THE COUNTY OF OTTAWA

EQUAL EMPLOYMENT OPPORTUNITY REPORT

2007

Human Resources Department
12220 Fillmore, Room 359
West Olive, MI 49460
(616) 738-4800

The Ottawa County Board of Commissioners

Donald Disselkoen, Chairman
Philip Kuyers, Vice-Chairman
Matthew Hehl
Roger Rycenga
Edward Berghorst
Jim Holtvluwer
Joyce Kortman
Dennis Swartout
Jane Ruiter
Gordon Schrotenboer
James Holtrop

THE COUNTY OF OTTAWA

EQUAL EMPLOYMENT OPPORTUNITY REPORT

2007

INDEX

Section 1:	Equal Employment Opportunity Policies
Section II:	Formal Internal and External Dissemination of EEO Policy
Section III:	EEO Responsibility
Section IV:	Survey and Analysis of Current Staff
Section V:	Monitoring and Reporting

APPENDICES

Appendix A:	Recruitment Resources
Appendix B:	Statement of Non-Discrimination
Appendix C:	Employee Appeal Procedure/Alleged Discrimination
Appendix D:	ADA - Grievance Procedure

TABLES

Table I:	Survey of Ottawa County Staff (2005)
Table II:	Survey of Ottawa County Staff (2006)
Table III:	The Workforce of Ottawa County (RLMA)

SECTION 1
EQUAL EMPLOYMENT OPPORTUNITY POLICIES

1.1 Policy Statement

The Equal Employment Opportunity (EEO) Policy of Ottawa County is derived from a basic commitment to protect the rights of all its citizens without regard to race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability. Federal and state laws expressly forbid employment practices which establish standards of eligibility not based upon job related factors and have established and empowered the Civil Rights Commission to carry out this governmental commitment to the civil rights of its citizens.

Ottawa County recognizes these facts and encourages and expands on this government commitment to equal employment. Through this commitment and an established governmental authority, Ottawa County shall implement the policies described herein.

1.2 Ottawa County Personnel Policy Regarding Equal Employment Opportunity

The County is committed to prohibiting discrimination in employment on the basis of race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability. These factors will not be improperly considered by the County in recruitment, examination, appointment, training, promotion, retention, salary determination, discipline or any other conditions of employment.

The County's Equal Employment Opportunity Plan is designed to promote equal employment opportunities for all, including but not limited to areas of employee selection, promotion, training and development, compensation, termination and disciplinary action. While the County does not use or advocate quotas, it is committed to an annual review of its work force in relation to the composition of the local labor market. The Human Resources Director shall serve as the designated EEO Officer, with the responsibility for monitoring the performance of all departments under this policy and the Equal Employment Opportunity Plan.

Any County employee who raises an equal employment opportunity question or complaint with his or her supervisor will be referred to the EEO Officer. Each County supervisor, department head and elected official is required, as part of their overall job duties, to apply and enforce this policy. Complaints relevant to Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act will also be referred to the EEO Officer.

1.3 Policy Implementation

It shall be the policy of Ottawa County that the responsibility for Equal Employment Opportunity be entrusted to all staff and officials whose duties encompass any phase related to the "world of work", i.e. recruitment, selection, training, promotion, etc., to:

a. review the County's implementation of personnel practices and policies, and

b. insure that no applicant, employee or citizen requiring services is discriminated against because of that citizen's, applicant's, or employee's race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability.

1.4 Recruitment and Selection of Women, Minority and Handicapped Individuals

It shall be the policy of Ottawa County to strive to increase to attract women, minorities and individuals with handicaps. Efforts will be made to recruit these individuals through an active outreach program, advertising, and contacts with those groups and organizations whose membership is derived primarily from women, minorities and individuals with handicaps.

1.5 Recruitment Sources

It shall be the policy of Ottawa County to advise recruitment sources on a periodic basis of Ottawa County's Equal Opportunity commitment and policy. These recruitment sources include, but are not limited to:

a. community based organizations

b. local schools and colleges

c. media

d. employment services

e. County web site on Internet.

f. Michigan Works

g. Job Hotline

(Refer to Appendix A for a detailed list of these recruitment sources.)

Recruitment sources will be given detailed information regarding job openings, training (if available), new programs, selection procedures and job requirements.

