

WINNEBAGO COUNTY, WISCONSIN

An Equal Opportunity Employer



EQUAL OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PLAN

2021-2022

Prepared by:

Winnebago County
Department of Human Resources

AFFIRMATIVE ACTION COMMISSION

Rachel Youngquist (4/20/2021).....1333 Lori Drive, Neenah 54956
David W. Albrecht (4/20/2021)2356 Hamilton Street, Oshkosh 54901
Linda M. Mingus (4/20/2021)..... 304 High Avenue, Oshkosh 54901
Joaquin Lira (4/20/2021)..... HSD, 220 Washington Avenue, Oshkosh 54901
Vacant

GRIEVANCE REVIEW BOARD

LeRoy Dahms (12/31/2022)3175F White Tail Lane, Oshkosh 54904
John Nichols (12/31/2023).....2821 Stoney Beach Street, Oshkosh 54902
Brenda Keller (12/31/2023) 975 E. County Road Z, Oshkosh 54902
Vacant

THE WINNEBAGO COUNTY AFFIRMATIVE ACTION PLAN

OVERVIEW

This Affirmative Action Plan is a working document which sets forth steps to be taken in implementing the Equal Employment Opportunity Policy of Winnebago County. It shall be reviewed regularly and, if necessary, modified to address the changing needs within the County organization.

The Plan contains the following major components:

- I. The Winnebago County Equal Employment Opportunity Policy
- II. Assignment of Program Responsibilities
- III. Analysis of Base Data
- IV. Affirmative Action Goals
- V. Implementation
- VI. Supplementary Documentation of Goal Achievements
- VII. EEO Employee Complaint Procedure
- VIII. EEO Job Applicant Complaint Procedure
- IX. EEO Consumer Complaint Procedure
- X. Statistical Appendices

I. THE WINNEBAGO COUNTY EQUAL EMPLOYMENT OPPORTUNITY POLICY

Winnebago County is an Equal Opportunity Employer. It is the official policy of Winnebago County to provide equal employment opportunities for all applicants and employees without regard to race, color, religion, national origin or ancestry, marital or parental status, pregnancy, sex, sexual preference/orientation, age, disability, gender identity, gender expression or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification. Arrest and conviction records shall not be considered in employment decisions except where permitted by law. Relevant portions of the Winnebago County Human Resources Policy Manual are incorporated here by reference.

This policy is applicable to all aspects of employment including job structuring, classification, promotion, recruitment, selection, appointment and placement, testing, training, layoff and recall, disciplinary action, termination, salary and benefits administration and all other components of the Winnebago County personnel-management system. The County Executive and the County Board of Supervisors, therefore, direct that the policies, procedures, rules and regulations of all of their departments, agencies and facilities, as well as any provisions of labor contracts be amended or renegotiated, if necessary, to ensure compliance with the provisions of the following: Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and the Pregnancy Discrimination Act of 1978; Presidential Executive Order 11246 as amended by Executive Order 11375, OFCCP Affirmative Action Guidelines (Revised Order No. 4); Title 29, Chapter 1607 of the Code of Federal Regulations; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967 as amended in 1974; the Federal Contract Compliance Act of 1965; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Rehabilitation Act of 1973; the Americans With Disabilities Act; the Civil Rights Act of 1991; Wisconsin Statutes 111.321; State Executive Order No. 63, and any other applicable state or federal laws.

In order to implement this policy and directive, an Affirmative Action Plan shall be developed or updated regularly by the Affirmative Action Officer and the Affirmative Action Commission. The plan shall be presented to the Personnel and Finance Committee for approval. After approval by the committee, copies of the Plan shall be made available to all department heads and employees.

POLICY AGAINST SEXUAL HARASSMENT

Sexual harassment is a form of prohibited workplace discrimination. It is the policy of Winnebago County that workplace-related harassment on the basis of sex is prohibited. Such harassment of one's relatives, friends or associates on this basis while at work also is prohibited.

Sexual harassment is defined as unwelcomed sexual advances and/or unwelcomed verbal or physical conduct of a sexual nature, including sexual advances and requests for sexual favors. Unwelcomed verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic material when not necessary for business purposes.

The above definitions shall be considered harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person or,
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive working environment.

In addition, the "reasonable person in the same or similar circumstances" standard shall be applied in determining whether the alleged harassment is sufficiently severe or pervasive to create an intimidating, hostile or abusive work environment. This reasonable-person standard is based on the perspective of the alleged victim rather than that of an accused person or the broader society. As such, it is reasonably possible for a victim to feel harassed by an alleged perpetrator of the same gender or by one who is a current or former friend.

Even though harassing conduct usually must be severe and pervasive to be found unlawful, a severe isolated incident can create a hostile environment. Any such conduct by a supervisor or manager can create a hostile environment.

Any employee may challenge a sexually hostile or abusive work environment, even if the harassment is not targeted specifically at him or her. Certain conduct, even though the active participants may consent to the behavior, may constitute a hostile or abusive work environment to an uninvolved observer.

Any employee engaging in harassing behavior of a sexual nature will be subject to appropriate disciplinary action, up to and including termination, depending on the nature, frequency and seriousness of the harassment.

Employees wishing to make a complaint should contact a professional staff member of the Department of Human Resources. One may do so in person, by telephone or by completing a complaint form at the end of the Affirmative Action Plan document. Relevant Human Resources staff members are listed by name and telephone number on employee bulletin boards in each County facility. The Human Resources Department also may be reached by calling (920) 232-3460.

POLICY AGAINST HARASSMENT

Harassment on the basis of protected class, as defined below, is a form of prohibited workplace discrimination. It is the policy of Winnebago County that workplace-related harassment on the basis of race, color, religion, gender, ancestry, national origin, age, disability, sexual preference/orientation, gender identity or gender expression is prohibited. Such harassment of one's relatives, friends or associates on these bases also is prohibited.

An act of harassment constitutes unlawful or forbidden behavior when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person or,
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile or offensive working environment.

In addition, the "reasonable person in the same or similar circumstances" standard shall be applied in determining whether the alleged harassment is sufficiently severe or pervasive to create an intimidating, hostile or abusive work environment. This "reasonable-person" standard is based on the perspective of the alleged victim rather than that of an accused person or the broader society. As such, it is reasonably possible for a victim to feel harassed by an alleged perpetrator of the same race, color, religion, gender, ancestry, national origin, age, disability, sexual preference/orientation, gender identity, gender expression or by an alleged perpetrator who is a current or former friend.

Even though harassing conduct usually must be severe and pervasive to be found unlawful, a severe isolated incident can create a hostile environment. Any such conduct by a supervisor or manager can create a hostile environment.

Any employee may challenge a hostile or abusive work environment, even if the harassment is not targeted specifically at him or her. Certain conduct, even though the active participants may consent to the behavior, may constitute a hostile or abusive work environment to an uninvolved observer.

Any employee engaging in harassing behavior will be subject to appropriate disciplinary action, up to and including termination, depending on the nature, frequency and seriousness of the harassment.

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II. ASSIGNMENT OF PROGRAM RESPONSIBILITIES

A. AFFIRMATIVE ACTION OFFICER

The County Director of Human Resources or the Director's designee shall serve in the capacity of Affirmative Action Officer. The Affirmative Action Officer, with Commission concurrence, shall be responsible for developing, implementing and reviewing the Affirmative Action Plan and shall be responsible for modifying the Plan in response to changing needs.

The Affirmative Action Officer shall have full access to all departmental policies and procedures, rules and regulations, including employee files, documents, background investigation reports and other information relating to any aspect of the Winnebago County personnel operation.

The Affirmative Action Officer shall be directly responsible to the County Executive.

