

Sheriff's Office

Equal Opportunity Plan

2022



Table of Contents

	Page
Section 1: Department Head's Acknowledgment & Commitment to the 2021 Departmental Equal Opportunity Plan	3
Section 2: Organizational Profile	4
Section 3: Department's Workforce Analysis Chart	5
Section 4: Personnel Activity	6
Section 5: Recruitment Data	7
Section 6: Action-Oriented Programs	8
Section 7: Accomplishments and Resource Needs	10
Section 8: EOCRAC Follow up	11
Section 9: Title VI of the Civil Rights Act	12

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.

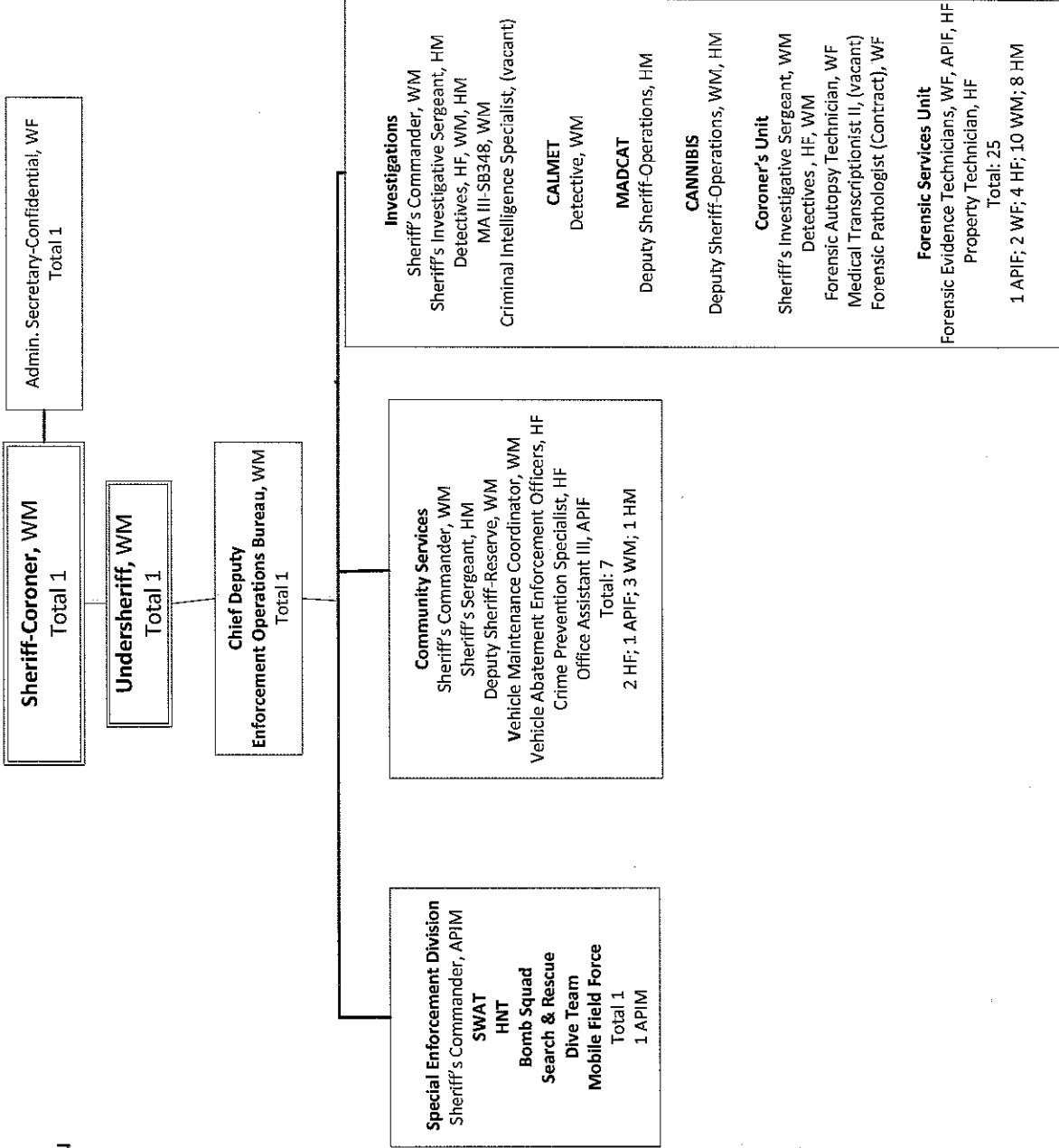
As Department Head, my signature below verifies the accuracy of this report and affirms my commitment to equal opportunity and civil rights, as outlined in County policies and ordinances.



