

**Equal Employment
Opportunity Plan
2024**



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Introduction

Cherokee County GA is located 30 miles north of downtown Atlanta and covers 434 square miles. Within its boundaries are five cities, including the county seat, Canton, and Woodstock, Holly Springs, Waleska and Ball Ground. The city of Nelson spans both Cherokee and Pickens counties, while the city of Mountain Parks crosses the Cherokee and Fulton County lines.

This Equal Employment Opportunity Plan brings together relevant policies and procedures to provide a clear description of the Cherokee County GA processes designed to provide for diversity and equal opportunities for employment among our staff and management positions. Cherokee County's commitment to equal employment and diversity is reflected in its Equal Employment Opportunity Policy.

Every two years, a committee comprised of the County Manager, Director of Human Resources and Grant Manager will review and approve the Equal Employment Opportunity Plan.

Workforce

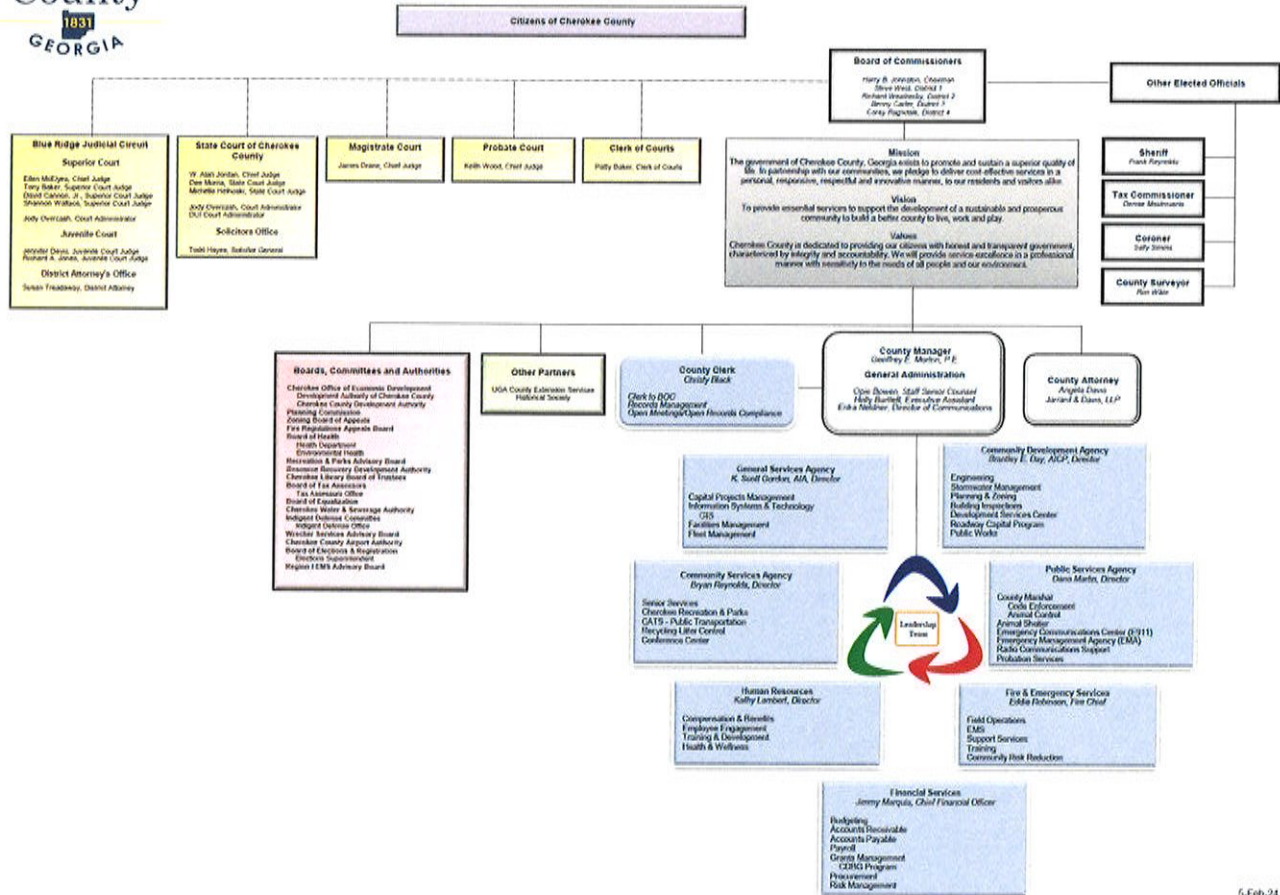
Cherokee County GA employs staff and management within the following groups:

- Cherokee County Board of Commissioners:
 - County Manager
 - County Administration
- Blue Ridge Judicial Circuit:
 - Superior Court
 - Juvenile Court
 - District Attorney's Office
- State Court of Cherokee County:
 - Solicitor's Office
- Magistrate Court
- Probate Court
- Clerk of Courts
- Sheriff
- Tax Commissioner
- Coroner

Cherokee Sheriff's Office serves all of Cherokee County, but several cities have municipal police departments, including Woodstock, Canton, Ball Ground, Holly Springs and Nelson. Cherokee Fire & Emergency Services provides both fire and emergency medical services to all of unincorporated Cherokee County. The city of Woodstock is the only city fire department in the county, however, Cherokee Fire-ES provides EMS services to Woodstock.