In the implementation of the Affirmative Action Plan, general responsibilities of the Affirmative Action Officer or his designee shall include but not be limited to the following:

1. Serve as staff to the Affirmative Action Commission and the Personnel and Finance Committee of the County Board to develop policies and practices which will be non-discriminatory with respect to race, color, religion, gender, ancestry, national origin, age, marital or parental status, pregnancy, sex, sexual preference/orientation, disability, gender identity, gender expression or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification.
2. Work with department heads to identify problem areas of employment and service delivery, and to establish goals and reasonable methods to prevent illegal discrimination.
3. Advise all County employees of the provisions of Equal Employment Opportunity laws as they relate to individual departmental operations, especially in areas where contractual compliance with Affirmative Action provisions is required for federal or state funding purposes.
4. Ensure that County-offered personnel services are provided in a non-discriminatory manner.
5. Disseminate and/or make available the County's Equal Employment Opportunity Policy and Affirmative Action Plan to department heads, employees, community agencies, employment services, community organizations, news media and other groups.

6. Monitor the operation and effectiveness of the Plan, including evaluations of hiring and promotion patterns, and take any steps necessary to resolve shortcomings.
7. Handle any complaints or grievances which may arise from the implementation of the Plan or through the EEO Complaint Procedures and apprise the Affirmative Action Commission of the results.
8. Design and maintain audit and reporting procedures for the collection of statistical data at a central office for inspection by the federal government; ensure the compilation and submission of Equal Employment Opportunity reports that may be required by law.
9. Review and/or revise regularly the contents of the Plan in order to identify new problems which might arise, and to update goals if necessary.
10. Advise all employees that harassment of anyone in the workplace – including one's friends and relatives – on the basis of sex is prohibited as a matter of official policy.
11. Advise all employees that harassment of anyone in the workplace – including one's friends and relatives – on the basis of race, color, religion, gender, national origin, age, sexual preference/orientation, gender identity, gender expression or disability is prohibited as a matter of official policy.

B. AFFIRMATIVE ACTION COMMISSION

The Affirmative Action Commission shall comprise five citizens appointed by the County Executive, subject to County Board confirmation. Commission members shall serve staggered three-year terms. At least one member shall be a County employee. At least two members shall be women. One member shall be a member of the Personnel and Finance Committee, and no more than three members shall be County Board Supervisors.

The Affirmative Action Commission shall have the following responsibilities:

1. Meet to review the County's progress toward implementing the Affirmative Action Plan and to provide a forum for employees to raise questions and/or provide input regarding the County's Equal Employment Opportunity Policy and Affirmative Action Plan.
2. Advise and recommend policies and procedures to the Affirmative Action Officer, the Personnel and Finance Committee and department heads.
3. Review any processed EEO grievances and complaints.
4. Serve as the enforcement agency for the Winnebago County Fair Housing Policy, as specified in Section 11.15 of the Winnebago County General Code.

C. GRIEVANCE REVIEW BOARD

The Grievance Review Board shall comprise five members, all of whom shall be legal residents of the County with an appreciation for, and knowledge of, human resource management and/or a dedication to the concept of Equal Employment Opportunity.

Elected or appointed Winnebago County officials and hired County employees are ineligible for appointment to the Board.

The Grievance Review Board shall be appointed by the County Executive, subject to County Board confirmation. Members of the Board shall serve overlapping five-year terms, with one member appointed each year, effective with appointments beginning in 2000. The staggered terms shall be for one year, two years, three years, four years and five years from the first day of the next January following such appointment.

Each member shall hold office until a successor is appointed and confirmed.

The Grievance Review Board shall serve as the final in-house appeal level for employee complaints regarding alleged County violation of discrimination policies. However, any determination by the Grievance Review Board involving an expenditure of County funds shall be subject to the approval of the County Board of Supervisors. Determinations of the Grievance Review Board regarding the redress of covered employee grievances, other than those involving the expenditure of County funds, shall be immediately binding upon the County and its respective departments. No such determination shall serve to infringe upon the Constitutional rights of any elected officers of Winnebago County.

Appeals to be heard by the Grievance Review Board are limited to the following:

1. Discrimination in an employment action in which a violation of a discrimination policy is alleged to have occurred;
2. Alleged harassment on the basis of sex or other protected status,
3. Alleged failure to reasonably accommodate a disability.

III. ANALYSIS OF BASE DATA

Base data detailing the race, gender and workforce participation of Winnebago County residents are shown in TABLE I of this section, at page 11. The racial and gender distribution of applicants for County employment is given in Table II, at page 12. Statistics for County employees who were hired in 2019 are shown in Table III, at page 13. Table IV, at page 14, compares the County-employee racial and gender mix to that of the countywide workforce. Appendix I, beginning at page 31, identifies the distribution of County employees by occupational group and function during 2019. Appendix II, beginning at page 43, shows the distribution of employees who were hired in 2019.

The statistical information provided in these tables, while valuable, gives no indication of critical selection factors such as qualifications for available positions or availability for work at times when the County attempted to fill specific jobs. Note that some of the data are statistical projections based on United States Census data. Wisconsin Department of Workforce Development data may differ from Census data. The charts and employment data as presented in this document are based on Workforce Development data projections.

ANALYSIS

Our analysis of the Base Data information displayed in TABLES I through IV is presented in sequence below. TABLES V and VI, though not analyzed, are presented for information.

TABLE I

Table I indicates the 2019 labor force participation for Winnebago County, our primary recruitment base. Those data reflect people aged 16-64 and are the most recent available from the Wisconsin Department of Workforce Development. From the data, we find that minority-group members represent 9.3 percent of the population (12,976 people), and 7.9 percent of the labor force (8,169 people). This low figure is important in analyzing the success of the County's total equal opportunity efforts and expectations regarding female and minority employment in that, ideally, the County's workforce mix should resemble the overall population distribution. We note that Hispanics can be of any race and may also have been counted as part of another group. As such, the number and percent of persons counted as minority may differ from the actual population. It also is possible that actual minorities who have moved into Winnebago County since the Census was taken are not counted or reflected in statistical projections.

The countywide total of employed females (comparable-job) (as shown in Table IV) of 43,530 represents 48.5 percent, or just fewer than half, of the county's total comparable labor force. As in the case of minority distribution, this figure is significant for later analytical purposes. Because of its size, the designated protected class of females will receive the bulk of our attention in analysis and equal opportunity efforts.

There were 4,629 disabled people in the area workforce. Winnebago County does not keep a record of how many of its employees or applicants are disabled.

TABLE II

Table II indicates the distribution of job applicants by ethnicity and sex during 2019. The data were compiled from responses on a voluntary portion of the County's standard job application. Although slightly more than 90 percent of the 2,301 applicants submitted these forms, some declined to answer the ethnicity or gender questions. The County did not tally a question-by-question response rate. There is no way to gain information from applicants who left questions blank, or who ignored the form. It also is impossible to determine the accuracy of the self-reported information. Percentages shown are comparisons between the number of applicants in each group and the total number of applicants in 2019.

But given that almost all of the applicants did submit the form, and it is reasonable to presume that people are likely to respond truthfully on self-assessments when they choose to complete a government job-related form, we can confidently say that the data provide an accurate picture of the applicant pool.

After examining applicant data, we find that whites comprised almost 80 percent of people who applied for County jobs in 2019. Women were 66.71 percent of the applicants and constituted the majority of applicants every month in 2019. Men registered 24 percent of applicants in 2019.

African-Americans were the largest group of nonwhite applicants, at 3.48 percent. Asians were the next largest ethnic group, at 3.39 percent. Hispanics comprised 1.99 percent and Native Americans comprised .738 percent. We note that Hispanics can be of any race, so it is possible – but not visible or discernable in County or U.S. Census data – that an unknown number of persons identified themselves as *ethnically* Hispanic but actually are members of another *race*. Another .478 percent of applicants identified their race as other than those available on the form.

TABLE III

Table III shows the distribution of women and minorities among newly hired full-time personnel in 2019. In reviewing Table III, we find that the County had 181 vacancies that were filled by external applicants. The majority of those, 122, were filled by women. Thirty-eight were filled by men. Sixteen self-identified members of minority groups, 10 women and six men, were hired in 2019.