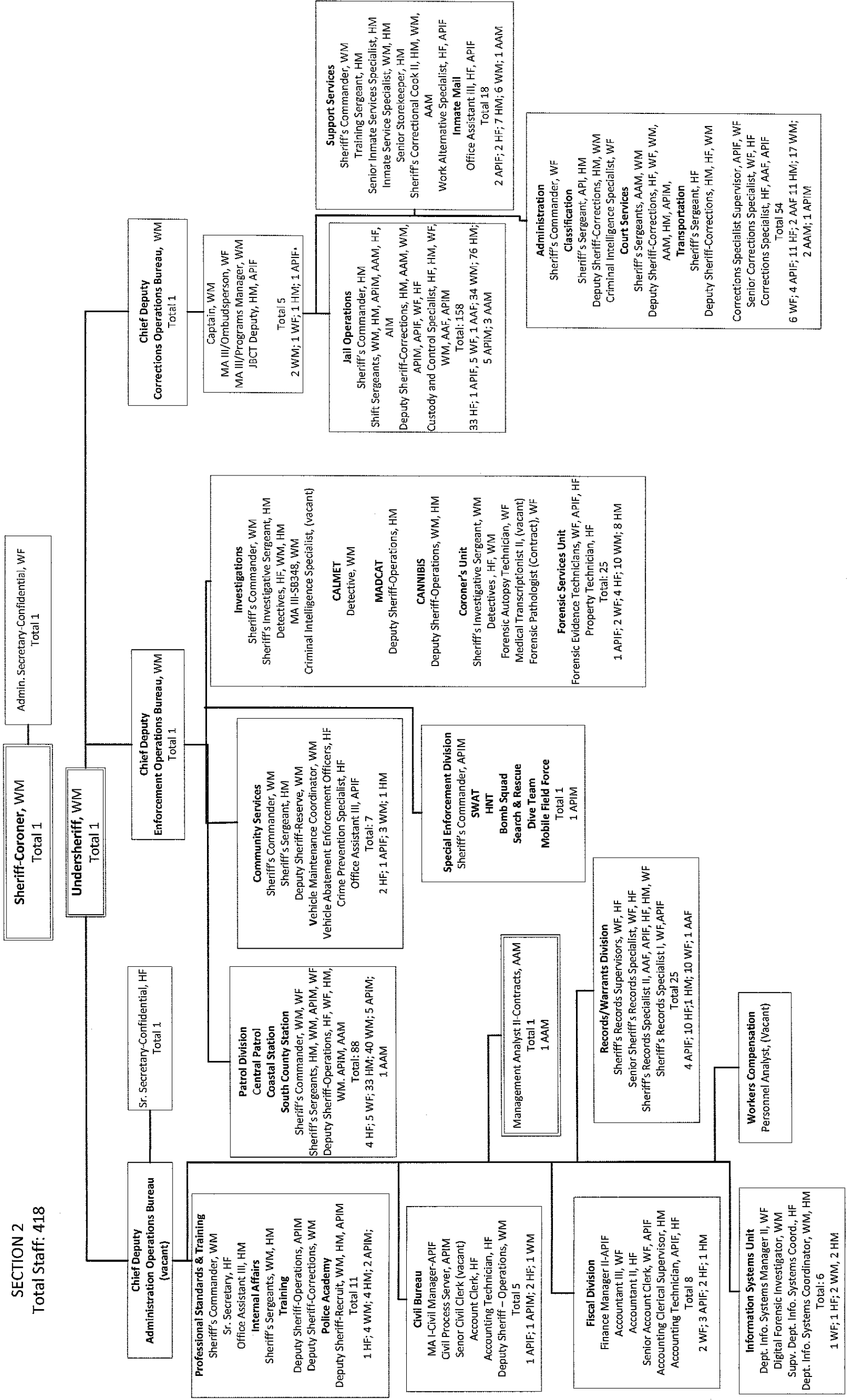
Stephen Bernal

Sheriff-Coroner

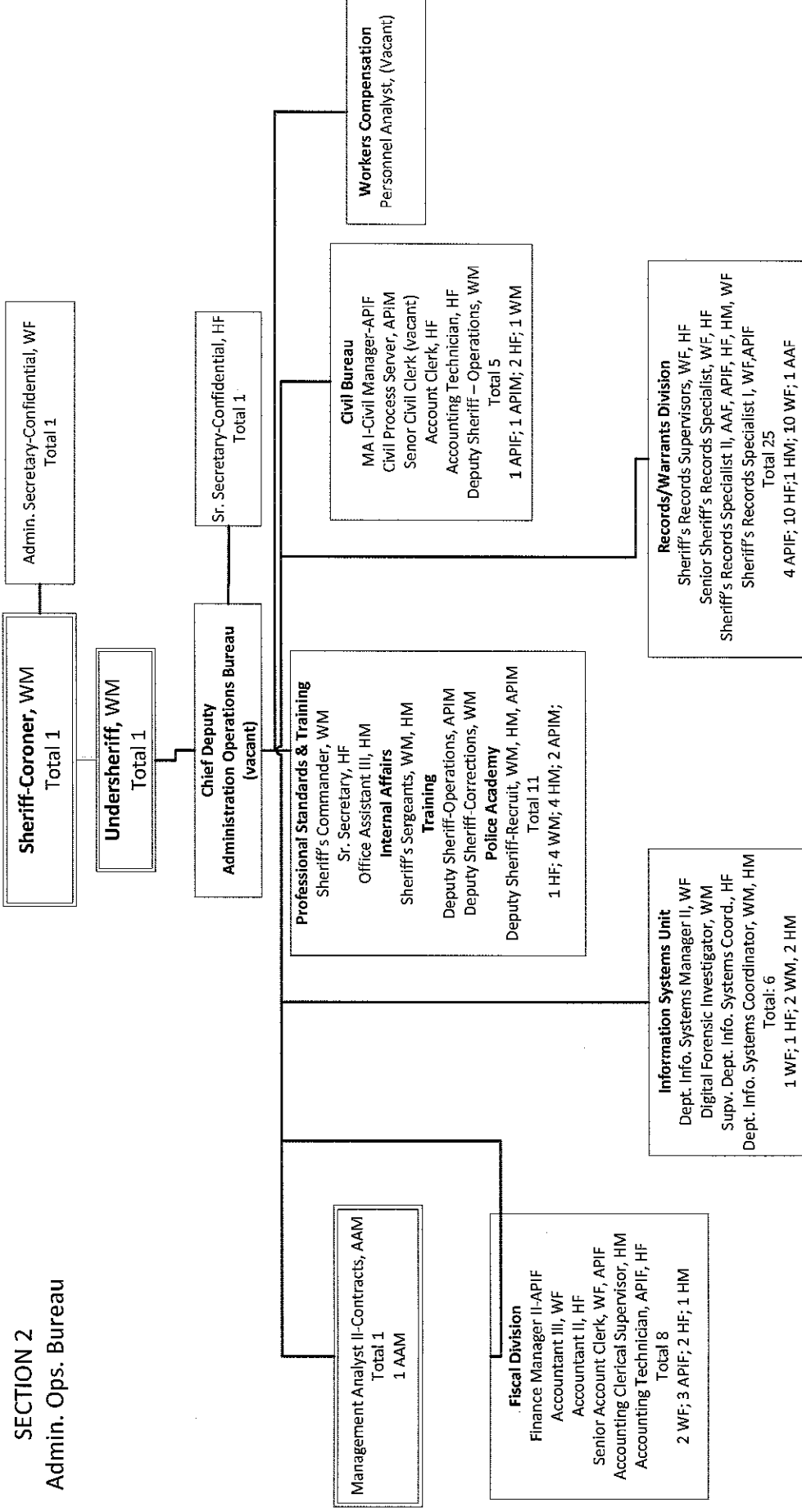
SECTION 2
Enforcement Ops. Bureau



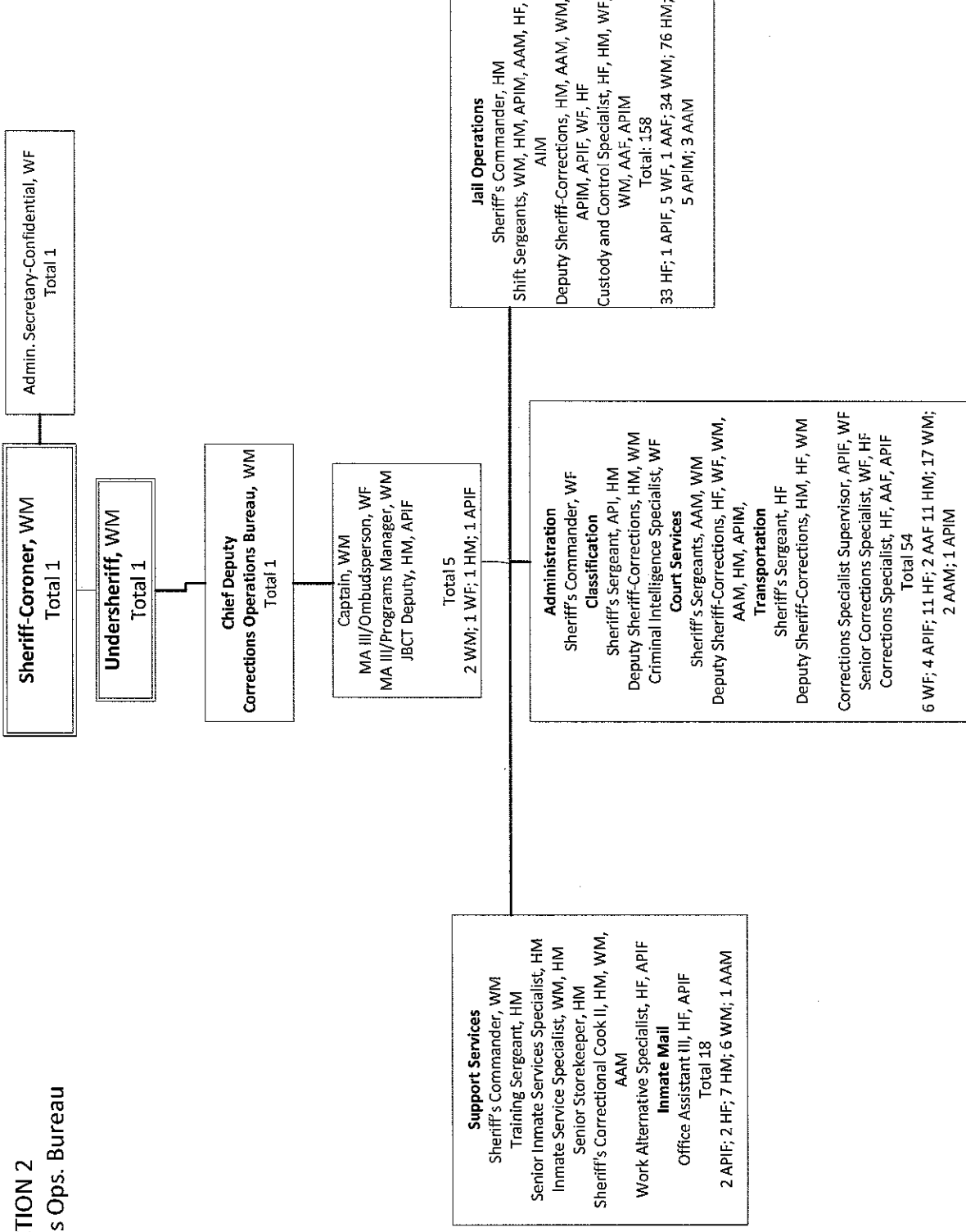
SECTION 2
Total Staff: 418



SECTION 2
Admin. Ops. Bureau



SECTION 2
Corrections Ops. Bureau



Report ID : MC-HRM-EO-0003
Run Date : 01/07/2022
Run Time : 2:48 PM

County of Monterey Workforce Analysis Chart Job Group Within Department

Cover Page

Parameters and Prompts

Home Department: 2300
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).

2300 - Sheriff-Coroner

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	F/T	P/T	
		0.0%			0.0%									100.0% 0.0% 0.0% 0.0% 0.0%						
UNDERSHERIFF	E	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0
TOTAL Management II		1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	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	F/T	P/T	
		33.3%			33.3%									66.7% 0.0% 0.0% 33.3% 0.0%						
