

County Counsel

Equal Opportunity Plan

2022



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Section 1

Department Head's Acknowledgment & Commitment to the 2021 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 Accommodation 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.

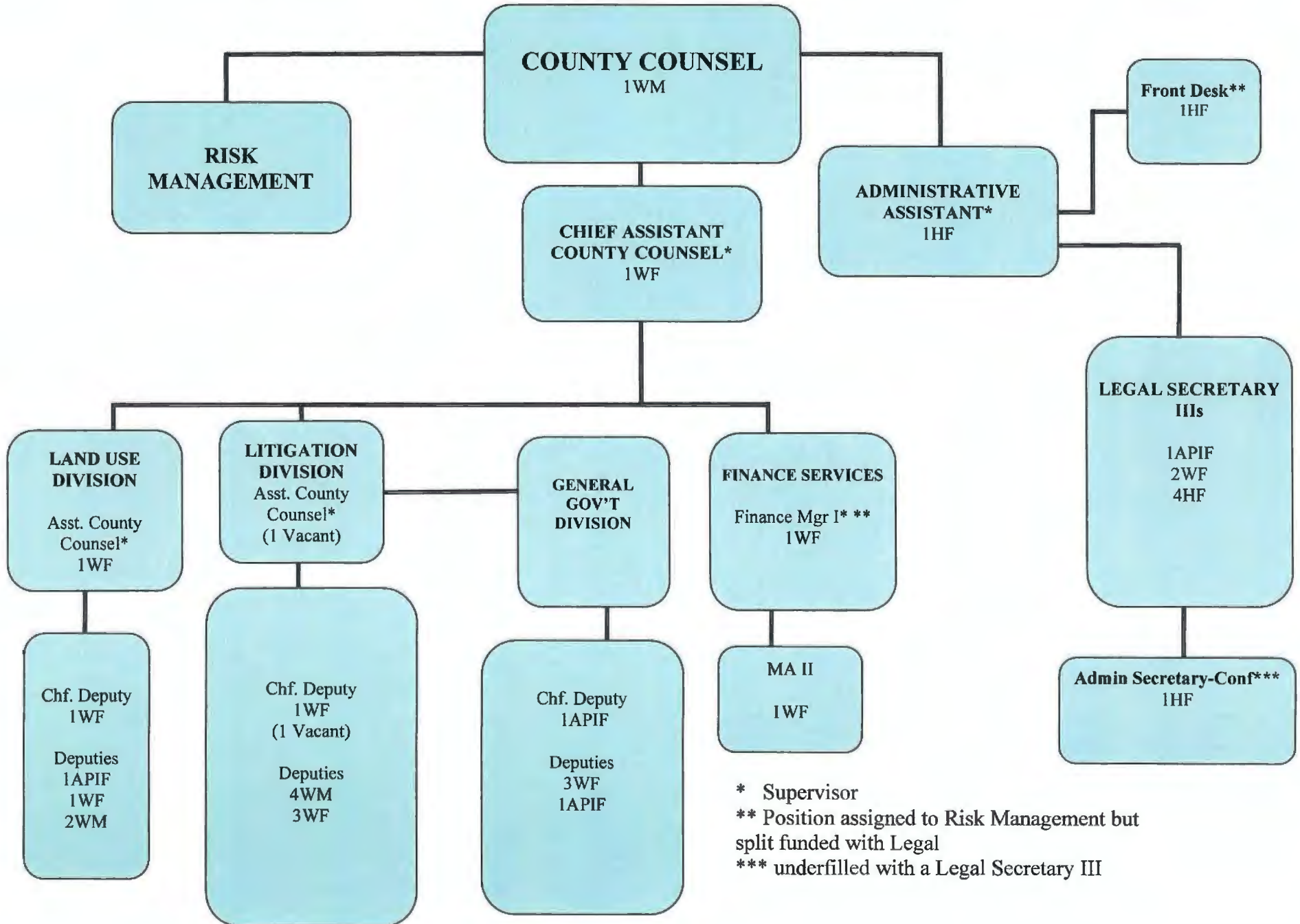


Leslie J. Girard

County Counsel

**COUNTY COUNSEL - LEGAL
ORGANIZATIONAL CHART
12/2021**

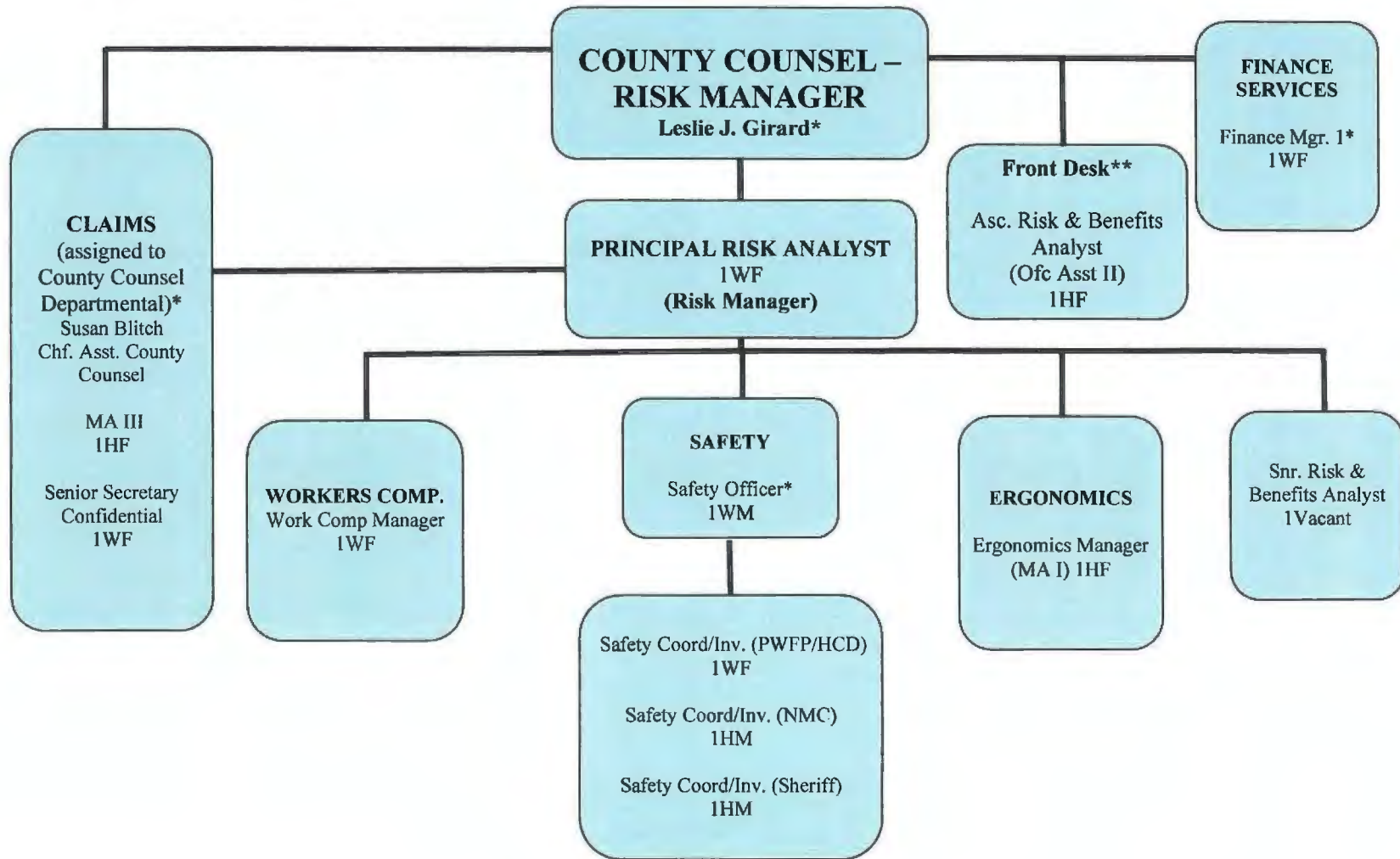
32 total FTEs
30 filled FTEs
2 vacant FTE



* Supervisor
** Position assigned to Risk Management but split funded with Legal
*** underfilled with a Legal Secretary III

**COUNTY COUNSEL-RISK MANAGEMENT
ORGANIZATIONAL CHART
12/2021**

12 total FTEs
11 filled FTEs
1 vacant FTE



* Supervisor
** Position assigned to Risk Management but split funded with Legal

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

Department's Workforce Analysis Chart (MC-HRM-EO-0003)

This is the cover sheet for this section. Place a copy of your Department's workforce analysis chart here.

