



Resolution No. 089600
of THE BOARD OF WHITMAN COUNTY COMMISSIONER
for WHITMAN COUNTY, STATE OF WASHINGTON

IN THE MATTER OF updating the **Whitman County Equal Employment Opportunity Plan.**

WHEREAS, this plan is necessary to be compliant with state and federal regulations,

WHEREAS, this plan is necessary to be compliant with state and/or federal grants received by the County,

WHEREAS, this action is necessary and in the best interest of Whitman County and its citizens,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached plan 2026-2027 Whitman County Equal Employment Opportunity Plan.

Dated this 15th day of December 2025 and effective as of January 1, 2026.

**BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON**

Tom Handy, Chair

Art Swannack, Commissioner

ATTEST:

Corei Mitzimberg
Clerk of the Board

Chad Whetzel, Commissioner

Whitman County

Equal Employment Opportunity Plan



Plan Duration: January 1, 2026 – December 31, 2027

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1. Purpose:

The purpose of the Equal Employment Opportunity Plan (EEO) is to identify organizational components and job categories within Whitman County’s workforce in which under representation occurs in proportion to availability in the labor force, and to devise and implement programs to pursue goals in achieving equitable representation.

2. Equal Employment Opportunity (EEO):

Whitman County is an equal employment opportunity employer and believes that every employee has the right to work in surroundings free from unlawful discrimination.

Whitman County seeks a workforce representative of the surrounding community, and will not discriminate against any employee in an unlawful manner. The County treats all applicants and employees equally and without regard to race, religious creed, color, national origin, sex, age, sexual orientation, disability, pregnancy, political affiliation, marital or veteran's status, or any basis prohibited by local, state or federal law. Whitman County will make reasonable accommodation for qualified individuals if it can do so without undue hardship.

All activities related to employment such as recruitment, selection, salary administration, working conditions, benefits, application of policies, transfer, promotion, demotion, layoff, recall, termination and training shall be conducted in a non-discriminatory manner (except as required by a bona fide occupational qualification). Therefore, as openings occur, applicants will be allowed to advance within the County in accordance with their skills, abilities, and experience.

The policies of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on Whitman County premises who are employed by temporary agencies and any other persons or companies doing business for or with the County.

It is the policy of Whitman County to foster and maintain a harmonious non-discriminatory working environment for all employees. Toward this end, the County will not tolerate racial, ethnic, religious, or sexual slurs or comments demeaning national origin or disability by any employee or about any employee or applicant.

3. Diversity:

It is the policy of Whitman County to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. Whitman County's EEOP is a tool to ensure equal opportunity in all phases of county programs, employment, recruitment and post-employment activities.

This diagnostic tool is used to evaluate the workforce and compare it with the composition of the relevant labor pool outlining practical steps in which to address underutilization of specific groups in all departments and offices throughout the county.

Whitman County views the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Whitman County will promote and afford equal treatment and service to all employees and citizens.

Whitman County commits to:

- Recruiting, hiring, training, and promoting people in all job classifications without regard to race, color, religion, sex, sexual orientation, national origin, disability, veteran status or any other non-job-related characteristic.
- Making promotion decisions in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.

- Administering all personnel actions relating to compensation, benefits, transfers, terminations, training and education in a nondiscriminatory manner.

4. Grievances:

Employees of and applicants to Whitman County will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation or hearing or have otherwise sought to obtain their legal rights related to any federal, state or local law regarding EEO. Any employees of applicants who feel that they have been subject to such behavior because of their EEO status may file a grievance.

Grievances may be made to the appropriate department head/elected official or the Human Resources Director. They may also be made to the U.S. Department of Justice Office for Civil Rights at <https://civilrights.justice.gov/>. All grievances shall be investigated immediately. While Whitman County cannot guarantee complete anonymity, it will maintain confidentiality to the extent possible.

Harassment based on the protected classes described in the EEO policy and EEOP is a violation of federal and state law. Harassment is prohibited in all Whitman County workplaces and while conducting work for the County.

