

Auditor-Controller

Equal Opportunity Plan

2023



Table of Contents

	Page
Section 1: Department Head's Acknowledgment & Commitment to the 2023 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	14
Section 6: Action-Oriented Programs	25
Section 7: Accomplishments and Resource Needs	30
Section 8: EOCRAC Follow-Up	31
Section 9: Title VI of the Civil Rights Act	32

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:
Rupa Shah, CPA
5020CB565A18490...

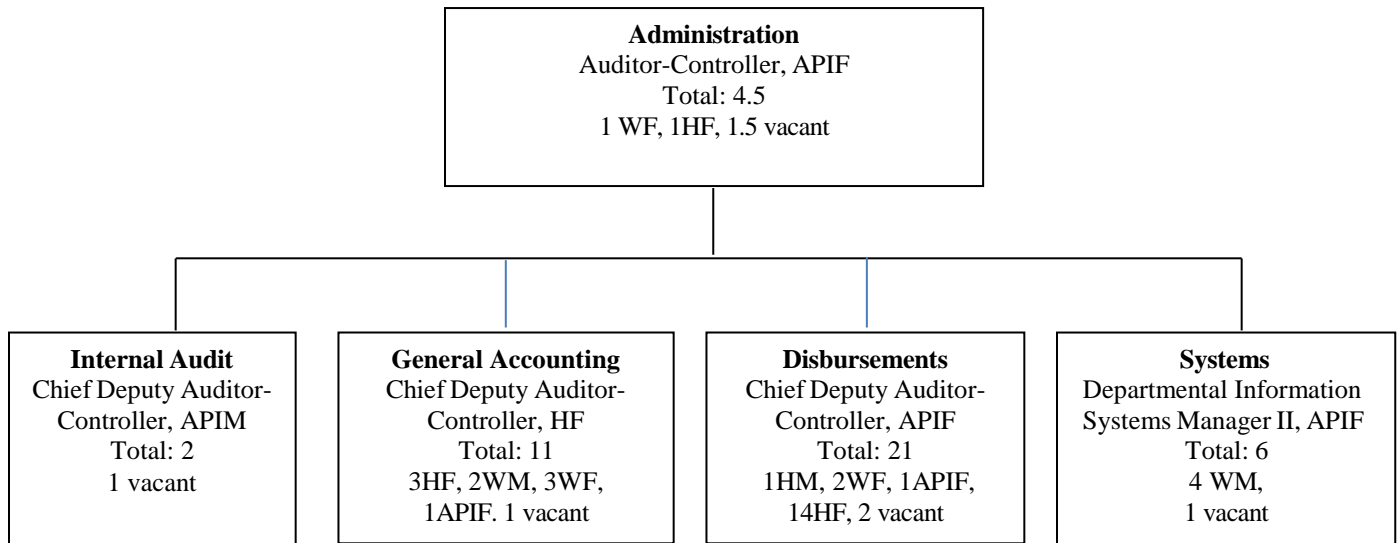
Rupa Shah, CPA

Auditor-Controller

Section 2

Organizational Profile **Auditor-Controller**

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



Self-reported gender and ethnicity:

M – Male F – Female

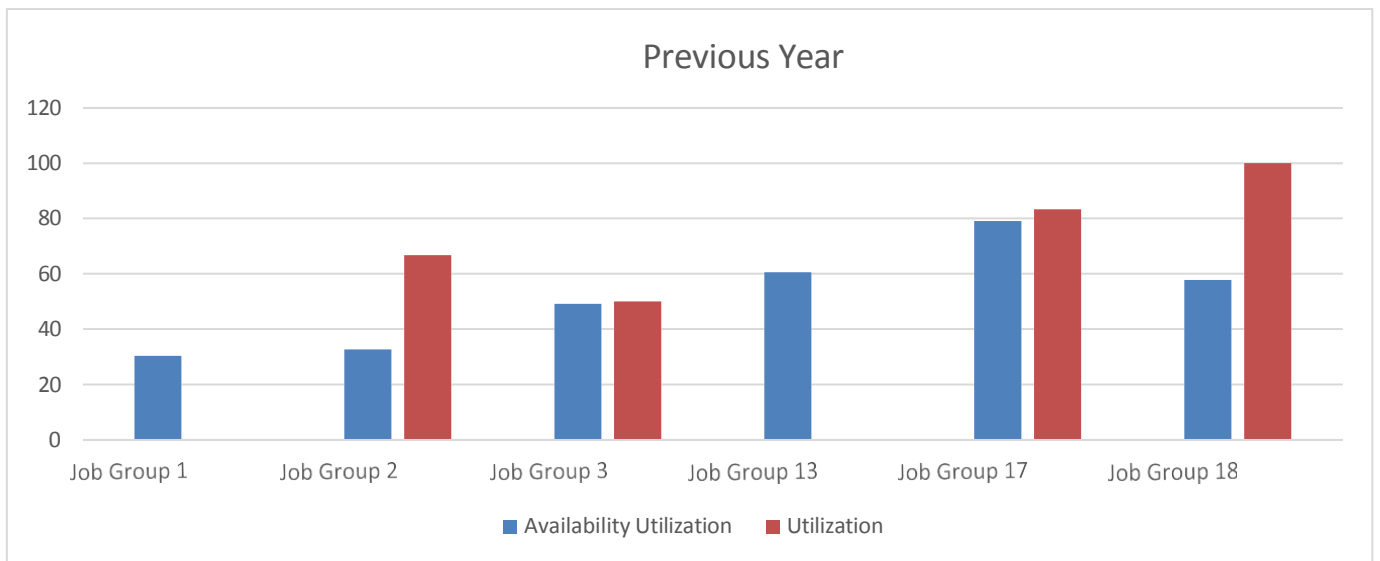
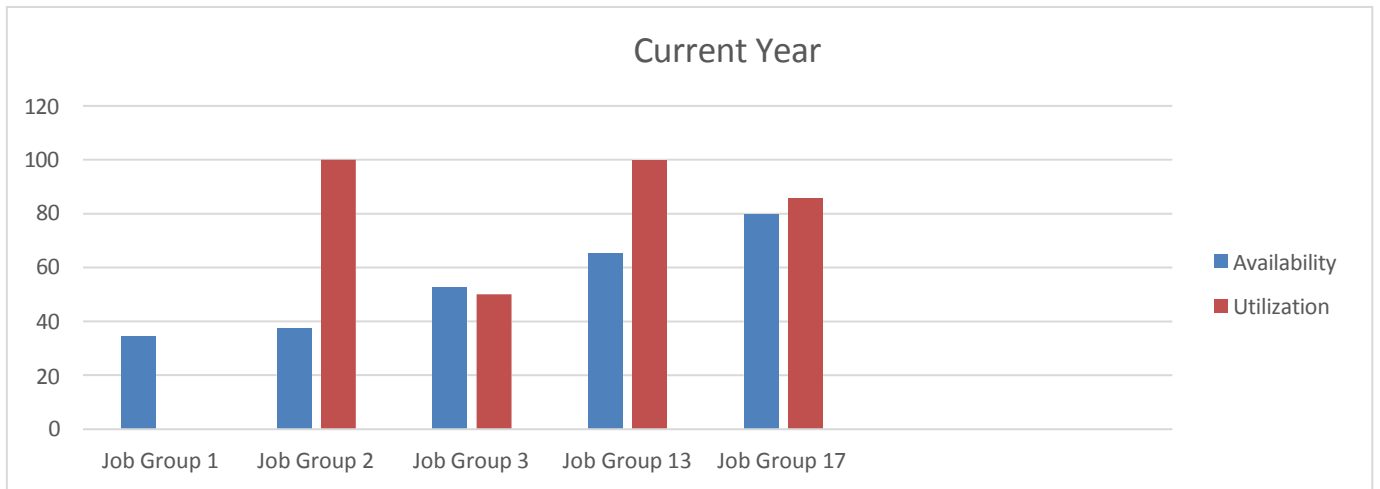
AA – African American; H – Hispanic; API – Asian/Pacific Islander; W – White other than Hispanic; AI – American Indian/Alaskan Native