1.6 Advertisements

It shall be the policy of Ottawa County that all job advertisements will comply with federal, state, and local statutes and the guidelines established as they relate to Equal Employment and non-discrimination in services with respect to race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability.

All advertisements will include assurances to the effect that Ottawa County is an Equal Opportunity Employer M/F/H.

1.7 Application

It shall be the policy of Ottawa County that all persons will be afforded the opportunity to make application to Ottawa County for available positions and will be informed within a reasonable period of time as to their status with regard to eligibility and possible selection without regard to race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability.

Any individual having a complaint based upon an alleged discrimination with regard to the individual's application or status including complaints brought under Section 504 of the Rehabilitation Act of 1973 because of race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability of the individual will be afforded the right to file a complaint and seek resolution.

1.8 Services to be Provided

It shall be the policy of Ottawa County that all services provided by the County shall be provided to its citizens without regard to race, creed, color,

national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability, and that no individual shall be denied the benefits of, or be subjected to discrimination under any program, activity or service provided by the County.

1.9 Qualifications in Testing

It shall be the policy of Ottawa County to insure that all job qualifications and testing will conform and relate to actual job requirements. The County policy regarding job qualifications and testing will be consistent with Civil Rights Commission and EEOC Guidelines in that all testing will be impartially and fairly administered, and all occupational qualifications and testing will be regularly reviewed to insure job-relatedness and non-discrimination with regard to race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability. Whenever a review indicates the existence of evidence contrary to this policy, corrective action will be immediately taken to remedy the situation.

1.10 Compensation

It shall be the policy of Ottawa County to compensate all employees in accordance with an established and approved salary schedule without regard to the race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability. All wage schedules will be adhered to without regard to race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability.

1.11 Equal Employment Opportunity Notices

It shall be the policy of Ottawa County to conspicuously place and maintain notices related to Equal Employment Opportunity throughout all County buildings, and other noticeable locations in accordance with federal and state laws and guidelines.

1.12 Promotion and Training

It shall be the policy of Ottawa County that all employees will have the right and be afforded the opportunity to succeed without regard to their race, creed, color, national origin, age, sex, height, weight, political affiliation, marital

status, citizenship, or disability. Consistent with this policy, promotion and training selections will be based upon job-related qualifications, work history and applicable federal and state regulations without regard to race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability. Evaluations, for the purpose of promotion or training selection, will be based only upon job-related criteria.

1.13 Record Keeping

It shall be the policy of Ottawa County to maintain up-to-date records within the Human Resources Department consistent with federal and state regulations and accepted personnel practices for all applicants and employees to include:

a. applications
b. employee records
c. staff statistics
d. job classifications and salary schedules
e. selection ratios and when consistent with federal and state guidelines identification of women and minorities
f. promotional information of employees whenever possible

1.14 Americans With Disabilities Act Compliance

It shall be the policy of Ottawa County to adhere to the Americans With Disabilities Act. The County has implemented action assuring that all Titles effecting county government are complied with. To this end Ottawa County does/has done the following:

a. compiled a review of the essential physical functions of each job classification
b. updates and reviews this information (essential physical functions) as each position is filled/refilled
c. reviewed personnel policies and procedures and made amendments as necessary for ADA compliance
d. a self-audit of Ottawa County offices and services

e. conducted an audit of all County facilities to assure compliance with Title II requirements

1.15 Subcontractors

It shall be the policy of Ottawa County to require all subcontractors to agree to and be consistent with the Equal Employment Opportunity policies of the County. Consistent with federal and state laws and guidelines, entered contracts will include an Equal Employment Opportunity statement to which subcontractors must agree. Contractors (consistent with federal rules and regulations) will be monitored to insure compliance.

