

MEMORANDUM:

TO: PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE

SUBJECT: Affirmative Action Report

DATE: April 19, 2007

FROM: Pat Teer, Administrative Coordinator

A copy of the updated P-MRNRD Affirmative Action Plan is attached. The plan was reviewed by Mark Hudson, Baird Holm. He did make a few recommendations for changes that are incorporated in this plan. The changes are for the most part housekeeping in nature, i.e., date changes and an update of labor force statistics (see page 7).

The following actions have been taken regarding the implementation of the P-MRNRD Affirmative Action Plan during Calendar Year 2006:

1. Plan was updated and revisions approved by the Board of Directors at their May 19, 2006, meeting.
2. Affirmative Action Plan has been incorporated into the P-MRNRD Employee's Handbook and is posted to the District website.
3. Updated plan and EEO Statement was e-mailed to District employees on May 22, 2006.
4. Equal Employment Opportunity Statement was distributed on May 26, 2006, to all District field offices to be posted.
5. Continued use and update of list of agencies and organizations to contact when openings occur. See attached list.
6. District Affirmation Action Plan Application Information Form was reviewed by Mark Hudson, Board Holm and recommended amendments were incorporated. This form is used to obtain information from applicants for affirmative action purposes and is filled out on a voluntary basis. See attached.
7. District Job Application form was reviewed by Randy Stevenson, Baird Holm. No changes were made to the form.
8. The following positions were filled during Calendar Year 2006:
 - * Receptionist/Secretary at NRC (SG-6) – Position notice was sent to District employees on June 23, 2006. **Sonya Carlson** was hired and began full time with the District on July 3, 2006. Sonya was working for the District as the I&E Intern which is a temporary position. This gave her the opportunity to accept a full time position with the District.

- * Conservation Technician at Walthill Field Office (SG-6) – This position was advertised in the Sioux City Journal on August 12 and 19, 2006; and the Pender Times on August 17 and 24, 2006. The District received 27 applications. **Dennis Cady** was hired and began work on October 30, 2006. Dennis is a former NRCS employee at the Walthill Office.

- * General Manager – The position was advertised in the following newspapers during the week of June 18, 2006: Chicago Tribune, Lincoln Journal Star, Des Moines Register, Kansas City Star, Denver Post, Minneapolis Star Tribune, Omaha World Herald and the position was posted on Careerlink.com. Thirty-six applications were received. Chairperson Thompson appointed the following Directors to the Ad Hoc General Manager Selection Subcommittee: Rick Kolowski, Chairperson; Fred Conley, John Conley, Tim Fowler and Rich Tesar. The Ad Hoc Subcommittee reviewed all applications and interviewed 5 candidates. On September 27, 2006 the Subcommittee recommended that **John Winkler** be hired as General Manager. The Board approved the recommendation at their October 12, 2006 meeting. John began work with the District on December 1, 2006.

RECOMMENDATION *-Recommendation that the Board adopt the proposed amendments to the P-MRNRD Affirmative Action Plan.*

PAPIO-MISSOURI RIVER NRD

AFFIRMATIVE ACTION PROGRAM

Adopted: March 12, 1992
Revised: May 10, 2007

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A. **INTRODUCTION:**

Papio-Missouri River Natural Resources District (the District) is a local governmental subdivision created under Nebraska law and serving a six county area in eastern Nebraska. Working in conjunction with other governmental agencies and individuals, the Papio-Missouri River NRD performs a variety of services aimed at preserving our natural resources.

The District is committed to developing a high-caliber work force to serve the public, and therefore, will employ only the most qualified job applicants, and retain and promote only those employees who continuously demonstrate ability, dedication and professionalism. All employment decisions and all actions relating to employees, applicants and potential applicants will be made without regard to race, color, national origin, religion, age, sex, marital status, veteran status or without regard to disability if the individual can perform the essential job functions, with or without reasonable accommodation. Eligible veterans will receive preference in hiring, to the extent provided by Nebraska law. The District strictly prohibits harassment against any individual on the basis of race, color, national origin, religion, age, sex, marital status, veteran status, or disability.

In addition to continuing its policy and practice of Equal Employment Opportunity (EEO), the District has established an affirmative action program (AAP) designed to monitor compliance with the District's EEO policies, identify and eliminate deficiencies in compliance, and to promote the employment of qualified minority group members to a degree commensurate with the available community labor force. The goal of the affirmative action program is not to alter the District's policy of employing only the most qualified individuals, but rather to assure the success of that policy while at the same time promoting employment opportunities for qualified minority group members.