Section 3

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

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

Graphs for all job groups on utilization/availability:



County of Monterey Workforce Analysis Chart

Run Date: 03/14/2023

Job Group Within Department

Run Time: 2:14 PM

2022-2023 Job Group Metrics

Cover Page

Parameters and Prompts

Home Department:	1110
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 : 03/14/2023

Job Group Within Department

Run Time : 2:14 PM

2022-2023 Job Group Metrics

1110 - Auditor Controller

JOB GROUP 01: Management II - (34.6% Minority Availability) - (52.8% 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
ASSISTANT AUDITOR-CONTROLLER	E	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Management II		0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	1	0
		100.0%			0.0%													100.0%	0.0%	0.0%	0.0%	0.0%		

JOB GROUP 02: Management I - (37.6% Minority Availability) - (49.1% 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
CHIEF DEPUTY AUDITOR-CONTROLLER	OA	1	2	3	1	2	3	0	0	0	1	0	0	0	1	1	0	0	0	1	2	0	3	0
TOTAL Management I		1	2	3	1	2	3	0	0	0	1	0	0	0	1	1	0	0	0	1	2	0	3	0
		66.7%			100.0%													0.0%	0.0%	33.3%	66.7%	0.0%		

JOB GROUP 03: Professionals - Administration - (52.8% Minority Availability) - (59.6% 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 AUDITOR III	P	1	4	5	0	2	2	1	0	0	0	0	2	0	1	1	0	3	0	1	1	0	5	0
ADMINISTRATIVE SERVICES ASSISTANT	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
AUDITOR-CONTROLLER ANALYST I	P	1	3	4	0	2	2	1	0	0	0	0	1	0	2	0	0	2	0	2	0	0	4	0
AUDITOR-CONTROLLER ANALYST II	P	0	3	3	0	3	3	0	0	0	0	0	0	0	2	1	0	0	0	2	1	0	3	0
DEPARTMENTAL INFORMATION SYSTEMS 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
ERP BUSINESS ANALYST	P	4	0	4	0	0	0	4	0	0	0	0	0	0	0	0	0	4	0	0	0	0	4	0
TOTAL Professionals - Administration		6	12	18	0	9	9	6	0	0	0	0	3	0	6	3	0	9	0	6	3	0	18	0
		66.7%			50.0%													50.0%	0.0%	33.3%	16.7%	0.0%		

Run Date : 03/14/2023

Job Group Within Department

Run Time : 2:14 PM

2022-2023 Job Group Metrics

1110 - Auditor Controller

JOB GROUP 13: Paraprofessional - Technicians II - (65.2% Minority Availability) - (71.2% 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	
ACCOUNTANT AUDITOR II	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
TOTAL Paraprofessional - Technicians II		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	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			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	1	3	4	1	3	4	0	0	1	0	0	0	0	3	0	0	0	0	4	0	0	4	0
PAYROLL TECHNICIAN-CONFIDENTIAL	OC	0	4	4	0	3	3	0	0	0	0	0	1	0	3	0	0	1	0	3	0	0	4	0
SENIOR ACCOUNT 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
SENIOR ACCOUNT CLERK-CONFIDENTIAL	OC	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
SENIOR PAYROLL TECHNICIAN - CONFIDENTIAL	OC	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0
SUPERVISING PAYROLL COORDINATOR-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		1	13	14	1	11	12	0	0	1	0	0	2	0	11	0	0	2	0	12	0	0	14	0
		92.9%			85.7%													14.3%	0.0%	85.7%	0.0%	0.0%		

