BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF YUBA

RESOLUTION REAFFIRMING RESOLUTION NO. 2024-042 EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY AND ADOPT 2026-2028 EQUAL EMPLOYMENT OPPORTUNITY PLAN	)	RESOLUTION NO. 2026-94

WHEREAS, on May 28, 2024, the Board of Supervisors of the County of Yuba adopted Resolution number 2024-042 formally adopted and reaffirmed Human Resources and Organizational Services (HROS) 1.12 – Equal Employment Opportunity Policy; and

WHEREAS, it is the policy of the Board of Supervisors that the County of Yuba shall provide Equal Employment Opportunity (EEO) to all its employees and applicants regardless of protected status: of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status, the taking of medical leave per the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where gender is a bona fide occupational qualification (the term "bona fide occupational qualification" will be construed in the same manner as defined under the Civil Rights Act of 1964 and the California Fair Employment and Housing Act as amended); and

WHEREAS, it is the policy of the Board of Supervisors that the County of Yuba shall not discriminate against or tolerate the harassment of its employees or applicants for employment on the basis of any protected status; and

WHEREAS, it is the policy of the Board of Supervisors that the County of Yuba shall not discriminate in admission of access to, or operation of its programs, services, or activities; and

WHEREAS, the County of Yuba is committed to EEO, fair and impartial treatment, and non-discrimination of all existing and prospective employees as a necessary element in basic merit system principals; and

WHEREAS, it is the County of Yuba's intent to ensure all human resources policies, practices, and programs are administered and implemented in a fair, equitable, and non-discriminatory manner; and

WHEREAS, the County of Yuba shall take positive measures toward ensuring that equal opportunity is incorporated into all human resources policies and practices by the development and implementation of an EEO Plan; and

WHEREAS, the purpose of the EEO Plan will be to commit the County of Yuba to a program that makes equal employment opportunity a reality for all County employees and prospective employees.

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Yuba, that Resolution number 2024-042, adopting the Equal Employment Opportunity Policy, be and hereby is reaffirmed.

BE IT FURTHER RESOLVED, by the Board of Supervisors of the County of Yuba, hereby adopts the Equal Employment Opportunity Plan, through June 30, 2028.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Yuba, State of California on the 10 day of November, 2026 by the following vote:

AYES: Supervisors Vasquez, House, Bradford, Messick

NOES: None

ABSENT: Supervisor Fuhrer

ABSTAIN: None

~~CHAIR, SETH FUHRER~~
Vice Chair, Jon Messick

ATTEST: MARY PASILLAS
CLERK OF THE BOARD OF SUPERVISORS
Natalie Allen for

JANET E. BENDER
YUBA COUNTY COUNSEL
APPROVED AS TO FORM:

	COUNTY OF YUBA POLICY MANUAL	POLICY NO.: HROS 1.12 PAGE 1 OF 2 ORIGINATION DATE: MAY 1, 2009 AMENDED: JANUARY 22, 2019
Title: Equal Employment Opportunity Policy		Approved By: Board of Supervisors, Resolution # 2019-10

Purpose / Scope:

The County of Yuba is an equal opportunity employer and prohibits discriminatory employment based on protected status. The purpose of this Equal Employment Opportunity (EEO) Policy is to promote an atmosphere of nondiscrimination and fair treatment for all employees, applicants, volunteers, interns, visitors, and persons providing services pursuant to a contract; assure compliance with federal and state equal opportunity requirements and regulations; and establish employment practices and tracking mechanisms to achieve the objectives of this policy, including an EEO Plan which commits Yuba County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

Policy:

It is the policy of the Board of Supervisors that the County of Yuba shall:

- Provide equal employment opportunity to all its employees and applicants regardless of race, color, ancestry, religious creed, national origin, age over 40, marital status, sexual orientation, sex, gender, gender identity, gender expression, political or religious opinions or affiliations, physical or mental disability, medical condition, genetic information, military and veteran status, the taking of family and medical leave per the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where gender is a bona fide occupational qualification (the term "bona fide occupational qualification" will be construed in the same manner as defined under the Civil Rights Act of 1964 and the California Fair Employment and Housing Act as amended).

- Not discriminate against or tolerate the harassment of its employees or applicants for employment on the basis of race, color, ancestry, religious creed, national origin, age over 40, marital status, sexual orientation, sex, gender, gender identity, gender expression, political or religious opinions or affiliations, physical or mental disability, medical condition, genetic information, military and veteran status, the taking of family and medical leave per the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where gender is a bona fide occupational qualification.

- Not discriminate in admission or access to, or operation of, its programs, services or activities.

The County of Yuba is committed to EEO, fair and impartial treatment, and non-discrimination for all existing and prospective employees as a necessary element in basic merit system principles. It is the County's intent to ensure all human resources policies, practices, and programs are administered and implemented in a fair, equitable and non-discriminatory manner.

The Board of Supervisors has established the Human Resources Director as the EEO Officer, who may designate an individual to assume a role on his/her behalf.

