate.
2. Eau Claire County will continue to place an advertisement with Career Services for campus recruiting.
3. Advertisements will always carry the Equal Employment Opportunity clause.
4. Applicants must apply for a specific position for which the County is recruiting by completing the proper County application form and follow protocol regarding submission of the application.
5. Minority and female applicants will be considered for all positions for which they are qualified.
6. Eau Claire County may participate in job fairs if there are sufficient numbers of openings to warrant participation.
7. Human Resources staff will screen candidate applications to certify only those candidates meeting the stated basic qualifications are certified as an applicant and considered by the appointing authority.
8. Selection methods and recruitment documents including job-related skills tests, interview questions, and ranking sheets are evaluated by Human Resources Advisors for disparate impact to ensure that they are job related and consistent with business necessity prior to

releasing qualified candidate application materials to the appointing authority. The Human Resources Department provides assistance as necessary to correct any deficiencies and is held responsible for final approval of the selection tools used.

9. Interview panels are utilized for all vacant positions and consist of at least two employees including the position's supervisor or department head.
10. An Affirmative Action compliance review is completed before an appointment is finalized. The review is made on the completed recruitment statistics and interview records to confirm the recruitment process was completed and the employment decision was not made to disadvantage the members of a race, sex or ethnic group. Records are retained of those who were considered for the position.
11. The County will continue to employ co-op students who work during the summer and part-time during the school year. Many of these students are referred by the several colleges and universities, such as University of Wisconsin-Eau Claire, University of Wisconsin-Stout, Globe University, and Chippewa Valley Technical College.
12. Eau Claire County will continue to publish recruiting brochures where minority and female members of the workforce are included, as well as in other County literature.

Job Specifications/Selection Process:

1. Develop job descriptions that accurately reflect job duties and functions, and are consistent for the same or similar positions throughout Eau Claire County.
2. Develop job descriptions that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. Develop descriptions that are free from bias with regard to age, race, color, religion, national origin, disability or veteran status.
3. Job descriptions are reviewed prior to the beginning of recruitment to determine that duties listed are current and contain basic qualifications that are job-related to academic, experience, and skill requirements.
4. Approved job descriptions will be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies may also be made available to recruiting sources.
5. Eau Claire County will continue to use only job descriptions that include job-related criteria.
6. Eau Claire County will continue to carefully select and counsel all personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes to eliminate bias in all personnel actions.

Job Advancement:

1. Eau Claire County will continue to post a notice or announce job opportunities. Eau Claire County's Recruitment & Selection Policy requires notices of all regular vacant jobs.
2. Require supervisory personnel to submit justification when apparently qualified minority or female employees are passed over for upgrading.
3. Review seniority practices to ensure such practices are non-discriminatory and do not have discriminatory effect.
4. All employees are actively encouraged to participate on various committees and Eau Claire County-sponsored social and recreational activities.
5. Eau Claire County will continue to use our formal employee evaluation program. The performance appraisal is used for annual reviews for all employees.
6. Employees are provided opportunity to attend training programs to increase their knowledge, proficiency, ability and skills.

CHAPTER 10: INTERNAL AUDIT AND REPORTING
41 C.F.R. § 60-2.17(d)

Inherent in the Affirmative Action Plan is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the Affirmative Action Plan itself. Periodic reports from supervisors, department managers, the Human Resources Director, and other relevant persons are required.

The objective of all record keeping systems to be implemented is to assess the results of past actions, trends, the appropriateness of goals and objectives, the appropriateness and relevancy of identified solutions to problems, and the adequacy of the Plan as a whole. In addition, a further objective is to identify the proper corrective actions to be made to all components.

In order to fully achieve the objectives of such a record keeping system, the results of it must lead to follow-up through feedback to managers, supervisors, and staff, through reallocation of resources, through modifications to plans and the record keeping system itself, through appropriate recognition of personal achievements as well as punitive actions for discriminatory acts. For any identified deficiencies, appropriate corrective action will be identified and implemented.

The records that are maintained are the basis for updating the Affirmative Action Plan, including revising the availability data and establishing annual numerical goals. The internal audit and reporting system is used as the basis for evaluating systemic, results-oriented programs and affirmative action efforts.

The Eau Claire County's auditing and reporting system periodically measures the effectiveness of its total affirmative action program. The Human Resources Director:

1. Monitors records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out;
2. Requires internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained;
3. Reviews report results with all levels of management; and
4. Advises top management of program effectiveness and submit recommendations to improve unsatisfactory performance.

Eau Claire County

**PART II: AFFIRMATIVE ACTION PLAN FOR PROTECTED VETERANS AND
INDIVIDUALS WITH DISABILITIES**

FOR

January 1, 2016-December 31, 2016

PART II

AFFIRMATIVE ACTION PLAN FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES

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CHAPTER A: POLICY STATEMENT
41 C.F.R. §§ 60-300.44(a); 60-741.44(a)

It is the policy of Eau Claire County and my personal commitment that equal employment opportunity be provided in the employment and advancement for all persons regardless of race, religion, color, national origin, sex, age, sexual orientation/gender identity and status as a protected veteran or individual with a disability at all levels of employment, including the executive level. Eau Claire County does not and will not discriminate against any applicant or employee regardless of race, religion, color, national origin, sex, age, sexual orientation/gender identity and status as a protected veteran and/or individual with a disability to any position for which the applicant or employee is qualified. In addition, Eau Claire County is committed to a policy of taking affirmative action to employ and advance in employment qualified protected veteran employees. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. Eau Claire County will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any activity protected by state, federal or local anti-discrimination laws including the following activities:

1. Filing a complaint;
2. Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) or any other Federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other federal, state or local law requiring equal opportunity for disabled persons;
3. Opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or section 503 or its implementing regulations or any other federal, state or local law requiring equal opportunity for disabled persons; or
4. Exercising any other right protected by VEVRAA or Section 503 or their implementing regulations.

Our obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to all persons regardless of race, religion, color, national origin, sex, age, sexual orientation/gender identity and status as a protected veteran or an individual with disability. Eau Claire County's EEO policy and affirmative action obligations include the full support from County Administrator, Kathryn Schauf.

Eau Claire County will also continually design and implement audit and reporting systems that will measure the effectiveness and the compliance of the Affirmative Action Plan, identify the need for remedial actions, determine if objectives were attained, and determine if opportunities to participate in company-sponsored activities were extended to all employees and applicants.

If you have any questions regarding our equal employment opportunity, harassment policies or the complaint procedure, you may contact your Affirmative Action Officer. Parts of the Affirmative Action Plan may be reviewed, as appropriate, by making an appointment with our Affirmative Action Officer.

(Signature)

Kathryn Schauf
County Administrator

January 1, 2016

CHAPTER B: REVIEW OF PERSONNEL PROCESSES
41 C.F.R. §§ 60-300.44(b); 60-741.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known protected veterans and employees and applicants with disabilities, reviews are periodically made of the Company's examination and selection methods to identify barriers to employment, training, and promotion.

1. Eau Claire County periodically conducts a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of 1) known protected veteran applicants and employees; and 2) applicants and employees with disabilities for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available. In order to determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known protected veterans and individuals with disabilities, both applicants and employees. In determining the qualifications of a protected veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered.
2. The company ensures that its personnel processes do not stereotype individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified.

CHAPTER C: PHYSICAL AND MENTAL QUALIFICATIONS

41 C.F.R. §§ 60-300.44(c); 60-741.44(c)

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known protected veterans and employees and applicants with qualified disabilities, reviews are periodically made of the Company's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

The Company's physical and mental job requirements are reviewed to determine whether or not they are job-related and consistent with business necessity and safe performance on the job.

Schedule for Reviews:

1. Classifications are reviewed prior to the beginning of recruitment to verify that basic qualifications are job-related to business necessity and safe performance on the job.
2. Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.)
3. As new job qualification requirements are established.
4. Are consistent between positions having the same job titles or having substantially the same job duties
5. Be reviewed for possible modifications to afford employment to individuals who identify themselves as having disabilities, in accordance with established legal criteria
6. With the creation of new positions, are job-related, reasonable, and do not tend to discriminate against minorities or females nor create artificial barriers for recruitment or promotion opportunities.

**CHAPTER D: REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL
LIMITATIONS**

41 C.F.R §§ 60-300.44(d); 60-741.44(d)

Eau Claire County will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities or who are disabled veterans unless it can demonstrate that the accommodations would impose an undue hardship on the operation of business. Eau Claire County will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 2) it is reasonable to conclude that the problem is related to the known disability.

Employees may review the ADA Accommodations Policy in the Employee Policy Manual for the procedure to request reasonable accommodation and also contact the following at any time to formally request an accommodation:

Jill Mangus, Affirmative Action Officer
Human Resources Advisor
715-839-7335
jill.mangus@co.eau-claire.wi.us

CHAPTER E: HARASSMENT
41 C.F.R. §§ 60-300.44(e); 60-741.44(e)

Eau Claire County has developed and implemented a set of procedures to ensure that its employees with disabilities and protected veterans are not harassed due to those conditions. The County's policy on sexual harassment is found in Policy 705 of the Employee Policy Manual, which includes a section prohibiting harassment of individuals with disabilities or protected veterans is available for distribution to new as well as to existing employees.

Employees may review Policy 705 - Harassment and Discrimination found in the Employee Policy Manual for guidance and direction to maintain a healthy work environment free from sexual harassment and other unlawful harassment and discrimination based on sexual, racial, age-based, religious, ethnic, disability, family status, and other forms of legally impermissible harassment or discrimination of any employee or applicant for employment.

Procedures for reporting, investigating, and resolving complaints of harassment, discrimination and retaliation are also included. Anyone who has any questions or concerns about these policies may talk with the director or Affirmative Action Officer.

Jill Mangus, Affirmative Action Officer
Human Resources Advisor
715-839-7335
jill.mangus@co.eau-claire.wi.us

**CHAPTER F: EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND
POSITIVE RECRUITMENT
41 C.F.R. §§ 60-300.44(f); 60-741.44(f)**

Based upon the County's review of its personnel policies as described in Chapter B, the following activities will be implemented or continued to further enhance our affirmative action efforts. All activities are the responsibility of the Affirmative Action Officer.

1. The policy is published on the Eau Claire County Website
2. Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for covered veterans and individuals with disabilities.
3. Include workers with disabilities when employees are pictured in consumer, promotional, or help wanted advertising.
 - A. Prospective employees are informed of the existence of the county's Equal Employment Opportunity Policy.
 - B. Applicants for employment and recipients of County services will be advised of their right
4. List with the Job Center of Wisconsin job openings.
 - A. The exemptions for posting jobs are when positions are positions that will be filled from within Eau Claire County
 - B. Positions lasting three days or less
 - C. This is an on-going activity. A listing of job opportunities reported to the Job Center of Wisconsin is always kept current.
5. Applicants for employment and recipients of County services will be advised of their right to file discrimination complaints and of reasonable accommodation policies for persons with disabilities.

CHAPTER G: INTERNAL DISSEMINATION OF POLICY
41 C.F.R. §§ 60-300.44(g); 60-741.44(g)

In order to gain positive support and understanding for the affirmative action program for covered veterans and individuals with disabilities Eau Claire County will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the Affirmative Action Officer. The following policies and procedures are designed to foster support and understanding from Eau Claire County's executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid Eau Claire County in meeting its obligations.

1. Include the policy in the Eau Claire County's Employee Policy Manual and other in-house publications.
2. Conduct special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the County's attitude.
3. Discuss the policy thoroughly in both employee orientation and management training programs.
4. Inform union officials of Eau Claire County's policy, and request their cooperation.
5. Include non-discrimination clauses in all union agreements, and review all contractual provisions to ensure they are non-discriminatory.
6. Post the policy on County's Human Resources Intranet website, along with the County harassment policy which includes protection from harassment on the basis of disability.
7. When employees are featured in employee handbooks or similar publications for employees, include employees with disabilities.

CHAPTER H: AUDIT AND REPORTING SYSTEM
41 C.F.R. §§ 60-300.44(h); 60-741.44(h)

Eau Claire County has developed and currently implements an audit and reporting system that addresses the following:

1. Measures the effectiveness of Eau Claire County's overall affirmative action program and whether the company is in compliance with specific obligations.
2. Indicates the need for remedial action.
3. Measures the degree to which Eau Claire County's objectives are being met.
4. Whether there are any undue hurdles for individuals with disabilities and protected veterans regarding company sponsored educational, training, recreational, and social activities.

CHAPTER I: RESPONSIBILITY FOR IMPLEMENTATION
41 C.F.R. §§ 60-300.44(i); 60-741.44(i)

As part of its efforts to ensure equal employment opportunity to protected veterans and individuals with disabilities, Eau Claire County has designated specific responsibilities to various staff to ensure the Affirmative Action Plan focuses on all components of the employment system. To that end, the County Administrator, Human Resources Director, Affirmative Action Officer, and those employed as supervisors and managers have undertaken the responsibilities described below.

County Administrator

The County Administrator is responsible for providing top management support for the Company's Affirmative Action Plan. Additional responsibilities include, but are not limited to:

1. Designating appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the County's Affirmative Action Plan. Ensuring that these personnel are identified in writing by name and job title.
2. Ensuring that designated personnel responsible for all Affirmative Action Plan components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Imparting the personal direction that ensures total involvement and commitment to equal employment opportunity programs through Eau Claire County 's Affirmative Action Plan.

Human Resources Director

The Human Resources Director is responsible for overall supervision of the Affirmative Action Plan. The Human Resources Director ensures, through the Affirmative Action Officer and department managers and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of this program is a basis for evaluating the Human Resources Director's effective work performance. The Human Resources Director's responsibilities include, but are not limited to, the following:

1. Presenting all needed recommendations and procedural changes to Senior Management concerning EEO and affirmative action and ensuring that Senior Management is kept informed of the Company's compliance status.
2. Maintaining Company-wide management support and cooperation for the Company's Affirmative Action Plan.
3. Collaborating with Senior Management on EEO and Affirmative Action Plan issues.
4. Assisting line management in arriving at solutions to EEO/AA problems.

