

Public Defender

Equal Opportunity Plan

2023



Table of Contents

	Page
Section 1: Department Head's Acknowledgment & Commitment to the 2021 Departmental Equal Opportunity Plan	3
Section 2: Organizational Profile	4
Section 3: Department's Workforce Analysis Chart	6
Section 4: Personnel Activity	9
Section 5: Recruitment Data	22
Section 6: Action-Oriented Programs	24
Section 7: Accomplishments and Resource Needs	28
Section 8: EOCRAC Follow-Up	29
Section 9: Title VI of the Civil Rights Act	30

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:

Susan Chapman

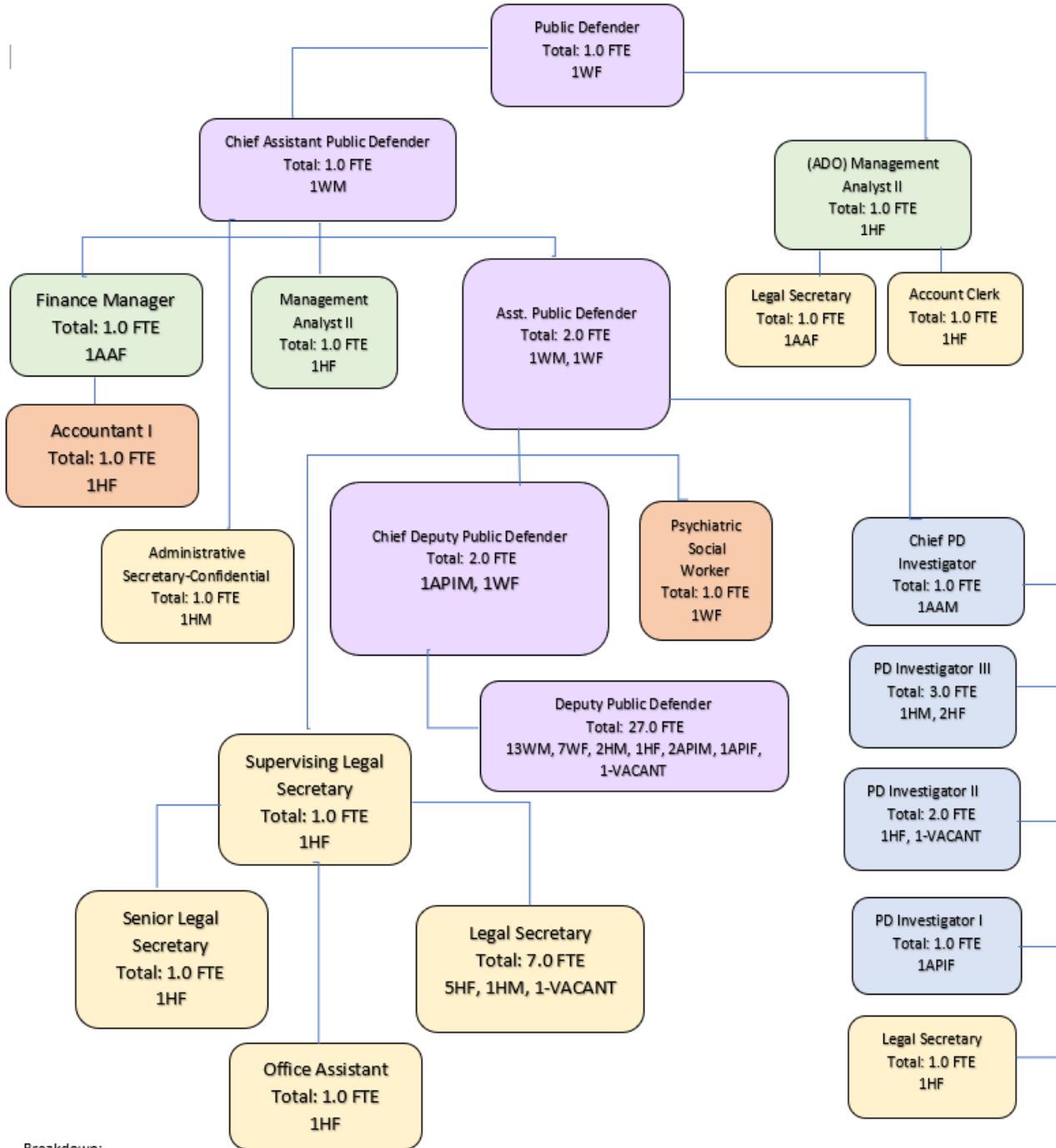
2D93C433446B4C5...