CHIEF DEPUTY SHERIFF	E	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0
FINANCE MANAGER II	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0
TOTAL Management I		2	1	3	0	1	1	2	0	0	0	0	0	0	0	0	0	2	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	F/T	P/T	
		71.4%			42.9%									57.1% 14.3% 14.3% 14.3% 0.0%						
ACCOUNTANT III	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0
DEPARTMENTAL INFORMATION SYSTEMS MANAGER II	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0
MANAGEMENT ANALYST I	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	1	0	0
MANAGEMENT ANALYST II	P	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0
MANAGEMENT ANALYST III	P	1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0
PERSONNEL ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0
TOTAL Professionals - Administration		2	5	7	1	2	3	1	1	0	0	0	3	0	1	1	0	4	1	0

County of Monterey Workforce Analysis Chart
Job Group Within Department

2300 - Sheriff-Coroner

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	F/T	P/T					
SHERIFFS CAPTAIN	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0				
SHERIFFS COMMANDER	P	7	2	9	2	0	2	5	0	1	1	0	2	0	0	0	7	0	1	1	0			
SHERIFFS INVESTIGATIVE SERGEANT	T	3	0	3	2	0	2	1	0	2	0	0	0	0	0	0	1	0	2	0	0			
SHERIFFS SERGEANT	T	26	4	30	15	3	18	11	2	9	3	1	1	0	2	1	12	2	11	4	1			
TOTAL Law Enforcement II		37	6	43	19	3	22	18	2	12	4	1	3	0	2	1	21	2	14	5	1			
		14.0%					61.2%						48.8%			4.7%		32.6%			11.6%		2.3%	

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	F/T	P/T					
DEPUTY SHERIFF-CORRECTIONS	PS	124	24	148	76	20	96	48	4	67	5	0	4	0	19	1	0	52	4	86	6	0		
DEPUTY SHERIFF-CORRECTIONS RECRUIT	PS	8	2	10	8	2	10	0	1	7	0	0	0	0	1	1	0	0	1	8	1	0		
DEPUTY SHERIFF-OPERATIONS	PS	82	10	92	40	8	48	42	1	33	6	0	2	0	8	0	0	44	1	41	6	0		
TOTAL Law Enforcement I		214	36	250	124	30	154	90	6	107	11	0	6	0	28	2	0	96	6	135	13	0		
		14.4%					61.6%						38.4%			2.4%		54.0%			5.2%		0.0%	