B. **EQUAL OPPORTUNITY POLICY STATEMENT:**

MEMORANDUM TO: All Employees

SUBJECT: Equal Employment Opportunity

DATE: May, 2007

It is the policy of the Papio-Missouri River Natural Resources District to promote equal employment opportunities and to assure employment and advancement of only the most qualified and dedicated individuals, without regard to race, color, religion, sex, age, veteran status, or national origin; and without regard to disability if the individual can perform the essential job functions, with or without reasonable accommodation. Personnel policies and procedures relating to recruitment, selection, hiring, discharge, transfer, promotion, training, performance evaluations and other job-related privileges shall be applied in compliance with this District policy.

In order to effectively promote this policy, the Board of Directors has enacted an affirmative action program. Ms. Pat Teer has been appointed Affirmative Action Officer (AAO) for the District, and in conjunction with John Winkler, General Manager, will have the responsibility of implementing and overseeing various activities designed to carry out this program. Some of these activities will involve each of you, directly or indirectly.

The Board of Directors and the General Manager are committed to equal employment opportunity at the Papio-Missouri River NRD. We ask and expect that every employee will know and understand the District's equal employment and affirmative action policies, will comply with them at all times, and will cooperate with the Affirmative Action Officer in making these policies a success.

Any employee who, at any time, feels that he or she has been improperly discriminated against or harassed; has reliable information that another employee or applicant has been so treated; or has other information which suggests non-compliance with the District's equal employment opportunity policies, shall bring the matter to the attention of his or her immediate supervisor, the General Manager or the Affirmative Action Officer. Also, suggestions for improvements in the equal employment opportunity program of the District will be encouraged and welcomed at all times.

Equal Employment Opportunity is not only the law, but it is a principle of our operation. Only with your cooperation can we make this principle a success and maintain a positive work environment.

Jim Thompson
Chairperson

John Winker
General Manager

Patricia J. Teer
Affirmative Action Officer

C. COMMUNICATION OF POLICY:

In order to assure that employees, applicants for employment and others are aware of the Equal Employment Opportunity Policy at the Papio-Missouri River NRD, the following will be done:

1. Annually, the policy and the affirmative action program will be reiterated to all employees to emphasize their importance and their contents.
2. The Equal Opportunity Policy Statement will be renewed annually, posted on an employee bulletin board, and included in the District's Employee Handbook.
3. The policy and program will be reviewed at the time of new employee orientation and during new supervisor training.
4. The District's employment application forms and all advertisements for job openings will indicate that the District is an Equal Opportunity Employer.
5. The Affirmative Action Officer will be available to any employee to discuss the policy and program and to provide assistance or receive suggestions relative to their administration.

6. Actual and potential sources for recruiting of employees shall be advised periodically of the District's Equal Employment Opportunity Policy and urged to refer qualified minority group members to apply with the District for any staff openings for which they are qualified.
7. Records will be kept by the Affirmative Action Officer of all EEO/AAP-related meetings held with employees or supervisors, as well as all evaluations, reports and other activities carried out under the program.

D. **IMPLEMENTATION RESPONSIBILITIES:**

1. General Manager -- The General Manager shall:
 - a. Have overall responsibility for implementation of the equal employment opportunity and affirmative action policies.
 - b. Review all reports and records prepared by the Affirmative Action Officer.
 - c. Participate in the resolution of all complaints of violation of the policy or program.
 - d. Review all policies and programs periodically, make or recommend to the Board necessary changes and periodically advise the Board of progress.
 - e. Evaluate the Affirmative Action Officer's performance periodically and appoint a new officer if and when deemed necessary.
 - f. Meet with the Affirmative Action Officer semi-annually to review records and activities and assure timely compliance with duties.
 - g. Assure cooperation and compliance by all supervisors, as needed, and as part of supervisor's annual performance review.
2. Supervisors -- All supervisory staff shall:
 - a. Assist in the identification of any and all problem areas relating to the affirmative action program in their department.
 - b. Assist the Affirmative Action Officer in evaluating hiring and promotion patterns to determine individual progress and overcome impediments to goal attainment.
 - c. Discuss affirmative action program policies with employees periodically to insure that they are understood and are carried out.
 - d. Review qualifications of employees periodically to determine whether all employees are compensated, treated and given promotional and other opportunities on an equal basis.
 - e. Assure that all employees are afforded full opportunity and encouraged to participate in all District sponsored educational training, staff development programs and other activities.
3. Affirmative Action Officer -- The Affirmative Action Officer shall:
 - a. Provide to the General Manager copies of all records and reports prepared pursuant to the program.
 - b. Meet with the General Manager semi-annually to review all activities during the preceding six months.