1.16 Responsibility

The designated EEO Officer and ADA Coordinator for the County of Ottawa is:

Marie Waalkes
Ottawa County Human Resources Director
Human Resources Department
12220 Fillmore, Room 359
West Olive, Michigan 49460
(616) 738-4800

SECTION II
FORMAL INTERNAL AND EXTERNAL DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

2.1 Internal Dissemination of Equal Employment Opportunity Policy

a. Personnel Policy and Procedures

The Ottawa County personnel policy manual will and does set forth terms and conditions of employment which bar discrimination in hiring or any condition of employment based upon race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability. (See Appendix B.)

b. Media

All related releases to the press, special reports and other media will reflect Ottawa County's policy of Equal Employment Opportunity.

c. Notification to Applicants

Notices and statements informing individuals of their civil rights will be displayed in conspicuous places in order that all incoming personnel or applicants may be informed of their civil rights. These notices will include, but not be limited to, the poster "Equal Employment Opportunity is the Law". Such notices will be consistent with federal and state laws and guidelines.

d. Complaint System for Employees

Explanation will be given to and a complaint procedure made available to any employee who has a complaint in regard to their employment with respect to the employee's race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability. The "Employee Appeal Procedure for Alleged Discrimination" is outlined in Appendix C and the "Americans With Disabilities Act - Grievance Procedure" in Appendix D.

2.2 External Dissemination of Equal Employment Opportunity Policy

a. Recruiting Sources

Recruiting sources will be given detailed information on a periodic basis regarding job openings, selection and eligibility criteria, and Ottawa County's commitment toward EEO.

b. Contracts

The County will not violate EEO legislation in entering or awarding of contracts, sub-grants and agreements.

c. Sub-grantee/Contractors

Sub-grantee/contractors will be informed in writing as to the policy of Ottawa County of non-discrimination with regard to race, creed, color, national origin, age, sex, height, weight, political affiliation, marital status, citizenship, or disability and the County expectation as to their similar commitment toward Equal Employment Opportunity.

d. Utilization of Recruitment Sources

To the extent available and needed, Ottawa County will utilize existing minority and female organizations, groups serving/representing individuals with disabilities, schools and colleges, and community based organizations as a means toward recruitment for its programs and personnel. These recruitment sources are listed in Appendix A.

SECTION III
EEO RESPONSIBILITY
DESIGNATED EQUAL EMPLOYMENT OPPORTUNITY OFFICER

3.1 Designated EEO Officer

The designated EEO Officer for Ottawa County is

Marie Waalkes
Human Resources Director
Ottawa County Human Resources Department
12220 Fillmore, Room 359
West Olive, Michigan 49460

3.2 EEO Responsibilities

The following EEO responsibilities shall be borne by the EEO Officer, Elected Officials, and Department Heads of the County of Ottawa:

a) overall County responsibility for EEO/AAP,

b) analysis and identification of EEO problem areas,

c) development of EEO,

d) development of EEO/AAP monitoring and reporting system to measure program effectiveness,

e) awareness of legal developments and dissemination of information to employees,

f) investigation of EEO complaints, and

g) internal and external dissemination of EEO policy.

3.3 Designated ADA Coordinator

The designated ADA Coordinator for the County of Ottawa is:

Marie Waalkes
Human Resources Director
Ottawa County Human Resources Department
12220 Fillmore, Room 359
West Olive, Michigan 49460
(616) 738-4800

3.4 Americans With Disabilities Act Responsibilities

To insure compliance with Americans With Disabilities standards, all Elected Officials, Department Heads and supervisory staff shall:

a. Provide an equal opportunity for an individual with a disability to participate in the job application process and to be considered for a job,

b. Review all procedures used in recruiting and selecting employees to assure non-discrimination in the hiring process,

c. Insure that information about job openings is accessible to people with disabilities,

d. Recruit and hire qualified individuals with disabilities,

e. Not fail or refuse to promote existing employees due to the presence of a disability condition not directly related to the requirements of their specific job,

f. Not discharge or discriminate on the basis of wages, terms, conditions or privileges of employment due to the presence of a disabling condition not directly related to the requirements of their specific job, and

g. Not limit, classify or segregate disabled employees where that action adversely effects those individuals.

SECTION IV
SURVEY AND ANALYSIS OF CURRENT STAFF OF THE COUNTY OF OTTAWA

4.1 Introduction to Annual Survey, and Analysis for 2006

The raw numerical data for this report reflects the employment picture of Ottawa County as of December 31, 2006. This is done to coincide this report with the calendar and budget year. The purposes of the Annual Survey, Analysis is to present to Ottawa County and its interested citizens, a summarized EEO Report outlining the following:

a. Raw numerical data which relates directly to and reflects the status of the current Ottawa County Labor Force (OCLF). The data collected is maintained within the County's computerized Human Resources System. This data will be compared to the Relevant Labor Market Area (RLMA) of Ottawa County. Differences between the OCLF and RLMA will be noted, and any significant differences will be analyzed to make certain that those differences do not reflect the existence of discriminatory employment practices.

b. The ongoing analysis and designation of basic service areas provided by the County to its citizens which may require bilingual persons to better meet the needs of the public.

c. The status of the prior year's recommendations.

d. From the prior portions of the report will come recommendations which the County will strive to accomplish during the coming year as well as long-range goals with regard to maintaining equal employment opportunity and on-going compliance with the law.

