

# County Administrative Office

## Equal Opportunity Plan

2022



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## Section 1

### Department Head's Acknowledgment & Commitment to the 2022 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 channel of communication for County officials and employees, applicants for employment, and for 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 also 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:  
  
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**Charles J. McKee**

**County Administrative Officer**

## **Section 2**

### **Organizational Profile (County Administrative Office)**

**Please show the reporting structure in your organizational chart. Break the chart into separate pages by division if necessary.**

**County Administrative Officer**  
Charles J. McKee  
1WM

**Intergovernmental & Legislative Affairs**  
Nick Chiulos  
Assistant CAO  
  
2HF, 2APIF, 4WF, 1HM, 2WM  
  
Cannabis Program Communications  
Community Engagement  
Legislative  
Sustainability

**Finance & Administration**  
Dewayne Woods  
Assistant CAO  
  
9HF, 2AAF, 1APIF, 4WF, 7HM, 1WM,  
2MRM  
  
Budget & Analysis  
Contracts Purchasing  
Finance & Accounting  
Laguna Seca Raceway Operations  
Economic Development

**Office of Emergency Services**  
Gerry Malais  
Emergency Services Manager  
  
1APIF, 2WF, 2HM, 1APIM

**Fleet Management**  
Richard Buell  
Fleet Manager  
  
5HF, 2APIF, 1WF, 15HM, 3APIM,  
1AIM, 8WM  
  
Storekeeper/Parts  
Service Station  
Light Shop  
Heavy Shop  
Mail Courier  
Records Retention

**Workforce Development Board**  
Chris Donnelly  
Executive Director  
  
4HF, 1APIF, 2WF, 4HM, 1WM  
  
Administration  
Fiscal  
Business Services  
Regional Initiatives  
Special Grants

**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
- MR – Mixed Race/Two or more races

### **Section 3**

## **Department's Workforce Analysis Chart (MC-HRM-EO-0003)**

This is the coversheet for this section. Place a copy of your department's workforce analysis chart here.

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**County of Monterey Workforce Analysis Chart**  
**Job Group Within Department**

**1050 - County Administrative Office**

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 COUNTY ADMINISTRATIVE OFFICER | OA           | 2               | 0 | 2 | 0          | 0 | 0 | 2    | 0  | 0   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 2      | 0    | 0     | 0    | 0    | 0     | 2   | 0 |
| EMERGENCY SERVICES MANAGER              | OA           | 1               | 0 | 1 | 1          | 0 | 1 | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 1     | 0    | 0    | 0     | 1   | 0 |
| WIB EXECUTIVE DIRECTOR                  | OA           | 1               | 0 | 1 | 0          | 0 | 0 | 1    | 0  | 0   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 1      | 0    | 0     | 0    | 0    | 0     | 1   | 0 |
| <b>TOTAL Management II</b>              |              | 4               | 0 | 4 | 1          | 0 | 1 | 3    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 3      | 0    | 1     | 0    | 0    | 0     | 4   | 0 |
|   |              | 0,0%            |   |   | 25,0%      |   |   |      |    |     |     |    |        |    |     |     |    | 75,0%  | 0,0% | 25,0% | 0,0% | 0,0% |       |     |   |

JOB GROUP 02: Management I - (32.7% Minority Availability) - (48.2% Female Availability)

| Title                        | EEO Cat Code | Total Employees |   |   | Minorities |   |   | Male |    |     |     |    | Female |    |     |     |    | Totals |      |       |       |      | Hours |     |   |
|------------------------------|--------------|-----------------|---|---|------------|---|---|------|----|-----|-----|----|--------|----|-----|-----|----|--------|------|-------|-------|------|-------|-----|---|
|                              |              | M               | F | T | M          | F | T | W    | AA | HIS | API | AI | W      | AA | HIS | API | AI | W      | AA   | HIS   | API   | AI   | F/T   | P/T |   |
| ECONOMIC DEVELOPMENT MANAGER | P            | 1               | 0 | 1 | 0          | 0 | 0 | 1    | 0  | 0   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 1      | 0    | 0     | 0     | 0    | 0     | 1   | 0 |
| FINANCE MANAGER II           | P            | 1               | 0 | 1 | 1          | 0 | 1 | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 1     | 0     | 0    | 0     | 1   | 0 |
| FLEET MANAGER                | P            | 1               | 0 | 1 | 0          | 0 | 0 | 1    | 0  | 0   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 1      | 0    | 0     | 0     | 0    | 0     | 1   | 0 |
| PROGRAM MANAGER II           | P            | 0               | 1 | 1 | 0          | 1 | 1 | 0    | 0  | 0   | 0   | 0  | 0      | 1  | 0   | 0   | 0  | 0      | 0    | 0     | 1     | 0    | 0     | 1   | 0 |
| <b>TOTAL Management I</b>    |              | 3               | 1 | 4 | 1          | 1 | 2 | 2    | 0  | 1   | 0   | 0  | 0      | 0  | 1   | 0   | 0  | 2      | 0    | 1     | 1     | 0    | 0     | 4   | 0 |
|                              |              | 25,0%           |   |   | 50,0%      |   |   |      |    |     |     |    |        |    |     |     |    | 50,0%  | 0,0% | 25,0% | 25,0% | 0,0% |       |     |   |

