

Public Works, Facilities & Parks

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:

Randell Ishii

C09779208FF94E3

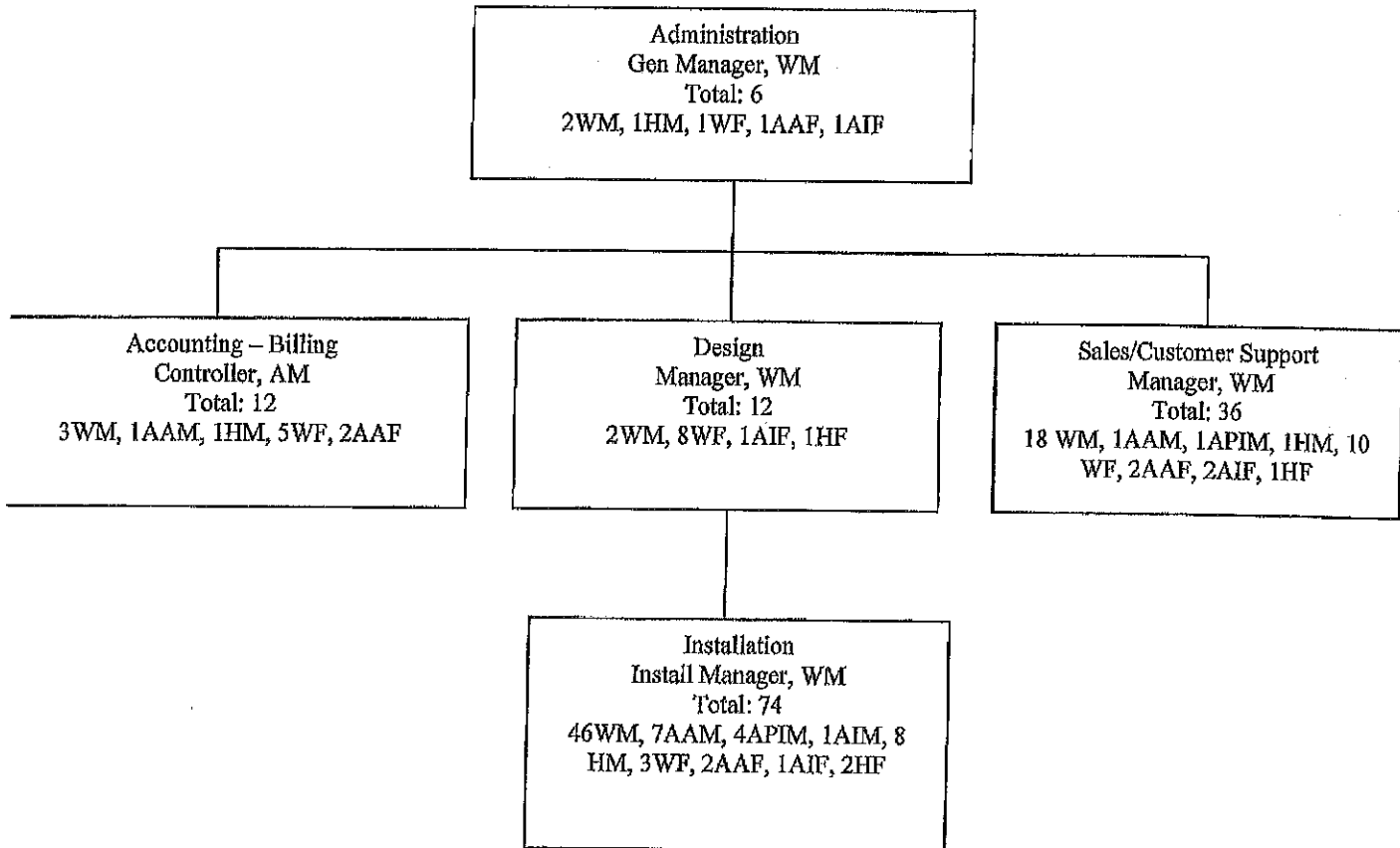
Randell Ishii

Director of Public Works, Facilities & Parks

Section 2

Organizational Profile Public Works, Facilities & Parks

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