Retaliation and/or harassment against an employee who files a grievance and any witnesses to an investigation are strictly prohibited.

Violators of this policy shall be subject to discipline up to and including termination.

5. Administration:

The Whitman County Board of County Commissioners (BOCC) shall be ultimately responsible for the progress of this plan. They shall support the plan's intent and review its progress every year in cooperation with the Human Resources Department.

The Human Resources (HR) Department shall be responsible for the administration and maintenance of the plan. HR shall be responsible for:

- Conducting a continuous review to ensure that County personnel processes meet EEOP requirements
- Internal and external communications regarding protected classes
- Reviewing and updating the EEOP plan every two years
- Receiving and investigating complaints against the County
- Implementing an audit system that will: (1) measure the effectiveness of the EEOP; (2) indicate the need for any remedial action; and (3) determine the degree to which the County's objectives have been met
- Serving as liaison between Whitman County and enforcement agencies
- Reviewing employment related requests prior to approval/acknowledgement by the BOCC

Department heads/elected officials are responsible for knowing the plan and promoting equal opportunity at Whitman County. All personnel actions shall conform to applicable policies/procedures and the EEOP, the basic

purpose of which is to further the utilization of the underrepresented with respect to the terms of benefits and privileges of employment, etc. It is expected that all elected officials, department heads and supervisory personnel:

- Assist in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary
- Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur
- Review the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities

All employees are responsible for being aware of the plan's intent and cooperating fully in making it a success.

6. Dissemination:

This plan shall be disseminated by the following methods:

Internal:

- Equal Employment Opportunity posters shall be posted appropriately throughout County facilities
- Non-discrimination clauses included in union contracts
- Whitman County EEO and EEO Policy are available on the Human Resources (HR) web page, in HR and through each department
- A summary of the plan is available at all new employee orientations
- The EEO is sent to all employees upon update
- Periodic re-emphasis to department heads/elected officials of EEO policy through standard communications and appropriate reports

External:

- Provided to the public upon request
- Linked to the Human Resources web page
- Copies of the EEO Plan will be provided to appropriate federal agencies upon request for regulatory compliance purposes
- Applications and announcements for employment shall contain an EEO policy statement "Equal Opportunity Employer" or "EEO"
- All employment openings will be posted with the appropriate office of State Employment Services
- All requests for bid and proposals will contain EEO language. Federally funded bids will include non-discrimination requirements in the selection of sub-contractors.

Requests for this plan, questions and concerns may be directed at Whitman County Human Resources, 400 N. Main Street, Colfax, WA 99111 or by calling (509) 397-5243.

7. Labor Market Analysis:

The Whitman County EEO plan includes: analysis of the county workforce and community labor market; identification of specific areas of underutilization; objectives to overcome those underutilizations; and steps the county will take to achieve the plan's objectives. Community statistics for Whitman County are taken from the U.S. Census Bureau report "State and Local Government Job Groups by Sex, and Race/Ethnicity for Worksite Geography, Total Population."

Table A shows the Labor Market Analysis comparing the available labor force to the county's workforce. Comparisons are made in race, ethnicity and gender. Underutilizations for each group are shown in bold on **Table A** and listed on **Table B**. The analysis shows underutilization in 43 of the groups. This is down two groups from the 2024 - 2025 EEOP. Underutilization ranges from -1% to -22%.

Table C shows all underutilizations for each job category translated to full-time equivalent (FTE) positions. Overall, the number of underutilizations, and the number of FTE's needed to correct them, rose by 1.41 FTEs.

Table D summarizes the significant underutilizations for each job category, ethnicity and race. Significant underutilization is defined by a requirement of three or more FTEs to eliminate the underutilization. A requirement of two or less FTEs is not significant.

As seen in **Table D**, the number of job categories with significant underutilization has remained the same since the preceding EEOP. Within each job category, most underutilization remains insignificant by race, gender and ethnicity. Those areas showing significant underutilization are in the: white male technician; white male professional; Asian female professional and Asian male professional categories.

Job category descriptions are listed in **Appendix A**. Ethnicity and race descriptions can be found in **Appendix B**.