5. Reviewing results of audit and reporting systems to assess the effectiveness of the County's Affirmative Action programs and to direct corrective actions where necessary.
6. Ensuring that the Affirmative Action Plan is updated annually for all establishments.
7. Providing guidance to managers and supervisors in taking proper action to prevent employees from being harassed in any way, through one-on-one contact, training, and disciplinary action.
8. Providing guidance and direction to the Affirmative Action Officer.
9. Ensuring that relevant staff, (i.e., Affirmative Action Officer, managers, and supervisors) are aware that their work performance is being evaluated in part on the basis of their equal employment opportunity efforts and results.
10. Reviewing the qualifications of all employees to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
11. Conducting periodic audits of: 1) training programs and hiring and promotion patterns to remove impediments to the attainment of Affirmative Action Plan goals and objectives, and 2) the County's sponsored educational, training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination. Determine whether known protected veterans and employees with disabilities have had the opportunity to participate in all County-sponsored educational, training, recreation and social activities.
12. Reviewing all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensuring that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.

Affirmative Action Officer

The Affirmative Action Officer is responsible for ensuring that the directives of the County Administrator and Human Resources Director are implemented. The Affirmative Action Officer's duties include, but are not limited to, the following:

1. Providing direction to the County's employees, as necessary, to carry out all actions required to meet the County's equal employment opportunity and affirmative action commitments.
2. Responsible for the design and effective implementation of the Affirmative Action Plan at all establishments.

3. Developing, implementing, and maintaining audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will
 - A. Indicate need for remedial action,
 - B. Determine degree to which goals and objectives have been obtained.
4. Advising management in the modification and development of the County's policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
5. Identifying problem areas and establishing procedures, goals and objectives to solve these problems.
6. Providing guidelines in the development, preparation, and implementation of career counseling programs for known protected veterans and employees with disabilities.
7. Eau Claire County conducts periodic audits to ensure that all required posters and the equal employment opportunity policies and Affirmative Action Plan are displayed properly. Eau Claire County also conducts audits to ensure that the Invitation to Self-Identify (pre and post offer) for protected veterans and individuals with disabilities, the Company's equal employment opportunity, and Affirmative Action Plan policies are being utilized appropriately and thoroughly communicated.
8. Developing policy statements, affirmative action programs, internal and external communication techniques.
9. Assisting line management in arriving at solutions to problems.
10. Serving as the liaison between Eau Claire County and enforcement agencies.
11. Serving as the liaison between Eau Claire County and organizations and community action groups for protected veterans and individuals with disabilities, in addition to ensuring that representatives are involved in community service programs of local organizations for protected veterans and individuals with disabilities.
12. Keeping management informed of the latest developments in the equal employment opportunity area.
13. Reviewing, reporting on, and updating the Affirmative Action Plan annually in accordance with stated policy. Informing employees and applicants of significant changes.
14. Working closely with the Human Resources Director and department managers and supervisors in coordinating the effective implementation of all identified affirmative actions.

15. Assisting in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.
16. Responsible for ensuring overall the County's compliance with the Affirmative Action Plan.

Managers and Supervisors

In their direct day-to-day contact with the County's employees, managers and supervisors have assumed certain responsibilities to help Eau Claire County ensure compliance with equal employment opportunity programs and effective implementation of the Affirmative Action Plan. These include, but are not limited to the following:

1. Aggressively adhering to the County's equal employment opportunity policy.
2. Supporting and assisting the Human Resources Director and Affirmative Action Officer in developing, maintaining, and successfully implementing the Affirmative Action Plan.
3. Completing progress reports regarding the status of affirmative action programs.
4. Taking action to prevent harassment of employees placed through affirmative action efforts.
5. Assigning employees to significant jobs that might lead to greater personal growth and value, and counsel them with respect to what is needed for upward mobility within the employment structure.
6. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with the Company's policy.
7. Implementing the internal promotion and transfer of all employees under their supervision consistent with Affirmative Action Plan goals and objectives.
8. Assisting in identifying problem areas and providing needed information for establishing and meeting department affirmative action goals and objectives.
9. Seeking and sharing information on feasible accommodations which have been or could be made for known disabilities.

CHAPTER J: TRAINING
41 C.F.R. §§ 60-300.44(j); 60-741.44(j)

Eau Claire County trains all employees involved in any way with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or protected veterans to ensure commitment to the company's stated Affirmative Action goals.

CHAPTER K: DATA COLLECTION ANALYSIS
41 C.F.R. §§ 60-300.44(k); 60-741.44(k)

Eau Claire County has adopted the current national percentage of veterans in the civilian labor force of 7.0% as its hiring benchmark for protected veterans. Eau Claire County will update its hiring benchmark as new data is published and updated via the OFCCP's website. The 7.0% hiring benchmark is applied to each job group within Eau Claire County.

Eau Claire County also adopted the current national utilization goal of 7.0% for qualified individuals with disabilities. Eau Claire County will update its utilization goal as new data becomes available, updated and published. The 7.0% utilization goal is applied to the entire workforce within Eau Claire County.

Goals and/or benchmarks do not require that Eau Claire County hire, promote, train, and/or retain a specified number of individuals with disabilities and/or protected veterans. These goals/benchmarks are not rigid and inflexible quotas which must be met, but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Affirmative Action Plan work. A goal is a guidepost against which Eau Claire County, a community group, or a compliance agency can measure progress in remedying identified deficiencies in Eau Claire County's workforce.

Eau Claire County has collected the required data and conducted studies to identify areas of opportunities in the employment of protected veterans and individuals with disabilities. Eau Claire County will continue to monitor and update these studies periodically during each Affirmative Action Plan year. In each case where the hiring benchmark for protected veterans and/or the utilization goal for individuals with disabilities are not met, affirmative actions, as appropriate, will be taken consistent with the activities mentioned in Chapter F (External Dissemination of Policy and Outreach and Positive Recruitment) and measures described in Chapter H (Internal Audit and Reporting) of this Affirmative Action .

See the *Hiring Benchmark and Utilization Goals Analyses*.

CHAPTER L: COMPENSATION
41 C.F.R. §§ 60-300.21(i); 60-741.21(i)

It is the policy of Eau Claire County that when offering employment or promotion to protected veterans or individuals with disabilities, the amount of compensation offered will not be reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.

Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: AGING & DISABILITY RESOURCE CENTER

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
616	OPTIONS COUNSELOR	8	0	Male	0	0	0	0	0	0	0	0
				Female	8	8	0	0	0	0	0	0
506	ADMINISTRATIVE ASSOCIATE IV	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
608	MEAL DELIVERY WORKER	3	0	Male	1	1	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
609	MEAL SITE WORKER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
641	RESOURCE SPECIALIST	3	0	Male	0	0	0	0	0	0	0	0
				Female	3	3	0	0	0	0	0	0
661	VOLUNTEER COORDINATOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
553	DISABILITY BENEFIT SPECIALIST	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
559	ELDER BENEFIT SPECIALIST	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
628	PREVENTION PROGRAM COORDINATOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
613	NUTRITION PROGRAM SUPERVISOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
512	ADRC MANAGER	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
511	ADRC DIRECTOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: AGING & DISABILITY RESOURCE CENTER

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
	Grand Total #	26	0	Male #	3	3	0	0	0	0	0	0
	Grand Total %		0.0	Male %	11.5	11.5	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	23	23	0	0	0	0	0	0
				Female%	88.5	88.5	0.0	0.0	0.0	0.0	0.00	0.00

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: AIRPORT

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
506	ADMINISTRATIVE ASSOCIATE IV	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
606	MAINTENANCE TECHNICIAN	4	0	Male	4	4	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
605	MAINTENANCE SUPERVISOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
514	AIRPORT DIRECTOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		7	0	Male #	5	5	0	0	0	0	0	0
Grand Total %			0.0	Male %	71.4	71.4	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	2	2	0	0	0	0	0	0
				Female%	28.6	28.6	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: CLERK OF COURTS

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
602	LEGAL SPECIALIST I	6	1	Male	0	0	0	0	0	0	0	0
				Female	6	5	0	0	1	0	0	0
603	LEGAL SPECIALIST II	10	0	Male	0	0	0	0	0	0	0	0
				Female	10	10	0	0	0	0	0	0
674	CIVILIAN JURY BAILIFF	6	0	Male	4	4	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
525	CHIEF DEPUTY CLERK OF COURTS	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
549	DEPUTY CLERK SUPERVISOR	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
534	CLERK OF COURT	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		26	1	Male #	4	4	0	0	0	0	0	0
Grand Total %			3.8	Male %	15.4	15.4	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	22	21	0	0	1	0	0	0
				Female%	84.6	80.8	0.0	0.0	3.8	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: CORPORATION COUNSEL

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
505	ADMINISTRATIVE ASSOCIATE III	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
603	LEGAL SPECIALIST II	7	0	Male	0	0	0	0	0	0	0	0
				Female	7	7	0	0	0	0	0	0
570	FISCAL ASSOCIATE II	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
528	CHILD SUPPORT SPECIALIST	8	0	Male	1	1	0	0	0	0	0	0
				Female	7	7	0	0	0	0	0	0
517	ASSISTANT CORPORATION COUNSEL	3	0	Male	2	2	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
527	CHILD SUPPORT MANAGER	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
541	CORPORATION COUNSEL	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		22	0	Male #	4	4	0	0	0	0	0	0
Grand Total %			0.0	Male %	18.2	18.2	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	18	18	0	0	0	0	0	0
				Female%	81.8	81.8	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: COUNTY ADMINISTRATION

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
509	ADMINISTRATIVE SPECIALIST II	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
535	COMMUNITY SERVICE COORDINATOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
519	ASSISTANT TO THE COUNTY ADMIN	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
543	COUNTY ADMINISTRATOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
548	DATA ANALYST	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
545	CRIMINAL JUSTICE MANAGER	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		7	0	Male #	1	1	0	0	0	0	0	0
Grand Total %			0.0	Male %	14.3	14.3	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	6	6	0	0	0	0	0	0
				Female%	85.7	85.7	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: COUNTY CLERK

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
505	ADMINISTRATIVE ASSOCIATE III	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
667	CHIEF DEPUTY COUNTY CLERK	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		3	0	Male #	0	0	0	0	0	0	0	0
Grand Total %			0.0	Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	3	3	0	0	0	0	0	0
				Female%	100.0	100.0	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: DHS - ADULT SERVICES UNIT

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
508	ADMINISTRATIVE SPECIALIST I	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
515	AODA CASE MANAGER	3	0	Male	2	2	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
652	SOCIAL WORKER	17	0	Male	0	0	0	0	0	0	0	0
				Female	17	17	0	0	0	0	0	0
639	REGISTERED NURSE	3	0	Male	1	1	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
657	TREATMENT COURTS PROGRAM SUPERVISOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
646	SENIOR SOCIAL WORKER	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
651	SOCIAL WORK MANAGER	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
513	ADULT SERVICES MANAGER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		29	0	Male #	4	4	0	0	0	0	0	0
Grand Total %			0.0	Male %	13.8	13.8	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	25	25	0	0	0	0	0	0
				Female%	86.2	86.2	0.0	0.0	0.0	0.0	0.00	0.00

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: DHS EMPLOYMENT & ECONOMIC RESOURCE

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
558	ECONOMIC SUPPORT SPECIALIST	31	4	Male	3	3	0	0	0	0	0	0	
				Female	28	24	1	0	3	0	0	0	
540	COORDINATOR OF CHILD CARE	1	0	Male	0	0	0	0	0	0	0	0	
				Female	1	1	0	0	0	0	0	0	
575	FRAUD INVESTIGATOR	1	0	Male	1	1	0	0	0	0	0	0	
				Female	0	0	0	0	0	0	0	0	
600	LEAD ECONOMIC SUPPORT SPECIALIST	2	0	Male	0	0	0	0	0	0	0	0	
				Female	2	2	0	0	0	0	0	0	
557	ECONOMIC SUPPORT CONSORTIUM SUPERVISOR	3	0	Male	1	1	0	0	0	0	0	0	
				Female	2	2	0	0	0	0	0	0	
556	ECONOMIC SUPPORT CONSORTIUM MANAGER	1	0	Male	0	0	0	0	0	0	0	0	
				Female	1	1	0	0	0	0	0	0	
Grand Total #		39	4	Male #	5	5	0	0	0	0	0	0	
Grand Total %			10.3	Male %	12.8	12.8	0.0	0.0	0.0	0.0	0.00	0.00	
				Female #	34	30	1	0	3	0	0	0	
				Female%	87.2	76.9	2.6	0.0	7.7	0.0	0.00	0.0	

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: DHS FAMILY SERVICES UNIT

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
652	SOCIAL WORKER	34	1	Male	1	1	0	0	0	0	0	0
				Female	33	32	0	0	1	0	0	0
515	AODA CASE MANAGER	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
524	CASE MANAGER	2	1	Male	2	1	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	0
646	SENIOR SOCIAL WORKER	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
651	SOCIAL WORK MANAGER	3	0	Male	1	1	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
Grand Total #		42	2	Male #	4	3	0	0	1	0	0	0
Grand Total %			4.8	Male %	9.5	7.1	0.0	0.0	2.4	0.0	0.00	0.00
				Female #	38	37	0	0	1	0	0	0
				Female%	90.5	88.1	0.0	0.0	2.4	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: DHS- ORGANIZATIONAL SERVICES DIVISION

