

District Attorney

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:

Jeannine M. Pacioni

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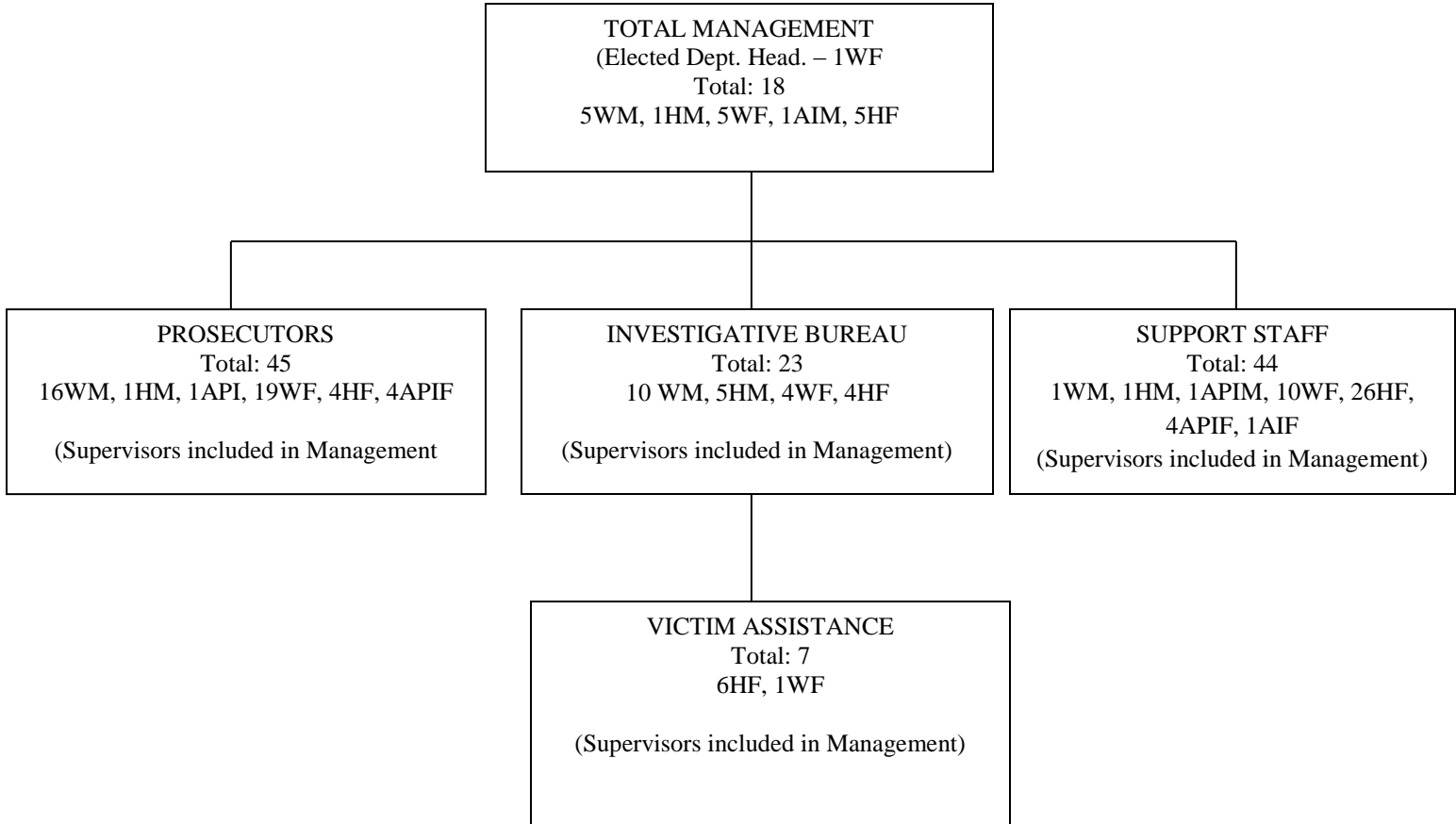
Jeannine M. Pacioni

District Attorney

Section 2

Organizational Profile District Attorney's Office (Total: 133)

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



Self-reported gender and ethnicity:

M – Male F – Female

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

Section 3

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

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

Report ID : MC-HRM-EO-0003
Run Date : 12/31/2022
Run Time : 8:55 AM

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

Page 1 of 4

2240 - District Attorney

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	
CHIEF ASSISTANT DISTRICT ATTORNEY	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		1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
		0.0%			0.0%													100.0% 0.0% 0.0% 0.0% 0.0%							