Run Date : 01/07/2022

Job Group Within Department

Run Time : 2:48 PM

2300 - Sheriff-Coroner

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	F/T	P/T
ACCOUNTANT II	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	1	0
CIVIL PROCESS SERVER	PP	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	1	0
CRIME PREVENTION SPECIALIST	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	1	0
DIGITAL FORENSIC INVESTIGATOR	PP	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0
FORENSIC AUTOPSY TECHNICIAN	T	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
FORENSIC EVIDENCE TECHNICIAN	T	0	3	3	0	2	2	0	0	0	0	1	0	1	1	0	1	0	3
TOTAL Paraprofessional - Technicians II		2	6	8	1	4	5	1	0	0	1	0	2	0	3	1	0	3	0
		75.0%		62.5%		37.5%		0.0%		37.5%		25.0%		0.0%					

JOB GROUP 14: Paraprofessional - Technicians I - (61.5% 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	F/T	P/T
SENIOR DEPARTMENTAL INFORMATION SYSTEMS COORDINATOR	PP	2	0	2	1	0	1	1	0	1	0	0	0	0	1	0	0	2	0
SHERIFF'S WORK ALTERNATIVE SPECIALIST	PP	0	3	3	0	3	3	0	0	0	0	0	2	1	0	0	2	1	0
SUPERVISING DEPARTMENTAL INFORMATION SYSTEMS COORDINATOR	PP	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	1	0
VEHICLE ABATEMENT ENFORCEMENT OFFICER	T	1	1	2	1	1	2	0	0	1	0	0	0	1	0	0	0	2	0
TOTAL Paraprofessional - Technicians I		3	5	8	2	5	7	1	0	2	0	0	0	4	1	0	1	0	8
		62.5%		87.5%		12.5%		0.0%		75.0%		12.5%		0.0%					

JOB GROUP 16: Skilled Craft I - (62.6% Minority Availability) - (9.5% 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	F/T	P/T
SENIOR INMATE SERVICES SPECIALIST	SC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	1	0
TOTAL Skilled Craft I		1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	1	0
		0.0%		100.0%		0.0%		0.0%		100.0%		0.0%		0.0%					

2300 - Sheriff-Coroner

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	FT	P/T			
ACCOUNTING CLERICAL SUPERVISOR	OC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0		
ACCOUNTING TECHNICIAN	OC	1	3	4	1	3	4	0	0	1	0	0	2	1	0	0	0	3	1	0		
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
MEDICAL TRANSCRIPTIONIST II	OC	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
OFFICE ASSISTANT III	OC	1	3	4	1	3	4	0	0	1	0	0	1	2	0	0	0	2	2	0		
SENIOR ACCOUNT CLERK	OC	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SENIOR SECRETARY	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0		
SENIOR SHERIFFS RECORDS SPECIALIST	OC	0	5	5	0	3	3	0	0	0	0	2	0	2	1	0	2	0	2	1		
SENIOR STOREKEEPER	OC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0		
SHERIFFS PROPERTY TECHNICIAN	OC	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0		
SHERIFFS RECORDS SUPERVISOR	OC	0	4	4	0	2	2	0	0	0	0	2	0	1	1	0	2	0	1	0		
TOTAL Office Clerical II		4	20	24	4	13	17	0	0	4	0	7	0	8	5	0	7	0	12	5		
		83.3%			70.8%													29.2%	0.0%	50.0%	20.8%	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	FT	P/T			
ACCOUNT CLERK	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0		
CORRECTIONS SPECIALIST	OC	0	9	9	0	8	8	0	0	0	0	1	2	4	2	0	1	2	4	2		
CUSTODY AND CONTROL SPECIALIST	OC	21	21	42	15	19	34	6	0	14	1	0	2	1	18	0	0	8	1	32		
SENIOR CORRECTIONS SPECIALIST	OC	0	2	2	0	1	1	0	0	0	0	1	0	1	0	0	1	0	1	0		
SHERIFFS RECORDS SPECIALIST I	OC	0	2	2	0	1	1	0	0	0	0	1	0	0	1	0	1	0	0	1		
SHERIFFS RECORDS SPECIALIST II	OC	1	17	18	1	12	13	0	0	1	0	5	1	7	4	0	5	1	8	4		
TOTAL Office Clerical I		22	52	74	16	42	58	6	0	15	1	10	4	31	7	0	16	4	46	8		
		70.3%			78.4%													21.6%	5.4%	62.2%	10.8%	0.0%

Run Date : 01/07/2022

Job Group Within Department

Run Time : 2:48 PM

2300 - Sheriff-Coroner

JOB GROUP 19: Service Maintenance II - (75.6% Minority Availability) - (47.4% 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	F/T	P/T						
INMATE SERVICES SPECIALIST	SM	5	0	5	3	0	3	2	0	3	0	0	0	0	0	0	0	2	0	3	0	0	6	0	
SHERIFFS CORRECTIONAL COOK I	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
SHERIFFS CORRECTIONAL COOK II	SM	4	0	4	1	0	1	3	1	0	0	0	0	0	0	0	0	3	1	0	0	0	4	0	
TOTAL Service Maintenance II		10	0	10	5	0	5	5	1	4	0	0	0	0	0	0	0	5	1	4	0	0	10	0	
							50.0%											50.0%	10.0%	40.0%	0.0%	0.0%			

