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Affirmative Action

1989 ANNUAL REPORT

OFFICE OF CIVIL RIGHTS AND COMPLIANCE

TIM HILL

KING COUNTY EXECUTIVE



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TABLE OF CONTENTS

	Page
Introduction.....	1
Background.....	1
Details of Accomplishments:	
Progress in Affirmative Action for County Employment.....	3
Accessibility for Persons with Disabilities.....	4
Enforcement Activities.....	5
Compliance Activities.....	6
Minority/Women's Business Enterprise.....	6
Contract Compliance.....	13
Other Significant Accomplishments.....	13
Affirmative Action Advisory Committee.....	15
Conclusion.....	15

INTRODUCTION

During the past year, the King County Office of Civil Rights and Compliance made strong advances in its efforts to make our society free of discrimination and prejudice. In 1989, King County earned national recognition for having the only minority/women's business program in the nation to withstand a constitutional challenge in federal district court. Other accomplishments were just as substantial. In brief they include:

- Contracting dollars awarded to women reached \$13 million in 1989, an increase of 28% over the amount awarded in 1988.
- The first annual M/WB awards banquet, "Celebrate Success," was attended by more than 250 persons and provided an opportunity for minority and women business owners to review their accomplishments and to honor their successful peers as they set new goals.
- With the addition of a 504 Compliance Specialist in 1988, accessibility for persons with disabilities throughout King County-owned buildings was made easier in 1989. Automatic doors and a new ramp were installed and public restrooms were remodeled.
- In 1989, the total number of persons with disabilities employed by King County increased by 25 as a result of improved recruitment efforts and the County's continuing endeavor to create an environment where persons with disabilities feel comfortable to self-identify.
- Employment of minorities and women reached historically high levels for King County government, with an increase of 76 minority employees and 145 women employees.
- The second annual Dr. Martin Luther King, Junior Day celebration, sponsored by OCRC, was well attended by County employees. The County Executive and other County officials participated in the many events surrounding the tribute to Dr. King. The County's commitment to civil rights was revitalized through this occasion.

The Office of Civil Rights and Compliance, which operates under the Department of Executive Administration, has set goals to meet the challenges of the 1990's. These goals, developed with a changing society and diverse County population in mind, are outlined throughout this annual report.

BACKGROUND

Since 1986, the County has been a regional leader in meeting established affirmative action objectives. Minority employment in the County's work force has increased from 20.9% to 23.2%;

employment of women has increased from 40.8% to 42.9%, and the employment of persons with disabilities has risen from 3.6% in 1988 to 4.5% in 1989. County contracting dollars awarded to minority-owned businesses increased from \$5.2 million in 1986 to a high of \$17 million in 1988, while contracting dollars awarded to women-owned businesses increased from \$1.8 million to over \$13 million in 1989.

Today, King County's Office of Civil Rights and Compliance continues to focus on assisting the public and enforcing the ordinances that play a vital role in ensuring equal rights to all people. Programs include Fair Employment, Fair Housing, the Minority/Women's Business Program, Contract Compliance, 504 Compliance, and Affirmative Action.

In 1989, new legislation was introduced to create an advisory committee designed to monitor the implementation of the County's 504 work plan. OCRC also sponsored the first annual Disability Awareness Week which made a significant impact on County employee perceptions of the disabled community.

The Minority/Women's Business Program made substantial advancements during the past year. Aside from winning a significant court challenge to the County's M/WB program, M/WB requirements were applied to all County service agency contracts. This process, to take effect in 1990, currently is monitored by OCRC. New legislation was also approved, redefining the affirmative action employment goals for King County and all contractors who do business with King County.

Community outreach and public relations were also improved in 1989. In August, OCRC co-hosted the annual International Organization of Human Rights Agencies (IAOHRA) conference which included representatives from 157 civil rights agencies from the United States and other countries. An aggressive advertising program in local community and ethnic newspapers continued throughout the year, again placing King County and its affirmative action policies in the forefront.

