

# Office of the District Attorney

## 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.

  
A blue ink signature of Jeannine M. Pacioni is written over a horizontal blue line.

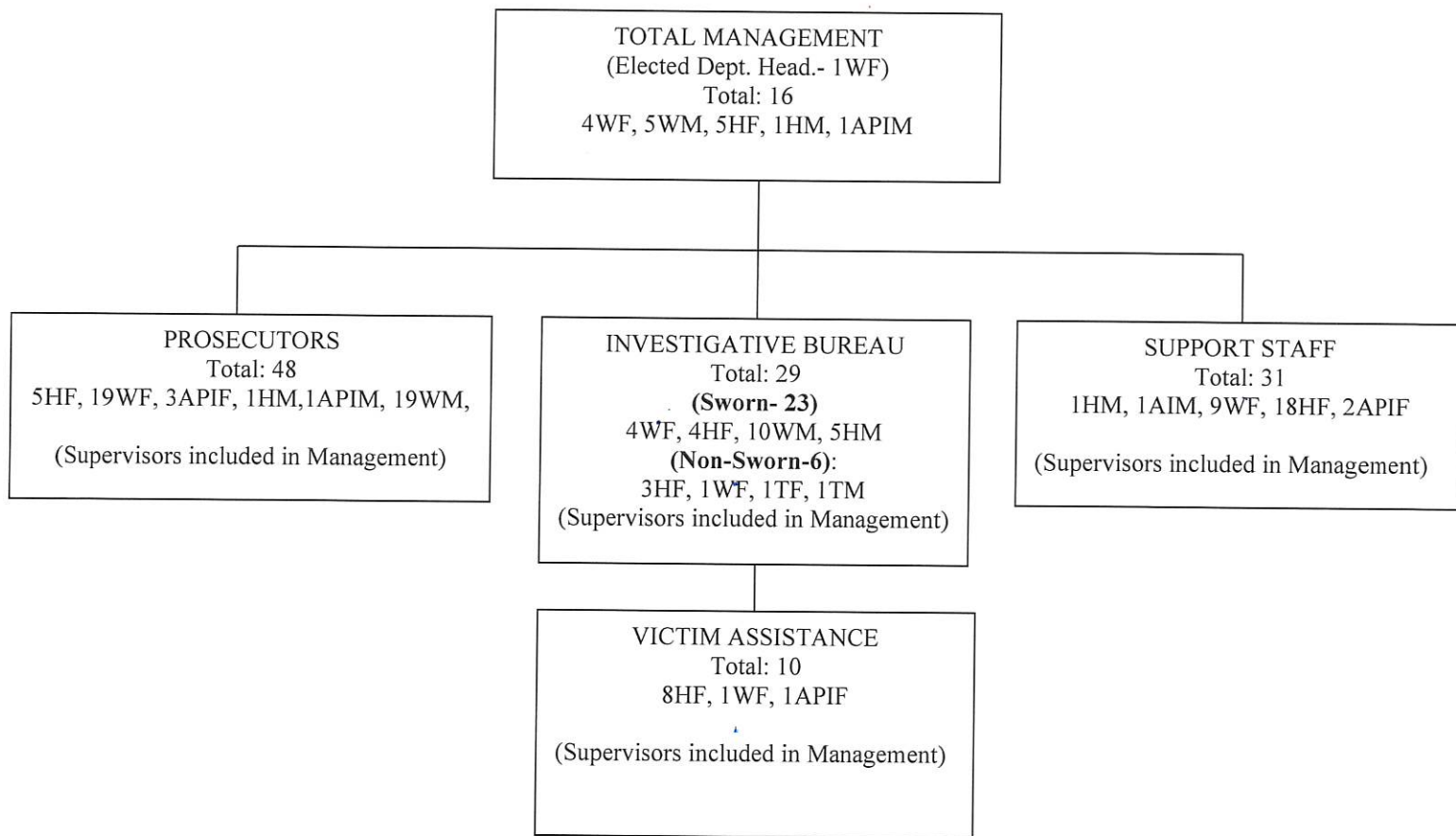
JEANNINE M. PACIONI

District Attorney

## Section 2

### Organizational Profile District Attorney's Office (Total: 134)

**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**

### **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.

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County of Monterey Workforce Analysis Chart  
 Job Group Within Department