4.2 Analysis

In 2006, two hundred sixteen (216) positions were posted by the County: forty-six (46) office/clerical, fifty-nine (59) para-professionals, forty (40) protective services, sixty-one (61) professional/technical, six (6) service

maintenance, two (2) administrative, and two (2) skilled. The postings resulted in three thousand three hundred seventy-five (3375) applications turned into the Human Resources Department. Of the applications received, one thousand two hundred sixty-six (1266) were male, two thousand one hundred nine (2109) were female and one hundred ninety-four (194) indicated minority surname. Of the one hundred ninety-two (192) filled positions, fifty-one (51) applicants were hired from within the County system and one hundred forty-one (141) applicants were outside, i.e. non-County employees, with sixteen (16) full time and part time positions remaining open. This results in an internal vs. external ratio of 26.56%/73.44%. This was a significant change from the ratio of the previous year of 35.44%/64.56%.

The above numbers reflect a decrease of 21.33%, in applications received in 2005 to 2006 (4290 to 3375), from the prior year. The number of positions posted increased from 213 in 2005 to 216 in 2006. The County received an average of 15.63 applications for every position posted which is a decrease over the 2005 average of 20.14. For the second year in a row, the County saw a substantial decrease in minority applications for the, down 29.71% (276 to 194). The number of female applicants dropped sharply from 2727 to 2109, a decrease of 22.66%. The number of male applications received was down 19% (1563 to 1266).

The basic data pertaining to the regular staff of Ottawa County as compiled in Table II comes from the 2006 computerized Human Resources System and records maintained by the Ottawa County Human Resources Department. The horizontal distributions by percentages reflect the composite Ottawa County Labor Force (OCLF) by sex and ethnic group. The total OCLF represented 856 full time employees (excluding elected officials). Of this total, female representation was 58.99%, or 505 females. Male representation was 41.01%, or 351 males. This is very similar to the 2005 survey data (Table I) which indicated percentage representations of 60.19% female and 39.81% male. The OCLF when compared to the Relevant Labor Market Area (RLMA – Table III) reflects a disproportionate greater percentage of female employees

than would be expected (58.99% compared to 47.13%). This continues to be in part a result of greater numbers of employees in specific occupational groupings when compared to the Relevant Labor Market Area. Generally, in comparison with the Relevant Labor Market Area, the female representation of the Ottawa County Labor Force reflects a higher percentage of female employees than does our labor market area. Other areas where the male and female representation in the County work force differs from the labor market area may be found have been analyzed to make certain they do not reflect any discriminatory employment practices by the County. The total minority representation of the current Ottawa County Labor Force has decreased slightly from 7.84% to 7.36% in 2006. In terms of number of employees this represents a total of sixty-three (63) minority employees which is a decrease of two (2) from one year ago. The OCLF minority representation of 7.36% is currently less than the minority representation in the Relevant Labor Market Area (10.32%). (RLMA is based on 2000 census data.)

4.3 Bilingual Services

Designated bilingual (English/Spanish) positions have been previously identified for the Department of Employment and Training, Sheriff's Department, Community Mental Health, Public Health Department and 58th District Court. These positions continue to be maintained.

4.4 Miscellaneous

Please refer to Appendix E for a historical accounting of applications received.

Additionally, in 2006, the County continued to use its phone Job Hotline which provides an updated recording of all job vacancies in the County. Two thousand, eight hundred and forty-three (2843) inquiries were made to the job hotline in 2006. (Job Hotline can be reached at 846-8038 ext. 1071.) In addition, positions are advertised on the miOttawa.org. In 2006, the inquiries (hits) in the job posting area of the site have been tracked and the site experienced one hundred twenty thousand, one hundred and thirty (120,130)

hits. The substantial increase in utilization of these information/recruiting tools reiterates the changes in Ottawa County's employment market.

