

Agricultural Commissioner's Office

Equal Opportunity Plan

2023



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Section 1

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

The Monterey County Board of Supervisors adopted an ordinance reaffirming their long-standing commitment to providing equal opportunities for all and preventing and eliminating unlawful discrimination. The Board of Supervisors values providing an open and empathetic communication channel for County officials and employees, applicants for employment, and business relationships with the County. Through the adoption of the Nondiscrimination, Sexual Harassment, Reasonable Accommodation, and the Language Access and Effective Communication Policies, the Board of Supervisors reaffirms its expectation that each County official and employee is responsible for maintaining a workplace that is free from unlawful discrimination, harassment, and retaliation.

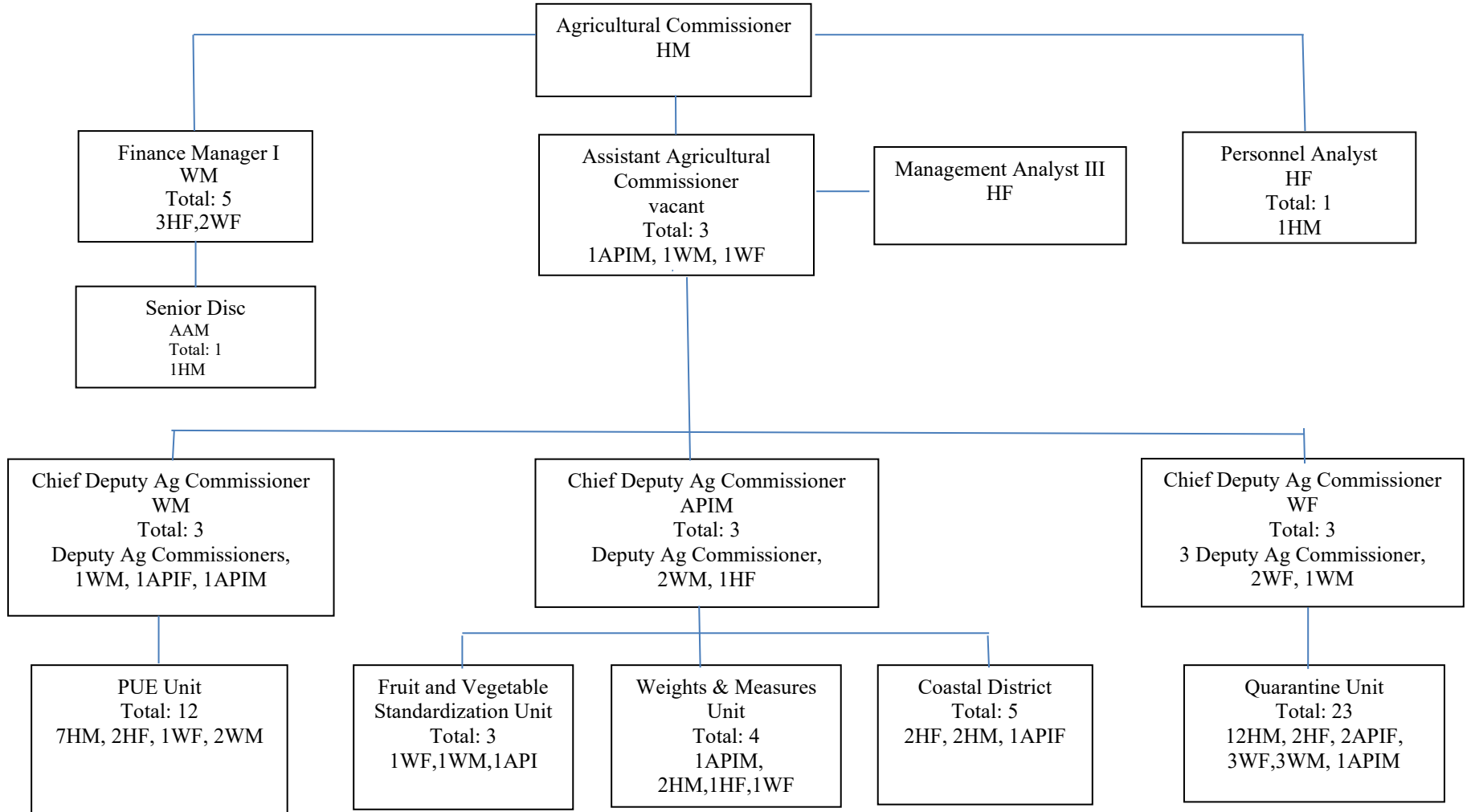
As Department Head, my signature below verifies the accuracy of this report and affirms my commitment to equal opportunity and civil rights, as outlined in County policies and ordinances.

