Information Technology

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.
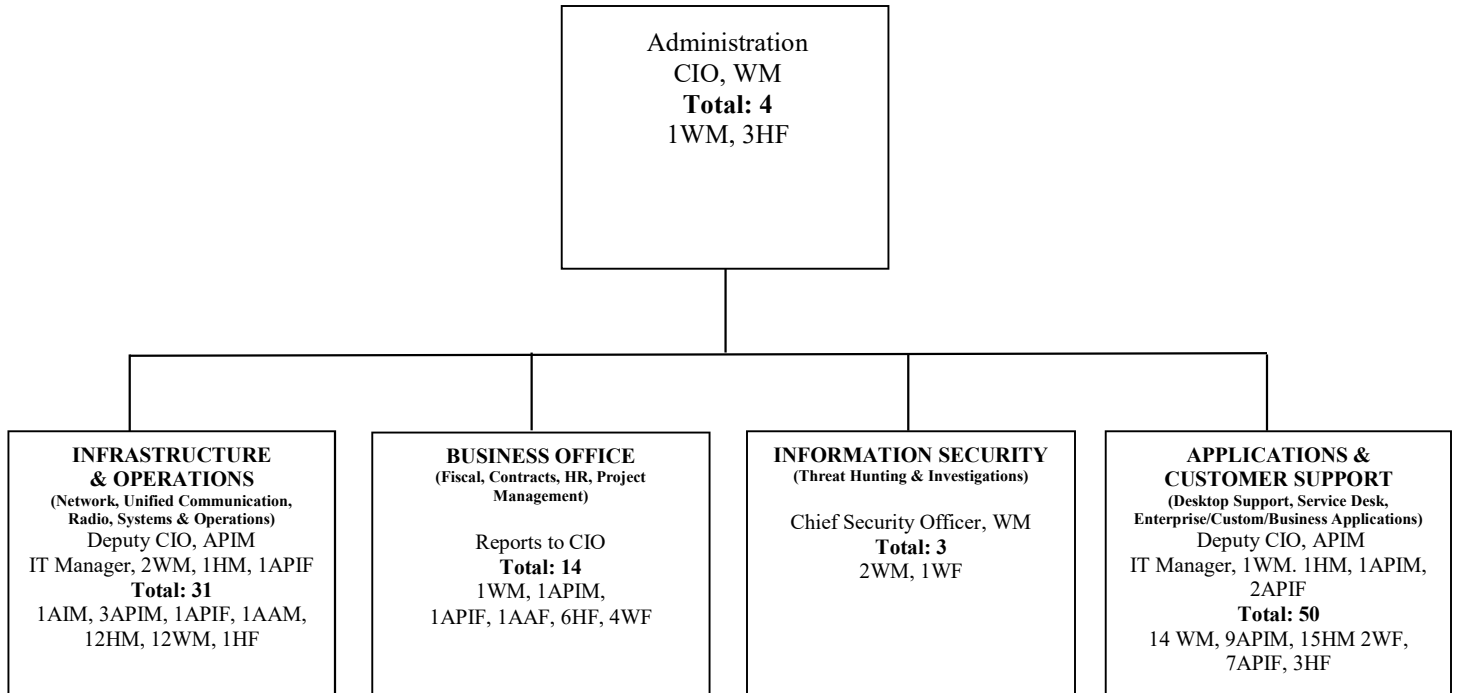
DocuSigned by:

Eric Chatham

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Eric A. Chatham

Chief Information Officer

Section 2

Organizational Profile
Information Technology

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

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                          ┌─────────────────────────┐
                          │      Administration      │
                          │        CIO, WM           │
                          │        Total: 4          │
                          │        1WM, 3HF          │
                          └─────────────────────────┘
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INFRASTRUCTURE & OPERATIONS (Network, Unified Communication, Radio, Systems & Operations)	BUSINESS OFFICE (Fiscal, Contracts, HR, Project Management)	INFORMATION SECURITY (Threat Hunting & Investigations)	APPLICATIONS & CUSTOMER SUPPORT (Desktop Support, Service Desk, Enterprise/Custom/Business Applications)
Deputy CIO, APIM IT Manager, 2WM, 1HM, 1APIF **Total: 31** 1AIM, 3APIM, 1APIF, 1AAM, 12HM, 12WM, 1HF	Reports to CIO **Total: 14** 1WM, 1APIM, 1APIF, 1AAF, 6HF, 4WF	Chief Security Officer, WM **Total: 3** 2WM, 1WF	Deputy CIO, APIM IT Manager, 1WM. 1HM, 1APIM, 2APIF **Total: 50** 14 WM, 9APIM, 15HM 2WF, 7APIF, 3HF

