Public Defender

Equal Opportunity Plan 2022



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Department Head's Acknowledgment & Commitment to the 2021 Departmental Equal Opportunity Plan

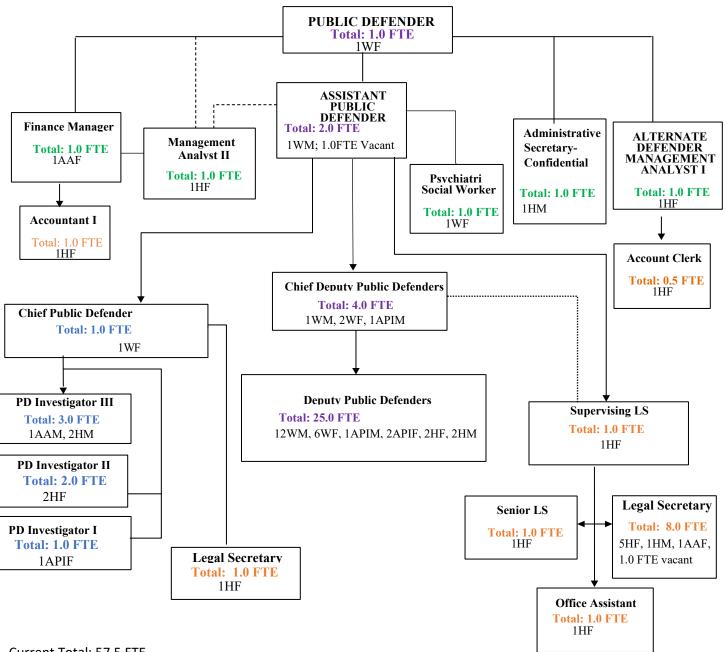
The Monterey County Board of Supervisors adopted an ordinance reaffirming their long-standing commitment to the principles of providing equal opportunities for all and preventing and eliminating unlawful discrimination. The Board of Supervisors values providing an open and empathetic communication channel 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.

Susan E. Chapman

Susan E. Chapman Public Defender

Organizational Profile Public Defender (as of March 2022)



Current Total: 57.5 FTE

W- White Other Than Hispanic; Al- American Indian/Alaskan Native AA- African American; H- Hispanic; API- Asian/Pacific Islander

M - Male F - Female

Attorneys (32), Clerical (13.5), Investigations (7), Other (5)

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

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

County of Monterey Workforce Analysis Chart
Job Group Within Department

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Run Date : 12/31/2021 Run Time : 11:48 PM

2270 - Public Defender

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

	EEO Cat	Tot	tal Empl	yees		Minori	ties			Male					Femal	•				Totals			н	ours
Title	Code	М	F	т	М	F	T	W	AA	HIS	API	AI	w	AA	HIS	API	AI	w	AA	HIS	API	Al	F/T	P/T
ASSISTANT PUBLIC DEFENDER	OA	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 II		1	0	1	0	0	Ð	1	0	0	0	0	0	0	0	O.	O	1.	0	D	0	0	1	D
			0.0%				0.0%											100.0%	0.0%	0.0%	0.0%	0.0%		

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

	EEO Cet	Tot	tal Emplo	yees	1	Minor	itles			Male					Fernal	9				Totals			н	ours
Title	Code	M	F	Т	М	F	T	W	AA	HIS	API	AI	w	AA	HIS	API	Al	W	AA	HIS	API	Al	F/T	Р/Т
CHIEF PUBLIC DEFENDER INVESTIGATOR	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
FINANCE MANAGER I	P	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0
MANAGEMENT ANALYST I	P	0	1	1	0	1	1	a	0	0	0	0	0	0	1	0	ō	0	0	1	0	0	1	0
MANAGEMENT ANALYST II	P	0	1	1	0	1	1_	0	0	0	0	0	0	0	1	0	0	0	0	1_	0	0	1	0
TOTAL Professionals - Administration		0	.4	4	0	3	3	0	0	0	0	0	1	1	2	0	0	1	1	2	0	0	4	0
			100,0%	-			75,0%											25,0%	25,0%	50,0%	0,0%	0,0%		