- c. Recommend additions or modifications to the District's policies and programs, both annually and as identified and assist in identification of problem areas and solutions to those problems.
- d. Periodically review all job descriptions, application procedures, forms and qualifications to determine job-relatedness and fairness of qualifications and procedures and to identify any artificial barriers to minorities.
- e. Identify and maintain a list of actual and potential referral sources for employees, including specific sources of minority referrals such as community organizations, and maintain contact with them as called for in Part C of this program.
- f. Serve as an available contact person for any employee who has an equal employment opportunity concern, complaint or suggestion and work with the supervisor and the General Manager on complaints of specific misconduct or noncompliance.
- g. Establish and maintain procedures and time tables for administration of the equal employment opportunity policy and affirmative action program.
- h. Maintain records and reports for all audits, communications and meetings.

E. COMPLAINT PROCESSING:

Any employee who at any time feels that he or she has been improperly discriminated against or harassed, has reliable information that another employee or applicant has been so treated, or has other information which suggests noncompliance with the District's EEO/AAP policies, shall bring the matter to the attention of his or her immediate supervisor, the General Manager or the Affirmative Action Officer as promptly as possible, and preferably within 24 hours of the occurrence. If after doing so the employee feels that (1) the matter adversely affects him or her individually in his or her job, and (2) the matter is not being handled satisfactorily, then the employee may pursue the matter in accordance with the District's existing grievance policy.

F. WORK FORCE ANALYSIS AND GOALS:

As part of its affirmative action program, the District will periodically compare its current workforce with the available labor force in the community, to determine whether the District employs a proportionate number of female and minority individuals. Identification of disparities between the workforce and labor force percentages of any group will not indicate the existence of discrimination or any violation of law, since many factors could create such a disparity. However, any disparity will be studied to determine ways to reduce or eliminate the disparity, and promote equal employment opportunity.

The following percentages of the labor force which is believed to be most relevant to the District's operations, are derived from census data collected for Sarpy County, Nebraska from the 2000 Census.

LABOR FORCE STATISTICS

Classification	Percentage of Total
Male	49.8%
Female	50.2%
Black	4.0%
Hispanic	5.4%
Other	4.6%

The District employs a total of 48 individuals, which includes full time positions as of January, 2007. The following is a comparison of the current District work force with the labor force reflected above. Column 1 shows total number of employees, which would be necessary, by classification, for the District's workforce to be in balance with the specified labor force. Column 2 shows the current District work force. All figures are stated in terms of number of individuals, not in percentages.

WORK FORCE ANALYSIS

Classification	(1) Sarpy County	(2) P-MRNRD Labor Force
Male	23	35
Female	24	13
Black	1	0
Hispanic	2	0
Other	2	0

The forgoing analysis will, of course, fluctuate as the size and composition of the District's work force fluctuates. This analysis will be updated periodically by the Affirmative Action Officer to reflect current figures. Based on the foregoing comparisons as of January, 2007, the following observations, conclusions and action plans are adopted:

1. Minorities: The District currently employs no individual known to be a member of a minority. The District will continue affirmative outreach activities to help overcome the geographic barriers to minority job applicants.
2. Women: The District currently employs 13 individual known to be a member of the female sex. The District will continue affirmative outreach activities to help overcome the geographic barriers to female job applicants.

3. Action: The following actions will be taken during the 2006-2007 year to analyze, and address, the number of minorities and females, in addition to other steps identified below for initial implementation of this plan:
 - a. Applicant Data. The Affirmative Action Officer will continue to use the system developed to obtain voluntary race and gender identification from job applicants. Such information will not be used in making individual employment decisions, but will be used to estimate the gender and racial make-up of the applicant pools for job openings; this estimate will provide a basis for determining (i) whether outreach activities are succeeding, and (ii) whether there is a significant disparity in the selection rate for minorities or women who actually seek employment.
 - b. Referral Sources: The Affirmative Action Officer will continue to use and expand the list of minority referral sources, and continue to use the system developed by which such sources will be contacted regarding job openings and encouraged to refer qualified minority applicants. The intended result will be a significant increase in minority job applicants, which should increase minority employment.
 - c. Internship: The General Manager and Affirmative Action Officer will continue to recruit minority and women internship candidates. The internship is intended to introduce a student to the District's work, provide the student with hands-on education in his or her area of study, increase the student's prospects for employment following graduation, and create a possible source for recruiting of college-educated minorities.

