

**Department of Social Services**  
**&**  
**Military and Veteran's Affairs Office**  
**Equal Opportunity Plan**  
**2023**



## Table of Contents

	Page
Section 1: Department Head's Acknowledgment & Commitment to the 2021 Departmental Equal Opportunity Plan	3
Section 2: Department Information-Department of Social Services (DSS)	4
Section 3: Organizational Profile-DSS	5
Section 4: Department's Workforce Analysis Chart-DSS	6
Section 5: Availability and Utilization Charts	14
Section 6: Personnel Activity	16
Section 7: Recruitment Data	36
Section 8: Action-Oriented Programs	43
Section 9: Accomplishments and Resource Needs	51
Section 10: EO CRAC Follow-Up	52
Section 11: Title VI of the Civil Rights Act	53

## 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:

*Lori Medina*

DF027950448749D...

Lori A. Medina

Director, Department of Social Services

DocuSigned by:

*Jean-Jacques Murphy*

8033EC08721940B...

Jean-Jacques Murphy

Interim-Military & Veterans Affairs Officer

## Section 2

### Department Information

#### **The Monterey County Department of Social Services**

The Department of Social Services (DSS) promotes the social and economic self-reliance of individuals and families in Monterey County through employment services, temporary financial assistance, social support services, protective services to children, dependent adults and seniors, and partnerships with the community to develop and support personal responsibility and self-sufficiency.

#### Programs and Functions:

COMMUNITY BENEFITS (CB) provide eligibility services for Medi-Cal health insurance, CalFresh nutrition assistance, CalWORKs through cash aid to families with children, and General Assistance to indigent adults.

FAMILY AND CHILDREN SERVICES BENEFITS (FCS) provides child abuse and neglect prevention, assesses and investigates referrals of child abuse and neglect, supports adoptions and other permanency resources when reunification is not possible, and provides independent living skills services for older youth who are in care or emancipating to independence.

CalWORKs EMPLOYMENT SERVICES administers the Welfare-to-Work Employment Program providing self-sufficiency services to CalWORKs customers. This includes childcare, job search support, skill building, wage subsidies, and services to overcome barriers related to housing, mental health, substance abuse, and domestic violence.

AGING AND ADULT SERVICES administers the Adult Protective Services (APS) Program to address abuse and dependent adult exploitation, In-Home Supportive Services (IHSS) program to provide home care services as an alternative to out of home residential or institutional care, Supplemental Security Income (SSI) advocacy to support disabled General Assistance recipients applying for more appropriate SSI benefits, and Area Agency on Aging programs for seniors.

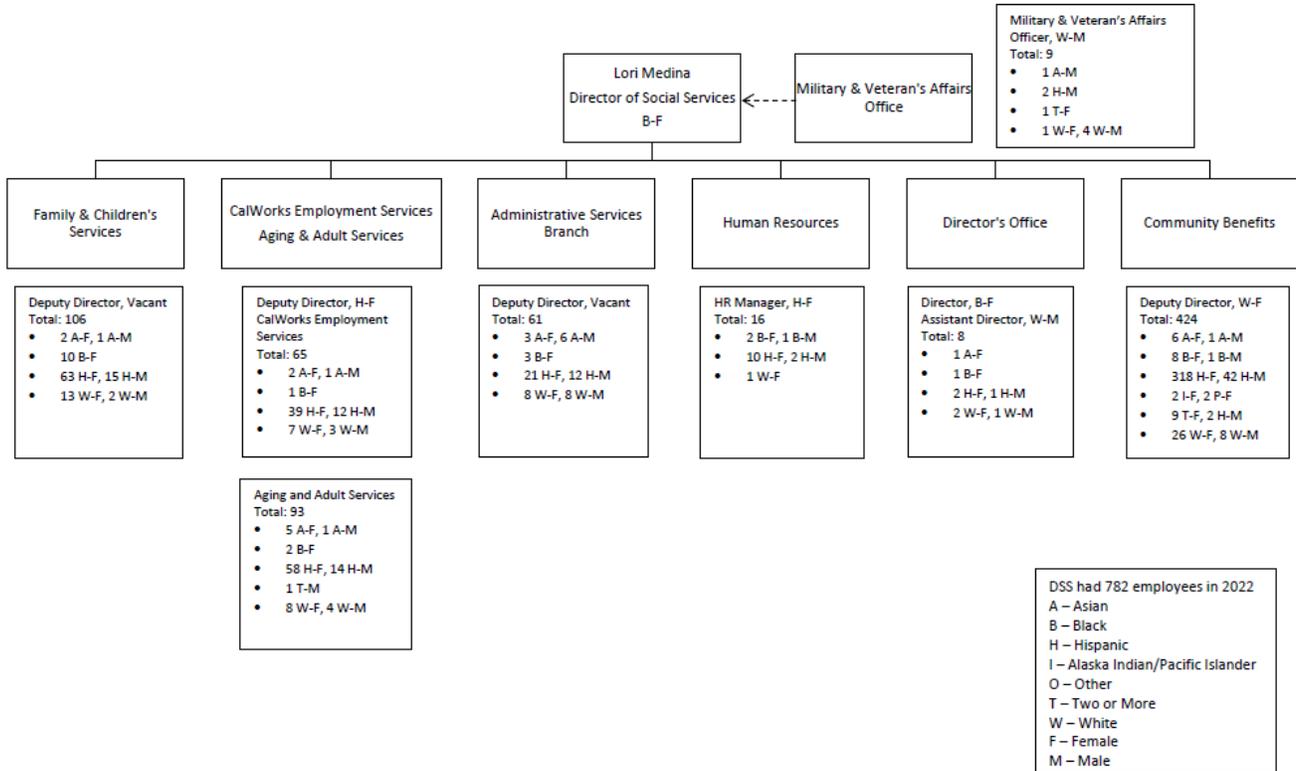
#### **The Military & Veterans Affairs Office**