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. **See Attachment A.**

Graphs for all job groups on utilization/availability:
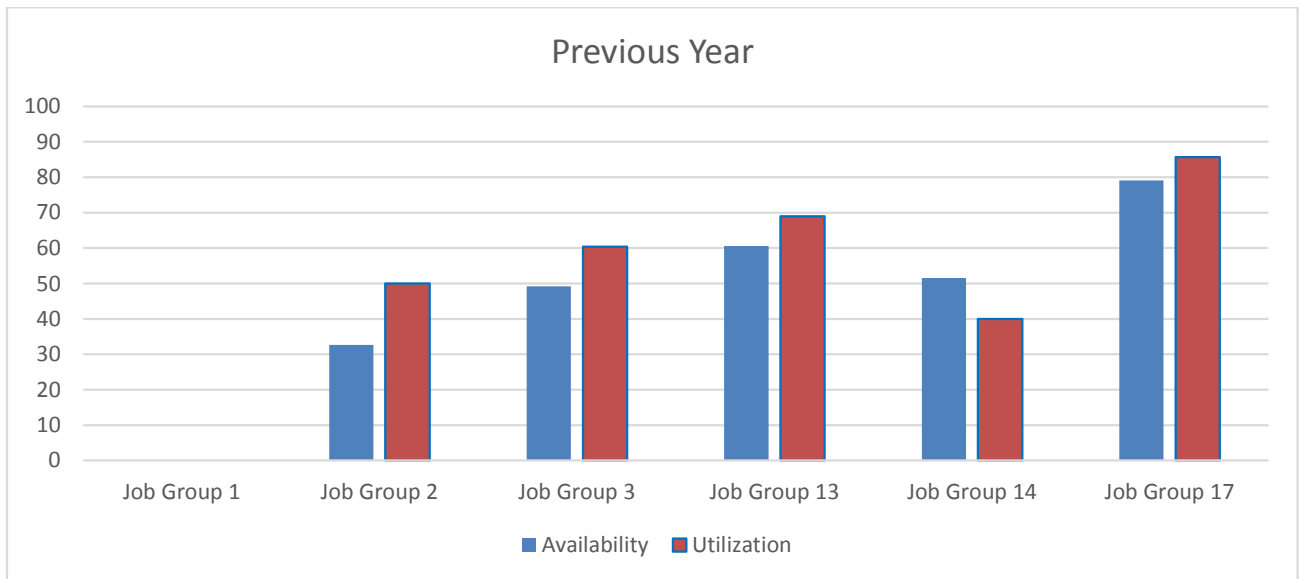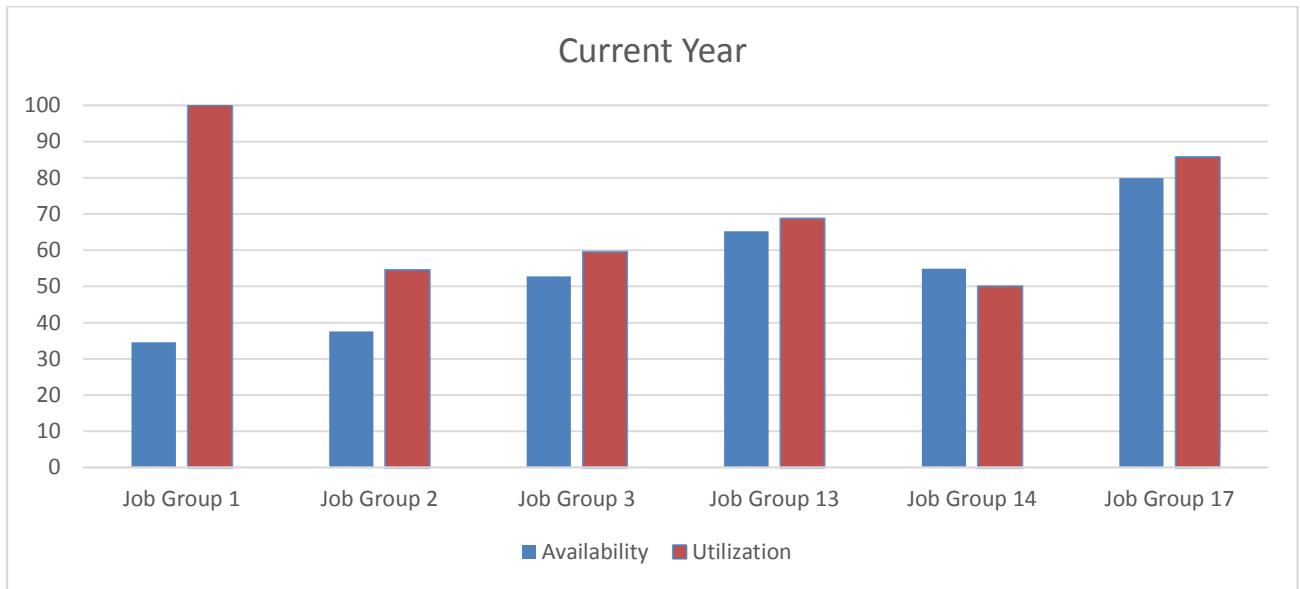
Section 4

Personnel Activity (Current Year)*

Job Group: 2	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	0	0	0	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	1	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	1	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

Job Group: 3	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	0	0	1	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	1	0	0	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	1	1	2	0	1	0
TOTAL (count each person only once)	1	0	1	2	2	1	3	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	1	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	1	0	0	0

Rev. 01-19-23

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	2	0	1	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	2	1	0	0	0	0	1	0
TOTAL (count each person only once)	3	1	0	0	2	0	2	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

Rev. 01-19-23

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

*No data for Job Groups 1 or 17

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

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	2	0	1	1	0	4	1
African American	0	0	0	0	1	0	1	0
Asian/Pacific Islander	0	2	0	0	0	0	0	1
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	1	0	0	1	0	0	1
TOTAL (count each person only once)	1	5	0	1	3	0	5	3
	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: 13	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	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	0	0	0	0	0	0
TOTAL (count each person only once)	2	0	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

*No data for Job Groups 14 or 17

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.)