DocuSigned by:
Juan Hidalgo
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(Signature)

Juan Hidalgo

Agricultural Commissioner/Sealer of Weights & Measurers

Section 2 Organizational Profile Agricultural Commissioner's Office



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.

County of Monterey Workforce Analysis Chart

Job Group Within Department

2022-2023 Job Group Metrics

Run Date : 03/01/2023

Run Time : 8:54 AM

Cover Page

Parameters and Prompts

Home Department: 2810

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 : 03/01/2023

Job Group Within Department

Run Time : 8:54 AM

2022-2023 Job Group Metrics

2810 - Agriculture Commissioner

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 AGRICULTURAL COMMISSIONER	OA	2	1	3	1	0	1	1	0	0	1	0	1	0	0	0	0	2	0	0	1	0	3	0
TOTAL Management I		2	1	3	1	0	1	1	0	0	1	0	1	0	0	0	0	2	0	0	1	0	3	0
		33.3%			33.3%													66.7%	0.0%	0.0%	33.3%	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
AGRICULTURAL PROGRAMS BIOLOGIST	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
DEPUTY AGRICULTURAL COMMISSIONER	OA	5	3	8	0	2	2	4	0	0	0	0	1	0	1	1	0	5	0	1	1	0	8	0
FINANCE MANAGER I	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
GIS ANALYST III	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
MANAGEMENT ANALYST III	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
PERSONNEL ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Professionals - Administration		7	6	13	0	4	4	6	0	0	0	0	2	0	3	1	0	8	0	3	1	0	13	0
		46.2%			30.8%													61.5%	0.0%	23.1%	7.7%	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
AGRICULTURAL INSPECTOR/BIOLOGIST III	T	14	9	23	11	6	17	3	0	9	2	0	3	0	3	3	0	6	0	12	5	0	23	0
WEIGHTS/MEASURES INSPECTOR III	T	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL Paraprofessional - Technicians II		15	9	24	12	6	18	3	0	10	2	0	3	0	3	3	0	6	0	13	5	0	24	0
		37.5%			75.0%													25.0%	0.0%	54.2%	20.8%	0.0%		

Run Date : 03/01/2023

Run Time : 8:54 AM

Job Group Within Department
 2022-2023 Job Group Metrics

2810 - Agriculture Commissioner

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	0	1	0	0	1	0
AGRICULTURAL ASSISTANT II	PP	9	2	11	8	2	10	1	0	8	0	0	0	0	2	0	0	1	0	10	0	0	11	0	
AGRICULTURAL INSPECTOR/BIOLOGIST I	PP	2	1	3	2	0	2	0	0	2	0	0	1	0	0	0	0	1	0	2	0	0	3	0	
AGRICULTURAL INSPECTOR/BIOLOGIST II	T	1	2	3	1	2	3	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	3	0	
PERSONNEL TECHNICIAN-CONFIDENTIAL	PP	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	
SENIOR DEPARTMENTAL INFORMATION SYSTEMS COORDIN/	PP	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	
WEIGHTS/MEASURES INSPECTOR II	T	1	2	3	1	1	2	0	0	1	0	0	1	0	1	0	0	1	0	2	0	0	3	0	
TOTAL Paraprofessional - Technicians I		15	8	23	14	6	20	1	1	13	0	0	2	0	6	0	0	3	1	19	0	0	23	0	
		34.8%			87.0%													13.0%	4.3%	82.6%	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	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
OFFICE ASSISTANT III	OC	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0
TOTAL Office Clerical II		0	4	4	0	3	3	0	0	0	0	0	1	0	3	0	0	1	0	3	0	0	4	0
		100.0%			75.0%													25.0%	0.0%	75.0%	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
DATA ENTRY OPERATOR II	OC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL Office Clerical I		1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
		0.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

Run Date : 03/01/2023

Job Group Within Department

Run Time : 8:54 AM

2022-2023 Job Group Metrics

2810 - Agriculture Commissioner

	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
TOTAL - 2810	40	28	68	28	19	47	11	1	24	3	0	9	0	15	4	0	20	1	39	7	0	68	0
Agriculture Commissioner	41.2%			69.1%													29.4%	1.5%	57.4%	10.3%	0.0%		

	Total Employees			Minorities			Male					Female					Totals					Hours	
	M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
GRAND TOTAL	40	28	68	28	19	47	11	1	24	3	0	9	0	15	4	0	20	1	39	7	0	68	0
	41.2%			69.1%													29.4%	1.5%	57.4%	10.3%	0.0%		