TABLES IV and V

Table IV shows the distribution of women and minorities by occupational group among County employees in 2019. The discussion below pertains to the entire County workforce as shown on Table IV. A statistical breakdown of employment by functional area is given in Table V. Out of consideration for the reader, Table V is not detailed in narrative form, appears as Appendix One and begins at page 31 of this document. It is helpful to use Tables IV and V together. Table VI, also not analyzed, begins at page 43. It gives data for newly hired employees.

The County had 921 full-time employees. Of those, 585 were female. Five hundred and sixty-two of the women were white, nine were Asian, nine were Hispanic, four were black and one was Native American. Three hundred and thirty-six full-time employees were male. Three-hundred and twenty-four of the men were white, five were Asian, three were Hispanic and four were black.

We find that women represented 48.5 percent of the area's comparable-job workforce [Table IV] and 63.5 percent of the County's workforce.

In reviewing Table IV, we find that women represented 47.8 percent of the County's Official/Administrator workforce. This figure is slightly higher than women's 44.3 percent representation in the labor force.

Within the Professional area, we find that women represented 79.2 percent of the County's workforce. This figure contrasted with their 57.7 percent representation in the labor force. On a total employment basis, the County's employment of professional females significantly exceeded what would normally be expected based upon their labor force participation.

Among Technicians, we find that women represented 55.1 percent of the County's workforce. This figure contrasts with their 66.2 percent representation in the labor force. The County's employment of female Technicians is lower than what would normally be expected based upon their labor force representation.

Within the Protective Services area, we find that women represented 18.2 percent of the County's workforce. This figure contrasts with their 33.9 percent representation in the labor force. The County's employment of female Protective Services employees is almost half of what would normally be expected based on their labor force participation.

Within the Paraprofessional area, we find that women represented 92.2 percent of the County's workforce. The state did not make countywide figures available.

Within the Administrative/Support area, we find that women represented 94.7 percent of the County's workforce. This figure contrasted with their 65.3 percent representation in the labor force. On a total employment basis, the County's employment of females substantially exceeded what would normally be expected based upon their labor force representation. One also could argue that in this category, as with Paraprofessional, men were significantly underrepresented in positions which are perceived to be dominated by females.

There were no women employed in a Winnebago County Skilled/Craft job in 2019. This figure contrasted with their 8.4 percent representation in the labor force. A substantial number of the County's female employees are well-paid professionals or managers. The County historically has been less successful than non-County employers in hiring women into the Skilled/Craft field, which traditionally is perceived as male-dominated.

Within the Service/Maintenance area, we find that women represented 42.9 percent of the County's workforce. This figure equaled their 42.9 percent representation in the labor force. On a total employment basis, the County's employment of females was statistically comparable to what would normally be expected based upon their labor force representation.

In the case of persons from minority groups, their distribution within both the comparable labor force and the County's workforce was too small to be of statistical significance. But the County's employment pattern roughly mirrors that of this 90.7-percent white community: Both employ few minorities. The largest area of County employment is Paraprofessional, with 7.8 percent. In addition, the County and the community employ roughly equal percentages of minority-group members: 3.8 percent and 3.9 percent respectively. Note that Paraprofessional jobs are not included in state data.

CONCLUSIONS

Based upon our analysis of the data provided in Tables I through V, the following conclusions may be drawn:

1. In relation to their distribution in the overall population of Winnebago County, females were statistically over-represented in the County's workforce. In terms of equal-opportunity success, this indicates that the Winnebago County government surpasses the norm for this area in its employment of women. During 2019, new-employee placement statistics reveal that in that year, following societal patterns, females were likely to apply for jobs that traditionally have been occupied by women, such as administrative support, nursing and many Human Services positions. Males were likely to apply for jobs that traditionally have been occupied by men, such as heavy equipment operator, truck driver or laborer. It was rare for male or female job seekers to apply for positions that traditionally have been held by members of the other gender. As in past years, more traditionally female than male positions were open and available for new hires in 2019.
2. During 2019, women comprised 66.71 percent of applicants for jobs with the County government, although they were likely to apply for a limited category of jobs. But for certain positions traditionally seen as male – such as Police Officer or Corrections Officer – women were well-represented, though they comprised approximately one-third of applicants. Beginning in 2007, the County began recruiting for direct placement as Patrol Officers, rather than requiring new Deputies to begin their careers in the Jail as Corrections Officers. Neighboring counties do not require new hires to start as jail staff (and of course cities, villages and towns do not have jails) – a plus for newly minted law enforcement recruits who are eager for road duty. But given the applicant pool, the result should not be surprising: Men (and whites) are significantly more likely than women (and minorities) to be available and apply for law enforcement positions in North-Central Wisconsin's Fox Valley. Most recent estimates reveal that, there were 1,320 men and 485 women in Sworn and non-Sworn Protective Service positions countywide.

2014-2018 Employment Status by Sex and Minority Status*

Percentage Breakdown of Labor Force	Sex and Minority Status	Total Population (Non-institutional)	Percent of Population	Labor Force	Unemployed	Number Employed	Unemployment Rate (in percent)
100.0%	Both Sexes						
	Total	138,852	100.0%	91,021	3015	88,006	3.3%
91.1%	White Non-minority	125,923	90.7%	82,881	2646	80,212	3.2%
9.0%	Total Minority	12,976	9.3%	8,169	363	7,791	4.4%
1.3%	Black	2,741	2.0%	1,170	159	1,011	13.6%
3.4%	Hispanic	4,400	3.2%	3,073	105	2,953	3.4%
0.53%	American Indian/Alaskan	870	0.63%	481	15	466	3.1%
2.8%	Asian/Pacific Islander/Other	3,572	2.6%	2,535	40	2,495	1.6%
1.0%	Two or more races	1,393	1.0%	910	44	866	4.8%
	Female						
47.6%	Total	69,169	49.8%	43,315	1304	42,011	3.0%
43.4%	White Non-minority	63,435	45.7%	39,525	1120	38,382	2.8%
4.2%	Total Minority	5,765	4.2%	3,820	178	3,642	4.7%
0.62%	Black	759	0.55%	567	40	527	7.1%
1.6%	Hispanic	2,129	1.5%	1,416	81	1,335	5.7%
0.20%	American Indian/Alaskan	353	0.25%	181	8	173	4.4%
1.4%	Asian/Pacific Islander/Other	1,913	1.4%	1,229	26	1,203	2.1%
0.47%	Two or more races	611	0.44%	427	23	404	5.4%

*Notes: Population estimates are from the Wisconsin Department of Workforce Development using 2014-2018 US Census data. They may include persons, such as those in institutions or at college, or who otherwise may not be part of the job market. Percentages may not equal 100 due to rounding. Since Hispanics may be of any race, subgroups do not equal the figure shown in the Totals. According to US Census data, 4,629 disabled people age 18-64 were estimated to have been employed in Winnebago County during 2014-2018. People who reported 'Two or More Races,' one of which could be white in some or most cases, are included in the 'Total Minority' category.

