

## MEMORANDUM:

TO: PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE

SUBJECT: Affirmative Action Report

DATE: April 29, 2008

FROM: Pat Teer, Administrative Coordinator

A copy of the updated P-MRNRD Affirmative Action Plan is attached. The changes are housekeeping in nature, i.e., date changes and an update of labor force statistics (see page 7). A copy of the spreadsheet used to compute workforce data is also attached. The base data for the labor workforce statistics is compiled by the Nebraska Department of Labor - Labor Market Information Center.

The following actions have been taken regarding the implementation of the P-MRNRD Affirmative Action Plan during Calendar Year 2007:

1. Plan was updated and revisions approved by the Board of Directors at their May 10, 2007, 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 June 6, 2007.
4. Equal Employment Opportunity Statement was distributed on June 6, 2007, to all District field offices to be posted.
5. District Job Application form was reviewed by Randy Stevenson, Baird Holm LLP. He suggested that on the header of the form we state, "An Equal Opportunity/ Affirmative Action Employer". He also suggested that we include the question, "Are you at least 18 years old? Yes No." These two suggestions have been incorporated into the application form. A copy is attached.
6. Continued use and update of list of agencies and organizations to contact when openings occur. See attached list.
7. Continued use of Affirmation Action Plan Application Information Form to obtain information from applicants for affirmative action purposes. This form is filled out by applicants on a voluntary basis. See attached.
8. The following personnel actions occurred during Calendar Year 2007:
  - As a result of the transfer of Walnut Creek Recreation Area to the City of Papillion on October 1, 2007, **Ryan Trapp**, formerly Lead Groundskeeper at Walnut Creek, accepted a lateral transfer to Medium Equipment Operator (SG-6) at the O&M Headquarters. The transfer was effective October 2, 2007.

- **Stormwater Management Engineer (SG-14)** – Position notice was sent to District employees on May 30, 2007. There were no employees qualified for the position. The position was advertised in the Lincoln Journal Star, Des Moines and Omaha World Herald and the position was posted on Careerlink.com during the week of June 10 and 17, 2007. After review of the applications received, **Amanda Grint** was hired as the District’s Stormwater Engineer. Her first day of employment was November 5, 2007.
  
- **Water Supply Operator (SG-6)** - This was a new position established to assist with the operation and maintenance of Washington County Rural Water Systems 1 and 2 and located at the Blair Field Office. Position notice was sent to District employees on November 14, 2007. **Adam Weimer** was selected to fill the position. Adam previously served as the District’s Surveyor. During December, 2007, Adam trained for his new position and helped to train the new surveyor. He officially assumed his new duties on January 7, 2008.
  
- **Engineering Aide/Surveyor-Instrument Person (SG-6)** Position notice was sent to District employees on November 29, 2007. **Justin Novak** was hired and started his full-time position on December 10, 2007. Justin previously served as the temporary Groundskeeper at Chalco Hills Rec Area.

**RECOMMENDATION** –*It is Management’s recommendation that the PLPA Subcommittee recommend to the Board the proposed revisions to the P-MRNRD Affirmative Action Plan be adopted.*

# PAPIO-MISSOURI RIVER NRD

## AFFIRMATIVE ACTION PROGRAM

Adopted: March 12, 1992  
Revised: May 8, 2008

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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, 2008

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 Papiio-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.

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Jim Thompson  
Chairperson

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John Winker  
General Manager

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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 Papiio-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	52.0%
Female	48.0%
Black	7.1%
Hispanic	5.4%
Other	3.6%

The District employs a total of 49 individuals, which includes full and part 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) Nebraska Labor Force	(2) P-MRNRD Labor Force
Male	25.5	35
Female	23.5	14
Black	3.5	0
Hispanic	2.6	0
Other	1.8	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, 2008, 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 14 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 2007-2008 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 8, 2008– Board approval of updated Affirmative Action Program

RESPONSIBILITY: General Manager and Board

2. Spring, 2008 -- 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, 2008 -- Semi-Annual review.

RESPONSIBILITY: Affirmative Action Officer, General Manager

4. October, 2008 -- Continue to develop current list of actual and potential sources of referrals of minority job applicants.

RESPONSIBILITY: Affirmative Action Officer

5. November-December, 2008 -- 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, 2009 -- 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 8, 2008.