All aspects of human resource administration shall be fair and impartial. The principle of EEO shall apply with respect to all incidents of an employment relationship, including, but not limited to:

- Recruitment, including advertising or solicitation for employment;
- Job selection, hiring, and placement;
- Treatment during employment including the probationary period;
- Promotion and advancement;
- Compensation and benefits;
- Evaluation of work performance;
- Selection for training and other professional development opportunities;
- Discipline;
- Transfer, demotion, layoff, and termination;
- Application of personnel rules and regulations.

In addition, the County of Yuba will provide reasonable accommodations for employees and prospective employees with disabilities in an effort to enable them to successfully perform the essential functions of the job, benefit from training, or compete for a job opening or promotional opportunity.

Definitions:

Adverse Impact
A substantially different rate of selection in hiring, promotion or other employment decision which works to the disadvantage of members of a protected status. Disparate treatment identified in a given employment practice will not be considered to constitute adverse impact if the practice has been established as job-related and consistent with business necessity, is the result of a bona fide occupational qualification, or conforms to applicable security regulations established by federal or state law.

Business Necessity
Where there is a facially neutral practice that has an adverse impact, that practice is permissible provided that there is an overriding legitimate business purpose such that the practice is necessary to the safe and efficient operation of County business, and the practice effectively fulfills the purpose it is supposed to serve. Business necessity does not exist where there is an alternative practice that will accomplish business needs equally well with a lesser discriminatory impact.

EEO-4 Report
A survey required by the Equal Employment Opportunity Commission which indicates the composition of the agency's work force by sex and by race/ethnic category. This survey is conducted biennially in every odd-numbered year.

Equal Employment Opportunity
All qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all individuals.

Equal Employment Opportunity Plan
A written document that analyzes the County's relevant labor market data and/or employment practices for ensuring equal employment opportunity.

Equal Employment Opportunity Program
All of the various methods by which equal employment opportunity is ensured.

Ethnic Group Identification
An individual's identification in one or more of the ethnic groups distinguished in the EEO reporting requirements. These groups are defined consistent with state and federal law.

Monitored Group
Those groups identified by the EEOC for which monitoring and reporting is required pursuant to Title VII of the Civil Rights Act.

Screening or Selection Procedures
Any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil exams; performance exams; physical, educational, and work experience requirements; supplemental questionnaires; interviews and review of application forms.

Significantly Underrepresented Group
Any monitored group for which the percentage of persons from that group employed by the County in any job category as defined by the EEOC, is below eighty percent (80%) of the projected representation for that group in the job category in question.

Exemptions / Exclusions:

Exemptions as recognized by current law, including business necessity and bona fide occupational qualifications.

Responsibilities:

This policy reflects the County's commitment to equal employment opportunity. It is the County's belief that taking active and vigorous steps to ensure equal employment opportunity and to create a working and public service environment, which is welcoming to all, will foster diversity and promote excellence. To achieve the goal of equal employment, Yuba County employees will be guided by the following responsibilities:

Board of Supervisors

- Commit Yuba County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity;
- Pledge their support to the objectives of the EEO Policy;
- Provide, within budgetary constraints, the necessary financial and staff support needed for the effective implementation of the EEO Plan;

County Administrator

- Pledge the cooperation of all department heads, supervisors, and employees in the achievement of this policy's objectives; and
- Assure that each department head takes such action as is necessary to achieve the policy's objectives.

Human Resources Director/ EEO Officer

- Initiate, coordinate and evaluate the County's employment and promotional procedures to ensure that all employees and applicants receive the benefits of equal employment opportunities;
- Establish, evaluate, update and monitor the EEO Policy and EEO Plan;
- Audit, in conjunction with the EEO-4 report in odd-numbered years, the personnel and employment practices for the County and update the EEO Plan for recommendation to the Board of Supervisors based upon audit results;
- Work to resolve internal and external complaints of alleged discrimination or harassment;
- Arrange, conduct and evaluate activities related to equal employment opportunity programs and nondiscrimination policies; and
- Make presentations to County management, employees, and community groups.

Human Resources Staff

- Work with management and/or consultative committees to develop and implement the EEO Policy and Plan;
- Develop and review Human Resources policies and procedures;
- Provide policy direction on attainment of equal employment opportunities in each department;
- Integrate the EEO Policy and practices into human resource management practices and County programs;
- Provide training to department managers and supervisors on the requirements of the EEO Policy and EEO Plan;
- Research EEO matters and keep management informed of developments in EEO;

- Provide statistical and other human resources information to allow the Board of Supervisors to develop and monitor the EEO Plan;
- Investigate discrimination complaints filed with the County;
- Review classification specifications to ensure requirements are relevant to the job;
- Assure County's recruitment practices provide for equal consideration of all qualified applicants;
- Analyze County jobs and selection procedures in order to develop job related selection standards that remove artificial, arbitrary or unnecessary barriers to employment;
- Ensure elements of the examination/recruitment process are directly related to job duties and requirements and are administered fairly to all qualified applicants;
- Select examination and interview panel members based on their knowledge and abilities and/or as subject matter experts;
- Ensure that all personnel actions involving compensation, benefits, transfers, layoffs, and County sponsored training are administered without regard to race, color, ancestry, religious creed, national origin, age over 40, marital status, sexual orientation, sex, gender, gender identify, gender expression, political or religious opinions or affiliations, physical or mental disability, medical condition, military and veteran status, the taking of family and medical leave per the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where such a factor is a bona fide occupational qualification; and
- Assure equal compensation and benefits based on job responsibility without regard to preference.