TABLE II

Job Applicants by Ethnicity and Sex
(Includes PVHC positions)
Calendar Year 2019

	Ethnicity							Sex		Completed Questionnaire	Total Applicants		
	White	Black	Asian	Hawaiian	Native	Hispanic*	Two +	Other	Refused Question			Male	Female
January	279	11	13	*	4	6	3	0	29	98	218	316	345
February	145	8	8	*	1	0	3	0	13	44	121	165	178
March	145	2	7	*	1	4	0	1	25	50	110	160	185
April	159	9	6	*	3	6	1	0	22	51	133	184	206
May	214	7	9	*	0	7	3	4	21	57	187	244	265
June	85	6	3	*	1	3	1	3	11	27	75	102	113
July	136	6	8	*	3	2	2	0	7	32	125	157	164
August	147	7	6	*	0	3	1	1	15	33	132	165	180
September	109	6	4	*	1	3	3	1	18	24	103	127	145
October	98	5	3	*	0	3	1	0	15	27	83	110	125
November	176	4	5	*	2	4	2	1	20	54	140	194	214
December	143	9	6	*	1	5	0	0	17	56	108	164	181
Total	1,836	80	78	*	17	46	20	11	213	553	1,535	2,088	2,301
Percent	79.79	3.48	3.39	*	7.388	1.999	0.869	0.478	9.256	24.033	66.71	90.743	

*Hispanics may be of any race. Percentages shown pertain to the **total number of applicants (far right column, bottom)** and may not be equal 100 due to rounding and because nearly seven percent of applicants did not complete the questionnaire. *Refused* pertains to persons who used the form but did not indicate their ethnicity. Many applicants answered some questions but not others.

TABLE III
INDIVIDUALS SELECTED BY CLASSIFICATION-2019 [FT]
WINNEBAGO COUNTY

CATEGORIES	TOTAL VACANCIES	TOTAL NUMBER SELECTED		MINORITIES	
		MALE	FEMALE	MALE	FEMALE
Officials/Administrators	3	1	2	0	0
Professionals	43	9	34	2	1
Technicians	17	8	9	1	2
Protective Service	24	2	2	2	0
Paraprofessional	50	4	45	1	6
Admin/Support	25	0	25	0	1
Skilled Craft	13	13	0	0	0
Service/Maintenance	6	1	5	0	0
TOTAL	181	38	122	6	10

TABLE IV
Employment by Occupation
Comparison of County Employment with Area Employment

	TOTAL EMPLOYMENT		FEMALE EMPLOYMENT		MINORITY EMPLOYMENT	
	COUNTY AREA	COUNTY GVT. EMPLOYMENT	COUNTY AREA	COUNTY GVT. EMPLOYMENT	COUNTY AREA	COUNTY GVT. EMPLOYMENT
Officials/Administrators	9,220	23	4,080 (44.3%)	11 (47.8%)	230 (2.4%)	0
Professional	13,365	259	7,705 (57.7%)	205 (79.2%)	870 (5.3%)	10 (3.9%)
Technicians	2,705	69	1,790 (66.2%)	38 (55.1%)	135 (3.9%)	4 (5.8%)
Protective Services	1,805	132	485 (33.9%)	24 (18.2%)	0	3 (2.3%)
Paraprofessional*	X	167	X	154 (92.2%)	X	13 (7.8%)
Admin/Support	23,540	133	15,380 (65.3%)	126 (94.7%)	815 (4.0%)	4 (3.0%)
Skilled Craft	7,715	75	645 (8.4%)	0	410 (5.4%)	0
Service/Maintenance	31,340	63	13,445 (42.9%)	27 (42.9%)	3,035 (9.7%)	1 (1.6%)
TOTAL	89,690	921	43,530 (48.5%)	585 (63.5%)	5,495 (3.9%)	35 (3.8%)

Source: Wisconsin Department of Workforce Development-Office of Economic Advisors. *The Paraprofessional category is not reported by the state for County Area employment. Minority groups represented: Hispanic, Black, American Indian/Alaska Native, Asian, Native Hawaiian/other Pacific Islander, and Two or More Races. County Government workforce data reflect full-time employees only.

IV. AFFIRMATIVE ACTION GOALS

Winnebago County, through its continued efforts to provide equal opportunities in employment, should work to meet the following goals:

GOAL A

Continue to provide equal employment opportunities for all applicants and employees without regard to race, color, religious beliefs, national origin, marital or parental status, pregnancy, sex, sexual preference/orientation, age, disability, gender identity, gender expression or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification.

GOAL B

Continue to provide equal employment opportunities for job structuring, classification, promotion, recruitment, selection, appointment and placement, testing, training, layoff and recall, and salary and benefits administration.

GOAL C

1. Continue to provide training for all employees in which they can learn to interact with other people appropriately. This training will emphasize employees' rights, apprise them of relevant law and workplace policies and alert employees to the proper way to combat workplace harassment and other discrimination.
2. Inform all employees of Winnebago County's philosophy of Equal Employment Opportunity and of the intent of this Plan via the following: orientation sessions when newly hired, continuing training as necessary, consultations with employees, supervisors and managers, and by making this plan available to all employees.

GOAL D

Continue to administer human resources management methods that are non-discriminatory and based on job-related criteria established through objective job-need and position analyses.

GOAL E

Continue to update position descriptions as job duties change so that they accurately reflect the knowledge, skills and abilities required for County positions.

GOAL F

Continue to ensure that all performance-appraisal methods are free of bias, accurate and foster a climate of excellence and fairness among all County employees.

GOAL G

Continue equal opportunity efforts to recruit and select members of protected classes in all County operations and retain them as employees. The County will continue to recruit from other than traditional sources. These outreach methods include communicating vacancies to higher-education institutions, professional associations and employment services throughout the state, advertising statewide where appropriate, and announcing all vacancies on the Internet, Oshkosh's cable-access channel's Job Line and other outlets, as well as providing job announcements to the University of Wisconsin-Oshkosh's minority student programs office.

GOAL H

Continue efforts to achieve a representative mix of male, female and minority applicants for all positions. Efforts will be made to attract female applicants for positions traditionally filled mostly by men, and male applicants for positions traditionally filled mostly by women. Such efforts will include requesting public and private employment services to refer persons of both genders for all posted positions, using statements in job announcements and advertisements that Winnebago County is an Equal Opportunity Employer and sending position announcements to a broad range of potential recruitment partners.

GOAL I

Continue a training program for all employees to inform them of the problems of, responsibilities regarding and means to eliminate sexual harassment or other harassment or discrimination on the basis of race, color, religion, national origin, gender, age, disability, gender identity, gender expression or other protected statuses from the workplace.

GOAL J

Consistent with Section 503 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended, the County will continue to remain sensitive to reasonable-accommodation needs of County employees. Identified reasonable-accommodation needs will be met unless such accommodation would constitute an undue hardship for the County.

GOAL K

Consistent with Section 504 of the Rehabilitation Act of 1973, the Affirmative Action Commission will meet regularly to review the County's human-resources policies and practices, via examination and discussion of this document, to ensure these policies do not discriminate against persons with disabilities. A Human Resources professional staff member shall be present at Commission meetings to assist members with their efforts.

V. IMPLEMENTATION AND COMMUNICATION

In order to enhance the implementation of the County's Equal Employment Opportunity Policy through the Affirmative Action Plan, the body and intent of the Policy and Plan shall be communicated as follows:

First, for purposes internal to the County, the Policy and Plan (or relevant portions of it) shall be:

1. Made available to members of management so that a greater understanding of the County's Equal Employment Opportunity Policy can be achieved and department heads can be made aware of their responsibilities for implementing the Plan.
2. Discussed at appropriate meetings and training sessions to explain the intent of the Policy and Plan, individual responsibility for its effective implementation and for making clear the position of the County's Administration.
3. Made available to employees through newsletters, County bulletin boards, the Employee Intranet and/or other means.
4. Made available to the bargaining unit representing County employees.

Second, for purposes external to the County, the Policy and Plan shall be made available to community organizations, secondary and post-secondary schools, community agencies, employment service offices, news media, public libraries and other groups or individuals upon request. The document also is available on the County's Web site.