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Jim Thompson  
Chairperson

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John Winkler  
General Manager

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Patricia J. Teer  
Affirmative Action Officer

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Labor Force Statistics  
 2008 Nebraska Affirmative Action Report  
 April, 2008

County	Total	Male	Female	Black	Hispanic	Other
Douglas	249,232	129,942	119,290	21,585	14,121	8,265
Sarpy	63,164	32,001	31,163	2,435	2,104	2,022
Washington	10,490	5,587	4,903	43	88	108
Burt	3,841	2,071	1,770	2	32	48
Dakota	10,501	5,615	4,886	57	1,858	479
Thurston	2,917	1,510	1,407	12	43	1,266
TOTALS	340,145	176,726	163,419	24,134	18,246	12,188
PERCENTAGES		52.0%	48.0%	7.1%	5.4%	3.6%

P-MRNRD Employee            49            35            14  
 (Includes all employees  
 (ft, pt and temps) as of  
 January, 2008)

PERCENTAGES                            71.4%            28.6%

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P-MRNRD Work Force Analysis

Classification	Nebraska Labor Force	P-MRNRD Labor Force	Imbalance
Male	25.5	35.0	9.5
Female	23.5	14.0	-9.5
Black	3.5	0.0	-3.5
Hispanic	2.6	0.0	-2.6
Other	1.8	0.0	-1.8

Douglas County, Nebraska  
Population by Sex, Race, Hispanic Origin, and Minority Status

	Total	%	Female	%	Male	%
Total Population	463,585	100.00	236,851	51.09	226,734	48.91
White	375,317	80.96	192,084	41.43	183,233	39.53
Black	53,330	11.50	28,115	6.06	25,215	5.44
American Indian or Alaskan Native	2,809	0.61	1,474	0.32	1,335	0.29
Asian	7,944	1.71	4,074	0.88	3,870	0.83
Native Hawaiian or Pacific Islander	250	0.05	102	0.02	148	0.03
Other	15,760	3.40	6,905	1.49	8,855	1.91
Two or More Races	8,175	1.76	4,097	0.88	4,078	0.88
Hispanic Origin (of any Race)	30,928	6.67	13,723	2.96	17,205	3.71
Total Minority (non-white, 2 or more races, or Hispanic)	101,057	21.80	50,442	10.88	50,615	10.92

Source: U.S. Census Bureau, Census 2000, Summary File 1, Tables P12A-P12I

Unemployment  
Rate (%)

Total (Male & Female)	3.94
White	2.94
Black	11.20
American Indian or Alas	14.29
Asian	1.41
Native Hawaiian or Pacif	7.06
Other	7.43
Two or More Races	7.37
Hispanic Origin (of any Race)	6.74
Total Minority (non-white, 2	9.02
Total Female	3.91

[www.nebraskaworkforce.com](http://www.nebraskaworkforce.com)

Click on Labor Market Info

Click on About us FAQs

Click on A-Z Index

Click on A

Click on Affirmative Action

Source: U.S. Census Bureau, Ce  
\* Not computable

**Sarpy County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	%	Female	%	Male	%
Total Population	122,595	100.00	61,676	50.31	60,919	49.69
White	109,335	89.18	54,970	44.84	54,365	44.35
Black	5,340	4.36	2,530	2.06	2,810	2.29
American Indian or Alaskan Native	515	0.42	267	0.22	248	0.20
Asian	2,331	1.90	1,385	1.13	946	0.77
Native Hawaiian or Pacific Islander	108	0.09	57	0.05	51	0.04
Other	2,275	1.86	1,089	0.89	1,186	0.97
Two or More Races	2,691	2.20	1,378	1.12	1,313	1.07
Hispanic Origin (of any Race)	5,558	4.37	2,583	2.11	2,775	2.26
Total Minority (non-white, 2 or more races, or Hispanic)	15,772	12.87	7,918	6.46	7,854	6.41

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

**Sarpy County, Nebraska**  
**Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	63,164	100.00	61,347	100.00	1,817	100.00	2.88
White	57,648	91.27	56,059	91.38	1,589	87.45	2.76
Black	2,435	3.86	2,333	3.80	102	5.61	4.19
American Indian or Alaskan Native	234	0.37	234	0.38	0	0.00	0.00
Asian	1,088	1.72	1,063	1.73	25	1.38	0.46
Native Hawaiian or Pacific Islander	19	0.03	19	0.03	0	0.00	0.00
Other	840	1.33	786	1.28	54	2.97	6.43
Two or More Races	900	1.42	853	1.39	47	2.59	5.22
Hispanic Origin (of any Race)	2,104	3.33	1,988	3.24	116	6.38	5.51
Total Minority (non-white, 2 or more races, or Hispanic)	6,561	10.39	6,285	10.24	276	15.19	4.21
Total Female	31,163	49.34	30,328	49.44	835	45.95	2.68

