

Public Works, Facilities & Parks

(Resource Management Agency)

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.

DocuSigned by:
Randell Ishii
C09779208FE94F3...

Randell Ishii

Director (PWFP)

Section 2

Organizational Profile

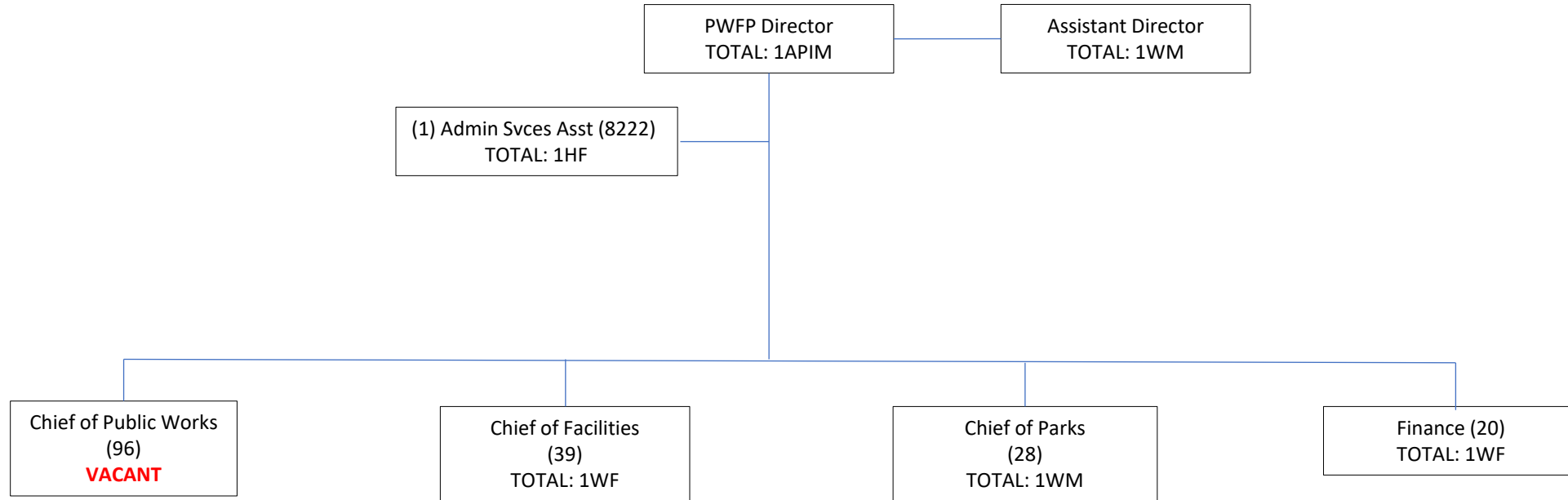
NOTE: The final stage of the dissolution of the Resource Management Agency occurred on July 1, 2021, when the positions were budgetarily moved into the Public Works, Facilities and Parks Department and the Housing and Community Development Department. Consequently, the data collected from January 1, 2021 through June 30, 2021 was combined, resulting in data representative of both departments. As such, to produce a report that is accurately reflective of the available data, the report was initially combined.

The EOP report was completed and signed on March 31, 2022 (**Attachment A**). A typographical error was found on the report in which at the request of the Director, the report was modified and re-routed for signature on April 1, 2022 (**Attachment B**).

On April 3, 2022, at the request of the Civil Rights Office the report was requested to be submitted into two separate reports.

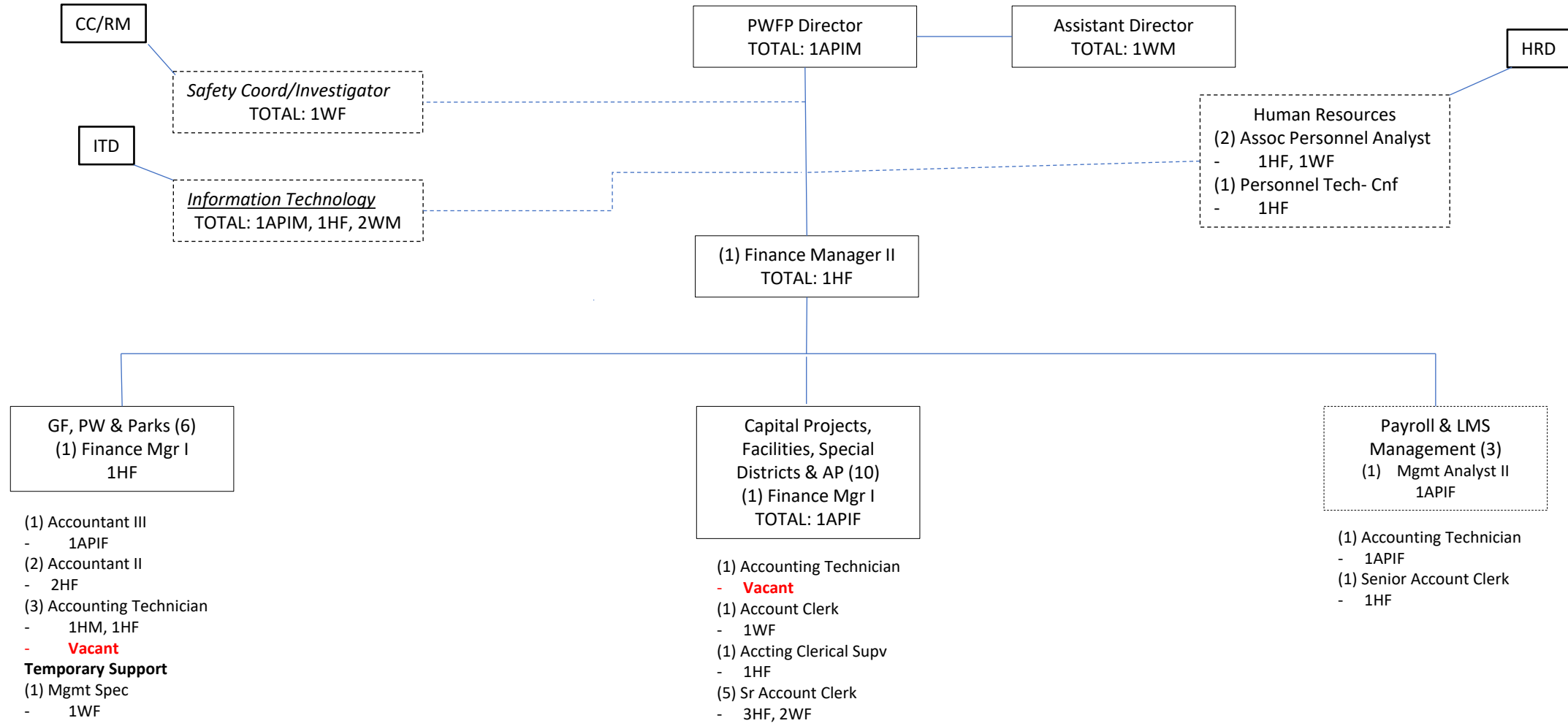
To the best of our ability, this report reflects data for the Public Works, Facilities and Parks Department.