VI. SUPPLEMENTARY DOCUMENTATION OF GOAL ACHIEVEMENTS

Based on the analysis of current and past County operations, it can be noted that several human-resources management efforts have been undertaken to provide for Equal Employment Opportunity:

1. In July of 1982 the Winnebago County Board of Supervisors established, by formal Resolution, an Equal Employment Policy that:
 - a. Provides equal employment opportunities for all qualified applicants and employees without regard to race, color, religious beliefs, national origin, marital or parental status, pregnancy, sex, sexual preference/orientation, age, disability, gender identity, gender expression or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification;
 - b. Pertains to all aspects of employment including job structuring, classification, promotion, recruitment, selection, appointment and placement, testing, training, layoff and recall, salary and benefits administration, and all other components of the County's human-resources management system;
 - c. Prohibits harassment on the basis of sex or any other protected status.
2. The use of job-application forms which yield uniform data.
3. The implementation of a policy that enables employees to work as long as they are able, with reasonable accommodation if necessary, regardless of age.
4. The maintenance of an applicant-pool filing system in which applications remain in our six-month active file and are available for consideration for all position vacancies that fall within the general employment categories specified by the applicants on their applications.

5. The continued use of formalized and equitable selection and promotion procedures for all positions, consisting of two or more of the following tools, depending on the nature of the position: written examinations, typing tests, assessment centers, psychological inventories, oral interviews, reference checks, strength-and-agility tests and physical screenings.
6. The updating, on an ongoing basis, of position descriptions to include general qualifications as well as physical demands of the job. This helps ensure that the qualifications for each job are clear to potential applicants, and helps the County ensure that its job requirements remain compatible with currently accepted standards.
7. The continued use of a formalized job-analysis methodology for all non-bargaining unit positions from which pay ranges are developed based on job requirements.
8. The continued administration of job-performance evaluation systems that foster a climate of excellence and fairness among all County employees. The Department of Human Resources has developed a performance evaluation tool for Administrative Group employees that accurately assesses performance and measures goal achievement.
9. The continued use of a Consumer Complaint Procedure for people with disabilities, enabling them to formally request that their disability is reasonably accommodated.

VII. EEO EMPLOYEE COMPLAINT PROCEDURE

It is the policy of Winnebago County that employees who have reason to believe they have been discriminated against or harassed in their employment on the basis of race, color, religion, national origin or ancestry, marital or parental status, pregnancy, sex, sexual preference/orientation, age, disability, gender identity, gender expression or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification, shall be afforded the safe opportunity to report any such alleged discrimination or harassment without jeopardy to their current or future employment status or working conditions, and without fear of reprisal. All such complaints are to be processed in accordance with the following procedures:

A. INFORMAL REPORTING PROCEDURE

The complainant, alone or with a witness of his or her choice, shall arrange a confidential interview or conversation with the Affirmative Action Officer, his/her designee or other designated investigator. If this results in a meeting, all participants may take notes to assist in future recall, but no formal minutes will be kept. The complainant will have an opportunity to describe the situation or incident about which he or she feels aggrieved.

The Affirmative Action Officer or designee will ask questions to establish a full picture of the facts, shall provide information about applicable law and policy if necessary and shall help the employee write and file a formal complaint if requested to do so. The Affirmative Action Officer or designee shall take appropriate steps, which may include conducting an investigation, to resolve the employee's concerns. The purpose of this step is to resolve the concerns by a process which will result in a satisfactory outcome without using the formal procedure.

B. FORMAL REPORTING PROCEDURE

Step 1-Complaint: The complainant shall contact a professional staff member of the Human Resources Department and/or complete an EEO Complaint Form stating the nature of the alleged discrimination or harassment, the remedy or corrective action requested, and other relevant information as soon as is practical after the alleged incident or the employee's knowledge of it. If desired, the complainant may furnish his/her own document and narrative.

EEO Complaint Forms shall be made available through the County Human Resources Office. Assistance in completing the form will be provided by Human Resources upon request. All Complaint Forms or other complaints will be reviewed by the Affirmative Action Officer, designee or other investigator and a consultation session will be scheduled with the complainant and the complainant's witness, if any, as soon as practical but no more than within ten working days of the complaint, unless special circumstances exist or the complainant agrees to an extension. The Affirmative Action Officer, designee or other investigator shall conduct an investigation of the allegation(s) and may make a written report describing the investigation and its results.

Upon completion of the consultation session and the completion of any investigation of the allegations, the Affirmative Action Officer, designee or other investigator may render a written determination of the complaint. In some cases, such as when it is clear that no harassment or other discrimination has taken place, the Affirmative Action Officer, designee

or other investigator may so inform the complainant orally. The written or oral determination shall set forth the findings of fact and interpretations of policy upon which the determination is based.

Step 2-Appeal: Should the complainant wish to appeal from the determination of the Affirmative Action Officer, designee or other investigator, the complainant may file an appeal with the Director of Human Resources (or designee) detailing the items within the initial determination with which the complainant takes issue. Upon receipt of the appeal and any relevant documents, the Director of Human Resources shall review the record of the case and may, at her/his discretion, interview the complainant, the complainant's witness, if any, the Affirmative Action Officer, designee or other investigator, other relevant persons and any witnesses. The Director of Human Resources (or designee) is not required to take any or all of these steps before issuing a finding regarding the appeal. The Director of Human Resources shall, within 30 days of receiving the appeal, issue a finding.

Step 3-Final Internal Appeal: Should the complainant wish to appeal from the finding of the Director of Human Resources (or designee) the complainant may file a final internal appeal with the Winnebago County Grievance Review Board regarding the Director's or designee's findings or the Affirmative Action Officer's initial determination. Upon receipt of the appeal and any relevant documentation, the Grievance Review Board may convene to review the record of the case and may, at its discretion, interview all relevant persons. The Board is not required to take any or all of these steps before issuing a finding in a matter before it. After the appeal is received following any investigation the Board shall, within 30 days of receiving the final appeal, issue its finding in writing. The finding of the Grievance Review Board shall be binding upon the County and the County department to which the remedy applies. However, any determination by the Grievance Review Board involving an expenditure of County funds shall be subject to approval of the County Board of Supervisors.

If requested, the Affirmative Action Officer or designee will explain this process to the complainant until the complainant is satisfied that he or she understands it.

Should the complainant not be satisfied with the County's internal handling of the complaint, external complaint processes are available with state and federal government agencies:

United States Equal Employment Opportunity Commission
Reuss Federal Plaza
310 W. Wisconsin Ave., Suite 800
Milwaukee, WI 53203-2292
1-800-669-4000
TDD: 1-800-669-6820

United States Department of Labor
Office of Federal Contract Compliance
Chicago Regional Office
230 South Dearborn St., Suite 434
Chicago, IL 60604
1-312-596-7045

Equal Rights Division
Wisconsin Department of Workforce Development
201 E. Washington Ave., Suite A100
PO Box 8928
Madison, WI 53708-8928
TTY: 608-264-8752

WINNEBAGO COUNTY
EEO COMPLAINT FORM FOR CURRENT EMPLOYEES

Name _____ Date _____

Position _____ Department _____

What happened? _____

Who was involved? _____

When did you become aware of this situation? _____

What type of discrimination do you believe took place? _____

Did any provision of Human Resources Policy or Labor Agreement contribute to this problem?

Which one(s)? _____

Is there anything you would like to add to this report?

INSTRUCTIONS: To file a Winnebago County Equal Employment Opportunity Complaint, complete the form as fully as possible and forward to: Affirmative Action Officer, c/o Winnebago County Department of Human Resources, P. O. Box 2808, Oshkosh, WI 54903-2808.

Additional copies are available through the Human Resources Department. Assistance in completing the form will be provided by a professional staff member of the Human Resources Department upon request.

VIII. EEO JOB APPLICANT COMPLAINT PROCEDURE

It is the policy of Winnebago County that persons seeking employment with Winnebago County who have reason to believe that they have been discriminated against in obtaining such employment on the basis of race, color, religion, national origin or ancestry, marital or parental status, pregnancy, sex, sexual preference/orientation, age, disability, gender identity, gender expression or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification, shall be afforded an opportunity to file a formal complaint with the Winnebago County Grievance Review Board.