Susan E. Chapman

Public Defender

Section 2

Organizational Profile PUBLIC DEFENDER

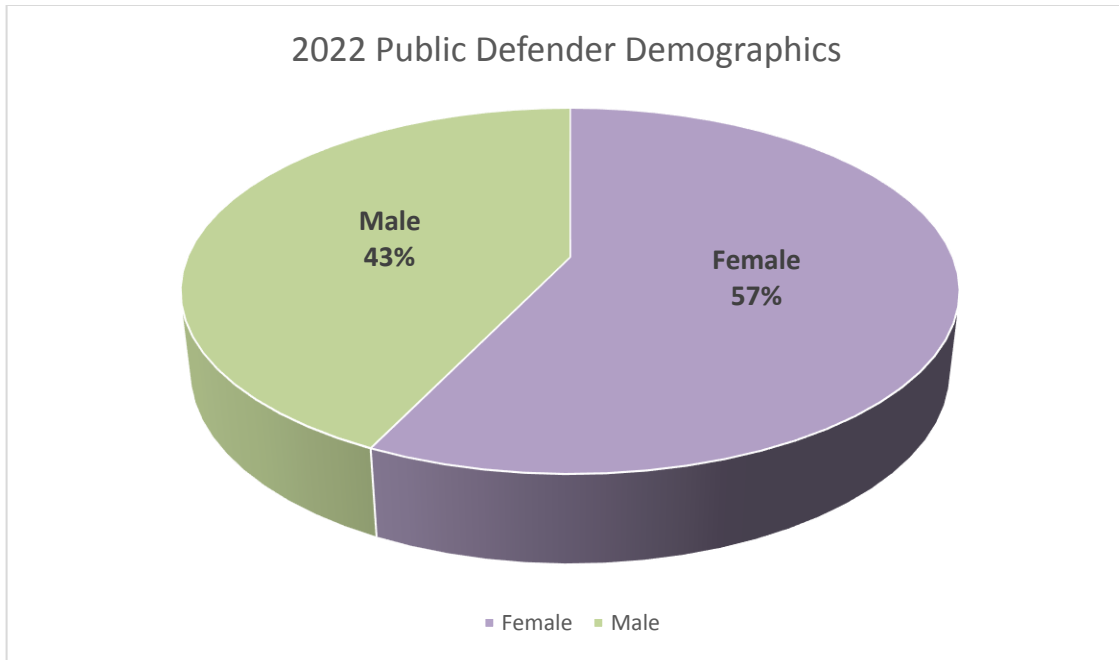


Breakdown:
Attorneys (33), Clerical (14) Investigations (7), Admin (3), Other (2)