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
508	ADMINISTRATIVE SPECIALIST I	10	1	Male	0	0	0	0	0	0	0	0
				Female	10	9	0	0	1	0	0	0
509	ADMINISTRATIVE SPECIALIST II	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
617	ORGANIZATIONAL SERVICES MANAGER	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
550	DEPUTY DIRECTOR- DHS	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		13	1	Male #	1	1	0	0	0	0	0	0
Grand Total %			7.7	Male %	7.7	7.7	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	12	11	0	0	1	0	0	0
				Female%	92.3	84.6	0.0	0.0	7.7	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: DHS-FISCAL SERVICES UNIT

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
570	FISCAL ASSOCIATE II	3	0	Male	0	0	0	0	0	0	0	0
				Female	3	3	0	0	0	0	0	0
571	FISCAL ASSOCIATE III	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
503	ACCOUNTANT I	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
573	FISCAL SERVICES MANAGER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		8	0	Male #	1	1	0	0	0	0	0	0
Grand Total %			0.0	Male %	12.5	12.5	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	7	7	0	0	0	0	0	0
				Female%	87.5	87.5	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: DISTRICT ATTORNEY

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
509	ADMINISTRATIVE SPECIALIST II	3	0	Male	0	0	0	0	0	0	0	0
				Female	3	3	0	0	0	0	0	0
660	VICTIM WITNESS SPECIALIST	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
603	LEGAL SPECIALIST II	3	0	Male	0	0	0	0	0	0	0	0
				Female	3	3	0	0	0	0	0	0
510	ADMINISTRATIVE SPECIALIST III	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
659	VICTIM WITNESS COORDINATOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
554	DIVERSION PROGRAM COORDINATOR	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
546	CRISIS RESPONSE COORDINATOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		13	0	Male #	1	1	0	0	0	0	0	0
Grand Total %			0.0	Male %	7.7	7.7	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	12	12	0	0	0	0	0	0
				Female%	92.3	92.3	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: EXTENSION

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
509	ADMINISTRATIVE SPECIALIST II	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
614	OFFICE MANAGER I	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		3	0	Male #	1	1	0	0	0	0	0	0
Grand Total %			0.0	Male %	33.3	33.3	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	2	2	0	0	0	0	0	0
				Female%	66.7	66.7	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: FAMILY COURTS

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
593	JUDICIAL ASSISTANT	4	0	Male	0	0	0	0	0	0	0	0
				Female	4	4	0	0	0	0	0	0
567	FAMILY/CIRCUIT COURT COMMISSIONER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		5	0	Male #	1	1	0	0	0	0	0	0
Grand Total %			0.0	Male %	20.0	20.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	4	4	0	0	0	0	0	0
				Female%	80.0	80.0	0.0	0.0	0.0	0.0	0.00	0.00

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: FIELD SERVICES DIVISION

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
623	PATROL DEPUTY	18	0	Male	16	16	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
542	CORRECTIONAL OFFICER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
630	PROCESS SERVER	2	0	Male	2	2	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
664	DETECTIVE (T)	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
551	DETECTIVE	2	0	Male	2	2	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
555	DRUG INVESTIGATOR	2	0	Male	2	2	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
647	SERGEANT	4	0	Male	4	4	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
552	DETECTIVE SERGEANT	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
604	LIEUTENANT	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
523	CAPTAIN	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		33	0	Male #	31	31	0	0	0	0	0	0
Grand Total %			0.0	Male %	93.9	93.9	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	2	2	0	0	0	0	0	0
				Female%	6.1	6.1	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: FINANCE DEPARTMENT

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
569	FISCAL ASSOCIATE I	2	1	Male	0	0	0	0	0	0	0	0
				Female	2	1	0	1	0	0	0	0
570	FISCAL ASSOCIATE II	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
572	FISCAL ASSOCIATE IV	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
624	PAYROLL/BENEFITS ASSISTANT	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
626	FINANCIAL ANALYST	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
625	PAYROLL/BENEFITS MANAGER	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
568	FINANCE DIRECTOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		10	1	Male #	2	2	0	0	0	0	0	0
Grand Total %			10.0	Male %	20.0	20.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	8	7	0	1	0	0	0	0
				Female%	80.0	70.0	0.0	10.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: HIGHWAY DEPARTMENT - LABOR

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
146	LABORER	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
583	HIGHWAY WORKER- FIELD	31	0	Male	29	29	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0	0
610	MECHANIC	5	0	Male	5	5	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
622	PARTS & INVENTORY SUPPORT	2	0	Male	2	2	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
578	HEAVY EQUIPMENT OPERATOR	9	0	Male	9	9	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
650	SIGN AND MARKING SUPPORT	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
662	WELDER	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
601	LEAD PARTS AND INVENTORY SUPPORT	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
Grand Total #		51	0	Male #	49	49	0	0	0	0	0	0	0
Grand Total %			0.0	Male %	96.1	96.1	0.0	0.0	0.0	0.0	0.00	0.00	0.00
				Female #	2	2	0	0	0	0	0	0	0
				Female%	3.9	3.9	0.0	0.0	0.0	0.0	0.00	0.00	0.00

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: HIGHWAY DEPARTMENT - SUPERVISORY

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
649	SHOP SUPERVISOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
563	ENGINEERING TECHNICIAN	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
654	SURVEYOR I	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
582	HIGHWAY SUPERVISOR	3	0	Male	3	3	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
580	HIGHWAY ENGINEER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		7	0	Male #	6	6	0	0	0	0	0	0
Grand Total %			0.0	Male %	85.7	85.7	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	1	1	0	0	0	0	0	0
				Female%	14.3	14.3	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: HIGHWAY DEPARTMENT ADMINISTRATION

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
579	HIGHWAY COMMISSIONER	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
506	ADMINISTRATIVE ASSOCIATE IV	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
502	ACCOUNTANT	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
581	HIGHWAY SUPERINTENDENT	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
Grand Total #		4	0	Male #	3	3	0	0	0	0	0	0	
Grand Total %			0.0	Male %	75.0	75.0	0.0	0.0	0.0	0.0	0.00	0.00	
				Female #	1	1	0	0	0	0	0	0	
				Female%	25.0	25.0	0.0	0.0	0.0	0.0	0.00	0.0	

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: HUMAN RESOURCES

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
590	HUMAN RESOURCES ADVISOR I	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
588	HUM RES ASST	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
587	HUMAN RESOURCES ADVISOR II	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
589	HUMAN RESOURCES DIRECTOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		5	0	Male #	1	1	0	0	0	0	0	0
Grand Total %			0.0	Male %	20.0	20.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	4	4	0	0	0	0	0	0
				Female%	80.0	80.0	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: INFORMATION SYSTEMS

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
504	ADMINISTRATIVE ASSOCIATE II	3	1	Male	1	1	0	0	0	0	0	0
				Female	2	1	0	0	1	0	0	0
635	RECORDS MANAGEMENT COORDINATOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
536	COMPUTER SUPPORT TECHNICIAN	2	0	Male	2	2	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
631	SYSTEMS ANALYST/PROJECT MANAGER	4	0	Male	2	2	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
611	NETWORK ADMINISTRATOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
592	INFORMATION SYSTEMS DIRECTOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		12	1	Male #	7	7	0	0	0	0	0	0
Grand Total %			8.3	Male %	58.3	58.3	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	5	4	0	0	1	0	0	0
				Female%	41.7	33.3	0.0	0.0	8.3	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: JUVENILE COURT INTAKE

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
505	ADMINISTRATIVE ASSOCIATE III	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
596	JUVENILE INTAKE WORKER	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
530	CHILDREN'S COURT SERVICES MANAGER	1	1	Male	1	0	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	0
529	CHILDREN'S COURT SERVICES DIRECTOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		5	1	Male #	3	2	0	0	1	0	0	0
Grand Total %			20.0	Male %	60.0	40.0	0.0	0.0	20.0	0.0	0.00	0.00
				Female #	2	2	0	0	0	0	0	0
				Female%	40.0	40.0	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: JUVENILE DETENTION

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
595	JUVENILE DETENTION WORKER (CALL IN)	11	2	Male	7	5	2	0	0	0	0	0
				Female	4	4	0	0	0	0	0	
594	JUVENILE DETENTION WOKER	7	1	Male	4	3	1	0	0	0	0	0
				Female	3	3	0	0	0	0	0	
501	180 PROGRAM COORDINATOR	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
Grand Total #		19	3	Male #	11	8	3	0	0	0	0	0
Grand Total %			15.8	Male %	57.9	42.1	15.8	0.0	0.0	0.0	0.00	0.00
				Female #	8	8	0	0	0	0	0	0
				Female%	42.1	42.1	0.0	0.0	0.0	0.0	0.00	0.00

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: MAINTENANCE

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
547	CUSTODIAN	8	0	Male	2	2	0	0	0	0	0	0
				Female	6	6	0	0	0	0	0	0
606	MAINTENANCE TECHNICIAN	4	0	Male	4	4	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
542	CORRECTIONAL OFFICER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
566	FACILITIES SUPERVISOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
565	FACILITIES DIRECTOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		15	0	Male #	9	9	0	0	0	0	0	0
Grand Total %			0.0	Male %	60.0	60.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	6	6	0	0	0	0	0	0
				Female%	40.0	40.0	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: PARKS & FOREST - COUNTY PARKS

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
618	PARK RANGER- LAKE ALTOONA	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
606	MAINTENANCE TECHNICIAN	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
619	PARK RANGER- LAKE EAU CLAIRE	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
Grand Total #		3	0	Male #	3	3	0	0	0	0	0	0	0
Grand Total %			0.0	Male %	100.0	100.0	0.0	0.0	0.0	0.0	0.00	0.00	0.00
				Female #	0	0	0	0	0	0	0	0	0
				Female%	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00	0.00

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: PARKS & FOREST - FORESTRY

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
574	FORESTER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
510	ADMINISTRATIVE SPECIALIST III	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
606	MAINTENANCE TECHNICIAN	2	0	Male	2	2	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
607	MAINTENANCE TECHNICIAN- LEAD	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
621	PARKS AND FOREST SUPERVISOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
620	PARKS AND FOREST DIRECTOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		7	0	Male #	6	6	0	0	0	0	0	0
Grand Total %			0.0	Male %	85.7	85.7	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	1	1	0	0	0	0	0	0
				Female%	14.3	14.3	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: PLAN & DEV LAND CONSERVATION

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
509	ADMINISTRATIVE SPECIALIST II	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
538	CONSERVATION TECHNICIAN I	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
539	CONSERVATION TECHNICIAN II - AGRONOMIST	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
564	ENVIRONMENTAL ENGINEER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
597	LAND CONSERVATION MANAGER	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		5	0	Male #	3	3	0	0	0	0	0	0
Grand Total %			0.0	Male %	60.0	60.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	2	2	0	0	0	0	0	0
				Female%	40.0	40.0	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: PLANNING & DEVELOPMENT

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
636	RECYCLING ATTENDANT	7	0	Male	6	6	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
577	GIS SPECIALIST	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
510	ADMINISTRATIVE SPECIALIST III	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
561	ELIGIBILITY SPECIALIST	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
506	ADMINISTRATIVE ASSOCIATE IV	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
599	REAL PROPERTY SPECIALIST	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
585	HOUSING SPECIALIST	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
634	REAL PROPERTY LISTER	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
663	LAND USE TECHNICIAN	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
522	BUILDING INSPECTOR	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
518	ASSISTANT SURVEYOR	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
576	GIS ADMINISTRATOR	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
562	EMERGENCY MANAGEMENT COORDINAOTR	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: PLANNING & DEVELOPMENT

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
645	SENIOR PLANNER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
584	HOUSING MANAGER	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
598	LAND USE MANAGER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
655	SURVEYOR II	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
627	PLANNING AND DEVEL DIRECTOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		24	0	Male #	17	17	0	0	0	0	0	0
Grand Total %			0.0	Male %	70.8	70.8	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	7	7	0	0	0	0	0	0
				Female%	29.2	29.2	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: PURCHASING & CENTRAL SERVICES

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
068	CUSTODIAN	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
504	ADMINISTRATIVE ASSOCIATE II	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
629	PRINTING TECHNICIAN	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
510	ADMINISTRATIVE SPECIALIST III	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
633	PURCHASING SPECIALIST	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
642	SAFETY COORDINATOR	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0
632	PURCHASING DIRECTOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		7	1	Male #	3	3	0	0	0	0	0	0
Grand Total %			14.3	Male %	42.9	42.9	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	4	3	0	0	1	0	0	0
				Female%	57.1	42.9	0.0	0.0	14.3	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: REGISTER IN PROBATE

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
603	LEGAL SPECIALIST II	3	0	Male	0	0	0	0	0	0	0	0
				Female	3	3	0	0	0	0	0	0
637	REG IN PROBATE/CLERK OF JUVENILE COURT	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		4	0	Male #	0	0	0	0	0	0	0	0
Grand Total %			0.0	Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	4	4	0	0	0	0	0	0
				Female%	100.0	100.0	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: REGISTER OF DEEDS

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
505	ADMINISTRATIVE ASSOCIATE III	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
509	ADMINISTRATIVE SPECIALIST II	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
526	CHIEF DEPUTY REGISTER OF DEEDS	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		3	0	Male #	0	0	0	0	0	0	0	0
Grand Total %			0.0	Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	3	3	0	0	0	0	0	0
				Female%	100.0	100.0	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: SECURITY SERVICES DIVISION

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
542	CORRECTIONAL OFFICER	48	0	Male	33	33	0	0	0	0	0	0
				Female	15	15	0	0	0	0	0	0
653	SPECIAL DEPUTY	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
560	ELECTRONIC MONITORING OFFICER (T)	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
533	CLASSIFICATION OFFICER (T)	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
586	HUBER COMPLIANCE OFFICER (T)	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
521	BAILIFF	4	0	Male	4	4	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
532	CIVILIAN JAIL SERGEANT	3	1	Male	3	2	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	0
647	SERGEANT	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
604	LIEUTENANT	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
523	CAPTAIN	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		63	1	Male #	44	43	0	1	0	0	0	0
Grand Total %			1.6	Male %	69.8	68.3	0.0	1.6	0.0	0.0	0.00	0.00
				Female #	19	19	0	0	0	0	0	0
				Female%	30.2	30.2	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: SHERIFF ADMINISTRATION