A. INFORMAL REPORTING PROCEDURE

An EEO/Affirmative Action inquiry may be made on an informal basis by scheduling an appointment with the Affirmative Action Officer or designee. At this meeting, concerns and questions may be discussed, and information and explanations exchanged.

If the Affirmative Action Officer or designee proposes to offer formal advice, investigate the complaint or take other steps, then the Officer or designee shall create a written record of the proposed action.

For example:

- a. "The applicant will use the formal process and will submit a written complaint."
(The Affirmative Action Officer or designee may assist in drafting the complaint.)
- b. "The Affirmative Action Officer or designee will arrange a meeting with the people involved in the hiring decision, for the purpose of discussing how credentials, tests, interviews or other indices were weighted, scored, evaluated, and upon what basis the employment decision was made and by whom."

B. FORMAL REPORTING PROCEDURE

HOW TO FILE: Any EEO complaint(s) must be filed in writing on a Winnebago County EEO Complaint Form or in a letter. The complaint should indicate the position or job group applied for, the approximate date of application, the full name, address and telephone number of the complainant, the nature of the complaint and the type of discrimination alleged.

WHERE TO FILE: Any complaint shall be addressed to:

Affirmative Action Officer
c/o The Department of Human Resources
Winnebago County Administration Building
P. O. Box 2808
Oshkosh, WI 54903-2808

WHEN TO FILE: Complaint(s) shall be filed within 60 days of the date of the mailed rejection notification or other action which gave rise to the complaint.

COMPLAINT REVIEW: Within 30 days of receipt of the complaint, the Affirmative Action Officer or designee shall investigate the complaint and respond to the complainant.

Appeal: In the event that the complainant wishes to appeal from the determination of the Affirmative Action Officer, designee or other investigator, the complainant may file an appeal with the Director of Human Resources (or designee) detailing the items within the initial determination with which the complainant takes issue. Upon receipt of the appeal and any relevant documents, the Director of Human Resources shall review the record of the case and may, at her/his discretion, interview the complainant, the complainant's representative or witness, if any, the Affirmative Action Officer, designee or other investigator, other relevant persons and any witnesses. The Director of Human Resources is not required to take any or all of these steps before issuing a finding regarding the appeal. The Director of Human Resources shall, within 30 days of receiving the appeal, issue a finding in writing. If the Director of Human Resources had a role in the initial hiring decision, the appeal shall proceed to the Final Internal Appeal stage.

Final Internal Appeal: Should the complainant wish to appeal from the finding of the Director of Human Resources (or designee) the complainant may file a final internal appeal with the Winnebago County Grievance Review Board regarding Director's findings or the Affirmative Action Officer's initial determination. Upon receipt of the appeal and any relevant documentation, the Grievance Review Board may convene to review the record of the case and may, at its discretion, interview all relevant persons. The Board is not required to take any or all of these steps before issuing a finding in a matter before it. After the appeal is received following any investigation the Board shall, within 30 days of receiving the final appeal, issue its finding in writing. The finding of the Grievance Review Board shall be binding upon the County and the County department to which the remedy applies. However, any determination by the Grievance Review Board involving an expenditure of County funds shall be subject to approval of the County Board of Supervisors.

If requested, the Affirmative Action Officer or designee will explain this process to the complainant until the complainant is satisfied that he or she understands it.

Should the complainant not be satisfied with the County's internal handling of the complaint, external complaint processes are available with state and federal government agencies:

United States Equal Employment Opportunity Commission
Reuss Federal Plaza
310 W. Wisconsin Ave., Suite 800
Milwaukee, WI 53203-2292
1-800-669-4000
TDD: 1-800-669-6820

United States Department of Labor
Office of Federal Contract Compliance
Chicago Regional Office
230 South Dearborn St., Suite 434
Chicago, IL 60604
1-312-596-7045

Equal Rights Division
Wisconsin Department of Workforce Development
201 E. Washington Ave., Suite A100
PO Box 8928
Madison, WI 53708-8928
TTY: 1-608-264-8752

WINNEBAGO COUNTY
EEO COMPLAINT FORM FOR JOB APPLICANTS

Name _____ Date _____

Address _____

Department _____

Position/Job Group applied for _____

Were you interviewed? Yes ___ By whom? _____ No ___

What happened? _____

Was anyone else involved? ___ Who? _____

When did you become aware of the behavior which concerns you? _____

What type of discrimination do you believe took place? _____

Did any provision of Human Resources Policy or Labor Agreement contribute to this problem?

Which one(s)? _____

Is there anything you would like to add to this report? _____

INSTRUCTIONS: To file a Winnebago County Equal Employment Opportunity complaint, complete all lines as fully as possible and forward to: Affirmative Action Officer, c/o Winnebago County Department of Human Resources, P. O. Box 2808, Oshkosh, WI 54903-2808. Further copies are available through the Human Resources Department.

IX. WINNEBAGO COUNTY CLIENT/CONSUMER COMPLAINT PROCEDURE
REGARDING SERVICE DELIVERY AND/OR BENEFITS

It is the policy of Winnebago County that disabled persons seeking to receive the delivery of services and/or benefits from Winnebago County, and who have reason to believe that they were not reasonably accommodated on the basis of their disability, shall be afforded an opportunity to file a formal complaint with Winnebago County. It also is the policy of Winnebago County that persons seeking to receive delivery of services and/or benefits from Winnebago County, and who feel that they have been discriminated against or harassed on the basis of race, color, religion, national origin or ancestry, marital or parental status, pregnancy, sex, sexual preference/orientation, age, disability, gender identity, gender expression or any other non-merit factors except where age, sex or physical requirements constitute a demonstrable bona fide occupational qualification shall be afforded an opportunity to file a formal complaint with Winnebago County.

A. INFORMAL REPORTING PROCEDURE

An inquiry may be made on an informal basis. Relevant department heads or administrators will make themselves available to the consumer and any representative of the consumer's choice, by appointment, to hear such inquiries. At this meeting, concerns and questions may be discussed and information and explanations exchanged. Also note that various service departments have or provide access to additional complaint/appeal processes or ombudsmen.

If the department head or designee proposes to offer formal advice, investigate the complaint or take other steps, then the department head or designee shall create a written record of the proposed action.

For example:

- a. "The consumer will use the formal process and will submit a written complaint."
(The department head or designee may assist in drafting the complaint.)
- b. "The department head or designee will meet with relevant manager or supervisor for the purpose of discussing whether sufficient attempts were made to provide reasonable accommodation for the complainant's disability."

FORMAL REPORTING PROCEDURE

HOW TO FILE: Any consumer complaint(s) must be filed in writing on an EEO Complaint Form for Consumers or in a letter. The complaint should indicate the delivery of

service(s) and/or benefit(s) requested (such as food stamps, job assistance, health services, family/consumer support, etc.) and the approximate date of request. The complaint should include the full name, address and telephone number of the consumer complainant, the nature of the complaint, and the type of accommodation or service requested.

Where to File: Complaint shall be addressed to:

Department Head
(Department's Name)
c/o Winnebago County
P.O. Box 2808
Oshkosh, WI 54903-2808

When to File: Complaint(s) shall be filed within 60 days of the date of the perceived failure to provide requested service or accommodation which gave rise to the complaint.

Complaint Review: Within 30 days of the receipt of the complaint, the department head or designee shall investigate the complaint, respond to the consumer complainant and the County Executive or his designee. If upon receipt of the response, the consumer complainant is not satisfied with the response and desires to have the complaint and response formally reviewed by the County Executive or designee, the consumer complainant may request in writing to meet with the Executive or designee, either alone or with a witness of the complainant's choice, in order to present the complaint.

Upon receipt of such request, the County Executive or designee shall meet with the complainant within no later than 10 days for the purpose of hearing the complainant and reviewing the case. The Executive shall, as soon as practical, render a written decision or recommendation in the matter.