JOB GROUP 20: Service Maintenance I - (76.6% Minority Availability) - (53.7% 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	F/T	P/T					
VEHICLE MAINTENANCE COORDINATOR	SM	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Service Maintenance I		1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
							0.0%											100.0%	0.0%	0.0%	0.0%	0.0%		

TOTAL - 2300 Sheriff-Coroner	Total Employees			Minorities			Male			Female			Totals			Hours								
	M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T						
	289	131	430	173	100	273	126	10	146	17	1	31	4	77	19	0	157	14	222	36	1	431	0	
			30.5%			63.5%						36.5%	3.3%	51.6%	8.4%	0.2%								

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	F/T	P/T						
	289	131	430	173	100	273	126	10	145	17	1	31	4	77	19	0	157	14	222	36	1	431	0	
			30.5%			63.6%						36.5%	3.3%	51.6%	8.4%	0.2%								

Section 4

Personnel Activity

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

Section 4

Personnel Activity

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	3				5	2	11	1
African American	2						2	
Asian/Pacific Islander	1				1			
American Indian/ Alaskan Native								
Hispanic	16	2	2		12	3	12	4
TOTAL (count each person only once)	22	2	2	0	18	5	25	5
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White					3			
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic	1				7	1		
TOTAL (count each person only once)	1	0	0	0	10	1	0	0

Section 4

Personnel Activity

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			1					10
African American								
Asian/Pacific Islander		1						
American Indian/ Alaskan Native								
Hispanic		3						1
TOTAL (count each person only once)	0	4	1	0	0	0	0	2
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	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)	0	0	0	0	0	1	0	0

Section 4

Personnel Activity

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	1	2					1	
African American	1							
Asian/Pacific Islander	1							
American Indian/ Alaskan Native								
Hispanic	5	5			1	1		
TOTAL (count each person only once)	8	7	0	0	1	1	1	0
	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)	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								2
African American								1
Asian/Pacific Islander		1		1				2
American Indian/ Alaskan Native								
Hispanic		1		1				2
TOTAL (count each person only once)	0	2	0	2	0	1	0	7
	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)	0	0	0	0	0	0	0	0

Section 4

Personnel Activity

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		1				2	2	3
African American							1	1
Asian/Pacific Islander		1						
American Indian/ Alaskan Native								
Hispanic		3	1				1	2
TOTAL (count each person only once)	0	5	1	0	0	2	4	6
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White				1				
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic			1					
TOTAL (count each person only once)	0	0	1	1	0	0	0	0

Section 4

Personnel Activity

Job Group: 19	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native	1							
Hispanic	1				1			
TOTAL (count each person only once)	2	0	0	0	1	0	0	0
	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)	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: 03	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	8	15	8	14	8	14	4	5	1	1
African American	1		1		1		1			
Asian/Pacific Islander		5		5		5		4		
American Indian/Alaskan Native	1	2	1	2	1	2	1	1		
Hispanic	7	22	3	17	3	17	1	8		1
TOTAL (count each person once only)	17	44	13	38	13	38	7	18	1	2

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		2	2	Invited applicants from previous eligible lists to reapply; County and department social media platforms; email sent to 230-Sheriff Everyone; used Civil Rights data base to target multiple demographics and organizations; Peace Officer Standards and Training website; Government Jobs.com; CalJobs; Handshake (all colleges); Indeed. Note: recruitment opened for three departments. Eligible list used to fill multiple vacancies throughout the County.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		1	2		
TOTAL (count each person once only)	1	1	2	1	

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: 11	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	4		4		3					
African American	1		1		1					
Asian/Pacific Islander	1		1							
American Indian/Alaskan Native										
Hispanic	7	1	7	1	6	1				
TOTAL (count each person once only)	13	1	13	1	10	1	0	0	0	0

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	1	1	Post, advertise, and email all feeder groups within the Sheriff's Office; Posting on the County's and Sheriff's website; Sent email to all Sheriff's Office employees in the above feeder groups, announcing the recruitment during shift briefings, and meetings, sending recruitment flyers to all employees in the feeder groups on a leave of absence.
African American			1		
Asian/Pacific Islander	1				
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)	1	1	2	1	Promotional only recruitment to establish an eligible list. Final selection not conducted since no current vacancy.