TOTAL - 1110 Auditor Controller	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
	8	29	37	2	23	25	6	0	1	1	0	6	0	19	4	0	12	0	20	5	0	37	0
	78.4%			67.6%													32.4%	0.0%	54.1%	13.5%	0.0%		

GRAND TOTAL	Total Employees			Minorities			Male					Female					Totals					Hours	
	M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
	8	29	37	2	23	25	6	0	1	1	0	6	0	19	4	0	12	0	20	5	0	37	0

Run Date : 03/14/2023

Job Group Within Department

Run Time : 2:14 PM

2022-2023 Job Group Metrics

78.4%	67.6%			32.4%	0.0%	54.1%	13.5%	0.0%
-------	-------	--	--	-------	------	-------	-------	------

Section 4

Personnel Activity (Current Year)

Job Group: 02 Management I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White							1	
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic				1				
TOTAL (count each person only once)				1			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)								

Job Group: 03 Professionals - Administration	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2							1
African American								
Asian/Pacific Islander		1				1		1*
American Indian/ Alaskan Native								
Hispanic				3				
TOTAL (count each person only once)	2	1		3		1		2
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Job Group: 13 Professionals – Technicians II	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								1
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic				1				
TOTAL (count each person only once)				1				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)								

Job Group: 17 Office Clerical II	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							1	
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic		2	1			5		
TOTAL (count each person only once)		2	1			6	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)								

Job Group: 18 Office Clerical I	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								
Hispanic		2						
TOTAL (count each person only once)		2						
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Personnel Activity (Previous Year)

Job Group: 2 Management I	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/ Alaskan Native								
Hispanic				1				
TOTAL (count each person only once)	1			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				1				
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)				1				

Job Group: 3 Professionals - Administration	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								1
American Indian/ Alaskan Native								
Hispanic		1*		1		1		1
TOTAL (count each person only once)		2		1		1		3
	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			1					
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)			1					

***Employee was hired and resigned within the same year to move out of state.**

Job Group: 17 Office Clerical II	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								1
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic		1				1		1*
TOTAL (count each person only once)		1				1		2
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

***Employee transferred to another County department.**

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.)

Job Group: 3 Auditor-Controller Analyst II	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	2		2		2		1			
African American										
Asian/Pacific Islander		1		1		1		1		1
American Indian/Alaskan Native										
Hispanic		2		2		2		1		
TOTAL (count each person once only)	2	3	2	3	2	3	1	2		1
Job Group: 3 Auditor-Controller Analyst II	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges					
	Males	Females	Males	Females						
White	1									
African American										
Asian/Pacific Islander										
American Indian/Alaskan Native										
Hispanic	1									
TOTAL (count each person once only)	2									

Job Group: 3 Auditor- Controller Analyst I (Batch 2)	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	3	2	3	1	3	1	1	1	1	
African American										
Asian/Pacific Islander	1	1		1		1				
American Indian/ Alaskan Native										
Hispanic	2		2		2		1		1	
TOTAL (count each person once only)	6	3	5	2	5	2	2	1	1	

Job Group: 3 Auditor- Controller Analyst I (Batch 2)	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1				
African American					
Asian/Pacific Islander					
American Indian/ Alaskan Native					
Hispanic		1			
TOTAL (count each person once only)	1	1			

Job Group: 3 Auditor- Controller Analyst I (Batch 3)	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	1		1					
African American										
Asian/Pacific Islander		3		1		1				
American Indian/ Alaskan Native										
Hispanic	5	6	1	1	1	1	1	1		1
TOTAL (count each person once only)	7	10	2	2	2	2	1	1		1

Job Group: 3 Auditor- Controller Analyst I (Batch 3)	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1				
African American					
Asian/Pacific Islander					
American Indian/ Alaskan Native					
Hispanic		1			
TOTAL (count each person once only)	1	1			