Supervisors

- Ensure that the principles covered in the EEO Policy and EEO Plan are upheld;
- Ensure equality of employment and promotional opportunities, and that no unlawful discrimination occurs in employment practices;
- Report any employment discrimination or harassment complaint to the EEO Officer.
- Initiate steps to foster and maintain a work climate that is conducive to achieving equal employment opportunities, employee job satisfaction and fair treatment and a workplace free from discrimination or harassment;

Management (in addition to the above):

- Post this EEO policy and federal and state notice of Equal Employee Opportunity in the workplace.

Employees

- Comply with its terms of the County's Equal Employment Opportunity Policy ;
- Support a work climate that is conducive to achieving equal employment opportunities and a workplace free from discrimination or harassment;
- Are encouraged to report conduct which is prohibited by this policy whether or not they are personally involved to his/her supervisor or the County EEO Officer.
- Cooperate completely in any investigation of violations of this policy.

EEO Plan Purpose:

The County shall take positive measures toward ensuring that equal opportunity is incorporated into all personnel policies and practices by the development and implementation of an EEO Plan. The purpose of the EEO Plan will be to commit the County of Yuba to a program that makes equal employment opportunity a reality for all County employees and prospective employees. To properly serve a growing diverse population, the County will endeavor to hire and retain staff who are sensitive to, and knowledgeable of, the needs of the continually changing community it serves. The plan will accomplish this purpose by:

- Reaffirming the County's commitment to Equal Employment Opportunity in its employment practices, program operations, and service delivery systems;
- Define specific action steps to promote a work environment that is free from all forms of discrimination;
- Eliminate unnecessary, arbitrary or artificial practices that affect applicants and employees, increase employee awareness and acceptance;
- Acknowledge the EEO occupational job categories where all employees, including minorities and women, continue to be under-represented and recommend recruitment, retention and career development solutions to address these areas;
- Recognize the County's workforce by fostering and supporting programs that enhance diversity; and
- Assign responsibility and accountability for the success of the EEO Plan to department heads, managers and supervisors.

Procedures:

The procedures below are part of a constantly evolving process to monitor the EEO Policy and Plan impact. Therefore, such procedures serve only as guidelines and are subject to change based on plan needs and state and federal requirements as deemed appropriate by the EEO Officer.

Recruitment Process (including Promotional Recruitments)

- Applicants will be requested to complete a Voluntary Equal Employment Opportunity Data form with their initial application.
- Human Resources will compile EEO information on applicants.
- Human Resources will analyze EEO data for each step in the recruitment process (i.e. application screening, examination etc.) to determine if adverse impact has occurred.

Performance Standards

- The Human Resources Department will review performance evaluation ratings to determine if there is an adverse impact.

Discipline

- The Human Resources Department will review the disciplinary action to determine if there is an adverse impact.

Employment/EEO-4 Report

- New employees will be requested to complete a Voluntary Equal Employment Opportunity Data form at time of hire.
- In odd-numbered years, Human Resources will compile EEO data per EEO-4 Instructions. This may require a survey of unidentified employees and/or assigning categories as appropriate.
- Human Resources will submit the EEO-4 report by the deadline.
- Human Resources will compare workforce data to the most recent United States Census Data for local employment availability per EEOC guidelines.
- Human Resources will update the EEO Plan with revised statistics and revised procedures and plan accordingly.

Training:

This policy and the EEO Plan will be available on the Yuba County Intranet and Internet and provided to all new employees during New Employee Orientation.

Forms Used:

Harassment / Discrimination Complaint Form

Revision Record:

Revision Date: 8/1/2010
Revision Date: 9/17/2013

Appendix A - EEO Plan

COUNTY OF YUBA
EQUAL EMPLOYMENT OPPORTUNITY PLAN

INTRODUCTION

Grant Title:	Multiple	Grant Number:	Multiple
Grantee Name:	Yuba County	Award Amount:	Multiple
Address:	915 8th Street Marysville, CA 95901	Telephone #:	(530) 749-7860
Contact Person:	Tiffany Manuel		

Date and effective duration of EEO Plan: November 2026 through June 2028

Policy Statement

Yuba County has a merit system which is a method of personnel management designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of classified employees on the basis of merit and fitness. Yuba County, through its Board of County Supervisors, sets policy for all employment actions affecting all Yuba County departments and employees. The Board of Supervisors hereby reaffirms its commitment to ensuring that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to an equal employment opportunity.

