Civil Rights Office

Equal Opportunity Plan

2023

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Section 1

Department Head's Acknowledgment & Commitment to the 2023 Departmental Equal Opportunity Plan

The Monterey County Board of Supervisors adopted an ordinance reaffirming their long-standing commitment to 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, Sexual Harassment, Reasonable Accommodation, and the Language Access and Effective Communication Policies, the Board of Supervisors reaffirms its expectation that each County official and employee is responsible for maintaining a workplace that is free from unlawful discrimination, harassment, and retaliation.

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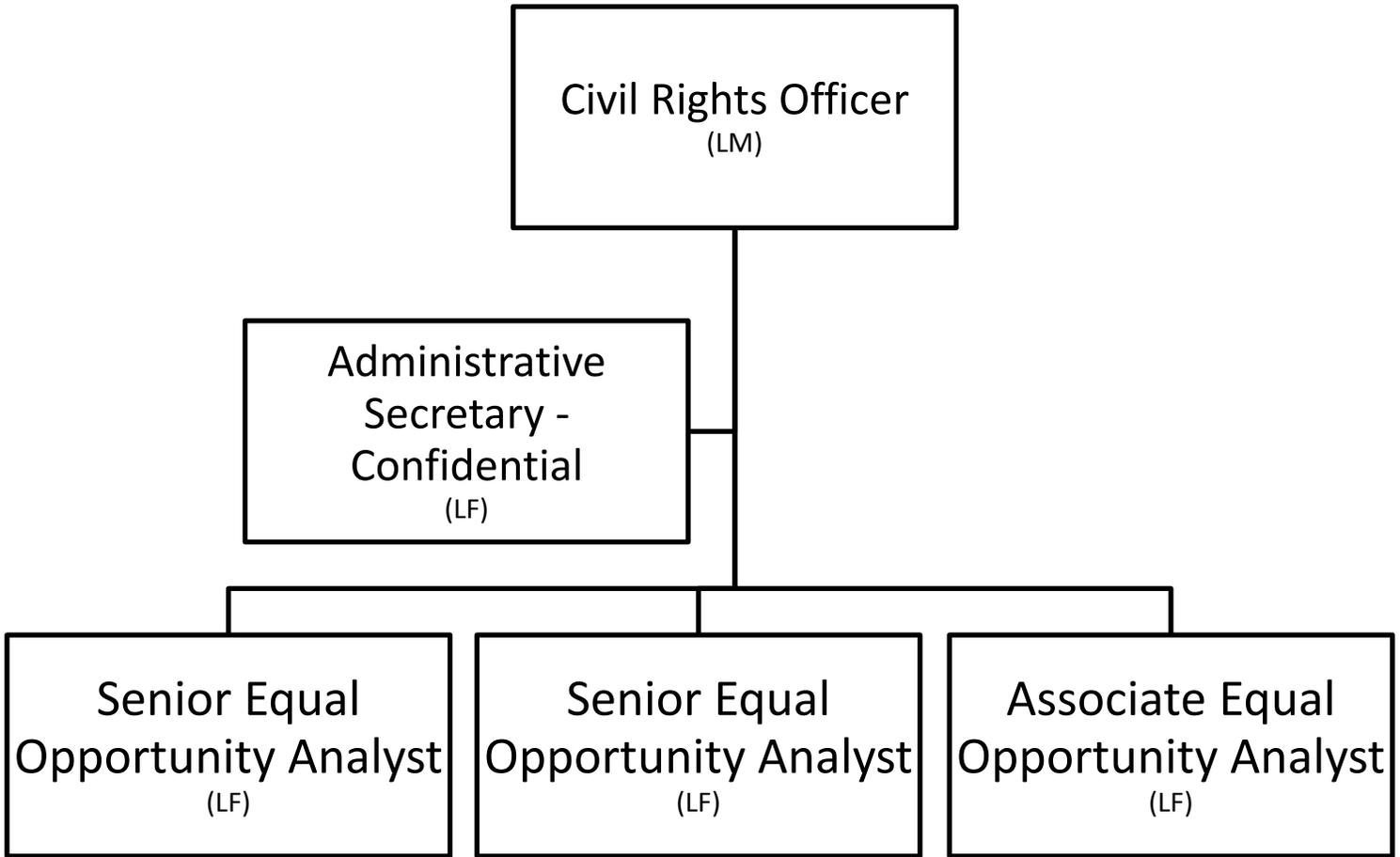
DocuSigned by:

0731285C822F42E...