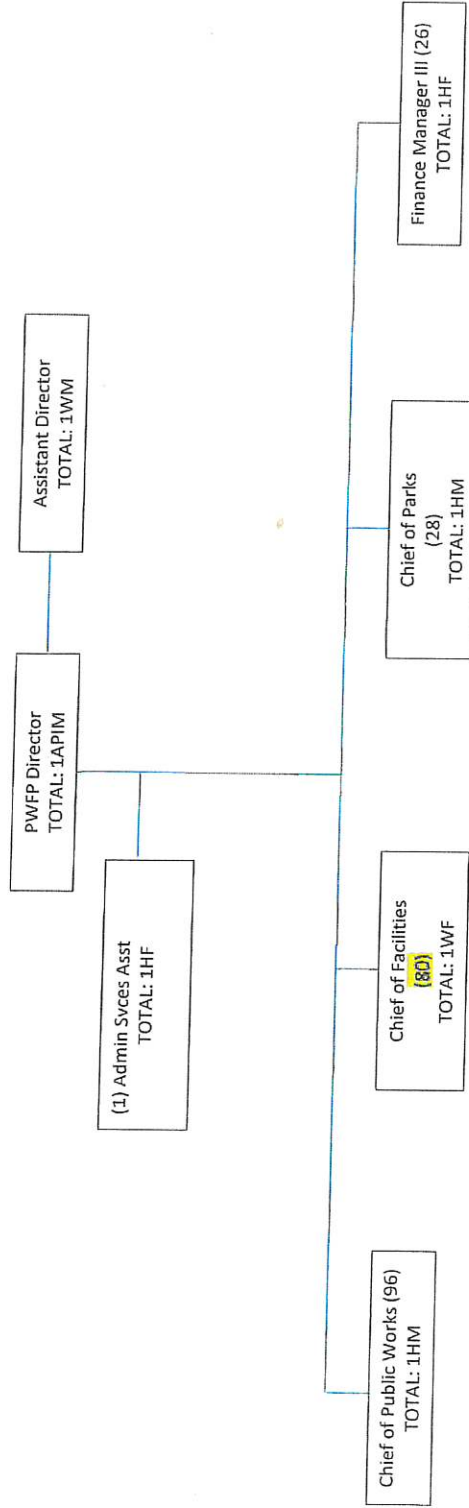


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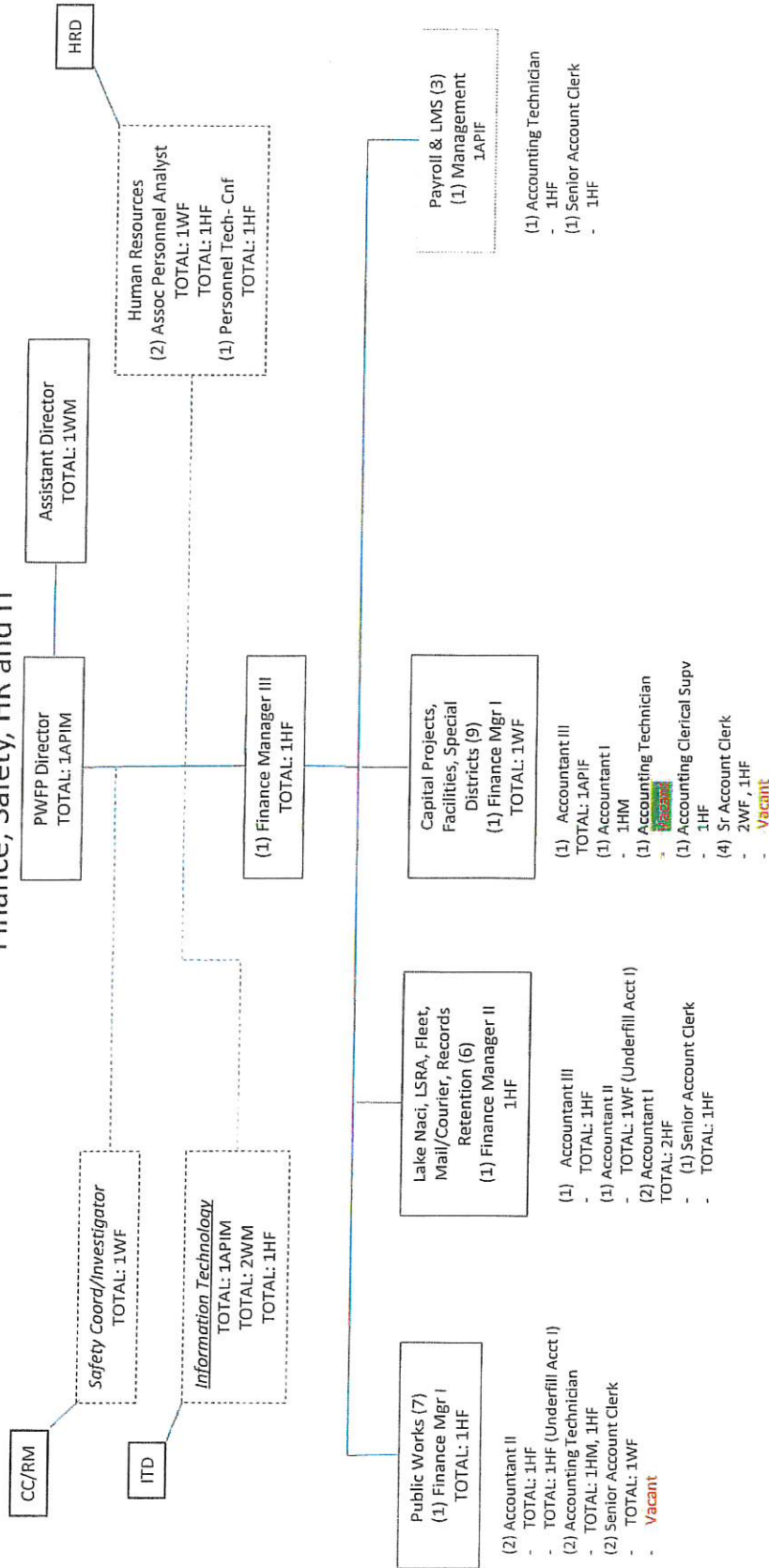
M - Male F - Female

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

Public Works, Facilities, & Parks Department



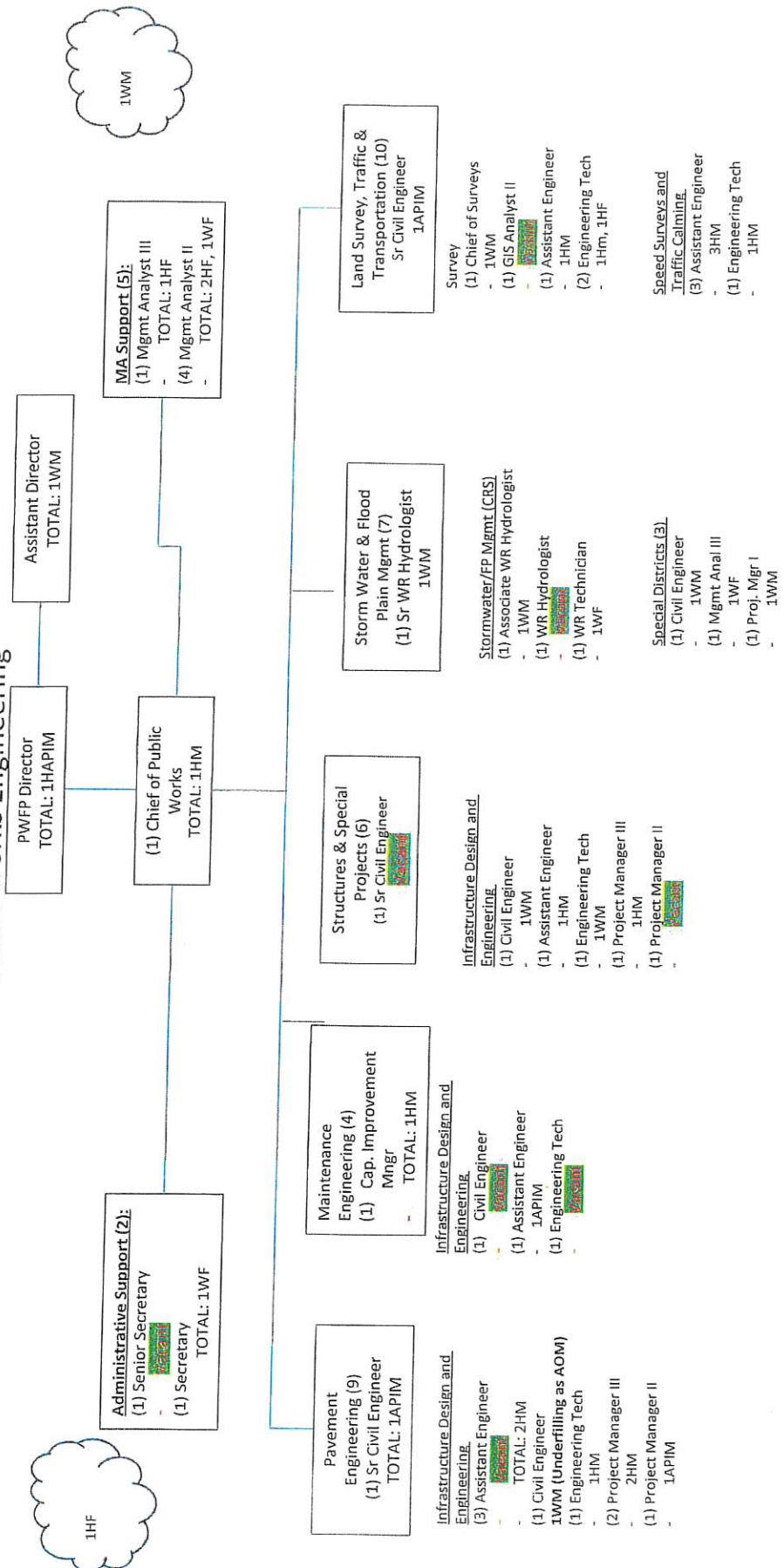
Public Works, Facilities & Parks Department Finance, Safety, HR and IT