Public Works, Facilities, & Parks Department



Public Works, Facilities & Parks Department

Finance, Safety, HR and IT



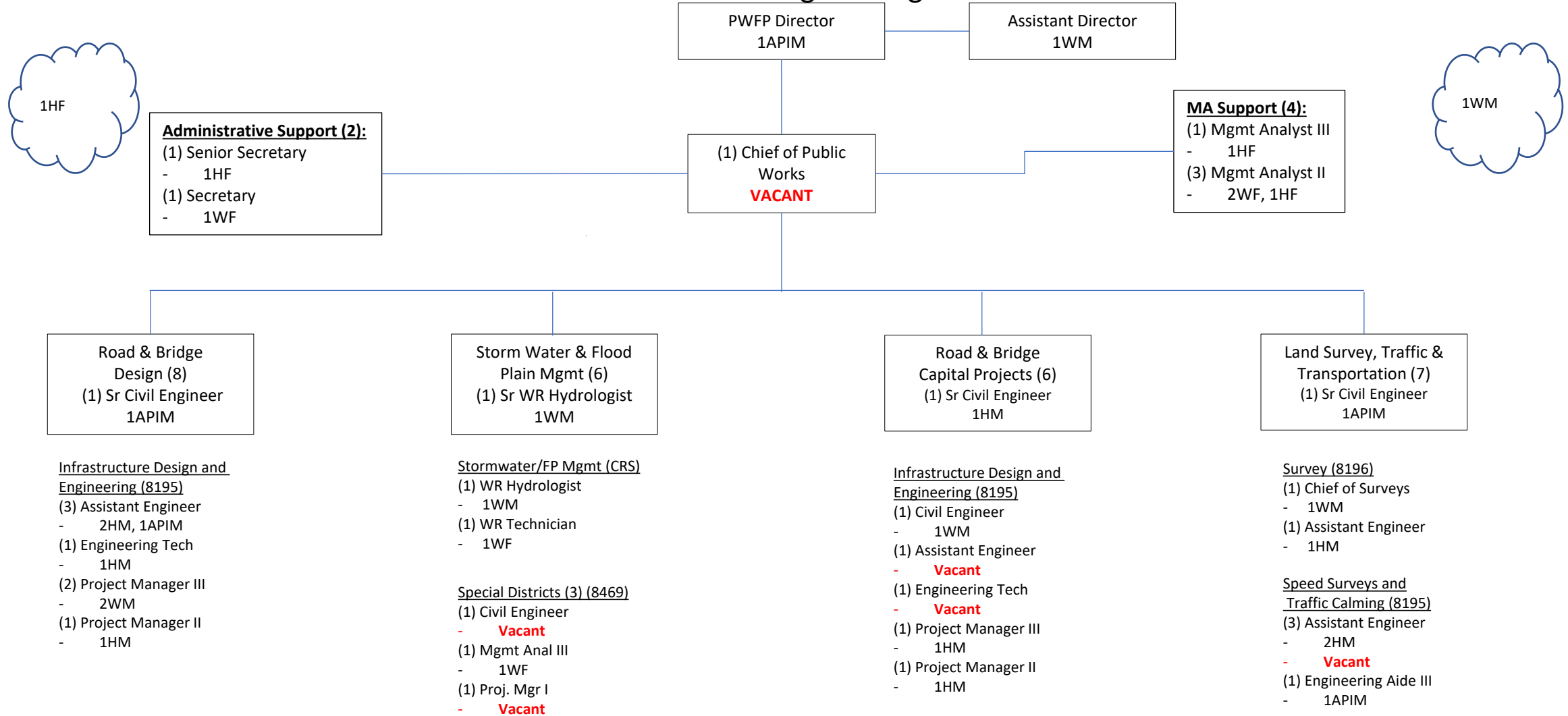
Reflects shared services between HCD and PWWP

Reflects shared services between HCD and PWWP, HR positions funded in PWWP but matrixed out of HR