**2240 - District Attorney**

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 DISTRICT ATTORNEY	E	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
<b>TOTAL Management II</b>		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
		0.0%			0.0%													100.0%	0.0%	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	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T				
ASSISTANT DISTRICT ATTORNEY	OA	2	1	3	0	1	1	2	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	3	0
FINANCE MANAGER II	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
<b>TOTAL Management I</b>		<b>3</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>
		25.0%			25.0%													76.0%	0.0%	28.0%	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	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T				
ACCOUNTANT III	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
ADMINISTRATIVE ASSISTANT TO DISTRICT ATTORNEY	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
MANAGEMENT ANALYST II	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
VICTIM/WITNESS ASSISTANCE PROGRAM MANAGER	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
<b>TOTAL Professionals - Administration</b>		<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
		100.0%			0.0%													100.0%	0.0%	0.0%	0.0%	0.0%	0.0%					

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County of Monterey Workforce Analysis Chart  
 Job Group Within Department

2240 - District Attorney

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
DEPUTY DISTRICT ATTORNEY I	P	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0
DEPUTY DISTRICT ATTORNEY II	P	1	6	6	0	3	3	1	0	0	0	0	2	0	2	1	0	3	0	2	1	0	6	0
DEPUTY DISTRICT ATTORNEY III	P	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0
DEPUTY DISTRICT ATTORNEY IV	P	18	20	38	1	4	5	17	0	0	1	0	16	0	2	2	0	33	0	2	3	0	38	0
<b>TOTAL Professionals - Attorneys</b>		21	27	48	2	8	10	19	0	1	1	0	19	0	5	3	0	38	0	6	4	0	48	0
		58.3%			20.8%								79.2% 0.0% 12.5% 8.3% 0.0%											

JOB GROUP 11: Law Enforcement II - (53.6% Minority Availability) - (30% 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 DISTRICT ATTORNEY INVESTIGATOR	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
DISTRICT ATTORNEY INVESTIGATIVE CAPTAIN	P	2	0	2	2	0	2	0	0	1	1	0	0	0	0	0	0	0	0	1	1	0	2	0
<b>TOTAL Law Enforcement II</b>		3	0	3	2	0	2	1	0	1	1	0	0	0	0	0	0	1	0	1	1	0	3	0
		0.0%			66.7%								33.3% 0.0% 33.3% 33.3% 0.0%											

JOB GROUP 12: Law Enforcement I - (42.1% Minority Availability) - (33.9% 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
DISTRICT ATTORNEY INVESTIGATOR I	PS	1	2	3	0	2	2	1	0	0	0	0	0	0	2	0	0	1	0	2	0	0	3	0
DISTRICT ATTORNEY INVESTIGATOR III	PS	14	6	20	5	2	7	9	0	5	0	0	4	0	2	0	0	13	0	7	0	0	20	0
<b>TOTAL Law Enforcement I</b>		15	8	23	5	4	9	10	0	5	0	0	4	0	4	0	0	14	0	9	0	0	23	0
		34.8%			39.1%								60.9% 0.0% 39.1% 0.0% 0.0%											

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County of Monterey Workforce Analysis Chart  
 Job Group Within Department

2240 - District Attorney

JOB GROUP 13: Paraprofessional - Technicians II - (60.6% Minority Availability) - (70.8% 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
DIGITAL FORENSIC INVESTIGATOR	PP	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
LEGAL ASSISTANT	OC	1	3	4	1	2	3	0	0	0	0	1	1	0	2	0	0	1	0	2	0	1	4	0
VICTIM ASSISTANCE ADVOCATE	PP	0	8	8	0	7	7	0	0	0	0	0	1	0	7	0	0	1	0	7	0	0	8	0
VICTIM/WITNESS ASSISTANCE PROGRAM COORDINATOR	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
<b>TOTAL Paraprofessional - Technicians II</b>		<b>1</b>	<b>13</b>	<b>14</b>	<b>1</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>14</b>	<b>0</b>
		92.8%			78.6%													21.4%	0.0%	71.4%	0.0%	7.1%		