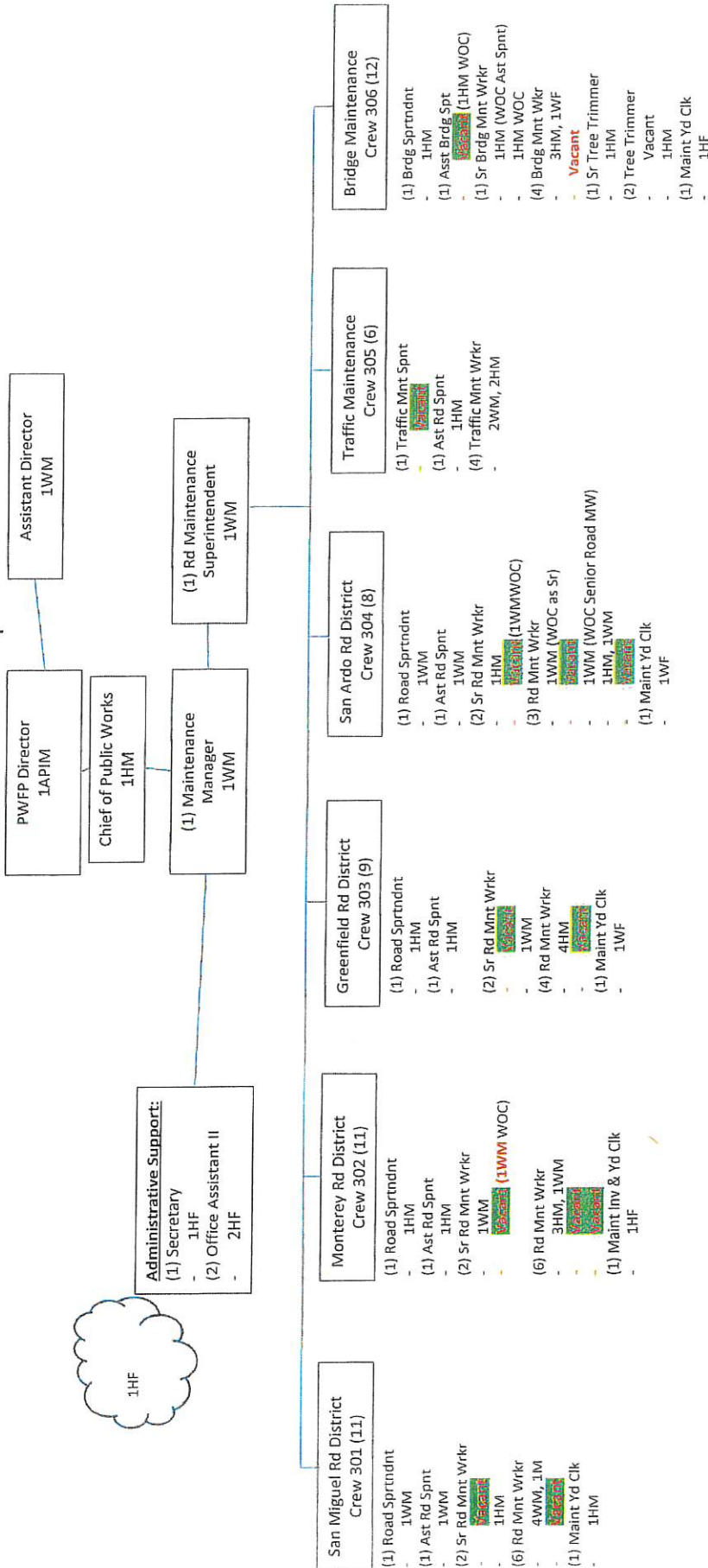
Reflects shared services between HCD and PWFP

Reflects shared services between HCD and PWFP. HR positions funded in PWFP but matrixed out of HR

Public Works, Facilities & Parks Department Public Works Engineering

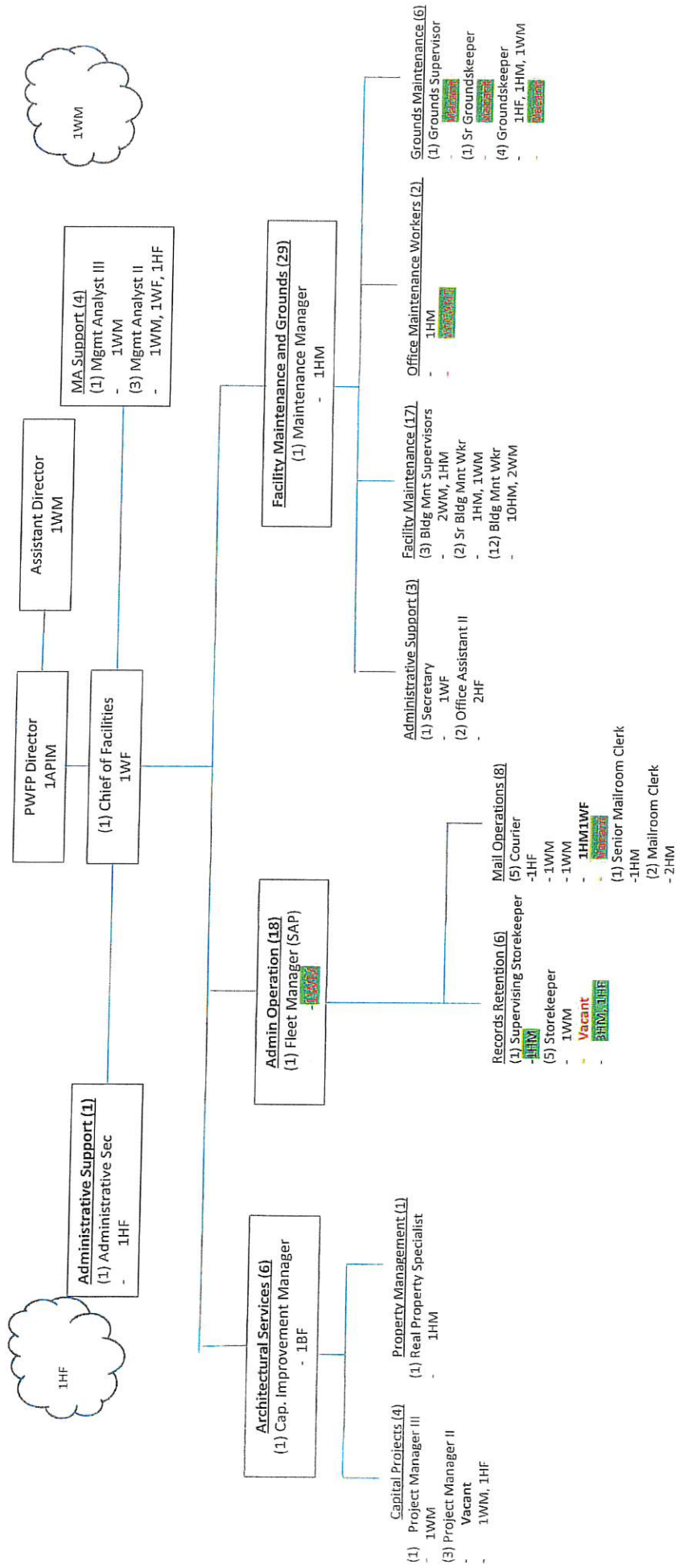


Public Works, Facilities & Parks Department Public Works Maintenance & Operations