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County of Monterey Workforce Analysis Chart  
 Job Group Within Department

1050 - County Administrative 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 | W      | AA   | HIS   | API   | AI   | F/T   | P/T |
| ADMINISTRATIVE OPERATIONS MANAGER           | P            | 0               | 1  | 1  | 0          | 0  | 0  | 0    | 0  | 0   | 0   | 0  | 1      | 0  | 0   | 0   | 0  | 1      | 0    | 0     | 0     | 0    | 1     | 0   |
| BUYER II                                    | P            | 0               | 2  | 2  | 0          | 1  | 1  | 0    | 0  | 0   | 0   | 0  | 1      | 0  | 1   | 0   | 0  | 1      | 0    | 1     | 0     | 0    | 2     | 0   |
| CONTRACTS & PURCHASING OFFICER              | P            | 0               | 1  | 1  | 0          | 1  | 1  | 0    | 0  | 0   | 0   | 0  | 0      | 1  | 0   | 0   | 0  | 0      | 1    | 0     | 0     | 0    | 1     | 0   |
| COUNTY BUDGET DIRECTOR                      | P            | 1               | 0  | 1  | 1          | 0  | 1  | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 1     | 0     | 0    | 1     | 0   |
| EMERGENCY SERVICES PLANNER                  | P            | 2               | 2  | 4  | 2          | 1  | 3  | 0    | 0  | 1   | 1   | 0  | 1      | 0  | 0   | 1   | 0  | 1      | 0    | 1     | 2     | 0    | 4     | 0   |
| FINANCE MANAGER I                           | P            | 1               | 0  | 1  | 1          | 0  | 1  | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 1     | 0     | 0    | 1     | 0   |
| MANAGEMENT ANALYST I                        | P            | 0               | 2  | 2  | 0          | 1  | 1  | 0    | 0  | 0   | 0   | 0  | 1      | 0  | 1   | 0   | 0  | 1      | 0    | 1     | 0     | 0    | 2     | 0   |
| MANAGEMENT ANALYST II                       | P            | 3               | 2  | 5  | 2          | 2  | 4  | 1    | 0  | 2   | 0   | 0  | 0      | 0  | 0   | 2   | 0  | 1      | 0    | 2     | 2     | 0    | 5     | 0   |
| MANAGEMENT ANALYST III                      | P            | 1               | 6  | 7  | 1          | 2  | 3  | 0    | 0  | 1   | 0   | 0  | 4      | 0  | 2   | 0   | 0  | 4      | 0    | 3     | 0     | 0    | 7     | 0   |
| PRINCIPAL ADMINISTRATIVE ANALYST            | P            | 1               | 3  | 4  | 1          | 3  | 4  | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 3   | 0   | 0  | 0      | 0    | 4     | 0     | 0    | 4     | 0   |
| SENIOR ADMINISTRATIVE ANALYST               | P            | 0               | 1  | 1  | 0          | 0  | 0  | 0    | 0  | 0   | 0   | 0  | 1      | 0  | 0   | 0   | 0  | 1      | 0    | 0     | 0     | 0    | 1     | 0   |
| WIB EMPLOYMENT PROGRAMS SUPERVISOR          | P            | 0               | 1  | 1  | 0          | 1  | 1  | 0    | 0  | 0   | 0   | 0  | 0      | 0  | 1   | 0   | 0  | 0      | 0    | 1     | 0     | 0    | 1     | 0   |
| <b>TOTAL Professionals - Administration</b> |              | 9               | 21 | 30 | 8          | 12 | 20 | 1    | 0  | 7   | 1   | 0  | 9      | 1  | 8   | 3   | 0  | 10     | 1    | 15    | 4     | 0    | 30    | 0   |
|   |              | 70.0%           |    |    | 66.7%      |    |    |      |    |     |     |    |        |    |     |     |    | 33.3%  | 3.3% | 50.0% | 13.3% | 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 |
| PERMIT TECHNICIAN II                           | T            | 1               | 0 | 1 | 1          | 0 | 1 | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 1      | 0    | 0    | 1     | 0   |
| <b>TOTAL Paraprofessional - Technicians II</b> |              | 1               | 0 | 1 | 1          | 0 | 1 | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 1      | 0    | 0    | 1     | 0   |
|  |              | 0.0%            |   |   | 100.0%     |   |   |      |    |     |     |    |        |    |     |     |    | 0.0%   | 0.0% | 100.0% | 0.0% | 0.0% |       |     |