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

\* Not computable

**Washington County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	%	Female	%	Male	%
Total Population	18,780	100.00	9,451	50.32	9,329	49.68
White	18,427	98.12	9,305	49.55	9,122	48.57
Black	63	0.34	24	0.13	39	0.21
American Indian or Alaskan Native	38	0.20	13	0.07	25	0.13
Asian	55	0.29	32	0.17	23	0.12
Native Hawaiian or Pacific Islander	21	0.11	3	0.02	18	0.10
Other	57	0.30	19	0.10	38	0.20
Two or More Races	119	0.63	55	0.29	64	0.34
Hispanic Origin (of any Race)	202	1.08	88	0.47	114	0.61
Total Minority (non-white, 2 or more races, or Hispanic)	467	2.49	198	1.05	269	1.43

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

**Washington County, Nebraska**  
**Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	10,490	100.00	10,146	100.00	344	100.00	3.28
White	10,277	97.97	9,953	98.10	324	94.19	3.15
Black	43	0.41	28	0.28	15	4.36	34.88
American Indian or Alaskan Native	36	0.34	36	0.35	0	0.00	0.00
Asian	46	0.44	44	0.43	2	0.58	4.35
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00	*
Other	52	0.50	52	0.51	0	0.00	0.00
Two or More Races	36	0.34	33	0.33	3	0.87	8.33
Hispanic Origin (of any Race)	88	0.84	85	0.84	3	0.87	3.41
Total Minority (non-white, 2 or more races, or Hispanic)	239	2.28	219	2.16	20	5.81	8.37
Total Female	4,903	46.74	4,723	46.55	180	52.33	3.67

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

\* Not computable

**Burt County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	%	Female	%	Male	%
Total Population	7,791	100.00	4,020	51.60	3,771	48.40
White	7,606	97.63	3,921	50.33	3,685	47.30
Black	14	0.18	7	0.09	7	0.09
American Indian or Alaskan Native	83	1.07	46	0.59	37	0.47
Asian	15	0.19	11	0.14	4	0.05
Native Hawaiian or Pacific Islander	2	0.03	1	0.01	1	0.01
Other	17	0.22	10	0.13	7	0.09
Two or More Races	54	0.69	24	0.31	30	0.39
Hispanic Origin (of any Race)	98	1.26	48	0.62	50	0.64
Total Minority (non-white, 2 or more races, or Hispanic)	253	3.25	132	1.69	121	1.55

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

**Burt County, Nebraska**  
**Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	3,841	100.00	3,735	100.00	106	100.00	2.76
White	3,781	98.44	3,683	98.61	98	92.45	2.59
Black	2	0.05	2	0.05	0	0.00	0.00
American Indian or Alaskan Native	29	0.76	26	0.70	3	2.83	10.34
Asian	5	0.13	3	0.08	2	1.89	40.00
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00	*
Other	10	0.26	10	0.27	0	0.00	0.00
Two or More Races	14	0.36	11	0.29	3	2.83	21.43
Hispanic Origin (of any Race)	32	0.83	32	0.86	0	0.00	0.00
Total Minority (non-white, 2 or more races, or Hispanic)	82	2.13	74	1.98	8	7.55	9.76
Total Female	1,770	46.08	1,717	45.97	53	50.00	2.99

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

\* Not computable



**Dakota County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	%	Female	%	Male	%
Total Population	20,253	100.00	10,142	50.08	10,111	49.92
White	15,968	78.84	8,125	40.12	7,843	38.73
Black	126	0.62	48	0.24	78	0.39
American Indian or Alaskan Native	377	1.86	217	1.07	160	0.79
Asian	624	3.08	305	1.51	319	1.58
Native Hawaiian or Pacific Islander	12	0.06	4	0.02	8	0.04
Other	2,615	12.91	1,179	5.82	1,436	7.09
Two or More Races	531	2.62	264	1.30	267	1.32
Hispanic Origin (of any Race)	4,581	22.62	2,106	10.40	2,475	12.22
Total Minority (non-white, 2 or more races, or Hispanic)	5,885	29.06	2,765	13.65	3,120	15.41