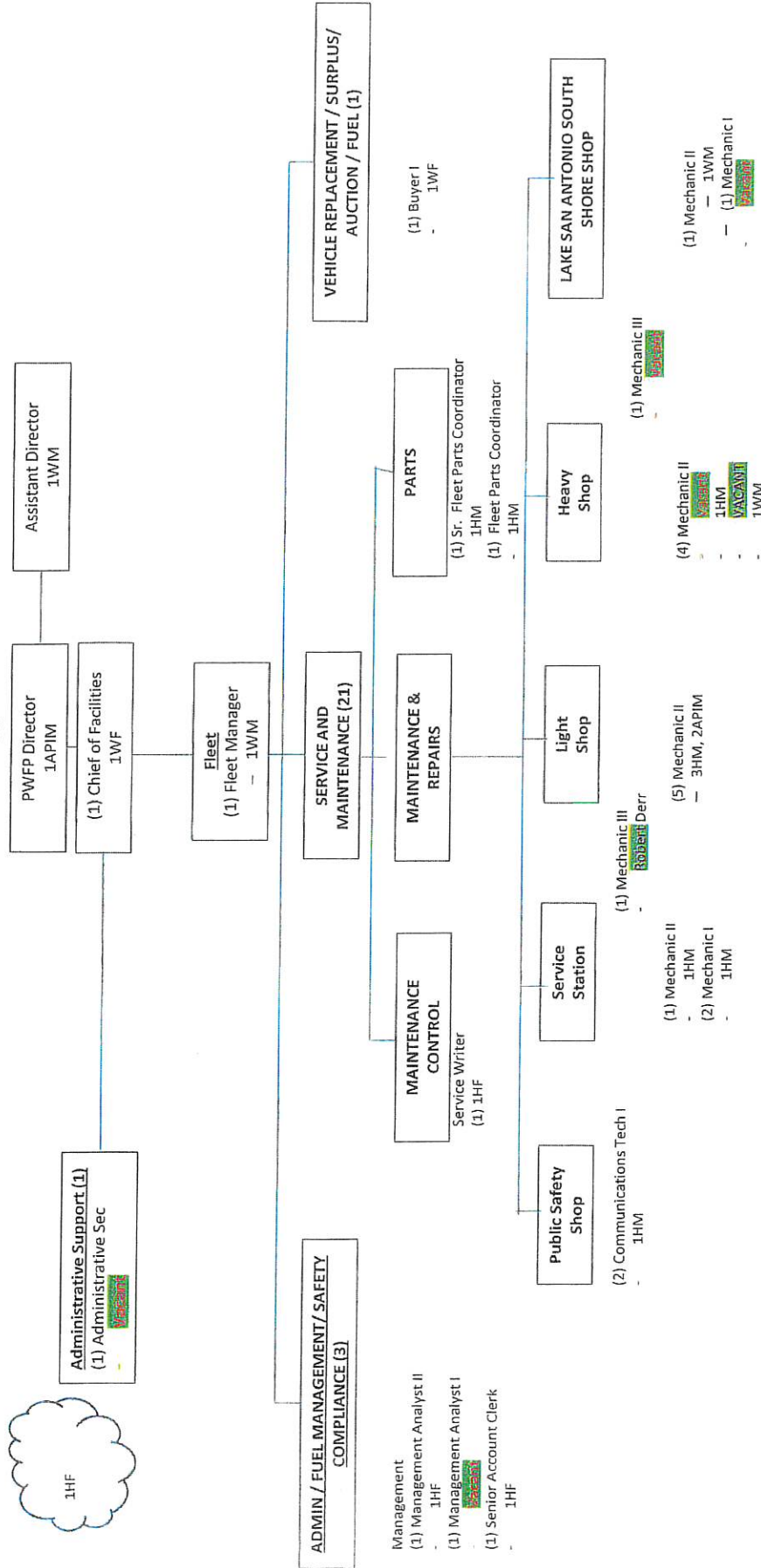
Litter Abatement (8194)
 (2) Litter Guards
 - 1HM (WOC as Sr Bridge) 4
 - 1WM