Should the complainant not be satisfied with the County's internal handling of the complaint, external complaint processes are available with state and federal government

agencies:

United States Equal Employment Opportunity Commission
Reuss Federal Plaza
310 W. Wisconsin Ave., Suite 800
Milwaukee, WI 53203-2292
1-800-669-4000
TDD: 1-800-669-6820

Equal Rights Division
Wisconsin Department of Workforce Development
201 E. Washington Ave., Suite A100 PO Box 8928
Madison, WI 53708-8928
TTY: 1-608-264-8752

United States Department of Labor
Office of Federal Contract Compliance
Chicago Regional Office
230 South Dearborn St., Suite 434
Chicago, IL 60604
1-312-596-7045

WINNEBAGO COUNTY
EEO COMPLAINT FORM FOR CONSUMERS

Name _____ Date _____

Address _____

Department _____

Service/accommodation applied for _____

Were you interviewed? Yes ___ By whom? _____ No _____

What happened? _____

Was anyone else involved? ___ Who? _____

When did you become aware of the behavior which concerns you? _____

What type of discrimination do you believe took place? _____

Did any provision of Human Resources Policy or Labor Agreement contribute to this problem?

Which one(s)? _____

Is there anything you would like to add to this report? _____

INSTRUCTIONS: To file a Winnebago County Equal Employment Opportunity Complaint, complete all lines as fully as possible and forward to: Affirmative Action Officer, c/o Winnebago County Department of Human Resources, P. O. Box 2808, Oshkosh, WI 54903-2808. Further copies are available through the Human Resources Department.

X. APPROVALS

WINNEBAGO COUNTY'S 2021-2022 Affirmative Action Plan.

Approved by the Affirmative Action Commission
Subject to Approval

WINNEBAGO COUNTY'S 2021-2022 Affirmative Action Plan.

Approved by the Personnel and Finance Committee
Subject to Approval

Appendix One
TABLE V-A
WINNEBAGO COUNTY
Employment by Functional Area
2019

Countywide

Full Time

Job Category	Total	Male							Female						
		White	Black	Asian	Hawaiian	Native	Hispanic	Two/more	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more
Officials/Admin	23	12	-	2	-	-	-	-	11	-	-	-	-	-	-
Professionals	259	48	2	1	-	-	2	-	201	-	1	-	-	3	
Technicians	69	30	-	1	-	-	-	-	35	1	2	-	-	-	
Protective Svc.	132	105	1	1	-	-	1	-	24	-	-	-	-	-	
Paraprofessional	167	11	1	1	-	-	-	-	143	3	5	-	-	3	
Admin Support	133	7	-	-	-	-	-	-	122	-	1	-	1	2	
Skill/Craft	75	75	-	-	-	-	-	-	-	-	-	-	-	-	
Service/Maint	63	36	-	-	-	-	-	-	26	-	-	-	-	1	
Total	921	324	4	5	-	-	3	-	562	4	9	-	1	9	

Part Time/Other

Job Category	Total	Male							Female						
		White	Black	Asian	Hawaiian	Native	Hispanic	Two/more	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more
Officials/Admin	80	4	-	1	-	-	-	-	67	1	6	-	-	-	
Professionals	8	1	-	-	-	-	-	-	5	1	-	-	-	1	
Technicians	4	2	-	-	-	-	-	-	2	-	-	-	-	-	
Protective Svc.	75	2	-	-	-	-	-	-	60	7	3	-	1	2	
Paraprofessional	14	-	-	-	-	-	-	-	14	-	-	-	-	-	
Admin Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Skill/Craft	29	12	-	1	-	-	-	-	10	4	-	-	-	2	
Service/Maint	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total	210	21	-	2	-	-	1	-	158	13	9	-	1	5	

TABLE V-A-1
 WINNEBAGO COUNTY
 Employment by Functional Area
 2019

Financial/Administration
 Circuit Courts, Clerk of Courts, Corporation Counsel, County Clerk, County Executive, County Treasurer, Court Commissioners, District Attorney, Facilities and Property Management, Family Court Commissioner, Family Court Counseling, Finance, General Services, Human Resources, Probate Office, Information Systems, Purchasing, Register of Deeds, Teen Court

Job Category	Full Time														
	Male						Female								
	Total	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more
Officials/Admin	5	2	-	-	-	-	-	-	3	-	-	-	-	-	-
Professionals	23	10	1	-	-	-	-	12	-	-	-	-	-	-	-
Technicians	15	9	-	-	-	-	-	4	-	-	-	-	-	-	-
Protective Svc.	1	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Paraprofessional	4	1	-	-	-	-	-	3	-	-	-	-	-	-	-
Admin Support	86	4	-	-	-	-	-	79	-	1	-	-	-	2	-
Skill/Craft	7	7	-	-	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	28	19	-	-	-	-	-	9	-	-	-	-	-	-	-
Total	169	53	1	1	-	-	-	110	-	2	-	-	-	2	-
Part Time/Other															
Job Category	Male														
Officials/Admin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professionals	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Technicians	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Protective Svc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessional	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin Support	7	-	-	-	-	-	-	7	-	-	-	-	-	-	-
Skill/Craft	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	5	3	-	-	-	-	-	1	-	-	-	-	-	-	-
Total	14	4	-	-	-	-	-	9	-	-	-	-	-	-	-
	Female														
Officials/Admin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professionals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Protective Svc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessional	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin Support	7	-	-	-	-	-	-	7	-	-	-	-	-	-	-
Skill/Craft	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	5	3	-	-	-	-	-	1	-	-	-	-	-	-	-
Total	14	4	-	-	-	-	-	9	-	-	-	-	-	-	-

TABLE V-A-3
WINNEBAGO COUNTY
Employment by Functional Area
2019

Public Welfare
Child Support, Human Services, Human Services-Abused/Neglected Children, Human Services-Adult and Elderly, Human Services-Delinquent Offenders

Full Time

Job Category	Male							Female							
	Total	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more
Officials/Admin Professionals	8	1	1	2	-	-	2	-	7	132	1	-	-	3	-
Technicians	165	24	1	-	-	-	-	-	-	-	-	-	-	-	-
Protective Svc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessional	95	7	1	1	-	-	-	-	79	2	3	-	-	2	-
Admin Support	16	-	-	-	-	-	-	-	15	-	-	-	1	-	-
Skill/Craft	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	284	32	2	3	-	-	2	-	233	2	4	-	1	5	-
Part Time/Other															
Job Category	Total	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more
Officials/Admin Professionals	15	1	-	-	-	-	-	-	14	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Protective Svc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessional	17	2	-	-	-	-	-	-	13	1	1	-	-	-	-
Admin Support	4	-	-	-	-	-	-	-	4	-	-	-	-	-	-
Skill/Craft	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	36	3	-	-	-	-	-	-	31	1	1	-	-	-	-

Hospitals and Sanitoriums
Park View Health Center

TABLE V-A-6
WINNEBAGO COUNTY
Employment by Functional Area
2019

Job Category	Full Time													
	Male					Female								
	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more
Officials/Admin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professionals	29	3	-	-	-	-	-	26	1	-	-	-	-	-
Technicians	12	2	-	-	-	-	-	9	-	1	-	-	-	-
Protective Svc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessional	63	2	-	-	-	-	-	57	1	2	-	-	1	-
Admin Support	2	-	-	-	-	-	-	2	-	-	-	-	-	-
Skill/Craft	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	20	3	-	-	-	-	-	16	-	-	-	-	-	1
Total	126	10	-	-	-	-	-	110	1	3	-	-	2	-
Part Time/Other														
Officials/Admin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professionals	60	3	-	-	-	-	-	48	1	6	-	-	1	-
Technicians	7	-	1	-	-	-	-	5	1	-	-	-	-	-
Protective Svc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessional	58	-	-	-	-	-	-	47	6	2	-	-	2	-
Admin Support	2	-	-	-	-	-	-	2	-	-	-	1	-	-
Skill/Craft	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	16	1	-	-	-	-	-	9	4	-	-	-	2	-
Total	143	4	-	1	-	-	-	111	12	8	-	1	5	-