DETAILS OF ACCOMPLISHMENTS

Progress in Affirmative Action for County Employment

King County has a comprehensive affirmative action program designed to enhance the County's work force through the employment of qualified minorities, women, and persons with disabilities in underrepresented job categories. County-wide employment goals for King County for 1989 were:

Minorities	15.7%
Women	42.8%
Persons with Disabilities	7.2%

While new goals were approved August 14, 1989 and became effective October 1, 1989, for purposes of reporting County achievement for 1989, the above goals were used.

The employment of minorities, women, and persons with disabilities during 1989 set historical levels for King County government. Their numbers far exceeded previous years' levels. Minority employment exceeded the overall goal by 7.5% and women employment exceeded goal by .1%. While the goal for persons with disabilities was not met, substantial progress was made last year, resulting in a net increase of .4% over the 1988 level.

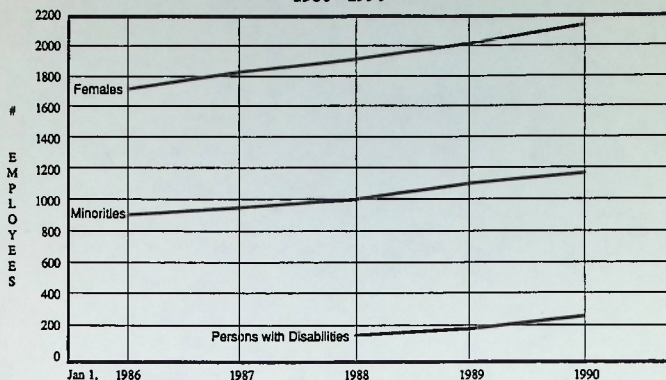
African Americans continue to be the largest minority group employed by King County, representing 9.5% of the work force. Asian Americans are also well represented at 8.8%. The Hispanic work force is at 2.9%, while Native Americans are at 1.8%.

All protected group members were employed in all Equal Employment Opportunity (EEO) job categories throughout the County's work force. This included top level management positions. While the overall representation of minorities and women appears good, there continue to exist areas of underrepresentation in certain job classifications and job categories in some County departments. Continued improvements in these areas will need to be made.

The following charts illustrate a steady growth in the County's employment of minorities, women, and persons with disabilities from January 1, 1986 through December 31, 1989.

King County Workforce Profile

1986 - 1990

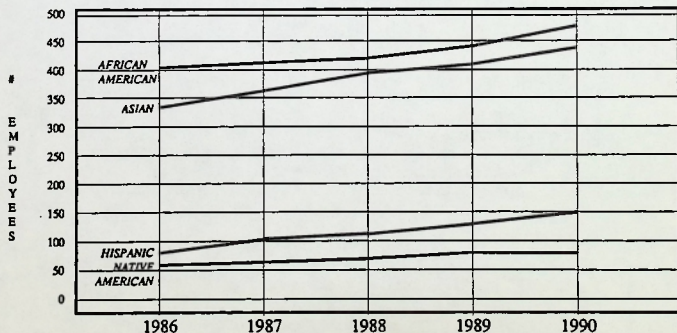


TOTAL EMPLOYEES	4320	4434	4596	4678	5006
TOTAL FEMALES	1766 - 40.8%	1838 - 41.4%	1918 - 41.7%	2005 - 42.8%	2150 - 42.9%
TOTAL MINORITIES	905 - 20.9%	947 - 21.3%	1008 - 21.9%	1086 - 23.2%	1162 - 23.2%
TOTAL PERSONS WITH DISABILITIES	N/A	N/A	168 - 3.6%	193 - 4.1%	226 - 4.5%