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

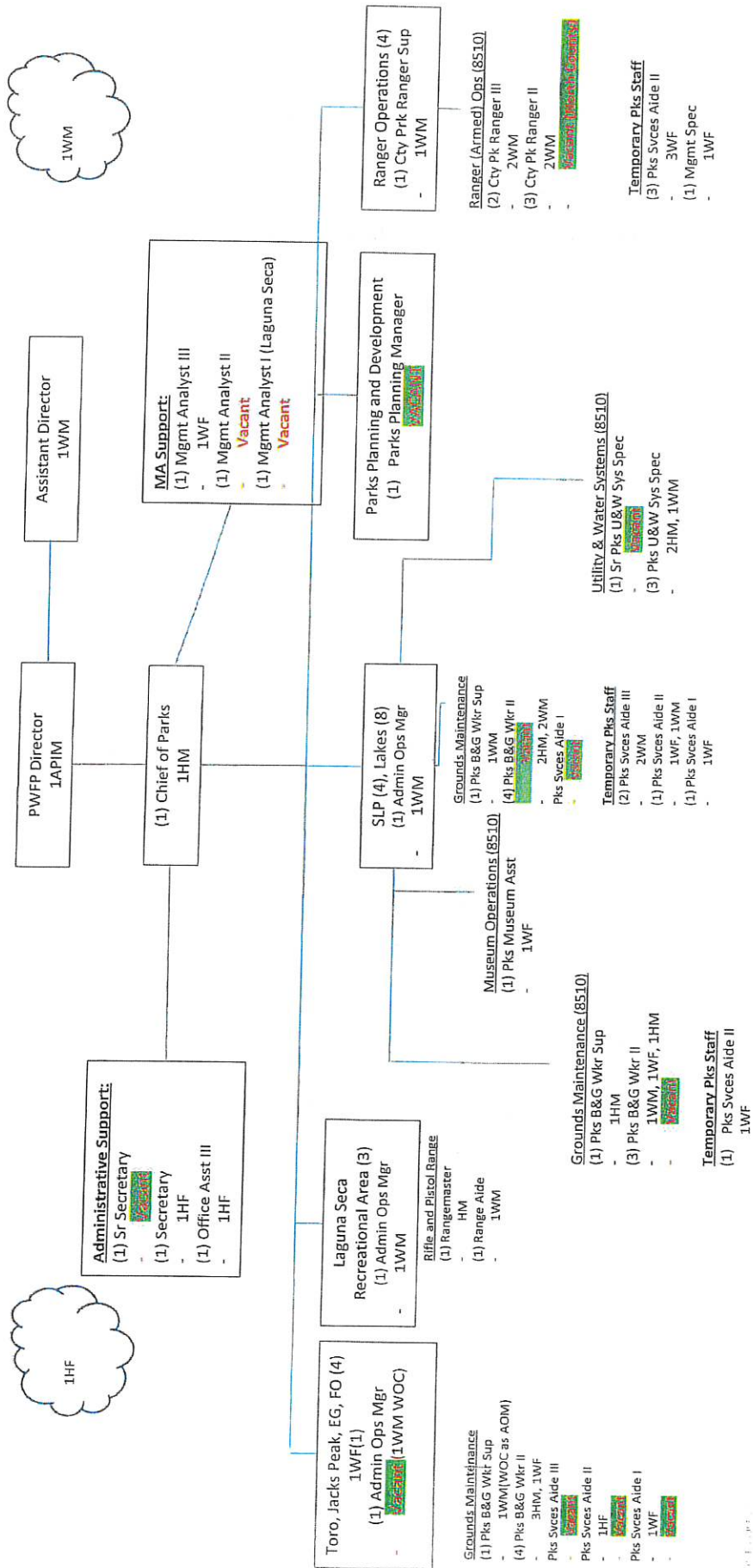


Public Works, Facilities & Parks Department

Fleet



Public Works, Facilities & Parks Department Park and Ranger Operations

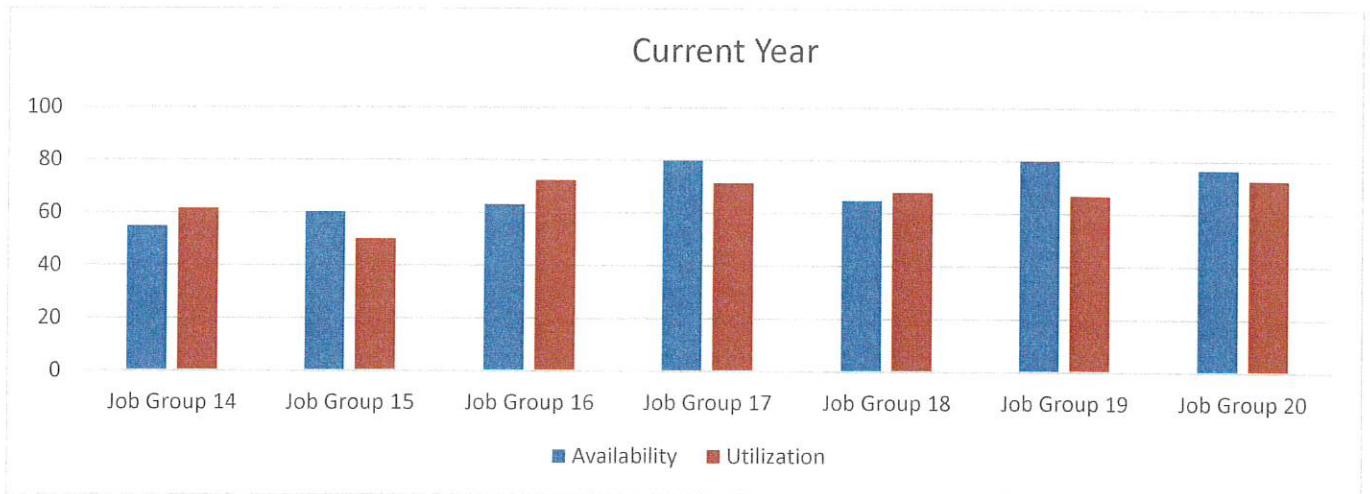
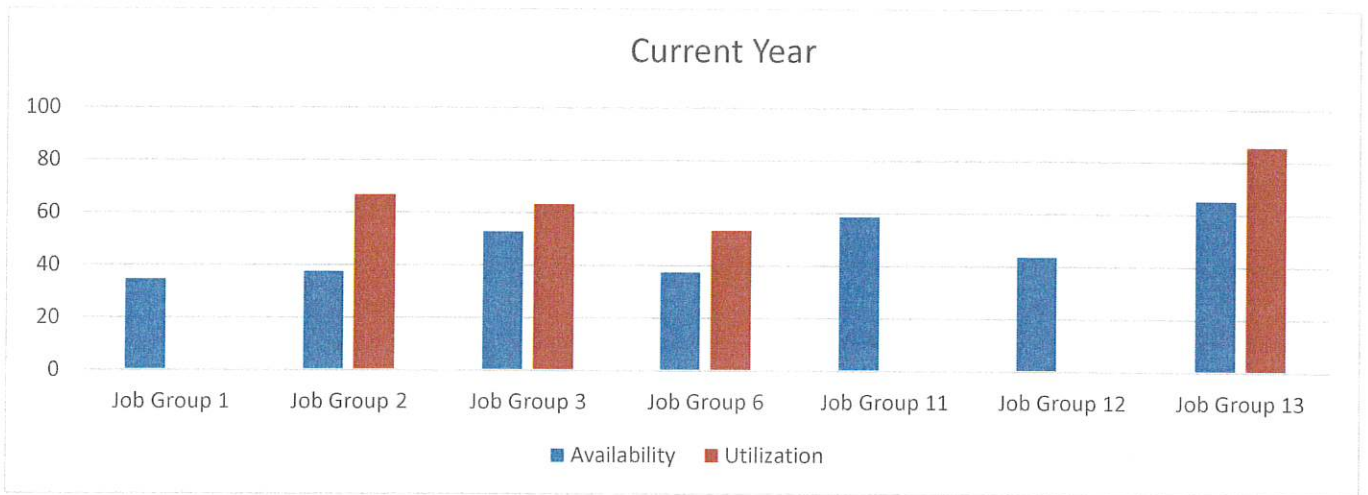


