

Monterey County Water Resources Agency

Equal Opportunity Plan

2023



Table of Contents

	Page
Section 1: Department Head's Acknowledgment & Commitment to the 2023 Departmental Equal Opportunity Plan	3
Section 2: Organizational Profile	4
Section 3: Department's Workforce Analysis Chart	11
Section 4: Personnel Activity	15
Section 5: Recruitment Data	20
Section 6: Action-Oriented Programs	21
Section 7: Accomplishments and Resource Needs	24
Section 8: EOCRAC Follow up	25
Section 9: Title VI of the Civil Rights Act	26

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 the principles of 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, Prevention of Sexual Harassment, Reasonable Accommodations for Persons with Disabilities, 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.



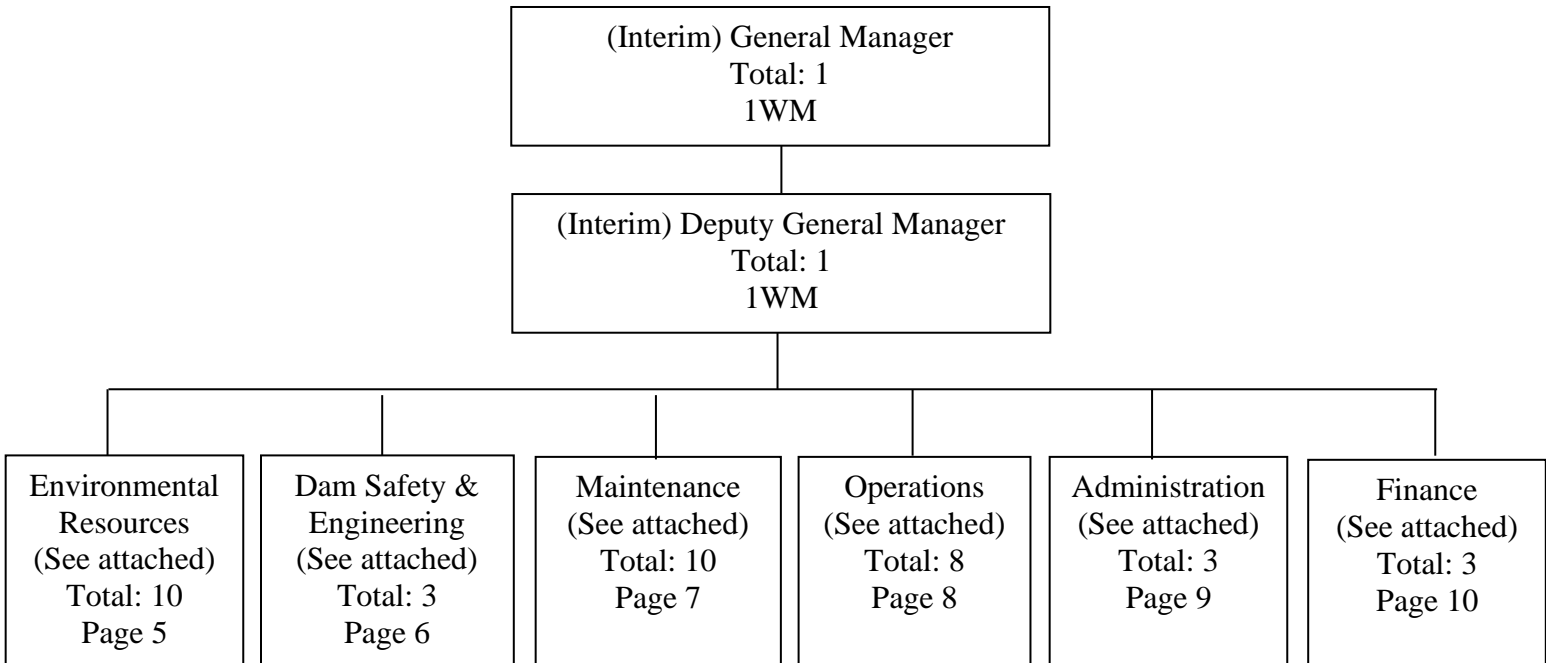
Lew Bauman

Interim General Manager

Section 2

Organizational Profile Water Resources Agency

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



Water Resources Agency grand total: 43

* Current organizational chart/profile as of March 24, 2023

Section 2
Organizational Profile 2023
(continued)