As an Equal Employment Opportunity Employer, Yuba County does not discriminate and all employees and applicants shall receive equal consideration and treatment in employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status, the taking of medical leave per the Family and Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other factor unrelated to job performance, except where a bona fide occupational qualifications exist. It is the policy of Yuba County to be fair and impartial in recruitment, retention, examination, appointment, training, promotion, compensation, discipline, and any other aspect of human resources administration. This Equal Employment Opportunity (EEO) Plan commits Yuba County, its officers, and employees to support and pursue in good faith the basic guarantees of equal employment opportunity.

As Human Resources Director, my signature below shall signify that Yuba County is working together in support of this program.

This EEO Plan will remain in force and effect through June 30, 2028, or until further revision or amendment by the Board of Supervisors.

T Manuel

Tiffany Manuel, Human Resources Director / Risk Manager

10/29/2026

Date

YUBA COUNTY WORKFORCE STATISTICS 2025

	Male (356)					Female (447)				
	White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
Officials/Administrators										
Workforce #	44	0	10	3	0	32	0	10	4	2
Workforce %	41.90%	0.00%	9.52%	2.86%	0.00%	30.48%	0.00%	9.52%	3.81%	1.90%
Professionals										
Workforce #	41	3	14	5	0	57	2	24	21	0
Workforce %	24.55%	1.80%	8.38%	2.99%	0.00%	34.13%	1.20%	14.37%	12.57%	0.00%
Technicians										
Workforce #	13	0	4	4	0	17	0	12	7	0
Workforce %	22.81%	0.00%	7.02%	7.02%	0.00%	29.82%	0.00%	21.05%	12.28%	0.00%
Protective Service Sworn										
Workforce #	69	1	48	9	2	17	3	17	3	0
Workforce %	40.83%	0.59%	28.40%	5.33%	1.18%	10.06%	1.78%	10.06%	1.78%	0.00%
Protective Service NS										
Workforce #	2	0	1	0	0	10	0	5	1	0
Workforce %	10.53%	0.00%	5.26%	0.00%	0.00%	52.63%	0.00%	26.32%	5.26%	0.00%
Administrative Support										
Workforce #	10	1	6	6	1	100	4	51	19	3
Workforce %	4.98%	0.50%	2.99%	2.99%	0.50%	49.75%	1.99%	25.37%	9.45%	1.49%
Skilled Craft										
Workforce #	24	0	7	1	0	0	0	0	0	0
Workforce %	75.00%	0.00%	21.88%	3.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance										
Workforce #	8	2	8	0	0	2	3	7	0	0
Workforce %	26.67%	6.67%	26.27%	0.00%	0.00%	6.67%	10.00%	23.33%	0.00%	0.00%

YUBA COUNTY 2018 COMMUNITY LABOR STATISTICS

	Male					Female				
	White	Black	Hispanic	Asian	AM IND	White	Black	Hispanic	Asian	AM IND
Officials/Administrators										
#	1100	95	290	29	15	770	60	175	15	15
%	**42.90%**	**3.71%**	**11.31%**	1.13%	0.59%	**30.03%**	2.34%	**6.83%**	0.59%	0.59%
Professionals										
#	1210	100	175	244	45	1685	40	410	225	10
%	**29.2%**	2.41%	**4.22%**	**5.89%**	1.10%	**40.66%**	0.97%	**9.90%**	**5.43%**	0.24%
Technicians										
#	800	30	245	105	15	345	0	410	110	0
%	**38.83%**	1.46%	**11.89%**	**5.10%**	0.73%	**16.75%**	0.00%	**19.90%**	**5.34%**	0.00%
Protective Service Sworn										
#	564	10	40	4	0	135	0	15	0	0
%	**73.34%**	1.30%	**5.20%**	0.52%	0.00%	**17.56%**	0.00%	1.95%	0.00%	0.00%
Protective Service NS										
#	40	0	0	0	0	4	0	0	0	0
%	**90.91%**	0.00%	0.00%	0.00%	0.00%	**9.09%**	0.00%	0.00%	0.00%	0.00%
Administrative Support										
#	1410	80	415	200	0	2810	120	1205	464	30
%	**20.94%**	1.19%	**6.16%**	2.97%	0.00%	**41.73%**	1.78%	**17.89%**	**6.89%**	0.45%
Skilled Craft										
#	2070	55	890	170	0	130	0	120	10	0
%	**60.09%**	1.60%	**25.83%**	**4.93%**	0.00%	**3.77%**	0.00%	**3.48%**	0.29%	0.00%
Service/Maintenance										
#	2815	145	2765	489	75	1855	130	1705	75	55
%	**27.85%**	1.43%	**27.35%**	**4.83%**	0.74%	**18.35%**	1.29%	**16.87%**	0.74%	0.54%