Section 3

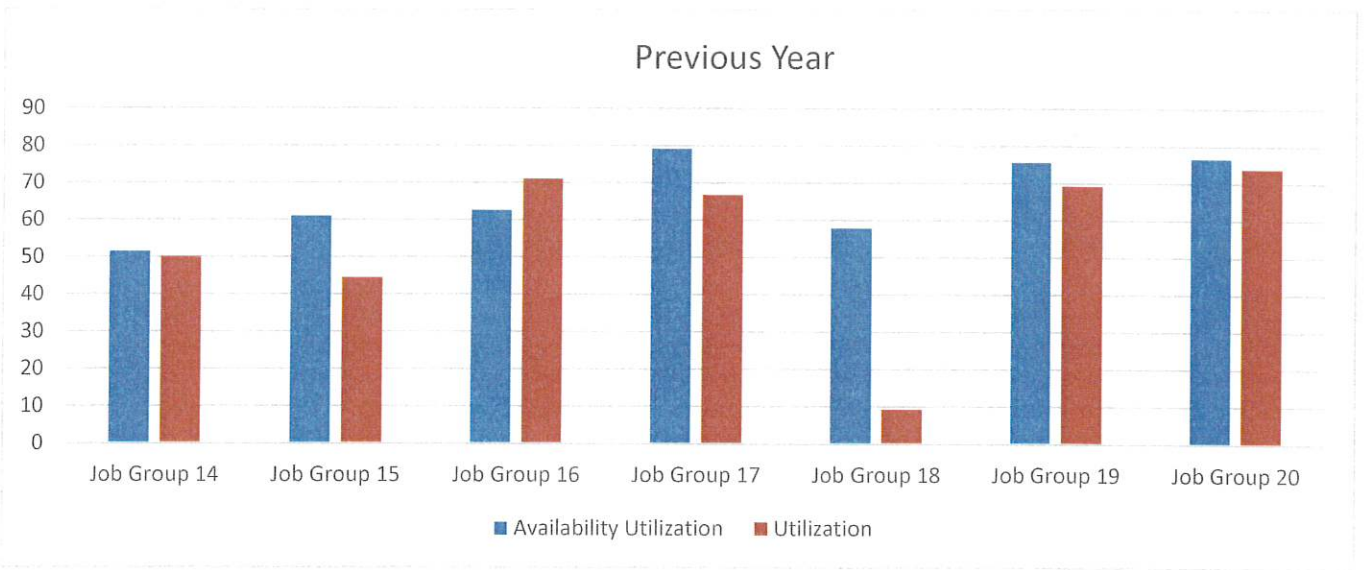
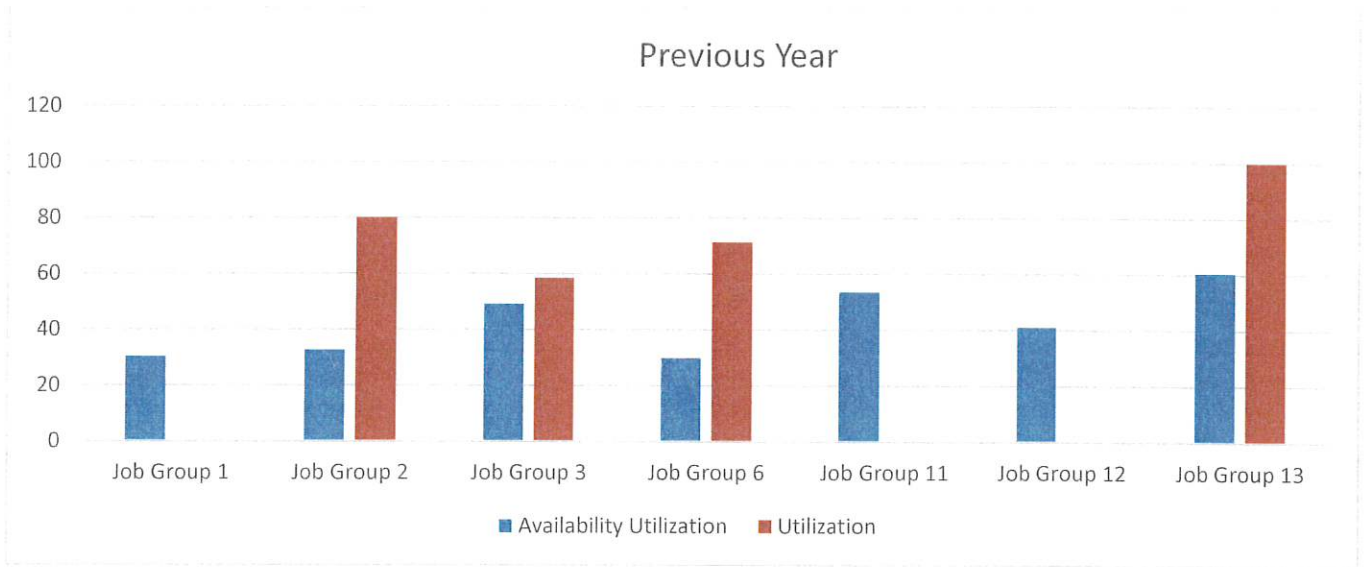
Department's Workforce Analysis Chart (MC-HRM-EO-0003)

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

Graphs for all job groups on utilization/availability:



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 is representative of both departments.



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).

3200 - Public Works, Facilities & Parks

JOB GROUP 01: Management II - (34.6% Minority Availability) - (52.8% Female Availability)

Title	Total Employees		Minorities			Male			Female			Totals			Hours		
	M	F	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
	0.0%		0.0%			0.0%			###			0.0%			0.0%		
ASSISTANT DIRECTOR OF PUBLIC WORKS, FACILITIES AND	1	0	1	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Management II	1	0	1	0	0	1	0	0	0	0	1	0	0	0	0	1	0

JOB GROUP 02: Management I - (37.6% Minority Availability) - (49.1% Female Availability)

Title	Total Employees		Minorities			Male			Female			Totals			Hours		
	M	F	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
	50.0%		66.7%			0.0%			0.0%			16.7%			###		
CHIEF OF FACILITIES	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
FINANCE MANAGER II	0	1	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0
FINANCE MANAGER III	0	1	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0
FLEET MANAGER	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
SENIOR CIVIL ENGINEER	2	0	2	0	2	0	0	0	2	0	0	0	0	0	0	2	0
TOTAL Management I	3	3	6	2	2	4	1	0	2	0	1	0	1	1	0	3	0

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

Title	Total Employees		Minorities			Male			Female			Totals			Hours		
	M	F	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
	50.0%		66.7%			0.0%			16.7%			###			0.0%		
CHIEF OF FACILITIES	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
FINANCE MANAGER II	0	1	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0
FINANCE MANAGER III	0	1	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0
FLEET MANAGER	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
SENIOR CIVIL ENGINEER	2	0	2	0	2	0	0	0	2	0	0	0	0	0	0	2	0
TOTAL Management I	3	3	6	2	2	4	1	0	2	0	1	0	1	1	0	3	0

