

CIVIL RIGHTS OFFICE

Equal Opportunity Plan

2022



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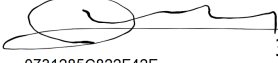
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Section 1

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.

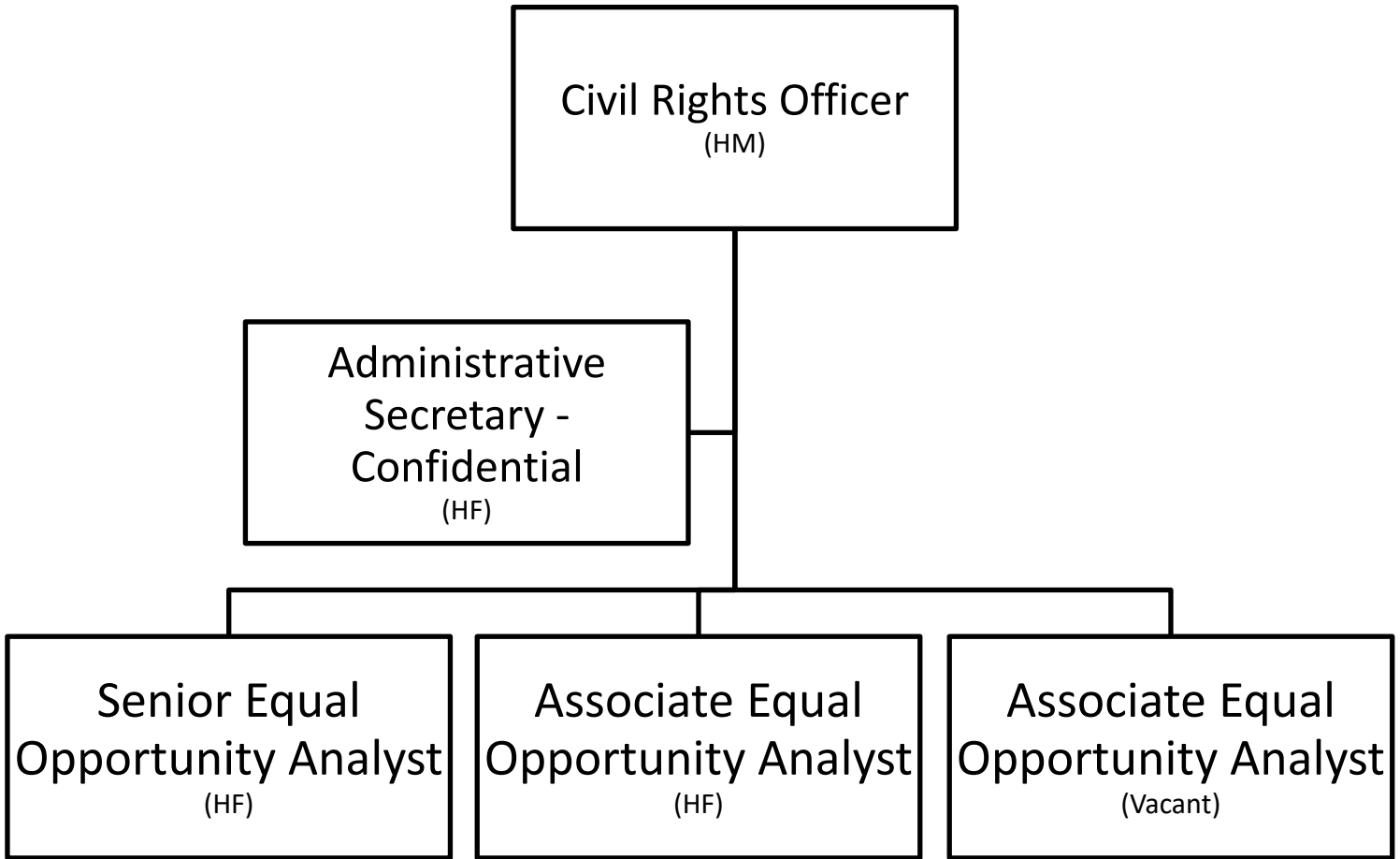
As Department Head, my signature below verifies the accuracy of this report and affirms my commitment to equal opportunity and civil rights, as outlined in County policies and ordinances.

DocuSigned by:

0731285C822F42E... 3/24/2022 | 3:22 PM PDT

Juan P. Rodriguez
Civil Rights Office

Section 2

Organizational Profile Civil Rights Office



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.

Report ID : MC-HRM-EO-0003

Run Date : 03/14/2022

Run Time : 3:56 PM

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

Cover Page

Parameters and Prompts

Home Department: 1080

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).

1080 - Civil Rights Office

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	
ASSOCIATE EQUAL OPPORTUNITY ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	1	0	0
SENIOR EQUAL OPPORTUNITY ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	1	0	0
TOTAL Professionals - Administration		0	2	2	0	2	2	0	0	0	0	0	0	2	0	0	0	2	0	0
		100.0%			100.0%									0.0% 0.0% 100.0% 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	F/T	P/T	
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	1	0	0
TOTAL Office Clerical II		0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	1	0	0
		100.0%			100.0%									0.0% 0.0% 100.0% 0.0% 0.0%						

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	
TOTAL - 1080		0	3	3	0	3	3	0	0	0	0	0	0	3	0	0	0	3	0	0
Civil Rights Office		100.0%			100.0%									0.0% 0.0% 100.0% 0.0% 0.0%						

Title	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	
GRAND TOTAL	0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	3	0
	100.0%			100.0%									0.0% 0.0% 100.0% 0.0% 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								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Latino/Latina/Latinx						1		
TOTAL (count each person only once)						1		
	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 include information about the Department's challenges in recruiting a diverse and qualified applicant pool.)