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: 11	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	4	1	4	1	3		1		1	
African American										
Asian/Pacific Islander	2		2		2		2		1	
American Indian/Alaskan Native										
Hispanic	6	1	6	1	4	1	2			
TOTAL (count each person once only)	12	2	12	2	9	1	5	0	2	0

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	Post, advertise, and email all feeder groups within the Sheriff's Office; Posting on the County's and Sheriff's website; Sent email to all Sheriff's Office employees in the above feeder groups, announcing the recruitment during shift briefings, and meetings, sending recruitment flyers to all employees in the feeder groups on a leave of absence.
African American			1		
Asian/Pacific Islander			1		
American Indian/Alaskan Native					
Hispanic	1	1			
TOTAL (count each person once only)	1	1	2	1	Promotional only recruitment to establish an eligible list.

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: 13	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	2	9	2	6		1		1		
African American	2		1							
Asian/Pacific Islander	2	2	1	1						
American Indian/Alaskan Native		1								
Hispanic	12	11	8	10	1	3	1	3		1
TOTAL (count each person once only)	18	23	12	17	1	4	1	4	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		County and department social media platforms; email sent to 230-Sheriff Everyone; used Civil Rights data base to target multiple demographics and organizations. Candidates passing a thorough background check has always been a challenge for the department.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic	1	1	1	1	
TOTAL (count each person once only)	1	1	2	1	

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: 13	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	15	21	9	14	9	14	5	12		1
African American	6	3	3	1	3	1	3	1		
Asian/Pacific Islander	1	3	1	1	1	1		1		
American Indian/Alaskan Native	1		1		1		1			
Hispanic	21	18	8	11	8	11	7	8		
TOTAL (count each person once only)	44	45	22	27	22	27	16	22	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	2	2	Email sent to 230-Sheriff Everyone; used Civil Rights data base to target multiple demographics and organizations. 2 declined the job offer and candidates passing a thorough background check has always been a challenge for the department. Note: Candidate pending start date in June upon completing current military training obligation.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic	1		2		
TOTAL (count each person once only)	1	1	2	2	

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: 13	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	40	94	7	19	7	19	2	10		
African American	17	17	2	3	2	3		1		
Asian/Pacific Islander	8	16	1	2	1	2		2		
American Indian/Alaskan Native	1	2								
Hispanic	34	64	6	18	6	18	2	9		2
TOTAL (count each person once only)	100	193	16	42	16	42	4	22	0	2

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	1	1	Department social media platforms; email sent to 230-Sheriff Everyone; used Civil Rights data base to target multiple demographics and organizations; Government Jobs.com. 147 applications did not get screened due to position being filled after priority screen date.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		1	1		
TOTAL (count each person once only)	0	2	2	1	

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: 17	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		4		3		3		3		
African American										
Asian/Pacific Islander	2	2	1	1	1	1	1	1		1
American Indian/Alaskan Native										
Hispanic	2	2	1		1		1			
TOTAL (count each person once only)	4	8	2	4	2	4	2	4	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			2	County and department social media platforms; email sent to 230-Sheriff Everyone; used Civil Rights data base to target multiple demographics and organizations.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		1		1	
TOTAL (count each person once only)	1	1	0	3	

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: 17 Sheriff's Prop. Tech	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	10	8	7	7	7	7				
African American	3		2		2					
Asian/Pacific Islander	6	2	5	2	5	2				
American Indian/Alaskan Native										
Hispanic	21	40	14	26	14	26				
TOTAL (count each person once only)	40	50	28	35	28	35	0	0	0	0

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			2		County social media platforms; used Civil Rights data base to target multiple demographics and organizations to include veterans and people with disabilities; and email sent to 230-SheriffEveryone. Note: interviews scheduled 3/24/22.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		1		1	
TOTAL (count each person once only)	0	2	2	1	

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: 19	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	2		2		2		1			
African American	1	2	1	2	1	2	1	2		
Asian/Pacific Islander	4	1	3	1	3	1	2	1		
American Indian/Alaskan Native										
Hispanic	10	6	9	3	9	3	6	2		
TOTAL (count each person once only)	17	9	15	6	15	6	10	5	0	0

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	Email sent to 230-Sheriff Everyone; used Civil Rights data base to target multiple demographics and organizations. Note: top candidate completing Personal History Statatement.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native		1			
Hispanic	1		1		
TOTAL (count each person once only)	1	1	2	1	

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? How have these relationships supported the Department's recruitment efforts? *The Sheriff's Office meets regularly with the public in virtual Townhall type meetings where the concerns of specific areas of the community are discussed. The Office also held regular meetings with clergy. Sheriff's personnel regularly discuss career opportunities in the Sheriff's Office at any public meeting.*

Due to the Covid pandemic, the Sheriff's Office was unable to participate in Career Fairs at various local colleges as done in the past. The Office also typically had recruitment booths at local events, such as County Fairs and National Night Out, however the pandemic also impacted these efforts. The Office continued to run ads in law enforcement publications and radio ads on English and Spanish stations.

The Sheriff's Office continues to recruit from our Explorer Program, as well as promote from lower classification positions. Promotions from one classification to another within the office gives our employees a better understanding of the organization. It also shows we value our employees as we offer opportunities for them to expand their careers.

