

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4111.1

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Affirmative Action

The Ventura County Office of Education is an equal employment opportunities employer. The employment and procurement in every department within VCOE will be on a totally fair and impartial basis, and no factors of race, religious creed, color, ancestry, national origin, sex, age, marital status, medical condition, or physical handicap, where the latter does not impair one's job performance with reasonable accommodations, are to be considered.

Furthermore, VCOE recognizes the Americans with Disabilities Act (ADA) and acknowledges that reasonable accommodations for the employment of qualified persons with a physical disability or medical condition are necessary and consistent with the philosophy and intent of Affirmative Action.

The goal of VCOE is to implement a comprehensive, result-oriented personnel program designed to increase, through active recruitment, promotions and other personnel-related actions, the number of qualified but underutilized identifiable minority groups that reflect the student population served.

The following steps will be taken to recruit and attract qualified applicants from identifiable groups:

1. Employ a more aggressive recruiting effort by advertising job openings in media that serve the identified minority group (newspapers, publications, etc.).
2. Contact local identified minority group organizations for information and applicant solicitation purposes.
3. Human Resources will be responsible for maintaining a list of recognized groups, organizations and newspapers utilized by members of identifiable groups. This listing shall be updated annually.
4. Human Resources will prepare a yearly report summarizing the sex and ethnic composition of the qualified applicant pool and comparing it to VCOE hiring pattern.
5. If appropriate, Human Resources will develop an action plan to address under represented or underutilized groups.

The County Superintendent of Schools shall be charged with the responsibility of implementing this policy through the administration of an aggressive affirmative action program. Copies of this policy will be made available to all personnel and other interested parties.