Cherokee County Government Organizational Chart



Equal Employment Opportunity

EQUAL EMPLOYMENT OPPORTUNITY POLICY *From Cherokee County Board of Commissioners Personnel Policies Manual:*

- 1.1.1 Cherokee County is an equal opportunity employer. Cherokee County will provide equal employment opportunity to all qualified persons without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification. This policy applies to all phases of employment, including, and not limited to, recruitment, hiring, placement, training, promotion, demotion, transfer, reduction in force, separation, compensation, and benefits.
- 1.1.2 Cherokee County is committed to complying fully with the Americans with Disabilities Act (ADA) and its amendments. Consistent with this policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability, or handicap, the County will provide reasonable accommodations to a qualified individual to allow them to perform their job, provided that the reasonable accommodations would not impose an undue hardship on Cherokee County or the operation of the County's business. An employee must notify the Agency Director, Department Director, or the employee's immediate Supervisor that he or she needs an accommodation because of a disability or condition. Upon receipt of an accommodation request, the Agency Director, or his or her designee, will consult with the HR Director, and meet with the employee to discuss and identify the precise limitation(s) resulting from the disability or condition, and the potential accommodation(s) that Cherokee County might make to help overcome such limitation(s).
- 1.1.3 Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification. Reasonable accommodation for applicants with disabilities may be provided upon request during an application/interview process.

General Provisions

The Office of Human Resources shall be responsible for overseeing the Equal Employment Opportunity Plan. The Director of Human Resources shall oversee the day-to-day implementation. The EEO policy and the discrimination complaint procedure shall be disseminated to all employees.

The Director of Human Resources, in implementing this regulation shall:

- oversee the Equal Employment Opportunity Plan;
- review job templates, job postings, job descriptions, job specifications, and other job related statements on a regular basis to ensure compliance with equal employment opportunity requirements;
- review selection, retention, tenure, and promotion criteria to ensure that neither qualified nor qualifiable candidates are excluded from consideration;
- help increase the applicant pool by posting open positions to job boards and websites that have a diverse audience;
- make complaint procedures available to applicants and employees; and
- publicize complaint procedures, receive, investigate, and seek resolution of affirmative action and unlawful discrimination complaints, working with appropriate staff.

Recruitment and Selection Procedures

Job Analysis

The Director of Human Resources shall ensure that a proper job analysis is performed for every County-paid position filled by Cherokee County to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily. A Job Description stating the essential functions and minimum qualifications shall be developed for all positions.

Recruitment

All job postings shall contain a statement in substantially the following form: "*Cherokee County is an equal opportunity employer. Cherokee County will provide equal employment opportunity to all qualified persons without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification.*"

Recruitment for open positions (full-time and part-time) shall include, as appropriate: advertisement on job websites to include the Cherokee County website, WorkSource Georgia, and Cherokee Office of Economic Development; advertisements in newspapers of general circulation (Cherokee Ledger News); distribution of job postings to professional organization websites (when applicable); posting with colleges where candidates might be enrolled; and recruitment at job fairs.

All employment applications shall afford each applicant an opportunity to identify himself or herself voluntarily as to gender, ethnicity and, if applicable, his or her disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the Equal Employment Opportunity Plan, or as authorized by law. The identification information of an individual applicant shall not be shared with members of a screening/selection committee.

Screening and Selection

The screening, selecting, and interviewing of candidates for all positions shall include thorough and fair procedures that are sensitive to the issues of diversity. The process shall require that a reasonable number of candidates are identified for an interview, based on the number of qualified applications received, and selection shall be based solely on the stated job criteria.

Screening and selection committees shall include a diverse membership, when possible, and no one who has provided a candidate with a written letter of recommendation shall be permitted to serve on the screening and selection committee.

Biannual Evaluation

The Director of Human Resources, in cooperation with the committee, will complete and review a biannual (every two years) EEO Utilization Report of employees in order to evaluate progress in implementing the Equal Employment Opportunity Plan.

If, during the biannual review, the committee determines that a minority group is significantly underrepresented based on local census data, the Human Resources Department shall review the recruitment procedure to identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group.

Employer Plan Approval:


Signature

Chairman, BOC
Title

4/16/2024
Date