Public Works, Facilities & Parks Department

Total Approved Positions: 34
Total Temporary Positions: 0

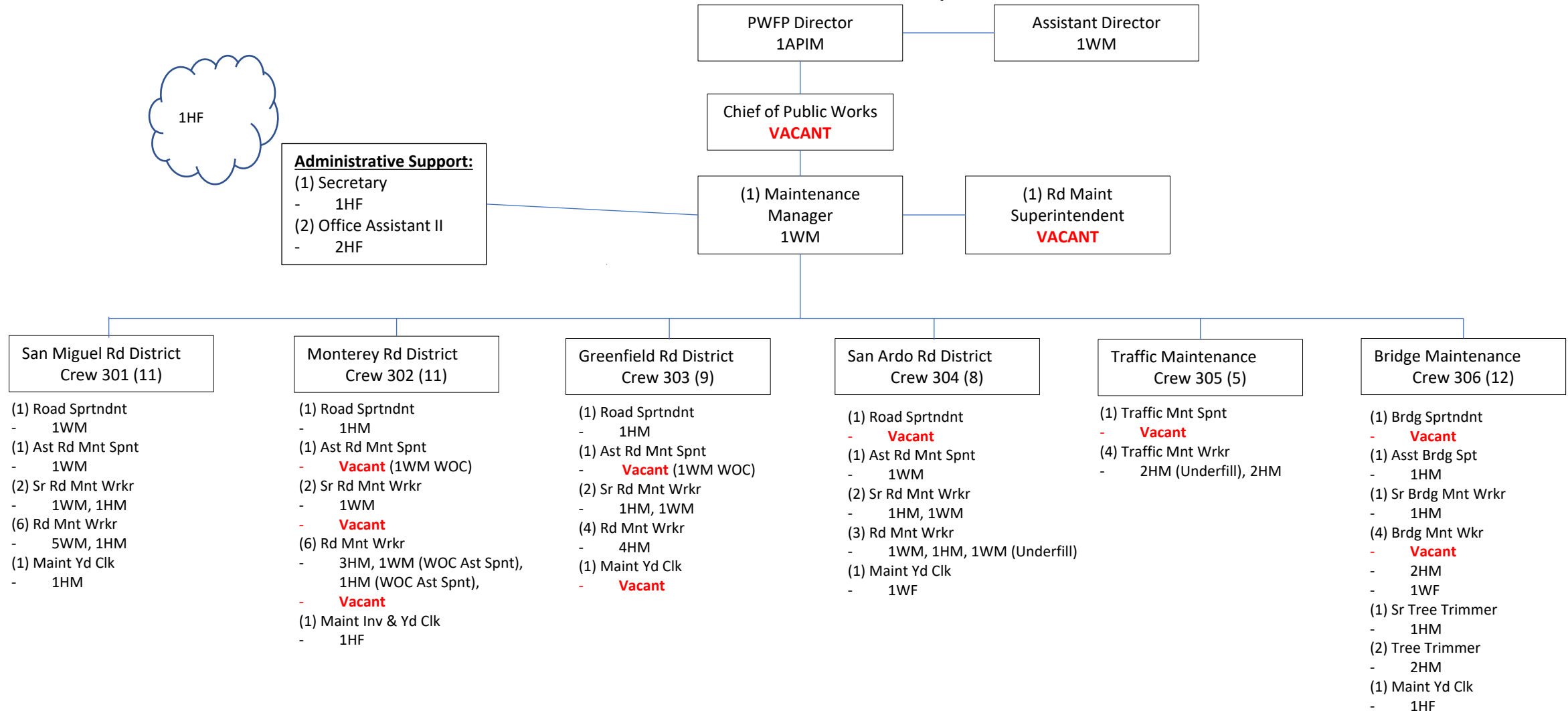
Public Works Engineering



Public Works, Facilities & Parks Department

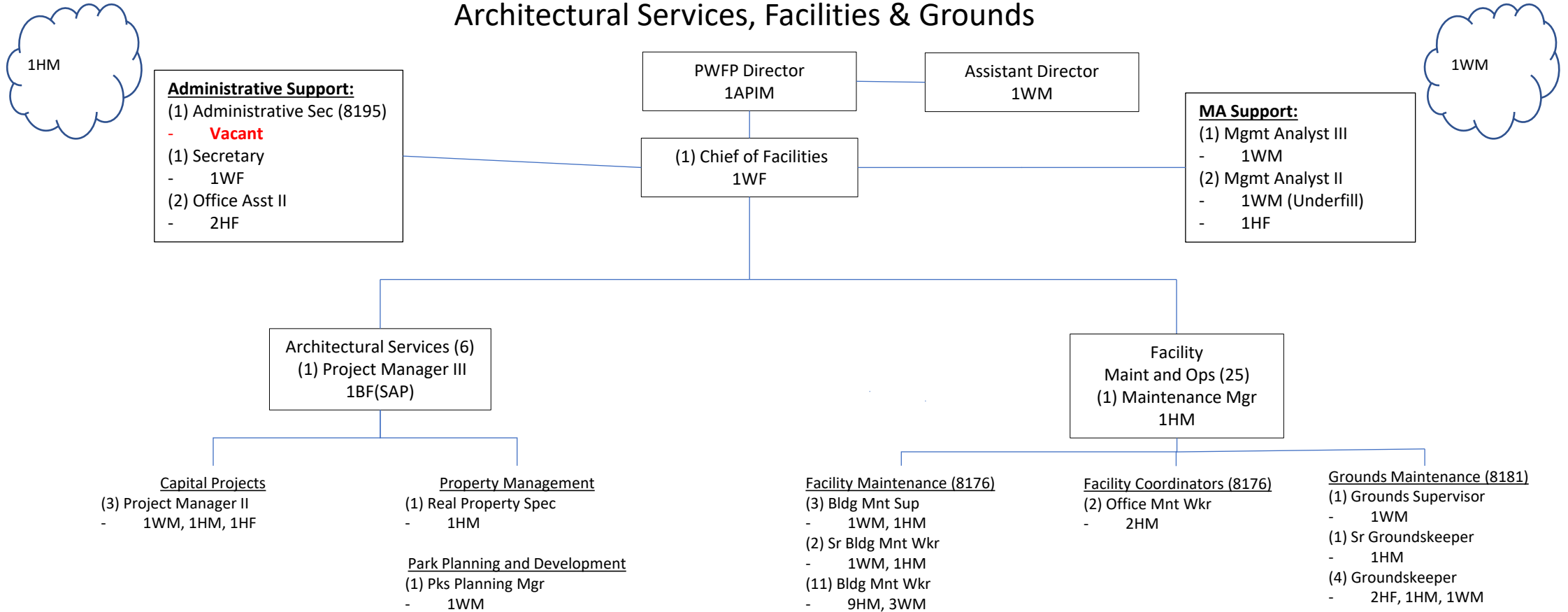
Public Works Maintenance & Operations

Total Approved Positions: 62
Total Temporary Positions: 0



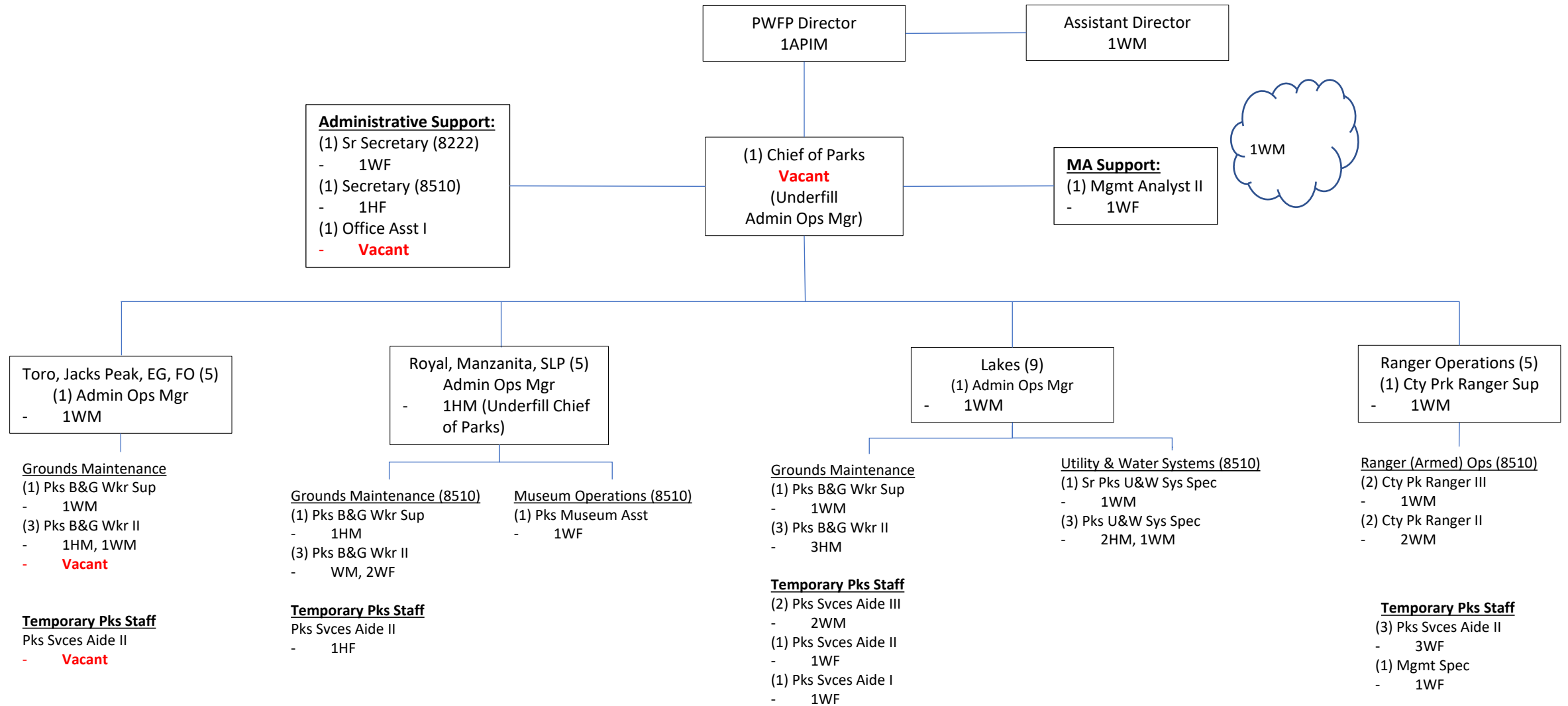
Litter Abatement (8194)
 (2) Litter Guards
 - 1HM
 - Vacant

