



COUNTY OF SAN JOAQUIN
Equal Employment Opportunity Office
24 South Hunter Street, Room 106
Stockton, California 95202
Telephone (209) 468-3374
Fax (209) 953-7447

TO ALL FULL-TIME COUNTY EMPLOYEES

The U.S. Department of Justice, Office For Civil Rights (OCR) has revised Federal EEO-4 race and ethnicity categories and recently released new guidelines for state and local governments requiring the collection of race/ethnicity data of full-time employees.

The new EEO-4 categories are consistent with the race classifications used in the collection of the 2000 U.S. Census Data, more accurately reflect the diversity of our nation's population, and allow individuals to more accurately self-identify.

To comply with these new requirements, the County is requesting your voluntary assistance as follows:

- Please review the new EEO-4 categories listed on the back of this letter.
- To check your existing EEO-4 category, either
 - (1) Go to any County computer, open your browser and enter <http://sjchrweb1/hrms/signon.html> in the address line. Then sign-on with your user ID, or
 - (2) Contact your department's payroll processor, or
 - (3) Contact Position Control at 468-3277, or
 - (4) Contact the Equal Employment Opportunity Office at 468-3374
- If your current category has changed, (e.g. Pacific Islander has been separated from Asian) or if you elect to change your current category, please complete the EEO-4 Self-Identification Form and return to the County Equal Employment Opportunity Office, 24 South Hunter Street, Room 106, Stockton, CA 95202, or by fax at (209) 953-7447 no later than August 31, 2005.

Please note: If you elect not to self-identify, your current category will remain in effect.

Thank you for your assistance.

➤ **OVER**



COUNTY OF SAN JOAQUIN

EEO-4 SELF-IDENTIFICATION FORM

Please Print

Employee Name: _____

Employee I.D. Number: _____

Race/Ethnicity Categories: (Please self-identify as defined below)

- ☐ **White** (not of Hispanic Origin) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa which includes people who identify as White, Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.
- ☐ **Black or African American** (not of Hispanic Origin) – A person having origins in any of the Black racial groups of Africa which includes people who identify as Black, African American, Nigerian, or Haitian.
- ☐ **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race, such as Moroccan or Belizean.
- ☐ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent which includes people who identify as Asian Indian, Chinese, Filipino, Korean, Japanese, Vietnamese, or other Asian such as Burmese, Hmong, Pakistani, or Thai.
- ☐ **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands which includes people who identify as Native Hawaiian, Guamanian or Chamorro, Samoan, Tahitian, Mariana Islander, or Chuukese.
- ☐ **Two or More Races** – A person who identifies as a member of more than one race (i.e., White and Asian, Black and White, White and American Indian or Alaska Native).

Please complete this form and return to the County Equal Employment Opportunity Office, 24 South Hunter Street, Room 106, Stockton, CA 95202, or by fax at (209) 953-7447 no later than August 31, 2005.