4.5 Mobility

Throughout the County, all departments are consistent with formal County personnel practices and procedures concerning the employee selection process. All positions which become open are required to have a five (5) day posting period in which employees may bid/apply for job openings. Upward mobility has been experienced by both women and minorities. Over the past year fifty-one (51) employees were promoted or transferred. There continues to exist opportunity for upward mobility for all County employees below the level of Department Head or appointed status.

4.6 Wage and Fringe

All employees are paid wages and fringe benefits in accordance with approved wage schedules by job classifications to the same degree.

SECTION V
MONITORING AND REPORTING

5.1 Monitoring

Basic monitoring of established EEO numerical data will be performed on a regular basis by the Human Resources Department and a report made to the Ottawa County Board of Commissioners.

5.2 Assessments

Periodic assessments will be made by the Human Resources Department to insure that the following deficiencies do not occur where analysis of available data indicates it should not.

a) ratio of minorities and females in employment is below their ratio in the relevant labor market,

b) lateral and/or vertical movement of minority or female employees occurring at a lesser rate than for others employed,

c) application and related enrollment/employment forms not in compliance with local, state or federal laws,

d) position descriptions are inaccurate in relation to actual functions and duties,

e) test forms and testing are not validated,

f) minorities, females and the handicapped are excluded from participating in services provided by the County,

g) non-support of the County's EEO policy by managers, supervisors, or employees,

h) no formal techniques or procedures for evaluating the effectiveness of the EEO program,

i) EEO posters not on display, and

j) no means for resolving EEO complaints.

5.3 Subcontractors

All subcontractors/sub-grantees will be monitored on a periodic basis. Federal and state EEO requirements applicable to the County shall also be applicable to subcontractors and sub-grantees.

5.4 Analysis

A detailed EEO report will be made on a yearly basis.

Appendix A

RECRUITMENT SOURCES

Community Based Organizations

Latin Americans United for Progress, Holland
Grand Rapids Inter-Tribal Council, Grand Rapids
Center for Women in Transition, Holland
North Ottawa Council on Aging, Grand Haven
Michigan Commission on Spanish Speaking Affairs, Lansing
Every Women's Place, Holland
El Centro Latino, Holland
Center of Independent Living, Holland
Kandu, Grand Haven
Human Relations Commission, City of Holland

Schools and Colleges

Placement Office, Western Michigan University, Kalamazoo
Placement Office, Grand Valley State University, Allendale
Career Line Tech Placement Office, Holland
Placement Department, Davenport College, Grand Rapids
Placement Office, Grand Rapids Community College, Grand Rapids
Employment Services Office, Baker College, Muskegon
Career Service Center, Eastern Michigan University, Ypsilanti
Student Services & School of Education, University of Michigan, Ann Arbor
Placement Services, Michigan State University, East Lansing
Westshore Community College, Scottsville
Off Campus Jobs, Hope College, Holland
Placement and Career Center, Central Michigan University, Mt. Pleasant
Placement Profiles, Calvin College, Grand Rapids

Employment Services

Commission for the Blind, Department of Labor, Flint
Michigan Department of Career Development, Holland
Ottawa County Michigan Works
M-TECH, Muskegon & West Olive

Appendix B

POLICY 15.000
Equal Employment Opportunity

The County is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, citizenship, height, weight, marital status, or handicap. These factors will not be improperly considered by the County in recruitment, examination, appointment, training, promotion, retention, salary determination, discipline or any other conditions of employment.

The County's Equal Employment Opportunity Plan is designed to promote equal employment opportunities for all, including but not limited to areas of employee selection, promotion, training and development, compensation, termination and disciplinary action. While the County does not use or advocate quotas, it is committed to an annual review of its workforce in relation to the composition of the local labor market. The County's Human Resources Director shall serve as the designated EEO Officer, with the responsibility for monitoring the performance of all departments under this policy and the Equal Employment Opportunity Plan. The EEO Officer shall report directly to the County Administrator.

Any County employee who raises an equal employment opportunity question or complaint with his or her supervisor will be referred to the EEO Officer. Each County supervisor, department head and elected official is required, as part of their overall job duties, to apply and enforce this policy.