Table B: Underutilization Summary

Official/Administrators:

Male		Female	
Hispanic	3%	Black	1%
Asian	3%	Asian	1%
Other	1%	Other	2%

Professionals:

Male		Female	
Hispanic	1%	Asian	5%
Black	2%		
Asian	7%		
White	11%		

Technicians:

Male		Female	
Hispanic	4%	Hispanic	3%
Asian	3%	Asian	4%
		White	11%

Protective Services-Sworn:

Male		Female	
Asian	5%	White	2%
Hispanic	1%		

Protective Services-Non-Sworn:

Male		Female	
Hispanic	15%	White	11%

Administrative Support:

Male		Female	
White	22%	Asian	4%
Hispanic	2%	Black	1%
Black	1%		
Asian	5%		
Other	1%		

Skilled Craft Worker:

Male		Female	
Asian	2%	White	1%
Black	1%	Asian	1%
NAAN	1%		

Service Maintenance:

Male		Female	
Hispanic	4%	White	16%
Black	1%	Hispanic	3%
Asian	2%	Black	1%
Other	1%	Asian	2%
		Other	1%

**Table C: Underutilizations by FTE
(Includes all groups: gender, ethnicity, race)**

Job Category	1/1/2026	1/1/2024	1/1/2022	1/1/2020	1/1/2018	1/1/2016	1/1/2014
Official/Administrators	2.91	2.60	4.35	3.52	3.32	4.90	3.70
Professionals	19.81	8.20	17.32	15.16	13.37	15.24	11.84
Technicians	3.55	5.30	4.14	2.61	3.59	3.59	3.40
Protective Services-Sworn	2.47	2.30	10.59	11.39	9.98	10.90	6.99
Protective Services- Non-Sworn	1.56	0.80	0.15	0.15	0.15	1.04	0.74
Administrative Support	11.59	19.00	14.69	20.35	14.73	19.16	20.20
Skilled Craft Worker	3.30	4.50	5.99	6.93	7.23	9.35	8.17
Service Maintenance	1.62	2.70	2.45	6.58	2.78	1.68	2.28
	46.81	45.4	59.68	66.69	55.15	65.86	57.32

8. Significant Underutilizations and Objectives:

Table D: Significant Underutilizations by Full Time Equivalent (FTE)

	Males							Female							Totals							
	White	Hispanic	Black	AIAN	Asian	NHOPI	Other	White	Hispanic	Black	AIAN	Asian	NHOPI	Other	2025 FTE Total	2023 FTE Total	2022 FTE Total	2020 FTE Total	2018 FTE Total	2016 FTE Total	2014 FTE Total	
Officials/Administrators																						
Professionals	8.24				5.06							4.12			17.42	17.42	11.64	6.21	6.37	7.08	3.48	
Technicians	3.70														3.70	3.70						
Protective Services-Sworn																	10.15	10.5	9.16	10.22	6.37	
Protective Services-Non-Sworn																						
Administrative Support																						
Skilled Craft Workers																			3.3	4.40	3.87	
Service Maintenance																		3.98				
FTE Totals	11.94	0.00	0.00	0.00	5.06	0.00	0.00	0.00	0.00	0.00	0.00	4.12	0.00	0.00	21.12	21.12	21.79	20.7	18.8	21.70	13.72	

Notes:

Significant Underutilization equals at least three or more FTEs required to eliminate the underutilization
Per DOJ, underutilization of white males in administrative support should not be identified as significant

As described in **Table D**, the significant underutilizations are in the following areas:

Table E: Summary of Significant Underutilizations

Race/Ethnicity	Gender	Job Category
Asian	Female	Professionals
	Male	Professionals
White	Male	Technicians
	Male	Professionals

Whitman County’s primary objective is to eliminate all underutilizations and increase representation of all races, genders and ethnicity groups to better reflect the local labor market. The county will continue its focus on recruitment for all races, gender, and ethnicities with specific objectives geared toward these categories.