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
644	SECURITY SUPPORT SPECIALIST	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
510	ADMINISTRATIVE SPECIALIST III	3	0	Male	0	0	0	0	0	0	0	0	0
				Female	3	3	0	0	0	0	0	0	0
531	CIVIL PROCESS COORDINATOR	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
536	COMPUTER SUPPORT TECHNICIAN	2	0	Male	0	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0	0
507	ADMINISTRATIVE SERVICES DIVISION MGR	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
Grand Total #		8	0	Male #	0	0	0	0	0	0	0	0	0
Grand Total %			0.0	Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00	0.00
				Female #	8	8	0	0	0	0	0	0	0
				Female%	100.0	100.0	0.0	0.0	0.0	0.0	0.00	0.00	0.00

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: SPECIAL & RESERVE DEPUTIES

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
653	SPECIAL DEPUTY	10	0	Male	9	9	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
640	RESERVE DEPUTY	2	0	Male	2	2	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
542	CORRECTIONAL OFFICER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		13	0	Male #	12	12	0	0	0	0	0	0
Grand Total %			0.0	Male %	92.3	92.3	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	1	1	0	0	0	0	0	0
				Female%	7.7	7.7	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: TREASURER

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
504	ADMINISTRATIVE ASSOCIATE II	5	0	Male	0	0	0	0	0	0	0	0	0
				Female	5	5	0	0	0	0	0	0	0
570	FISCAL ASSOCIATE II	2	0	Male	0	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0	0
615	OFFICE MANAGER II	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
Grand Total #		8	0	Male #	0	0	0	0	0	0	0	0	0
Grand Total %			0.0	Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00	0.00
				Female #	8	8	0	0	0	0	0	0	0
				Female%	100.0	100.0	0.0	0.0	0.0	0.0	0.00	0.00	0.00

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Eau Claire County

Snapshot Date: 12/31/2015

Workforce Analysis

Organizational Unit: VETERAN'S SERVICES

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
509	ADMINISTRATIVE SPECIALIST II	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
520	ASSISTANT VETERANS SERVICE OFFICER	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
658	VETERANS SERVICE DIRECTOR	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		3	0	Male #	2	2	0	0	0	0	0	0
Grand Total %			0.0	Male %	66.7	66.7	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	1	1	0	0	0	0	0	0
				Female%	33.3	33.3	0.0	0.0	0.0	0.0	0.00	0.0

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Eau Claire County
Eau Claire County
Workforce Analysis Summary

Snapshot Date: 12/31/2015

Organizational Unit	Total				Male								Female							
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	W	AA	H	A	NA	PI	2+		
AGING & DISABILITY RESOURCE CENTER	26	3	23	0	3	0	0	0	0	0	0	23	0	0	0	0	0	0		
AIRPORT	7	5	2	0	5	0	0	0	0	0	0	2	0	0	0	0	0	0		
CLERK OF COURTS	26	4	22	1	4	0	0	0	0	0	0	21	0	0	1	0	0	0		
CORPORATION COUNSEL	22	4	18	0	4	0	0	0	0	0	0	18	0	0	0	0	0	0		
COUNTY ADMINISTRATION	7	1	6	0	1	0	0	0	0	0	0	6	0	0	0	0	0	0		
COUNTY CLERK	3	0	3	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0		
DHS - ADULT SERVICES UNIT	29	4	25	0	4	0	0	0	0	0	0	25	0	0	0	0	0	0		
DHS EMPLOYMENT & ECONOMIC RESOURCE	39	5	34	4	5	0	0	0	0	0	0	30	1	0	3	0	0	0		
DHS FAMILY SERVICES UNIT	42	4	38	2	3	0	0	1	0	0	0	37	0	0	1	0	0	0		
DHS- ORGANIZATIONAL SERVICES DIVISION	13	1	12	1	1	0	0	0	0	0	0	11	0	0	1	0	0	0		
DHS-FISCAL SERVICES UNIT	8	1	7	0	1	0	0	0	0	0	0	7	0	0	0	0	0	0		
DISTRICT ATTORNEY	13	1	12	0	1	0	0	0	0	0	0	12	0	0	0	0	0	0		
EXTENSION	3	1	2	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0		
FAMILY COURTS	5	1	4	0	1	0	0	0	0	0	0	4	0	0	0	0	0	0		
FIELD SERVICES DIVISION	33	31	2	0	31	0	0	0	0	0	0	2	0	0	0	0	0	0		
FINANCE DEPARTMENT	10	2	8	1	2	0	0	0	0	0	0	7	0	1	0	0	0	0		
HIGHWAY DEPARTMENT - LABOR	51	49	2	0	49	0	0	0	0	0	0	2	0	0	0	0	0	0		
HIGHWAY DEPARTMENT - SUPERVISORY	7	6	1	0	6	0	0	0	0	0	0	1	0	0	0	0	0	0		
HIGHWAY DEPARTMENT ADMINISTRATION	4	3	1	0	3	0	0	0	0	0	0	1	0	0	0	0	0	0		
HUMAN RESOURCES	5	1	4	0	1	0	0	0	0	0	0	4	0	0	0	0	0	0		
INFORMATION SYSTEMS	12	7	5	1	7	0	0	0	0	0	0	4	0	0	1	0	0	0		
JUVENILE COURT INTAKE	5	3	2	1	2	0	0	1	0	0	0	2	0	0	0	0	0	0		
JUVENILE DETENTION	19	11	8	3	8	3	0	0	0	0	0	8	0	0	0	0	0	0		

Eau Claire County
Eau Claire County
Workforce Analysis Summary

Snapshot Date: 12/31/2015

Organizational Unit	Total				Male								Female							
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	W	AA	H	A	NA	PI	2+		
MAINTENANCE	15	9	6	0	9	0	0	0	0	0	0	6	0	0	0	0	0	0		
PARKS & FOREST - COUNTY PARKS	3	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0		
PARKS & FOREST - FORESTRY	7	6	1	0	6	0	0	0	0	0	0	1	0	0	0	0	0	0		
PLAN & DEV LAND CONSERVATION	5	3	2	0	3	0	0	0	0	0	0	2	0	0	0	0	0	0		
PLANNING & DEVELOPMENT	24	17	7	0	17	0	0	0	0	0	0	7	0	0	0	0	0	0		
PURCHASING & CENTRAL SERVICES	7	3	4	1	3	0	0	0	0	0	0	3	0	0	1	0	0	0		
REGISTER IN PROBATE	4	0	4	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0		
REGISTER OF DEEDS	3	0	3	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0		
SECURITY SERVICES DIVISION	63	44	19	1	43	0	1	0	0	0	0	19	0	0	0	0	0	0		
SHERIFF ADMINISTRATION	8	0	8	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0		
SPECIAL & RESERVE DEPUTIES	13	12	1	0	12	0	0	0	0	0	0	1	0	0	0	0	0	0		
TREASURER	8	0	8	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0		
VETERAN'S SERVICES	3	2	1	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0		
Total (#)	552	247	305	16	241	3	1	2	0	0	0	295	1	1	8	0	0	0		
Total (%)		44.7	55.3	2.9	43.7	0.5	0.2	0.4	0.0	0.0	0.0	53.4	0.2	0.2	1.4	0.0	0.0	0.0		

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 1 - OFFICIALS/ADMINISTRATORS

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
1	511	ADRC DIRECTOR	1	0	1	1	0
1	514	AIRPORT DIRECTOR	1	0	1	1	0
1	523	CAPTAIN	2	2	0	2	0
1	529	CHILDREN'S COURT SERVICES DIRECTOR	1	1	0	1	0
1	534	CLERK OF COURT	1	0	1	1	0
1	541	CORPORATION COUNSEL	1	1	0	1	0
1	543	COUNTY ADMINISTRATOR	1	0	1	1	0
1	565	FACILITIES DIRECTOR	1	1	0	1	0
1	568	FINANCE DIRECTOR	1	1	0	1	0
1	579	HIGHWAY COMMISSIONER	1	1	0	1	0
1	589	HUMAN RESOURCES DIRECTOR	1	0	1	1	0
1	592	INFORMATION SYSTEMS DIRECTOR	1	1	0	1	0
1	620	PARKS AND FOREST DIRECTOR	1	1	0	1	0
1	627	PLANNING AND DEVEL DIRECTOR	1	1	0	1	0
1	632	PURCHASING DIRECTOR	1	1	0	1	0
1	658	VETERANS SERVICE DIRECTOR	1	1	0	1	0
Total (#)			17	12	5	17	0
Total (%)				70.6	29.4	100.00	0.0

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 2A - OTHER PROFESSIONALS

EEO		Total					
Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	502	ACCOUNTANT	1	0	1	1	0
2	503	ACCOUNTANT I	2	0	2	2	0
2	507	ADMINISTRATIVE SERVICES DIVISION MGR	1	0	1	1	0
2	512	ADRC MANAGER	1	0	1	1	0
2	517	ASSISTANT CORPORATION COUNSEL	3	2	1	3	0
2	520	ASSISTANT VETERANS SERVICE OFFICER	1	1	0	1	0
2	525	CHIEF DEPUTY CLERK OF COURTS	1	0	1	1	0
2	527	CHILD SUPPORT MANAGER	1	0	1	1	0
2	528	CHILD SUPPORT SPECIALIST	8	1	7	8	0
2	530	CHILDREN'S COURT SERVICES MANAGER	1	1	0	0	1
2	545	CRIMINAL JUSTICE MANAGER	1	0	1	1	0
2	548	DATA ANALYST	1	1	0	1	0
2	549	DEPUTY CLERK SUPERVISOR	2	0	2	2	0
2	553	DISABILITY BENEFIT SPECIALIST	2	1	1	2	0
2	556	ECONOMIC SUPPORT CONSORTIUM MANAGER	1	0	1	1	0
2	557	ECONOMIC SUPPORT CONSORTIUM SUPERVISOR	3	1	2	3	0
2	559	ELDER BENEFIT SPECIALIST	2	0	2	2	0
2	564	ENVIRONMENTAL ENGINEER	1	1	0	1	0
2	567	FAMILY/CIRCUIT COURT COMMISSIONER	1	1	0	1	0
2	626	FINANCIAL ANALYST	1	0	1	1	0
2	573	FISCAL SERVICES MANAGER	1	1	0	1	0
8	574	FORESTER	1	1	0	1	0
2	580	HIGHWAY ENGINEER	1	1	0	1	0
2	584	HOUSING MANAGER	1	0	1	1	0
2	590	HUMAN RESOURCES ADVISOR I	1	0	1	1	0
2	587	HUMAN RESOURCES ADVISOR II	2	0	2	2	0

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 2A - OTHER PROFESSIONALS

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	597	LAND CONSERVATION MANAGER	1	0	1	1	0
2	598	LAND USE MANAGER	1	1	0	1	0
2	604	LIEUTENANT	2	1	1	2	0
2	611	NETWORK ADMINISTRATOR	1	1	0	1	0
2	613	NUTRITION PROGRAM SUPERVISOR	1	0	1	1	0
2	616	OPTIONS COUNSELOR	8	0	8	8	0
2	617	ORGANIZATIONAL SERVICES MANAGER	1	0	1	1	0
2	625	PAYROLL/BENEFITS MANAGER	1	0	1	1	0
2	628	PREVENTION PROGRAM COORDINATOR	1	0	1	1	0
2	637	REG IN PROBATE/CLERK OF JUVENILE COURT	1	0	1	1	0
2	642	SAFETY COORDINATOR	1	0	1	0	1
1	645	SENIOR PLANNER	1	1	0	1	0
Total (#)			62	17	45	60	2
Total (%)				27.4	72.6	96.77	3.2

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 2B - SOCIAL WORKERS & COUNSELING PROFESSIONALS

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	501	180 PROGRAM COORDINATOR	1	0	1	1	0
2	513	ADULT SERVICES MANAGER	1	1	0	1	0
2	515	AODA CASE MANAGER	4	2	2	4	0
2	524	CASE MANAGER	2	2	0	1	1
2	550	DEPUTY DIRECTOR- DHS	1	1	0	1	0
2	596	JUVENILE INTAKE WORKER	2	1	1	2	0
2	639	REGISTERED NURSE	3	1	2	3	0
2	646	SENIOR SOCIAL WORKER	4	0	4	4	0
2	651	SOCIAL WORK MANAGER	4	1	3	4	0
2	652	SOCIAL WORKER	51	1	50	50	1
2	657	TREATMENT COURTS PROGRAM SUPERVISOR	1	0	1	1	0
Total (#)			74	10	64	72	2
Total (%)				13.5	86.5	97.30	2.7

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 3 - TECHNICIANS

EEO		Total					
Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
3	518	ASSISTANT SURVEYOR	1	1	0	1	0
3	522	BUILDING INSPECTOR	1	1	0	1	0
3	536	COMPUTER SUPPORT TECHNICIAN	4	2	2	4	0
3	538	CONSERVATION TECHNICIAN I	1	1	0	1	0
3	539	CONSERVATION TECHNICIAN II - AGRONOMIST	1	1	0	1	0
3	068	CUSTODIAN	1	1	0	1	0
3	562	EMERGENCY MANAGEMENT COORDINAOTR	1	1	0	1	0
3	563	ENGINEERING TECHNICIAN	1	0	1	1	0
3	576	GIS ADMINISTRATOR	1	1	0	1	0
3	577	GIS SPECIALIST	1	1	0	1	0
3	581	HIGHWAY SUPERINTENDENT	1	1	0	1	0
3	582	HIGHWAY SUPERVISOR	3	3	0	3	0
3	663	LAND USE TECHNICIAN	1	1	0	1	0
3	634	REAL PROPERTY LISTER	1	0	1	1	0
3	599	REAL PROPERTY SPECIALIST	1	1	0	1	0
3	649	SHOP SUPERVISOR	1	1	0	1	0
3	654	SURVEYOR I	1	1	0	1	0
3	655	SURVEYOR II	1	1	0	1	0
3	631	SYSTEMS ANALYST/PROJECT MANAGER	4	2	2	4	0
Total (#)			27	21	6	27	0
Total (%)				77.8	22.2	100.00	0.0