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County of Monterey Workforce Analysis Chart  
 Job Group Within Department

1050 - County Administrative Office

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

| Title   | EEO Cat Code | Total Employees |   |    | Minorities |   |   | Male |    |     |     |    | Female |    |     |     |    | Totals |      |       |      |      | Hours |     |   |
|---|--------------|-----------------|---|----|------------|---|---|------|----|-----|-----|----|--------|----|-----|-----|----|--------|------|-------|------|------|-------|-----|---|
|   |              | M               | F | T  | M          | F | T | W    | AA | HIS | API | AI | W      | AA | HIS | API | AI | W      | AA   | HIS   | API  | AI   | F/T   | P/T |   |
| ACCOUNTANT I  | PP           | 0               | 3 | 3  | 0          | 3 | 3 | 0    | 0  | 0   | 0   | 0  | 0      | 1  | 1   | 1   | 1  | 0      | 0    | 1     | 1    | 1    | 0     | 3   | 0 |
| BUYER I   | PP           | 0               | 1 | 1  | 0          | 1 | 1 | 0    | 0  | 0   | 0   | 0  | 0      | 0  | 1   | 0   | 0  | 0      | 0    | 0     | 1    | 0    | 0     | 1   | 0 |
| COMMUNICATIONS TECHNICIAN I                         | T            | 2               | 0 | 2  | 2          | 0 | 2 | 0    | 0  | 2   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 0     | 2    | 0    | 0     | 2   | 0 |
| RANGE AIDE  | PP           | 1               | 0 | 1  | 0          | 0 | 0 | 0    | 0  | 0   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 0     | 0    | 0    | 0     | 1   | 0 |
| SENIOR DEPARTMENTAL INFORMATION SYSTEMS COORDINATOR | PP           | 1               | 0 | 1  | 1          | 0 | 1 | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 0     | 1    | 0    | 0     | 1   | 0 |
| WIB EMPLOYMENT PROGRAMS REPRESENTATIVE II           | PP           | 1               | 2 | 3  | 1          | 1 | 2 | 0    | 0  | 1   | 0   | 0  | 1      | 0  | 1   | 0   | 0  | 1      | 0    | 2     | 0    | 0    | 3     | 0   |   |
| <b>TOTAL Paraprofessional - Technicians I</b>       |              | 5               | 6 | 11 | 4          | 5 | 9 | 0    | 0  | 4   | 0   | 0  | 1      | 1  | 3   | 1   | 0  | 1      | 1    | 7     | 1    | 0    | 11    | 0   |   |
|   |              | 54.5%           |   |    | 81.8%      |   |   |      |    |     |     |    |        |    |     |     |    | 9.1%   | 9.1% | 63.6% | 9.1% | 0.0% |       |     |   |

JOB GROUP 15: Skilled Craft II - (60.9% Minority Availability) - (14.9% 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 |
| MECHANIC III                  | SC           | 2               | 0 | 2 | 0          | 0 | 0 | 2    | 0  | 0   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 2      | 0    | 0    | 0    | 0    | 2     | 0   |
| <b>TOTAL Skilled Craft II</b> |              | 2               | 0 | 2 | 0          | 0 | 0 | 2    | 0  | 0   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 2      | 0    | 0    | 0    | 0    | 2     | 0   |
|                               |              | 0.0%            |   |   | 0.0%       |   |   |      |    |     |     |    |        |    |     |     |    | 100.0% | 0.0% | 0.0% | 0.0% | 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 | W      | AA   | HIS   | API   | AI   | F/T   | P/T |
| MECHANIC II                  | SC           | 10              | 0 | 10 | 8          | 0 | 8 | 2    | 0  | 5   | 3   | 0  | 0      | 0  | 0   | 0   | 0  | 2      | 0    | 5     | 3     | 0    | 10    | 0   |
| <b>TOTAL Skilled Craft I</b> |              | 10              | 0 | 10 | 8          | 0 | 8 | 2    | 0  | 5   | 3   | 0  | 0      | 0  | 0   | 0   | 0  | 2      | 0    | 5     | 3     | 0    | 10    | 0   |
|                              |              | 0.0%            |   |    | 80.0%      |   |   |      |    |     |     |    |        |    |     |     |    | 20.0%  | 0.0% | 50.0% | 30.0% | 0.0% |       |     |

