

UC Cooperative Extension

Equal Opportunity Plan

2023

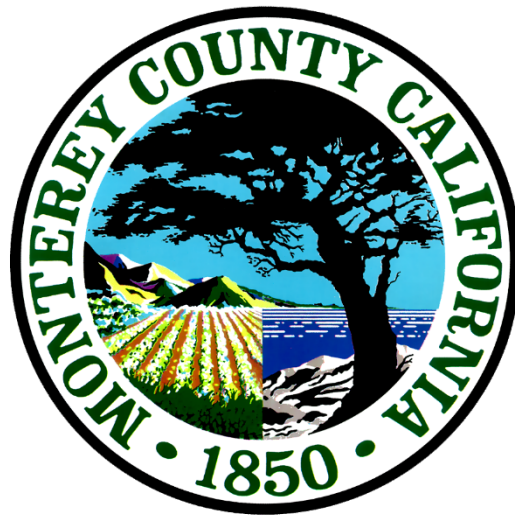


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Section 1

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 the principles of providing equal opportunities for all and preventing and eliminating unlawful discrimination. The Board of Supervisors values providing an open and empathetic communication channel for County officials and employees, applicants for employment, and business relationships with the County. Through the adoption of the Nondiscrimination, Prevention of Sexual Harassment, Reasonable Accommodations for Persons with Disabilities, and the Language Access and Effective Communication Policies, the Board of Supervisors reaffirms its expectation that each County official and employee is responsible for maintaining a workplace that is free from unlawful discrimination, harassment, and retaliation.

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

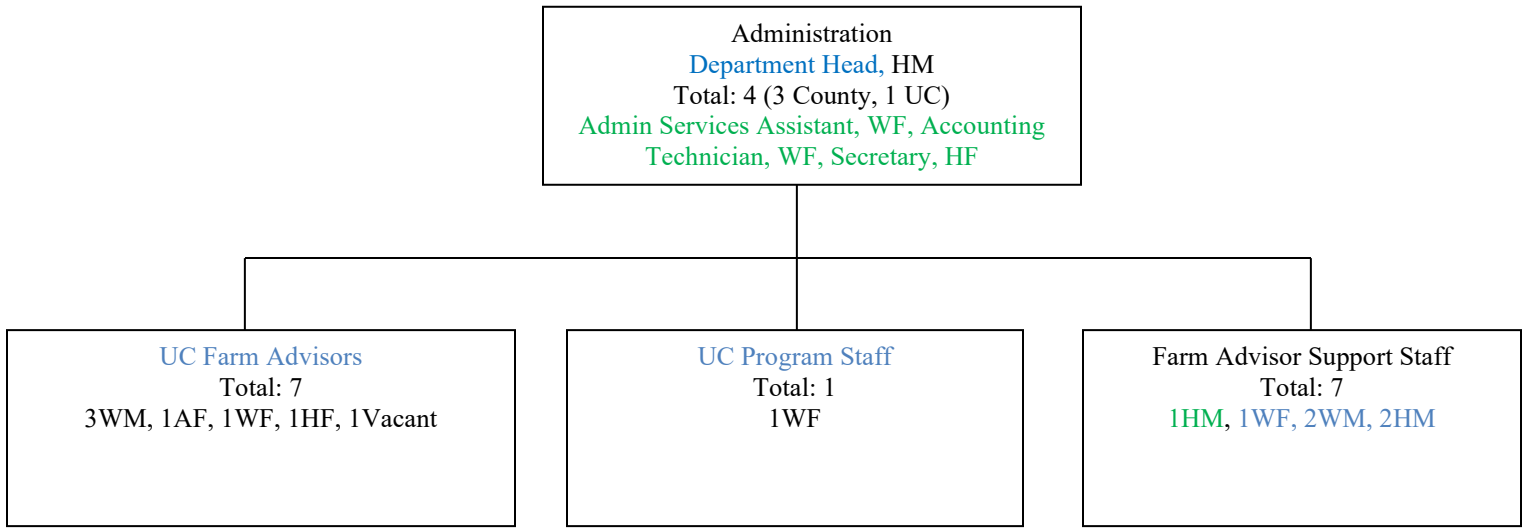
David B. Gonzalves

Department Head

Section 2

Organizational Profile UC Cooperative Extension

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



Green = Monterey County employees Blue = University of California (UC) employees

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

Report ID : MC-HRM-EO-0003
 Run Date : 03/20/2023
 Run Time : 10:46 AM

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

Page 1 of 2

6210 - Cooperative Extension Service

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
ADMINISTRATIVE SERVICES ASSISTANT	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Professionals - Administration		0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
		100.0%			0.0%								100.0% 0.0% 0.0% 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	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Office Clerical II		0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
		100.0%			0.0%								100.0% 0.0% 0.0% 0.0% 0.0%											

