

# Clerk of the Board

## Equal Opportunity Plan

2022



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## Section 1

### **Department Head's Acknowledgment & Commitment to the 2022 Departmental Equal Opportunity Plan**

The Monterey County Board of Supervisors adopted an ordinance reaffirming their long-standing commitment to the principles of providing equal opportunities for all and preventing and eliminating unlawful discrimination. The Board of Supervisors values providing an open and empathetic communication channel for County officials and employees, applicants for employment, and business relationships with the County. Through the adoption of the Nondiscrimination, Prevention of Sexual Harassment, Reasonable Accommodations for Persons with Disabilities, and the Language Access and Effective Communication Policies, the Board of Supervisors reaffirms its expectation that each County official and employee is responsible for maintaining a workplace that is free from unlawful discrimination, harassment, and retaliation.

As Department Head my signature below verifies the accuracy of this report and affirms my commitment to equal opportunity and civil rights, as outlined in County policies and ordinances.



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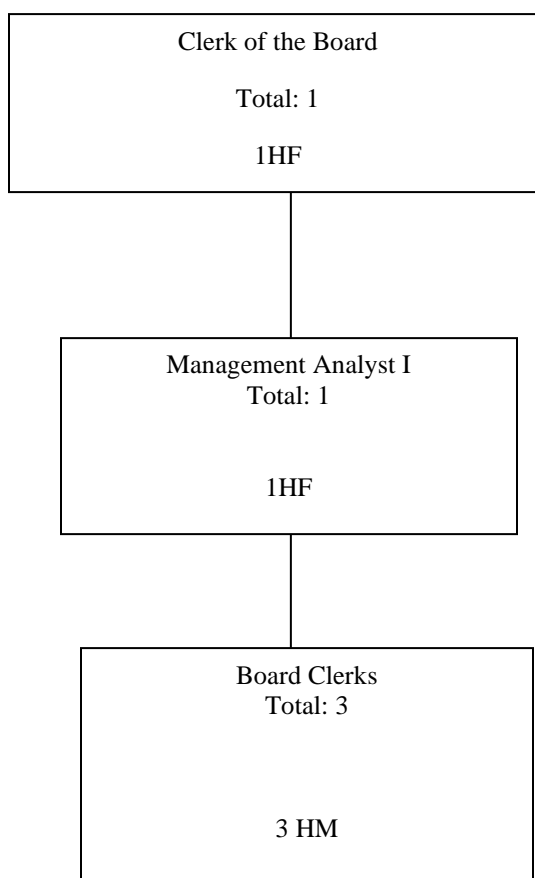
Valerie Ralph

Clerk of the Board

## Section 2

### Organizational Profile Clerk of the Board

**Please show the reporting structure in your organizational chart. Break the chart into separate pages by division, if necessary.**



Self-reported gender and ethnicity:

M – Male      F – Female

AA - African American; H – Hispanic; API – Asian/Pacific Islander; W - White other than Hispanic; AI – American Indian/Alaskan Native

# Section 3

Report ID : MC-HRM-EO-0003

## County of Monterey Workforce Analysis Chart Job Group Within Department

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Run Date : 03/07/2022

Run Time : 1:38 PM

### 1300 - Clerk of the Board

JOB GROUP 03: Professionals - Administration - (49.2% Minority Availability) - (62% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours		
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T	
MANAGEMENT ANALYST I	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0
<b>TOTAL Professionals - Administration</b>		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0
		100.0%			100.0%								0.0% 0.0% 100.0% 0.0% 0.0%												

JOB GROUP 18: Office Clerical I - (57.8% Minority Availability) - (79% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours		
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T	
BOARD OF SUPERVISORS CLERK	OC	2	0	2	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0
<b>TOTAL Office Clerical I</b>		2	0	2	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0
		0.0%			100.0%								0.0% 0.0% 100.0% 0.0% 0.0%												

TOTAL - 1300 Clerk of the Board	Total Employees			Minorities			Male					Female					Totals					Hours		
	M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T	
	2	1	3	2	1	3	0	0	2	0	0	0	0	1	0	0	0	0	3	0	0	0	3	0
	33.3%			100.0%								0.0% 0.0% 100.0% 0.0% 0.0%												

GRAND TOTAL	Total Employees			Minorities			Male					Female					Totals					Hours		
	M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T	
	2	1	3	2	1	3	0	0	2	0	0	0	0	1	0	0	0	0	3	0	0	0	3	0
	33.3%			100.0%								0.0% 0.0% 100.0% 0.0% 0.0%												

AMS infoAdvantage

## Section 4

### Personnel Activity

Job Group: 03 Professionals Administration	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic				1			1	
TOTAL (count each person only once)				1			1	
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

## Section 6

(In accordance with the County's Equal Opportunity Plan  
Chapter 5: Designation of Responsibility)

### Action-Oriented Programs

#### Recruitment

What collaborative relationships has your Department established with community groups and stakeholders? How have these relationships supported the Department's recruitment efforts? How many selective certification waivers did your department request last year? How many were granted and why?

Recruitments for Clerk of the Board positions are coordinated through the Human Resources division of the County Administration Office and conference with the Equal Employment Office to assist in identifying areas of specific need and recruitment advertising opportunities.

The Clerk of the Board has not sought or established relationships with specific community groups or stakeholders. The extensive public contact with Clerk of the Board staff on the phone, via email and in person has established community relationships in the guise of providing excellent, consistent customer service.