Juan P. Rodriguez
Civil Rights Officer

Section 2

Organizational Profile
Civil Rights Office

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                    ┌──────────────────────┐
                    │  Civil Rights Officer │
                    │        (LM)           │
                    └──────────────────────┘
        ┌──────────────────────┐
        │   Administrative     │
        │    Secretary -       │
        │    Confidential      │
        │        (LF)          │
        └──────────────────────┘
  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
  │ Senior Equal │  │ Senior Equal │  │Associate Equal│
  │ Opportunity  │  │ Opportunity  │  │ Opportunity   │
  │   Analyst    │  │   Analyst    │  │   Analyst     │
  │    (LF)      │  │    (LF)      │  │    (LF)       │
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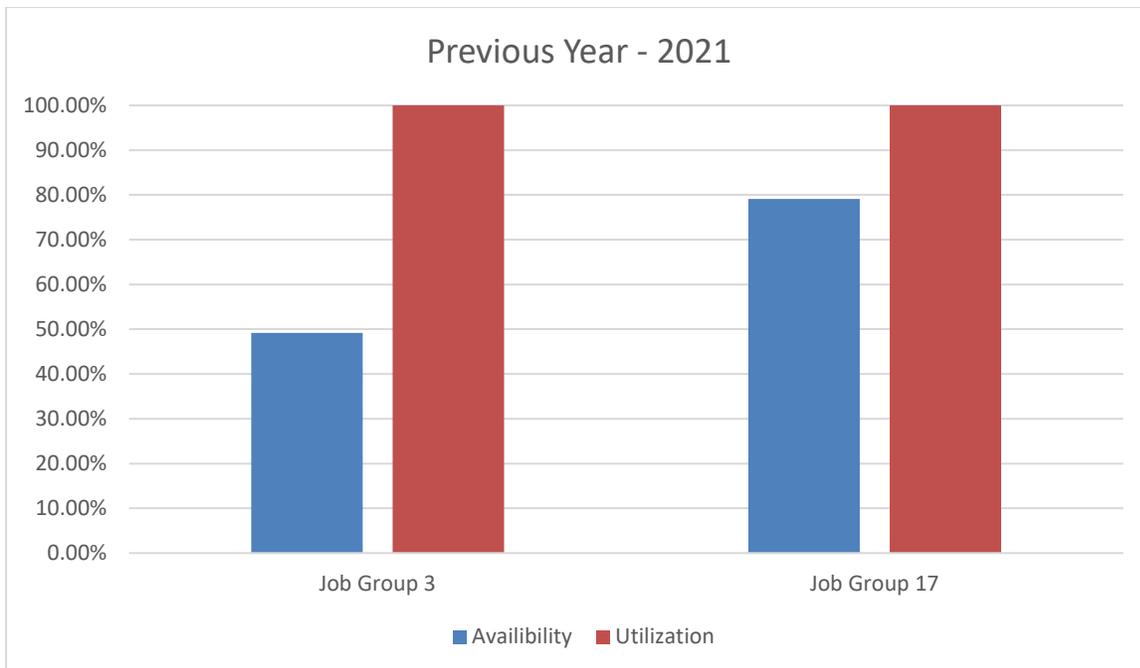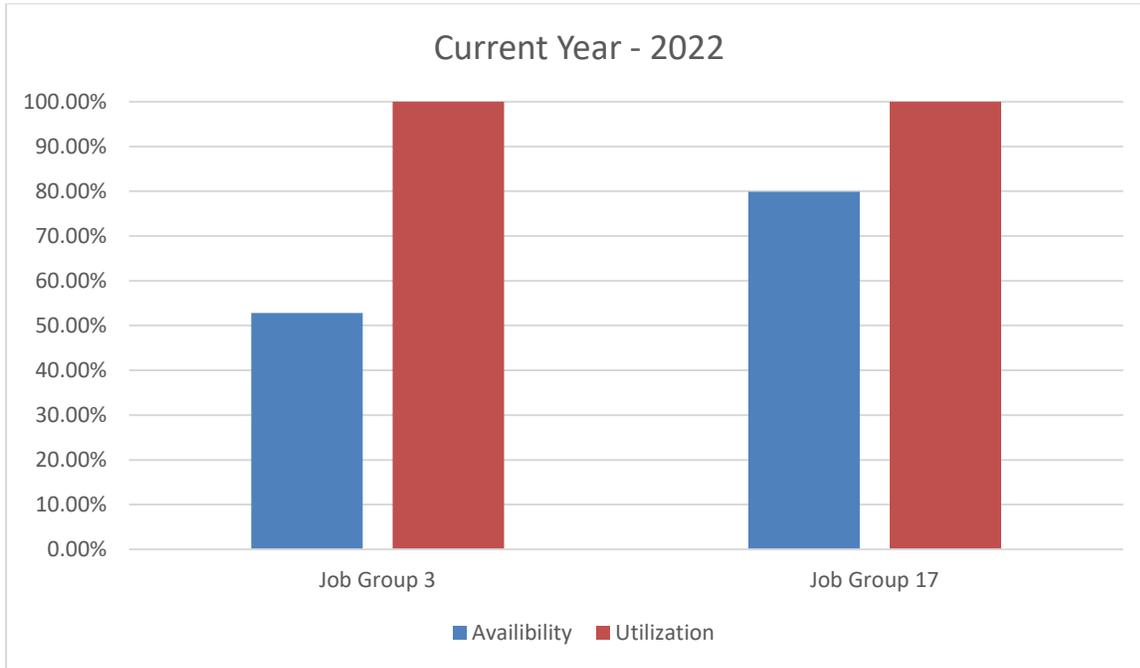
L = Latino/a/x/Hispanic; F = Female; M = Male