Job Group 3 Auditor- Controller Analyst I (Batch 4)	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	1	1	1	1	1	1				
African American		1								
Asian/Pacific Islander		1		1		1		1		
American Indian/ Alaskan Native										
Hispanic	3	5	1	3	1	3		3		
TOTAL (count each person once only)	4	8	2	5	2	5		4		

Job Group: 3 Auditor- Controller Analyst I (Batch 4)	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White					<ul style="list-style-type: none"> Two candidates withdrew from the interview. The selected candidate declined the job offer. This recruitment had been open since December 2020. The decision was made to close this recruitment and open a new recruitment to reflect the current vacancies.
African American					
Asian/Pacific Islander					
American Indian/ Alaskan Native					
Hispanic	1	1			
TOTAL (count each person once only)	1	1			

Job Group: 3 Accountant Auditor III (Batch 3)	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	2		2		2		2			
African American										
Asian/Pacific Islander		3		3		3		3		1
American Indian/Alaskan Native										
Hispanic	1	1	1		1		1			
TOTAL (count each person once only)			3	3	3	3	3	3		1

Job Group: 3 Accountant Auditor III (Batch 3)	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1				
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic	1				
TOTAL (count each person once only)	2				

Job Group: 3 Accountant Auditor III (Batch 4)	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	2	2	1	1	1	1	1			
African American	1									
Asian/Pacific Islander	2	2	2	2	2	2	2	2		
American Indian/Alaskan Native										
Hispanic	1	5	1	1	1	1		1		
TOTAL (count each person once only)	6	9	4	4	4	4	3	3		

Job Group: 3 Accountant Auditor III (Batch 4)	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White					<ul style="list-style-type: none"> Two candidates declined the invitation to interview. The selected candidate declined the offer.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		2			
TOTAL (count each person once only)		2			

Job Group: 3 Accountant Auditor III (Batch 5)	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	3	2	1	1	1	1				
African American										
Asian/Pacific Islander										
American Indian/ Alaskan Native										
Hispanic	3	5	2	2	2	2	1	2		
TOTAL (count each person once only)	6	7	3	3	3	3	1	2		

Job Group: 3 Accountant Auditor III	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White					<ul style="list-style-type: none"> • One candidate declined the invitation to interview • One candidate did not respond to the invitation to interview.
African American					
Asian/Pacific Islander					
American Indian/ Alaskan Native					
Hispanic		2			
TOTAL (count each person once only)		2			

Job Group: 3 Accountant Auditor III (Batch 6)	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White		2		2		2		2		
African American										
Asian/Pacific Islander		1								
American Indian/Alaskan Native										
Hispanic	2	4	1	3	1	3		3	1	1
TOTAL (count each person once only)	2	7	1	5	1	5		5		1

Job Group: 3 Accountant Auditor III (Batch 6)	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	1	1			
TOTAL (count each person once only)	1	1			

Job Group: 3 Departmental Information Systems Manager II	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	4		4		4		2			
African American										
Asian/Pacific Islander	3	1	2	1	2	1		1		1
American Indian/ Alaskan Native										
Hispanic	1		1		1					
TOTAL (count each person once only)	8	1	7	1	7	1	2	1		1

Job Group: 3 DISM II	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		1			
African American					
Asian/Pacific Islander	1				
American Indian/ Alaskan Native					
Hispanic					
TOTAL (count each person once only)	1	1			

Job Group: 3 ERP Business Analyst (Batch 2)	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	7	4	5	4	5	1		1	
African American	3	1								
Asian/Pacific Islander	9	5	3	4	3	4	1	2		
American Indian/Alaskan Native	2	1	1	1	1	1				
Hispanic	11	5	4	2	4	2	1			
TOTAL (count each person once only)	36	19	12	12	12	12	3	2	1	

Job Group: 3 ERP Business Analyst	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1				
African American					
Asian/Pacific Islander	1				
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)	2				

Recruitment – Data (Previous 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.)

