

Elections Department

Equal Opportunity Plan

2022

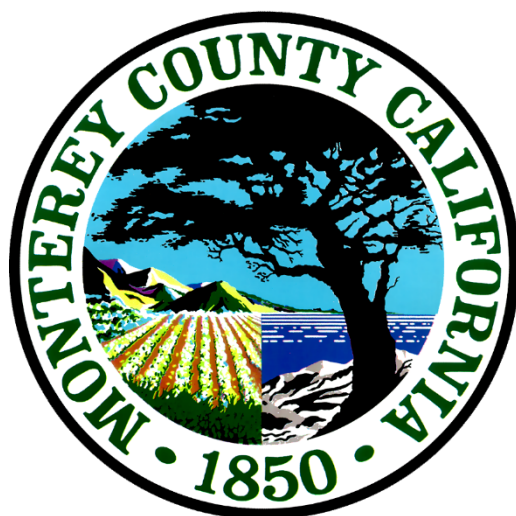


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Section 1

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 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.

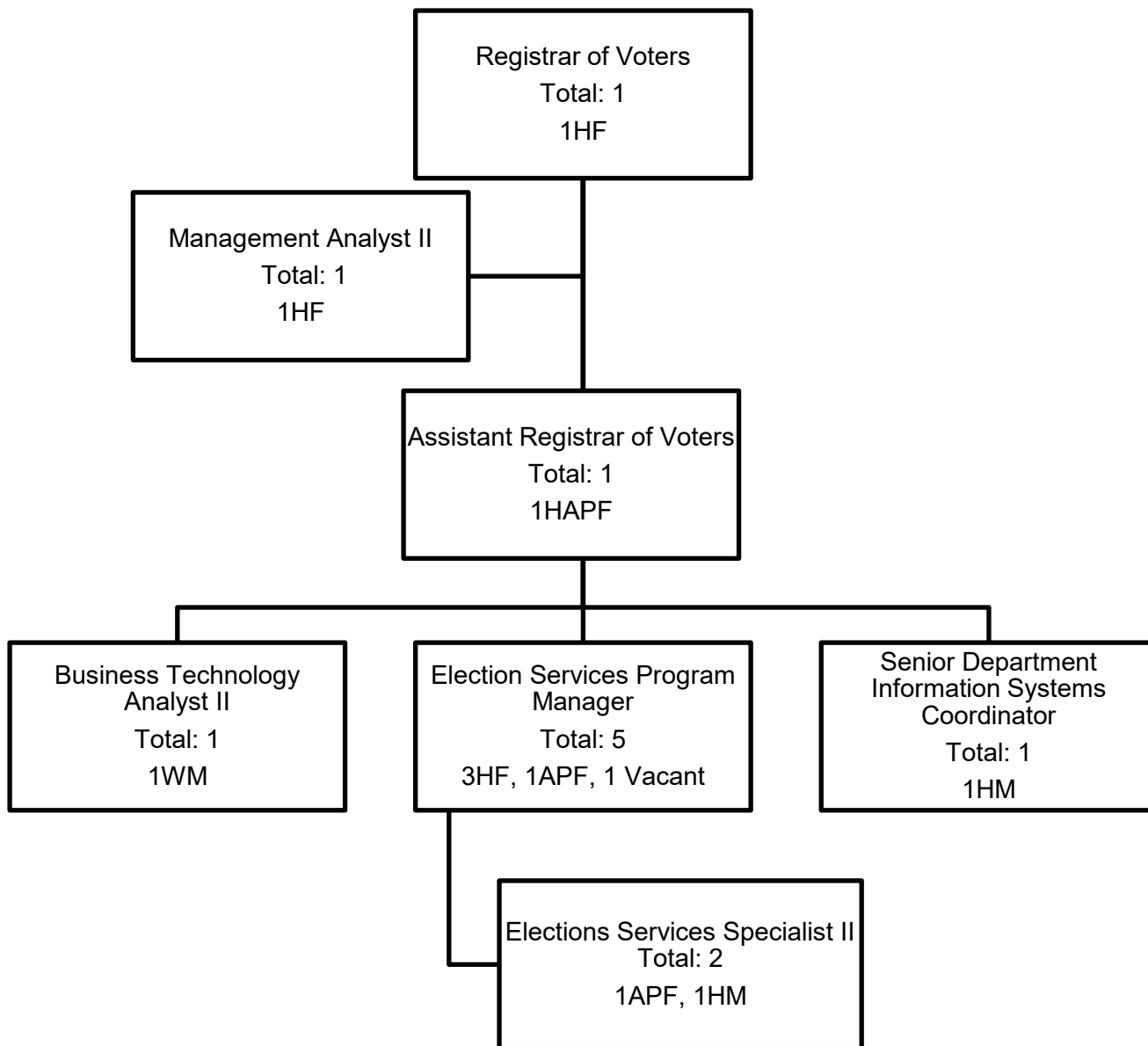


Gina Martinez

Registrar of Voters

Section 2

Organizational Profile (Elections)