The Clerk of the Board's Office had no selective certification waivers.

#### Hiring

What selection criteria does the department use in the fit interview?

We use criteria to select the best qualified person for the position taking into consideration diversity and other unique qualifications of the candidate, in addition to their experience, education and training.

How does your Department ensure diversity on panels of screeners and interviewer panelists?

Each panel member is selected to ensure diversity utilizing expertise in the field, gender, and ethnicity.

What training or information is given to screeners and interview panelists to help minimize bias in decision-making?

Screeners have very limited information regarding the applicant minimizing information such as gender, race, and age, etc. Screeners are used only to identify whether the applicant meets the minimum qualifications for the position and are restricted to basis information to make that assessment.

## **Promotions**

What process, procedures, or systems have been implemented in your Department to support protected groups moving into senior job classifications beyond regular career progression (e.g. training, leadership development, mentoring, etc.)? How effective have these initiatives been in supporting promotional opportunities for women and people of color?

The Clerk of the Board's actively recruits from within its ranks for promotional opportunities. Because we have a diverse staff, this process insures not only upward mobility for employees but also ensures our staff remains diverse. A diverse workforce enriches our culture and maximizes relationship building with our clients and community.

How does your Department utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? How is this commitment considered when considering employees for promotional opportunities?

The Clerk of the Board's Office utilizes performance evaluations to assess employees' commitment to building a diverse and inclusive workforce by recently promoting a female into a management position who based on her job performance evaluation reflected excellence in the workplace. Her commitment to be their best and mentor other team members to succeed reflects the type of work force the Clerk of the Board's Office seeks to maintain and inspire.

## **Retention and Inclusion**

What data collection procedures/tools have you implemented to track the turnover rate for protected groups?

The Clerk of the Board's Office is a small unit and data collection can be readily found within Human Resources files.

What does the data show regarding turnover rates of protected groups compared to your Department's general population?

There is little turnover in the office.



Based on the data collected, what are the negative and positive trends you have found, and how will you act on them?

There has been positive trends reflected in protected groups being promoted from within the organization.

What steps have been taken by the Department taken to ensure lactation accommodations for all its employees?

We make every effort to accommodate the request for an accommodation.

What is the Department's practice when an employee requests an accommodation?

We work with our Human Resources Department to ensure we are accommodating an employee when a request is received.

Does the department conduct exit interviews? If so, what do you do with the answers to promote diversity and inclusion? If not, what alternative methods do you use to collect information regarding reasons for separation?

Human Resources provides all HR services. HR provides exit interviews for our employees leaving employment with the County or from our Department.

What has been the greatest success/es regarding inclusiveness in your Department?

Our greatest success regarding inclusiveness has been our ability to recruit, maintain, and honor the diverse workforce who are sensitive to the needs of each other, the department, and our community.

What opportunities for improvement have you found, and how will you address them?

Our opportunities for improvement include listening to "outside the box" ideas with possible implementation to improve work efficiencies internally as well as externally. This will continue to allow for open communications empowering team members' voices and validating their worth in what they bring to the team. This allows for the trust building opportunities and to build rapport amongst the team as a whole.

## Section 7

### Accomplishments and Resource Needs

In this section, please highlight your Department's successes in achieving a diverse workforce. Describe your Department's assessment of resource needs from the Civil Rights Office. Please share any suggestions and recommendations for improvement you can offer regarding current policies and procedures. Feel free to use examples or specify by job group.

Please include your Department's current compliance rates with required training offered by the Civil Rights Office. All employees must complete the Harassment and Discrimination Prevention Training and the Civil Rights Training every two years.

	Harassment and Discrimination Prevention Training	Civil Rights Training
Total number of Managers	2	2
Managers completed	2	2
Percent of Managers completed	100%	100%
Total number of Employees (non-supervisors/managers)	3	3
Employees (non-supervisors/managers) completed	3	3
Percent of Employees (non-supervisors/managers) completed	100%	100%

\*\*Civil Rights Training for Managers has not yet occurred.

## **Section 8**

### **Follow up requested by the Commission**

Please discuss any follow-up requested by the Commission during past years' presentations on the Departmental Equal Opportunity Plan in this section. Follow up may occur via action, memorandum, or additional presentation to the Commission.

No follow-up requests have been made.

## Section 9

### Title VI of the Civil Rights Act Implementation (Under the County's [Title VI of the Civil Rights Act Implementation Plan](#))

	<b>Requirement</b>	<b>Implementation Notes</b>	<b>Completed</b>
<b>General</b>	Title VI notice at public counters		Yes
	Internal process to forward discrimination complaints to Civil Rights Office		Yes
	Nonstandard contracts include a nondiscrimination clause	The department uses the county's contract templates which include a nondiscrimination clause.	Yes
	Data is collected on the ethnicity and language of people served	Will be developing a tracking mechanism for both the counter and the phones	In process
<b>Language Access</b>	Departmental language assessment completed		Yes
	Vital documents translated into Spanish		Yes
	Website – minimize PDFs. When using PDFs, include a Spanish version		Yes
	Procedures and budget for the use of interpretation and translation services		Yes
	Public voicemails in English and Spanish		Yes
	Public counters: language charts available		Yes
	Public counters: all signage in English and Spanish		Yes
	Public counters: procedures to have bilingual staff available		Yes

<b>Community Engagement</b>	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds		Yes
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process	N/A	N/A
	Considerations taken to ensure equitable engagement		Yes
	Key community engagement contacts established		Yes