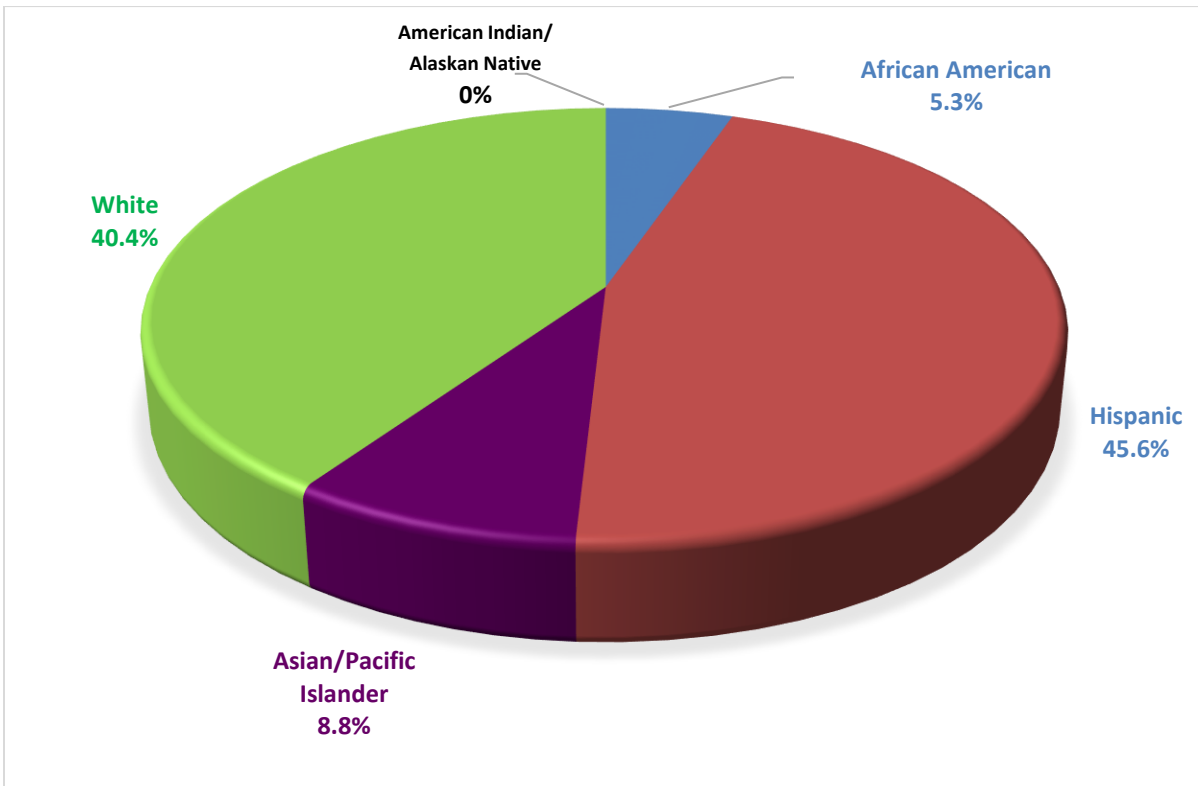
CURRENT TOTAL: 59FTE

Self-reported gender and ethnicity:

M – Male F – Female



AA - African American 5.3%; H – Hispanic 45.6%; API – Asian/Pacific Islander 8.8%; W - White other than Hispanic 40.4%; AI – American Indian/Alaskan Native 0%



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.

Report ID : MC-HRM-EO-0003
Run Date : 03/20/2023
Run Time : 9:45 AM

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

Page 1 of 3

2270 - Public Defender

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 PUBLIC DEFENDER	OA	1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	0	2	0
CHIEF ASSISTANT PUBLIC DEFENDER	E	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
TOTAL Management II		2	1	3	0	0	0	2	0	0	0	0	1	0	0	0	0	3	0	0	0	0	0	3	0
		33.3%			0.0%													100.0% 0.0% 0.0% 0.0% 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	
CHIEF PUBLIC DEFENDER INVESTIGATOR	P	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
FINANCE MANAGER I	P	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
MANAGEMENT ANALYST II	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	2	0
TOTAL Professionals - Administration		1	3	4	1	3	4	0	1	0	0	0	0	1	2	0	0	0	2	2	0	0	0	4	0
		75.0%			100.0%													0.0% 50.0% 50.0% 0.0% 0.0%							

JOB GROUP 04: Professionals - Attorneys - (20.9% Minority Availability) - (45.9% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours		
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T	
CHIEF DEPUTY PUBLIC DEFENDER	P	1	1	2	1	0	1	0	0	0	1	0	1	0	0	0	0	1	0	0	1	0	0	2	0
DEPUTY PUBLIC DEFENDER II	P	2	1	3	1	0	1	1	0	0	1	0	1	0	0	0	0	2	0	0	1	0	0	3	0
DEPUTY PUBLIC DEFENDER III	P	8	3	11	3	1	4	5	0	3	0	0	2	0	0	1	0	7	0	3	1	0	0	11	0
DEPUTY PUBLIC DEFENDER IV	P	7	6	13	1	3	4	6	0	0	1	0	3	0	3	0	0	9	0	3	1	0	0	13	0
TOTAL Professionals - Attorneys		18	11	29	6	4	10	12	0	3	3	0	7	0	3	1	0	19	0	6	4	0	0	29	0
		37.9%			34.5%													65.5% 0.0% 20.7% 13.8% 0.0%							

Report ID :MC-HRM-EO-0003
 Run Date :03/20/2023
 Run Time :9:45 AM

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

2270 - Public Defender

JOB GROUP 05: Professionals - Human Services - (47.4% Minority Availability) - (76.7% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
PSYCHIATRIC SOCIAL WORKER II	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Professionals - Human Services		0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
		100.0%			0.0%								100.0%					0.0%						