YUBA COUNTY LABOR FORCE UTILIZATION ANALYSIS 2025

		Male					Female				
Job Category		White	Black	Hispanic	Asian/PI	AM IND	White	Black	Hispanic	Asian/PI	AM IND
Officials/Administrators	Workforce %	41.90%	0.00%	9.52%	2.86%	0.00%	30.48%	0.00%	9.52%	0.95%	1.90%
	Community LF%	41.70%	3.60%	11.00%	1.10%	0.60%	29.20%	2.30%	6.60%	0.60%	0.60%
	Utilization %	0.20%	**-3.60%**	**-1.48%**	1.96%	-0.60%	**1.28%**	**-2.30%**	2.92%	**0.35%**	1.30%
Professionals	Workforce %	23.84%	1.74%	8.14%	2.91%	0.00%	33.14%	1.16%	13.95%	7.56%	0.00%
	Community LF%	28.00%	2.30%	4.10%	5.70%	1.00%	39.00%	0.90%	9.50%	5.20%	0.20%
	Utilization %	**-4.16%**	**-0.56%**	4.04%	**-2.69%**	-1.00%	**-5.86%**	0.26%	4.45%	2.56%	**-0.20%**
Technician	Workforce %	22.03%	0.00%	6.78%	6.78%	0.00%	28.81%	0.00%	20.34%	0.00%	0.00%
	Community LF%	37.00%	1.40%	11.30%	4.90%	0.70%	16.00%	0.00%	19.00%	5.10%	0.00%
	Utilization %	**-14.97%**	**-1.40%**	**-4.52%**	1.88%	-0.70%	**12.81%**	0.00%	**1.34%**	5.10%	0.00%
Protective Service Sworn	Workforce %	39.43%	0.57%	27.43%	5.14%	1.14%	9.71%	1.71%	9.71%	1.14%	0.00%
	Community LF%	73.90%	1.30%	5.20%	0.50%	0.00%	17.60%	0.00%	2.00%	0.00%	0.00%
	Utilization %	**-34.47%**	-0.73%	22.23%	4.64%	1.14%	-7.89%	1.71%	7.71%	1.14%	0.00%
Protective Service Non-Sworn	Workforce %	10.00%	0.00%	5.00%	0.00%	0.00%	50.00%	0.00%	25.00%	5.00%	0.00%
	Community LF%	88.90%	0.00%	0.00%	0.00%	0.00%	8.90%	0.00%	0.00%	0.00%	0.00%
	Utilization %	**-78.90%**	0.00%	5.00%	0.00%	0.00%	41.10%	0.00%	25.00%	5.00%	0.00%
Administrative Support	Workforce %	4.78%	0.48%	2.87%	2.87%	0.48%	47.85%	1.91%	24.40%	6.70%	1.44%
	Community LF%	19.60%	1.10%	5.80%	2.80%	0.00%	39.10%	1.70%	16.80%	6.40%	0.40%
	Utilization %	**-14.82%**	**-0.62%**	**-2.93%**	**0.37%**	0.48%	8.75%	0.21%	7.60%	0.30%	1.04%
Skilled Craft	Workforce %	75.00%	0.00%	21.88%	3.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Community LF%	58.10%	1.50%	25.00%	4.80%	0.00%	3.70%	0.00%	3.40%	0.30%	0.00%
	Utilization %	16.90%	**-1.50%**	**-3.13%**	**-0.38%**	0.00%	-3.70%	0.00%	-3.40%	-0.30%	0.00%
Service/Maintenance	Workforce %	25.81%	6.45%	25.81%	0.00%	0.00%	6.45%	9.68%	22.58%	0.00%	0.00%
	Community LF%	27.30%	1.40%	26.80%	4.70%	0.70%	18.00%	1.30%	16.50%	0.60%	0.50%
	Utilization %	-1.49%	5.05%	**-0.99%**	-4.70%	-0.70%	11.55%	8.38%	6.08%	-0.60%	-0.50%

Green- Improvement
Orange- Progress from 2023 percentage
Red- Regression

UTILIZATION ANALYSIS – NARRATIVE

Comparisons of the Yuba County workforce to the community labor statistics for Yuba County and Sutter County have identified underutilization of males, females and minorities in one category as outlined below. Community labor statistics derived from the 2018 census data show that the Black and American Indian/Alaska Native populations are proportionately small in Yuba County (3% or less - see chart below). Therefore, identified areas of underutilization are primarily restricted to specific job categories.