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)

1410 - Elections

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	
ASSISTANT REGISTRAR OF VOTERS	OA	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0
TOTAL Management II		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0
		100.0%			100.0%								0.0% 0.0% 100.0% 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	
ELECTIONS PROGRAM MANAGER	P	0	3	3	0	3	3	0	0	0	0	0	0	0	2	1	0	0	0	0	2	1	0	3	0
TOTAL Professionals - Administration		0	3	3	0	3	3	0	0	0	0	0	0	2	1	0	0	0	0	2	1	0	3	0	
		100.0%			100.0%								0.0% 0.0% 66.7% 33.3% 0.0%												

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	
BUSINESS TECHNOLOGY ANALYST II	PP	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
ELECTIONS SERVICES SPECIALIST II	PP	1	1	2	1	1	2	0	0	1	0	0	0	0	1	0	0	0	0	1	1	0	2	0	
TOTAL Paraprofessional - Technicians II		2	1	3	1	1	2	1	0	1	0	0	0	0	1	0	0	1	0	1	1	0	3	0	
		33.3%			66.7%								33.3% 0.0% 33.3% 33.3% 0.0%												

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	
SENIOR DEPARTMENTAL INFORMATION SYSTEMS COORDINATOR	PP	2	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0
TOTAL Paraprofessional - Technicians I		2	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0
		0.0%			0.0%								50.0% 0.0% 0.0% 0.0% 0.0%												

TOTAL - 1410 Elections	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
	4	5	9	1	5	6	2	0	1	0	0	0	0	3	2	0	2	0	4	2	0	9	0
	55.6%			66.7%								22.2% 0.0% 44.4% 22.2% 0.0%											

Section 4

Personnel Activity

Job Group:	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White							1	1
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic		2	1	2			1	1
TOTAL (count each person only once)								
	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 5

Recruitment - Data

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

****In 2021, there were zero (0) recruitments that were opened for underutilized job groups.****

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										
African American										
Asian/Pacific Islander										
American Indian/Alaskan Native										
Hispanic										
TOTAL (count each person once only)										
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										
African American										
Asian/Pacific Islander										
American Indian/Alaskan Native										
Hispanic										
TOTAL (count each person once only)										

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?

The Elections Department strives to provide equitable services to all people of Monterey County in a manner that reflects the diversity of the community. As such, the Department provides employment opportunities to community groups and persons and centers directly engaged with various communities, especially those representative of minority communities, within Monterey County. In addition, recruitment efforts include all recommended avenues and outlets proposed by the Monterey County Human Resources Department. Further, recruitment efforts target elections personnel within the State of California via the California Association of Clerks and Election Officials.

In 2021, the Department conducted a statewide recall election. The Department maintains action to ensure equitable access to the ballot through inclusive recruitment of temporary employees and poll workers.

Hiring

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

The Department takes into consideration diversity and other unique qualifications of the candidate, in addition to their experience, education and training. In 2021, the recruitment for a Management Analyst II/Finance included an invitation to the office so that each candidate would have an opportunity to experience the Department during an election. The in-office visit affords the candidate the opportunity to also determine fit.

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

Each screener and 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 score responses to a series of questions to assess each candidate's ability to fulfill the requirements of the position. The initial screeners are not provided access to any other information, including resumes and applications. Further, when required, bilingual assessments are carried out separate from the initial screening process. Proctors of the bilingual exam do not have access to background information on candidates thereby ensuring the scoring is based only on the applicant's responses.

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 Department encourages all employees to take coursework and seek opportunities to grow professionally within the Department, the County, and the field of elections across the state. All staff members are encouraged to complete the California Association of Clerks and Election Officials Registered Election Official certification program. In total, 8 of our current 11 employees have completed the program and the remaining election personnel are in different stages of completion. One member of our team will be attending the National Certified Elections Registration Administrator program once classes in California resume. Further, staff are encouraged to attend all county offered trainings. Two staff members have completed Better-up coaching sessions; one additional staff member is currently being coached; and a fourth staff member is scheduled to begin coaching in the last quarter of the year. The Department also works with staff to encourage self-efficacy in building a path for promotion. In employee engagement sessions, employees also identified ways to sharpen their skills and prepare themselves for advancement.

Election staff members started the Schilling Place County Toastmasters division to benefit all employees in the County. In addition, staff have access to a sharing library within the office and also through the Wellness Program to maximize resources.

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 Department includes professional development and goal setting as an aspect of the evaluation preparation (employee self-evaluation) and as a point of discussion during the evaluation. The Department does take into consideration internal candidates for promotion.