Environmental Resources	
<i>Sr. Water Resources Hydrologist</i>	
Total: 1	
1WF	
<i>Assoc. Water Resources Hydrologist</i>	
Total: 1	
1WM	
<i>Assoc. Water Resources Engineer</i>	
Total: 1	
1WM	
<i>Water Resources Hydrologist</i>	
Total: 2	
1WF, 1 Vacant	
<i>Water Resources Biologist</i>	
Total: 1	
Vacant	
<i>Water Resources Technician</i>	
Total: 4	
1HM, 2WF, 1 Vacant	

** Current organizational chart/profile as of March 24, 2023

Self-reported gender and ethnicity:

M – Male F – Female

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

Section 2
Organizational Profile 2023
(continued)

<p>Dam Safety & Engineering</p> <p><i>Sr. Water Resources Engineer</i> Total: 1 1WM</p> <p><i>Associate Water Resources Engineer</i> Total: 3 2WM, 1HM</p> <p><i>Water Resources Engineer</i> Total: 1 Vacant</p> <p>Water Resources Technician Total: 1 1HM</p>
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Section 2
Organizational Profile 2023
(continued)

<p>Maintenance</p> <p><i>Maintenance Manager</i> Total: 1 1 Vacant</p> <p><i>Water Maintenance Superintendent</i> Total: 1 1WM</p> <p><i>Assistant Water Maintenance Superintendent</i> Total: 1 1WM</p> <p><i>Senior Water Maintenance Worker</i> Total: 2 1WM, Vacant</p> <p><i>Water Maintenance Worker II</i> Total: 3 2HM, 1WM</p> <p><i>Water Maintenance Worker I</i> Total: 1 1WM</p> <p><i>Hydroelectric Technician</i> Total: 1 1WM</p>

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Section 2
Organizational Profile 2023
(continued)

Operations

Sr. Water Resources Engineer

Total: 1

1WF

Assoc. Water Resources Engineer

Total: 1

1WM

Assoc. Water Resources Hydrologist

Total: 1

1WF

Water Resources Hydrologist

Total: 2

1 WM, 1 Vacant

Water Resources Engineer

Total: 1

1WM

Water Resources Technician

Total: 1

1HM

Engineering Aid

Total: 1

1HF

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Section 2
Organizational Profile 2023
(continued)

Administration

Administrative Services Assistant

Total:1

1HF

Senior Secretary - Confidential

Total: 1

1HF

Office Assistant III

Total: 1

1HM

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Section 2

Organizational Profile 2023 (continued)

<p style="text-align: center;">Finance</p> <p style="text-align: center;"><i>Finance Manager III</i> Total: 1 1APIF</p> <p style="text-align: center;"><i>Accountant III</i> Total: 1 1HF</p> <p style="text-align: center;"><i>Accounting Technician</i> Total: 1 1WF</p> <p style="text-align: center;"><i>Sr. Account Clerk</i> Total: 1 Vacant</p>
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Self-reported gender and ethnicity:

M – Male F – Female

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

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

The following workforce analysis chart (12- 14) is for calendar year 2023.

Section 4

Personnel Activity

Job Group: 02	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								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0
	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)	0	0	0	0	0	0	0	0

Section 4

Personnel Activity

Job Group: 06	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)	0	0	1	0	1	0	1	0
	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)	0	0	1	0	0	0	0	0

Section 4

Personnel Activity

Job Group: 16	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								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0
	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)	0	0	0	0	0	0	0	0

Section 4

Personnel Activity

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

Section 4

Personnel Activity

Job Group: 20	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							0	
TOTAL (count each person only once)	0	0	0	0	0	0	0	0
	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)	0	0	0	0	0	0	0	0

Section 5

Recruitment - Data

(Please include information for each underutilized job group. Please also include information about challenges the Department encountered in recruiting a diverse and qualified applicant pool.)

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)	0	0	0	0	0	0	0	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	
White					***There were no underutilized recruitments that ran in 2022 for WRA.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)	0	0	0	0	

Section 6

**(In accordance with 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 Monterey County Water Resources Agency (Agency) strives to provide equitable services to the public, community groups, stakeholders and all involved. The Agency collaborates with Professional organizations, community groups, Colleges and Universities for recruitments. We have not requested any selective certification waivers in the last year.

Hiring

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

The Agency's selection criteria in an interview consist of a variety of factors to ensure the best qualified candidate is selected for the position. Factors such as experience, education, and training are taken into consideration as well as diversity and other unique qualifications the candidate may have and/or demonstrate.