Note: No data to report for job groups 14 or 17

Job Group: 02	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	23	3	11	2	11	2	11	2	1	0
African American	7	0	3	0	3	0	3	0	0	0
Asian/Pacific Islander	13	1	4	1	4	1	4	1	1	1
American Indian/ Alaskan Native	1	0	0	0	0	0	0	0	0	0
Hispanic	9	2	4	2	4	2	4	2	0	0
TOTAL (count each person once only)	53	6	22	5	22	5	22	5	2	1

Job Group: 02	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	0	2	0	**Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:**
African American	0	0	0	0	• Various government job boards such as: Monterey County, California County Information Services Directors Association (CCISDA), Municipal Information Systems Association of California, governmentjobs.com, careersingovernment.com, CalJobs.com
Asian/Pacific Islander	1	3	5	1	• LinkedIn
American Indian/ Alaskan Native	0	0	0	0	• Montereybayjobs.com
Hispanic	0	0	0	1	• Craig's List (IT specific categories)
TOTAL (count each person once only)	3	3	7	2	• Black Tech Jobs • DiversityJobs.com • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)

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.)

* Non-binary

Job Group: 03	Applicants			Applicants Who Met Minimum Qualifications (Initial Screening)			Applicants Placed on Eligible List			Applicants Interviewed			Applicant Hired for the Position		
	M	F	NB*	M	F	NB*	M	F	NB*	M	F	NB*	M	F	NB*
White	24	2	0	24	1	0	24	1	0	24	1	0	1	0	0
African American	5	0	0	2	0	0	2	0	0	2	0	0	0	0	0
Asian/Pacific Islander	20	4	0	13	2	0	13	2	0	13	2	0	0	0	0
American Indian/ Alaskan Native	1	0	0	1	0	0	1	0	0	1	0	0	0	0	0
Hispanic	24	2	1	21	2	1	21	2	1	21	2	1	3	2	0
TOTAL (count each person once only)	74	6	1	61	5	1	61	5	1	61	5	1	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	6	1	10	1	**Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:**
African American	0	1	0	0	• Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com
Asian/Pacific Islander	1	2	1	6	• Project Management Institute
American Indian/ Alaskan Native	0	0	1	0	• LinkedIn • Montereybayjobs.com
Hispanic	2	0	4	2	• Craig's List (IT specific categories) • Black Tech Jobs • DiversityJobs.com
TOTAL (count each person once only)	9	4	16	9	• Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)

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	12	1	11	1	11	1	11	1	3	0
African American	4	0	4	0	4	0	4	0	0	0
Asian/Pacific Islander	5	1	5	1	5	1	5	1	1	0
American Indian/ Alaskan Native	2	0	2	0	2	0	2	0	0	0
Hispanic	20	2	19	2	19	2	19	2	1	0
TOTAL (count each person once only)	43	4	41	4	41	4	41	4	5	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	2	1	3	0	**Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:**
African American	0	0	0	0	• Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com
Asian/Pacific Islander	2	0	4	0	• LinkedIn
American Indian/ Alaskan Native	0	0	0	0	• Montereybayjobs.com • Craig's List (IT specific categories)
Hispanic	0	0	2	0	• Black Tech Jobs • DiversityJobs.com • College/University job boards
TOTAL (count each person once only)	4	1	9	0	• Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)

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.)
Note: No data to report for Job Groups 14 or 17.

Job Group: 02	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	10	2	3	1	3	1	3	1	0	1
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	4	0	3	0	3	0	3	0	0	0
American Indian/ Alaskan Native	1	0	1	0	1	0	1	0	0	0
Hispanic	6	2	0	2	0	2	0	2	0	0
TOTAL (count each person once only)	21	4	7	3	7	3	7	3	0	1

Job Group: 02	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	**Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:**
African American	0	0	0	0	• Various government job boards such as: Monterey County, California County Information Services Directors Association (CCISDA), Municipal Information Systems Association of California, governmentjobs.com, careersingovernment.com, CalJobs.com
Asian/Pacific Islander	0	1	2	0	• LinkedIn
American Indian/ Alaskan Native	0	0	0	0	• Montereybayjobs.com • Craig's List (IT specific categories)
Hispanic	0	0	1	0	• Black Tech Jobs • DiversityJobs.com
TOTAL (count each person once only)	1	1	4	0	• Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)

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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	8	6	5	6	5	6	4	4	0	1
African American	1	2	1	1	1	1	1	1	0	0
Asian/Pacific Islander	13	9	10	8	10	8	9	7	0	1
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	16	11	11	10	11	10	7	3	1	0
TOTAL (count each person once only)	38	28	27	25	27	25	21	15	1	2

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	1	1	2	2	**Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:**
African American	0	0	0	0	• Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com
Asian/Pacific Islander	0	1	1	2	• Project Management Institute • LinkedIn
American Indian/ Alaskan Native	0	0	0	0	• Montereybayjobs.com • Craig's List (IT specific categories)
Hispanic	2	1	0	2	• Black Tech Jobs • DiversityJobs.com
TOTAL (count each person once only)	3	3	3	6	• Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)

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: 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	12	0	10	0	10	0	5	0	2	0
African American	4	0	3	0	3	0	0	0	0	0
Asian/Pacific Islander	8	0	8	0	8	0	4	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	7	1	6	0	6	0	1	0	0	0
TOTAL (count each person once only)	31	1	27	0	27	0	10	0	2	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	1	0	1	1	**Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:**
African American	0	0	0	0	• Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com
Asian/Pacific Islander	1	0	0	0	• LinkedIn
American Indian/ Alaskan Native	0	0	0	0	• Montereybayjobs.com • Craig's List (IT specific categories) • Black Tech Jobs
Hispanic	0	0	1	0	• DiversityJobs.com • College/University job boards
TOTAL (count each person once only)	2	0	2	1	• Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)

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?