How many selective certification waivers did your department request last year? How many were granted and why?

Hiring

What selection criteria does the department use in the fit interview? *Qualifications and experience. An applicant's background regarding criminal behavior, employment history, narcotic use and ethics are taken into consideration.*

For deputy sheriff classification, the office lowered its entry-level physical fitness testing standards to the California Peace Officer Standards and Training (POST) standard in the previous year. This allowed more applicants to pass the initial testing process and learn the skills and techniques needed to graduate from the police academy. This change gave women a better opportunity to pass the initial physical fitness test and learn the techniques needed to meet the POST standards.

How does your Department ensure diversity on panels of screeners and interviewer panelists? We take the advice and guidance from the County Human Resources Analysts in our office.

What training or information is given to screeners and interview panelists to help minimize bias in decision-making? Screeners and panel members attend a 20-minute bias training offered by the Civil Rights Office for underutilized job groups. In addition, the departmental HR Professional meets with the panel/screeners to provide an overview of the process and rating pitfalls. The Professional Standards Unit Commander conducts promotion training. This assists anyone interested in promoting.

Promotion to higher ranks or higher levels come from lower rank positions. In order to promote women and people of color to positions, it's necessary to fill the lower positions with people of color and women. We have accomplished this over the last several years, setting the stage and ability to promote women and people of color to higher level ranks. As a result, we believe recruiting will be more effective with more representation and diversity in the ranks.

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?

How does your Department utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? Employee performance evaluations do not consider race or gender. Evaluations are based on work performance.

How is this commitment considered when considering employees for promotional opportunities? Promotions are based on a combination of factors, to include: work performance, disciplinary actions, special assignments, etc.

Retention and Inclusion

What data collection procedures/tools have you implemented to track the turnover rate for protected groups? Employees participate in an exit interview where each is asked a consistent set of questions. The employees responses are reviewed by command staff and HR. Policy changes are sometimes made based on the information received.

What does the data show regarding turnover rates of protected groups compared to your Department's general population? We have not seen any differences. Most employees separate employment with service retirement or industrial disability retirement. Some voluntarily resign to work for other law enforcement agencies that offer a higher salary. Protected groups are consistent with non-protected groups.

Based on the data collected, what are the negative and positive trends you have found, and how will you act on them? Overall, recruitment is on a downward trend. There are fewer people applying for peace officer jobs. We are beginning a new advertising campaign in hopes of reaching a larger audience of potential applicants. Unfortunately, we are hearing similar reports from other county sheriff's offices across the state. There are just less people applying for peace officer positions. Many other agencies feel that the leading factors are the bad political climate for law enforcement agencies and the decline in public support.

What steps has the Department taken to ensure lactation accommodations for all its employees? Lactation stations have been established in the Public Safety Building and Jail.

What is the Department's practice when an employee requests an accommodation? The departmental HR Analyst invites the employee and engages in the interactive process to discuss accommodations options.

Does the Department conduct exit interviews? Yes. 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? The information is reviewed by command staff. Policy decisions are sometimes made based on responses received.

What has been the greatest success/es regarding inclusiveness in your Department? We continue to enjoy a highly diverse applicant pool for entry level jobs. As the diversity in line level positions remains high, it increases the diversity of the candidate pool for supervisory and management positions.

What opportunities for improvement have you found, and how will you address them? We have had little success in attracting female applicants for peace officer positions. We hope the new advertising campaign will reach a much greater raw number of people and hopefully the the overall people we reach, we will see an increase in women applicants.

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. **The overall representation for persons of color increased from 55% in 2018 to 60% in 2020; and increased again to 63.5% currently. The law enforcement 1 job group has also experienced an increased representation for persons of color from 56% in 2018 to 61% in 2020; and another slight increase to 61.6% currently. The law enforcement 2 (supervisory / management) group has also seen an increased representation for persons of color from 34.7% in 2018 to 38.1% in 2020; and increased again to 51.2% currently.**

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		
Managers completed		
Percent of Managers completed	100%	79%
Total number of Employees (non-supervisors/managers)		
Employees (non-supervisors/managers) completed		
Percent of Employees (non-supervisors/managers) completed	100%	79%

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.

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	Data is collected for contacts requiring reports.	Yes
Language Access	Departmental language assessment completed		Yes
	Vital documents translated into Spanish	Not implemented fully.	No
	Website – minimize PDFs. When using PDFs, include a Spanish version	Not implemented fully.	No
	Procedures and budget for the use of interpretation and translation services		Yes
	Public voicemails in English and Spanish		Yes
	Public counters: language charts available		Yes
	Public counters: all signage in English and Spanish	Not all signage is in Spanish. Not fully implemented.	No
	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		Yes
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process		Yes
	Considerations taken to ensure equitable engagement		Yes
	Key community engagement contacts established		Yes