JOB GROUP 14: Paraprofessional - Technicians I - (51.5% Minority Availability) - (70.9% 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
ACCOUNTANT I	PP	0	2	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	0	2	0
INVESTIGATIVE AIDE	PP	1	3	4	0	2	2	0	0	0	0	0	1	0	2	0	0	1	0	2	0	0	4	0
<b>TOTAL Paraprofessional - Technicians I</b>		<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>
		88.3%			33.3%													50.0%	0.0%	33.3%	0.0%	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
SUPERVISING LEGAL SECRETARY	OC	0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0
<b>TOTAL Office Clerical II</b>		<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
		100.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		



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County of Monterey Workforce Analysis Chart  
 Job Group Within Department

2240 - District Attorney

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
		LEGAL SECRETARY	OC	0	22	22	0	17	17	0	0	0	0	0	5	0	14	3	0	6	0	14	3	0
LEGAL TYPIST	OC	1	5	6	1	4	5	0	0	1	0	0	1	0	4	0	0	1	0	5	0	0	6	0
<b>TOTAL Office Clerical I</b>		1	27	28	1	21	22	0	0	1	0	0	6	0	18	3	0	7	0	19	3	0	30	0
		96.4%			78.6%													25.0%	0.0%	67.9%	10.7%	0.0%		

TOTAL - 2240 District Attorney	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
	46	88	134	11	49	60	34	0	8	2	1	39	0	43	6	0	74	0	51	8	1	136	0
	65.7%			44.8%													55.2%	0.0%	38.1%	6.0%	0.7%		

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
	46	88	134	11	49	60	34	0	8	2	1	39	0	43	6	0	74	0	51	8	1	136	0
	65.7%			44.8%													55.2%	0.0%	38.1%	6.0%	0.7%		

## 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	1	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	1	0	0	0	0	0	0
TOTAL (count each person only once)	0	1	0	0	0	0	1	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

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	2	2	0	0	5	3	1	3
African American	0	0	0	0	0	0	0	1
Asian/Pacific Islander	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	0	1	1	0	2	1	0
TOTAL (count each person only once)	4	2	1	1	5	5	2	4
	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

Job Group: 11	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	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	0	0	0	0	0	0	0
TOTAL (count each person only once)	2	0	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

Job Group: 12	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	1	1	0	0	0	1	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	3	0	1	0	0	0	2	0
TOTAL (count each person only once)	5	1	2	0	0	0	3	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

Job Group: 13	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	1	2	0	0	0	0	0	0
TOTAL (count each person only once)	1	3	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

Job Group: 14	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	1	0	0	0	0	0	0
Two or More Races	1	0	0	0	0	0	0	1
TOTAL (count each person only once)	1	1	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

Job Group: 18	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	1	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	5	0	0	0	0	0	4
TOTAL (count each person only once)	0	6	0	0	0	0	0	4
	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	1	0	1	0	0	0	0
TOTAL (count each person only once)	0	1	0	1	0	0	0	0



## Section 5

### Recruitment - Data

(Please include information for each underutilized job group. Please include information about the

Job Group:12	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	3	1	1	0	1	0	1	0	0	0
African American	1	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	3	0	1	0	1	0	1	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	3	5	2	3	2	3	2	3	0	0
TOTAL (count each person once only)	10	6	4	3	4	3	4	3	0	0

Job Group: 12	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	1	0	The experience, education and training, require successful completion of a POST- certified Basic Police Academy course. The challenge has been finding applicants who meet this requirement.  This recruitment was advertised in corrections, investigative, law enforcement, legal, probation, professional, public safety and safety groups utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black; American Indian/Native Alaskan; Asian/Pacific Islander. LGBTQ+, Veterans and Disabled Individuals.
African American	0	0	0	0	
Asian/Pacific Islander	1	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	1	1	
TOTAL (count each person once only)	2	0	2	1	

**Department's challenges in recruiting a diverse and qualified applicant pool.)**

## 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? Upon request, I and my attorney managers are available to address groups throughout Monterey County to include giving presentations to law schools and attending job fairs, etc. During 2021, we were able to provide two paid internships which resulted in permanent/fulltime job offers. We also utilize social media outlets and have a section our DA website dedicated to job opportunities and community outreach with a list of topics and a speaker request form.

