

CCS Administrative Procedure

2.30.01 – C Affirmative Action Plan

Implementing Board Policy [2.30.01](#)

Contact: Human Resources

1.0 Equal Employment Opportunity Objective and Responsibilities (summary of Board of Trustees Policy 2.30.01)

Community Colleges of Spokane (CCS) recognizes its responsibility to provide cultural and social leadership and uphold the laws of the United States and the state of Washington. CCS commits to following equal employment practices and conducting outreach within geographic areas where analysis of current employment shows underrepresentation of women, ethnic minorities, persons with disabilities, Vietnam-era and disabled veterans, and persons over the age of forty within the various job categories of the district. Underutilization analysis and outreach efforts shall be documented in an affirmative action plan.

- 1.1 CCS' affirmative action and equal opportunity policy statements shall be reviewed and approved by the board on an annual basis.
- 1.2 The Chief Strategy and Administration Officer (CSAO) is the responsible administrator for the development, monitoring and maintenance of the CCS affirmative action plan.
- 1.3 CCS's affirmative action plan and updates shall be designed with the objective of increasing the representation of affected group members in the workforce when it is determined that a particular affected group is underutilized.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Affected group: an underrepresented population as defined by Washington Administrative Code ([WAC 357-01-005](#)).
- 2.2 Affirmative action plan: a tool designed to promote equal opportunity through procedures and active good-faith efforts to correct underutilization of qualified affected group members. Guidelines for the development of the plan are established by OFM and are consistent with the requirements set forth by the US Departments of Labor and Justice. It shall not mean any sort of quota system.
- 2.3 Office of Financial Management (OFM): State of Washington department charged under [WAC 357-25](#) with administering the statewide affirmative action program.
- 2.4 Underutilization: exists when the utilization percent is less than the availability percent for a particular affected group within a job group.

3.0 Plan Development and Updates

CCS shall report affirmative action information in the diversity section of the HR Management Report to OFM according to the cycle set by OFM.

4.0 Affirmative Action Plan Contents

- 4.1 Per [WAC 357-25](#), the CCS affirmative action plan and updates shall address recruitment, appointment, promotion, transfer, training and career development practices and outcomes. The CCS plan shall include, at a minimum, all of the following components:

- 4.1.1 A workforce profile reflecting total employees and total employees sorted by affected group status. The affirmative action update will show a comparison between the current workforce profile and the previous submission.
- 4.1.2 A utilization and goals report by job group, for each affected group, showing where goals have been set. The affirmative action update must reflect a goals analysis report indicating where goals have been met for the reporting period.
- 4.1.3 Affirmative action goals for hiring and/or promoting members of affected groups when underutilization exists within a job group.
- 4.1.4 A section containing a detailed narrative of the strategies to be employed to reach goals. The affirmative action update must also reflect the strategies employed during the reporting period.
- 4.1.5 A response to OFM's recommendations from the previous plan or update, if applicable.

5.0 Related Information

- 5.1 [Office of Financial Management](#)
- 5.2 [WAC 357](#) Office of Financial Management – State Human Resources Director
 - 5.2.1 [WAC 357-01-005](#) Affected groups
 - 5.2.2 [WAC 357-25](#) Affirmative Action

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