JOB GROUP 04: Professionals - Attorneys - (16.4% Minority Availability) - (42.8% Female Availability)

	EEO Cet	Tol	al Emplo	yoos	1000	Minori	tios			Malo					Femal	lo				Totals			Нс	ours
Title	Code	М	F	т	М	F	Т	W	AA	HIS	API	AI	w	AA	HIS	API	AJ	w	AA	HIS	API	Al	F/T	РЛ
CHIEF DEPUTY PUBLIC DEFENDER	P	2	2	4	1	0	1	1	0	0	1	0	2	0	0	0	0	3	D	0	1	0	4	0
DEPUTY PUBLIC DEFENDER I	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	O	0	0	1	O	0	1	0
DEPUTY PUBLIC DEFENDER II	P	2	1	3	2	0	2	0	0	2	0	0	1	0	0	0	0	1	0	2	O	0	3	0
DEPUTY PUBLIC DEFENDER III	P	6	3	9	1	2	3	5	0	1	0	0	1	0	0	2	0	6	0	1	2	0	9	0
DEPUTY PUBLIC DEFENDER IV	P	4	5	9	1	1	2	3	0	0	1	0	4	0	1	0	O	7	0	1	1	0	9	0
TOTAL Professionals - Attorneys		14	12	26	5	4	9	9	0	3	2	0	8	ò	2	2	0	17	0	5	4	0	26	0
100			45.2%				34.6%											55,4%	0.0%	19.2%	15.4%	0.0%		

AMS InfoAdvantage

Report ID ; MC-HRM-EO-0003

County of Monterey Workforce Analysis Chart Job Group Within Department

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2270 - Public Defender

JOB GROUP 05: Professionals - Human Services	- (44.8	6 Mir	nority A	vallabili	у) -	- (7	'9% Fe	male	Avai	ability	()													
	EEO Cat	To	otal Empl	oyees		Minor	ities			Male					Fema	le				Totals			H	ours
Title	Code	M	F	т	M	F	Т	w	AA	HIS	API	AI	w	AA	HIS	API	A	w	AA	HIS	API	Al	F/T	P/T
PSYCHIATRIC SOCIAL WORKER 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
TOTAL Professionals - Human Services		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%						7					100.0%	0.0%	0.0%	0.0%	0.0%		

JOB GROUP 13: Paraprofessional - Technicians II - (60.8% Minority Availability) - (70.8% Female Availability)

	EEO Cet	To	tal Empl	loy ous		Miner	ities			Male					Fernal	le				Totals			Н	ours
Title	Code	М	F	Т	M	F	T	W	AA	HIS	API	AI	w	AA	HIS	API	AI	w	AA	HIS	API	Al	F/T	P/T
PUBLIC DEFENDER INVESTIGATOR III	PP	3	0	3	3	0	3	0	3	2	0	0	0	0	0	0	0	0	1	2	0	0	3	0
TOTAL Paraprofessional - Technicians II		3	0	3	3	0	3	0	1	2	0	0	0	0	0	٥	0	0	Í	2	0	0	3	0
,			0.0%				100.0%	1										0.0%	33.3%	66.7%	0.0%	0.0%		

JOB GROUP 14: Paraprofessional - Technicians I - (51.5% Minority Availability) - (70.9% Female Availability)

	EEO Cat	Tol	tal Emplo	yees	31	Minori	ities			Male					Femal	e				Totals			Нс	ours
Title	Code	M	F	Т	M	F	Т	W	AA	HIS	API	AI	w	AA	HIS	API	A	w	AA	HIS	API	Al	F/T	Р/Т
ACCOUNTANT I	PP	O	1	1	0	1	1	0	0	0	0	0	D	0	1	0	Ð	0	D	1	0	0	1	0
PUBLIC DEFENDER INVESTIGATOR I	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
PUBLIC DEFENDER INVESTIGATOR II	PP	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
TOTAL Paraprofessional - Technicians I		0	4	4	0	4	4	0	0	0	0	0	0	0	3	1	0	0	0	3	1	0	4	0
3545			100.0%				100.0%											0.0%	0.0%	75.0%	25.0%	0.0%		