G. OBJECTIVES AND TIME TABLES:

The following are adopted as the initial implementation target dates:

1. May 10, 2007-- Board approval of updated Affirmative Action Program

RESPONSIBILITY: General Manager and Board

2. Spring, 2007 -- Review of Affirmative Action Program and Equal Employment Opportunity policy with all employees and distribute copies to all employees.

RESPONSIBILITY: Affirmative Action Officer, General Manager, All Supervisors.

3. September, 2007 -- Semi-Annual review.

RESPONSIBILITY: Affirmative Action Officer, General Manager

4. October, 2007 -- Continue to develop current list of actual and potential sources of referrals of minority job applicants.

RESPONSIBILITY: Affirmative Action Officer

5. November-December, 2007 -- Review of employment application forms and hiring procedures for proper content and identification of the District's equal employment opportunity policy; make appropriate recommendations. Review equal employment opportunity language for all job vacancy advertisements.

RESPONSIBILITY: Affirmative Action Officer approval of
recommendations by General Manager

6. February-March, 2008 -- Annual review of Affirmative Action Program. Update of labor force and workforce analysis. Revision of program as needed, including goals and timetables. Report to Personnel, Legislative and Public Affairs Subcommittee.

H. ADOPTION:

The foregoing Affirmative Action Program was adopted by the Papio-Missouri River Natural Resources District Board of Directors on March 12, 1992. Revisions to the plan were approved May 10, 2007.

Jim Thompson
Chairperson

John Winkler
General Manager

Patricia J. Teer
Affirmative Action Officer

DOCS/792519.2

April, 2007

Papio-Missouri River Natural Resources District Contact List

Job Placement Counselor
Nebraska Job Service
5404 Cedar Street
Omaha, NE 68106

Phone: 595-3007
FAX: 595-3051
e-mail: pkotschwar@dol.state.ne.us

Contact – Peggy Kotschwar

Job Placement Counselor
Urban League of Nebraska
3022 N. 24th Street
Omaha, NE 68111

Phone: 451-1060
FAX: 453-9676

Contact – No specific contact person

Job Placement Counselor
Chicano Awareness Center
4825 S. 24th St.
Omaha, NE 68107

Phone: 733-2720
FAX: 733-6720
e-mail: jpolanco@cacinc.org

Contact: Jorge Polanco

Job Placement Counselor
Greater Omaha Workforce Development
2421 N. 24th Street
Omaha, NE 68120

Phone: 996-8434
Fax: 444-3755
e-mail: cwilson@dol.state.ne.us

Contact: Christa Wilson

Family Support Center
55 MSS DPF
109 Washington Sq., Suite 111
Offutt AFB, NE 68113-2124

Phone: 294-4329
FAX: 294-1260

Contact - Alicia M. Hohl

Owens & Associates
7415 N. 30th Street
Omaha, NE 68112

Phone: 451-8404
FAX: 455-4506
e-mail: diannaowens@theowenscompanies.com

Contact: Dianna Owens

**Papio-Missouri River Natural Resources District
Affirmative Action Plan - Applicant Information**

As an applicant for employment with the Papio-Missouri River Natural Resources District, you are asked to provide the following information to assist the District in administration of its Affirmative Action Plan. You are not required to provide this information, but it will help us if you do so. This information will be used strictly for statistical record-keeping purposes, and will not affect your application or our hiring decision.

Your Race: Black or African-American (Not Hispanic or Latino)

Hispanic or Latino

Caucasian or European-American (Not Hispanic or Latino)

American Indian or Alaskan Native (Not Hispanic or Latino)

Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)

Asian (Not Hispanic or Latino)

Two or more races (Not Hispanic or Latino)

Your Gender: Male

Female

Please return this form with your application. It will be immediately separated from your application and sent to our Affirmative Action Officer.

FOR AFFIRMATIVE ACTION OFFICER'S USE ONLY	
Job Title:	_____
Date Received:	_____
Validation:	_____

Agenda Item 7

**Review and Recommendation on Board of Director Meeting Schedule –
This item will be discussed at the PLPA Meeting.**