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County of Monterey Workforce Analysis Chart  
 Job Group Within Department

1050 - County Administrative Office

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

| Title   | EEO Cat Code | Total Employees |    |    | Minorities |   |    | Male |    |     |     |    | Female |    |     |     |    | Totals |      |       |       |      | Hours |     |
|---|--------------|-----------------|----|----|------------|---|----|------|----|-----|-----|----|--------|----|-----|-----|----|--------|------|-------|-------|------|-------|-----|
|   |              | M               | F  | T  | M          | F | T  | W    | AA | HIS | API | AI | W      | AA | HIS | API | AI | W      | AA   | HIS   | API   | AI   | F/T   | P/T |
| ACCOUNTING TECHNICIAN                         | OC           | 0               | 2  | 2  | 0          | 2 | 2  | 0    | 0  | 0   | 0   | 0  | 0      | 0  | 2   | 0   | 0  | 0      | 0    | 2     | 0     | 0    | 2     | 0   |
| ADMINISTRATIVE SECRETARY-CONFIDENTIAL         | OC           | 0               | 3  | 3  | 0          | 3 | 3  | 0    | 0  | 0   | 0   | 0  | 0      | 2  | 1   | 0   | 0  | 0      | 2    | 1     | 0     | 3    | 0     |     |
| EXECUTIVE ASSISTANT TO ADMINISTRATIVE OFFICER | PP           | 0               | 1  | 1  | 0          | 1 | 1  | 0    | 0  | 0   | 0   | 0  | 0      | 1  | 0   | 0   | 0  | 0      | 1    | 0     | 0     | 1    | 0     |     |
| SENIOR ACCOUNT CLERK                          | OC           | 0               | 2  | 2  | 0          | 2 | 2  | 0    | 0  | 0   | 0   | 0  | 0      | 1  | 1   | 0   | 0  | 0      | 1    | 1     | 0     | 2    | 0     |     |
| SENIOR SECRETARY                              | OC           | 0               | 2  | 2  | 0          | 1 | 1  | 0    | 0  | 0   | 0   | 0  | 1      | 0  | 1   | 0   | 0  | 1      | 0    | 1     | 0     | 2    | 0     |     |
| SENIOR STOREKEEPER                            | OC           | 1               | 0  | 1  | 1          | 0 | 1  | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 1    | 0     | 0     | 1    | 0     |     |
| SUPERVISING STOREKEEPER                       | OC           | 1               | 0  | 1  | 1          | 0 | 1  | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 1    | 0     | 0     | 1    | 0     |     |
| <b>TOTAL Office Clerical II</b>               |              | 2               | 10 | 12 | 2          | 9 | 11 | 0    | 0  | 2   | 0   | 0  | 1      | 0  | 7   | 2   | 0  | 1      | 0    | 9     | 2     | 0    | 12    | 0   |
|   |              | 83.3%           |    |    | 91.7%      |   |    |      |    |     |     |    |        |    |     |     |    | 8.3%   | 0.0% | 75.0% | 16.7% | 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 | W      | AA   | HIS   | API  | AI   | F/T   | P/T |
| COURIER                        | OC           | 2               | 2 | 4  | 0          | 1 | 1 | 2    | 0  | 0   | 0   | 0  | 1      | 0  | 1   | 0   | 0  | 3      | 0    | 1     | 0    | 0    | 4     | 0   |
| FLEET PARTS COORDINATOR        | OC           | 2               | 0 | 2  | 1          | 0 | 1 | 1    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 1      | 0    | 1     | 0    | 0    | 2     | 0   |
| MAILROOM CLERK                 | OC           | 0               | 1 | 1  | 0          | 1 | 1 | 0    | 0  | 0   | 0   | 0  | 0      | 0  | 1   | 0   | 0  | 0      | 0    | 0     | 1    | 0    | 0     | 1   |
| OFFICE ASSISTANT I             | OC           | 1               | 0 | 1  | 0          | 0 | 0 | 1    | 0  | 0   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 1      | 0    | 0     | 0    | 0    | 1     | 0   |
| SENIOR MAILROOM CLERK          | OC           | 1               | 0 | 1  | 1          | 0 | 1 | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 1     | 0    | 0    | 1     | 0   |
| STOREKEEPER                    | OC           | 4               | 0 | 4  | 4          | 0 | 4 | 0    | 0  | 3   | 0   | 1  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 3     | 0    | 1    | 4     | 0   |
| <b>TOTAL Office Clerical I</b> |              | 10              | 3 | 13 | 6          | 2 | 8 | 4    | 0  | 5   | 0   | 1  | 1      | 0  | 1   | 1   | 0  | 5      | 0    | 6     | 1    | 1    | 12    | 1   |
|                                |              | 23.1%           |   |    | 61.5%      |   |   |      |    |     |     |    |        |    |     |     |    | 38.5%  | 0.0% | 46.2% | 7.7% | 7.7% |       |     |