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County of Monterey Workforce Analysis Chart Job Group Within Department

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2270 - Public Defender

JOB GROUP 17: Office Clerical II - (79.1% Minority Availability) - (85.9% Female Availability)

	EEO Cat	Tot	al Emplo	yees		Minori	ties			Male					Fema	le				Totals			Н	ours
Title	Code	M	F	Т	M	F	Т	W	AA	HIS	API	AI	w	AA	HIS	API	A	w	AA	HIS	API	Al	F/T	P/T
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	ос	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
SENIOR LEGAL SECRETARY	ос	0	1	1	0	1	1.	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
SUPERVISING LEGAL SECRETARY	ос	0	1	1	0	1	1	0	0	0	0	O	0	0	1	0	0	0	D	1	٥	0	1	0
TOTAL Office Clerical II		1	2	3	1	2	3	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	3	0
			66.7%				100.0%											0.0%	0.0%	100.0%	0.0%	0.0%		

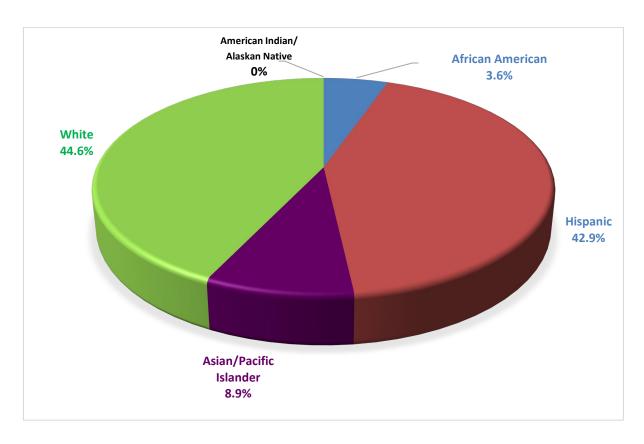
JOB GROUP 18: Office Clerical I - (57.8% Minority Availability) - (79% Female Availability)

	EEO Cat	Tot	al Emplo	yees		Minor	ities			Male	Š				Femal	le				Totals			Нс	ours
Title	Code	M	F	т	М	F	Т	W	AA	HIS	API	AJ	W	AA	HIS	API	AI	W	AA	HI8	API	Al	F/T	P/T
ACCOUNT CLERK	ос	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	ō	1
LEGAL SECRETARY	ос	1	5	6	1	5	7	0	0	1	0	0	0	0	5	0	0	0	0	7	0	0	7	0
OFFICE ASSISTANT II	ос	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		1	7	8	1	7	9	0	0	1	0	0	0	0	7	0	0	0	0	9	0	0	8	1
			87.5%				112,5%											0.0%	0.0%	112,5%	0.0%	0.0%		

	Tot	tal Empl	loyees		Minori	tles			Male					Femal	•				Totals			Нс	urs
	M	F	T	M	F	Т	w	AA	HIS	API	AI	w	AA	HIS	API	Al	w	AA	HIS	API	AI	F/T	Р/Т
TOTAL - 2270	20	30	50	10	20	31	10	1	7	2	0	10	1	16	3	0	20	2	24	5	0	50	1
Public Defender		60.0%				62.0%											40.0%	4.0%	48.0%	10.0%	0.0%		

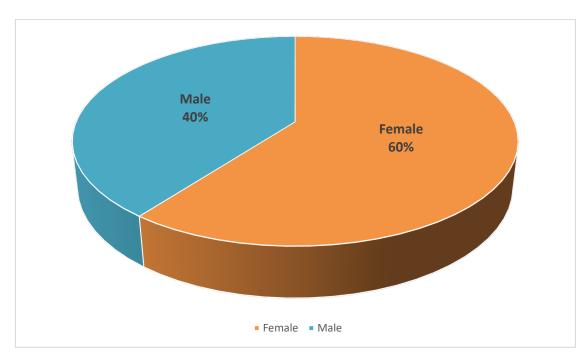
AMS InfoAdvantage

Department Demographics by Race/Ethnicity 2022



	African American	Hispanic	Asian/Pacific Islander	White	American Indian/ Alaskan Native	Vacant
Employees	3 5.4%	24 42.9%	5 8.9%	24 44.6%	0 0%	0.00%
Grand Total Employees	55.5					
Minority Total			55.4%			