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

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ASSISTANT DISTRICT ATTORNEY	OA	2	2	4	0	1	1	2	0	0	0	0	1	0	1	0	0	3	0	1	0	0	4	0
FINANCE MANAGER II	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Management I		3	2	5	0	1	1	3	0	0	0	0	1	0	1	0	0	4	0	1	0	0	5	0
		40.0%			20.0%													80.0% 0.0% 20.0% 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
ACCOUNTANT III	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
ADMINISTRATIVE ASSISTANT TO DISTRICT ATTORNEY	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
VICTIM/WITNESS ASSISTANCE PROGRAM MANAGER	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		0	3	3	0	1	1	0	0	0	0	0	2	0	1	0	0	2	0	1	0	0	3	0
		100.0%			33.3%													66.7% 0.0% 33.3% 0.0% 0.0%						

Report ID : MC-HRM-EO-0003

County of Monterey Workforce Analysis Chart

Run Date : 12/31/2022

Job Group Within Department

Run Time : 8:55 AM

2022-2023 Job Group Metrics

2240 - District Attorney

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
DEPUTY DISTRICT ATTORNEY I	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 DISTRICT ATTORNEY II	P	0	3	3	0	1	1	0	0	0	0	0	2	0	1	0	0	2	0	1	0	0	3	0
DEPUTY DISTRICT ATTORNEY III	P	1	2	3	0	1	1	1	0	0	0	0	1	0	1	0	0	2	0	1	0	0	3	0
DEPUTY DISTRICT ATTORNEY IV	P	16	18	34	2	4	6	14	0	1	1	0	14	0	2	2	0	28	0	3	3	0	34	0
TOTAL Professionals - Attorneys		17	24	41	2	6	8	15	0	1	1	0	18	0	4	2	0	33	0	5	3	0	41	0
			58.5%			19.5%												80.5%	0.0%	12.2%	7.3%	0.0%		

JOB GROUP 11: Law Enforcement II - (58.7% Minority Availability) - (27.3% 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 DISTRICT ATTORNEY INVESTIGATOR	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
DISTRICT ATTORNEY INVESTIGATIVE CAPTAIN	P	2	0	2	2	0	2	0	0	1	1	0	0	0	0	0	0	0	0	1	1	0	2	0
TOTAL Law Enforcement II		3	0	3	2	0	2	1	0	1	1	0	0	0	0	0	0	1	0	1	1	0	3	0
			0.0%			66.7%												33.3%	0.0%	33.3%	33.3%	0.0%		

JOB GROUP 12: Law Enforcement I - (46.3% Minority Availability) - (30.4% 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
DISTRICT ATTORNEY INVESTIGATOR I	PS	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
DISTRICT ATTORNEY INVESTIGATOR III	PS	11	7	18	3	2	5	8	0	3	0	0	5	0	2	0	0	13	0	5	0	0	18	0
TOTAL Law Enforcement I		11	9	20	3	4	7	8	0	3	0	0	5	0	4	0	0	13	0	7	0	0	20	0
			45.0%			35.0%												65.0%	0.0%	35.0%	0.0%	0.0%		

Report ID : MC-HRM-EO-0003

County of Monterey Workforce Analysis Chart

Run Date : 12/31/2022

Job Group Within Department

Run Time : 8:55 AM

2022-2023 Job Group Metrics

2240 - District Attorney

JOB GROUP 13: Paraprofessional - Technicians II - (65.2% Minority Availability) - (71.2% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ACCOUNTANT II	PP	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
DIGITAL FORENSIC INVESTIGATOR	PP	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
LEGAL ASSISTANT	OC	1	2	3	1	1	2	0	0	0	0	1	1	0	1	0	0	1	0	1	0	1	3	0
VICTIM ASSISTANCE ADVOCATE	PP	0	7	7	0	6	6	0	0	0	0	0	1	0	6	0	0	1	0	6	0	0	7	0
TOTAL Paraprofessional - Technicians II		1	11	12	1	7	8	0	0	0	0	1	4	0	7	0	0	4	0	7	0	1	12	0
			91.7%			66.7%												33.3%	0.0%	58.3%	0.0%	8.3%		