King County Workforce Profile

by Race

1986 - 1990



TOTAL ALL EMPLOYEES	4320	4434	4596	4678	5006
TOTAL AFRICAN AMERICAN	404 - 9.3%	408 - 9.2%	422 - 9.1%	449 - 9.5%	477 - 9.5%
TOTAL ASIAN	337 - 7.8%	358 - 8.0%	397 - 8.6%	408 - 8.7%	444 - 8.8%
TOTAL HISPANIC	90 - 2.0%	103 - 2.3%	107 - 2.3%	137 - 2.9%	148 - 2.9%
TOTAL NAT. AMERICAN	74 - 1.7%	78 - 1.7%	82 - 1.7%	92 - 1.9%	93 - 1.8%

Ordinance 9165, approved by the King County Council on October 16, 1989, transferred the implementation and development of the affirmative action program and the internal equal employment opportunity program from the Office of Civil Rights and Compliance (OCRC) to the Personnel Division. The ordinance became effective on January 1, 1990. OCRC will retain the compliance review, independent approval, reporting, and monitoring aspects of the program.

1990 goals for maintaining a progressive affirmative action program include the following:

- ° OCRC
 - Development and implementation of an independent, active, affirmative action compliance review, approval, and monitoring program.
 - Development and dissemination of County Affirmative Action program accountability requirements and procedures.
- ° Personnel Division
 - Development and dissemination of a County Affirmative Action Master Plan for 1990 and 1991 with a decentralized implementation approach designed to increase departmental program ownership and address unique issues within the respective departments.
 - Continuation of defensible, positive, and practical efforts to employ and promote minorities, women, and persons with disabilities throughout the County at all levels of employment.
 - Continuation of specific focus on increasing the employment of persons with disabilities throughout the County.

Accessibility for Persons with Disabilities

King County continues to fulfill its commitment to ensure access for disabled persons who use County facilities and services and who participate in County programs.

1989 achievements include:

- ° Completed Phase I of the three-phased capital improvement project. Modifications included installation of hand-rails and a remote control door in the King County Parking Garage tunnel, and substantial renovations in four floors of the Courthouse and three floors of the Administration Building.

- ° Sponsored King County's first Disability Awareness Week to sensitize employees and the public to such crucial issues as employment, access, and leisure activity challenges for persons with disabilities.
- ° Hosted disability awareness training workshops for King County management personnel and County-funded service providers.
- ° Cooperated with the Washington Coalition of Citizens with Disabilities and County service providers to assess the needs of the disabled community as they relate to County services.
- ° Implemented the 504 Work Plan and assisted in the creation of the 504 Advisory Committee which will be responsible for devising strategies, systems, and guidelines for implementing the compliance aspect of the work plan.
- ° Continued to refine the EEO data on King County employees with disabilities; increasing accuracy and completeness of statistics.
- ° Simplified procedures for disability self-identification in the employment process.

The County is committed to continuing its efforts to ensure accessibility. Projects scheduled to be completed in 1990 include:

- ° Phases II and III of the capital improvement project.
- ° Gaining approval for a supplemental budget request to fund new and necessary accessibility projects; for example, sign interpreter services for all County public meetings and Braille reader services.
- ° Establishing a Revolving Accommodation Fund to assist County departments in their efforts to make programs, services, and employment accessible to persons with disabilities.
- ° Developing emergency evacuation procedures for persons with disabilities.

Enforcement Activities

King County is responsible for enforcing County ordinances prohibiting discrimination in employment, housing, and public accommodations. County employees and persons in unincorporated King County are protected from discrimination on the basis of race, color, age, sex, marital status, parental status, sexual orientation, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. 1989 accomplishments in this area include:

- ° Conducting extensive outreach (public service announcements, community presentations, brochures, and posters) to increase public awareness of County fair housing legislation and services in cooperation with the Tacoma Human Rights Department under a cooperative agreement funded by the U.S. Department of Housing and Urban Development.
- ° Building regional working relationships with other enforcement agencies and with community organizations in King County and Pierce County.
- ° Filing and resolving 23 fair housing cases, the highest number in the history of the County's Fair Housing Program.
- ° Developing new policies and procedures for investigation and resolution of cases.
- ° Providing staff training opportunities to enhance professional skill levels.
- ° Providing information regarding the likely impact of the County's proposed "Just Cause Eviction" ordinance.