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 4 - PROTECTIVE SVC WKR

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
4	521	BAILIFF	4	4	0	4	0
4	532	CIVILIAN JAIL SERGEANT	3	3	0	2	1
4	533	CLASSIFICATION OFFICER (T)	1	1	0	1	0
4	542	CORRECTIONAL OFFICER	51	36	15	51	0
4	551	DETECTIVE	2	2	0	2	0
4	664	DETECTIVE (T)	1	1	0	1	0
4	552	DETECTIVE SERGEANT	1	1	0	1	0
4	555	DRUG INVESTIGATOR	2	2	0	2	0
4	560	ELECTRONIC MONITORING OFFICER (T)	1	0	1	1	0
4	586	HUBER COMPLIANCE OFFICER (T)	1	0	1	1	0
4	594	JUVENILE DETENTION WOKER	7	4	3	6	1
4	595	JUVENILE DETENTION WORKER (CALL IN)	11	7	4	9	2
4	623	PATROL DEPUTY	18	16	2	18	0
4	630	PROCESS SERVER	2	2	0	2	0
4	640	RESERVE DEPUTY	2	2	0	2	0
4	647	SERGEANT	5	5	0	5	0
4	653	SPECIAL DEPUTY	12	10	2	12	0
Total (#)			124	96	28	120	4
Total (%)				77.4	22.6	96.77	3.2

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 5 - PARAPROFESSIONALS

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
5	519	ASSISTANT TO THE COUNTY ADMIN	1	0	1	1	0
5	526	CHIEF DEPUTY REGISTER OF DEEDS	1	0	1	1	0
5	535	COMMUNITY SERVICE COORDINATOR	1	0	1	1	0
5	540	COORDINATOR OF CHILD CARE	1	0	1	1	0
5	546	CRISIS RESPONSE COORDINATOR	1	0	1	1	0
5	554	DIVERSION PROGRAM COORDINATOR	2	1	1	2	0
5	558	ECONOMIC SUPPORT SPECIALIST	31	3	28	27	4
6	561	ELIGIBILITY SPECIALIST	1	0	1	1	0
5	575	FRAUD INVESTIGATOR	1	1	0	1	0
5	600	LEAD ECONOMIC SUPPORT SPECIALIST	2	0	2	2	0
5	614	OFFICE MANAGER I	1	0	1	1	0
5	615	OFFICE MANAGER II	1	0	1	1	0
5	635	RECORDS MANAGEMENT COORDINATOR	1	0	1	1	0
6	641	RESOURCE SPECIALIST	3	0	3	3	0
5	659	VICTIM WITNESS COORDINATOR	1	0	1	1	0
Total (#)			49	5	44	45	4
Total (%)				10.2	89.8	91.84	8.2

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 6 - ADMIN SUPPORT OFFC/CLER

EEO		Total					
Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
6	504	ADMINISTRATIVE ASSOCIATE II	9	1	8	8	1
6	505	ADMINISTRATIVE ASSOCIATE III	5	0	5	5	0
6	506	ADMINISTRATIVE ASSOCIATE IV	5	1	4	5	0
6	508	ADMINISTRATIVE SPECIALIST I	11	0	11	10	1
6	509	ADMINISTRATIVE SPECIALIST II	11	1	10	11	0
6	510	ADMINISTRATIVE SPECIALIST III	7	0	7	7	0
6	667	CHIEF DEPUTY COUNTY CLERK	1	0	1	1	0
6	531	CIVIL PROCESS COORDINATOR	1	0	1	1	0
6	674	CIVILIAN JURY BAILIFF	6	4	2	6	0
6	569	FISCAL ASSOCIATE I	2	0	2	1	1
6	570	FISCAL ASSOCIATE II	8	1	7	8	0
6	571	FISCAL ASSOCIATE III	2	0	2	2	0
6	572	FISCAL ASSOCIATE IV	2	0	2	2	0
6	585	HOUSING SPECIALIST	1	0	1	1	0
6	588	HUM RES ASST	1	1	0	1	0
6	593	JUDICIAL ASSISTANT	4	0	4	4	0
6	601	LEAD PARTS AND INVENTORY SUPPORT	1	1	0	1	0
6	602	LEGAL SPECIALIST I	6	0	6	5	1
6	603	LEGAL SPECIALIST II	23	0	23	23	0
6	624	PAYROLL/BENEFITS ASSISTANT	1	0	1	1	0
6	629	PRINTING TECHNICIAN	1	1	0	1	0
6	633	PURCHASING SPECIALIST	1	0	1	1	0
6	644	SECURITY SUPPORT SPECIALIST	1	0	1	1	0
6	660	VICTIM WITNESS SPECIALIST	2	0	2	2	0
6	661	VOLUNTEER COORDINATOR	1	0	1	1	0

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 6 - ADMIN SUPPORT OFFC/CLER

EEO

Total

Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
		Total (#)	113	11	102	109	4
		Total (%)		9.7	90.3	96.46	3.5

(+) indicates this job title contains employees who are included from another facility.

**Eau Claire County
Eau Claire County
Job Group Analysis**

Snapshot Date: 12/31/2015

Job Group: 7 - SKILLED CRAFT WKR

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
7	566	FACILITIES SUPERVISOR	1	1	0	1	0
7	578	HEAVY EQUIPMENT OPERATOR	9	9	0	9	0
7	606	MAINTENANCE TECHNICIAN	11	11	0	11	0
7	607	MAINTENANCE TECHNICIAN- LEAD	1	1	0	1	0
7	610	MECHANIC	5	5	0	5	0
7	662	WELDER	1	1	0	1	0
Total (#)			28	28	0	28	0
Total (%)				100.0	0.0	100.00	0.0

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis

Snapshot Date: 12/31/2015

Job Group: 8 - SERVICE MAINTENANCE

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
8	547	CUSTODIAN	8	2	6	8	0
8	583	HIGHWAY WORKER- FIELD	31	29	2	31	0
8	146	LABORER	1	1	0	1	0
8	605	MAINTENANCE SUPERVISOR	1	1	0	1	0
8	608	MEAL DELIVERY WORKER	3	1	2	3	0
8	609	MEAL SITE WORKER	1	1	0	1	0
8	618	PARK RANGER- LAKE ALTOONA	1	1	0	1	0
8	619	PARK RANGER- LAKE EAU CLAIRE	1	1	0	1	0
8	621	PARKS AND FOREST SUPERVISOR	1	1	0	1	0
8	622	PARTS & INVENTORY SUPPORT	2	2	0	2	0
8	636	RECYCLING ATTENDANT	7	6	1	7	0
8	650	SIGN AND MARKING SUPPORT	1	1	0	1	0
Total (#)			58	47	11	58	0
Total (%)				81.0	19.0	100.00	0.0

(+) indicates this job title contains employees who are included from another facility.

Eau Claire County
Eau Claire County
Job Group Analysis Summary

Snapshot Date: 12/31/2015

Job Group	Total										
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1 - OFFICIALS/ADMINISTRATORS	17	12	5	0	17	0	0	0	0	0	0
2A - OTHER PROFESSIONALS	62	17	45	2	60	0	0	2	0	0	0
2B - SOCIAL WORKERS & COUNSELING PROFESSIONALS	74	10	64	2	72	0	0	2	0	0	0
3 - TECHNICIANS	27	21	6	0	27	0	0	0	0	0	0
4 - PROTECTIVE SVC WKR	124	96	28	4	120	3	1	0	0	0	0
5 - PARAPROFESSIONALS	49	5	44	4	45	1	0	3	0	0	0
6 - ADMIN SUPPORT OFFC/CLER	113	11	102	4	109	0	1	3	0	0	0
7 - SKILLED CRAFT WKR	28	28	0	0	28	0	0	0	0	0	0
8 - SERVICE MAINTENANCE	58	47	11	0	58	0	0	0	0	0	0
Total (#)	552	247	305	16	536	4	2	10	0	0	0
Total (%)		44.7	55.3	2.9	97.1	0.7	0.4	1.8	0.0	0.0	0.0

Eau Claire County
Eau Claire County
ZIP Code Analysis

Snapshot Date: 12/31/2015

Data Used: Employee

Included Areas:

County/County Set	Count	Weight	Cut-Off Weight
Dunn+Eau Claire, Wisconsin	410	74.28	75.51
Chippewa+Rusk, Wisconsin	99	17.93	18.23
Buffalo+Jackson+Pepin+Trempealeau, Wisconsin	34	6.16	6.26
Total:	543	98.37	100.00

Excluded Areas:

County/County Set	Count	Weight	Cut-Off Weight
Barron+Sawyer+Washburn, Wisconsin	2	0.36	0.00
Clark+Taylor, Wisconsin	1	0.18	0.00
Green Lake+Marquette+Waushara, Wisconsin	1	0.18	0.00
Ramsey, Minnesota	1	0.18	0.00
Burnett+Polk, Wisconsin	1	0.18	0.00
Pierce+St Croix, Wisconsin	1	0.18	0.00
Liberty and Nearby Counties, Florida	1	0.18	0.00
Boone, Missouri	1	0.18	0.00
Total:	9	1.63	0.00
Included and Excluded Total:	552	100.00	100.00

Eau Claire County
Eau Claire County
Availability Analysis

Snapshot Date: 12/31/2015

Job Group: 1 - OFFICIALS/ADMINISTRATORS

FACTOR	Raw (%)		FACTOR WEIGHT	Weighted (%)		SOURCE
	FEMALE	MINORITY		FEMALE	MINORITY	
<u>External Factors</u>						
Local	34.0	3.1	20.00	6.8	0.6	Employee: Dunn+Eau Claire, Wisconsin - 75.51 %; Chippewa+Rusk, Wisconsin - 18.23 %; Buffalo+Jackson+Pepin+Trempealeau,
Reasonable	35.2	20.3	20.00	7.0	4.1	National
<u>Internal Factors</u>						
Feeders	72.5	3.5	60.00	43.5	2.1	Feeders
Final Availability (%)			100.00	57.3	6.8	

Eau Claire County
Eau Claire County
Availability Analysis

Snapshot Date: 12/31/2015

Job Group: 2A - OTHER PROFESSIONALS

FACTOR	Raw (%)		FACTOR WEIGHT	Weighted (%)		SOURCE
	FEMALE	MINORITY		FEMALE	MINORITY	
<u>External Factors</u>						
Local	59.1	2.5	40.00	23.6	1.0	Employee: Dunn+Eau Claire, Wisconsin - 75.51 %; Chippewa+Rusk, Wisconsin - 18.23 %; Buffalo+Jackson+Pepin+Trempealeau,
Reasonable	56.0	28.1	30.00	16.8	8.4	National
<u>Internal Factors</u>						
Feeders	82.1	5.5	30.00	24.6	1.6	Feeders
Final Availability (%)			100.00	65.1	11.1	

Eau Claire County
Eau Claire County
Availability Analysis

Snapshot Date: 12/31/2015

Job Group: 2B - SOCIAL WORKERS & COUNSELING PROFESSIONALS

FACTOR	Raw (%)		FACTOR WEIGHT	Weighted (%)		SOURCE
	FEMALE	MINORITY		FEMALE	MINORITY	
<u>External Factors</u>						
Local	84.7	2.1	55.00	46.6	1.1	Employee: Dunn+Eau Claire, Wisconsin - 75.51 %; Chippewa+Rusk, Wisconsin - 18.23 %; Buffalo+Jackson+Pepin+Trempealeau,
Reasonable	78.6	37.4	40.00	31.5	14.9	National
<u>Internal Factors</u>						
Feeders	76.4	6.3	5.00	3.8	0.3	Feeders
Final Availability (%)			100.00	81.9	16.4	

Eau Claire County
Eau Claire County
Availability Analysis

Snapshot Date: 12/31/2015

Job Group: 3 - TECHNICIANS

FACTOR	Raw (%)		FACTOR WEIGHT	Weighted (%)		SOURCE
	FEMALE	MINORITY		FEMALE	MINORITY	
<u>External Factors</u>						
Local	27.3	2.8	30.00	8.2	0.8	Employee: Dunn+Eau Claire, Wisconsin - 75.51 %; Chippewa+Rusk, Wisconsin - 18.23 %; Buffalo+Jackson+Pepin+Trempealeau,
Reasonable	28.2	26.4	60.00	16.9	15.8	National
<u>Internal Factors</u>						
Feeders	38.0	1.9	10.00	3.8	0.2	Feeders
Final Availability (%)			100.00	28.9	16.8	

Eau Claire County
Eau Claire County
Availability Analysis

Snapshot Date: 12/31/2015

Job Group: 4 - PROTECTIVE SVC WKR

FACTOR	Raw (%)		FACTOR WEIGHT	Weighted (%)		SOURCE
	FEMALE	MINORITY		FEMALE	MINORITY	
External Factors						
Local	21.1	0.8	80.00	16.8	0.7	Employee: Dunn+Eau Claire, Wisconsin - 75.51 %; Chippewa+Rusk, Wisconsin - 18.23 %; Buffalo+Jackson+Pepin+Trempealeau,
Reasonable	28.2	34.9	20.00	5.6	7.0	National
Final Availability (%)			100.00	22.5	7.6	