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	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
INVESTIGATIVE AIDE	PP	2	4	6	0	2	2	1	0	0	0	0	2	0	2	0	0	3	0	2	0	0	6	0
TOTAL Paraprofessional - Technicians I		2	5	7	0	2	2	1	0	0	0	0	3	0	2	0	0	4	0	2	0	0	7	0
			71.4%			28.6%												57.1%	0.0%	28.6%	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
LEGAL SECRETARY III	PP	0	3	3	0	2	2	0	0	0	0	0	1	0	2	0	0	1	0	2	0	0	3	0
SUPERVISING LEGAL SECRETARY	OC	0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0
TOTAL Office Clerical II		0	6	6	0	5	5	0	0	0	0	0	1	0	5	0	0	1	0	5	0	0	6	0
			100.0%			83.3%												16.7%	0.0%	83.3%	0.0%	0.0%		

Report ID : MC-HRM-EO-0003

County of Monterey Workforce Analysis Chart

Run Date : 12/31/2022

Job Group Within Department

Run Time : 8:55 AM

2022-2023 Job Group Metrics

2240 - District Attorney

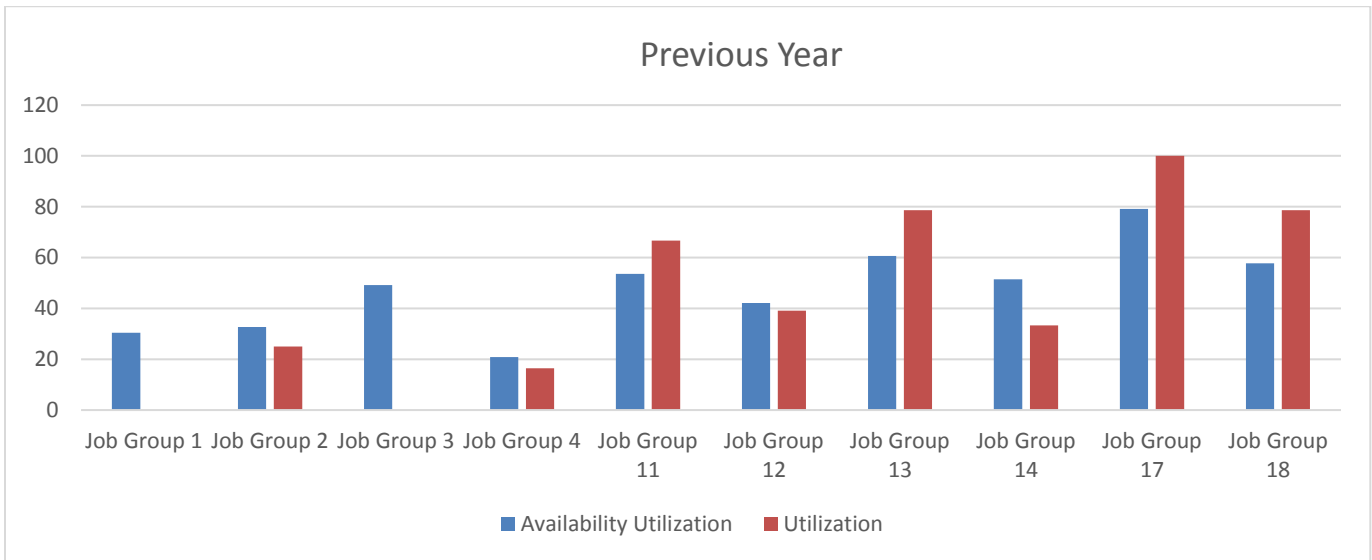
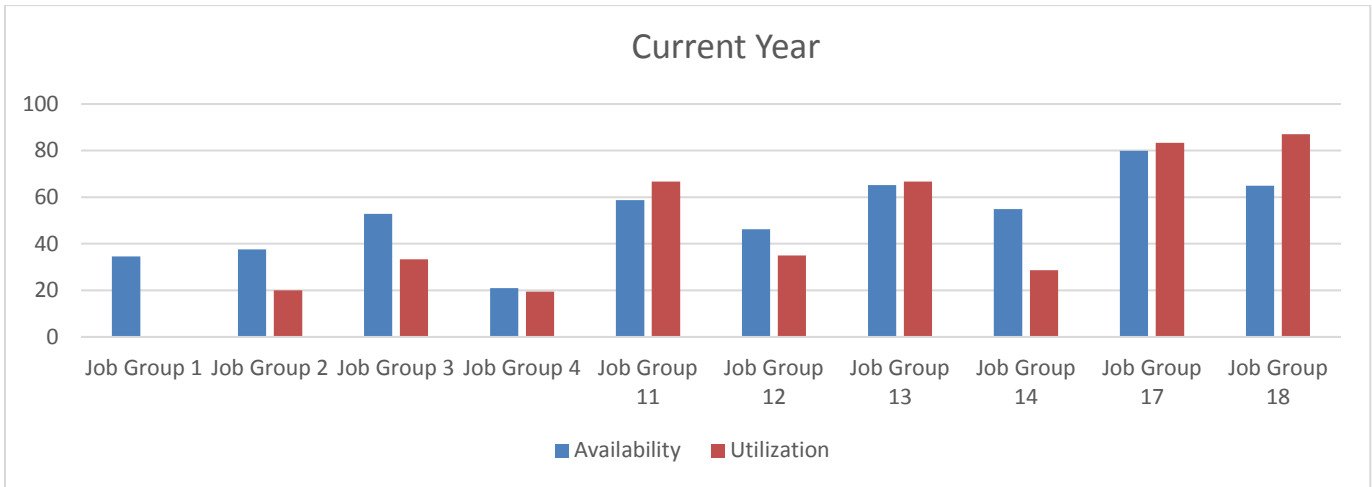
JOB GROUP 18: Office Clerical I - (64.9% Minority Availability) - (69.9% Female Availability)