King County's goal is to maximize its service to King County residents and employees in the protection of their civil rights. A priority for 1990 is to increase public awareness and the efficiency of the programs and to emphasize the following:

- ° Developing new procedures to streamline the enforcement of the ordinances and to eliminate the backlog of employment cases.
- ° Publicizing summary results of investigatory findings to inform the public of major civil rights enforcement activities.
- ° Drafting and proposing new legislation for an omnibus anti-discrimination ordinance, including strengthening fair housing provisions to make the County's protections substantially equivalent to the 1988 federal legislation.

Compliance Activities

MINORITY/WOMEN'S BUSINESS ENTERPRISE:

King County has a policy requiring full and equitable opportunities for minority-owned business enterprises (MBEs) and women-owned business enterprises (WBEs) in the provision of goods and services to King County. King County also enforces state and federal minority/women business (M/WB) and disadvantaged business enterprise laws governing County awarding authorities and

CONTRACT COMPLIANCE:

In addition to the application of M/WB requirements to County contractors and awarding authorities, another long-standing policy of King County is the requirement for all County contractors to comply with equal opportunity mandates and meet affirmative action employment goals. In addition, the Office of Civil Rights and Compliance enforces state and federal requirements pertaining to the payment of prevailing wage rates to all affected employees on County public works projects. In 1989, OCRC again took the lead in promoting fair hiring by County contractors. Accomplishments include:

- Design of software application to track labor hours on construction contracts for purposes of more effective affirmative action monitoring and enforcement. Implementation of this system was effective January 1, 1990.
- Participation in a County-wide effort to improve the representation of minorities, women, and persons with disabilities in the construction arena through membership in a local association of contract compliance professionals.
- Investigation of two prevailing wage violation allegations, resulting in one (1) resolution through conciliation and one (1) complaint to be forwarded to Labor and Industries for further enforcement action.
- Investigation of one (1) discrimination complaint against a County contractor. The investigation is continued into 1990.
- Certified 1487 Vendor/Suppliers to do business with King County. The contract compliance affirmative action goals at the beginning of 1989 were:

<u>Protected Group</u>	<u>Goal</u>
Minorities	12.5%
Women	48.5%
Persons with Disabilities	7.0%

New goals were approved by the County Council and became effective on October 1, 1989. The new goals for 1990-1991 are:

<u>Protected Group</u>	<u>Goal</u>
Minorities	14.16%
Women	48.90%
Persons with Disabilities	6.60%

For purposes of this report, goal achievement for vendors will be measured against the 1989 goals.

- ° 409 (27.5%) vendors met the Minority goal. 289 (19.4%) met the Women goal. 31 (2%) met the Persons with Disabilities goal. Four (4) firms met all three goals. 1989 showed a marked increase in the numbers of firms meeting or exceeding the County's employment goals for vendors.
- ° Closed 12 desk audits of large vendors.
- ° Continued two (2) Contract Compliance Reviews for assessment of progress on existing conciliation agreements. These are continuing into 1990.
- ° Opened 19 contract compliance reviews in response to a written complaint. These are continuing into 1990.

King County is committed to promoting affirmative action in its contractors' work forces as well as its own. Future activities include:

- ° Improving the quality of contract compliance reviews, focusing on on-site inspections and corrective action plans for all contract categories.
- ° Initiating contract compliance reviews of service provider and consultant contracts, focusing on the employment of persons with disabilities and accessibility issues.
- ° Implementing the new tracking system to give current and accurate reports on the work force profile on all open construction contracts.
- ° Implementing individual department monitoring of prevailing wage requirements in order to ensure more efficient monitoring activities and more expedient complaint investigations.