



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: September 26, 2017

Subject: COUNTY EQUAL EMPLOYMENT OPPORTUNITY POLICIES

**RECOMMENDATION(S):**

1. REPEAL Board Resolution No. 72/434, In the Matter of Adopting a Policy on Affirmative Action Plan for Equal Employment Opportunity, Board Resolution No. 95/16, In the Matter of Administering the County's Affirmative Action Plan for Equal Employment Opportunity and Board Resolution No. 2000/385, In the Matter of Delegating Jurisdiction to the Merit Board to decide matters referred under the Consent Decree in Croskrey v. County of Contra Costa due to the attached Administrative Bulletins and the termination of the Consent Decree.
2. DIRECT the County Administrator to pursue replacement of Board Resolution No. 79/111, In the Matter of Amending the Board Policy on Affirmative Action Plan for Equal Employment Opportunity, and all related resolutions regarding Section 504 of the Rehabilitation Act.

**FISCAL IMPACT:**

Not applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **09/26/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 26, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Dianne Dinsmore, Human Resources Director 925-335-1766

By: June McHuen, Deputy

## BACKGROUND:

Over the years, the County's policies and procedures regarding equal employment opportunity, unlawful discrimination, harassment and retaliation, and the employment discrimination complaint procedure have been expressed in several different documents. The time has come to update and consolidate those policies. To this end, the County Administrator has implemented a new Administrative Bulletin No. 143, Equal Employment Opportunity Outreach and Recruitment Plan, and amended Administrative Bulletin No. 429.3, Employment Discrimination Complaint Procedure.

- Administrative Bulletin No.143, Equal Employment Opportunity Outreach and Recruitment Plan addresses the County's outreach and recruitment protocols designed to increase the diversity of the County workforce. It replaces the following documents:
  - Board Resolution No. 72/434, In the Matter of Adopting a Policy on Affirmative Action Plan for Equal Employment Opportunity.
  - March 24, 1983, Administrative Bulletin No. 121.2, Affirmative Action.
  - Board Resolution No. 95/16, In the Matter of Administering the County's Affirmative Action Plan for Equal Employment Opportunity.
- Administrative Bulletin No.429.4, Policy Against Unlawful Discrimination, Harassment and Retaliation & Unlawful Discrimination, Harassment and Retaliation Complaint Procedure addresses the County's policy against unlawful employment practices and sets forth the complaint procedure. It replaces the following documents:
  - December 3, 1991, letter to County employees signed by all five members of the Board of Supervisors regarding the County's sexual harassment policy.
  - August 16, 1993, Administrative Bulletin No. 429.3, Employment Discrimination Complaint Procedure.
  - July 1, 2000, Notice of County Non-Discrimination and Anti-Harassment Policies.

This action of the Board of Supervisors will repeal outdated resolutions and direct the County Administrator to pursue the issuance of a new Administrative Bulletin regarding Section 504 of the Rehabilitation Act.

## CONSEQUENCE OF NEGATIVE ACTION:

The County's equal employment opportunity policies will potentially conflict and will be less accessible to County employees.