Public Works, Facilities & Parks Department Architectural Services, Facilities & Grounds



Public Works, Facilities & Parks Department

Park and Ranger Operations



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.

Run Date : 01/07/2022

Job Group Within Department

Run Time : 11:07 AM

Cover Page

Parameters and Prompts

Home Department:	3200
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).

Run Date : 01/07/2022

Job Group Within Department

Run Time : 11:07 AM

3200 - Public Works, Facilities & Parks

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 DIRECTOR OF PUBLIC WORKS, FACILITIES AND P	OA	1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	2	0
TOTAL Management II		1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	2	0
		50.0%			0.0%													100.0%	0.0%	0.0%	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
CHIEF OF FACILITIES	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
FINANCE MANAGER II	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
FINANCE MANAGER III	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
SENIOR CIVIL ENGINEER	OA	3	0	3	3	0	3	0	0	1	2	0	0	0	0	0	0	0	0	1	2	0	3	0
TOTAL Management I		3	3	6	3	2	5	0	0	1	2	0	1	0	1	1	0	1	0	2	3	0	6	0
		50.0%			83.3%													16.7%	0.0%	33.3%	50.0%	0.0%		

Run Date : 01/07/2022

Job Group Within Department

Run Time : 11:07 AM

3200 - Public Works, Facilities & Parks

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
ACCOUNTANT III	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
ADMINISTRATIVE OPERATIONS MANAGER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
ADMINISTRATIVE SERVICES ASSISTANT	P	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
BRIDGE SUPERINTENDENT	OA	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
CHIEF OF PARKS	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
FINANCE MANAGER I	P	0	2	2	0	2	2	0	0	0	0	0	0	1	1	0	0	0	0	1	1	0	2	0
MAINTENANCE MANAGER	OA	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0
MANAGEMENT ANALYST II	P	1	6	7	0	4	4	1	0	0	0	0	2	0	3	1	0	3	0	3	1	0	7	0
MANAGEMENT ANALYST III	P	1	2	3	0	1	1	1	0	0	0	0	1	0	1	0	0	2	0	1	0	0	3	0
PROJECT MANAGER II	P	5	1	6	4	1	5	1	0	3	1	0	0	0	1	0	0	1	0	4	1	0	6	0
PROJECT MANAGER III	P	2	1	3	1	1	2	1	0	1	0	0	0	1	0	0	0	1	1	1	0	0	3	0
REAL PROPERTY SPECIALIST	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
ROAD MAINTENANCE SUPERINTENDENT	OA	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
ROAD SUPERINTENDENT	OA	4	0	4	2	0	2	2	0	2	0	0	0	0	0	0	0	2	0	2	0	0	4	0
TOTAL Professionals - Administration		20	14	34	11	11	22	9	0	10	1	0	3	1	7	3	0	12	1	17	4	0	34	0
		41.2%			64.7%													35.3%	2.9%	50.0%	11.8%	0.0%		

Run Date : 01/07/2022

Job Group Within Department

Run Time : 11:07 AM

3200 - Public Works, Facilities & Parks

JOB GROUP 06: Professionals - Land Use - (29.9% Minority Availability) - (40.7% 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
ASSISTANT ENGINEER	P	8	0	8	7	0	7	1	0	4	3	0	0	0	0	0	0	1	0	4	3	0	8	0
CHIEF OF SURVEYS	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
CIVIL ENGINEER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
SENIOR WATER RESOURCES HYDROLOGIST	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
WATER RESOURCES HYDROLOGIST	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Professionals - Land Use		12	0	12	7	0	7	5	0	4	3	0	0	0	0	0	0	5	0	4	3	0	12	0
		0.0%			58.3%													41.7%	0.0%	33.3%	25.0%	0.0%		

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	W	AA	HIS	API	AI	F/T	P/T
COUNTY PARK RANGER SUPERVISOR	PS	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Law Enforcement II		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%			0.0%													100.0%	0.0%	0.0%	0.0%	0.0%		

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	W	AA	HIS	API	AI	F/T	P/T
COUNTY PARK RANGER II	PS	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0
COUNTY PARK RANGER III	PS	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0
TOTAL Law Enforcement I		4	0	4	0	0	0	4	0	0	0	0	0	0	0	0	0	4	0	0	0	0	4	0
		0.0%			0.0%													100.0%	0.0%	0.0%	0.0%	0.0%		

County of Monterey Workforce Analysis Chart
Job Group Within Department

Run Date : 01/07/2022

Run Time : 11:07 AM

3200 - Public Works, Facilities & Parks

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
ENGINEERING AIDE III	T	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
ENGINEERING TECHNICIAN	T	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	1	0	1	0	0	2	0	
WATER RESOURCES TECHNICIAN	T	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	
TOTAL Paraprofessional - Technicians II		3	1	4	2	1	3	1	0	1	1	0	0	0	0	1	0	0	1	2	0	4	0	
		25.0%			75.0%													25.0%	0.0%	25.0%	50.0%	0.0%		

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

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ACCOUNTANT I	PP	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
GUARD	PS	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
PARK SERVICES AIDE II	PP	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
PARKS MUSEUM ASSISTANT	PP	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Paraprofessional - Technicians I		1	4	5	1	2	3	0	0	1	0	0	2	0	2	0	0	2	0	3	0	0	5	0
		80.0%			60.0%													40.0%	0.0%	60.0%	0.0%	0.0%		

