

# MARATHON COUNTY, WISCONSIN

## AFFIRMATIVE ACTION PLAN

UPDATED 4/9/18



**A Free Copy of the Affirmative Action Plan is available in the  
Employee Resources Department**

FRANK MATEL  
EMPLOYEE RESOURCES DIRECTOR /  
AFFIRMATIVE ACTION OFFICER  
EMPLOYEE RESOURCES DEPARTMENT  
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# **MARATHON COUNTY AFFIRMATIVE ACTION PLAN**

## I. SCOPE OF PLAN

This is the Affirmative Action Plan for Marathon County, Wisconsin, which covers and is applicable to all facilities owned or operated by Marathon County. All Affirmative Action programs in the various locations are coordinated through a single Affirmative Action Officer as designated under Section IV- Program Responsibility of this plan. All correspondence regarding this plan should be directed to the County Affirmative Action Officer.

## II. POLICY STATEMENT

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply for our job openings. We are an equal opportunity employer and all qualified applications will receive consideration for employment without regard to race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age (except where sex or age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest and conviction records, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

The Employee Resources Director shall be responsible for initiating and coordinating all recruitment activities necessary to meet current and projected staffing needs. The recruitment program shall be tailored to number and types of positions to be filled and to labor market conditions. Special emphasis shall be placed on recruitment efforts to attract minorities, women and other groups that are under-represented in the work force.

## III. AFFIRMATIVE ACTION PLAN

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Presidential Executive Order #11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991, establishing in substance the elimination of discriminatory employment practices based upon race, color, national origin, religion, sex and age and conferring on the Justice Department and Equal Opportunity Commission the responsibility for elimination of discrimination on State and local levels, are adopted by reference and incorporated as though set forth in full in the Marathon County Personnel Policies and Procedures Manual. The County also subscribes to the non-discrimination laws and regulations passed by Federal and State Governments. Therefore, all County policies, procedures, rules and regulations of all departments, agencies, facilities, and the provisions of labor contracts are required to be in compliance with the above laws and orders. The County will take affirmative action, when necessary, to achieve handicapped accessibility, and nondiscrimination in contract compliance or employment practices, in accordance with Federal and State laws and the ordinances, resolutions and polices of the County.

#### IV. PROGRAM RESPONSIBILITY

The Affirmative Action Officer for Marathon County shall be the County Employee Resources Director. The Affirmative Action Officer may review all departmental policies and procedures, rules and regulations, and shall have access to all personnel files, documents, investigative reports, and any documents or information pertinent to the maintenance of the Affirmative Action Program. The Affirmative Action Officer will have the responsibility of resolving complaints of discrimination and identifying problems and participating in problem resolution. The Officer will also serve as the liaison between Marathon County and compliance agencies and other community organizations as necessary. Such Officer may participate in any programs or policies relative to the training, promotion, transfer or discipline of any person in the employ of the County.

#### V. DISSEMINATION OF THE EEO/AA PROGRAM

- A. Dissemination of policy within the County: The Affirmative Action Plan is posted on the Internet and Intranet under the Marathon County Employee Resources Department EEOC/Civil Rights page: [www.co.marathon.wi.us](http://www.co.marathon.wi.us) and available to the public and employees. The Affirmative Action Plan is also posted on the Employee Resources Department bulletin board. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Fair Employment Act are displayed at County facility locations.

The Affirmative Action Plan is reviewed periodically with department heads and managers, along with instruction on the laws and regulations regarding Equal Employment Opportunity and Affirmative Action. The Affirmative Action Plan is communicated to employees periodically by written and oral communication to all departments. New employees are informed of the policy as part of the orientation program.

- B. Dissemination of policy outside Marathon County: All recruiting sources for County employment will be informed of the County's intent to abide by Equal Opportunity law and such recruiting sources will be expected to refer candidates for job openings without discrimination against properly qualified individuals solely because of their race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age (except where sex or age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest and conviction records, or any other characteristic protected by law. All recruitment ads will include the phrase "AA/EEO" and the job postings and the application will include the County's equal employment opportunity policy statement. Individuals requesting the Affirmative Action Plan will be directed to the County's website. If they request a paper copy, one will be provided free of charge.
- C. General: The Affirmative Action Plan is written in English. In specific cases where another language is needed or for persons who are visually impaired, readers, translators, and/or interpreters are available upon request free of charge.