Collaborative relationships include partnerships with local high schools and colleges including, but not limited to, Monterey Peninsula Unified School District (MPUSD), Monterey Peninsula College (MPC), Hartnell College, and California State University Monterey Bay (CSUMB). These collaborations have not only exposed young people in our community to future career potential in information technology, including in ITD, but have supported and enhanced our ability to find candidates for internship placements in technical teams such as applications development and support, network systems, information security, and other IT systems support. A few activities ITD participated in within the last year are summarized below.

In March of 2022, ITD participated in the Career Exploration Fair Collaborative, hosted by the HR Department, for 152 Monterey Peninsula Unified School District high school juniors and seniors. This Career Fair highlighted career opportunities, including those in the information technology field, that are difficult to recruit for. Chief Information Officer, Eric Chatham kicked off the event with a video clip showcasing ITD's work in providing technology support to County departments.

Also, in October 2022, ITD participated in a panel style presentation to technology students attending MPC, providing these students a valuable opportunity to interact with ITD leadership by asking for advice and guidance on how to lay the foundation for a successful career in information technology. The students also learned the myriad careers paths that are currently available, as well as careers we expect to see as more prominent in the future.

In addition, in January 2023, ITD partnered directly with MPUSD to present to students, "A Day in the Life of a Programmer." During this presentation, students were presented with information on how current ITD staff obtained a career in information technology, skills needed to be successful, the type of work programmers do, and tools and technology used. This event provided an opportunity for high school students to review what it's like to work in a high demand career in local government while providing guidance on how to get started.

As mentioned above, our community partnerships have supported and enhanced our ability to recruit high performing interns. Students who have participated in ITD's internship program have

developed and enhanced their knowledge, skills, and abilities in current technologies, making them stronger candidates for current and future job opportunities within the organization. These internship opportunities have led to the employment of several interns in full-time positions over the last several years. Further, many of the candidates for internships, and the individuals who were selected for the opportunities, are minority and/or female.

Lastly, as noted in Section 5 above, ITD conducts recruitment advertising utilizing broad outreach for diverse candidate pools with appropriate qualifications, including local and national professional organizations, special interest organizations, and organizations in the Civil Rights Office talent acquisition database. The advertising efforts have led to diverse applicant pools, as well as increased representation of minorities possessing the necessary qualifications ITD is seeking.

How many selective certification waivers did your department request last year? How many were granted and why?

ITD did not request any selective certification waivers in 2022.

Hiring

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

ITD utilizes a structured final selection interview strategy, asking all candidates the same job-related questions designed to solicit specific information regarding each candidates' skills and abilities directly related to successful performance in the position. This includes both technical questions and questions related to teamwork, conflict resolution, and customer service experience to evaluate "soft skills" necessary to function in ITD's highly team-oriented and collaborative environment.

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

ITD consistently makes a concerted effort to employ diverse panel members and subject matter experts (SMEs) at each step in the recruitment and selection process. This is achieved by identifying potential internal or external screeners and/or panelists with appropriate professional backgrounds with the hiring manager, or through communications with other jurisdictions or members of applicable professional organizations.

As evidenced by the data provided in Section 5, ITD has been able to successfully identify and include screeners/panelists with varying ethnicity and gender to support and enhance diversity in candidate selections.

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

ITD-HR provides all screening and final selection panel members with verbal and/or written guidance on the procedures and evaluation of applicants/candidates in support of a fair, objective, and unbiased process. The following is sample of the "briefing" provided to final selection panel members to illustrate the training/information provided. Similar instruction is provided to application screening panelists:

General Process:
- All candidates are on an active Eligible List and were referred for determination of selection recommendation(s).
- Confidentiality: no discussions of candidates outside of interview room; only with HR representative.
- Equal opportunity employer: avoid asking questions related to, and rate without regard to, protected characteristics such as race, color, national origin, ancestry, religion, creed, age (over 40), physical or mental disability, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or any other characteristic protected by state or federal law.
- Panel member materials: panel member sign-in and confidentiality agreement, schedule, job description, job flyer, documentation guidelines, copy of applications, copy of questions for each applicant, and practical exercise materials (as applicable).
- Review schedule and identify any conflicts of interest (i.e., related persons such as family member or spouse (married, dating, etc.) Any panel member with a conflict should recuse themselves from the interview and/or process.
- Identify candidates known to panel. Objectivity is essential; confirm each panel member can evaluate all candidates objectively.