County of Monterey Workforce Analysis Chart
Job Group Within Department

Run Date : 01/07/2022

Run Time : 11:07 AM

3200 - Public Works, Facilities & Parks

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
ASSISTANT BRIDGE SUPERINTENDENT	SC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
ASSISTANT ROAD SUPERINTENDENT	SC	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	1	0	1	0	0	2	0	
BUILDING MAINTENANCE SUPERVISOR	SC	3	0	3	1	0	1	2	0	1	0	0	0	0	0	0	2	0	1	0	0	3	0	
SENIOR BUILDING MAINTENANCE WORKER	SC	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
SENIOR GROUNDSKEEPER	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	
SENIOR ROAD MAINTENANCE WORKER	SC	6	0	6	4	0	4	2	0	4	0	0	0	0	0	0	2	0	4	0	0	6	0	
TOTAL Skilled Craft II		14	0	14	8	0	8	6	0	8	0	0	0	0	0	0	6	0	8	0	0	14	0	
		0.0%			57.1%													42.9%	0.0%	57.1%	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
BRIDGE MAINTENANCE WORKER	SC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	0	
BUILDING MAINTENANCE WORKER	SC	12	0	12	11	0	11	1	0	11	0	0	0	0	0	0	1	0	11	0	0	12	0	
PARKS UTILITIES & WATER SYSTEMS SPECIALIST	SC	3	0	3	1	0	1	2	0	1	0	0	0	0	0	0	2	0	1	0	0	3	0	
ROAD MAINTENANCE WORKER	SC	15	0	15	8	0	8	7	0	7	1	0	0	0	0	0	7	0	7	1	0	15	0	
TRAFFIC MAINTENANCE WORKER	SC	3	0	3	3	0	3	0	0	3	0	0	0	0	0	0	0	0	3	0	0	3	0	
TOTAL Skilled Craft I		34	0	34	24	0	24	10	0	23	1	0	0	0	0	0	10	0	23	1	0	34	0	
		0.0%			70.6%													29.4%	0.0%	67.6%	2.9%	0.0%		

County of Monterey Workforce Analysis Chart
 Job Group Within Department

Run Date : 01/07/2022

Run Time : 11:07 AM

3200 - Public Works, Facilities & Parks

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 CLERICAL SUPERVISOR	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
ACCOUNTING TECHNICIAN	OC	1	2	3	1	2	3	0	0	1	0	0	0	0	2	0	0	0	0	0	3	0	0	3	0
OFFICE ASSISTANT III	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
SENIOR ACCOUNT CLERK	OC	0	5	5	0	1	1	0	0	0	0	0	4	0	1	0	0	4	0	1	0	0	5	0	
SENIOR SECRETARY	OC	0	3	3	0	1	1	0	0	0	0	0	2	0	0	1	0	2	0	0	1	0	3	0	
TOTAL Office Clerical II		1	12	13	1	6	7	0	0	1	0	0	6	0	5	1	0	6	0	6	1	0	13	0	
		92.3%			53.8%													46.2%	0.0%	46.2%	7.7%	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
ACCOUNT CLERK	OC	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0
MAINTENANCE INVENTORY & YARD CLERK	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
MAINTENANCE YARD CLERK	OC	1	3	4	1	1	2	0	0	1	0	0	2	0	1	0	0	2	0	2	0	0	2	2
OFFICE ASSISTANT II	OC	0	4	4	0	4	4	0	0	0	0	0	0	0	4	0	0	0	0	4	0	0	4	0
SECRETARY	OC	0	4	4	0	2	2	0	0	0	0	0	2	0	1	1	0	2	0	1	1	0	4	0
TOTAL Office Clerical I		1	14	15	1	9	10	0	0	1	0	0	5	0	8	1	0	5	0	9	1	0	13	2
		93.3%			66.7%													33.3%	0.0%	60.0%	6.7%	0.0%		

County of Monterey Workforce Analysis Chart
Job Group Within Department

Run Date : 01/07/2022

Run Time : 11:07 AM

3200 - Public Works, Facilities & Parks

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	W	AA	HIS	API	AI	F/T	P/T	
GROUNDS SUPERVISOR	SM	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
PARKS BUILDING & GROUNDS WORKER SUPERVISOR	SM	3	0	3	1	0	1	2	0	1	0	0	0	0	0	0	0	2	0	1	0	0	3	0	
SENIOR TREE TRIMMER	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	
TOTAL Service Maintenance II		5	0	5	2	0	2	3	0	2	0	0	0	0	0	0	0	3	0	2	0	0	5	0	
		0.0%			40.0%								60.0%					0.0%		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	W	AA	HIS	API	AI	F/T	P/T	
BRIDGE MAINTENANCE HELPER	SM	1	1	2	1	0	1	0	0	1	0	0	1	0	0	0	0	1	0	1	0	0	2	0	
GROUNDSKEEPER	SM	2	1	3	1	1	2	1	0	0	1	0	0	0	1	0	0	1	0	1	1	0	3	0	
OFFICE MAINTENANCE WORKER	SM	2	0	2	2	0	2	0	0	1	1	0	0	0	0	0	0	0	0	1	1	0	2	0	
PARKS BUILDING & GROUNDS WORKER II	SM	6	2	8	5	0	5	1	0	4	1	0	2	0	0	0	0	3	0	4	1	0	8	0	
ROAD MAINTENANCE HELPER	SM	3	0	3	2	0	2	1	0	2	0	0	0	0	0	0	0	1	0	2	0	0	3	0	
TRAFFIC MAINTENANCE HELPER	SM	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
TREE TRIMMER	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	
TOTAL Service Maintenance I		16	4	20	12	1	13	4	0	9	3	0	3	0	1	0	0	7	0	10	3	0	20	0	
		20.0%			65.0%								35.0%					0.0%		50.0%		15.0%		0.0%	

TOTAL - 3200 Public Works, Facilities & Parks	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	
	116	53	169	72	32	104	44	0	61	11	0	21	1	24	7	0	65	1	85	18	0	167	2	
	31.4%			61.5%								38.5%					0.6%		50.3%		10.7%		0.0%	

County of Monterey Workforce Analysis Chart
Job Group Within Department

Run Date : 01/07/2022

Run Time : 11:07 AM

	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
GRAND TOTAL	116	53	169	72	32	104	44	0	61	11	0	21	1	24	7	0	65	1	85	18	0	167	2
	31.4%			61.5%													38.5%	0.6%	50.3%	10.7%	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	6	4	0	0	2	0	5	4
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	1	1	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	9	2	2	2	3	4	4	7
TOTAL (count each person only once)	15	7	3	3	5	4	10	11
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	1	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.)