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**County of Monterey Workforce Analysis Chart**  
**Job Group Within Department**

**1050 - County Administrative Office**

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 | W      | AA   | HIS    | API  | AI   | F/T   | P/T |
| FLEET SERVICE WRITER               | SM           | 0               | 1 | 1 | 0          | 1 | 1 | 0    | 0  | 0   | 0   | 0  | 0      | 0  | 1   | 0   | 0  | 0      | 0    | 1      | 0    | 0    | 1     | 0   |
| MECHANIC I                         | SM           | 2               | 0 | 2 | 2          | 0 | 2 | 0    | 0  | 2   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 2      | 0    | 0    | 2     | 0   |
| RANGE MASTER                       | SM           | 1               | 0 | 1 | 1          | 0 | 1 | 0    | 0  | 1   | 0   | 0  | 0      | 0  | 0   | 0   | 0  | 0      | 0    | 1      | 0    | 0    | 1     | 0   |
| <b>TOTAL Service Maintenance I</b> |              | 3               | 1 | 4 | 3          | 1 | 4 | 0    | 0  | 3   | 0   | 0  | 0      | 0  | 1   | 0   | 0  | 0      | 0    | 4      | 0    | 0    | 4     | 0   |
|                                    |              | 25.0%           |   |   | 100.0%     |   |   |      |    |     |     |    |        |    |     |     |    | 0.0%   | 0.0% | 100.0% | 0.0% | 0.0% |       |     |

| TOTAL - 1050<br>County Administrative Office | 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 |
|  | 49              | 42 | 91 | 34         | 30 | 64 | 14   | 0  | 29  | 4   | 1  | 12     | 2  | 20  | 8   | 0  | 26     | 2    | 49    | 12    | 1    | 90    | 1   |
|  | 46.2%           |    |    | 70.3%      |    |    |      |    |     |     |    |        |    |     |     |    | 28.6%  | 2.2% | 53.8% | 13.2% | 1.1% |       |     |

AMS infoAdvantage

## Section 4

### Personnel Activity

| Job Group: 2                               | 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/<br>Alaskan Native         | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Hispanic                                   | -   | -        | 1                                   | -        | -                             | -        | -                                    | -        |
| <b>TOTAL (count each person only once)</b> | <b>1</b>                                    | <b>-</b> | <b>1</b>                            | <b>-</b> | <b>-</b>                      | <b>-</b> | <b>-</b>                             | <b>-</b> |
|  | 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/<br>Alaskan Native         | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Hispanic                                   | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| <b>TOTAL (count each person only once)</b> | <b>-</b>                                    | <b>-</b> | <b>-</b>                            | <b>-</b> | <b>-</b>                      | <b>-</b> | <b>-</b>                             | <b>-</b> |

## Section 4

### Personnel Activity

| Job Group: 3                               | New Hires                                   |          | Promotions – Into Job Group         |          | Promotions – Within Job Group |          | Voluntary Terminations & Retirements |          |
|--|---|----------|-------------------------------------|----------|-------------------------------|----------|--------------------------------------|----------|
|  | Males                                       | Females  | Males                               | Females  | Males                         | Females  | Male                                 | Females  |
| White                                      | -   | 1        | -                                   | -        | -                             | 1        | 2                                    | 1        |
| African American                           | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Asian/Pacific Islander                     | 1   | 1        | -                                   | -        | -                             | 1        | -                                    | -        |
| American Indian/<br>Alaskan Native         | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Hispanic                                   | 1   | 1        | -                                   | -        | -                             | -        | -                                    | 1        |
| <b>TOTAL (count each person only once)</b> | <b>2</b>                                    | <b>3</b> | <b>-</b>                            | <b>-</b> | <b>-</b>                      | <b>2</b> | <b>2</b>                             | <b>1</b> |
|  | 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/<br>Alaskan Native         | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Hispanic                                   | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| <b>TOTAL (count each person only once)</b> | <b>-</b>                                    | <b>-</b> | <b>-</b>                            | <b>-</b> | <b>-</b>                      | <b>-</b> | <b>-</b>                             | <b>-</b> |