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

In order to ensure diversity of panel members and screeners, the Agency utilizes and selects individuals within the County and/or outside agencies who have the expertise/experience in the area/field we are recruiting for. Gender and ethnicity are also taken into account when selecting panel members and screeners.

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

During the screening process, screeners are not provided access and/or information regarding the applicant(s), this process prevents predetermined judgements and requires the screeners to base their scores on facts and information. Screeners will score the responses

provided to a series of questions and assess each candidate's ability to fulfill the requirements of the position.

During the interview process, the panel members are provided with the candidate's "packet" the day of the interview, this allows the panelist to review the application, resume and any other information right before the applicant's interview, minimizing bias.

Promotions

What process, 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 Agency encourages all staff to utilize and/or participate in the various trainings the County has to offer as well as seeking out opportunities that will assist in professional growth such as taking coursework and/or trainings outside of the County's organization.

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 utilized as a development tool to provide employees with encouragement, support, feedback, and recommendations for improvement (if needed) regarding their performance.

Retention and Inclusion

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

No special collection procedures/tools have been implemented because turnover rate is low in all groups.

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

For 2022 turnover rates for protected groups match that of the general population.

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

The negative trend is the lack of promotional opportunities within the Agency, due to the size of the Agency. The Agency does its best to provide training to allow employees to be competitive when promotional opportunities are available.

What steps have been taken by the Department taken to ensure lactation accommodations for all its employees?

Employees are informed of the lactation room located in the Shilling place building and are able to use the room when needed.

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

If an employee request an accommodation, the Agency will reach out to Human Resources to ensure the proper steps are taken to begin the interactive process. Human Resources will work with the employee and the Agency to find an accommodation that will allow the employee to perform his/her essential duties within the Agency.

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 Agency does not conduct official exit interviews, but informal ones when possible. The informal exit interview(s) offer employees the chance to provide their managers with suggestions regarding Agency improvement (all areas are open to discussion). They also provide managers with the opportunity to show support and encouragement regarding the employees professional growth. Information and feedback obtained during these meetings has been beneficial to both the Agency and the employee as it promotes inclusion and diversity for current and future employees.

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

Inclusiveness has lifted employee moral significantly and has created more of a team dynamic within the Agency. Employees feel that they have a role/part in the "big picture" of what the Agency does and is. They are voice(s) that can and will be heard.

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

The Agency encourages employees to express themselves based on their unique perspectives. The Agency has non-discriminative policies in place.

Section 7

Accomplishments and Resource Needs

In this section, please highlight your Department's successes in achieving a diverse workforce. 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 required training offered by the Civil Rights Office. All employees must complete the Harassment and Discrimination Prevention Training and the Civil Rights Training every two years.

	Harassment and Discrimination Prevention Training	Civil Rights Training
Total number of Managers	16	16
Managers completed	10	10
Percent of Managers completed	63%	63%
Total number of Employees (non- supervisors/managers)	23	23
Employees (non- supervisors/managers) completed	18	13
Percent of Employees (non- supervisors/managers) completed	78%	57%

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.

No follow up request was made by the Commission during 2022.

Section 9

Title VI of the Civil Rights Act Implementation

(Under the County's [Title VI of the Civil Rights Act Implementation Plan](#))

	Requirement	Implementation Notes	Completed
General	Title VI notice at public counters	Located on back door and in break room	Yes
	Internal process to forward discrimination complaints to Civil Rights Office	All complaints are forwarded to the Civil Rights Office immediately	Yes
	Nonstandard contracts include a nondiscrimination clause	The Agency uses a template created and used by the County, which includes a nondiscrimination clause	Yes
	Data is collected on the ethnicity and language of people served		No
Language Access	Departmental language assessment completed		Yes
	Vital documents translated into Spanish	As needed	Yes
	Website – minimize PDFs. When using PDFs, include a Spanish version	As needed	yes
	Procedures and budget for the use of interpretation and translation services	On a project basis	Yes
	Public voicemails in English and Spanish	In progress	
	Public counters: language charts available		No
	Public counters: all signage in English and Spanish		Yes
	Public counters: procedures to have bilingual staff available	Bilingual staff are available to the public	Yes

Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds		Yes
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process		No
	Considerations taken to ensure equitable engagement		Yes
	Key community engagement contacts established		Yes