Rating/selection of candidates:
- Review job description and job flyer to identify required knowledge, skills, and abilities.
- Review "Good vs. Poor Behavioral Statements" guideline (i.e., documentation guidelines); document to support outcome and related recommendation(s).
- Review content and format of interview questions; determine how questions will be asked (e.g., rotating between panel members for each question, start with first panel member for the first few questions, etc.)
- Review content and format of practical exercise documents (if applicable).
- The panel will discuss as a group the outcome of the interviews and determine overall recommendation(s) during the debrief at the conclusion of the interview process.

In addition, due to the COVID-19 pandemic, the Department changed all selection interviews to remote participation via Zoom. Relatedly, ITD-HR leveraged the change in format as an opportunity to develop a PowerPoint presentation that provides a comprehensive overview of the interview process, materials, and expectations of the interview panel members, to include information and guidance to reduce or eliminate unconscious bias and promote equal opportunity.

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?

To achieve diversity in our selection outcomes, ITD consistently implements the following:

- **Recruitment advertising utilizing broad outreach for diverse candidate pools.**
- **Diverse panels and SMEs at each step in the recruitment and selection process.**
- **Objective and job-related recruitment and selection criteria.**
- **Team decision-making related to recommendations for selection of candidates.**
- **Performance management practices and evaluation focusing on employee abilities and progress toward departmental and personal professional objectives.**
- **Availability, access, and management support for career development and training activities for employees at all levels.**

In 2022, ITD conducted hiring activities for management and lead/senior level technical positions such as IT Manager, Software Engineer III, and IT Systems Analyst III. The outcome was 67% of the candidates selected were internal; 83% were minority; and 17% were female.

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?

ITD's performance evaluation consists of performance feedback in the following areas: Job Competencies/Knowledge/Skills, Work Habits/Reliability, Quantity of Work, Quality of Work, Working Relationships, Communication Skills, and Supervisory Skills (when applicable). Each performance evaluation area is accompanied by definitions to help guide the supervisor with appropriate and related content corresponding to each area. For example, under working relationships, a defined evaluation factor is, "Extent to which employee contributes to a positive work environment; extent to which employee builds effective working relationships; employee's honesty, integrity, and ability to build and maintain trust with others; extent to which employee respects the dignity of others; employee's acceptance of diversity of others." Also, under supervisory skills, a defined evaluation factor is, "Employee relations: the extent to which the supervising employee effectively relates to employees, shares information, listens and responds, allows participation, and recognizes and acknowledges employee accomplishments; ability to successfully resolve complaints or grievances of subordinates," and, "Objectivity: the extent to which a supervisor is able to minimize personal biases/being impartial and fair in decision-making." Given these defined factors, the supervisor rates the employee in these areas and

provides facts or supportive examples relating to successes and/or opportunities in the evaluation narratives.

With respect to promotional opportunities, ITD follows a consistent practice of gathering background and/or reference information prior to making offers of employment for promotion. This includes review of issued performance evaluations housed in the personnel file; any deficiencies in performance, including diversity and inclusion factors, are considered when making selection decisions.

Retention and Inclusion

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

ITD HR staff have utilized available HR Information Management Systems (HRIS) to track data related to exiting employees and correlating demographic information to identify any trends that may lead to equal opportunity concerns within the organization. To date, no concerning trends relating to protected groups have been identified.

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

In 2019, minority employees represented 56% of the workforce, and female employees represented approximately 25% of the workforce; in 2020, minority employees represented 61% of the workforce, and female employees represented approximately 28% of the workforce; in 2021, minority employees represented approximately 63% of the workforce, and female employees represented approximately 28% of the workforce; and in 2022 minority employees represented approximately 64% of the workforce, and female employees represented approximately 30% of the workforce. This data demonstrates a consistent increase in representation of minority employees year-over-year, and an increase in female representation as well.

According to 2018 turnover and demographic data, approximately 60% of the workforce that exited regular, full-time positions were minority, and 30% were female; in 2019, 44% were minority, and 25% were female; in 2020, 43% were minority, and 14% were female; in 2021 30% were minority, and 40% were female; and in 2022 43% were minority, and 14% were female.

The data does not indicate a negative or concerning trend related to minority turnover. The proportion of minorities exiting the Department in 2022 is significantly less than the proportion of minorities in the Department's general population (i.e., minorities exiting is 43%; general population is 64%). The percentage of exiting female employees decreased in 2022 compared to last year (i.e., 14% in 2022 compared to 40% in 2021), however, the trend shows significant

fluctuations when looking across multiple year data. Further, representation of female employees in the Department has remained stable or slightly increased because of hiring.

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

Overall, ITD can demonstrate a trend of increasing diversity over the last several years (see "Accomplishments and Resource Needs" below). To maintain the trend of increasing diversity in its general population, ITD will continue its efforts to retain its current talented staff, attract a diverse pool of applicants, and conduct fair and objective recruitment practices which includes: job advertising utilizing broad outreach for diverse candidate pools; diverse panels and SMEs at each step in the examination and selection process; objective and job-related recruitment and selection criteria; and team decision-making related to recommendations for selection of candidates.