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

**Dakota County, Nebraska**  
**Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	10,501	100.00	10,096	100.00	405	100.00	3.86
White	8,743	83.26	8,444	83.64	299	73.83	3.42
Black	57	0.54	57	0.56	0	0.00	0.00
American Indian or Alaskan Native	168	1.60	139	1.38	29	7.16	17.26
Asian	257	2.45	255	2.53	2	0.49	0.78
Native Hawaiian or Pacific Islander	9	0.09	9	0.09	0	0.00	0.00
Other	1,092	10.40	1,026	10.16	66	16.30	6.04
Two or More Races	175	1.67	166	1.64	9	2.22	5.14
Hispanic Origin (of any Race)	1,858	17.69	1,775	17.58	83	20.49	4.47
Total Minority (non-white, 2 or more races, or Hispanic)	2,394	22.80	2,273	22.51	121	29.88	5.05
Total Female	4,886	46.53	4,733	46.88	153	37.78	3.13

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

\* Not computable

**Thurston County, Nebraska**  
**Population by Sex, Race, Hispanic Origin, and Minority Status**

	Total	%	Female	%	Male	%
Total Population	7,171	100.00	3,596	50.15	3,575	49.85
White	3,282	45.77	1,619	22.58	1,663	23.19
Black	11	0.15	6	0.08	5	0.07
American Indian or Alaskan Native	3,731	52.03	1,909	26.62	1,822	25.41
Asian	4	0.06	2	0.03	2	0.03
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00
Other	55	0.77	15	0.21	40	0.56
Two or More Races	88	1.23	45	0.63	43	0.60
Hispanic Origin (of any Race)	174	2.43	61	0.85	113	1.58
Total Minority (non-white, 2 or more races, or Hispanic)	3,909	54.51	1,985	27.68	1,924	26.83

Source: U.S. Census Bureau, Census 2000. Summary File 1, Tables P12A-P12I

**Thurston County, Nebraska**  
**Civilian Labor Force Status by Sex, Race, and Hispanic Origin**

	Labor Force	%	Employed	%	Unemployed	%	Unemployment Rate (%)
Total (Male & Female)	2,917	100.00	2,550	100.00	367	100.00	12.58
White	1,597	54.75	1,548	60.71	49	13.35	3.07
Black	12	0.41	7	0.27	5	1.36	41.67
American Indian or Alaskan Native	1,212	41.55	907	35.57	305	83.11	25.17
Asian	19	0.65	19	0.75	0	0.00	0.00
Native Hawaiian or Pacific Islander	0	0.00	0	0.00	0	0.00	*
Other	31	1.06	31	1.22	0	0.00	0.00
Two or More Races	46	1.58	38	1.49	8	2.18	17.39
Hispanic Origin (of any Race)	43	1.47	41	1.61	2	0.54	4.65
Total Minority (non-white, 2 or more races, or Hispanic)	1,321	45.29	1,003	39.33	318	86.65	24.07
Total Female	1,407	48.23	1,243	48.75	164	44.69	11.66

Source: U.S. Census Bureau, Census 2000. Summary File 3, Tables P150A-P150I

\* Not computable

APPLICATION FOR EMPLOYMENT

# Papio-Missouri River Natural Resources District

An Equal Opportunity/Affirmative Action Employer

**Instructions:** Please print all information and complete every party of this application. If there is a question which does not apply to you, mark "N/A." Do not leave any question unanswered. Any false, misleading, or incomplete responses may result in disqualification for hire or immediate dismissal from employment. You may add another page if necessary.

Positions applied for: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Today's date: \_\_\_\_\_ Date you can start: \_\_\_\_\_

How did you learn about this job? \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
City State Zip Code

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_\_) \_\_\_\_\_

Are you available:  Full-time  Part-time  Temporary. Please describe any work schedule limitations: \_\_\_\_\_

Have you applied for a job with us before?  No  Yes (If yes, state date): \_\_\_\_\_

Have you been employed by us before?  No  Yes (If yes, state date and jobs): \_\_\_\_\_

Do you have relatives employed by us?  No  Yes, the following relatives: \_\_\_\_\_

Have you ever been convicted of a felony, or of any crime relating to theft or dishonesty, or involving acts of violence?

No  Yes, as follows: \_\_\_\_\_

Are you at least 18 years old?  No  Yes

**Note:** A conviction record will not necessarily disqualify an applicant from employment. The circumstances of the conviction will be considered in relation to the nature and duties of the job applied for.

Are you a citizen of the United States, or specifically authorized to be employed in the United States?