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

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
SECRETARY	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Office Clerical I		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
		100.0%			100.0%								0.0% 0.0% 100.0% 0.0% 0.0%											

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
TOTAL - 6210		0	3	3	0	1	1	0	0	0	0	0	2	0	1	0	0	2	0	1	0	0	3	0
Cooperative Extension Service		100.0%			33.3%								66.7% 0.0% 33.3% 0.0% 0.0%											

Total Employees	Minorities	Male	Female	Totals	Hours
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AMS infoAdvantage

Report ID : MC-HRM-EO-0003

County of Monterey Workforce Analysis Chart

Run Date : 03/20/2023

Job Group Within Department

Run Time : 10:46 AM

2022-2023 Job Group Metrics

	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	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%		

AMS infoAdvantage

Section 4

Personnel Activity-County Only

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

Section 4 Continued

Personnel Activity-County Only

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

Section 5

Recruitment - Data

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

The Cooperative Extension did recruitments in 2022. We did use an eligible list for interviews twice. Offers were extended to 2 candidates for the vacant Secretary position but neither candidate finished the hiring process. It is challenging hiring from an eligible list as we are very different than other county departments we therefore get candidates who know nothing about our department and are not clear about what they are interviewing for. December of 2022 we were able to successfully fill the position of a bilingual Secretary.

Job Group:	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White										
African American										
Asian/Pacific Islander										
American Indian/Alaskan Native										
Hispanic							2	9		1
TOTAL (count each person once only)										

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White				2	
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic				1	
TOTAL (count each person once only)				3	

Section 6

(In accordance with the County's Equal Opportunity Plan Chapter 5: Designation of Responsibility)

Action-Oriented Programs

Department Equal Opportunity Policy Statement Cooperative Extension is committed to the County equal opportunity goals, and also to those of our "other" employer, the University of California.

The Cooperative Extension embraces diversity, encouraging hiring and promotion of minorities and women. Discrimination and harassment of any kind is not tolerated.

As the County Director/Department Head for Monterey County's Cooperative Extension, I am expected to provide AA/EO training for the staff, including myself, and meet University Affirmative Action regulations. In addition to requirements for hiring, the University's other focus for affirmative action is access to our programs. All extension and education programs need to be in numerical parity with our Affirmative Action guidance in accordance to the clientele census. This report is reviewed annually and must be in compliance either numerically or by reasonable efforts. Cooperative Extension was founded on the principle of bringing University research and information to the underserved public in order to create a vibrant agricultural economy while at the same time fostering the education of rural communities, youth, and other underserved populations.

As Department Head, I am required to provide training for all staff in non-discrimination and affirmative outreach, and to evaluate UC performance including an assessment of their programmatic affirmative action efforts.

We are a small department; it is easy to communicate policies quickly and effectively to all employees. While it is my responsibility to provide clear management and direction of the department's programs, it is clearly understood that carrying out the policies and exemplifying them is everyone's responsibility.

Employees are informed on a regular basis of their right to file a complaint of discrimination internally with the department, with the County EEO office, Department of Fair Housing and Employment, and the County EEO Commission. Additionally, University employees are informed of their EEO counselors within the University and their right to file a complaint with the University's Affirmative Action Director.

Section 7

Accomplishments and Resource Needs

In this section, please highlight your Department's successes in achieving a diverse workforce. Describe your Department's assessment of resource needs from the Civil Rights Office. Please share any suggestions and recommendations for improvement you can offer regarding current policies and procedures. Feel free to use examples or specify by job group.

Please include your Department's current compliance rates with required training offered by the Civil Rights Office. All employees must complete the Harassment and Discrimination Prevention Training and the Civil Rights Training every two years.