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

ITD complies with requirements outlined in the "Lactation Accommodation While at Work Policy". This includes:
- **Distributing the breastfeeding education pamphlet and policy in the new employee orientation packet.**
- **Providing the breastfeeding education pamphlet, policy, and breastfeeding resources to employees prior to their parental leave.**
- **Displaying a poster promoting the benefits of breastfeeding in break rooms.**
- **Supporting employee attendance of Wellness Program breastfeeding education classes and access to the County's Breastfeeding Coordinator for consultation on any lactation accommodation issues.**
- **Supporting employee and supervisor completion of the Learning Management System "Wellness: Lactation Accommodation While at Work" training.**
- **Allowing a flexible schedule and time for pumping breast milk or breastfeeding.**
- **Designating and providing the use of a clean, comfortable, convenient, and private space or "Lactation Area".**
- **Appropriately addressing any claim of harassment or discrimination of a lactating employee and supporting an inclusive work environment.**

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

ITD's practice related to lactation and/or disability accommodation includes timely response to any requests and to conduct an "interactive process" with the employee to learn the specifics of the employee's needs/requests. The Department considers all proposed accommodation ideas and implements approved accommodations in a timely manner. In accordance with the County's Reasonable Accommodation Policy, the accommodation interactive process is conducted between

the designated Departmental Reasonable Accommodation Coordinator (DRAC) and the employee. Since each accommodation case is unique, the precise steps taken may vary.

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?

ITD conducts exit interviews and exit surveys with separating employees. The feedback we receive is aggregated, anonymized, and reported to management for action planning to address any trending areas of opportunity for improvement. Any report received regarding allegations of harassment or discrimination are addressed in accordance with the Civil Rights Office policies.

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

ITD conducts daily "stand-up" and weekly meetings with a diverse group of employee representatives from each division. During these meetings, employees communicate and provide updates about current issues/projects and corresponding status. Quarterly "All Hands" meetings are also conducted with all staff to provide updates for each division and recognize employees for length of service, outstanding contributions to departmental goals and initiatives, and personal achievements in training and development (e.g., certifications/education).

In 2015, ITD HR launched a SharePoint site with easy access to employment forms and information. Content includes: Employee Self-Service (ESS), Timekeeping, Benefits, Career Advancement, Classification and Compensation, Training, Leave of Absence, Workers' Compensation, Employee/Labor Relations, Equal Employment Opportunity, Internship Program, Policies and Guidelines, Meetings, ITD Information and Resources, and a Manager's Toolkit. Additionally, the site includes quick links to the HR Department website, County job opportunities, and event calendars. This site is updated regularly with current information as it becomes available.

Also, ITD integrates a "SMART Objectives" component to the performance appraisal process where employees work with their supervisors to identify career related objectives, suggest training, and establish a clear plan designed to lead the employee successfully to the desired departmental business objectives and individual career objectives.

In 2017, ITD launched an annual employee engagement survey program and now participates in the County's engagement survey program launched in 2018. A major component of the program is the survey which provides employees an opportunity to confidentially express their views on a variety of topics related to the work environment, department, division, and experiences relative to their job. The data gathered through the survey is used to determine action plans for improvements in the organization.

To continue to promote staff input for organizational improvement, the Department implemented a virtual "Idea Box" in August 2021 to learn staff ideas and thoughts for improvement in continuing to transform the organization. Any ITD employee can input ideas and/or solutions and identify themselves or enter anonymously. The ideas received and actions taken are shared with staff during regular departmental meetings.

Several years ago, employees elected to form a "Social Committee". This employee driven, voluntary committee supports and produces social events throughout the year such as retirement farewell events and holiday/seasonal events. Examples of holiday/seasonal event themes include International Day, Valentine's Day, Pi Day, St. Patrick's Day, Hollywood Halloween, Día de los Muertos, Easter, Thanksgiving, and various events to support charitable initiatives within the County. Due to the COVID-19 pandemic, these activities were temporarily put on hold in 2020; however, we anticipate resuming these activities once it is safe to do so.

Overall, ITD management considers and implements processes and ideas presented by staff at all levels, consistent with employee interests, operational needs, and customer demands. ITD promotes and encourages staff to provide input relative to projects or operations in their respective areas, as well as Department-wide projects and initiatives. ITD also encourages all staff to bring forward any questions or concerns related to their employment to their manager/supervisor, the Department Head, or HR, so that issues can be addressed appropriately, timely, and confidentially, to the extent possible.

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

ITD developed action items around the key findings of the ITD engagement surveys in 2017 and 2018 and County-wide engagement surveys in 2019 and 2020. To include all levels of staff in the process, focus groups were convened to further define the issues and to develop action plans. The following areas were identified for action: compensation, career development, communication, training, and onboarding. Progress on these action items is described below.

ITD requested a classification and compensation study be conducted to update job descriptions and learn if established salary ranges were at, below, or above market. The study findings revealed that a vast majority of ITD classes were below market and adjustments were implemented in January of 2022 to correct this issue. In addition, job descriptions and titles were updated to align with current technology and operations.

After the County's engagement surveys in 2019 and 2020, due to the COVID-19 pandemic, many of the engagement activities were temporarily put on hold, or were performed on a limited basis, while the County focused resources toward coping with the crisis and modifying the work environment to comply with health and safety guidelines. Although, a few opportunities were offered to County management and lead level staff during the pandemic, in which ITD participated, such as the "Coach on Call" and "Better Up" coaching programs. In addition, ITD enrolled senior leadership in the NACo High Performance Leadership Academy. This Leadership Academy is a 12-week, 4-course mentorship-based program with content provided by industry leading executives. This Academy provides best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and delivering value within high performance management. ITD also leverages leadership development resources that are available through the County's Leadership Learning Exchange website that was launched in 2022.