Report ID : MC-HRM-EO-0003
Run Date : 03/21/2022
Run Time : 3:48 PM

County of Monterey Workforce Analysis Chart
Job Group Within Department
2020-2021 Job Group Metrics

Cover Page

Parameters and Prompts

Home Department:	1210
Occupational Group:	*
Title:	*

Report Description

The Monterey County Workforce Analysis Chart for Job Classifications within Job Groups Report is a listing and count of ethnicity, gender, classification and job group within Department(s).

Report ID : MC-HRM-EO-0003
 Run Date : 03/21/2022
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County of Monterey Workforce Analysis Chart
 Job Group Within Department
 2020-2021 Job Group Metrics

1210 - County Counsel

JOB GROUP 01: Management II - (30.4% Minority Availability) - (51.1% 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
CHIEF ASSISTANT COUNTY COUNSEL	OA	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Management II		0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
		100.0%			0.0%																			

JOB GROUP 02: Management I - (32.7% Minority Availability) - (48.2% 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
ASSISTANT COUNTY COUNSEL	OA	0	2	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	0	2	0
SAFETY OFFICER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Management I		1	2	3	0	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	0	0	3	0
		66.7%			0.0%																			

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
FINANCE MANAGER I	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
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	1	0
MANAGEMENT ANALYST II	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
MANAGEMENT ANALYST III	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
PRINCIPAL RISK MANAGEMENT ANALYST	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
SAFETY COORDINATOR/INVESTIGATOR	P	2	1	3	2	0	2	0	0	2	0	0	1	0	0	0	0	1	0	2	0	0	3	0
WORKERS COMPENSATION MANAGER	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Professionals - Administration		2	8	10	2	3	5	0	0	2	0	0	5	0	3	0	0	5	0	5	0	0	10	0
		80.0%			50.0%																			

1210 - County Counsel

JOB GROUP 04: Professionals - Attorneys - (16.4% Minority Availability) - (42.8% 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
CHIEF DEPUTY COUNTY COUNSEL	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
DEPUTY COUNTY COUNSEL III	P	1	2	3	0	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	0	0	3	0
DEPUTY COUNTY COUNSEL IV	P	5	6	11	0	1	1	5	0	0	0	0	5	0	0	1	0	10	0	0	1	0	11	0
TOTAL Professionals - Attorneys		6	9	15	0	2	2	6	0	0	0	0	7	0	0	2	0	13	0	0	2	0	15	0
		60.0%			13.3%													86.7% 0.0% 0.0% 13.3% 0.0%						

JOB GROUP 17: Office Clerical II - (79.1% Minority Availability) - (85.9% 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
LEGAL SECRETARY III	PP	0	8	8	0	6	6	0	0	0	0	0	2	0	5	1	0	2	0	5	1	0	8	0
SENIOR SECRETARY-CONFIDENTIAL	OC	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Office Clerical II		0	9	9	0	6	6	0	0	0	0	0	3	0	5	1	0	3	0	5	1	0	9	0
		100.0%			66.7%													33.3% 0.0% 55.6% 11.1% 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
OFFICE ASSISTANT II	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Office Clerical I		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
		100.0%			100.0%													0.0% 0.0% 100.0% 0.0% 0.0%						

TOTAL - 1210 County Counsel	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
	9	30	39	2	12	14	7	0	2	0	0	18	0	9	3	0	25	0	11	3	0	39	0
	76.9%			35.9%													64.1% 0.0% 28.2% 7.7% 0.0%						

Report ID : MC-HRM-EO-0003

**County of Monterey Workforce Analysis Chart
Job Group Within Department
2020-2021 Job Group Metrics**

Page 3 of 3

Run Date : 03/21/2022

Run Time : 3:48 PM

	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
GRAND TOTAL	9	30	39	2	12	14	7	0	2	0	0	18	0	9	3	0	25	0	11	3	0	39	0
	76.9%			35.9%													64.1%	0.0%	28.2%	7.7%	0.0%		

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Home Department:	1210
Occupational Group:	*
Title:	*

Report Description

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**County of Monterey Workforce Analysis Chart
Job Group Within Department
2020-2021 Job Group Metrics**

1210 - County Counsel

JOB GROUP 01: Management II - (30.4% Minority Availability) - (51.1% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours		
		M	F	T	M	F	T	W	AA	HIS	API	AJ	W	AA	HIS	API	AJ	W	AA	HIS	API	AJ	F/T	P/T	
CHIEF ASSISTANT COUNTY COUNSEL	OA	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
TOTAL Management II		0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
		100.0%			0.0%													100.0%	0.0%	0.0%	0.0%	0.0%			