Section 3

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

Graphs for all job groups on utilization/availability:

Current Year - 2022

Previous Year - 2021

County of Monterey Workforce Analysis Chart
Job Group Within Department
2022-2023 Job Group Metrics

Cover Page

Parameters and Prompts

Home Department:	1080
Occupational Group:	*
Title:	*

Report Description

The Monterey County Workforce Analysis Chart for Job Classifications within Job Groups Report is a listing and count of ethnicity, gender, classification and job group within Department(s).

AMS infoAdvantage

Report ID : MC-HRM-EO-0003

Run Date : 02/16/2023

Run Time : 9:06 AM

1080 - Civil Rights Office

JOB GROUP 03: Professionals - Administration - (52.8% Minority Availability) - (59.6% Female Availability)

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
ASSOCIATE EQUAL OPPORTUNITY ANALYST	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 EQUAL OPPORTUNTY ANALYST	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
TOTAL Professionals - Administration		0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0
			100.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

JOB GROUP 17: Office Clerical II - (79.9% Minority Availability) - (84.6% Female Availability)

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Office Clerical II		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
			100.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
TOTAL - 1080	0	4	4	0	4	4	0	0	0	0	0	0	0	4	0	0	0	0	4	0	0	4	0
Civil Rights Office		100.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
GRAND TOTAL	0	4	4	0	4	4	0	0	0	0	0	0	0	4	0	0	0	0	4	0	0	4	0
		100.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

Section 4

Personnel Activity (Current Year – 2022)

Job Group:	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American		1*						1*
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Latino/a/x/Hispanic	1*	1 / 3*					1*	3*
TOTAL (count each person only once)	1*	1 / 4*					1*	4*

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

NOTE: The asterisk (*) denotes an intern hire. In 2022, we hired 5 interns who completed their internship in 2022. We hired one full-time employee in 2022.

Personnel Activity (Previous Year - 2021)

Job Group:	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Latino/a/x/Hispanic						1		
TOTAL (count each person only once)						1		

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

Section 5

Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the department's challenges in recruiting a diverse and qualified applicant pool.)

The Civil Rights Office does not have underutilized job groups.

Section 6

Action-Oriented Programs

**(Under the County's Equal Opportunity Plan
Chapter 5: Designation of Responsibility)**

Recruitment

What collaborative relationships has your department established with community groups and stakeholders? How have these relationships supported the department's recruitment efforts?

As we advance the Governing for Racial Equity (GRE) work, we meet new community members and groups. When we do a recruitment, we ensure that our new relationships receive our recruitment. We also use the Talent Acquisition Database (TAD), developed by our office, for all our recruitments. TAD allows us to target outreach to underserved groups by demographic. Lastly, as individuals, we post our recruitments on our personal social media accounts; since most of us have been doing this work for some time, we reach many groups in and outside our area.

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

The CRO does not have underutilized positions.

Hiring

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

We ensure that the people we hire can transition from non-profit or community advocate to an agent of change within the County. Another important consideration is that the new team member has a skill or quality that none of the other team members have to complement and make our team complete. The CRO also aims to ensure those we hire understand the history of inequities in our community with a goal of correcting past wrongs.

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

We ensure we always have women and people of color as screeners and panel members.

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

All County employees must complete the Civil Rights Training which has information on bias in decision-making. For those screeners and panelists that are not County employees, they must complete our Managing Bias training.