Department Demographics by Gender 2022



Female	Male	Total
60.7%	39.3%	
34	21.5	55.5
		2.0 FTE Vacant

Job Group: 3 Professionals - Administration	New	Hires		ons – Into Group	With	otions – in Job oup	Termin	intary ations & ements
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic						1		
TOTAL (count each person only once)						1		
	Termi	untary nations bationary)	Proba	s During tionary riod		Corrective Actions Layoffs		yoffs
	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)								

Job Group: 4 Professionals -	New	Hires		ons – Into Group	With	otions – in Job	Termin	ntary ations &
Attorneys		T		-		oup		ements
	Males	Females	Males	Females	Males	Females	Male	Females
White					1	1	2	2
African American								
Asian/Pacific Islander					1			
American Indian/ Alaskan Native								
Hispanic		1						
TOTAL (count each person only once)		1			2	1	2	2
	Termi	untary nations bationary)	Proba	s During tionary riod	Corrective Actions Layoffs			yoffs
	Males	Females	Males	Females	Males	Females	Male	Females
White				1				
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)				1				

Job Group: 13 Paraprofessionals – Technicians II	New	Hires		ons – Into Group	With	otions – in Job oup	Termin	intary ations & ements
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic							1	
TOTAL (count each person only once)							1	
	Termi	untary nations bationary)	Proba	s During tionary Corrective Actions		La	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)								

Job Group: 14 Paraprofessionals – Technicians I	New	Hires		ons – Into Group	With	otions – in Job oup	Termin	intary ations & ements	
	Males	Females	Males	Females	Males	Females	Male	Females	
White									
African American									
Asian/Pacific Islander				1					
American Indian/ Alaskan Native									
Hispanic				1					
TOTAL (count each person only once)				2					
	Termi	untary nations bationary)	Proba	s During tionary riod	Corrective		Lay	ayoffs	
	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)									

Job Group: 17 Office Clerical II	New	Hires		ons – Into Group	With	otions – in Job oup	Termin	intary lations & ements
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								1
TOTAL (count each person only once)								1
	Termi	untary nations bationary)	Proba	s During tionary riod		Corrective Actions Layoff		yoffs
	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)								

Job Group: 18 Office Clerical I	New	Hires		ons – Into Group	With	otions – in Job oup	Termin	intary ations & ements
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American		1						
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic	1	1						
TOTAL (count each person only once)	1	2						
	Termi	untary inations bationary)	Proba	s During tionary riod		Corrective Actions Layoffs		yoffs
	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)								

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.)

All PD recruitments met utilization – no underutilized groups this year - GR

Job Group:	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Appl Plac	icants ed on le List	Applicants Interviewed		On Interviewed for the		ired the
	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)		Screeners Board Panelists	
	Males	Females	Males	Females
White				
African American				
Asian/Pacific Islander				
American Indian/				
Alaskan Native				
Hispanic				
TOTAL				
(count each person once only)				

(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? 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 Public Defender's Office actively seeks out, recruits, cultivates, trains, mentors and promotes under represented job groups in all categories of its employment to ensure fair and equal access to these opportunities and to better reflect these demographic categories of our clientele and in the greater community.

The Public Defender's Office continues to work closely with agencies including, but not limited to, MILP A, Sun Street Center, Turning Point, NAACP, Behavioral Health, Probation Department, District Attorney's Office, Veterans Transition Center and Sheriff's Office.

These relationships have directly and indirectly benefitted our clients by providing access to programs and benefits regarding treatment for drug and alcohol addiction, mental health, homelessness, employment, and reentry into our community to become productive citizens.

The Public Defender'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 basic information to make that assessment.

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.)? How effective have these initiatives been in supporting promotional opportunities for women and people of color?

The Public Defender's Office 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 Public Defender promoted ethnically diverse women into management positions based on job performance evaluations that reflected excellence in the workplace and community outreach. Their commitment to be their best and mentor other staff members to succeed reflects the type of work force the Public Defender seeks to maintain and inspire.