Section 4

Personnel Activity (Current Year)

Job Group: 13	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	1	1
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	2	0	0	0	0	0
TOTAL (count each person only once)	0	0	2	0	0	0	2	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Job Group: 14	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	1	0	0	0	1	1	1
African American	1	0	0	0	1	0	1	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	6	1	0	1	3	2	1	0
TOTAL (count each person only once)	8	2	0	1	4	3	3	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	1	0	0	0	3	0
TOTAL (count each person only once)	0	0	1	0	0	0	4	0

Job Group: 17	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	1	0	0
TOTAL (count each person only once)	0	0	0	0	0	1	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Personnel Activity (Previous Year)

Job Group: 03	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	1	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	1	0	0	0	1
TOTAL (count each person only once)	1	0	1	1	0	0	0	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Personnel Activity (Previous Year)

Job Group: 14	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	1	0	0	1	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	4	0	1	0	3	0	0	1
TOTAL (count each person only once)	4	0	2	0	3	1	0	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	2	0	0	0	0	0	0	0
TOTAL (count each person only once)	4	0	0	0	0	0	0	0

Personnel Activity (Previous Year)

Job Group: 17	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	1	0	0	0	1	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	1	0	0
TOTAL (count each person only once)	0	1	0	0	0	2	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Personnel Activity (Previous Year)

Job Group: 18	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	1	0	0	0
TOTAL (count each person only once)	0	0	0	0	1	0	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

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: 14	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	7	4	6	3	3	3	3	0	1
African American	2	0	1	0	1	0	0	0	0	0
Asian/Pacific Islander	3	5	1	4	0	2	0	2	0	0
American Indian/Alaskan Native	1	0	1	0	0	0	0	0	0	0
Hispanic	45	13	38	10	28	8	28	5	5	0
TOTAL (count each person once only)	56	25	45	20	32	13	31	10	5	1

Job Group: 14	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		2	3	4	Job announcements are sent statewide to other Ag Commissioner's Offices, other Monterey County offices, CDFA (California Department of Food and Agriculture), NAACP, Association of Asian Pacific Community Health Organization, Chinese American Citizens Alliance, Filipino Community of Salinas, Santa Cruz County Women's Commission and California State Colleges. Positions as Agricultural Inspectors require a bachelor's degree from an accredited four-year college in specific areas of study. We work closely with CDFA to verify applicant eligibility to positions requiring specific licenses as per CDFA guidelines, this has been the best course of action.
African American					
Asian/Pacific Islander		2	1	2	
American Indian/Alaskan Native					
Hispanic	1	1	3	1	
TOTAL (count each person once only)					

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: 03	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	1	2	1	2	1	2	1	1	0
African American	1	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	2	1	1	1	1	1	1	1	1	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	4	3	3	2	3	2	3	2	0	0
TOTAL (count each person once only)	11	5	6	4	6	4	6	4	2	0

Job Group: 03	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	2	1	0	Job announcements are sent statewide to other Ag Commissioner’s Offices, other Monterey County offices, CDFA (California Department of Food and Agriculture), NAACP, Association of Asian Pacific Community Health Organization, Chinese American Citizens Alliance, Filipino Community of Salinas, Santa Cruz County Women’s Commission and California State Colleges. Our Department is made up of positions which require a Bachelor’s degree from an accredited four-year college in specific areas of study. Most of our supervising positions require licensing. We work closely with CDFA to acquire a list of all licensed staff in California, this has been the best course of action.
African American	0	0	0	0	
Asian/Pacific Islander	1	0	0	1	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	1	2	1	
TOTAL (count each person once only)	1	3	3	2	

Recruitment – Data (Previous Year)

Job Group: 17	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	24	1	11	0	13	0	7	0	1
African American	0	3	0	2	0	1	0	1	0	0
Asian/Pacific Islander	2	3	1	1	1	1	1	0	0	0
American Indian/Alaskan Native	1	0	0	0	1	0	0	0	0	0
Hispanic	8	45	4	32	4	13	0	1	0	0
TOTAL (count each person once only)	12	75	6	47	6	28	1	9	0	1

Job Group: 17	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	Outreach was done by Treasurer/Tax Collector department. Ag Commissioners Office shared a referral.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	1	2	1	
TOTAL (count each person once only)	0	2	2	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?