Retention and Inclusion

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

In general, with 12 permanent staff members and historically low turnover, the Department works closely with Human Resources to track and monitor turnover of protected groups. This includes the use of Human Resources conducted exit interviews to assess the nature of the separation and any feedback the employee has related to retention and inclusion.

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

The Department has not experienced turnover in underutilized job groups.

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

The Department has not experienced turnover in underutilized job groups.

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

The Department has worked closely with the Wellness program and facilities to ensure access to lactation accommodations for permanent and temporary staff members.

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

The Department acts quickly to secure the access code and a pass card to access the secured lactation room. Any employee who makes a request for lactation accommodations is provided physical access the day the request is made. Further, the Department offers flexibility in scheduling breaks to accommodate requests to the fullest extent possible.

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?

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

The Department conducts exit interviews when practicable. Exit interviews are conducted by Human Resources to ensure the employee feels there is a neutral and safe space to provide feedback. Feedback is also sought, with careful consideration to diversity and inclusion, during regular meetings and at the time of the employee evaluation.

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

The greatest opportunity for improvement was identified in our temporary employment staffing. The Department onboards over 200 temporary employees throughout any given election. We have improved communication with our agencies to stress the need for diversity in the recruitment and hiring of our temporary staff members. In the recruitment of permanent positions, we work with the Human Resources Department to ensure employment announcements are made to a diverse audience even when not hiring for an underutilized job group.

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.

The Elections Department has twelve fulltime permanent positions year-round. During the election, the Department grows to include long-term county-temporary employees, mid-term agency temporary employees and short-term agency temporary employees as well as volunteers who receive a stipend to work at polling places. All in all, we grow to over 1,000 diverse individuals representative of the county.

We proactively provide online training to our long-term and mid-term temporary employees to the extent that such training is available. In addition, we include the Human Resources handouts on the County's policy on sexual harassment and discrimination in our onboarding packets for temporary employees. Temporary agencies also provide training to support a safe and equitable workplace.

To assist further in ensuring 100% compliance with training requirements, additional courses available online and/or across multiple times a year would be helpful. Further, a training designed specifically for agency temporary personnel working with the County of Monterey would ensure that the County values that foster a healthy work environment are carried out at all levels. In previous Civil Rights trainings there was a component about ethics, we would recommend that practice continue as a larger component of the Civil Rights training.

	Harassment and Discrimination Prevention Training	Civil Rights Training
Total number of Managers	7	7
Managers completed	6	3
Percent of Managers completed	86%	42%
Total number of Employees (non- supervisors/managers)	5	5
Employees (non- supervisors/managers) completed	5	5
Percent of Employees (non- supervisors/managers) completed	100%	100%

The Department anticipates Managers will reach 100% compliance with Harassment and Discrimination Prevention Training and Civil Rights Training by their scheduled deadline of June 2022.

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 by the commission during 2021.

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	The notice is framed and in the main lobby area of the Department.	Yes
	Internal process to forward discrimination complaints to Civil Rights Office	All complaints are forwarded to the CRO immediately.	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	Data of language of people served is provided through federal and state channels.	Yes
Language Access	Departmental language assessment completed	The Department is 50% bilingual.	Yes
	Vital documents translated into Spanish	All materials submitted to voters must be provided in English and Spanish. In certain areas of the county, additional material is provided in Korean, Tagalog, and Vietnamese.	Yes
	Website – minimize PDFs. When using PDFs, include a Spanish version	Our website is English/ Spanish bilingual with the Spanish being human translated.	Yes
	Procedures and budget for the use of	All polling places and the office provide language	Yes

	interpretation and translation services	translation services.	
	Public voicemails in English and Spanish	The main voicemail is in English and Spanish.	Yes
	Public counters: language charts available	Language charts are available at the public counter and at the check-in table at each polling place.	Yes
	Public counters: all signage in English and Spanish	All signage is required to be in English and Spanish.	Yes
	Public counters: procedures to have bilingual staff available	Bilingual staff are available at the public counter.	Yes
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	The Department actively participates on the State Voter Accessibility Advisory Committee, the State Language Accessibility Advisory Committee, the California Association of Clerks and Election Officials Voters with Specific Needs Committee, and the Monterey County Elections Voter Accessibility Advisory Committee and the Language Accessibility Advisory Committee. In addition, the Department conducts regular community outreach events.	Yes
	Analyzed potential disproportionate adverse human health	N/A	N/A

	<p>or environmental effect on communities of color, tribal communities, or others underrepresented in the public process</p>		
	<p>Considerations taken to ensure equitable engagement</p>	<p>This is institutionalized through the full-time outreach program manager with the assistance of the entire Election team.</p>	<p>Yes</p>
	<p>Key community engagement contacts established</p>	<p>Schools, community organizations, nonprofits, cities, organizations related to minority groups and cultural groups, etc.</p>	<p>Yes</p>