Lastly, to improve onboarding, ITD implemented an automated system to input new user/employee requests and workflow notifications to departmental staff when onboarding support tasks are needed. This system was designed to assist the Department in preparing for new employee arrivals, ensuring a smoother onboarding experience for new hires or employees transferring into the

department. In addition, ITD utilizes the NEOGOV Onboard module, which is a separate system that provides orientation resources, a checklist of forms to complete, and helpful links and contact information for new employees that can be accessed before their first day of work.

Section 7

Accomplishments and Resource Needs

Please highlight your department's successes in achieving a diverse workforce in this section.

ITD can demonstrate a trend of increasing diversity over the last several years. To illustrate the trend toward increased diversity, data by job group is shown below for 2019, 2020, 2021, and 2022, which shows an increase in minority representation in most job groups, an increase in minority representation for the overall Department, and an increase in female representation in all job groups and in the Department overall. It should also be noted, due to restructuring as a result of a classification and compensation study that was completed in January 2022, ITD now has two (2) minority incumbents in senior management positions, in Job Group 01.

	2019 Female	2020 Female	2021 Female	2022 Female	2019 Minority	2020 Minority	2021 Minority	2022 Minority
Job Group 01:	N/A	N/A	N/A	0%	N/A	N/A	N/A	100%
Job Group 02:	18.2%	18.2%	20%	36.4%	36.4%	45.5%	50%	54.5%
Job Group 03:	27.1%	28.0%	31.3%	34%	52.1%	58.0%	60.4%	59.6%
Job Group 13	14.3%	20.7%	17.2%	12.5%	67.9%	69.0%	69.0%	68.8%
Job Group 14:	20.0%	40.0%	20%	50%	40%	40.0%	40.0%	50%
Job Group 17:	66.7%	71.4%	71.4%	71.4%	83.3%	85.7%	85.7%	85.7%
Overall:	24.5%	28.4%	28.3%	29.7%	56.1%	60.8%	62.6%	64.4%

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.

ITD does not currently have feedback regarding resource needs for the Civil Rights Office. However, the Civil Rights Office should consider partnering with the HR Department for gender identity policy/procedures with regard to consistent incorporation of the non-binary category. For example, it is noted that applicants may select "non-binary" as a gender identity when completing an applicant profile in NEOGOV, however, this category is not included in this document's template for recruitment data, personnel activity, or the Job Metrics Report for departments. Further, gender identity data for existing employees may have changed. Therefore, it may be necessary to add "non-binary" as an available category to select for gender, and gather current data, for storage and reporting in our HRM systems.

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	24	24	100%
Employees (non-supervisor/non-manager)	80	80	100%
Totals	104	104	100%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	24	24	100%
Employees (non-supervisor/non-manager)	80	80	100%
Totals	104	104	100%

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.

There are no follow up requests to report.

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	Notice has been posted outside the public counter.	Yes	August 2018
	Internal process to forward discrimination complaints to Civil Rights Office	All complaints are forwarded to ITD-HR for follow up and forwarding or direction from CRO.	Yes	This has been the practice in ITD
	Nonstandard contracts include a nondiscrimination clause	When able, ITD negotiates with vendors to use the County's standard agreement, which contains a Nondiscrimination Clause, or inserts a Nondiscrimination Clause in non-standard agreements. However, with most IT contracts, the vendor has more negotiation power than the County and the Department may not be unable to negotiate terms such as these.	Yes	Ongoing
	Data is collected on the ethnicity and	ITD does not directly serve the public.	N/A	N/A

	language of the people served			
Language Access	Departmental language assessment completed	ITD does not directly serve the public.	N/A	N/A
	Vital documents translated into Spanish	ITD does not directly serve the public.	N/A	N/A
	Website – minimize PDFs. When using PDFs, include a Spanish version	Although this was initially implemented in November 2018, ITD continues to work with all departments to consistently minimize PDFs and make both English and Spanish versions available when PDFs are posted on the Internet website. This will be part of an ongoing effort to address ADA compliance issues on County departmental sites.	No	June 2024
	Procedures and budget for the use of interpretation and translation services	ITD does not directly serve the public.	N/A	N/A
	Communication services for people who are deaf or hard of hearing	ADA compliant kiosks will be implemented at the Board Chamber, for the public to see Board meeting schedule and agenda.	No	Dec. 2023
	Public voicemails in English and Spanish	County public voicemails for its main number are in both English and Spanish.	Yes	This has been the practice in the County

	Public counters: language charts available	ITD does not directly serve the public.	N/A	N/A
	Public counters: all signage in English and Spanish	ITD does not directly serve the public.	N/A	N/A
	Public counters: procedures to have bilingual staff available	ITD does not directly serve the public.	N/A	N/A
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	ITD does not directly serve the public.	N/A	N/A
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	ITD does not directly serve the public	N/A	N/A
	Considerations taken to ensure equitable engagement	ITD does not directly serve the public	N/A	N/A
	Key community engagement contacts established	ITD does not directly serve the public	N/A	N/A

* 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.

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

Attachment A

Cover Page

Parameters and Prompts

Home Department:	1930
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).