Title	Code	M F T		M F T		W AA HIS API AI		W AA HIS API AI		W AA HIS API AI		W AA HIS API AI		FT P/T							
		M	F	T	M	F	T	W	AA	HIS	API	AI	W		AA	HIS	API	AI			
ACCOUNTANT III	P	0	2	2	0	2	2	0	0	0	0	0	0	0	0	0	1	0	2	0	
ADMINISTRATIVE OPERATIONS MANAGER	P	3	0	3	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	3	0
ADMINISTRATIVE SERVICES ASSISTANT	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
BRIDGE SUPERINTENDENT	OA	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
CHIEF OF PARKS	P	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
CHIEF OF PUBLIC WORKS	P	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0
FINANCE MANAGER I	P	0	2	2	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	1	0
MAINTENANCE MANAGER	OA	2	0	2	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0
MANAGEMENT ANALYST II	P	1	7	8	0	5	5	1	0	0	0	2	0	3	2	0	3	0	2	0	8
MANAGEMENT ANALYST III	P	1	3	4	0	1	1	1	0	0	0	2	0	1	0	0	3	0	1	0	4
PROJECT MANAGER I	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0
PROJECT MANAGER II	P	3	0	3	3	0	3	0	0	2	1	0	0	0	0	0	0	0	0	0	1
PROJECT MANAGER III	P	3	0	3	2	0	2	1	0	2	0	0	0	0	0	0	0	0	0	2	1
REAL PROPERTY SPECIALIST	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3
ROAD MAINTENANCE SUPERINTENDENT	OA	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
ROAD SUPERINTENDENT	OA	4	0	4	2	0	2	2	0	2	0	0	0	0	0	0	0	0	0	0	1
TOTAL Professionals - Administration		23	15	38	13	11	24	10	0	12	1	0	4	0	7	4	0	14	0	19	5
		39.5%		68.2%				### 0.0%		### 0.0%		### 50.0%		### 0.0%		### 0.0%				38	

JOB GROUP 06: Professionals - Land Use - (37.4% Minority Availability) - (40.8% Female Availability)

Title	EEO Cat	Total Employees		Minorities		Male		Female		Totals		Hours											
		M	F	M	F	W	AA	HIS	API	AI	W	AA	HIS	API	AI	FT	P/T						
ASSISTANT ENGINEER	P	8	0	7	0	7	1	0	4	3	0	0	0	0	0	1	0	4	3	0	8	0	
ASSOCIATE WATER RESOURCES HYDROLOGIST	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
CAPITAL IMPROVEMENT MANAGER	P	1	1	2	0	1	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	2	0
CHIEF OF SURVEYS	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
CIVIL ENGINEER	P	2	0	2	0	0	0	2	0	0	0	0	0	0	0	2	0	0	0	0	0	2	0
SENIOR WATER RESOURCES HYDROLOGIST	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
TOTAL Professionals - Land Use		14	1	15	7	1	8	7	0	4	3	0	0	1	0	7	1	4	3	0	0	15	0
		6.7%		53.3%				### 6.7%		### 26.7%		### 0.0%		### 0.0%						38			

Title	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	FT	PT			
PARK SERVICES AIDE II	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	1	0	
PARKS MUSEUM ASSISTANT	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	1	0	
RANGE AIDE	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
VEHICLE INSTALLATION SPECIALIST	2	0	2	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
TOTAL Paraprofessional - Technicians I	6	8	13	3	5	8	1	0	3	0	0	3	1	4	0	0	4	1	7	0	0	0	0	2	0	
	61.5%			61.5%									### 7.7%			53.6%			0.0%			0.0%				

JOB GROUP 15: Skilled Craft II - (60.3% Minority Availability) - (14.6% Female Availability)

Title	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	FT	PT		
ASSISTANT BRIDGE SUPERINTENDENT	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
ASSISTANT ROAD SUPERINTENDENT	5	0	5	3	0	3	2	0	3	0	0	0	0	0	0	0	2	0	0	3	0	0	0	5	0
BUILDING MAINTENANCE SUPERVISOR	3	0	3	1	0	1	2	0	1	0	0	0	0	0	0	0	2	0	0	1	0	0	0	3	0
MECHANIC III	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0
SENIOR BRIDGE MAINTENANCE WORKER	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
SENIOR BUILDING MAINTENANCE WORKER	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0
SENIOR ROAD MAINTENANCE WORKER	8	0	8	3	0	3	3	0	3	0	0	0	0	0	0	0	3	0	3	0	0	0	0	6	0
TOTAL Skilled Craft II	19	0	18	9	0	9	9	0	9	0	0	0	0	0	0	0	9	0	9	0	0	0	0	18	0
	0.0%			50.0%									### 0.0%			50.0%			0.0%			0.0%			

JOB GROUP 16: Skilled Craft I - (63.2% Minority Availability) - (8.3% Female Availability)

Title	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	FT	PT		
BRIDGE MAINTENANCE WORKER	1	1	2	1	0	1	0	0	1	0	0	1	0	0	0	0	1	0	1	0	0	0	0	2	0
BUILDING MAINTENANCE WORKER	13	0	13	12	0	12	1	0	12	0	0	0	0	0	0	0	1	0	12	0	0	0	13	0	
MECHANIC II	9	0	9	7	0	7	2	0	4	3	0	0	0	0	0	0	2	0	4	3	0	0	9	0	
PARKS UTILITIES & WATER SYSTEMS SPECIALIST	3	0	3	1	0	1	2	0	1	0	0	0	0	0	0	0	2	0	1	0	0	0	3	0	
ROAD MAINTENANCE WORKER	17	0	17	11	0	11	6	0	11	0	0	0	0	0	0	0	6	0	11	0	0	0	17	0	
TRAFFIC MAINTENANCE WORKER	3	0	3	2	0	2	1	0	2	0	0	0	0	0	0	0	1	0	2	0	0	0	3	0	
TOTAL Skilled Craft I	46	1	47	34	0	34	12	0	31	3	0	1	0	0	0	0	13	0	31	3	0	0	47	0	
	2.1%			72.3%									### 0.0%			66.0%			5.4%			0.0%			

Title	Total Employees			Minorities			Male			Female			Totals			Hours									
	M	F	T	M	F	T	W	AA	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	FT	P/T			
PARKS BUILDING & GROUNDS WORKER SUPERVISOR	SM	2	0	2	1	0	1	1	0	1	0	0	0	0	0	1	0	1	0	0	0	2	0		
SENIOR TREE TRIMMER	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0		
TOTAL Service Maintenance II		3	0	3	2	0	2	1	0	2	0	0	0	0	0	1	0	2	0	0	0	3	0		
		0.0%			66.7%						####			0.0%			66.7%			0.0%			0.0%		

JOB GROUP 20: Service Maintenance I - (76.8% Minority Availability) - (56.1% Female Availability)

Title	EEO Cat	Total Employees			Minorities			Male			Female			Totals			Hours								
		M	F	T	M	F	T	W	AA	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	FT	P/T		
BRIDGE MAINTENANCE HELPER	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
FLEET SERVICE WRITER	SM	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
GROUNDSKEEPER	SM	2	1	3	1	1	2	1	0	0	1	0	0	0	0	1	0	1	0	1	0	1	0	0	
MECHANIC I	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
OFFICE MAINTENANCE WORKER	SM	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	
PARKS BUILDING & GROUNDS WORKER II	SM	7	2	9	5	0	5	2	0	4	1	0	2	0	0	0	4	0	4	1	0	9	0	0	
RANGE MASTER	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
ROAD MAINTENANCE HELPER	SM	2	0	2	2	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	
TRAFFIC MAINTENANCE HELPER	SM	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	
TREE TRIMMER	SM	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	1	0	1	0	0	2	0	0	
TOTAL Service Maintenance I		18	4	22	14	2	16	4	1	10	3	0	2	0	2	0	6	1	12	3	0	22	0	0	
		18.2%			72.7%						####			4.5%			54.5%			####			0.0%		