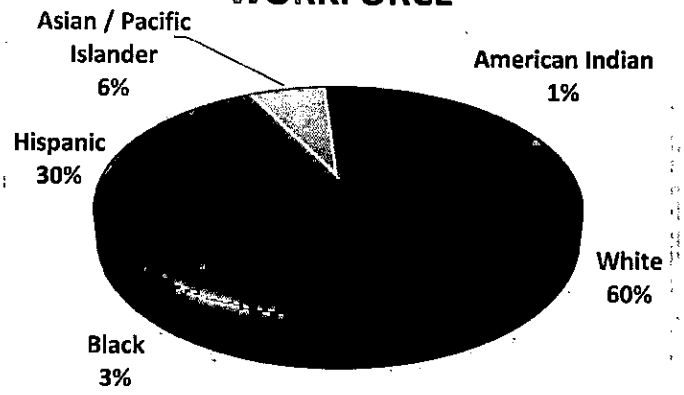
Labor Force Statistics 2018 US Census Data[1]	
Factor	**Community Labor Force**
White	59%
Black	3%
Hispanic	30%
Asian	7%
American Indian	1%

Underutilization of a group in a specific job category is identified where there is a corresponding labor market of at least 3 percent for Yuba County to draw from, and the labor force is under-represented by at least 2 percent. Although the emphasis of this plan focuses on the larger areas of under-representation based on a gender or a minority population base of 3 percent or more, Yuba County will continue to explore ways of communicating job opportunities and facilitating employment opportunities among all gender, race, and ethnic groups. The overall goal of the County is to obtain a diverse workforce reflective of its community.

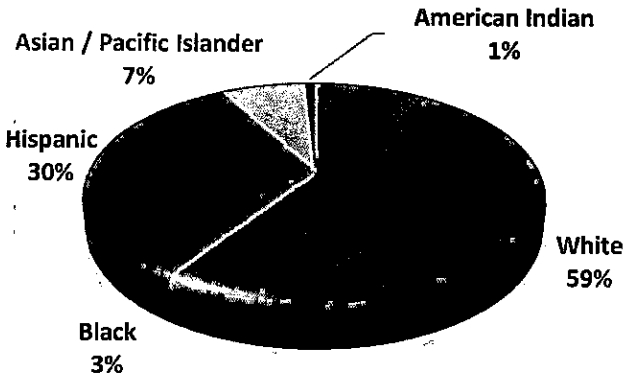
This section analyzes the County's progress in its efforts to provide a diverse workforce reflective of its community by comparing the 2025 Yuba County workforce to the available community labor force by ethnicity, gender, and occupational categories; and identifies areas exceeding representation and those under-represented.

[1] Community Labor Force Statistics extrapolated from the US Bureau of Labor Statistics 2014-2018 census data.

2025 YUBA COUNTY WORKFORCE

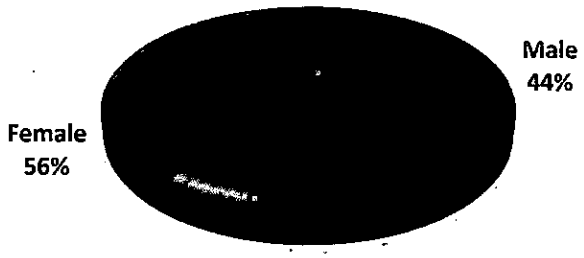


YUBA/SUTTER COMMUNITY LABOR FORCE

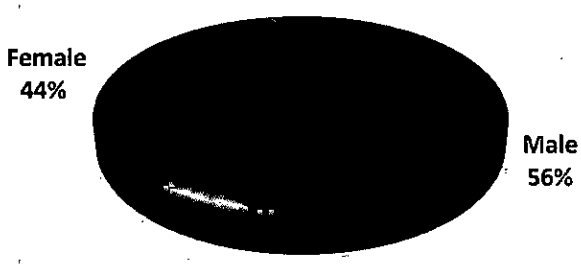


- The combined 2025 Yuba County minority employee workforce is 40% which is just below the available community labor force of 41%.
- Yuba County has increased its minority employee workforce by 4% over the last eight years.
- Yuba County employee representation meets the available community labor force for:
  - Black: 3%
  - Hispanic: 30%
  - American Indian: 1%
- Yuba County employee representation exceeds the available labor force for:
  - White: 60%
- Yuba County employee representation is below the available workforce for:
  - Asian / Pacific Islander: 1%

2025 YUBA COUNTY WORKFORCE



YUBA/SUTTER COMMUNITY LABOR FORCE



- From an overall gender perspective, females constitute a greater percentage of the Yuba County employee workforce than males; and the number of female employees exceeds the available labor force.
- While male employee representation is below the available community labor force by 12%, Yuba County welcomes the opportunity to increase the representation of all males in those categories where they are under-represented.

We have made significant improvements in our statistics since the last the utilization analysis. The following occupational categories have been identified as areas that need additional improvement when compared to ethnicity:

- ***Officials/Administrators:*** Yuba County demonstrates the following under-representation in this job category:
  - Black males by 3.60%; and
  - Black females by 2.30%

- ***Professionals:*** Yuba County demonstrates the following under-representation in this job category:
  - White males by 4.16%
  - Asian / Pacific Islander males by 2.69%; and
  - White females by 5.86%

- ***Technicians***: Yuba County demonstrates the following under-representation in this job category:
  - White males by 14.97%
  - Hispanic males by 4.52%; and
  - Asian / Pacific Islander females by 5.10%

- ***Protective Services - Sworn***: Yuba County demonstrates an under-representation in this job category:
  - White males by 34.47%; and
  - White females by 7.89%