Appendix C

EMPLOYEE APPEAL PROCEDURE FOR DISCRIMINATION

An employee who feels he/she has been discriminated against by the County of Ottawa because of political opinion or affiliation, religious opinion or affiliation, race creed, color, national origin, age, sex, height, weight,, marital status, citizenship, or disability, including violations of Section 504 of the Rehabilitation Act of 1973 and the American's With Disabilities Act, shall have the option to use the following grievance procedure:

Employee Discrimination Form 001 can be obtained from the EEO Officer. Form 001 must be completed by the alleged aggrieved employee (petitioner), and must be returned to the EEO Officer within ten (10) calendar days from the date of the alleged discrimination. If the complaint of discrimination is received by the EEO Officer after the ten (10) day period has expired, the right of appeal will be totally discretionary with the EEO Officer. If so warranted by the very nature of an inquiry or informal complaint, the EEO Officer may request an employee to complete a Form 001.

Upon receipt of Form 001, the EEO Officer shall arrange and conduct a hearing within five (5) working days, amongst all parties concerned, to include at minimum: the EEO Officer, the Department Head, the petitioner, and the immediate supervisor of the petitioner.

The purpose of the hearing shall be to give each person concerned a chance to present his/her side of the issue, and attempt to resolve the complaint to the satisfaction of all parties concerned. The EEO Officer will summarize the hearing and disposition in writing and give a copy of said report to the petitioner and to the Department Head.

If the complaint of the petitioner is not resolved to his/her satisfaction, the EEO Officer shall immediately notify the County Administrator. Within the next twenty-four (24) hours, the Human Resources Department will forward a copy of the discrimination complaint (Form 001) to the County Administrator.

Upon receipt of the notice of a discrimination petition, the Ottawa County Administrator will set a hearing date of reasonable time and place within five (5) working days as of the date the County Administrator was first notified.

Notice of this hearing will go to the Department Head, and a notice by phone or letter to the petitioner. It will be the responsibility of the County Human Resources Department to notify the above mentioned parties once the date for the hearing has been set.

The personnel at this hearing will consist of the following:

a. The County Administrator.
b. The petitioner - who may also have one representative at this hearing if desired.
c. The Department Head.
d. The EEO Officer.

The ruling of the Ottawa County Administrator will be issued in writing to the parties involved in the hearing and will be final and binding upon all parties.

APPLICANTS APPEAL PROCEDURE FOR DISCRIMINATION

The same complaint procedure made available to employees shall be made available to any applicant who has a complaint of discrimination based upon Titles VI and VII of the Civil Rights Act, as amended, Section 504 of the Rehabilitation Act of 1973, and the American's With Disabilities Act, in regard to their seeking employment with the County of Ottawa.

Appendix D

Americans With Disabilities Act

Grievance Procedure

The County of Ottawa has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the US Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to: Marie Waalkes, Human resources Director, 12220 Fillmore Street, West Olive, Michigan 49460, (616) 738-4800, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, containing the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by Marie Waalkes. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by Marie Waalkes and a copy forwarded to the complainant no later than thirty (30) days after its filing.
5. The ADA coordinator shall maintain the files and records of the County of Ottawa relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) days to Mr. Alan Vanderberg, County Administrator.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as filing an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the County of Ottawa complies with the ADA and implementing regulations.

Americans With Disabilities Act
Policy of Non-Discrimination

The County of Ottawa does not discriminate on the basis of disability in the admission of, access to, or treatment or employment in, its programs or activities.

Marie Waalkes
Human Resources Director
Human Resources Department
12220 Fillmore, Room 359
West Olive, Michigan 49460
(616) 738-4800

The above named individual has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided therein, are available from the ADA coordinator.

AREA: 2005
DATE: March 2006

SURVEY
OF OTTAWA COUNTY
FULL TIME STAFF

Job Category	TOTAL EMPLOYEES	TOTAL BY SEX		FEMALE EMPLOYEES				MALE EMPLOYEES			
		FEMALES	MALES	NON MINORITY	BLACK	SPANISH	AMERICAN	OTHER	NON MINORITY	BLACK	SPANISH	AMERICAN	OTHER
OFFICIALS & ADMINISTRATORS	25	12	13	11	0	1	0	13	0	0	0
PROFESSIONALS & TECHNICIANS	375	247	128	226	4	11	6	120	0	3	5
OFFICE & CLERICAL	215	205	10	182	2	15	6	10	0	0	0
SKILLED LABOR	9	0	9	0	0	0	0	9	0	0	0
LABORERS	12	4	8	4	0	0	0	7	1	0	0
PROTECTIVE SERVICES	193	31	162	31	0	0	0	151	3	4	4
ALL OCCUPATIONS	829	499	330	454	6	27	12	310	4	7	9
% OF TOTAL EMPLOYEES		0.60193	0.39807	0.547648	0.007238	0.032569	0.014475	0.373945	0.004825	0.008444	0.010856