Promotions

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

At the CRO, we invest in our team. We encourage any work-related training and mentor each other about County culture. To help with cross-training and leadership development, our team is always informed of what others are doing and can be included, if interested. Additionally, our analysts are given the opportunity to supervise interns, if they choose, which provides leadership development.

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?

Because Diversity, Equity, and Inclusion (DE&I) work is crucial to the CRO's functions, knowledge of the work is crucial for all CRO team members. When hiring and promoting analysts, we consider a firm understanding of DE&I to be a critical skill that ensures our future employee has the necessary understanding of our work and DE&I initiatives.

Retention and Inclusion

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

We are a small office. We work with HR to track turnover.

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

We did not have turnover in 2022.

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

We did not have turnover in 2022.

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

Consistent communication between the manager and team members of their needs.

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

Immediately engage in the interactive process and try to find an accommodation that is reasonable.

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?

HR conducts exit interviews with former CRO staff. HR provides the information to the CRO.

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

DE&I is our work; it is crucial for our department. However, the greatest tool for inclusiveness is empathy, which we promote in our office. We also welcome all opinions, including our diverse experiences and backgrounds, with the goal of reaching the most equitable solution. Team members are always encouraged to voice their thoughts if they have a recommendation or new idea, even if it is contrary to the group's direction.

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

There is always room for improvement in everything that we do. Currently, we are focused on building community relationships to advance our Governing for Racial Equity (GRE) work.

Section 7

Accomplishments and Resource Needs

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

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

Describe your department's assessment of resource needs from the Civil Rights Office. Please share any suggestions and recommendations for improvement you can offer regarding current policies and procedures. Feel free to use examples or specify by job group. *N/A.*

Please include your department's current compliance rates with the required training from the Civil Rights Office.

Harassment & Discrimination Prevention Training	Total Number of Employees	# Of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	4	4	100%
Employees (non-supervisor/non-manager)	1	1	100%
Totals	5	5	100%

Civil Rights Training	Total Number of Employees	# Of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	4	4	100%
Employees (non-supervisor/non-manager)	1	1	100%
Totals	5	5	100%

Section 8

Follow-Up Requested by the Commission

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

The EOCRAC did not request any follow-up from the CRO.

Section 9

Title VI of the Civil Rights Act Implementation*

	Requirement	Implementation Notes (explain how your department fulfilled or plans to fulfill this requirement. Also include outcomes of the implementation if applicable)	Completed (Y/N)	Completion Date (Include actual completion dates and expected completion dates for requirements not yet completed)
General	Title VI notice at public counters	Notices visible at public counters	Y	2018
	Internal process to forward discrimination complaints to Civil Rights Office	N/A	N/A	N/A
	Nonstandard contracts include a nondiscrimination clause	CRO did not use non-standard agreements in 2022	N/A	N/A
	Data is collected on the ethnicity and language of the people served	Our complaint forms have a demographics section; we capture that information internally	Y	2018
Language Access	Departmental language assessment completed	All our staff is bilingual English Spanish; we have a process to retain interpreters if needed	Y	2018
	Vital documents translated into Spanish	Our forms and complaint procedures are available in Spanish; we will translate our policies this year	N	2023
	Website – minimize PDFs. When using	We minimize use of PDFs on our website and when we use	Y	2018

	PDFs, include a Spanish version	them, we have an automatic translator		
	Procedures and budget for the use of interpretation and translation services	We have procedures and a budget for interpretation and translation services	Y	2018
	Communication services for people who are deaf or hard of hearing	We have procedures and a budget for ASL interpretation	Y	2018
	Public voicemails in English and Spanish	Our voicemails are both in English and Spanish	Y	2022
	Public counters: language charts available	We do not have public counters	N/A	N/A
	Public counters: all signage in English and Spanish	We do not have public counters	N/A	N/A
	Public counters: procedures to have bilingual staff available	We do not have public counters, but our staff is bilingual	N/A	N/A
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	We review demographic data when implementing programs that affect the public, whether community or County staff.	Y	2022
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	We review demographic data when implementing programs that affect the public	Y	2022

	Considerations taken to ensure equitable engagement	We review demographic data when implementing programs that affect the public	Y	2022
	Key community engagement contacts established	We have established key contacts but are always growing and looking for ways to create more as projects expand.	Y	Always an ongoing process

* The County's **Title VI of the Civil Rights Act Implementation Plan** includes a general overview of how the County of Monterey will comply with requirements pertaining to Title VI of the Civil Right Act of 1964. Learn about the County's Title VI Plan by following the link.