Retention and Inclusion

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

Data reflects similar turnover rates between protected groups and our general population. Positive trends are reflected in protected groups being promoted within the organization, as well as advertisement of any recruitments directed at protected group organizations for publication.

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

We had no protected group turnover in 2021.

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

Positive trend; no turnover for 2021. We have a diverse staff and respect cultural differences and embrace them.

What steps has the Department taken to ensure lactation accommodations for all its employees?

Lactation accommodations are provided within our structure.

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

The department makes every effort to accommodate the request for an accommodation.

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?

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

Developing and nourishing open communication, trust, and inclusiveness are ongoing objectives within the Department. Awareness in recruiting, developing strong teams within the organization, training, and sensitivity

to individual's needs are crucial to a successful office. The Public Defender's Office and Human Resources have teamed together to implement a ten-month Plan of Action addressing all these issues.

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 building trust and developing better communication within our department. We have partnered with County Human Resources to develop and implement a plan of action to address these concerns.

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	11	11
Managers completed	11	(Remaining 2 EE's are assigned to April 2022 course)
Percent of Managers completed	100%	82%
Total number of Employees (non-supervisors/managers)	46	46
Employees (non-supervisors/managers) completed	30	34
Percent of Employees (non-supervisors/managers) completed	65% (Remaining 16 EE's are due in June & August 2022)	74% (Remaining 12 EE's are scheduled for April & May 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.

The Public Defender was asked to reach out specifically to the African American community for recruitments. Educational organizations were provided with recruitment flyers for open positions. A Management Analyst I within the department (African American female) was promoted in 2019 to Finance Manager. The Public Defender and Assistant Public Defender have developed a relationship with the local NAACP.

The Public Defender is currently a member of an executive committee to develop employee resource groups (affinity).

Title VI of the Civil Rights Act Implementation (Under the County's <u>Title VI of the Civil Rights Act Implementation Plan</u>)

	Requirement	Implementation Notes	Completed
	Title VI notice at public	Title VI notice is posted in our	YES
	counters	reception area.	
	Internal process to	The department utilizes	YES
	forward discrimination	Human Resources department	
	complaints to Civil	and Civil Rights Office.	
	Rights Office Nonstandard contracts	The department utilizes the	YES
	include a	county's contract templates	1123
General	nondiscrimination clause	which include a	
		nondiscrimination clause.	
	Data is collected on the	Our case management system	YES
	ethnicity and language of	receives data collected from	
	people served	the court which includes	
		client's ethnicity. Our	
		attorneys also collect	
		information on the type of	
	Departmental language	language. Our department is 30%	YES
	assessment completed	bilingual. All employees	TLS
	abbeddinent completed	requesting a bilingual status	
		are evaluated and tested with	
		the assistance of Human	
		Resources.	
	Vital documents	Our case management system	YES
	translated into Spanish	maintains both client	
Language		communication letters in	
Access		Spanish & English. These are easily accessed by staff	
		members directly through the	
		case management system.	
	Website – minimize	The Public Defender's website	YES
	PDFs. When using PDFs,	has no associated PDF's. Our	
	include a Spanish version	department information page	
		and frequently asked questions	
		are listed in Spanish and	
		English.	າາ

Procedures and befor the use of interpretation an translation services	four language agencies for in person translation as well as
Public voicemail English and Span	
Public counters: charts available	language The reception area contains language chart for easy access when a language other than Spanish is required.
Public counters: signage in Englis Spanish	all The reception area displays YES
Public counters: procedures to ha bilingual staff av	*

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	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse	The Public Defender office participates in Law Day as well as Prop 47 community advisory meetings and outreach townhall meetings.	YES
	demographic backgrounds		
Community Engagement	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or		N/A
	Considerations taken to ensure equitable engagement	The Public Defender office reaches out to all ethnic organizations. We have provided speakers to NAACP and Village Project.	YES
	Key community engagement contacts established	The Public Defender office has established contacts with NAACP, Veterans Trans Center, Monterey College of Law, MILPA, Turning Point & Sun Street Center.	YES