Minority EE 0.07840772

Table I

AREA: 2006
DATE: March 2007

SURVEY
OF OTTAWA COUNTY
FULL TIME STAFF

JOB CATEGORY	TOTAL EMPLOYEES	TOTAL BY SEX		FEMALE EMPLOYEES				MALE EMPLOYEES			
		FEMALES	MALES	NON MINORITY	BLACK	SPANISH	AMERICAN	OTHER	NON MINORITY	BLACK	SPANISH	AMERICAN	OTHER
01 OFFICIALS & ADMINISTRATORS	25	11	14	10	0	1	0	14	0	0	0
02 PROFESSIONALS	294	178	116	166	2	6	4	112	0	1	3
03 TECHNICIANS	12	10	2	9	0	1	0	1	0	0	1
04 PROTECTIVE SERVICES	197	32	165	32	0	0	0	154	3	4	4
05 PARA-PROFESS	85	60	25	54	2	1	3	23	0	2	0
06 OFFICE & CLERICAL	222	212	10	188	1	18	5	10	0	0	0
07 SKILLED LABOR	9	0	9	0	0	0	0	9	0	0	0
08 SERVICE/MAINT	12	2	10	2	0	0	0	9	1	0	0
ALL OCCUPATIONS	856	505	351	461	5	27	12	332	4	7	8
% OF TOTAL EMPLOYEES		0.589953	0.410047	0.538551	0.005841	0.031542	0.014019	0.38785	0.004673	0.008178	0.009346

Minority EE 0.073598

Table II

OTTAWA COUNTY LABOR FORCE

2000 Census Data

	TOTAL				FEMALE				MALE			
CLASSIFICATION	WHITE	BLACK	HISPANIC	OTHER	WHITE	BLACK	HISPANIC	OTHER	WHITE	BLACK	HISPANIC	OTHER
All Occupations	115050	1099	8283	3843	53245	473	4889	1850	61790	635	3392	1984
(Pop. %)	89.69%	0.86%	6.46%	3.00%	41.51%	0.37%	3.81%	1.44%	48.17%	0.50%	2.64%	1.55%
Office (Mgr.)	16410	80	560	283	5185	40	195	115	11225	365	40	168
(Pop. %)	94.72%	0.46%	3.23%	1.63%	29.93%	0.23%	1.13%	0.66%	64.79%	2.11%	0.23%	0.97%
Prof & Technical	23595	120	649	587	12660	50	264	323	10935	170	385	264
(Pop. %)	94.53%	0.48%	2.60%	2.35%	50.72%	0.20%	1.06%	1.29%	43.81%	0.68%	1.54%	1.06%
Office & Clerical	27100	270	1430	709	18595	180	870	460	8505	90	560	249
(Pop. %)	91.85%	0.92%	4.85%	2.40%	63.02%	0.61%	2.95%	1.56%	28.83%	0.31%	1.90%	0.84%
Public Safety	1325	30	79	22	305	20	4	14	1020	10	75	8
(Pop. %)	91.00%	2.06%	5.43%	1.51%	20.95%	1.37%	0.27%	0.96%	70.05%	0.69%	5.15%	0.55%
Skilled	11750	35	550	254	660	0	75	59	11090	35	475	195
(Pop. %)	93.34%	0.28%	4.37%	2.02%	5.24%	0.00%	0.60%	0.47%	88.09%	0.28%	3.77%	1.55%
Labor	33030	510	4781	1962	15225	160	1961	866	17805	350	2820	1096
(Pop. %)	81.99%	1.27%	11.87%	4.87%	37.80%	0.40%	4.87%	2.15%	44.20%	0.87%	7.00%	2.72%

WORKFORCE

Total	128275
Male	69293
Female	58982
White	115050
Black	1099
Hispanic	8283
Other	3843

TABLE III