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
LEGAL SECRETARY II	OC	0	18	18	0	16	16	0	0	0	0	0	2	0	13	3	0	2	0	13	3	0	18	0
LEGAL TYPIST	OC	1	4	5	1	3	4	0	0	1	0	0	1	0	3	0	0	1	0	4	0	0	5	0
TOTAL Office Clerical I		1	22	23	1	19	20	0	0	1	0	0	3	0	16	3	0	3	0	17	3	0	23	0
		95.7%			87.0%													13.0%	0.0%	73.9%	13.0%	0.0%		

TOTAL - 2240 District Attorney	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
	39	82	121	9	45	54	29	0	6	2	1	37	0	40	5	0	66	0	46	7	1	121	0
	67.8%			44.6%													54.5%	0.0%	38.0%	5.8%	0.8%		

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
	39	82	121	9	45	54	29	0	6	2	1	37	0	40	5	0	66	0	46	7	1	121	0
	67.8%			44.6%													54.5%	0.0%	38.0%	5.8%	0.8%		

Graphs for all job groups on minority utilization/availability:



Section 4

Personnel Activity (Current Year)

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	0	0	1	1	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	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	1	1	0	0	1	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 4

Personnel Activity (Current 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	0	0	0	1	0	2
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	1	0	2
	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 4

Personnel Activity (Current Year)

Job Group: 04	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	2	0	0	2	0	2	1
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	2	0	1
TOTAL (count each person only once)	0	2	0	0	3	2	2	2
	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 4

Personnel Activity (Current Year)

Job Group: 12	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	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	1	0
TOTAL (count each person only once)	0	1	0	0	0	0	1	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 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	1	0	0	1	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	1
TOTAL (count each person only once)	1	0	0	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

Section 4

Personnel Activity (Current 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	1	1	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)	1	1	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	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 4

Personnel Activity (Current 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	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	4	0	1
TOTAL (count each person only once)	0	0	0	0	0	4	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

Section 4

Personnel Activity (Current 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	1
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	8	0	0	0	1	0	3
Two or more Races	0	0	0	0	0	0	0	1
TOTAL (count each person only once)	0	8	0	0	0	1	0	5
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	1	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	1	0	0	0	0
TOTAL (count each person only once)	0	1	0	0	0	0	0	0

Personnel Activity (Previous Year)

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	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	1	0	0	0	0	0	0
TOTAL (count each person only once)	0	1	0	0	0	0	1	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: 04	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	2	0	0	5	3	1	3
African American	0	0	0	0	0	0	0	1
Asian/Pacific Islander	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	0	1	1	0	2	1	0
TOTAL (count each person only once)	04	2	1	1	5	5	2	4
	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: 11	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	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	0	0	0	0	0	0	0
TOTAL (count each person only once)	2	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	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: 12	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	1	1	0	0	0	1	1
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	3	0	1	0	0	0	2	0
TOTAL (count each person only once)	5	1	2	0	0	0	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	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: 13	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	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	1	2	0	0	0	0	0	0
TOTAL (count each person only once)	1	3	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	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	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	1	0	0	0	0	0	0
Two or More Races	1		0	0	0	0	0	1
TOTAL (count each person only once)	1	1	0	0	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: 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	1	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	5	0	0	0	0	0	4
TOTAL (count each person only once)	0	6	0	0	0	0	0	4
	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	1	0	1	0	0	0	0
TOTAL (count each person only once)	0	1	0	1	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: 13	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	7	1	3	1	3	0	1	0	0
African American	0	1	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	1	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	1	0	0	0	0	0	0	0	0	0
Hispanic	7	44	1	24	1	24	0	6	0	0
TOTAL (count each person once only)	10	53	2	27	2	27	0	7	0	0