9. Steps to Reach Objectives:

1. Provide information and training to department heads and elected officials regarding diversity in the workforce, and this EEOP.
2. Create annual reports on the EEO status of applicants, new hires, interviewed, disciplined and terminated employees. The reports will be reviewed for areas of concern regarding equal employment opportunity.
3. Review applicant flow data and advertising practices
4. Advertise job openings in newspapers, journals, electronic media and web sites that target specific diverse populations.
5. Review pre-employment materials to ensure information requested is job related.
6. Evaluate selection methods to identify any disparate impact and ensure they are based on job necessity.
7. Include the phrase (“Equal Employment Opportunity Employer” or “EEO” on all employment advertisements.

10. Auditing and Reporting:

Whitman County’s audit and reporting system is designed to evaluate personnel activities; identify problem areas and measure the effectiveness of the EEOP. The following activities are reviewed by a combination of elected officials, department heads, and Human Resources to ensure nondiscrimination and equal employment opportunity for all:

- Recruitment materials and procedures
- Personnel actions such as hiring, termination, layoff, promotion, etc.
- Compensation
- Training
- Other conditions and/or privileges of employment as deemed necessary

Documents maintained as a part of Whitman County's audit process included:

- Applicant flow logs showing the name, race, gender, date of application, job title, interview status and action taken for all applicants. This includes totals for applicants by race and gender.
- Summary of job offers, hires, promotions, resignations, terminations and layoffs by job group, gender and minority group
- Maintenance of employment applications in accordance with the Washington State Retention Schedule
- Records related to the County's compensation system.

An annual report will be compiled by the Human Resources Department concerning applicant flow and progress toward its objectives stated in the EEO. Comment shall be solicited from department heads and elected officials, as well as any EEO problem areas. The report will be filed with the County Commissioners and all required federal, state and local agencies.

Appendix A: Job Category Descriptions

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Protective Service Workers-Sworn: Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance) and kindred workers.

Protective Service Workers – Non-Sworn: Occupations in which workers are entrusted with public safety but do not need to be sworn. Includes: animal control workers, crossing guards, lifeguards and other protected service workers.

Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings,

facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry-cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction workers, park rangers (maintenance), farm workers (except management), craft apprentices/trainees/helpers, and kindred workers.

Appendix B: Race and Ethnicity Definitions

(As stated by the US Department of Justice)

White – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American – All persons having origins in any of the Black racial groups of Africa.

Asian – All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. For example, China, Japan, Korea, Vietnam, Thailand, Cambodia, and the Philippine Islands.

Native Hawaiian or Other Pacific Islander (NHOPI) – All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaskan Native (AIAN) – all persons having origins in any of the original peoples of North and South America and who maintain cultural identification through tribal affiliation or community recognition.

Other – All persons who identify with more than one of the above races and/or races that don't fit one of the existing categories.

Hispanic or Latino – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

- Bid tabulations obtained through this request are made publicly available at no cost. This ensures that taxpayers, businesses, journalists, and policymakers have free access to procurement data that impacts public funds.
- Transparency and accountability: Publicly available bid results help prevent overpricing, bid-rigging, and favoritism in public contracts.
- Support for small businesses: Many firms, especially small and minority-owned businesses, rely on bid history to compete fairly in government contracting.
- Cost savings for taxpayers: Open access to bid tabulations promotes competition, leading to more cost-effective government spending.

Attestations:

- I am a citizen of the United States and affirm my full name and contact information is true and correct.
- I have not been convicted of any indictable offense under the laws of any state whatsoever nor the United States.
- I, or another person, will use the requested government records for a commercial purpose.
- I am not seeking records in connection with a legal proceeding.

Compliance Matters:

Should you need it, my mailing address is 66 Main St #55, Farmingdale, NJ 07727, and my phone number is (732) 444-7051. For any compliance matters or other questions *not related* to the responsive record, please email our general counsel at legal[at][govrecordrequest.com](mailto:legal@govrecordrequest.com). Please do not send responsive records to that address.

Thank you!

Yours faithfully,
Mark Zurada Esq.