TABLE V-A-7
WINNEBAGO COUNTY
Employment by Functional Area
2019

MULTIPLE DEPARTMENTS/FUNCTIONS: Highway Department; Planning, Zoning & GIS; Property Lister; Land & Water Conservation; Patrol; Corrections; Airport; Veterans' Service Office

Full Time

Job Category	Total	Male							Female						
		White	Black	Asian	Hawaiian	Native	Hispanic	Two/more	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more
Officials/Admin	10	9						1							
Professionals	42	11						31							
Technicians	42	19						22							
Protective Svc.	131	104	1					24	1						
Paraprofessional	5	1						4							
Admin Support	29	3						26							
Skill/Craft	68	68													
Service/Maint	15	14						1							
Total	342	229	1	1	-	-	1	109	1	-	-	-	-	-	-

Part Time/Other

Job Category	Total	Male							Female						
		White	Black	Asian	Hawaiian	Native	Hispanic	Two/more	White	Black	Asian	Hawaiian	Native	Hispanic	Two/more
Officials/Admin	-														
Professionals	4							4							
Technicians	-														
Protective Svc.	4	2						2							
Paraprofessional	-														
Admin Support	1							1							
Skill/Craft	-														
Service/Maint	8	8													
Total	17	10	-	-	-	-	-	7	-	-	-	-	-	-	-

Appendix Two
TABLE VI-A
WINNEBAGO COUNTY
New Hires by Functional Area
2019

Countywide

Full Time

Job Category	Total	Male					Female				
		Wht	Blk	Hsp	Asn	Amlnd	Wht	Blk	Hsp	Asn	Amlnd
Officials/Admin	3	1	-	-	-	-	2	-	-	-	-
Professionals	43	7	-	1	1	-	33	-	1	-	
Technicians	17	7	-	-	1	-	7	1	-	1	
Protective Svc.	24	20	1	1	-	-	2	-	-	-	
Paraprofessional	50	3	1	-	-	-	40	1	2	3	
Admin Support	25	-	-	-	-	-	24	-	1	-	
Skill/Craft	13	13	-	-	-	-	-	-	-	-	
Service/Maint	6	1	-	-	-	-	5	-	-	-	
Total	181	52	2	2	2	-	113	2	4	4	

Part Time/Other

Job Category	Total	Male					Female				
		Wht	Blk	Hsp	Asn	Amlnd	Wht	Blk	Hsp	Asn	Amlnd
Officials/Admin	-	-	-	-	-	-	-	-	-	-	-
Professionals	-	-	-	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-	-	-	-
Protective Svc.	-	-	-	-	-	-	-	-	-	-	-
Paraprofessional	-	-	-	-	-	-	-	-	-	-	-
Admin Support	-	-	-	-	-	-	-	-	-	-	-
Skill/Craft	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-	-	

TABLE VI-A-1
 WINNEBAGO COUNTY
 New Hires by Functional Area
 2019

Financial/Administration
 Circuit Courts, Clerk of Courts, Corporation Counsel, County Clerk, County Executive, County Treasurer, Court Commissioners, District Attorney, Facilities and Property Management, Family Court Commissioner, Family Court Counseling, Finance, General Services, Human Resources, PVHC Human Resources, Probate Office, Information Systems, Purchasing, Register of Deeds, Switchboard, Teen Court, Volunteers in Probation

Job Category	Full Time					Part Time/Other										
	Total	Male			Female			Total	Male			Female				
		Wht	Blk	Hsp	Asn	Amlnd	Wht		Blk	Hsp	Asn	Amlnd	Wht	Blk	Hsp	Asn
Officials/Admin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professionals	3	2	-	-	-	1	-	-	-	-	-	-	-	-	-	-
Technicians	4	2	-	1	-	1	-	-	1	-	-	-	-	-	-	-
Protective Svc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessional	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin Support	13	-	-	-	-	12	-	-	1	-	-	-	-	-	-	-
Skill/Craft	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	3	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-
Total	23	4	-	-	1	16	-	-	1	1	-	-	-	-	-	-
Job Category	Total	Wht	Blk	Hsp	Asn	Amlnd	Wht	Blk	Hsp	Asn	Amlnd	Wht	Blk	Hsp	Asn	Amlnd
Officials/Admin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professionals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Technicians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Protective Svc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paraprofessional	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Skill/Craft	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Service/Maint	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

TABLE VI-A-3
 WINNEBAGO COUNTY
 New Hires by Functional Area
 2019

Public Welfare
 Child Support, Human Services, Human Services-Abused/Neglected Children, Human Services-Adult and Elderly, Human Services-Delinquent

Job Category	Male					Female					
	Total	Wht	Blk	Hsp	Asn	Amlnd	Wht	Blk	Hsp	Asn	Amlnd
Officials/Admin	2						2				
Professionals	32	4		1	1		25		1		
Technicians	-										
Protective Svc.	-										
Paraprofessional	26	1	1				21		1	2	
Admin Support	3						3				
Skill/Craft	-										
Service/Maint	-										
Total	63	5	1	1	1	-	51	-	2	2	-

Job Category	Male					Female					
	Total	Wht	Blk	Hsp	Asn	Amlnd	Wht	Blk	Hsp	Asn	Amlnd
Officials/Admin	-										
Professionals	-										
Technicians	-										
Protective Svc.	-										
Paraprofessional	-										
Admin Support	-										
Skill/Craft	-										
Service/Maint	-										
Total	-	-	-	-	-	-	-	-	-	-	-

TABLE VI-A-5
 WINNEBAGO COUNTY
 New Hires by Functional Area
 2019

Natural Resources

Land and Water Conservation, Parks-Administration, University of Wisconsin Extension, Watershed Projects

Full Time

Job Category	Male				Female						
	Total	Wht	Blk	Hsp	Asn	Amlnd	Wht	Blk	Hsp	Asn	Amlnd
Officials/Admin	-										
Professionals	-										
Technicians	-										
Protective Svc.	-										
Paraprofessional	-										
Admin Support	-										
Skill/Craft	-										
Service/Maint	-										
Total	-	-	-	-	-	-	-	-	-	-	-

Part Time/Other

Job Category	Male				Female						
	Total	Wht	Blk	Hsp	Asn	Amlnd	Wht	Blk	Hsp	Asn	Amlnd
Officials/Admin	-										
Professionals	-										
Technicians	-										
Protective Svc.	-										
Paraprofessional	-										
Admin Support	-										
Skill/Craft	-										
Service/Maint	-										
Total	-	-	-	-	-	-	-	-	-	-	-

TABLE VI-A-6
WINNEBAGO COUNTY
New Hires by Functional Area
2019

Hospitals and Sanitoriums
Park View Health Center, Intermediate Care Facility for the Mentally Retarded, Pleasant Acres, Rehabilitation Pavilion

Job Category	Full Time					Part Time/Other						
	Male					Female						
	Total	Wht	Bik	Hsp	Asn	Amlnd	Total	Wht	Bik	Hsp	Asn	Amlnd
Officials/Admin	-											
Professionals	2											
Technicians	1											
Protective Svc.	-											
Paraprofessional	23	2										
Admin Support	2											
Skill/Craft	-											
Service/Maint	3	1										
Total	31	3	-	-	-	-	25	1	1	1	-	-

Job Category	Male					Female						
	Total	Wht	Bik	Hsp	Asn	Amlnd	Total	Wht	Bik	Hsp	Asn	Amlnd
	Officials/Admin	-										
Professionals	-											
Technicians	-											
Protective Svc.	-											
Paraprofessional	-											
Admin Support	-											
Skill/Craft	-											
Service/Maint	-											
Total	-	-	-	-	-	-	-	-	-	-	-	-