We continue to develop and enhance our relationship with local colleges. Our licensing staff requires a four-year degree with an emphasis in science and agriculture, and we still struggle with recruiting candidates from local schools; however, many of our internal staff has taken courses at Hartnell and CSUMB to improve their skills and/or promote within the Department.

Hiring

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

We use the following selection criteria to determine fit: Adaptability, Trainability, Demonstrated Communication Skills, Problem Solving Capabilities, Conflict Management, relevant and related agricultural experience, regulatory experience, Customer Service Skills, and teamwork skills.

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

Internal staff doing panel and screening are carefully selected to ensure diversification. We have developed relationships with Departments within the County, Agricultural Commissioner Offices outside of Monterey County, State agencies, and the local Agricultural Community to include diverse external screeners and panel members for final selection interviews.

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

Panel briefing emphasizes the need to focus on the responses of the candidates; presented information rather than preconceived judgments; and facts rather than

opinions. Screeners and panelists are given instruction to rate without regard to protected categories under state and federal law. Interview panelists are informed of common rating errors and given examples of sub-conscious bias and how to avoid these errors during the interview process. Being aware of this information throughout the interview process helps panelists avoid their own personal judgements and minimizes bias in the decision-making.

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?

We invest into our Department staff, by supporting training for all staff. Our supervisory and management team provides training to staff members taking licensing exams and supports peer mentoring and study sessions. We also utilize all resources available through Human Resources and the County's Learning and Development Network. We encourage and support participation in the California Association of Standards and Agricultural Professionals, Leadership Monterey County, and other educational events. We work continuously on our commitment to training our employees to improve development and retention in the Department.

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?

Performance evaluations are used as a career development tool to support the growth of all staff. Many of our employees have state licensing requirements needed for promotion. To maintain a diverse and inclusive workforce, staff that is fully licensed must also meet the standards on their performance evaluation as part of promotion consideration.

Retention and Inclusion

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

The Department utilizes the reports within Info Advantage to track the turnover rate for protected groups, specifically the report titled, "Employee Personnel Action Information with Ethnicity and Gender." More importantly, we pay attention to changes within the Department and actively look for opportunities to increase diversity. We

also use the exit interview to gain feedback for areas of improvement.

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

In 2022, a total of one long-term employee minority staff member left the department due to a service retirement.

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

Although no significant trends in turnover rates have been identified, we continue to focus our efforts on recruitment to improve diversity.

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

The Department has a designated room for lactation. Many of our employees work out in the field. For those employees needing accommodations, arrangements are made so that they are assigned to areas close to the office to ensure access to the lactation facility. In addition, Employees who have their own private offices can also use them as a lactation room.

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

Department Human Resources meets with every employee that makes a request for an accommodation, and works together with the County's Disability Services Coordinator for compliance and accommodation requests.

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 Department conducts exit interviews. The Agricultural Commissioner and Human Resources reviews the responses to identify trends and to better understand staff experiences and the climate at the Department.

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

Our greatest success is by "Growing Our Own" supervisors and higher-level managers to ensure continued diversity in the future. We actively pursue qualified minority and women applicants for our entry-level positions, and perhaps more importantly, we mentor and provide staff with the opportunity to develop and advance through the various levels of their classifications to promote into supervisory and management positions.

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

Since "Growing Our Own" supervisors and higher-level managers has been successful, the Department will continue its efforts to attract qualified minority and women applicants for our entry-level positions. This will result in creating a continual pool of candidates for our middle and upper-level positions and enable us to continue to "Grow Our Own."

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	19	19	100%
Employees (non-supervisor/non-manager)	61	59	96.72%
Totals			

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	19	19	100%
Employees (non-supervisor/non-manager)	61	59	96.72%
Totals			

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		N	06/30/2023
	Internal process to forward discrimination complaints to Civil Rights Office		Y	
	Nonstandard contracts include a nondiscrimination clause		Y	
	Data is collected on the ethnicity and language of the people served		N	06/28/2024
Language Access	Departmental language assessment completed		Y	
	Vital documents translated into Spanish		N/A	
	Website – minimize PDFs. When using PDFs, include a Spanish version	Some documents are translated into Spanish.	Y	
	Procedures and budget for the use of interpretation and translation services		Y	

	Communication services for people who are deaf or hard of hearing	We will be looking into potential options.	N	06/30/2024
	Public voicemails in English and Spanish		Y	
	Public counters: language charts available		Y	
	Public counters: all signage in English and Spanish		Y	
	Public counters: procedures to have bilingual staff available		Y	
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds		Y	
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process		Y	
	Considerations taken to ensure equitable engagement		Y	
	Key community engagement contacts established		Y	

* 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.