## 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   | -        | -                                   | 1        | -                             | -        | -                                    | -        |
| African American                           | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Asian/Pacific Islander                     | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| American Indian/<br>Alaskan Native         | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Hispanic                                   | 1   | -        | -                                   | -        | -                             | -        | 1                                    | -        |
| <b>TOTAL (count each person only once)</b> | <b>2</b>                                    | <b>-</b> | <b>-</b>                            | <b>1</b> | <b>-</b>                      | <b>-</b> | <b>1</b>                             | <b>-</b> |
|  | 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/<br>Alaskan Native         | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Hispanic                                   | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| <b>TOTAL (count each person only once)</b> | <b>-</b>                                    | <b>-</b> | <b>-</b>                            | <b>-</b> | <b>-</b>                      | <b>-</b> | <b>-</b>                             | <b>-</b> |

## Section 4

### Personnel Activity

| Job Group: 16                              | 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                     | -   | -       | -                                   | -       | -                             | -       | 1                                    | -       |
| American Indian/<br>Alaskan Native         | -   | -       | -                                   | -       | -                             | -       | -                                    | -       |
| Hispanic                                   | -   | -       | -                                   | -       | -                             | -       | -                                    | -       |
| <b>TOTAL (count each person only once)</b> | -   | -       | -                                   | -       | -                             | -       | <b>1</b>                             | -       |
|  | 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/<br>Alaskan Native         | -   | -       | -                                   | -       | -                             | -       | -                                    | -       |
| Hispanic                                   | -   | -       | -                                   | -       | -                             | -       | -                                    | -       |
| <b>TOTAL (count each person only once)</b> | -   | -       | -                                   | -       | -                             | -       | -                                    | -       |

## 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                                      | -   | -       | -                                   | -       | -                             | 1        | -                                    | 1        |
| African American                           | -   | -       | -                                   | -       | -                             | -        | -                                    | -        |
| Asian/Pacific Islander                     | -   | -       | -                                   | -       | -                             | -        | -                                    | -        |
| American Indian/<br>Alaskan Native         | -   | -       | -                                   | -       | -                             | -        | -                                    | -        |
| Hispanic                                   | -   | -       | 1                                   | -       | -                             | -        | -                                    | -        |
| <b>TOTAL (count each person only once)</b> | -   | -       | <b>1</b>                            | -       | -                             | <b>1</b> | -                                    | <b>1</b> |
|  | 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/<br>Alaskan Native         | -   | -       | -                                   | -       | -                             | -        | -                                    | -        |
| Hispanic                                   | -   | -       | -                                   | -       | -                             | -        | -                                    | -        |
| <b>TOTAL (count each person only once)</b> | -   | -       | -                                   | -       | -                             | -        | -                                    | -        |



## 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   | 1        | -                                   | -        | 1                             | -        | 1                                    | -        |
| African American                           | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Asian/Pacific Islander                     | -   | -        | -                                   | -        | -                             | -        | 1                                    | -        |
| American Indian/<br>Alaskan Native         | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Hispanic                                   | -   | -        | -                                   | -        | 2                             | -        | -                                    | -        |
| <b>TOTAL (count each person only once)</b> | <b>1</b>                                    | <b>1</b> | <b>-</b>                            | <b>-</b> | <b>3</b>                      | <b>-</b> | <b>2</b>                             | <b>-</b> |
|  | 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/<br>Alaskan Native         | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| Hispanic                                   | -   | -        | -                                   | -        | -                             | -        | -                                    | -        |
| <b>TOTAL (count each person only once)</b> | <b>-</b>                                    | <b>-</b> | <b>-</b>                            | <b>-</b> | <b>-</b>                      | <b>-</b> | <b>-</b>                             | <b>-</b> |

## 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.)

**No recruitments in 2021 were found to be underutilized**

| 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<br>(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<br>(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 County Administrative Office (CAO) is committed to maintaining a diverse workforce that reflects the local population and to promoting equal opportunity and inclusion while ensuring compliance with state, local and federal law. To this end, the department continuously strives to hire, develop, and retain top talent who will play a key role in enhancing our customers' experience. As in previous years, the CAO continues to utilize many of its outreach sources and advertises in various areas to target groups that will assist in the recruitment of qualified persons of color and women. By engaging our sources, we sustain professional relationships, continuity, and demonstrate to the community our efforts to focus on groups that are not meeting our goals and objectives. Having a diverse department demonstrates our ongoing commitment to being an Equal Opportunity Employer and sets an example for other departments to follow.