Eau Claire County
Eau Claire County
Availability Analysis

Snapshot Date: 12/31/2015

Job Group: 5 - PARAPROFESSIONALS

FACTOR	Raw (%)		FACTOR WEIGHT	Weighted (%)		SOURCE
	FEMALE	MINORITY		FEMALE	MINORITY	
<u>External Factors</u>						
Local	83.4	5.2	50.00	41.7	2.6	Employee: Dunn+Eau Claire, Wisconsin - 75.51 %; Chippewa+Rusk, Wisconsin - 18.23 %; Buffalo+Jackson+Pepin+Trempealeau,
Reasonable	73.7	31.8	10.00	7.4	3.2	National
<u>Internal Factors</u>						
Feeders	77.7	3.0	40.00	31.1	1.2	Feeders
Final Availability (%)			100.00	80.2	7.0	

Eau Claire County
Eau Claire County
Availability Analysis

Snapshot Date: 12/31/2015

Job Group: 6 - ADMIN SUPPORT OFFC/CLER

FACTOR	Raw (%)		FACTOR WEIGHT	Weighted (%)		SOURCE
	FEMALE	MINORITY		FEMALE	MINORITY	
External Factors						
Local	84.4	4.3	90.00	76.0	3.8	Employee: Dunn+Eau Claire, Wisconsin - 75.51 %; Chippewa+Rusk, Wisconsin - 18.23 %; Buffalo+Jackson+Pepin+Trempealeau,
Reasonable	74.7	29.2	10.00	7.5	2.9	National
Final Availability (%)			100.00	83.5	6.8	

Eau Claire County
Eau Claire County
Availability Analysis

Snapshot Date: 12/31/2015

Job Group: 7 - SKILLED CRAFT WKR

FACTOR	Raw (%)		FACTOR WEIGHT	Weighted (%)		SOURCE
	FEMALE	MINORITY		FEMALE	MINORITY	
<u>External Factors</u>						
Local	11.8	2.6	80.00	9.4	2.1	Employee: Dunn+Eau Claire, Wisconsin - 75.51 %; Chippewa+Rusk, Wisconsin - 18.23 %; Buffalo+Jackson+Pepin+Trempealeau,
Reasonable	15.0	37.2	10.00	1.5	3.7	National
<u>Internal Factors</u>						
Feeders	26.1	0.4	10.00	2.6	0.0	Feeders
Final Availability (%)			100.00	13.5	5.8	

Eau Claire County
Eau Claire County
Availability Analysis

Snapshot Date: 12/31/2015

Job Group: 8 - SERVICE MAINTENANCE

FACTOR	Raw (%)		FACTOR WEIGHT	Weighted (%)		SOURCE
	FEMALE	MINORITY		FEMALE	MINORITY	
<u>External Factors</u>						
Local	21.9	3.7	90.00	19.7	3.4	Employee: Dunn+Eau Claire, Wisconsin - 75.51 %; Chippewa+Rusk, Wisconsin - 18.23 %; Buffalo+Jackson+Pepin+Trempealeau,
Reasonable	20.1	46.1	5.00	1.0	2.3	National
<u>Internal Factors</u>						
Feeders	0.0	0.0	5.00	0.0	0.0	Feeders
Final Availability (%)			100.00	20.7	5.7	

Eau Claire County
Eau Claire County
Internal Availability

Snapshot Date: 12/31/2015

AAP: Eau Claire County
Job Group: 1 - OFFICIALS/ADMINISTRATORS

Plan	Feeder	Wght (%)	Raw (%)										Weighted (%)							
			F	MIN	W	AA	H	A	NA	PI	2+	F	MIN	W	AA	H	A	NA	PI	2+
Eau Claire County	2A - OTHER PROFESSIO	80.00	72.6	3.2	96.8	0.0	0.0	3.2	0.0	0.0	0.0	58.1	2.6	77.4	0.0	0.0	2.6	0.0	0.0	0.0
Eau Claire County	2B - SOCIAL WORKERS	5.00	86.5	2.7	97.3	0.0	0.0	2.7	0.0	0.0	0.0	4.3	0.1	4.9	0.0	0.0	0.1	0.0	0.0	0.0
Eau Claire County	3 - TECHNICIANS	5.00	22.2	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	1.1	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0
Eau Claire County	5 - PARAPROFESSIONA	10.00	89.8	8.2	91.8	2.0	0.0	6.1	0.0	0.0	0.0	9.0	0.8	9.2	0.2	0.0	0.6	0.0	0.0	0.0
Total:		100.00										72.5	3.5	96.5	0.2	0.0	3.3	0.0	0.0	0.0

Eau Claire County
Eau Claire County
Internal Availability

Snapshot Date: 12/31/2015

AAP: Eau Claire County
Job Group: 2A - OTHER PROFESSIONALS

Plan	Feeder	Wght (%)	Raw (%)										Weighted (%)							
			F	MIN	W	AA	H	A	NA	PI	2+	F	MIN	W	AA	H	A	NA	PI	2+
Eau Claire County	3 - TECHNICIANS	5.00	22.2	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	1.1	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0
Eau Claire County	5 - PARAPROFESSIONA	50.00	89.8	8.2	91.8	2.0	0.0	6.1	0.0	0.0	0.0	44.9	4.1	45.9	1.0	0.0	3.1	0.0	0.0	0.0
Eau Claire County	6 - ADMIN SUPPORT OF	40.00	90.3	3.5	96.5	0.0	0.9	2.7	0.0	0.0	0.0	36.1	1.4	38.6	0.0	0.4	1.1	0.0	0.0	0.0
Eau Claire County	7 - SKILLED CRAFT WKR	5.00	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0
Total:		100.00										82.1	5.5	94.5	1.0	0.4	4.1	0.0	0.0	0.0

Eau Claire County
Eau Claire County
Internal Availability

Snapshot Date: 12/31/2015

AAP: Eau Claire County
Job Group: 2B - SOCIAL WORKERS & COUNSELING PROFESSIONALS

Plan	Feeder	Wght (%)	Raw (%)										Weighted (%)							
			F	MIN	W	AA	H	A	NA	PI	2+	F	MIN	W	AA	H	A	NA	PI	2+
Eau Claire County	4 - PROTECTIVE SVC W	20.00	22.6	3.2	96.8	2.4	0.8	0.0	0.0	0.0	0.0	4.5	0.6	19.4	0.5	0.2	0.0	0.0	0.0	0.0
Eau Claire County	5 - PARAPROFESSIONA	60.00	89.8	8.2	91.8	2.0	0.0	6.1	0.0	0.0	0.0	53.9	4.9	55.1	1.2	0.0	3.7	0.0	0.0	0.0
Eau Claire County	6 - ADMIN SUPPORT OF	20.00	90.3	3.5	96.5	0.0	0.9	2.7	0.0	0.0	0.0	18.1	0.7	19.3	0.0	0.2	0.5	0.0	0.0	0.0
Total:		100.00										76.4	6.3	93.7	1.7	0.3	4.2	0.0	0.0	0.0

Eau Claire County
Eau Claire County
Internal Availability

Snapshot Date: 12/31/2015

AAP: Eau Claire County
Job Group: 3 - TECHNICIANS

Plan	Feeder	Wght (%)	Raw (%)										Weighted (%)									
			F	MIN	W	AA	H	A	NA	PI	2+	F	MIN	W	AA	H	A	NA	PI	2+		
Eau Claire County	5 - PARAPROFESSIONA	10.00	89.8	8.2	91.8	2.0	0.0	6.1	0.0	0.0	0.0	9.0	0.8	9.2	0.2	0.0	0.6	0.0	0.0	0.0		
Eau Claire County	6 - ADMIN SUPPORT OF	30.00	90.3	3.5	96.5	0.0	0.9	2.7	0.0	0.0	0.0	27.1	1.1	28.9	0.0	0.3	0.8	0.0	0.0	0.0		
Eau Claire County	7 - SKILLED CRAFT WKR	50.00	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0		
Eau Claire County	8 - SERVICE MAINTENAN	10.00	19.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	1.9	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0		
Total:		100.00										38.0	1.9	98.1	0.2	0.3	1.4	0.0	0.0	0.0		

Eau Claire County
Eau Claire County
Internal Availability

Snapshot Date: 12/31/2015

AAP: Eau Claire County
Job Group: 5 - PARAPROFESSIONALS

Plan	Feeder	Wght (%)	Raw (%)									Weighted (%)								
			F	MIN	W	AA	H	A	NA	PI	2+	F	MIN	W	AA	H	A	NA	PI	2+
Eau Claire County	6 - ADMIN SUPPORT OF	85.00	90.3	3.5	96.5	0.0	0.9	2.7	0.0	0.0	0.0	76.7	3.0	82.0	0.0	0.8	2.3	0.0	0.0	0.0
Eau Claire County	7 - SKILLED CRAFT WKR	10.00	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0
Eau Claire County	8 - SERVICE MAINTENAN	5.00	19.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.9	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0
Total:		100.00										77.7	3.0	97.0	0.0	0.8	2.3	0.0	0.0	0.0

Eau Claire County
Eau Claire County
Internal Availability

Snapshot Date: 12/31/2015

AAP: Eau Claire County
Job Group: 7 - SKILLED CRAFT WKR

Plan	Feeder	Wght (%)	Raw (%)										Weighted (%)							
			F	MIN	W	AA	H	A	NA	PI	2+	F	MIN	W	AA	H	A	NA	PI	2+
Eau Claire County	6 - ADMIN SUPPORT OF	10.00	90.3	3.5	96.5	0.0	0.9	2.7	0.0	0.0	0.0	9.0	0.4	9.6	0.0	0.1	0.3	0.0	0.0	0.0
Eau Claire County	8 - SERVICE MAINTENAN	90.00	19.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	17.1	0.0	90.0	0.0	0.0	0.0	0.0	0.0	0.0
Total:		100.00										26.1	0.4	99.6	0.0	0.1	0.3	0.0	0.0	0.0

Eau Claire County
Eau Claire County
Internal Availability

Snapshot Date: 12/31/2015

AAP: Eau Claire County
Job Group: 8 - SERVICE MAINTENANCE

Plan	Feeder	Wght (%)	Raw (%)									Weighted (%)								
			F	MIN	W	AA	H	A	NA	PI	2+	F	MIN	W	AA	H	A	NA	PI	2+
Eau Claire County	7 - SKILLED CRAFT WKR	100.00	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0
Total:		100.00											0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0

Eau Claire County
Eau Claire County
Comparison of Incumbency to Availability and Placement Goals

Snapshot Date: 12/31/2015

Job Group: 1 - OFFICIALS/ADMINISTRATORS
Test: Whole Person
Total Employees: 17

	Total	
	FEMALE	MINORITY
Employees (#)	5	0
Employees (%)	29.4	0.0
Availability (%) Goal	57.3	6.8
Test: Whole Person	YES	YES
Add'l Needed to Eliminate Problem Area (#)	4	1

Eau Claire County
Eau Claire County
Comparison of Incumbency to Availability and Placement Goals

Snapshot Date: 12/31/2015

Job Group: 2A - OTHER PROFESSIONALS

Test: Whole Person

Total Employees: 62

Total		
	FEMALE	MINORITY
Employees (#)	45	2
Employees (%)	72.6	3.2
Availability (%) Goal	65.1	11.1
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	4

Eau Claire County
Eau Claire County
Comparison of Incumbency to Availability and Placement Goals

Snapshot Date: 12/31/2015

Job Group: 2B - SOCIAL WORKERS & COUNSELING PROFESSIONALS

Test: Whole Person

Total Employees: 74

Total

	FEMALE	MINORITY
Employees (#)	64	2
Employees (%)	86.5	2.7
Availability (%) Goal	81.9	16.4
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	10

Eau Claire County
Eau Claire County
Comparison of Incumbency to Availability and Placement Goals

Snapshot Date: 12/31/2015

Job Group: 3 - TECHNICIANS
Test: Whole Person
Total Employees: 27

Total		
	FEMALE	MINORITY
Employees (#)	6	0
Employees (%)	22.2	0.0
Availability (%) Goal	28.9	16.8
Test: Whole Person	YES	YES
Add'l Needed to Eliminate Problem Area (#)	1	4

Eau Claire County
Eau Claire County
Comparison of Incumbency to Availability and Placement Goals

Snapshot Date: 12/31/2015

Job Group: 4 - PROTECTIVE SVC WKR

Test: Whole Person

Total Employees: 124

Total		
	FEMALE	MINORITY
Employees (#)	28	4
Employees (%)	22.6	3.2
Availability (%) Goal	22.5	7.6
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	5

Eau Claire County
Eau Claire County
Comparison of Incumbency to Availability and Placement Goals

Snapshot Date: 12/31/2015

Job Group: 5 - PARAPROFESSIONALS

Test: Whole Person

Total Employees: 49

Total

	FEMALE	MINORITY
Employees (#)	44	4
Employees (%)	89.8	8.2
Availability (%) Goal	80.2	7.0
Test: Whole Person	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0

Eau Claire County
Eau Claire County
Comparison of Incumbency to Availability and Placement Goals

Snapshot Date: 12/31/2015

Job Group: 6 - ADMIN SUPPORT OFFC/CLER

Test: Whole Person

Total Employees: 113

Total

	FEMALE	MINORITY
Employees (#)	102	4
Employees (%)	90.3	3.5
Availability (%) Goal	83.5	6.8
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	3

Eau Claire County
Eau Claire County
Comparison of Incumbency to Availability and Placement Goals

Snapshot Date: 12/31/2015

Job Group: 7 - SKILLED CRAFT WKR
Test: Whole Person
Total Employees: 28

Total		
	FEMALE	MINORITY
Employees (#)	0	0
Employees (%)	0.0	0.0
Availability (%) Goal	13.5	5.8
Test: Whole Person	YES	YES
Add'l Needed to Eliminate Problem Area (#)	3	1