2021 Selective Certification Recruitments

Job #	Job Title	Status	Adv. From	Adv. To	Department	<u>EOO Status</u>
21/72B31/08JA	Parks Building & Grounds Worker II	Expired	8/9/2021	9/10/2021 23:59	Resource Management Agency	See Attached
21/80J22/06JA	Senior Account Clerk	Expired	6/21/2021	8/6/2021 23:59	Resource Management Agency	See Attached
21/74E01/04AR	BRIDGE MAINTENANCE HELPER	Expired	4/26/2021	5/3/2021 23:59	Resource Management Agency	See Attached
21/74D02/04AR	Road Maintenance Helper	Expired	4/26/2021	5/3/2021 23:59	Resource Management Agency	See Attached

2021 Total Recruitments - 27

2021 Recruitments Met Selective Cert- 23

Section 5

Recruitment – Data

Parks Building & Grounds Worker II (21/72B31/08JA)

(Please include information for each underutilized job group. Please include information about the

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	11	0	11	0	7	0	7	0	1	0
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	2	0	2	0	0	0	0	0	0	0
American Indian/Alaskan Native	3	0	3	0	0	0	0	0	0	0
Hispanic	22	0	22	0	4	0	4	0	1	0
TOTAL (count each person once only)	38	0	38	0	11	0	11	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	0	0	2	1	Screening was done through Neogov, auto score.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	0	0	
TOTAL (count each person once only)	0	0	2	1	

Department's challenges in recruiting a diverse and qualified applicant pool.)

Section 5

Recruitment – Data Senior Account Clerk (21/80J22/06JA)

(Please include information for each underutilized job group. Please include information about the

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	2	1	2	1	2	1	2	1	0	1
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	5	0	3	0	3	0	3	0	0
American Indian/Alaskan Native	0	2	0	2	0	2	0	2	0	0
Hispanic	2	18	2	12	2	12	2	12	0	0
TOTAL (count each person once only)	4	26	4	18	4	18	4	18	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	0	1	0	1	
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	1	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	1	0	1	
TOTAL (count each person once only)	0	2	0	3	

Department's challenges in recruiting a diverse and qualified applicant pool.)

Section 5

Recruitment – Data

BRIDGE MAINTENANCE HELPER (21/74E01/04AR)

(Please include information for each underutilized job group. Please include information about the

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	5	0	2	0	2	0	2	0	0	0
African American	2	0	2	0	2	0	2	0	0	0
Asian/Pacific Islander	1	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	19	0	13	0	13	0	13	0	1	0
TOTAL (count each person once only)	27	0	17	0	17	0	17	0	1	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	0	0	1	0	Screening was done through Neogov, auto score.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	3	0	
TOTAL (count each person once only)	0	0	4	0	

Department's challenges in recruiting a diverse and qualified applicant pool.)

Section 5

Recruitment – Data

Road Maintenance Helper (21/74D02/04AR)

(Please include information for each underutilized job group. Please include information about the

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	9	0	6	0	6	0	6	0	1	0
African American	2	0	1	0	1	0	1	0	0	0
Asian/Pacific Islander	1	0	1	0	1	0	1	0	1	0
American Indian/Alaskan Native	1	0	0	0	0	0	0	0	0	0
Hispanic	35	1	27	1	27	1	27	1	6	0
TOTAL (count each person once only)	48	1	35	1	35	1	35	1	8	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	0	0	1	0	Screening was done through Neogov, auto score.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	3	0	
TOTAL (count each person once only)	0	0	4	0	

Department's challenges in recruiting a diverse and qualified applicant pool.)

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?

The Public Works, Facilities & Parks Department (PWF&P) is committed to making a good faith effort to improve its female and minority presence in the various job classifications. To achieve this, the department have developed and maintained a collaborative relationship with the Civil Rights office, who provides ongoing guidance and support related to minority groups and targeted outreach efforts. Additionally, the department actively identify and eliminate artificial barriers to employment by assuring fair and equitable treatment for all applicants who participate in the recruitment, testing, and selection processes and promotional opportunities. The department are committed to hiring the best qualified persons based on merit.

Efforts the department has undertaken or will undertake to recruit, hire, promote, and retain qualified minorities and women include:

- Managers will receive regular updates on the departmental Workforce Analysis report and continue to support minority and female outreach efforts.*
- Utilize outside screeners and panel members, including women and minority organizations to further enhance neutrality and fairness in the selection process.*
- The department will reach out to other cities, Counties, web search, veteran affairs, social media and other County DepartmentS to increase and enhance methods to communicate employment opportunities to reach a more diverse applicant pool.*
- The department will seek consultation with EOO for recommendations on minority and female outreach resources for recruitments.*

- *Targeted recruitment efforts have included and will continue to include targeted outreach to women and minority groups.*
- *Continue supporting upward mobility; working with managers and supervisors to help identify staff career development and training.*
- *Improve opportunities for upward mobility of minorities in all job groups where female representation is below placement goal.*
- *All hiring decisions will continue to be reviewed and approved by the Hiring Authority in collaboration with the HR Analyst conducting the recruitment.*
- *The department will ensure that all managers and supervisors complete the required EEO anti-discrimination/ harassment training. The department will continue to encourage on-going formal and managerial training courses, especially those that promote an understanding of how to maintain a non-discriminatory and harassment free work environment.*
- *The department shall conduct in-house training on performance evaluations and follow up with Managers, as needed, in efforts to meet 100% compliance of timely completion of performance evaluations that articulate and evaluate employee strengths and areas for improvement. Additional strategy includes incorporating a review process of the evaluations prior to meeting with employee and help identify career development opportunities.*
- *Increase training, development and promotional opportunities to retain employees.*
- *Continue to conduct exit interviews to identify reasons why employees leave, evaluate how issues can be addressed to reduce turnover.*

The department worked in partnership with the Civil Rights Office to complete 4 recruitments during the 2021 calendar year that do not meet selective certification. None of these recruitments required a waiver, as the department was comfortable taking all additional measures necessary to ensure increased opportunity to a diverse population of candidates.

Hiring

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

The department strives to ensure that the candidates that are most qualified, based on knowledge, skill and ability are moved forward for consideration when filling vacancies. There are several steps that are taken to achieve this, and it begins with subjective screening of the applicant response to supplemental questions, resulting in a list of candidates that is ranked based on qualifications. Depending on several factors, including but not limited to if there are internal candidates, the volume of candidates on the eligible list, and the level of the position vacancy, candidates may be invited to interview more than once. When this occurs, generally the first interview is designed to further qualify candidates, often using outside panelists that are subject matter experts, and only the most qualified move forward to a second interview or a Meet & Greet with departmental managers. The purpose

of the second step is to confirm skill and ability, and determine “fit”. The department determines “fit” by assessing candidates based on their strengths and opportunities and matching them to those most needed in the department and/or agency as a whole. For example, an individual may have exceptional knowledge of planning codes, but struggle in their ability to communicate with the public and internal partners. More often than not, the “soft skills”, or interpersonal skills are measured to determine if the individual will be able to achieve results with success in the performance of the job.