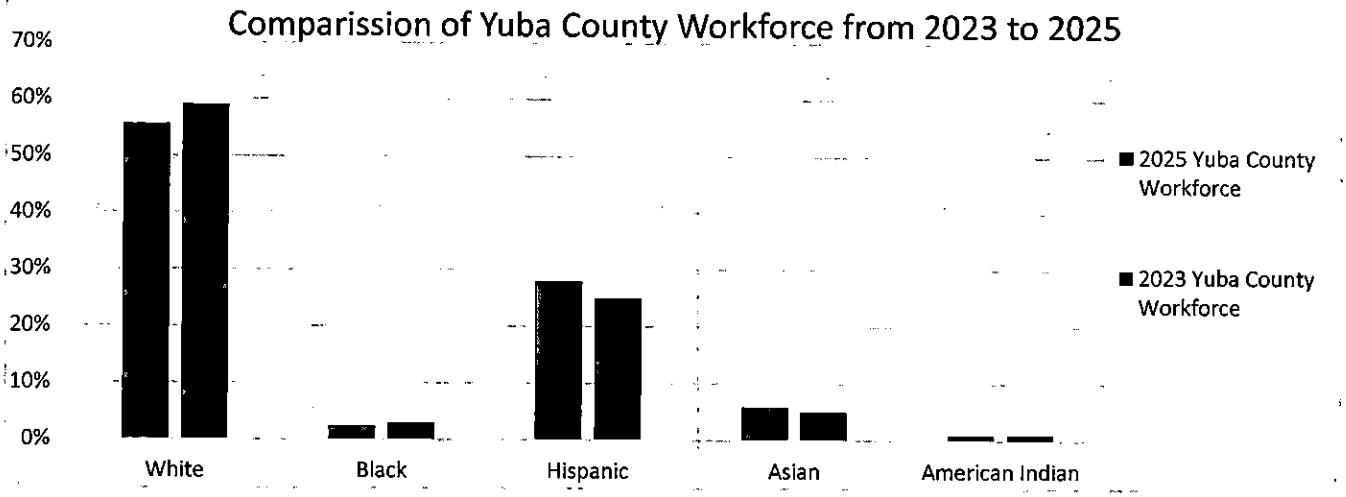
- ***Protective Services – Non-Sworn***: Yuba County demonstrates an under-representation in this job category:
  - White males by 78.90%

- ***Administrative Support***: Yuba County demonstrates the following under-representation in this job category:
  - White males by 14.82%; and
  - Hispanic males by 2.93%

- ***Skilled Craft***: Yuba County demonstrates an under-representation in this job category:
  - Hispanic males by 3.13%
  - White females by 3.70%; and
  - Hispanic females by 3.40%

- ***Service/Maintenance***: Yuba County demonstrates the following under-representation in this job category:
  - Asian / Pacific Islander males by 4.70%
  - White females by 11.55%

Since the last review, Yuba County has made strides in recruiting and retaining employees that more accurately reflect the surrounding community. The chart below illustrates the comparison of the County's workforce from 2023 to 2025.



- The combined minority employee workforce for Yuba County has increased 3% between 2023 and 2025.
- White employee representation has decreased 3%, but still slightly exceeds the available community labor force and representation in six job categories and is significantly underrepresented in seven categories.
- Black / African American employee representation has decreased but exceeds the available community labor force representation in four categories.
- Hispanic employee representation has increased by 3%, bringing these categories closer to parity with the available community labor force and exceeding the available community labor force representation in nine job categories.
- Asian / Pacific Islander employee representation has increased by 1% from 2023 to 2025 but continues to exceed the available community labor force as a whole and more specifically in five job categories.
- American Indian employee representation has been maintained at 1%, however remains at parity with the available community labor force and exceeds representation in three job categories.

OBJECTIVES

Yuba County is committed to a workforce that closely reflects the available community labor force. It is our goal to increase representation in the areas underutilized. The following identifies objectives that support the County's commitment to achieve a workforce reflective of the community it serves.

- The County will evaluate areas of underutilization as identified above, and will continue to review recruitment, examination, selection, promotion, compensation and training practices and policies to ensure equal opportunity for persons in all aspects of employment and career advancement.
- Although White males and females are represented in double-digit percentages, they have become the most under-represented group, significantly under-represented in four job categories. So, recruitment efforts should be increased by outreaching to these populations through the various action items listed in the Steps to Achieve Utilization section.
- Asian / Pacific Islander males are under-represented in several job categories, the County will explore more effective measures to target this labor group.
- Increase employment opportunities of all qualified persons by eliminating non-job-related factors, conditions and requirements from all class specifications.