JOB GROUP 02: Management I - (32.7% Minority Availability) - (48.2% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours		
		M	F	T	M	F	T	W	AA	HIS	API	AJ	W	AA	HIS	API	AJ	W	AA	HIS	API	AJ	F/T	P/T	
ASSISTANT COUNTY COUNSEL	OA	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2	0
SAFETY OFFICER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
TOTAL Management I		1	2	3	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	3	0
		66.7%			0.0%													100.0%	0.0%	0.0%	0.0%	0.0%			

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	AJ	W	AA	HIS	API	AJ	W	AA	HIS	API	AJ	F/T	P/T	
FINANCE MANAGER I	P	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
MANAGEMENT ANALYST I	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
MANAGEMENT ANALYST II	P	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
MANAGEMENT ANALYST III	P	0	2	2	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2	0
PRINCIPAL RISK MANAGEMENT ANALYST	P	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
SAFETY COORDINATOR/INVESTIGATOR	P	2	1	3	2	0	2	0	0	2	0	0	1	0	0	0	0	1	0	2	0	0	0	3	0
WORKERS COMPENSATION MANAGER	P	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
TOTAL Professionals - Administration		2	8	10	2	3	5	0	0	2	0	0	5	0	3	0	0	5	0	5	0	0	0	10	0
		80.0%			50.0%													60.0%	0.0%	50.0%	0.0%	0.0%			

Report ID : MC-HRM-EO-0003
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County of Monterey Workforce Analysis Chart
 Job Group Within Department
 2020-2021 Job Group Metrics

1210 - County Counsel

JOB GROUP 04: Professionals - Attorneys - (16.4% Minority Availability) - (42.8% 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
CHIEF DEPUTY COUNTY COUNSEL	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
DEPUTY COUNTY COUNSEL III	P	1	2	3	0	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	0	0	3	0
DEPUTY COUNTY COUNSEL IV	P	5	8	11	0	1	1	5	0	0	0	0	5	0	0	1	0	10	0	0	1	0	11	0
TOTAL Professionals - Attorneys		6	9	15	0	2	2	6	0	0	0	0	7	0	0	2	0	13	0	0	2	0	15	0
		60.0%			13.3%								86.7%					0.0%						

JOB GROUP 17: Office Clerical II - (79.1% Minority Availability) - (85.9% 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
LEGAL SECRETARY III	PP	0	8	8	0	8	6	0	0	0	0	0	2	0	5	1	0	2	0	5	1	0	8	0
SENIOR SECRETARY-CONFIDENTIAL	OC	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Office Clerical II		0	9	9	0	8	6	0	0	0	0	0	3	0	5	1	0	3	0	5	1	0	9	0
		100.0%			86.7%								33.3%					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
OFFICE ASSISTANT II	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Office Clerical I		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
		100.0%			100.0%								0.0%					0.0%						

TOTAL - 1210 County Counsel	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
	6	30	39	2	12	14	7	0	2	0	0	18	0	9	3	0	25	0	11	3	0	39	0
	78.9%			35.9%								64.1%					0.0%						

Report ID : MC-HRM-EO-0003
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County of Monterey Workforce Analysis Chart
 Job Group Within Department
 2020-2021 Job Group Metrics

	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
GRAND TOTAL	9	30	39	2	12	14	7	0	2	0	0	18	0	9	3	0	25	0	11	3	0	39	0
	76.9%			35.9%													64.1%	0.0%	28.2%	7.7%	0.0%		

Section 4

Personnel Activity

Job Group: 02	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	1
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Section 4

Personnel Activity

Job Group: 03	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	1	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	1	0	0	0	0	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Section 4

Personnel Activity

Job Group: 04	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	1	0	2	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	1	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	1	0	3	0	0	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Section 4

Personnel Activity

Job Group: 17	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	1	0	0	0	0
TOTAL (count each person only once)	0	0	0	1	0	0	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Section 5

Recruitment - Data

(Please include information for each underutilized job group. Please include information about the Department's challenges in recruiting a diverse and qualified applicant pool.)