The CAO did not have any recruitments requiring a selective certification waiver during the subject reporting period (2021).

##### **Hiring:**

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

The CAO continues to utilize a rating scale system for applicant responses to supplemental questions as part of the application process. The same system is used for responses to interview questions and test results during the interview process. This process is used throughout the County organization and adheres to federal, state, and local law. When determining fit within the organization, the department considers various factors including: qualifications, demonstrated communication skills, adaptability, problem solving capabilities, conflict management and customer service.

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

The CAO is committed to ensuring that diversity is represented during the screening and interview process. To further advance this effort, the department engages a diverse group of panel members including representation from women and people of color. The diverse screening/interview panels are comprised of internal and external subject matter sources including County personnel and representatives from outside jurisdictions, agencies, and community groups.

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

In an effort to minimize bias in the decision-making process, screeners are provided with minimal information regarding the applicant's gender, race, and age, etc. Screeners are strictly used for the purpose of identifying whether the applicant meets the minimum qualifications for the position; and as such, are restricted to basic information to assess the applications received.

Likewise, to minimize potential bias, interview panelists are provided with copies of applications the day of the interview and are briefed and invited to ask questions. This process is completed in adherence to federal, state, and local laws.

**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 prides itself in providing staff with an opportunity to acquire additional skills and knowledge that would help them promote as internal or external opportunities arise, which include: internship programs, mentoring, training, and working out of class opportunities. This practice has proven to be successful throughout the years in that the department has experienced various female and minority staff promoting from entry/clerical level positions to advanced supervisory/managerial positions.

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 continues to promote its diverse staff into higher management level positions based on their job performance evaluations that reflects they have met the highest level of performance and desire to advance in their position. Their commitment to continue to excel and be a mentor to others is our commitment to grow our staff to their highest abilities and being an Equal Opportunity Employer.

**Retention and Inclusion:**

What data collection procedures/tools have you implemented to track the turnover rate for protected groups? What does the data show regarding turnover rates of protected groups, compared to the general population in your department?

Relevant data is compiled via the County's Advantage Human Resources System. The department partners with the Human Resources department to obtain turnover related information for its organization. Data compiled during the reporting period displays an overall workforce comprised of 46.2% female and 70.3% minority. The organization experienced a total of ten (10) voluntary terminations and/or retirements, which equates to a turnover rate of approximately 11%. Of those departures, 30% were female and 40% minority. The voluntary turnover rate is consistent with current staffing and new hire utilization rates, which demonstrates that neither ethnic or gender minorities are choosing to voluntarily leave the organization at a faster rate than the department is able to recruit or retain them.

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

In 2021, the CAO experienced nine (9) promotions. Of those promotions, 44% were female and 56% were minority. The department is committed towards increasing positive trends in future reporting periods.

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

The CAO abides by the County's Lactation in the Workplace Policy and has designated lactation rooms within the County Government Center and throughout County owned buildings. All new hires are informed of, and sign receipt of, said policy during the onboarding process. Alternate work schedules are granted to staff, which may include longer lunches or breaks to utilize lactation rooms or to allow for sufficient travel time for staff to breastfeed children at home/daycare.

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

Every effort is made to facilitate requests for accommodation in accordance with the County's Reasonable Accommodation Policy. Further, employees are empowered to communicate with management regarding any concerns that they may have regarding their employment or need for accommodation, regardless of direct supervisory relationships. Following requests for accommodation, management meets and engages with employees as part of the interactive process to work towards the shared goal of identifying effective reasonable accommodations.

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 department continues to make every effort possible to conduct exit interviews in partnership with the Human Resources Department.

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

The department strives to be the employer of choice and provides mentorship and cross training opportunities to enhance its employees' skill set, abilities, and knowledge to help them promote as internal or external opportunities arise. By taking the time to invest in staff, the department has experienced various female and minority staff promoting from entry/clerical level positions to advanced supervisory/managerial positions.