Eau Claire County
Eau Claire County
Comparison of Incumbency to Availability and Placement Goals

Snapshot Date: 12/31/2015

Job Group: 8 - SERVICE MAINTENANCE

Test: Whole Person

Total Employees: 58

Total		
	FEMALE	MINORITY
Employees (#)	11	0
Employees (%)	19.0	0.0
Availability (%) Goal	20.7	5.7
Test: Whole Person	YES	YES
Add'l Needed to Eliminate Problem Area (#)	1	3

Eau Claire County
Eau Claire County
Goals Progress

Job Group	Representation as of Previous AAP				Goal/Availability from Previous AAP	Placements*			Achieved?
	Total Employees	Gender/Race Groups	#	%		Total Placements	#	%	
1 - OFFICIALS/ADMINISTRATORS	17	Females	5	29.41%	57.50%	3	2	66.67%	YES
		Minority	0	0.00%	6.90%		0	0.00%	NO
2A - OTHER PROFESSIONALS	57	Females	40	70.18%	10.20%	10	5	50.00%	NO
		Minority	2	3.51%			0	0.00%	
2B - SOCIAL WORKERS & COUNSELING PROFESSIONALS	76	Females	68	89.47%	16.40%	1	1	100.00%	NO
		Minority	2	2.63%			0	0.00%	
3 - TECHNICIANS	25	Females	5	20.00%	27.30%	3	1	33.33%	YES
		Minority	0	0.00%	17.00%		0	0.00%	NO
4 - PROTECTIVE SVC WKR	113	Females	29	25.66%	7.90%	16	4	25.00%	NO
		Minority	4	3.54%			0	0.00%	
6 - ADMIN SUPPORT OFFC/CLER	102	Females	98	96.08%	8.00%	13	10	76.92%	NO
		Minority	3	2.94%			0	0.00%	
7 - SKILLED CRAFT WKR	23	Females	0	0.00%	7.10%	7	0	0.00%	NO
		Minority	0	0.00%	4.60%		0	0.00%	NO
8 - SERVICE MAINTENANCE	43	Females	10	23.26%	4.40%	10	0	0.00%	NO
		Minority	0	0.00%			0	0.00%	

* Placements consist of hires and promotions into the target job group from 1/1/2015 to 12/31/2015

Eau Claire County
Eau Claire County
Personnel Transactions Summary

Snapshot Date: 12/31/2015

Job Group: 1 - OFFICIALS/ADMINISTRATORS

Transaction Dates: 01/01/2015 To 12/31/2015

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	47	54	0	101	1	1	2	0	0	0	3	0	3
Afr. Amer.	6	1	0	7	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	1	0	0	1	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	2	1	2	5									
Total	56	56	2	114	1	1	2	0	0	0	3	0	3
Total Minority	7	1	0	8	0	0	0	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	1	1	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	1	1	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Eau Claire County
Eau Claire County
Personnel Transactions Summary

Snapshot Date: 12/31/2015

Job Group: 2A - OTHER PROFESSIONALS

Transaction Dates: 01/01/2015 To 12/31/2015

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	164	351	0	515	5	4	9	0	0	0	2	4	6
Afr. Amer.	3	3	1	7	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	9	18	0	27	0	0	0	0	0	0	0	0	0
Nat. Amer.	2	1	0	3	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	1	7	2	10									
Total	179	380	3	562	5	4	9	0	0	0	2	4	6
Total Minority	14	22	1	37	0	0	0	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	1	1	0	1	1
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	1	1	0	1	1
Total Minority	0	0	0	0	0	0	0	0	0

Eau Claire County

Eau Claire County

Personnel Transactions Summary

Snapshot Date: 12/31/2015

Job Group: 2B - SOCIAL WORKERS & COUNSELING PROFESSIONALS

Transaction Dates: 01/01/2015 To 12/31/2015

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	12	49	0	61	0	1	1	0	0	0	0	2	2
Afr. Amer.	1	1	0	2	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	1	0	1	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	1	0	1	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	13	52	0	65	0	1	1	0	0	0	0	2	2
Total Minority	1	3	0	4	0	0	0	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Eau Claire County
Eau Claire County
Personnel Transactions Summary

Snapshot Date: 12/31/2015

Job Group: 3 - TECHNICIANS

Transaction Dates: 01/01/2015 To 12/31/2015

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	94	49	0	143	2	1	3	0	0	0	2	0	2
Afr. Amer.	2	1	0	3	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	2	2	0	4	0	0	0	0	0	0	0	0	0
Nat. Amer.	2	0	0	2	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	2	0	1	3									
Total	102	52	1	155	2	1	3	0	0	0	2	0	2
Total Minority	6	3	0	9	0	0	0	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Eau Claire County
Eau Claire County
Personnel Transactions Summary

Snapshot Date: 12/31/2015

Job Group: 4 - PROTECTIVE SVC WKR

Transaction Dates: 01/01/2015 To 12/31/2015

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	224	122	1	347	12	4	16	1	0	1	8	6	14
Afr. Amer.	11	0	0	11	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	4	3	0	7	0	0	0	0	0	0	0	0	0
Nat. Amer.	1	0	0	1	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	3	3	0	6									
Total	243	128	1	372	12	4	16	1	0	1	8	6	14
Total Minority	16	3	0	19	0	0	0	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	1	1	0	0	0	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	1	1	0	0	0	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Eau Claire County
Eau Claire County
Personnel Transactions Summary

Snapshot Date: 12/31/2015

Job Group: 5 - PARAPROFESSIONALS

Transaction Dates: 01/01/2015 To 12/31/2015

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	72	421	0	493	1	8	9	1	0	1	1	13	14
Afr. Amer.	7	4	1	12	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	3	18	0	21	0	1	1	0	0	0	0	0	0
Nat. Amer.	4	4	0	8	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	1	2	4	7									
Total	87	449	5	541	1	9	10	1	0	1	1	13	14
Total Minority	14	26	1	41	0	1	1	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	2	2	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	2	2	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Eau Claire County
Eau Claire County
Personnel Transactions Summary

Snapshot Date: 12/31/2015

Job Group: 6 - ADMIN SUPPORT OFFC/CLER

Transaction Dates: 01/01/2015 To 12/31/2015

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	125	1,152	2	1279	3	10	13	0	0	0	0	9	9
Afr. Amer.	6	8	0	14	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	9	22	0	31	0	0	0	0	0	0	0	0	0
Nat. Amer.	3	8	0	11	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	0	10	1	11									
Total	143	1200	3	1346	3	10	13	0	0	0	0	9	9
Total Minority	18	38	0	56	0	0	0	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	3	3	0	0	0	0	4	4
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	3	3	0	0	0	0	4	4
Total Minority	0	0	0	0	0	0	0	0	0

Eau Claire County
Eau Claire County
Personnel Transactions Summary

Snapshot Date: 12/31/2015

Job Group: 7 - SKILLED CRAFT WKR

Transaction Dates: 01/01/2015 To 12/31/2015

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	120	5	0	125	5	0	5	0	0	0	6	0	6
Afr. Amer.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	0	0	1	1									
Total	120	5	1	126	5	0	5	0	0	0	6	0	6
Total Minority	0	0	0	0	0	0	0	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	2	0	2	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	2	0	2	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Eau Claire County
Eau Claire County
Personnel Transactions Summary

Snapshot Date: 12/31/2015

Job Group: 8 - SERVICE MAINTENANCE

Transaction Dates: 01/01/2015 To 12/31/2015

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	198	27	1	226	10	0	10	1	0	1	2	0	2
Afr. Amer.	1	0	0	1	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	1	0	0	1	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	1	0	0	1									
Total	201	27	1	229	10	0	10	1	0	1	2	0	2
Total Minority	2	0	0	2	0	0	0	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	2	0	2	0	0	0	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	2	0	2	0	0	0	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Eau Claire County

Eau Claire County

Data Collection Analysis/Hiring Benchmark (Protected Veterans)*

Current Snapshot Date: 12/31/2015

Category	12/31/15
Job Openings	69
Jobs Filled	69
Applicants for all jobs	3,571
Applicants who self-identified as Protected Veterans	197
Applicants Hired	69
Protected Veterans Hired	0
Hiring Benchmark**	7.0
Overall protected veterans hired (%)	0.0

* Data collected as of the transaction period for the respective AAP year. Employee count (#) and representation (%) are as of the snapshot date for the respective AAP Year.

** Hiring benchmark is based on the national percentage of veterans in the Civilian Labor Force (CLF).

Eau Claire County

Eau Claire County

Data Collection Analysis/Utilization Analysis (Disability)*

Current Snapshot Date: 12/31/2015

Category	12/31/15		
Job Openings	69		
Jobs Filled	69		
Applicants for all jobs	3,571		
Applicants who self-identified as individual(s) with Disability	154		
Applicants Hired	69		
Individual(s) with Disability Hired	0		
Nationwide utilization goal for qualified individuals with disabilities (%)**	7.0		
Total incumbency of individuals with disabilities (%)	3.1		
Job Group	EE #	EE IWD #	EE IWD %
1 - OFFICIALS/ADMINISTRATORS	17	0	0.0
2A - OTHER PROFESSIONALS	62	0	0.0
2B - SOCIAL WORKERS & COUNSELING PROFESSIONALS	74	0	0.0
3 - TECHNICIANS	27	0	0.0
4 - PROTECTIVE SVC WKR	124	0	0.0
5 - PARAPROFESSIONALS	49	0	0.0
6 - ADMIN SUPPORT OFFC/CLER	113	0	0.0
7 - SKILLED CRAFT WKR	28	0	0.0
8 - SERVICE MAINTENANCE	58	0	0.0

* Data collected as of the transaction period for the respective AAP year. Employee count (#) and representation (%) are as of the snapshot date for the respective AAP Year.

** Current utilization goal as established by the OFCCP.

N/A - The number of employees in the job group is less than 10 and therefore, the identity of employee(s) with disability could be readily discernible. To ensure confidentiality, IWD # and % were omitted from the report.

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: September 09, 2016		Information-Discussion		
Agenda Item No. 7		Direction to Staff		
Department: Human Resources	X	Approval-Denial		
Subject: Update to the Eau Claire County Policy Manual: <ul style="list-style-type: none"> • 509 - TIMEKEEPING • 521 - ON CALL • 601 - BENEFITS 		Requires Recommendation to:		
		x	County Board	
		Other:		
		Form:		Ordinance
Bargaining Unit Involved: N/A		x	Resolution 16/17-043	
Prepared by: J. Gower			Report	
Reviewed by: J. Mangus		Other Action:		

Human Resources is recommending the following revisions to the Eau Claire County Policy Manual:

Policy 509 – TIMEKEEPING

This policy is included with the agenda packet. The policy was updated to reflect operational changes for the departments that previously held exceptions. There is no fiscal impact to this change.

Policy 521 – ON CALL

This policy is included with the agenda packet. The policy was updated to include the on-call coverage changes needed to support the Facilities and Airport operations.

The fiscal impact of this change is estimated to be \$3,460.00 annually.

Policy 601 – BENEFITS - HEALTH INSURANCE, DENTAL INSURANCE & COBRA

This policy is included with the agenda packet and the proposed changes are included. The Payroll and Benefits Manager is proposing changes to provide enhanced clarification for the policy. There is no fiscal impact to this change.

The Committee is asked to review and approve these updated policies.

POLICY 509 TIMEKEEPING

1. Purpose. To provide time reporting requirements for all employees of Eau Claire County.
2. Policy.
 - 2.1 This policy provides each department the information needed to accurately record and submit their time sheets.
3. Scope.
 - 3.1 This policy and procedure applies to all employees of Eau Claire County.
4. Definitions.
 - 4.1 Authorized Hours are work hours that a supervisor assigns to complete a task.
 - 4.2 "Compensatory Time" means those hours worked in excess of the normal workweek which may be used as time off from a regular work schedule in accordance with specified guidelines.
 - 4.3 Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and exempt from FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
 - 4.4 Non-Exempt refers to employees that are covered under the Fair Labor Standards Act (FLSA) and subject to FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
 - 4.5 Overtime is defined as authorized hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour.
 - 4.6 Work Hour is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest tenth of an hour.
5. Procedure for non-exempt and exempt (non-supervisory) timesheets
 - 5.1 The pay period covers fourteen consecutive days beginning on a Sunday and ending on the second Saturday. The usual pay period is 80 hours.

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Effective Date: January 1, 2012

Revised Date: August 7, 2016

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- 5.2 All non-exempt and exempt (non-supervisory) employees are required to complete their timekeeping records on a daily basis by signing in on arrival and signing out on departure.
- 5.3 Time sheets for non-exempt employees and exempt (non-supervisory) must show all time worked and absence from work with appropriate codes (hours worked, paid time off, extended leave bank, and so forth) that were incurred for the pay period. Employees will mark their time sheets in tenths for the purpose of computing regular hours as follows.

0 – 5 minutes	.0	30 – 35 minutes	.5
6 – 11 minutes	.1	36 – 41 minutes	.6
12 – 17 minutes	.2	42 – 47 minutes	.7
18 – 23 minutes	.3	48 – 53 minutes	.8
24 – 29 minutes	.4	54 – 59 minutes	.9

- 5.4 Time sheets should not be completed in advance.

Employees on official business outside the normal work schedule should note it on their timekeeping records. (

6. Overtime and Compensatory Time.

- 6.1 Overtime and compensatory time earned must be approved in advance by the supervisor to whom the employee reports; if not, an employee is not authorized to work the overtime or compensatory time.
- 6.2 All overtime or compensatory time earned must be clearly noted on the time sheet.
- 6.3 When an employee transfers to a different position, any compensatory time balance is paid at the time of the transfer.
- 6.4 Working unauthorized overtime or compensatory time will subject employees to disciplinary action.

7. Time Worked.

- 7.1 The following provisions are included as time worked.