Job Group: 13	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	This recruitment was advertised in Counseling, Legal, Paraprofessional, Social Services utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black, American Indian/Native Alaskan, Asian/Pacific Islander, Hispanic/Latinx, LGBTQ+, Veterans, Disability.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	1	1	2	1	
TOTAL (count each person once only)	1	1	4	2	

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: 12	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	3	8	3	3	3	3	3	3	0	0
African American	2	3	1	0	1	0	1	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	2	0	1	0	1	0	1	0	0	0
Hispanic	5	7	3	1	3	1	2	0	1	0
TOTAL (count each person once only)	12	18	8	4	8	4	7	3	1	0

Job Group: 12	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	This recruitment was advertised in Attorney, Corrections, Investigative, Law Enforcement, Probation, Professional, Public Safety, Safety utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black, American Indian/Native Alaskan, Asian/Pacific Islander, LGBTQ+, Veterans, Disability.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	1	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	2	2	1	2	
TOTAL (count each person once only)	2	2	4	2	

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: 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	0	4	0	4	0	4	0	2	0	1
African American	0	2	0	1	0	1	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	1	7	0	7	0	7	0	3	0	1
TOTAL (count each person once only)	1	13	0	12	0	12	0	5	0	2

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	1	1	2	1	This recruitment was advertised in Legal, Office and Administrative Support, Paraprofessional, Professional utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black, American Indian/Native Alaskan, Asian/Pacific Islander, Hispanic/Latinx, Caucasian/White, LGBTQ+, Veterans, Disability.
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	2	
TOTAL (count each person once only)	1	1	2	3	

Section 5

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: 12	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	5	0	1	0	1	0	0	0	0
African American	1	2	1	0	1	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	2	0	1	0	1	0	0	0	0	0
Hispanic	4	6	2	1	2	1	0	0	0	0
TOTAL (count each person once only)	7	13	4	2	4	2	0	0	0	0

Job Group:12	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1	0	1	0	<p>The experience, education, and training, require successful completion of a POST M certified Basic Police Academy course. The challenge has been finding applicants who meet this requirement.</p> <p>This recruitment was advertised in corrections, investigative, law enforcement, legal, probation, professional, public safety and safety groups utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black; American Indian/Native Alaskan; Asian/Pacific Islander, LGBTQ+, Veterans and Disabled Individuals.</p>
African American	0	0	0	0	
Asian/Pacific Islander	1	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	1	1	
TOTAL (count each person once only)	2	0	2	1	

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? **Our management team is available to address groups throughout Monterey County, and often attends job fairs, are selected for speaking engagements and give presentations to colleges, universities, and law schools. We also provide paid and unpaid internships that often lead to permanent job offers.**

As a founding member of the Multi-Cultural Community Council, I host monthly meetings with the council which is comprised of a diverse group of community members who volunteer their time and expertise to educate, promote and engage in tough conversations to increase intercultural relationship and understanding.

We did not request any selective certification waivers in 2022.

Hiring

What selection criteria does the department use in the fit interview? **Our department interviews and assesses the candidate based on experience, skills, and qualifications.**

How does your department ensure diversity on panels of screeners and interviewer panelists? **To gain more diverse perspectives, we ensure that at least one of our screeners is a minority. We also ensure that our panelists include members of our staff from various positions within our office and our panel always consists of at least one in a protected job group.**

What training or information is given to screeners and interview panelists to help minimize bias in decision-making? **All panel members have taken *Civil Rights Training* through the Civil Rights Office which includes an implicit bias training module. All panel members are briefed prior to being on an interview panel and debriefed when interviews end to ensure it**

remains fair and equitable. Since the panel members represented are diverse, it helps minimize biases.

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? Although a vacancy in our management group is rare and often due to retirements, our office has been successful when promoting from within to fill these vacancies. A high percentage of our top positions are filled by those in protected groups.