All efforts are made to provide equal employment opportunities. Position openings are strategically placed and mailed to attract the interest of minority employees. Actions include;

- Implement outreach efforts to ensure nondiscrimination in program identification and delivery.
- Promote and encourage maximum participation of minorities, women, and other under-served groups.
 - We are obligated to reach parity if not in numbers at least with reasonable efforts such as, personal contacts, mass media, etc. In addition to providing equal opportunity employment, when serving customers academic staff also complies with UC Affirmative Action guidelines including;
- Record, document, and report outreach plans, goals, activities, progress and results; and submit required activity reports as scheduled.
- Comply with all governmental (Federal, State, County) regulations and university policies regarding affirmative action, including prohibition of discrimination.
- Plan and conduct diagnostic and advisory programs in such a way as to provide equitable service to all interested ethnic and gender groups that comprise the potential clientele.
- Plan and conduct educational programs so that information is available to all interested ethnic and gender groups that comprise the potential clientele. Encourage the involvement of these groups through a proactive outreach effort.
- Include affirmative action objectives in the planning, implementing, reporting and evaluating of program efforts.
- Maintain documentation of service to ethnic and gender groups in the clientele population

	Harassment and Discrimination Prevention Training	Civil Rights Training
Total number of Managers	1	1
Managers completed	1	1
Percent of Managers completed	100	100
Total number of Employees (non- supervisors/managers)	3	3
Employees (non- supervisors/managers) completed	2	2
Percent of Employees (non- supervisors/managers) completed	67	67

Above is for County Employees only. One employee missing trainings is a temp employee who has not been working.

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

	Requirement	Implementation Notes	Completed
General	Title VI notice at public counters		yes
	Internal process to forward discrimination complaints to Civil Rights Office		yes
	Nonstandard contracts include a nondiscrimination clause		yes
	Data is collected on the ethnicity and language of people served		yes
Language Access	Departmental language assessment completed		no
	Vital documents translated into Spanish		yes
	Website – minimize PDFs. When using PDFs, include a Spanish version		yes
	Procedures and budget for the use of interpretation and translation services	County does not provide enough budget for services. We rely on staff and UC funds for translations	yes
	Public voicemails in English and Spanish		yes
	Public counters: language charts available		yes
	Public counters: all signage in English and Spanish		yes
	Public counters: procedures to have bilingual staff available		yes

Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds		yes
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process		yes
	Considerations taken to ensure equitable engagement		yes
	Key community engagement contacts established		yes

In addition to county numbers above, UC ANR Required Annual CASA Reports, CASA stands for Contacts And Self-Assessment. CASA compiles information required to demonstrate compliance with federal affirmative action regulations for Cooperative Extension (CE) programs. Data entered in the system is reviewed by the UC Division of Agriculture and Natural Resources (DANR) Affirmative Action Office at the end of each fiscal year, to assess compliance at both the state level and in individual county programs. County advisors, county directors and other directors may choose to review CASA data on an ongoing basis for program planning and evaluation purposes. All CE county advisors and county directors are required to enter information into their CASA file each fiscal year. Certain non-academic staff who are directly responsible for delivery of educational programs to clientele may, at the discretion of the county director, have a CASA account and enter data in CASA. Data entered into the CASA system includes information about the county's clientele groups, advisors' program assignments, and actual clientele contacts and outreach methods utilized by the advisors. The data include both numerical and narrative information. County directors who have program assignments in addition to their administrative responsibilities must enter the same kind of data as advisors. All county directors must use CASA to record their end-of year County Administrative Self-Assessment for the county. Under Division wide policy, all advisors except those whose only programmatic work is in 4-H Youth Development must identify in CASA at least one clientele group that they work with, and record their actual contacts with their clientele group(s). All advisors, including 4-H Youth Development advisors, must use CASA to record their use of

outreach methods and to enter narrative self-assessment information. Affirmative action data for the 4-H Youth program are collected through a separate reporting system required by USDA; whether 4-H Youth advisors identify clientele groups for the Youth program and record clientele contacts in CASA is a matter of local policy. The first thing academics do is to define their clientele group(s). Quarterly they will report contacts, outreach methods, and self-assessment narratives. Affirmative Action Accomplishments for Academics (Advisors) in UCCE Monterey County.