#### VI. WORKFORCE ANALYSIS

The Workforce Analysis is attached in the following Exhibits. This data shows relationships between the County's workforce and that of the relevant labor market for Marathon County. The data reported for Marathon County is taken from payroll records

in conformance with the federal EEO-4 report. The Affirmative Action plan will be updated every other year in conjunction with the federal EEO-4 reporting requirements.

## VII. GOALS

- A. Identification of Problem Areas: In reviewing the County's workforce statistics, there continues to be a slightly higher percentage of women than men in Marathon County employment. There are some employment classes and departments, which are over represented by one gender. The number of full-time and part-time minorities employed by Marathon County slightly lags the Marathon County labor force data.
- B. Goal Statement: In order to broaden the base of applicants to increase minority applications, Marathon County has utilized Wisconsin Job Center as a source for applications to fill vacancies. Many applicants register at Job Center, including those minorities with statistically high unemployment rates. Because this program has been responsive, Marathon County will continue to utilize Wisconsin Job Service for the current plan years. Marathon County has a website, [www.co.marathon.wi.us](http://www.co.marathon.wi.us), which can be utilized to view all current vacancies by any person with computer access. Marathon County will make an effort to hire males/females in non-traditional areas of employment.

Marathon County has a Diversity Affairs Commission which exists to achieve racial and ethnic equity and advocate for minority populations throughout Marathon County, to foster cross-cultural understanding and embrace our diversity. Marathon County Employee Resources Department provides staff support to the Diversity Affairs Commission.

- C. Action Plan and Timetable: Hiring goals will be targeted but are subject to position openings, job related testing requirements, licenses, and required job related qualifications. Underrepresented segments of the Marathon County workforce will receive special attention with the goal of increasing employment of these groups.
- D. Evaluation: The Marathon County Affirmative Action Plan will be reviewed, at least annually, and County employment and new hires will be reviewed based upon EEO-4 report information from which employment data is drawn, to determine status and degree of change in the makeup of County employment.

The attainment of Action Plan goals and evaluation of this Affirmative Action Plan is the responsibility of the Affirmative Action Officer, which is the Employee Resources Director of Marathon County.

Prepared By  
Frank Matel, Employee Resources Director / Affirmative Action Officer

Dated: February 1, 2018

AS OF 6/30/17

Marathon County Workforce Analysis As of 6/30/17											
	Labor Force Analysis (1)		Regular Full and Part Time Employees			Casual Employees			Regular & Casual Employees		
	Number	Percent	Number	Percent	% Difference	Number	Percent	% Difference	Number	Percent	% Difference
Total Labor Force	72,805	100.00%	781	100.00%	0.00%	164	100.00%	0.00%	945	100.00%	0.00%
Male	38,320	52.63%	365	46.73%	-5.90%	104	63.41%	10.78%	469	49.63%	-3.00%
Female	34,485	47.37%	416	53.27%	5.90%	60	36.59%	-10.78%	476	50.37%	3.00%
Total Minority M/F	5,195	7.14%	31	3.97%	-3.17%	5	3.05%	-4.09%	36	3.81%	-3.33%
Black or African American	390	0.54%	0	0.00%	-0.54%	0	0.00%	-0.54%	0	0.00%	-0.54%
Hispanic or Latino	1,264	1.74%	2	0.26%	-1.48%	3	1.83%	0.09%	5	0.53%	-1.21%
Asian	2,809	3.86%	28	3.59%	-0.27%	1	0.61%	-3.25%	29	3.07%	-0.79%
Native Hawaiian or Other Pacific Islander	4	0.01%	0	0.00%	-0.01%	0	0.00%	-0.01%	0	0.00%	-0.01%
American Indian OR Alaskan Native	239	0.33%	0	0.00%	-0.33%	0	0.00%	-0.33%	0	0.00%	-0.33%
Two or More Races (Non Hispanic or Latino)	489	0.67%	1	0.13%	-0.54%	1	0.61%	-0.06%	2	0.21%	-0.46%

(1) Labor Force Analysis Source: US Census Bureau, American Community Survey (ACS) 2006-2010 5-Year Estimate (Table EEO-ALL03R) Compiled by the Wisconsin Dept of Workforce Development Office of Economic Advisors