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

Panelist and screeners are selected with diversity in mind. The department strives to ensure that the recruitment process is fair and equitable and by being inclusive, we are able to eliminate bias and any possible perception of bias.

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

The screening process is managed by the Analyst responsible for the recruitment.

Subject Matter Experts (SME’s) screening the application pool are only provided with information necessary for determining qualifications. Each screener is provided with guidance and direction regarding the process, and expectations that include providing justification for scoring. The Analyst reviews the scoring and verifies justification is fair, consistent, and sufficiently matches the scores provided.

The interview process in PWFPP and formerly the RMA is proctored by either the assigned Analyst, or a qualified and trained Personnel Technician. Exceptions to this are made when training is provided to the managerial staff participating in the panel is provided with training, and there are no immediate concerns that bias could be present in the process. For example, when internal candidates are under consideration for position vacancies. Panelists serving on the interview panel are briefed prior to the start of the interview process regarding the process and what is expected of them. The de-brief is proctored to ensure only information relevant to the position and candidate responses is considered in the selection.

Promotions

What processes, procedures, or systems have been implemented in your Department to support protected groups moving into senior job classifications beyond regular career progression (e.g., training, leadership development, mentoring, etc.)? How effective have these initiatives been in supporting promotional opportunities for women and people of color?

*The department provide a fair opportunity for career advancement to all individuals, based on demonstrated performance results, supporting professional development opportunities, and ongoing training and development. Individuals in job groups throughout the department are provided a fair opportunity to learn new skills through a rotation of job duties, which ensures an equity for competing for advancement. * Success in achieving equity in promotional advancement of individuals in diverse groups is evident in that 80% of promotional opportunities in 2021 were a minority. *Combined data for HCD & PWFPP*

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 is committed to providing all employees, regardless of ethnicity or gender, communication regarding their performance. Currently the departmental employees are receiving performance evaluations for the 2021 calendar year, and HR has received 93% of completed performance evaluations for PWWP employees to date. As part of the evaluation process, employees are measured on their interpersonal skills, which includes working relationships, communication, and when applicable, supervisory skills. Any issues regarding a failure to promote an inclusive work environment, consistent with departmental and County of Monterey expectations would be documented and addressed appropriately.

Retention and Inclusion

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

The department tracks employee retention for all employees, categorizing the reason for the separation and documenting exit interviews conducted.

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

*During 2021, 47% of employment separations were of a minority group. * Of these, 47% left when they were offered an opportunity for career advancement/ better job, 32% retired, 18% left for reasons unrelated to employer, and 2% were released involuntarily (including probation release). *Combined data for HCD & PWWP*

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

The 2021 calendar year brought about increased changes to the workforce. Following a year of societal and workplace accommodations related to the pandemic, there was a significant shift or evolution in the overall needs and expectations of the workforce as it relates to the employment experience. Within our department, we were proactive to supporting the needs of staff related to COVID19 and took active steps to ensure employee health and safety. Our department supported staff in numerous ways, including approving staff needs for accommodations related to distance learning, increased telework, and implementation of measures to increase social distancing in the workplace, including but not limited to closing to the public, implementation of self-assessment and temperature checks, modifications within the building to increase protections against the spread of the virus, and modifications to cubicle spaces to ensure compliance with directives from the County Health Officer. While these efforts were significant in helping to retain existing talent, the workforce supporting the industry had revolutionized, embracing telework and offering new and innovative benefits for employees and opening the platform of employment competitors significantly. In the 2021 calendar year, 47% of those leaving our employ

*communicated they were offered a position with increased pay and/ or benefits. While the impact of the global workforce changes was felt within our department, staff have communicated that the shifts we have made are in alignment the “new norm” of employer cultures and we continue to offer opportunities that are competitive with others, and this has contributed to increased retention within our department. Additionally, it should be noted that many communicated at the time of separation that their time with our department provided them with the training and experience necessary for that advancement. *Combined data for HCD & PWWP*

In prior years, we have observed trends that have resulted in an amplified focus on increased managerial coaching during the recruitment process and conducting prudent reference checks. In prior years, managers have communicated frustration with delayed processes for recruitment and exam, so they are more willing to accept candidates that don't meet their full expectations, with the hope they can provide additional training to make up for insufficient skill set at the time of hire. As a result, HR staff are working to ensure that there is increased partnership with managers in completion of the Job Analysis to better understand the needs of the position, and with executive staff to ensure priorities are set consistent with the urgency of needed support in the department. As a result, our retention of probationary employees increased in 2021.

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

The department supports all employees requiring accommodation for lactation. It should be noted that a significant percentage of employees were afforded increased opportunity to work from home during the 2021 calendar year, due to the COVID19 pandemic, enabling many employees to meet their lactation needs in the privacy of their own homes.

The Schilling Place building, which is the usual/primary work location for a large percentage of employees in both the Public Works, Facilities & Parks Department has a lactation room, and employees are granted access as needed. Employees returning from pregnancy disability leave are provided information and resources related to lactation, and the department has a pump available for loan in the event one is requested/needed.

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

Employees are provided information related to lactation and granted badge and code access to the lactation room.

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?

Yes, whenever possible the department conducts exit interviews with exiting staff. Reasons for leaving and information regarding overall satisfaction and dissatisfaction is gathered. Information presenting significant concerns are addressed expeditiously and overall trends are reported out on a periodic basis with the executive team.

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

The data collected supports that our department is successful in ensuring opportunities are provided to diverse individuals.

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

While data supports that the processes and outcomes reflect inclusiveness and broad acceptance of diversity, there are instances where people perceive a desire for preselection may exist. In response to this, the HR Analysts in the department are proactive to implementing steps in the recruitment and exam process that eliminate the ability for this to occur. This is most frequently the case when internal candidates are involved in an opportunity for competitive promotion. In these instances, additional measures are taken, including but not limited to requiring all applicants to be screened through an entirely external interview panel and only the top candidates move forward for further consideration.

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.

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.

Public Works, Facilities & Parks

	Harassment and Discrimination Prevention Training	Civil Rights Training
Total number of Managers	67	67
Managers completed	58	45
Percent of Managers completed	87%	67%
Total number of Employees (non-supervisors/managers)	110	110
Employees (non-supervisors/managers) completed	87	28
Percent of Employees (non-supervisors/managers) completed	79%	25%

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.

Response:

The County of Monterey utilizes contracted-external agencies for executive vacancies. Current contracted agencies include: Avery and Associates, CPS HR Consulting, MGT of America Consulting LLC, and Management Partners.