Job Group: 13 Accountant Auditor II	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	1	1		1		1		1		
African American										
Asian/Pacific Islander	2	1	1		1		1			
American Indian/Alaskan Native										
Hispanic	1	7		2		2		1		1
TOTAL (count each person once only)	4	9	1	3	1	3	1	2		1

Job Group: 13 Accountant Auditor II	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
White					TAD Report - Email -African American -Asian/Pacific Islander -Veterans -Hispanic/Latino -American Indian/Alaskan Native -Individuals with Disabilities
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		2			
TOTAL (count each person once only)		2			

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

- Auditor-Controller HR Analyst consults with Civil Rights Office and Human Resources Department as needed
- Use of the Talent Acquisition Database to notify community organizations and Equal Opportunity Commission members of new recruitments
- Development of recruiting avenues to reach qualified minority and/or female applicants to include regional, statewide, and national advertising, social media, professional organization websites, community organizations, governmental agencies, and attendance at job fairs and career day events when appropriate
- Contact Equal Opportunity Commission members to request help in finding subject matter experts to assist with recruitment efforts when needed.
- In the last year, one selective certification waiver was requested for a 30-day recruitment period. The waiver was granted. The candidate selected from this recruitment is an API female.

Hiring

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

Questions addressing leadership, management, and communication style are included in the final selection interview to assist the selection panel in determining the fit of a candidate. The questions are reviewed and revised as needed by the hiring manager before every final selection interview.

A writing exercise has been implemented as part of the final selection process for management and supervisory positions. The hiring manager selects the writing exercise

topic which is used to review the candidate's writing style but can also help determine a good "fit".

Reference check questions are asked regarding the candidates work habits and performance to include the ability to cooperate with others and attitude towards others while on the job.

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

The department HR Analyst uses a combination of internal and external subject matter experts (SME's). When using external SME's, the Analyst will consult with HR from other agencies for SME recommendations to ensure panel diversity.

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

The HR Analyst briefs screeners and final selection interview panel members by providing detailed instructions and are debriefed at the end. Applicants are blind screened and identified with an ID number. Panel members are to notify the analyst if any of the applicants/candidates are known, and they cannot screen without bias.

When internal candidates are interviewing for a position, the HR Analyst may participate as an observer and take notes to minimize potential bias from the panel.

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?

- Provide training opportunities for staff to meet Continuing Professional Education (CPE) requirements through Becker CPE subscription and Association of Government Accountants (AGA) webinars
- External workshops/trainings/seminars to ensure employee progression and professional development
- Continued support of employees wishing to further their job-related educational goals by granting requests for flexible and alternate work schedules when feasible

- Coaching/mentoring of employees for progression and professional development to include CPA and other job-related licensing
- Provide training on all aspects of accounting practices and procedures, customer service and leadership through Becker webinars. Specific webinars are recommended by supervisors in performance evaluations to assist and support professional development
- Encourage the use of the County's Leadership Learning Exchange for online training of career development topics
- Subscription to Accounting Research Manager to gain access to a database of accounting, auditing, SEC, and governmental authoritative literature and interpretive guidance
- Availability of online job-related publications and journals
- HR Analyst reviews diversity of feeder groups for potential promotional only recruitments.

During 2022, the Auditor-Controller promoted one Hispanic female into Job Group 2, one API female within Job Group 3, three Hispanic females into Job Group 3, one Hispanic female into Job Group 13, one Hispanic female into Job Group 17, and five Hispanic females and one White female into Job Group 17.

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 completion of performance evaluations is a priority in which the categories of Teamwork and Leadership are assessed along with technical skills. The Auditor-Controller implemented an additional review in the performance evaluation process. The supervisor/manager of the supervisor completing the evaluation, reviews the evaluation. The purpose of this review is to make upper-level management aware of employee performance and allows for additional suggestions for employee development. Managers recommend webinars and other online training resources within the performance evaluation to assist and encourage employee development. Once the evaluation is completed, it is sent to HR for a final review.