Job Group:	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	5	8	2	1	2	1	1	1	0	0
African American	0	4	0	1	0	1	0	0	0	0
Asian/Pacific Islander	0	4	0	3	0	3	0	1	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	5	26	1	7	1	7	0	3	0	1
TOTAL (count each person once only)	10	42	3	12	3	12	1	5	0	1

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1	0	0	1	This data is based on the utilization of an eligible list from a recruitment opened in November 2020. The employee was hired in January 2021. The CRO Talent Acquisition Database (TAD) was utilized to reach underutilized candidates.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	1	0	2	
TOTAL (count each person once only)	1	1	0	3	

Section 6

(Under 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? I make myself available to speak with anyone from the community regarding our office. Our job recruitment flyers are distributed to several law schools in the State including to minority student associations. We also advertise with the Asian Pacific American Bar Association, Asian American Bar Association, Filipino Bar Association, Korean American Bar Association, Minority Bar Coalition, National Asian Pacific American Bar Association, San Francisco La Raza Lawyers Association and the Vietnamese American Bar Association.

How have these relationships supported the Department's recruitment efforts? They ensure a broad circulation and outreach for qualified minority candidates.

How many selective certification waivers did your department request last year? How many were granted and why? This office did not request certification waivers.

Hiring

What selection criteria does the department use in the fit interview? Interviews are based on qualifications, skills and experience relevant to the requirements of the job class.

How does your Department ensure diversity on panels of screeners and interviewer panelists? We ensure minorities are represented on screening and panels. For interviews we include at least one and usually two, qualified minorities in the panel.

What training or information is given to screeners and interview panelists to help minimize bias in decision-making? The HR analyst assigned to our department briefs and debriefs panelists during the interview process.

Promotions

What processes, 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.)? All staff are encouraged to utilize county sponsored training and outside training to advance their careers. This results in a diverse management. This office consists of 3 management

attorneys made up of 2 female and 1 male; 4 additional non-attorney managers consisting of 1 Hispanic females, 1 Caucasian male and 2 Caucasian females.

How effective have these initiatives been in supporting promotional opportunities for women and people of color? It has been effective for women, especially women of color.

How does your Department utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? Supervisors perform yearly evaluations and rate employees on their skills and qualifications in said areas. How is this commitment considered when considering employees for promotional opportunities? We use flex promoting when possible, and training to enhance employee skills is available to all staff members.

Retention and Inclusion

What data collection procedures/tools have you implemented to track the turnover rate for protected groups? We rely on statistics provided by Human Resources.

What does the data show regarding turnover rates of protected groups compared to your Department's general population? Our office has a small tum-over rate; most employees in our department stay until retirement, which indicates a positive atmosphere for staff. The few that have left pre-retirement did so for family reasons or to pursue different career paths.

Based on the data collected, what are the negative and positive trends you have found, and how will you act on them? The fact that we have a low turn-over rate and that we have promoted staff within our office reflect a positive trend which we will continue to encourage and seek out new ways of making it an even better place to work.

What steps has the Department taken to ensure lactation accommodations for all its employees? A room has been designated for this purpose in our building and in addition we have, for ease of use and comfort, provided an empty office when needed.

What is the Department's practice when an employee requests an accommodation? The employee is referred to the Human Resources Department for the interactive process.

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? We do not have a formal exit interview process, but always offer it to employees that are leaving. In addition, the supervisor sits and discusses the resignation with employee and reviews a checklist that includes items to be covered when an employee separates. Separation has not been due to lack of advancement or diversity.

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

Recognizing those that work above and beyond, showing appreciation and opening promotional opportunities all of which is reflected by having a low tum-over.

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

Working with Human Resources and Civil Rights Office to identify target organization for minor attorney recruitment.

Section 7

Accomplishments and Resource Needs

Please highlight your Department's successes in achieving a diverse workforce in this section. 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	7	7
Managers completed	7	6
Percent of Managers completed	100%	85%
Total number of Employees (non-supervisors/managers)	34	34
Employees (non-supervisors/managers) completed	29	31
Percent of Employees (non-supervisors/managers) completed	85%	91%

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 has been requested.**

Section 9

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

	Requirement	Implementation Notes	Completed
General	Title VI notice at public counters		Yes
	Internal process to forward discrimination complaints to Civil Rights Office		Yes
	Nonstandard contracts include a nondiscrimination clause		Yes
	Data is collected on the ethnicity and language of people served	We serve internally only.	N/A
Language Access	Departmental language assessment completed		N/A
	Vital documents translated into Spanish		Yes
	Website – minimize PDFs. When using PDFs, include a Spanish version		N/A
	Procedures and budget for the use of interpretation and translation services		No
	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

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