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
PUBLIC DEFENDER INVESTIGATOR III	PP	1	2	3	1	2	3	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	3	0
TOTAL Paraprofessional - Technicians II		1	2	3	1	2	3	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	3	0
		66.7%			100.0%								0.0%					0.0%						

JOB GROUP 14: Paraprofessional - Technicians I - (54.9% Minority Availability) - (73.6% 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 I	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
PUBLIC DEFENDER INVESTIGATOR I	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
PUBLIC DEFENDER INVESTIGATOR II	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Paraprofessional - Technicians I		0	3	3	0	3	3	0	0	0	0	0	0	0	2	1	0	0	0	2	1	0	3	0
		100.0%			100.0%								0.0%					0.0%						

Report ID :MC-HRM-EO-0003
 Run Date :03/20/2023
 Run Time :9:45 AM

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

2270 - Public Defender

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
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
LEGAL SECRETARY III	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
SUPERVISING LEGAL SECRETARY	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	2	3	1	2	3	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	3	0
		66.7%			100.0%								0.0%					0.0%						

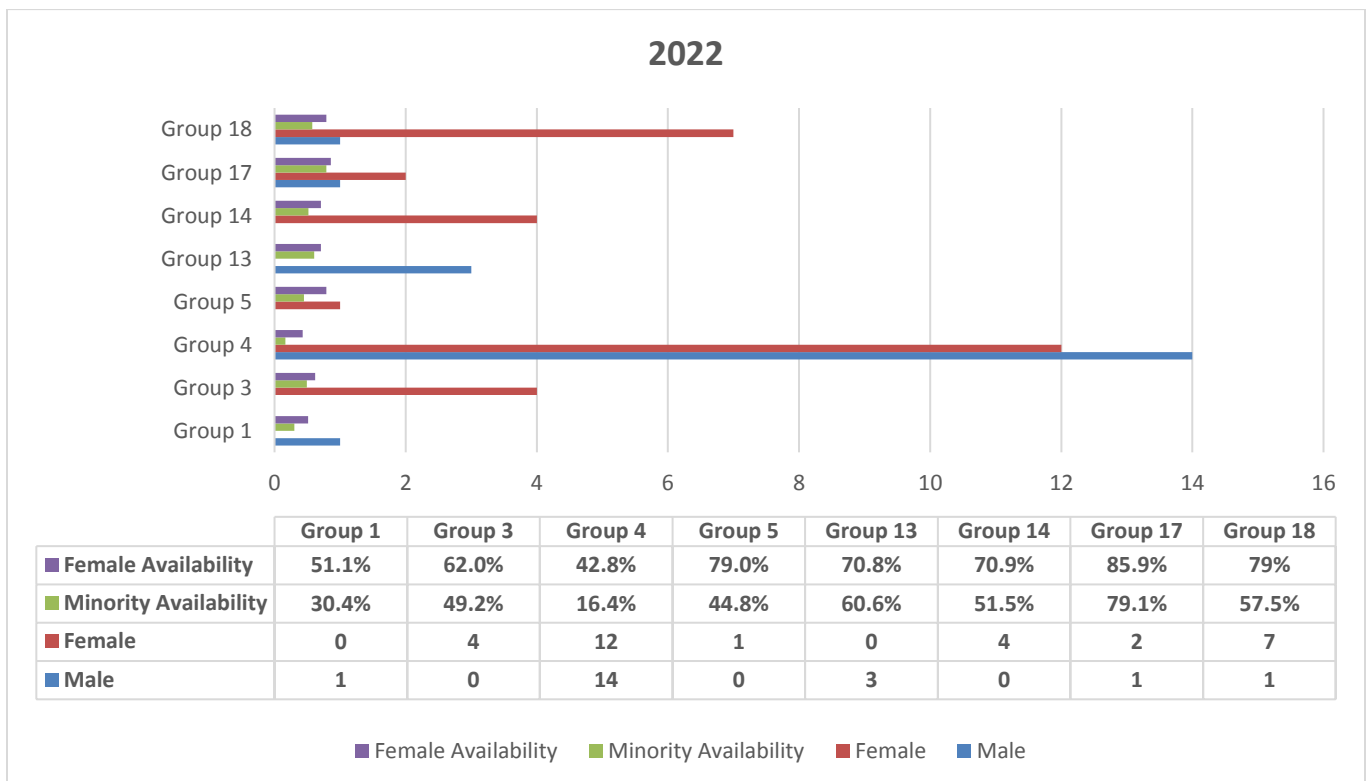
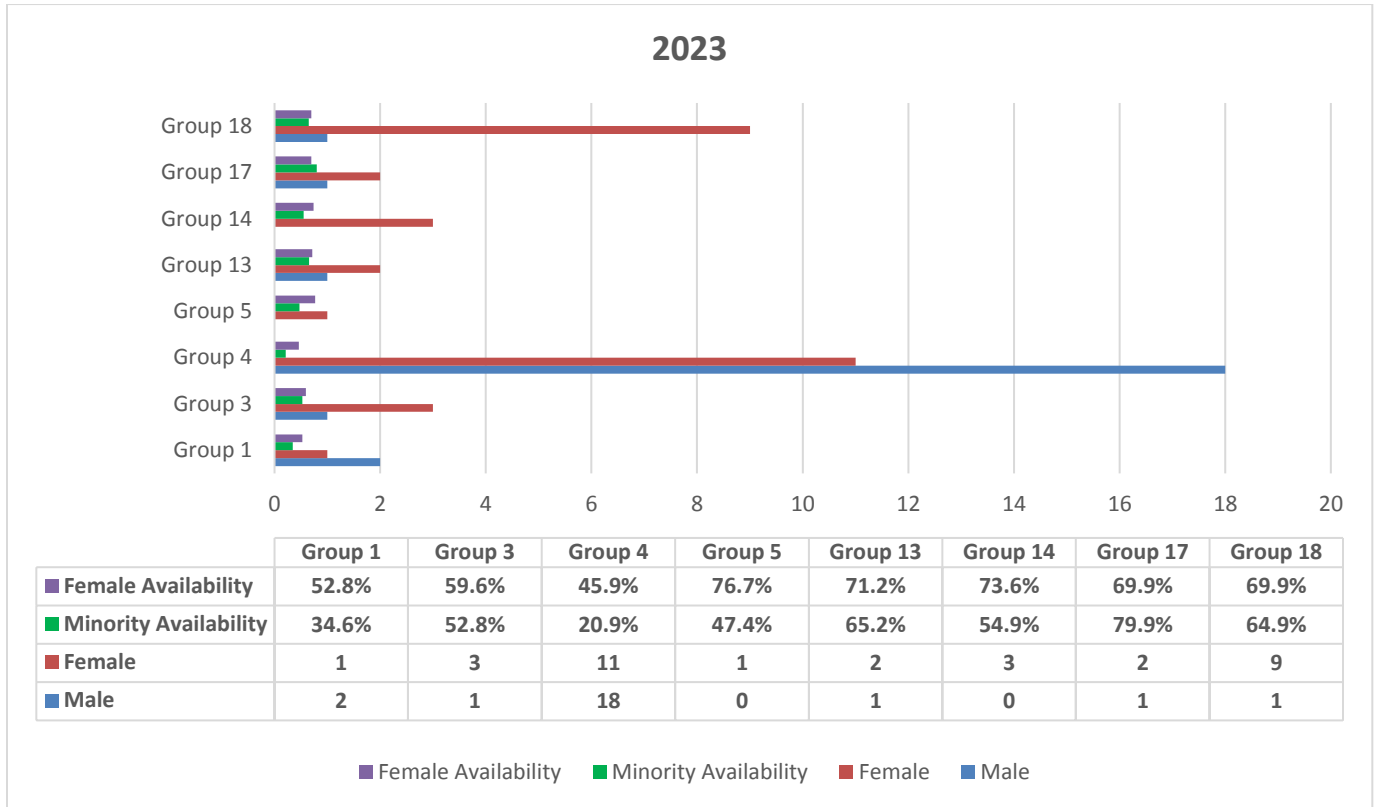
JOB GROUP 18: Office Clerical I - (64.9% Minority Availability) - (69.9% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ACCOUNT CLERK	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1
LEGAL SECRETARY II	OC	1	7	8	1	7	8	0	0	1	0	0	0	1	6	0	0	0	1	7	0	0	8	0
OFFICE ASSISTANT II	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 I		1	9	10	1	9	10	0	0	1	0	0	0	1	8	0	0	0	1	9	0	0	9	1
		90.0%			100.0%								0.0%					10.0%						

TOTAL - 2270	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
Public Defender	24	32	56	10	23	33	14	1	6	3	0	9	2	19	2	0	23	3	25	5	0	55	1
	57.1%			58.9%								41.1%					5.4%						