In addition, the department provides an atmosphere of inclusivity and maintains open lines of communication across all staff levels. Employees feel secure in communicating with management (regardless of supervisory relationship) on any concerns that they may have regarding their employment or need for accommodation.

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

The department is committed to increasing positive trends as it relates to the recruitment and promotion of underrepresented groups.

## 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 and please share any suggestions and/or 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 trainings offered by the Civil Rights Office. All employees complete the Prevention of Sexual Harassment and Discrimination Training and the Civil Rights Training every two years.

|  | Prevention of Sexual Harassment and Discrimination Training | Civil Rights Training |
|--|---|-----------------------|
| Total number of Managers                                       | 33  | 33                    |
| Managers completed   | 24  | 18                    |
| Percent of Managers completed                                  | 73%   | 55%                   |
|  |   |                       |
| Total number of Employees (non-supervisors/managers) completed | 71  | 71                    |
| Employees (non-supervisors/managers) completed                 | 60  | 27                    |
| Percent of Employees (non-supervisors/managers) completed      | 85%   | 38%                   |

## **Section 8**

### **Follow up requested by the Commission**

In this section, please discuss any follow up requested by the Commission during past years' presentations on the Departmental Equal Opportunity Plan. Follow up may occur via action, memorandum, or additional presentation to the Commission.

The department's 2020 Equal Opportunity Plan was presented to the Equal Opportunity Commission in late July 2021. Based on feedback received by the commission, the department has taken appropriate measures to increase African American representation in its screening and interview panel processes.



## Section 9

### Title VI of the Civil Rights Act Implementation

(In accordance with the County's [Title VI of the Civil Rights Act Implementation Plan](#))

|                        | <b>Requirement</b>   | <b>Implementation Notes</b>  | <b>Completed</b> |
|------------------------|--|--|------------------|
| <b>General</b>         | Title VI notice at public counters   | Title VI notices are posted in our breakrooms (2).   | Y                |
|                        | Internal process to forward discrimination complaints to Civil Rights Office | Employees are encouraged (and trained) to forward complaints to the Civil Rights Office, as appropriate.   | Ongoing          |
|                        | Nonstandard contracts include nondiscrimination clause                       | Contract templates, which include a nondiscrimination clause, are utilized by the department.  | Y                |
|                        | Data is collected on the ethnicity and language of people served             | <b>NA</b>  |                  |
| <b>Language Access</b> | Departmental language assessment completed                                   | At the present time, approximately 10% of the department's employees are receiving bilingual pay. Employees who request bilingual status are evaluated and tested by Human Resources staff.  |                  |
|                        | Vital documents translated into Spanish                                      | The department continues working towards assessing published documents for conversion to English/Spanish versions. Every effort was made towards ensuring the translation of outgoing COVID related notices and guidelines in both English/Spanish during the reporting period (2021). | Ongoing          |
|                        | Website – minimize PDFs. When using PDFs, include a Spanish version          | As noted above, the department continues working towards assessing published documents and converting to English/Spanish versions.   | Ongoing          |
|                        | Procedures and budget for use of interpretation and translation services     | The department continues to budget for translation/interpretation  | Ongoing          |

|                             |  |   |         |
|-----------------------------|--|---|---------|
|                             |  | services. Services are acquired as needed.  |         |
|                             | Public voicemails in English and Spanish   | The department's main line includes voicemail greetings in English and Spanish.   | Ongoing |
|                             | Public counters: language charts available   |   |         |
|                             | Public counters: all signage in English and Spanish  | The CAO continues assessing the use of signage and will modify as needed to include both in English and Spanish on an ongoing basis. COVID related signage in Spanish/English was displayed during the reporting period (2021) at public counters, as well as throughout the Government Building. | Ongoing |
|                             | Public counters: procedures to have bilingual staff available  | The department employs several bilingual staff to ensure the provision of services to the public.   | Ongoing |
| <b>Community Engagement</b> | Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds  | The department engages the community on projects, programs, and services by providing outreach through the media, fairs, and community meetings.  | Ongoing |
|                             | Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process | The department is spearheading ongoing weekly discussions with internal and external parties to address the pandemic disparate impact on communities of color and other underrepresented communities within the County.   | Ongoing |
|                             | Considerations taken to ensure equitable engagement  |   |         |
|                             | Key community engagement contacts established  | The department has established contacts with NAACP, MILPA, Veterans Transition Centers, Housing Authority, as well as local jurisdictions (cities), schools, colleges, water agencies and fire districts.   | Y       |