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County of Monterey Workforce Analysis Chart

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Run Date : 01/04/2023

Job Group Within Department

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2022-2023 Job Group Metrics

1930 - Information Technology

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

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
DEPUTY CHIEF INFORMATION OFFICER	OA	2	0	2	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	2	0
TOTAL Management II		2	0	2	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	2	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 M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
CHIEF SECURITY OFFICER	OA	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
FINANCE MANAGER 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
INFORMATION TECHNOLOGY MANAGER	P	6	3	9	3	3	6	3	0	2	1	0	0	0	0	3	0	3	0	2	4	0	9	0
TOTAL Management I		7	4	11	3	3	6	4	0	2	1	0	1	0	0	3	0	5	0	2	4	0	11	0
			36.4%			54.5%												45.5%	0.0%	18.2%	36.4%	0.0%		

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County of Monterey Workforce Analysis Chart

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Run Date : 01/04/2023

Job Group Within Department

Run Time : 9:58 AM

2022-2023 Job Group Metrics

1930 - Information Technology

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

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
GIS ANALYST II	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
GIS ANALYST III	P	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0
INFORMATION TECHNOLOGY ARCHITECT	P	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0
INFORMATION TECHNOLOGY PROJECT MANAGER II	P	0	2	2	0	2	2	0	0	0	0	0	0	1	1	0	0	0	1	1	0	0	2	0
INFORMATION TECHNOLOGY PROJECT MANAGER III	P	1	2	3	0	2	2	1	0	0	0	0	0	0	1	1	0	1	0	1	1	0	3	0
INFORMATION TECHNOLOGY SECURITY ENGINEER 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
INFORMATION TECHNOLOGY SYSTEMS ANALYST II	P	6	2	8	4	1	5	2	0	2	2	0	1	0	0	1	0	3	0	2	3	0	8	0
INFORMATION TECHNOLOGY SYSTEMS ANALYST III	P	6	0	6	4	0	4	2	0	2	2	0	0	0	0	0	0	2	0	2	2	0	6	0
MANAGEMENT ANALYST II	P	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	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
NETWORK SERVICES ENGINEER II	P	3	0	3	2	0	2	1	0	2	0	0	0	0	0	0	0	1	0	2	0	0	3	0
NETWORK SERVICES ENGINEER III	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
SENIOR PERSONNEL ANALYST	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
SOFTWARE ENGINEER II	P	5	3	8	2	2	4	3	0	1	1	0	1	0	0	2	0	4	0	1	3	0	8	0
SOFTWARE ENGINEER III	P	5	1	6	4	1	5	1	0	3	1	0	0	0	0	1	0	1	0	3	2	0	6	0
TOTAL Professionals - Administration		31	16	47	17	11	28	14	0	11	6	0	5	1	5	5	0	19	1	16	11	0	47	0
			34.0%			59.6%												40.4%	2.1%	34.0%	23.4%	0.0%		

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

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1930 - Information Technology

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
INFORMATION TECHNOLOGY SECURITY ENGINEER I	PP	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
INFORMATION TECHNOLOGY SUPPORT SPECIALIST	T	6	0	6	5	0	5	1	1	2	1	1	0	0	0	0	0	1	1	2	1	1	6	0
INFORMATION TECHNOLOGY SYSTEMS ANALYST I	PP	8	1	9	5	1	6	3	0	4	1	0	0	0	1	0	0	3	0	5	1	0	9	0
NETWORK SERVICES ENGINEER I	PP	3	1	4	1	1	2	2	0	1	0	0	0	0	1	0	0	2	0	2	0	0	4	0
RADIO COMMUNICATIONS ENGINEER	T	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0
SOFTWARE ENGINEER I	PP	8	2	10	7	2	9	1	0	6	1	0	0	0	1	1	0	1	0	7	2	0	10	0
TOTAL Paraprofessional - Technicians II		28	4	32	18	4	22	10	1	13	3	1	0	0	3	1	0	10	1	16	4	1	32	0
			12.5%			68.8%												31.3%	3.1%	50.0%	12.5%	3.1%		

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
ENGINEERING AIDE II	T	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
PERSONNEL TECHNICIAN-CONFIDENTIAL	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		1	1	2	0	1	1	1	0	0	0	0	0	0	1	0	0	1	0	1	0	0	2	0
			50.0%			50.0%												50.0%	0.0%	50.0%	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	1	2	3	1	1	2	0	0	0	1	0	1	0	1	0	0	1	0	1	1	0	3	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
PRINCIPAL OFFICE ASSISTANT	OC	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
SENIOR STOREKEEPER	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 II		2	5	7	2	4	6	0	0	1	1	0	1	0	4	0	0	1	0	5	1	0	7	0
			71.4%			85.7%												14.3%	0.0%	71.4%	14.3%	0.0%		

Report ID : MC-HRM-EO-0003

Run Date : 01/04/2023

Run Time : 9:58 AM

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

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1930 - Information Technology

	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 - 1930	71	30	101	42	23	65	29	1	27	13	1	7	1	13	9	0	36	2	40	22	1	101	0
Information Technology		29.7%			64.4%												35.6%	2.0%	39.6%	21.8%	1.0%		

	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	71	30	101	42	23	65	29	1	27	13	1	7	1	13	9	0	36	2	40	22	1	101	0
		29.7%			64.4%												35.6%	2.0%	39.6%	21.8%	1.0%		