On October 10, 2022, the Auditor-Controller held a meeting for managers and supervisors for the purpose of discussing the preparation and importance of performance evaluations. In addition, a presentation was made on the Leadership Learning Exchange (LLE) that is available to all employees of Monterey County. The LLE provides online training on topics related to leadership, coaching, and career development. Attendees were encouraged to use this tool for themselves and to recommend specific trainings in performance evaluations for the professional development of their staff.

Retention and Inclusion

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

Reports MC-HRM-EO-0003 and MC-HRM-PERS-0001

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

During 2022, there have been five resignations/terminations in the Office. Of the five resignations/terminations, one was a retirement, one for a promotion outside of the County, two for personal/family reasons, and one employee sadly, passed away. Protected groups comprised 40% of the turnover rate. However, out of the five turnovers, four of the vacancies were filled by minority females (80%) and one by a white female.

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

Recruitment has been somewhat difficult this year with a steady average of 5-6 vacancies at any given time. However, employees have been motivated, challenged, and given tools to learn and grow during this period. In 2022, there have been 12 promotions of minority females compared to four in 2021.

During 2022, most Auditor-Controller employees have been able to maintain hybrid telework schedules. Teleworking has been successful because managers and supervisors continue to effectively monitor and provide support to their staff.

The Auditor-Controller continues to review and grant requests for flexible, alternate, and teleworking schedules while taking into consideration both employee needs and business requirements.

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

The office adheres to the County Lactation in the Workplace policy. All new employees receive this policy during their orientation. Employees who return from family leave are provided information regarding lactation accommodations, which are available on the first floor of the Government Center.

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

The HR Analyst, as the Departmental Reasonable Accommodation Coordinator, responds to requests for accommodation and collaborates with the employee through the interactive process.

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 HR Analyst conducts exit interviews. The information is shared with the Auditor-Controller and depending on the type of feedback, may be shared with others on the Executive Management Team. The feedback from exit interviews has been mostly positive.

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

- Job Group 02 is at 100% utilization of minorities and 66% utilization of females
- The ability to provide training and mentorship to prepare employees for competitive promotional opportunities. During 2022, there have been 12 promotions of minority females compared to four in 2021.

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

The Auditor-Controller's Office currently has seven vacancies with five of the vacancies in Job Group 03. Filling these vacancies will provide the opportunity for increased diversity.

Section

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 the required training from the Civil Rights Office. All employees must complete the Harassment and Discrimination Prevention Training and the Civil Rights Training every two years.

Harassment & Discrimination Prevention Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	25	25	100%
Employees (non-supervisor/non-manager)	15	15	100%
Totals	40	40	100%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	25	25	100%
Employees (non-supervisor/non-manager)	15	15	100%
Totals	40	40	100%

Section

Follow-Up Requested by the Commission

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

Section 9

Title VI of the Civil Rights Act Implementation*

	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		Y	
	Internal process to forward discrimination complaints to Civil Rights Office	HR Analyst is notified and forwards to Civil Rights Office	Y	
	Nonstandard contracts include a nondiscrimination clause	NA		
	Data is collected on the ethnicity and language of the people served	NA		
Language Access	Departmental language assessment completed	NA		
	Vital documents translated into Spanish	NA		
	Website – minimize PDFs. When using PDFs, include a Spanish version	NA		
	Procedures and budget for the use of interpretation and translation services	NA		

	Communication services for people who are deaf or hard of hearing	NA		
	Public voicemails in English and Spanish		Y	
	Public counters: language charts available	NA		
	Public counters: all signage in English and Spanish	NA		
	Public counters: procedures to have bilingual staff available	Most visitors to the Auditor-Controller's Office are employees of other County departments. However, there are bilingual staff available to assist members of the public if needed.	Y	
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	NA		
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	NA		

	Considerations taken to ensure equitable engagement	NA		
	Key community engagement contacts established	NA		

* 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.