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	Posted.	X
	Internal process to forward discrimination complaints to Civil Rights Office	Implemented by department Analysts. Analysts have advised management regarding this process since implementation.	X
	Nonstandard contracts include a nondiscrimination clause	Contracts developed outside of the Standard agreement typically will include a nondiscrimination provision.	X
	Data is collected on the ethnicity and language of people served	Language needs are communicated/assessed at the public counter and documented in the que, as appropriate. Subsequent communication with the customer is in the language needed.	X
Language Access	Departmental language assessment completed	Yes; however assessment is dated. The department is in the process of re-evaluating and updating to ensure it meets current needs.	X
	Vital documents translated into Spanish	Yes. Critical documents have been translated into Spanish, and less critical documents are being translated on an ongoing basis.	X
	Website – minimize PDFs. When using PDFs, include a Spanish version	Typically information is in English only; however documents that are critical and/or safety sensitive are usually offered in English and Spanish.	X

	Procedures and budget for the use of interpretation and translation services	Yes, bilingual employees are onsite in critical positions and contracts are in place to provide translation services as needed.	X
	Public voicemails in English and Spanish	Yes.	X
	Public counters: language charts available	Available in Spanish.	X
	Public counters: all signage in English and Spanish	Yes.	X
	Public counters: procedures to have bilingual staff available	Yes.	X

Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	Yes, consideration is made when establishing, maintaining and revising policy and program to evaluate the ripple effects on low income and underrepresented groups.	X
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process	Yes, consideration is made when establishing, maintaining and revising policy and program to evaluate the ripple effects on low income and underrepresented groups.	X
	Considerations taken to ensure equitable engagement	Yes, in partnership with the Civil Rights Office and other key contacts.	X
	Key community engagement contacts established	Contacts are established and maintained to ensure inclusion.	X

ATTACHMENT A**DocuSign****Certificate Of Completion**

Envelope Id: 42446A4C46334E9C8AB7BF0721C101C1	Status: Completed
Subject: Please DocuSign: 2022 Department's Equal Opportunity Plan Template (Final 3.31-2022).pdf	
Source Envelope:	
Document Pages: 49	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Julie Aulenta
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	AulentaJA@co.monterey.ca.us
	IP Address: 192.92.176.112

Record Tracking

Status: Original 3/31/2022 11:00:34 AM	Holder: Julie Aulenta AulentaJA@co.monterey.ca.us	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Public Works, Facilities, & Parks	Location: DocuSign

Signer Events

Randell Ishii
IshiiR@co.monterey.ca.us
Director of PWFP
County of Monterey
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

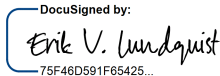
C09779208FE94F3...
Signature Adoption: Pre-selected Style
Using IP Address: 108.64.244.16
Signed using mobile

Timestamp

Sent: 3/31/2022 11:02:56 AM
Viewed: 3/31/2022 8:57:04 PM
Signed: 3/31/2022 9:01:03 PM

Electronic Record and Signature Disclosure:
Accepted: 7/1/2021 2:26:52 PM
ID: 96fbf741-2799-4c39-97b3-887382dac523

Erik V. Lundquist
lundquiste@co.monterey.ca.us
Director
Security Level: Email, Account Authentication (None)

DocuSigned by:

75F48D591F65425...
Signature Adoption: Pre-selected Style
Using IP Address: 99.43.15.194
Signed using mobile

Sent: 3/31/2022 9:01:07 PM
Viewed: 3/31/2022 9:42:58 PM
Signed: 3/31/2022 9:45:39 PM

Electronic Record and Signature Disclosure:
Accepted: 3/31/2022 9:42:58 PM
ID: 2338dfbc-dca0-4404-829a-d4b5049470e5

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Amy Rodriguez
RodriguezE3@co.monterey.ca.us
HR ANALYST
RMA
Security Level: Email, Account Authentication (None)

COPIED

Sent: 3/31/2022 9:45:42 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	3/31/2022 11:02:56 AM
Certified Delivered	Security Checked	3/31/2022 9:42:58 PM
Signing Complete	Security Checked	3/31/2022 9:45:39 PM
Completed	Security Checked	3/31/2022 9:45:42 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ATTACHMENT B**DocuSign****Certificate Of Completion**

Envelope Id: E4A448CB7A0F4399A74D92C4FBE8F057	Status: Completed
Subject: Please DocuSign: 2022 Department's Equal Opportunity Plan Template (Final 4.1-2022).pdf	
Source Envelope:	
Document Pages: 49	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Julie Aulenta
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	AulentaJA@co.monterey.ca.us
	IP Address: 192.92.176.112

Record Tracking

Status: Original 4/1/2022 10:01:28 AM	Holder: Julie Aulenta AulentaJA@co.monterey.ca.us	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Public Works, Facilities, & Parks	Location: DocuSign

Signer Events

Randell Ishii
IshiiR@co.monterey.ca.us
Director of PWWP
County of Monterey
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

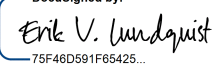
C09779208FE94F3...
Signature Adoption: Pre-selected Style
Using IP Address: 174.194.196.188
Signed using mobile

Timestamp

Sent: 4/1/2022 10:04:27 AM
Viewed: 4/1/2022 10:16:28 AM
Signed: 4/1/2022 10:17:08 AM

Electronic Record and Signature Disclosure:
Accepted: 7/1/2021 2:26:52 PM
ID: 96fbf741-2799-4c39-97b3-887382dac523

Erik V. Lundquist
lundquiste@co.monterey.ca.us
Director
Security Level: Email, Account Authentication (None)

DocuSigned by:

75F48D591F65425...
Signature Adoption: Pre-selected Style
Using IP Address: 99.43.15.194

Sent: 4/1/2022 10:17:11 AM
Viewed: 4/1/2022 10:45:15 AM
Signed: 4/1/2022 10:45:34 AM

Electronic Record and Signature Disclosure:
Accepted: 4/1/2022 10:45:15 AM
ID: c276bf6e-1ab3-4878-a37a-221e6d112a78

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Juan Rodriguez
rodriguezjp1@co.monterey.ca.us
Civil Rights Officer
Civil Rights Office
Security Level: Email, Account Authentication (None)

COPIED

Sent: 4/1/2022 10:45:37 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Amy Rodriguez RodriguezE3@co.monterey.ca.us HR ANALYST RMA Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/1/2022 10:45:38 AM

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	4/1/2022 10:04:27 AM
Certified Delivered	Security Checked	4/1/2022 10:45:15 AM
Signing Complete	Security Checked	4/1/2022 10:45:34 AM
Completed	Security Checked	4/1/2022 10:45:38 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Parks (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Parks:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: urenael@co.monterey.ca.us

To advise Parks of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at urenael@co.monterey.ca.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Parks

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to urenael@co.monterey.ca.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Parks

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to urenae1@co.monterey.ca.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Parks as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Parks during the course of your relationship with Parks.