STEPS TO ACHIEVE UTILIZATION

- Leverage NEOGOV to expand recruitment opportunities and applicant accessibility. Since implementing NEOGOV in July 2025, Yuba County has streamlined its application and recruitment processes through a web-based talent management system. Continue leveraging the platform's broad reach and accessibility to attract qualified candidates interested in public sector employment and expand applicant pools.
- Implement NEOGOV's ATTRACT module to enhance targeted recruitment efforts to proactively identify, engage, and maintain connections with prospective candidates, with an emphasis on hard-to-fill classifications, and expanding qualified applicant pools.
- As part of the County's upcoming Merit Resolution revision, evaluate existing recruitment and selection policies, procedures, and practices to identify opportunities for improvement, remove unnecessary barriers, and promote equal employment opportunity. Continue monitoring recruitment practices to ensure fair and consistent processes that support the County's workforce utilization objectives.
- Re-establishing the Manager and Supervisor Academies with curriculum that covers training on equal employment opportunity policies, bias awareness, recruitment and selection practices, interview processes, documentation requirements, and applicable employment laws to promote fair, consistent, and objective employment decisions.
- With the Library returning to its renovated location in 2026, explore opportunities to utilize the updated facility for employment testing, academy sessions, and other recruitment-related activities. Leverage the Library's community presence to increase awareness of County employment opportunities and strengthen connections with residents.
- Periodically evaluate classification minimum qualifications against the knowledge, skills, and abilities necessary for successful job performance. Identify and remove unnecessary barriers to employment while maintaining appropriate qualification standards and competitiveness in the current labor market.
- Maintain an active social media presence and continue improving the County's employment website to make career opportunities more accessible, engaging, interactive, and appealing to prospective applicants.
- Continue to leverage two recruitment videos developed in partnership with Larcom Productions. The first serves as a "call to action," highlighting County employees and incorporating segments in Spanish, Hmong, and sign language. The second showcases County departments and the services they provide to

the community. Continue utilizing these videos on the County website, social media platforms, at career fairs, and through educational and community partnerships.

- Advertise employment opportunities through general publications, utilizing local and regional publications and news outlets, including the Sacramento Bee, to increase visibility of County employment opportunities and reach a broad applicant audience.
- Utilize specialized publications and targeted recruitment resources through professional associations and specialized publications, including CSAC, LatPro, Sacramento Observer, El Hispano, and other appropriate resources, to broaden outreach to qualified candidates from diverse communities and professional backgrounds.
- Continue to expand online recruitment outreach through online platforms, including Careers in Government, Facebook, LinkedIn, Indeed, NEOGOV, CalJOBS, and additional job boards reaching veterans, women, underrepresented populations, and individuals seeking public sector careers.
- Publicizing County employment opportunities through All-County employee emails, Facebook, LinkedIn, the County website, and other communication channels to increase awareness of available positions and opportunities for professional growth and career advancement.
- Continue participating in educational and community career events. Participate in middle school, high school, community college, university, and community job fairs and career days, including events at Beale Air Force Base, to promote public service careers and connect with prospective applicants.
- Maintain and expand recruitment relationships with local and regional educational institutions, including Yuba College, Sacramento State University, Chico State University, Butte College, Sierra College, and Sacramento City College, to increase awareness of County employment opportunities and connect with prospective candidates.
- Maintain partnerships with community and nonprofit organizations. Continue developing relationships with nonprofit service organizations that support women's professional development and advancement, including Soroptimist, POWER 100, and Athena Association Awards, to promote awareness of County employment and career advancement opportunities.
- Expand youth engagement through the annual MJSUD internship program. Continue to establish direct connections with local youth, introduce students to public sector career opportunities, and encourage interest in future County employment.
- Collaborate with local educational institutions and internal County departments to develop programs that introduce students and existing employees to career pathways in specialized fields, including nursing, building, and other hard-to-fill classifications.
- Regularly review recruitment and retention strategies and incorporate relevant information obtained through employee exit interviews to identify opportunities for improvement, strengthen employee retention, and attract qualified candidates.
- Periodically evaluate available applicant demographic data, recruitment outreach efforts, and selection outcomes to assess the effectiveness of recruitment strategies, identify potential barriers, and determine opportunities to improve workforce utilization and equal employment opportunity. Use findings to inform future recruitment practices, outreach initiatives, and workforce planning efforts.

DISSEMINATION

Internal Dissemination of the Yuba County EEO Plan

- Applicants, employees and interested members of the public may obtain a copy of the Plan by visiting the County's website at www.yuba.gov, or contacting Human Resources at (530) 749-7860.
- A copy of this Plan will be provided at new employee orientation.
- The Plan will be distributed to each County department and will be posted at County facilities.

- The Human Resources and Organizational Services Department will periodically address the County's compliance with this Plan in County Department Head meetings and in various supervisory and management training programs. Discussions will include assisting managers and supervisors in identifying and addressing problem areas with effective solutions.

External Dissemination of the Yuba County EEO Plan

- We will inform recruiting sources (utilizing a master list) of the EEO Plan and the County's commitment to equal employment opportunity.
- We will continue to state on all written job announcements and employment applications "The County of Yuba is a merit based equal opportunity employer encouraging workforce diversity."
- Applicants, vendors and suppliers will be reminded of the County's EEO Policy and notified that the EEO Plan is on file and available for review in the Human Resources and Organizational Services Department.