7.1.1 Work Away From Premises or at Home. A non-exempt employee is not permitted to perform work away from the premises, job site, or at

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home, unless approved in advance in writing by his or her department head and the director. If approved, work performed off the premises, job site, or at home by a non-exempt employee will be counted as time worked, unless such time is de minimis.

7.1.2 Break Time. Authorized rest periods of 15 minutes or less are counted as time worked.

7.1.3 Travel/Training Time. Travel and training time is to be considered and included in actual time worked and should be charged to the Training time code. Time begins when departing for work destination if other than to Courthouse or other County offices. Time ends when employee arrives at Courthouse or regular County office.

8. Time Not Worked.

8.1 Per the Fair Labor Standards Act, Eau Claire County does **not** count the following provisions as time worked.

8.1.1 Paid/Unpaid Leave. Approved paid absences, including but not limited to paid time off, extended leave bank, holiday leave, Family Medical Leave Act leave, military leave, jury and witness duty, and time off for voting are not counted as time worked.

8.1.2 Meal Periods. Uninterrupted time off for lunch or dinner is not counted as time worked.

8.1.3 All meal periods, paid or unpaid, should be noted accordingly on the time sheet.

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Effective Date: January 1, 2012

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9. Responsibilities.

9.1 Employee Responsibilities. All employees when completing their time sheet will adhere to the following procedures.

9.1.1 Record correct overtime and benefit codes.

9.1.2 Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.

9.1.3 Obtain approval for any overtime or compensatory time earned in the pay period.

9.1.4 Sign and submit the completed time sheet to the supervisor in the time period required for approval.

9.2 Supervisor Responsibilities. Each supervisor is responsible for.

9.2.1 Ensuring that employees reporting to him or her have the correct codes.

9.2.2 Ensuring that all employees maintain accurate time sheets.

9.2.3 Providing approval for overtime or compensatory time.

9.2.4 Approval of time sheets and submission to Payroll by noon on Monday following the completion of the pay period.

10. Timesheets for Department Heads and Exempt Supervisory Staff.

10.1 Department Heads and exempt supervisory staff are expected to work a minimum of 80 hours worked per pay period. Timesheets will only indicate full day absences and must be completed and signed each pay period. Work schedules may be adjusted according to operational needs of the department/work unit.

10.1.1 The workweeks of Department Heads and exempt supervisor staff will vary based on workload. It is acknowledged that 80 hours of work pay period is a rarity and often exceeds 80 hours.

10.1.2 In recognition of the excess hours in a work week, Department Heads and exempt supervisory employees may take time off when

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the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis.

10.1.2 All full day absences should be noted on the time sheet as accrued benefit time taken.

10.1.3 It is expected that department heads and exempt supervisory employees will use this flexibility judiciously and responsibly. This flexibility is not to be used as a means of avoiding the usage of PTO.

10.1.3.1 This flexibility is a privilege and any abuse of this flexibility may result in discipline.

~~10.2 Exception. The following position titles will not be required to account for absent time of more than four (4) hours utilizing accrued benefit time: Sergeant, Airport Supervisor, Maintenance Supervisor, Highway Supervisor, and Shop Superintendent.~~

~~10.2.1 Due to the unpredictable nature of the scheduling for these positions, it is expected that work schedules be adjusted according to operational needs of the department/work unit.~~

11. Improper Deductions from Exempt Employees' Salaries.

11.1 If an employee believes that an improper deduction has been made from their salary, they should immediately report it to the Human Resources Department.

DRAFT

POLICY 509 TIMEKEEPING
Effective Date: January 1, 2012
Revised Date: August 7, 2016

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POLICY 601 BENEFITS - HEALTH INSURANCE, DENTAL INSURANCE & COBRA

1. **Purpose.** To provide health and dental insurance to those employees who qualify for coverage.
2. Coverage.
 - 2.1 The design and selection of health/dental care plans is determined by the Committee on an annual basis consistent with applicable state, federal and insurance regulations. Employees will receive notification of the health/dental plan(s) as adopted by the Committee.
3. Eligibility/Health Insurance Plan.
 - 3.1 Full-time employees who qualify for coverage may participate in the Health Insurance Plan(s). Eligible employees will contribute, and the County will contribute, to the costs for the Health Insurance Plan. Ineligible part-time employees may participate in the health insurance plan by paying the entire cost of the premium.
 - 3.2 The County will make an offer of Health Insurance to any part-time employee eligible under the Affordable Care Act. The measurement period will be defined as November through October.
4. Effective Date.
 - 4.1 Health insurance coverage will be effective the 1st day of the month following the month of hire, provided the employee has completed an application. Employees not applying during probation may subsequently attain coverage only by submitting evidence of insurability acceptable to the insurance carrier.
5. Incentive Payment.
 - 5.1 Eligible employees electing to ~~not be covered by~~ waive the county health insurance plan, who prove that they, their spouse, and dependents have health insurance coverage from another source, will be compensated by the county in the amount of ~~\$50 or \$100 per month depending upon single or family coverage~~. Eligible employees electing to take a single health insurance plan and who prove that their spouse and dependents have health insurance coverage from another source will be compensated by the county in the amount of \$50 per month. ~~At any time the employee may elect to have health insurance reinstated, and payment curtailed, without evidence of insurability.~~ Eligible employees opting to delete or reduce coverage must inform the county in

Comment [AS1]: Replace with "to waive"

Comment [AS2]: Either \$50 or \$100 per month depending upon single or family coverage.

Comment [AS3]: This sentence should be stricken. Health insurance can only be reinstated during open enrollment or within 30 days of a qualifying life event.

POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA

Effective Date: January 1, 2012

Revised Date: September 2014; January 27, 2016

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writing within 30 days of the effective date of this change. ~~Such deletion or reduction will take effect on January 1st of the subsequent year.~~

Comment [AS4]: Add "within 30 days of the effective date of change".

Comment [AS5]: Strike this.

- 5.2 Part-time employees eligible for health insurance under the Affordable Care Act who elect not to be covered by the county health insurance plan will not be eligible for the incentive payment.

6. Payment of Employee Share of Premium.

- 6.1 Any employee required to pay all or any portion of the health insurance premium will make such payment by payroll deduction, except as provided in 8.

7. Spouse also Employee.

- 7.1 The county will provide coverage under only 1 family plan or 2 single plans when spouses are county employees.

8. Coverage upon separation.

- 8.1 Employees discharged will have insurance coverage only through the month in which the discharge is effective.
- 8.2 Employees on unpaid leave or layoff, and retired employees or their surviving spouses may continue insurance under the county plans by remitting monthly premiums by check or money order to the insurance company. Insurance will be canceled if the employee or retiree fails to remit payment upon notice of delinquency. Employees on FMLA will continue to pay their contribution, but will be allowed a 30-day grace period to pay and the county will give a 15 day notice of intent to cancel.
- 8.2.1 No cost of any part of the health insurance plan, including but not limited to, deductibles, co-pays, co-insurance, etc. will be reimbursed or paid for by the County.
- 8.2.2 Continuing insurance means whatever plan election is chosen at the time of retirement. No changes to increase the number of dependents will be permitted after the initial election.
- 8.3 Employees receiving worker's compensation payments will have their premiums paid by the county for a period of up to 1 year.

9. Waiver of Coverage.

POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA

Effective Date: January 1, 2012

Revised Date: September 2014; January 27, 2016

Eau Claire County

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- 9.1 Any employee who is eligible to be covered by group health insurance who fail to apply for coverage will be considered to have waived coverage. Affected employees will be notified of said constructive waiver and may, within 10 days of such notice, cancel the constructive waiver by submitting an application for health insurance coverage to the finance department.
 - 9.2 Any employee may elect to decline or cancel health insurance coverage by signing a waiver form provided by the finance department and filing it with the finance department.
 - 9.3 A waiver will be effective upon receipt by the finance department or, in the case of cancellation, on the day of the month following receipt by the finance department. Any waiver may be withdrawn prior to its effective date.
10. Group Dental Plan. The County will make available a group dental plan.
- 10.1 The following applies to employees in regular full-time positions, except those mentioned in 10.2.
 - 10.1.1 Employees who participate in the dental plan will pay the entire premium.
 - 10.1.2 Open Enrollment. Employees covered by the dental plans may elect to change from one to another annually during the period of December 1-15, effective on the following January 1.
 - 10.1.3 Coverage. Coverage will only be provided under one family plan or two single plans when both spouses are County employees.
 - 10.2 The following applies to Jail Employees, Civilian Jail Sergeants, Detective Sergeants, Sergeants, Airport Maintenance & Airport Custodial employees.
 - 10.2.1 The employee will pay 10 percent of the dental premium.
 - 10.2.2 Open Enrollment. Employees covered by authorized plans may elect to change from one to another annually during the period of December 1-15, effective on the following January 1.
 - 10.2.3 Coverage will only be provided under one (1) family plan or two (2) single plans when spouses are both County employees.

POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA

Effective Date: January 1, 2012

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10.2.4 Employees hired on or after January 1, 2012, will not receive the employer contribution to the provided dental plan.

11. Insurance Continuation ("COBRA").

- 11.1 Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.
- 11.2 All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.
- 11.3 For additional details regarding coverage and premium contributions, contact the Finance Department, Payroll Division.

POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA

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POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA

Effective Date: January 1, 2012

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POLICY 521 ON CALL PAY

1. **Purpose.** To ensure an employee are available at any time to respond to emergency situations as they arise.
2. Highway Department.
 - 2.1 One of the Patrol Superintendent, Shop Superintendent or Highway Supervisors will be the lead on-call supervisor for each Saturday and Sunday and will be compensated at the rate of \$40 per day.
 - 2.2 When the highway employees and highway supervisors are working the four (4) day per week schedule, working office staff will handle Friday calls with the on-call supervisor being paid \$40 for Friday, Saturday and Sunday.
 - 2.3 When an incident occurs requiring the on-call supervisor to leave home, drive to a site to inspect the situation and then determine that additional staff are required to be called in, the supervisor will be paid straight time overtime.
3. ~~Maintenance-Facilities~~ Department.
 - 3.1 ~~Maintenance-Facilities~~ employees will be available for emergency work evenings and weekends and for all legal holidays. One maintenance employee will be assigned to be the primary on-call person each week, Monday through Sunday.
 - 3.1.1 Assignments will normally be made on a rotational basis.
 - 3.2 ~~Facilities Maintenance Worker, Maintenance Tech Lead, and Facilities Supervisor Employees~~ assigned to be the primary on-call person each week will be compensated \$100 per week.
 - ~~3.3~~ ~~When the maintenance supervisor is on call on Saturday or Sunday, they will be compensated at a rate of \$40 per day.~~
 - ~~3.3.13.2.1~~ ~~When an incident occurs requiring the supervisor to leave home, drive to a site to inspect the situation and then determine that additional staff are required to be called in, the supervisor will be paid straight time overtime.~~

POLICY 521 ON CALL PAY

Effective Date: January 1, 2012

Revised Date: May 2013, June 2016

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4. Juvenile Intake Workers.

4.1 Juvenile Intake Workers will be available for emergency work evenings and weekends and for all legal holidays. One employee will be assigned to be the primary on-call person each day.

4.1.1 Assignments will normally be made on a rotational basis.

4.2 Employees assigned to be the primary on-call person will receive two dollars (\$2) per hour.

5. Parks and Forest.

5.1 Coon Fork Park Ranger. On-call pay of one dollar and fifty cents (\$1.50) per hour will be paid for all hours spent while on on-call status.

5.2 Lake Altoona Park Ranger. On-call pay of one dollar and fifty cents (\$1.50) per hour for all hours during on-call status at the direction of the department head or designee using the one-foot dam gate-opening standard.

5.3 Lake Eau Claire Rangers. On-call pay of one dollar and fifty cents (\$1.50) per hour for all hours during on-call status at the direction of the department head or designee using the two-foot dam gate-opening standard.

5.4 Employees working on the dams alone will receive an additional two dollars (\$2) per hour.

6. Airport

6.1 The Airport Maintenance Supervisor will be the primary on-call person each week, Monday through Sunday, and compensated \$100 per week for being the primary on-call person

6.2 Airport maintenance employees will be available for emergency work evenings and weekends and for all legal holidays.

6.3 The Airport Maintenance Supervisor will be the , and will call in additional employees as neededThe Airport Maintenance Supervisor for being the primary on-call person.

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POLICY 521 ON CALL PAY

Effective Date: January 1, 2012

Revised Date: May 2013, June 2016

Eau Claire County
Employee Policy Manual

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Revised Date: May 2013, June 2016

Eau Claire County
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REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: September 9, 2016	X	Information-Discussion		
Agenda Item No. 8	X	Direction to Staff		
Department: Human Resources		Approval-Denial		
Subject: Classification and Compensation Update and Next Steps	X	Requires Recommendation to:		
	X	County Board		
		Other:		
		Form:		Ordinance
				Resolution
Bargaining Unit Involved: N/A			X	Report
Prepared by: J.Gower		Other Action:		
Reviewed by:				

In the Classification and Compensation Study Implementation Plan, which was adopted in 2015, the following items were outlined for action in 2016:

- **Step Increases:** It is recommended that step increases occur each July. Employees who have satisfactory performance evaluations and are not on a performance improvement plan will receive a step increase at the start of the first pay period in July.
- **For 2016,** it is recommended that in June the County analyze the status of both the 2015 & 2016 budgets to determine if additional step increases can be provided to employees who are being placed below step 6 of the new salary schedule and have been in their position for five (5) or more years.

In follow-up to this direction, Human Resources staff along with Department Heads and the County Administrator have reviewed, analyzed and discussed several options with the goal to provide solutions to help to outstanding concerns related to the Classification and Compensation Study.

The Committee is asked to make a recommendation for report for the September 2016 County Board meeting.

Approved		Denied	
Effective			
Referred to County Board on			
Signed			