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
	24	32	56	10	23	33	14	1	6	3	0	9	2	19	2	0	23	3	25	5	0	55	1
	57.1%			58.9%								41.1%					5.4%						

Graphs for all job groups on utilization/availability:



Section 4

Personnel Activity 2023

Job Group: 01 Management II	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White			1 1			1		
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)			2			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 4

Personnel Activity 2023

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								1
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
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 4

Personnel Activity 2023

Job Group: 04 Professionals – Attorneys	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	4 1 1	1					1	2
African American								
Asian/Pacific Islander	1							1
American Indian/ Alaskan Native								
Hispanic		1				2		
TOTAL (count each person only once)	7	2				2	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								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Section 4

Personnel Activity 2023

Job Group: 13 Paraprofessional- Technicians II	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				1			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)								

Section 4

Personnel Activity 2023

Job Group: 14 Paraprofessional- Technicians 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		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 4

Personnel Activity 2023

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								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic			1			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)								

Section 4

Personnel Activity 2023

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	1	2					1	
TOTAL (count each person only once)	1	2					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 4

Personnel Activity (Previous Year 2022)

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								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
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 4

Personnel Activity (Previous Year 2022)

Job Group: 4 Professionals - Attorneys	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White					1	1	2	2
African American								
Asian/Pacific Islander					1			
American Indian/ Alaskan Native								
Hispanic		1						
TOTAL (count each person only once)		1			2	1	2	2
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White				1				
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)				1				

Section 4

Personnel Activity (Previous Year 2022)

Job Group: 13 Paraprofessionals – Technicians II	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							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 4

Personnel Activity (Previous Year 2022)

Job Group: 14 Paraprofessionals – Technicians 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)				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)								

Section 4

Personnel Activity (Previous Year 2022)

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								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
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 4

Personnel Activity (Previous Year 2022)

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		1						
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic	1	1						
TOTAL (count each person only once)	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)								

Section 5—HR NEEDS TO COMPLETE

Recruitment – Data (2023)

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

All PD recruitments met utilization – no underutilized groups for 2022. SA

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

Recruitment – Data (Previous Year 2022)

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

All PD recruitments met utilization – no underutilized groups this year - GR

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

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

Section 6

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

Action-Oriented Programs

Recruitment

What collaborative relationships has your department established with community groups and stakeholders? How have these relationships supported the department's recruitment efforts? How many selective certification waivers did your department request last year? How many were granted and why?

The Public Defender's Office actively seeks out, recruits, cultivates, trains, mentors and promotes underrepresented job groups in all categories of its employment to ensure fair and equal access to these opportunities and to better reflect these demographic categories of our clientele and in the greater community.

The Public Defender's Office continues to work closely with agencies including, but not limited to, MILP A, Sun Street Center, Turning Point, NAACP, Behavioral Health, Probation Department, District Attorney's Office, Veterans Transition Center and Sheriff's Office.

These relationships have directly and indirectly benefitted our clients by providing access to programs and benefits regarding treatment for drug and alcohol addiction, mental health, homelessness, employment, and re-entry into our community to become productive citizens.

The Public Defender's Office had no selective certification waivers.

Hiring

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

We use criteria to select the best qualified person for the position taking into consideration diversity and other unique qualifications of the candidate, in addition to their experience, education and training.

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

Each panel member is selected to ensure diversity utilizing expertise in the field, gender, and ethnicity.

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

Screeners have very limited information regarding the applicant minimizing information such as gender, race, and age, etc. Screeners are used only to identify whether the applicant meets the minimum qualifications for the position and are restricted to basic information to make that assessment.

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 Public Defender's Office actively recruits from within its ranks for promotional opportunities. Because we have a diverse staff, this process insures not only upward mobility for employees but also ensures our staff remains diverse. A diverse workforce enriches our culture and maximizes relationship building with our clients and community.

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 Public Defender promoted ethnically diverse women into management positions based on job performance evaluations that reflected excellence in the workplace and community outreach. Their commitment to be their best and mentor other staff members to succeed reflects the type of work force the Public Defender seeks to maintain and inspire.

Retention and Inclusion

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

Data reflects similar turnover rates between protected groups and our general population. Positive trends are reflected in protected groups being promoted within the organization, as well as advertisement of any recruitments directed at protected group organizations for publication.

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

We had no protected group turnover in 2022.-Becky to confirm with data HR provides

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

Positive trend; we have a diverse staff and respect cultural differences and embrace them.