MILITARY & VETERANS' AFFAIRS OFFICE (MVAO) provides support and assistance to veterans, their survivors, and dependents through outreach, preparation of benefit claims, and transportation to the San Jose and Palo Alto Veterans Affairs (VA) healthcare facilities.

# Section 3

## Organizational Profile The Monterey County Department of Social Services

Monterey County Department of Social Services Organization Profile



Effective 03/10/2023

Revised 03/2023

## Section 4

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

### Cover Page

#### Parameters and Prompts

Home Department:	5010
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).

Report ID: MC-HRM-EO-0003  
 Run Date: 01/04/2023  
 Run Time: 8:35 AM

County of Monterey Workforce Analysis Chart  
 Job Group Within Department

5010 - Social Services

JOB GROUP 01: Management II - (30.4% Minority Availability) - (51.1% 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
DEPUTY DIRECTOR SOCIAL SERVICES	OA	0	3	3	0	1	1	0	0	0	0	0	2	0	1	0	0	2	0	1	0	0	3	0
<b>TOTAL Management II</b>		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%						

JOB GROUP 02: Management I - (32.7% Minority Availability) - (48.2% 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
FINANCE MANAGER II	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
FINANCE MANAGER 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
PROGRAM MANAGER II	P	2	12	14	1	10	11	1	0	1	0	0	2	1	9	0	0	3	1	10	0	0	14	0
<b>TOTAL Management I</b>		2	14	16	1	11	12	1	0	1	0	0	3	1	9	1	0	4	1	10	1	0	16	0
		87.5%			75.0%													25.0% 6.3% 62.5% 6.3% 0.0%						

Report ID: MC-HRM-EO-0003  
 Run Date: 01/04/2023  
 Run Time: 8:35 AM

County of Monterey Workforce Analysis Chart  
 Job Group Within Department

3

JOB GROUP 03: Professionals - Administration - (49.2% Minority Availability) - (62% Female Availability)

Title	EEO Cat	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 OPERATIONS MANAGER	P	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0
ADMINISTRATIVE SERVICES ASSISTANT	P	1	7	8	0	7	7	1	0	0	0	0	0	2	5	0	0	1	2	5	0	0	8	0
ADMINISTRATIVE SERVICES OFFICER	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
ASSOCIATE PERSONNEL ANALYST	P	0	2	2	0	2	2	0	0	0	0	0	0	1	1	0	0	0	1	1	0	0	2	0
BUSINESS TECHNOLOGY ANALYST III	PP	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
BUSINESS TECHNOLOGY ANALYST IV	P	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
COMMUNITY AFFILIATION MANAGER	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
DEPARTMENTAL HR MANAGER	OA	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0
DEPARTMENTAL INFORMATION SYSTEMS MANAGER I	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
DEPARTMENTAL INFORMATION SYSTEMS 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
MANAGEMENT ANALYST I	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
MANAGEMENT ANALYST II	P	3	14	17	1	11	12	2	0	0	1	0	3	1	10	0	0	5	1	10	1	0	17	0
MANAGEMENT ANALYST III	P	4	10	14	2	5	7	2	0	1	1	0	5	2	2	1	0	7	2	3	2	0	14	0
SENIOR PERSONNEL ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
<b>TOTAL Professionals - Administration</b>		13	39	52	7	30	37	6	0	3	4	0	9	8	20	2	0	15	8	23	6	0	52	0
		75.0%		71.2%													28.6% 15.4% 44.2% 11.5% 0.0%							