EEOC Information As Of 6/30/17

Regular Employees

EEOC Category	White						Black Or African American						Hispanic or Latino						Asian						Native Hawaiian or Other Pacific Islander						American Indian OR Alaska Native						Two or More Races (Non-Hispanic or Latino)											
	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%						
Officials & Administrators	35	4.48%	27	3.46%	62	7.94%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%
Professionals	52	6.66%	111	14.21%	163	20.87%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%	3	0.38%	3	0.38%	6	0.77%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%
Technicians	12	1.54%	13	1.66%	25	3.20%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%	1	0.13%		0.00%	1	0.13%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%						
Protective Service Workers	84	10.76%	24	3.07%	108	13.83%		0.00%		0.00%	0	0.00%	1	0.13%		0.00%	1	0.13%	6	0.77%	2	0.26%	8	1.02%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%						
Paraprofessionals	9	1.15%	66	8.45%	75	9.60%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%	6	0.77%	6	0.77%	12	1.54%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%						
Administrative Support	19	2.43%	132	16.90%	151	19.33%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%	6	0.77%	6	0.77%	12	1.54%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%	1	0.13%		0.00%	1	0.13%						
Skilled Craft Workers	80	10.24%	2	0.26%	82	10.50%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%						
Service-Maintenance	61	7.81%	23	2.94%	84	10.76%		0.00%		0.00%	0	0.00%	1	0.13%		0.00%	1	0.13%	1	0.13%		0.00%	1	0.13%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%						
<b>TOTALS</b>	<b>352</b>	<b>45.07%</b>	<b>398</b>	<b>50.96%</b>	<b>750</b>	<b>96.03%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>0.26%</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>0.26%</b>	<b>11</b>	<b>1.41%</b>	<b>17</b>	<b>2.18%</b>	<b>28</b>	<b>3.59%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>0.13%</b>	<b>1</b>	<b>0.13%</b>						
<b>GRAND TOTAL</b>	<b>781</b>																																															

Casual Employees

EEOC Category	White						Black Or African American						Hispanic or Latino						Asian						Native Hawaiian or Other Pacific Islander						American Indian OR Alaska Native						Two or More Races (Non-Hispanic or Latino)					
	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%
Officials & Administrators		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%
Professionals	3	0.38%	6	0.77%	9	1.15%		0.00%		0.00%	0	0.00%		0.00%	1	0.13%	1	0.13%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%
Technicians	4	11.00%	6	0.77%	10	1.28%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%
Protective Service Workers	14	1.79%		0.00%	14	1.79%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%
Paraprofessionals	19	2.43%	2	0.26%	21	2.69%		0.00%		0.00%	0	0.00%	1	0.13%		0.00%	1	0.13%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%
Administrative Support	5	0.64%	27	3.46%	32	4.10%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%
Skilled Craft Workers	0	0.00%	1	0.13%	1	0.13%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%	1	0.13%		0.00%	1	0.13%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%
Service-Maintenance	55	7.04%	17	2.18%	72	9.22%		0.00%		0.00%	0	0.00%	1	0.13%	0	0.00%	1	0.13%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%		0.00%		0.00%	0	0.00%	1	0.13%		0.00%	1	0.13%
<b>TOTALS</b>	<b>100</b>	<b>12.80%</b>	<b>59</b>	<b>7.55%</b>	<b>159</b>	<b>20.36%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>0.26%</b>	<b>1</b>	<b>0.13%</b>	<b>3</b>	<b>0.38%</b>	<b>1</b>	<b>0.13%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>0.13%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>0.13%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>0.13%</b>
<b>GRAND TOTAL</b>	<b>164</b>																																									

Total Workforce (Regular and Casual Employees)

County Wide	White						Black Or African American						Hispanic or Latino						Asian						Native Hawaiian or Other Pacific Islander						American Indian OR Alaska Native						Two or More Races (Non-Hispanic or Latino)					
	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%	M	%	F	%	Total	%
<b>TOTALS</b>	<b>452</b>	<b>47.83%</b>	<b>457</b>	<b>48.36%</b>	<b>909</b>	<b>96.19%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>4</b>	<b>0.42%</b>	<b>1</b>	<b>0.11%</b>	<b>5</b>	<b>0.53%</b>	<b>12</b>	<b>1.27%</b>	<b>17</b>	<b>1.80%</b>	<b>29</b>	<b>3.07%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>0.11%</b>	<b>1</b>	<b>0.11%</b>	<b>2</b>	<b>0.21%</b>