Title	Total Employees			Minorities			Male			Female			Totals			Hours									
	M	F	T	M	F	T	W	AA	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	FT	P/T			
TOTAL - 3200		62	214	96	42	138	55	1	82	13	0	20	2	31	9	0	75	3	113	22	0	211	3		
Public Works, Facilities & Parks		####			64.5%						####			1.4%			52.8%			####			0.0%		

Title	Total Employees			Minorities			Male			Female			Totals			Hours								
	M	F	T	M	F	T	W	AA	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	FT	P/T		
GRAND TOTAL		152	62	214	96	42	138	55	1	82	13	0	20	2	31	9	0	75	3	113	22	0	211	3



Section 5
Selective Certification Recruitments (2022)

Job #	Job Title	Adv. From	Adv. To	EOO STATUS
22/74E80/12JA	Assistant Bridge Superintendent	12/19/2022	1/20/2023	See Attached
22/74D81/04JA	Assistant Road Superintendent	4/25/2022	5/27/2022	See Attached
22/70C80/06JA	Grounds Supervisor	6/27/2022	7/29/2022	See Attached
22/80J22/05JA	Senior Account Clerk	5/23/2022	6/24/2022	See Attached
22/74G21/03JA	Tree Trimmer	3/21/2022	4/22/2022	See Attached

Section 5

Recruitment – Data (2022) Assistant Bridge Superintendent (22/74E80/12JA)

(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	1	0	1	0	1	0	0	0	0	0
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	2	0	2	0	2	0	1	0	1	0
TOTAL (count each person once only)	3	0	3	0	3	0	3	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	2	0	Targeted groups identified through TAD. Analyst utilized NEOGOV auto screening to ensure full objectivity of application screening process.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	1	1	
TOTAL (count each person once only)	0	0	3	1	

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

Section 5

Recruitment – Data (2022) Assistant Road Superintendent (22/74D81/04JA)

(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	4	0	2	0	2	0	2	0	1	0
African American	0	0	0	0	0	0	0	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	10	0	8	0	8	0	7	0	3	0
TOTAL (count each person once only)	15	0	10	0	10	0	9	0	4	0

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges Targeted groups identified through TAD.
	Males	Females	Males	Females	
White	0	1	1	0	
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	1	0	2	1	
TOTAL (count each person once only)	1	1	3	1	

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

Section 5

Recruitment – Data (2022) Grounds Supervisor (22/70C80/06JA)

(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	1	0	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	0	1	0	1	0	1	0	0	0
American Indian/Alaskan Native	0	1	0	0	0	0	0	0	0	0
Hispanic	7	0	5	0	5	0	3	0	0	0
TOTAL (count each person once only)	9	1	6	0	6	0	4	0	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	Targeted groups identified through TAD. No candidate selected.
White	1	0	0	0	
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	1	1	1	
TOTAL (count each person once only)	1	1	1	1	

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

Section 5

Recruitment – Data (2022) Senior Account Clerk (22/80J22/05JA)

(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	0	0	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	2	0	2	0	2	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	1	6	1	6	1	6	1	6	0	1
TOTAL (count each person once only)	2	8	1	8	1	8	1	6	0	1

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	Targeted groups identified through TAD.
White	0	0	0	0	
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	1	1	0	2	
TOTAL (count each person once only)	1	1	0	2	

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

Section 5

Recruitment – Data (2022) Tree Trimmer (22/74G21/03JA)

(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	0	1	0	1	0	1	0	1	0
African American	0	0	0	0	0	0	0	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	7	0	5	0	5	0	2	0	0	0
TOTAL (count each person once only)	10	0	6	0	6	0	3	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	Targeted groups identified through TAD.
White	1	0	1	0	Targeted groups identified through TAD.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	1	0	2	1	
TOTAL (count each person once only)	2	0	3	1	

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

Recruitment – Data (2021)

(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	EOO Status
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

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?

The Public Works, Facilities & Parks Department (PWFP), formerly Resource Management Agency (RMA) 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 is 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 had one recruitment that did not meet selective certification

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.

Staff in PWWP have been trained to proctor interviews. In instances where trained staff are not present for interviews, or when the interview panel consists of external panelists, the interview process 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 provides 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 77.8% of promotional opportunities in 2022 were a minority.

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 administering performance evaluations for the 2022 calendar year, and currently 70.6% of employees are compliant with the departments expectations regarding annual performance evaluations. 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, 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 2022, 26.7% of employment separations identified themselves as White, 73.3% identified themselves as Hispanic

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

As workplace accommodations related to the pandemic have settled into workplace norms and expectations, 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 have been proactive to supporting the needs of staff related to COVID19 and took active steps to ensure employee health and safety. As the pandemic has settled, many of the widely used accommodations previously necessary to continue business have dissolved, however, to remain an employer of choice, the Department has continued to offer options for telework to employees with demonstrated ability to perform in alternate

settings.

In the 2022 calendar year, 100% of employees leaving our employ communicated they left for reasons unrelated to satisfaction with the work, the benefits, or the work culture (66.7% of those leaving our employ retired, 20% communicated they were leaving for personal / non-work related reasons, 13.3% left for advancement opportunities). 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.

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.

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

Information related to lactation accommodations is provided to employees at the time of hire and training is available in the Learning Management System (LMS). HR typically meets with employees in advance of pregnancy disability leave and provides information related to lactation accommodation, including access request forms.

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

In instances where an employee is requesting ongoing need for lactation accommodation, HR provides information related to lactation accommodation, including the access request form. Request for one time access is granted to as needed and a point of contact is identified to support in accessing the facilities.

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 identified and the department works with Human Resources to identify actionable steps to improve the employment experience in areas of dissatisfaction.

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 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	76	70	92%
Employees (non-supervisor/non-manager)	152	131	86%
Totals	228	201	88%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	76	63	83%
Employees (non-supervisor/non-manager)	152	115	76%
Totals	228	178	78%

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.

Not Applicable.

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	Posted.	X	Unknown
	Internal process to forward discrimination complaints to Civil Rights Office	Implemented by department Analysts. Analysts have advised management regarding this process since implementation.	X	Ongoing
	Nonstandard contracts include a nondiscrimination clause	Contracts developed outside of the Standard agreement typically will include a nondiscrimination provision.	X	Ongoing
	Data is collected on the ethnicity and language of the 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	Ongoing
Language Access	Departmental language assessment completed	Yes; however assessment is dated. The department is in the process of re-evaluating and	X	7/1/23

		updating to ensure it meets current needs.		
	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	Ongoing
	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	Ongoing
	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	Ongoing
	Communication services for people who are deaf or hard of hearing	Yes, translation service available.	X	Ongoing

* 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.