The Civil Rights Office does not have underutilized job groups.

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

We rely on the Talent Acquisition Database (TAD), developed by our office with the Human Resources Department, to reach as many communities and professional groups we can when we have an active recruitment. We also rely on our personal, professional relationships to disseminate our recruitments as much as possible.

Our office also sends out monthly newsletters to every County employee and sends out recruitment opportunities when available.

The CRO did not request any selective certification waivers as it does not have any underutilized groups.

Hiring

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

The person hired can be part of the current CRO team and transition from working from outside of a government agency to becoming an agent of change within the agency.

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

Recognizing that people's biases may play a role in screening and interview panels, we ensure that at least one woman and one person of color screens and sits on interview panels and is part of the initial screening.

What training or information is given to screeners and interview panelists to help minimize bias in decision-making?

Our internal screeners/panelists have completed our Civil Rights Training that is at least two hours long – which explains biases in the workplace and tips to minimize bias. Usually, our external panelists work with the CRO and are involved in diversity, equity, and inclusion work.

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?

At the CRO, we invest in our team. We offer everyone the opportunity to attend any training relevant to our field, resources, and time permitting. We also work as a team and mentor each other on the organization's culture. We have found this effective in supporting promotional opportunities for CRO employees as two recent women of color have been promoted to higher positions, one internally and one externally.

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?

All aspects of the performance evaluation touch upon building a diverse and inclusive workforce because our work is focused on diversity, equity, and inclusion.

Retention and Inclusion

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

We are a small office, so it is easier to collect and track the turnover rate for protected groups internally. We also rely on the Human Resource Department for exit interviews.

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

We are not outliers regarding turnover rates.

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

Mostly, trends that affect turnover are external, such as salaries and high cost of living in our area. Because we are a small department, promotional opportunities are not abundant.

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

All the CRO employees are aware of the County's Lactation Policy and the location of the lactation room in our worksite.

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

Initially, try to resolve it at the departmental level. If the accommodation requested is more complex, the CRO relies on the Human Resources Department to engage in the interactive and reasonable accommodation processes.

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?

The Human Resources Department collects exit interviews if provided by the former employees. We receive feedback from the exit interview and adjust if needed.

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

We have assembled a team that is not only competent in the diversity, equity, and inclusion arena but one that cares about the work and understands how to advance it within a large organization.

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

There are always opportunities for improvement in all the work that we do. We can spend more effort to reach more professional and community groups in terms of recruitment. We will review our reach and adjust accordingly next time we have a recruitment.

Section 7

Accomplishments and Resource Needs

Please highlight your Department's successes in achieving a diverse workforce in this section.

The Civil Rights Office has had a diverse workforce for the past years, with opportunities for internal promotions for women and people of color.

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.

N/A.

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	3	3
Managers completed	3	3
Percent of Managers completed	100%	100%
Total number of Employees (non-supervisors/managers)	4	4
Employees (non-supervisors/managers) completed	4	3
Percent of Employees (non-supervisors/managers) completed	100%	75%*

** In 2021, the CRO was developing an online self-paced version of the Civil Rights Training. This version was completed towards the end of 2021. We are asking our non-supervisor employee to take the online version so that they can provide feedback on the training. We will be 100% compliant in early-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 EOCRAC did not request any follow-up from the CRO.

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	<i>Our notice is visible to the public.</i>	X
	Internal process to forward discrimination complaints to Civil Rights Office	<i>N/A</i>	N/A
	Nonstandard contracts include a nondiscrimination clause	<i>The County model contract has a nondiscrimination clause. We also ensure that any agreement we sign has a nondiscrimination clause.</i>	X
	Data is collected on the ethnicity and language of people served	<i>Our internal case management system collects this information.</i>	X
Language Access	Departmental language assessment completed		X
	Vital documents translated into Spanish	<i>We translated our Complaint Procedures into Spanish; as we update other policies, we will also translate them into Spanish.</i>	X
	Website – minimize PDFs. When using PDFs, include a Spanish version	<i>We rely on Google Translate and work on having every document posted on our website – including PDFs – are compatible with Google Translate.</i>	X
	Procedures and budget for the use of interpretation and translation services	<i>We have a budget for interpretation and translation services.</i>	X
	Public voicemails in English and Spanish		X

	Public counters: language charts available	<i>We do not have public counters, but we have access to I Speak cards.</i>	X
	Public counters: all signage in English and Spanish	<i>We do not have public counters, but signage on our door is in English and Spanish.</i>	X
	Public counters: procedures to have bilingual staff available	<i>Our staff is bilingual English/Spanish speakers.</i>	X
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	<i>Our staff is well versed in cultural competence and humility.</i>	X
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process	<i>We are a primarily internal-facing department, although we always analyze impacts to communities of color and other historically marginalized groups when implementing a policy or program.</i>	X
	Considerations taken to ensure equitable engagement	<i>We received – and provide – training on biases and cultural competence/humility.</i>	X
	Key community engagement contacts established	<i>We work closely with our commissions (EOCRAC & CoD) and other community groups.</i>	X