How does your department utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? Supervisors consider and rate employees' skills and abilities in this area when completing annual evaluations. How is this commitment considered when considering employees for promotional opportunities? All employees receive training for the opportunity to enhance their skills and abilities for promotional possibilities into higher job classifications. An employee's commitment to diversity and inclusion is an important factor that is considered prior to being promoted.

Retention and Inclusion

What data collection procedures/tools have you implemented to track the turnover rate for protected groups? Data is collected and stored on all employees and includes initial position hired for, any promotions and specific assignments held throughout their career. This information is logged/stored on a spreadsheet. We also request statistics from Human Resources when needed.

What does the data show regarding turnover rates of protected groups compared to your department's general population? Turnovers are common in that the cost of living and low salary causes employees to oftentimes seek higher paying positions in other counties, but the turnover rates are similar between the general population and protected groups.

Based on the data collected, what are the negative and positive trends you have found, and how will you act on them? As noted above, our data trend indicates that staff are leaving for higher salaries outside of Monterey County. When this occurs, it provides the Department an opportunity to intentionally recruit amongst the protected groups, to increase diversity within the department.

What steps has the department taken to ensure lactation accommodations for all its employees? **Since 2018, we have had a designated Lactation Room. Each employee is required to take the County mandated *Lactation in the Workplace* training and supervisors are directed to provide accommodation to the staff they supervise when needed.**

What is the department's practice when an employee requests an accommodation? **We utilize the Human Resource Reasonable Accommodation Team to trigger the Interactive Process for all accommodations that exceed 2 weeks.**

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? **All employees are given the opportunity to have an open and candid conversation regarding their employment with our office.**

What has been the greatest success/es regarding inclusiveness in your department? **Employees who have promoted within tend to increase their longevity within the department which helps minimize turnover. Our management team consists of nine (9) women and seven (7) minorities.**

What opportunities for improvement have you found, and how will you address them? **Employees are directed to complete all county mandated/offered trainings applicable to their job category and are encouraged to apply for higher positions. The department often pays for specific trainings that may help employees grow within the department.**

Our office utilizes social media outlets and pays for advertisements with local resources to advise possible candidates of our job vacancies

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	15	15	100
Employees (non-supervisor/non-manager)	106	97	91.5
Employees on leave and unable to take training	(2)		
Totals	121	112	92.5

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	15	14	93
Employees (non-supervisor/non-manager)	106	95	89.6
Employees on leave and unable to take training	(3)		
Totals	121	109	90

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.

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	Notices are posted in every public lobby our department serves.	Y	Over 10 years
	Internal process to forward discrimination complaints to Civil Rights Office	DA Policy 1.24 – 1.25 speak to the process	Y	At or before 2010
	Nonstandard contracts include a nondiscrimination clause	Utilize standard contract forms created by the County	Y	Over 10 years
	Data is collected on the ethnicity and language of the people served	Data is collected on all victims served	Y	Over 15 years
Language Access	Departmental language assessment completed	Assessment determined Spanish speaking staff are assigned to reception and witness coordination. Phone list designates bilingual staff to help in serving the public.	Y	Over 15 years
	Vital documents translated into Spanish	All victim services brochures and most general brochures are	Y	Over 20 years

		translated into Spanish		
	Website – minimize PDFs. When using PDFs, include a Spanish version	Most PDF document links include a Spanish version.	Y	Over 10 years
	Procedures and budget for the use of interpretation and translation services	Language Line is available to all staff in the office or in the field to provide translation services	Y	At or before 2017
	Communication services for people who are deaf or hard of hearing	Language Line is available to all staff in the office or in the field to provide translation services	Y	At or before 2017
	Public voicemails in English and Spanish	When the phone tree was created for our department, it offers both languages.	Y	Over 10 years
	Public counters: language charts available	Language Line chart is available in every public lobby	Y	At or before 2017
	Public counters: all signage in English and Spanish		Y	Over 10 years
	Public counters: procedures to have bilingual staff available	Public counters are staffed with bilingual speakers. In the event non-bilingual staff are covering the front, they have access to the phone list which designates bilingual staff.	Y	Over 30 years
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	Multi-Cultural Community Council (MCCC) was created to reflect the needs of the diverse community that we serve.	Y	At or before 2019

	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	On-going process with the MCCC to consider potential disparities.	Y	At or before 2019
	Considerations taken to ensure equitable engagement	On-going process with the MCCC to consider equitable engagement	Y	At or before 2019
	Key community engagement contacts established	The MCCC is comprised of key community members.	Y	At or before 2019

* 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.