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

Lactation accommodations are provided within our structure. We are pleased to have added a private room that contains all the commodities needed for our lactating mothers.

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

The department makes every effort to accommodate the request for an accommodation.

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?

Monterey County Human Resources is our external HR that provides all HR services. HR provides exit interviews for our employees leaving employment with the County or from our Department.

Developing and nourishing open communication, trust, and inclusiveness are ongoing objectives within the Department. Awareness in recruiting, developing strong teams within the organization, training, and sensitivity to individual's needs are crucial to a successful office. The Public Defender's Office and Human Resources have teamed together to implement a ten-month Plan of Action addressing all these issues.

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

Our greatest success regarding inclusiveness has been our ability to recruit, maintain, and honor the diverse workforce who are sensitive to the needs of each other, the department, and our community.

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

Our opportunities for improvement include building trust and developing better communication within our department. We have partnered with County Human Resources to develop and implement a plan of action to address these concerns.

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	11	11	100%
Employees (non-supervisor/non-manager)	52	51	98%
Totals	63	62	100% Managers 98% Non-Manager

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	11	11	100%
Employees (non-supervisor/non-manager)	52	51	98%
Totals	63	62	100% Managers 98% Non-Manager

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 Public Defender was asked to reach out specifically to the African American community for recruitments. Educational organizations were provided with recruitment flyers for open positions. A Management Analyst I within the department (African American female) was promoted in 2019 to Finance Manager. The Public Defender and Assistant Public Defender have developed a relationship with the local NAACP.

The Public Defender is currently a member of an executive committee to develop employee resource groups (affinity).

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	Title VI notice is posted in our reception area	YES	2019
	Internal process to forward discrimination complaints to Civil Rights Office	The department utilizes Human Resources department and Civil Rights Office.	YES	2019
	Nonstandard contracts include a nondiscrimination clause	The department utilizes the county's contract templates which include a nondiscrimination clause.	YES	2000
	Data is collected on the ethnicity and language of the people served	Our new case management system receives data collected from the court which includes client's ethnicity. Our staff also collects information on the primary language of a client.	YES	2020
Language Access	Departmental language assessment completed	Our department is 31% bilingual. All employees requesting a bilingual status are evaluated and tested	YES	2000

		with the assistance of Human Resources.		
	Vital documents translated into Spanish	Our case management system maintains both client communication letters in Spanish & English. These are easily accessed by staff members directly through the case management system.	YES	2000
	Website – minimize PDFs. When using PDFs, include a Spanish version	The Public Defender’s website has no associated PDF’s. Our department information page and frequently asked questions are listed in Spanish and English.	N/A	N/A
	Procedures and budget for the use of interpretation and translation services	The department contracts with various language agencies for in person translation as well as over the phone interpretation. We strive to seek vendors that provide dialect languages such as Triqui, Bajo, & Mixteco.	YES	2000
	Communication services for people who are deaf or hard of hearing	The department contracts with Language Line whom offers communication services to our clients that are deaf for hard of hearing. In 2019, the department invited the Deaf and Hard of Hearing	YES	2010

		Service Center to provide our office with a training.		
	Public voicemails in English and Spanish	The Public Defender's office primary line has voicemail greetings in Spanish and English. All of our Legal Support Staff also have their recordings in Spanish and English.	YES	2000
	Public counters: language charts available	The reception area contains language chart for easy access when a language other than Spanish is required.	YES	2000
	Public counters: all signage in English and Spanish	The reception area displays signage log in English and Spanish.	YES	2016
	Public counters: procedures to have bilingual staff available	We have (9) Legal Secretaries, (3) Investigators, (3) Attorneys and (3) Administrators that are Spanish speaking.	YES	2000
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	The Public Defender office participates in Law Day as well as Post Sentence Relief community advisory meetings and outreach townhall meetings.	YES	2010
	Analyzed potential disproportionate adverse human health or environmental effects on	N/A	N/A	N/A

	communities of color, tribal communities, or others underrepresented in the public process			
	Considerations taken to ensure equitable engagement	The Public Defender office reaches out to all ethnic organizations. We have provided speakers to NAACP and Village Project.	YES	2016
	Key community engagement contacts established	The Public Defender office has established contacts with NAACP, Veterans Trans Center, Monterey College of Law, MILPA, Turning Point & Sun Street Center.	YES	2016

* 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.