Additionally, as the founding member of the Multi-Cultural Community Council, I continue to host monthly meetings with the council which is comprised of a diverse group of individuals from throughout Monterey County who volunteer their time and expertise to educate, promote and engage in these tough conversations to increase intercultural relationship and understanding.

How have these relationships supported the Department's recruitment efforts? Oftentimes, these collaborative relationships result in the hiring of professionals who we are able to retain for many years.

How many selective certification waivers did your department request last year? None.

How many were granted and why? N/A

##### Hiring

What selection criteria does the department use in the fit interview? Our department interviews based on experience, skills and qualifications.

How does your Department ensure diversity on panels of screeners and interviewer panelists? In order to gain more diverse perspectives, we ensure that our panelists includes members of our staff from various positions within our office and, our panel always consists of at least one minority.

What training or information is given to screeners and interview panelists to help minimize bias in decision-making? **Our HR Analyst briefs and debriefs all panelists during the interview process and all interviewer panelists are required to have completed a mandated bias training.**

## **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.)? **Although a vacancy in our management group is rare and most times due to retirement, our office has been very fortunate and successful when promoting from within to fulfill those vacancies.**

How effective have these initiatives been in supporting promotional opportunities for women and people of color? **My management group (excluding myself) consists of 16 individuals: 56% female and 44% minority. The initiatives continue to be very effective.**

How does your Department utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? **Supervisors consider and rate employees' skills and abilities in this area when completing annual evaluations.**

How is this commitment considered when considering employees for promotional opportunities? **All employees receive training for the opportunity to enhance their skills and abilities for promotional possibilities into senior job classifications.**

## **Retention and Inclusion**

What data collection procedures/tools have you implemented to track the turnover rate for protected groups? **At the onset of hiring, data is collected on all employees to include promotions and assignments throughout their career. This information is logged/stored in their personnel file and secured in a locked file room.**

What does the data show regarding turnover rates of protected groups compared to your Department's general population? **Turnovers are common in that the cost of living and low salary causes employees to oftentimes seek higher paying position in other counties.**

Based on the data collected, what are the negative and positive trends you have found, and how will you act on them? **As noted above, our data trend indicates that staff are leaving for higher salaries outside of Monterey County. When this occurs, it does open up job vacancies which could allow for our office, if needed, to increase our protected class stats.**



What steps has the Department taken to ensure lactation accommodations for all its employees? **Since 2019, we have had a designated Lactation Room.**

What is the Department's practice when an employee requests an accommodation? **We follow the Monterey County Interactive Process as set out by Human Resources.**

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? **All employees are given the opportunity to have an open and candid conversation regarding their employment with our office.**

What has been the greatest success/es regarding inclusiveness in your Department? **Employees who have promoted within tend to increase their longevity within the department which helps minimize turnover.**

What opportunities for improvement have you found, and how will you address them? **Employees are directed to complete all county mandated/offered trainings applicable to their job category and encouraged to apply for promotional opportunities.**

**Our office utilizes social media outlets for advertisement of our job vacancies.**

## 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	16	16
Managers completed	15	11
Percent of Managers completed	94%	69%
Total number of Employees (non-supervisors/managers)	124	124
Employees (non-supervisors/managers) completed	113	108
Percent of Employees (non-supervisors/managers) completed	91%	87%

## **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 by our office 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](#))

	<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		Yes
	Data is collected on the ethnicity and language of people served		Yes
<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- Language Line
	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
	Considerations taken to ensure equitable engagement		Yes
	Key community engagement contacts established		Yes