Yes  No

**Note: The law requires that you provide evidence and a sworn statement of your citizenship or work authorization if you are hired. Any offer of employment which you receive is contingent upon your providing the documentation and statement which we will request from you.**

### PRIOR EMPLOYMENT

List your last three jobs, beginning with the most recent (you may omit dates for jobs held more than five years ago). May we contact your current employer?  Yes  No

1. Employer name/address/phone \_\_\_\_\_

\_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Dates employed \_\_\_\_\_ to \_\_\_\_\_ Salary \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Employer name/address/phone \_\_\_\_\_

\_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Dates employed \_\_\_\_\_ to \_\_\_\_\_ Salary \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Employer name/address/phone \_\_\_\_\_

\_\_\_\_\_

Job Title \_\_\_\_\_ Duties \_\_\_\_\_

Dates employed \_\_\_\_\_ to \_\_\_\_\_ Salary \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## EDUCATION AND TRAINING

Name and location of high school \_\_\_\_\_

Graduated?  Yes  No

Please list technical or trade school, college, and post-graduate education, if any:

School/College	Level Completed	Degree	Major Subjects
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## OTHER SKILLS

Describe any computer, tool, equipment or office machine skills and proficiency level:

\_\_\_\_\_  
\_\_\_\_\_

Describe any other special skills or qualifications which may help you in the position applied for:

\_\_\_\_\_  
\_\_\_\_\_

List all licenses or certificates held, including state, license or certificate type, date issued, and license or certificate number:

\_\_\_\_\_  
\_\_\_\_\_

List any relevant professional or business organizations to which you belong (Optional):

\_\_\_\_\_  
\_\_\_\_\_

## VETERAN STATUS

If you are a veteran of the armed forces of the United States, please provide the following information:

Military Branch: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Discharge Date: \_\_\_\_\_ Honorable Discharge?  Yes  No

**Note: A less than honorable discharge will not automatically disqualify you from employment.**

## REFERENCES

Please list three personal references, other than prior employers or relatives, whom we can contact.

1. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

How long known? \_\_\_\_\_ Occupation \_\_\_\_\_

2. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

How long known? \_\_\_\_\_ Occupation \_\_\_\_\_

3. Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

How long known? \_\_\_\_\_ Occupation \_\_\_\_\_

## Papio-Missouri River Natural Resources District

\_\_\_\_\_  
Name of Applicant

By signing below, I certify that the answers and information set out above are true, accurate and complete to the best of my knowledge. I acknowledge that if any answer or information is not true, accurate or complete, I may not be hired, or if hired, I may be discharged. I authorize Papio-Missouri River Natural Resources District to investigate all statements contained in this application for employment and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work or educational history or my character, to provide Papio-Missouri River Natural Resources District with all requested information and references, and to cooperate fully with the investigation of my character and qualifications.

I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, and that no one within Papio-Missouri River Natural Resources District has the authority to make oral contracts of employment. If hired, my employment relationship with Papio-Missouri River Natural Resources District is terminable at-will, with or without cause, by either myself or Papio-Missouri River Natural Resources District.

I also understand that any offer of employment may be conditional upon my passing a pre-employment physical examination by a health care professional selected by Papio-Missouri River Natural Resources District, including drug/alcohol testing, to which I hereby consent.

I understand and agree to all of the conditions and statements set forth above, and throughout this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date and Time

a.m.

p.m.



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  
                               Hispanic  
                               Caucasian  
                               Other Minority

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.

<b>FOR AFFIRMATIVE ACTION OFFICER'S USE ONLY</b>	
Job Title:	_____
Date Received:	_____
Validation:	_____

April, 2008

## 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](mailto:pkotschwar@dol.state.ne.us)

Contact – Peggy Kotschwar

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

Phone: 733-2720  
FAX: 733-6720  
e-mail: [jpolanco@cacinc.org](mailto:jpolanco@cacinc.org)

Contact: Jorge Polanco

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

Phone: 294-4329  
FAX: 294-1260

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  
Greater Omaha Workforce Development  
2421 N. 24<sup>th</sup> Street  
Omaha, NE 68120

Phone: 996-8434  
Fax: 444-3755  
e-mail: [cwilson@dol.state.ne.us](mailto:cwilson@dol.state.ne.us)

Contact: Christa Wilson

Owens & Associates  
7415 N. 30<sup>th</sup> Street  
Omaha, NE 68112

Phone: 451-8404  
FAX: 455-4506  
e-mail: [diannaowens@theowenscompanies.com](mailto:diannaowens@theowenscompanies.com)

Contact: Dianna Owens