Report ID: MC-HRM-EO-0003  
 Run Date: 01/04/2023  
 Run Time: 8:35 AM

County of Monterey Workforce Analysis Chart  
 Job Group Within Department

4

JOB GROUP 05: Professionals - Human Services - (44.8% Minority Availability) - (79% 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
SOCIAL WORKER IV	P	2	11	13	2	10	12	0	0	1	1	0	1	1	8	1	0	1	1	9	2	0	13	0
SOCIAL WORKER V	P	4	21	25	3	13	16	1	0	1	2	0	8	0	13	0	0	9	0	14	2	0	25	0
SOCIAL WORK SUPERVISOR I	P	3	5	8	2	2	4	1	0	2	0	0	3	0	2	0	0	4	0	4	0	0	8	0
SOCIAL WORK SUPERVISOR II	P	2	16	18	2	14	16	0	0	1	1	0	2	3	11	0	0	2	3	12	1	0	18	0
<b>TOTAL Professionals - Human Services</b>		11	53	64	9	39	48	2	0	5	4	0	14	4	34	1	0	16	4	39	5	0	64	0
		82.8%			75.0%													25.0% 6.3% 60.9% 7.8% 0.0%						

JOB GROUP 10: Professionals - Health, Nurses - (37.3% Minority Availability) - (88.1% 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
PUBLIC HEALTH NURSE II	P	0	2	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	0	2	0
<b>TOTAL Professionals - Health, Nurses</b>		0	2	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	0	2	0
		100.0%			0.0%													100.0% 0.0% 0.0% 0.0% 0.0%						

Report ID: MC-HRM-EO-0003  
 Run Date: 01/04/2023  
 Run Time: 8:35 AM

County of Monterey Workforce Analysis Chart  
 Job Group Within Department

5

JOB GROUP 13: Paraprofessional - Technicians II - (60.6% Minority Availability) - (70.8% 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
ACCOUNTANT II	PP	0	4	4	0	4	4	0	0	0	0	0	0	0	2	2	0	0	0	2	2	0	4	0
BUSINESS TECHNOLOGY ANALYST II	PP	3	2	5	2	0	2	1	0	1	1	0	2	0	0	0	0	3	0	1	1	0	5	0
ELIGIBILITY SUPERVISOR	PP	7	27	34	4	24	28	3	0	4	0	0	3	0	23	0	1	6	0	27	0	1	34	0
EMPLOYMENT & TRAINING SUPERVISOR	PP	1	5	6	0	5	5	1	0	0	0	0	0	1	4	0	0	1	1	4	0	0	6	0
EMPLOYMENT & TRAINING WORKER III	PP	7	9	16	7	9	16	0	0	7	0	0	0	0	8	1	0	0	0	15	1	0	16	0
MILITARY & VETERANS REPRESENTATIVE III	PP	3	1	4	2	0	2	1	0	2	0	0	1	0	0	0	0	2	0	2	0	0	4	0
SOCIAL WORKER III	PP	14	45	59	13	38	51	1	0	13	0	0	7	3	33	2	0	8	3	46	2	0	59	0
STAFF TRAINER I	PP	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0
STAFF TRAINER II	PP	2	8	10	2	7	9	0	0	2	0	0	1	0	7	0	0	1	0	9	0	0	10	0
<b>TOTAL Paraprofessional - Technicians II</b>		37	103	140	30	88	118	7	0	29	1	0	#	4	78	5	1	22	4	107	6	1	140	0
		73.6%			84.3%													15.7% 2.9% 76.4% 4.3% 0.7%						

Report ID: MC-HRM-EO-0003  
 Run Date: 01/04/2023  
 Run Time: 8:35 AM

County of Monterey Workforce Analysis Chart  
 Job Group Within Department

6

JOB GROUP 14: Paraprofessional - Technicians I - (51.5% Minority Availability) - (70.9% 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	FT	P/T	
ACCOUNTANT I	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
DEPARTMENTAL INFORMATION SYSTEMS COORDINATOR	PP	2	1	3	2	1	3	0	0	1	1	0	0	0	1	0	0	0	0	2	1	0	3	0	
ELIGIBILITY SPECIALIST I	PP	5	26	31	5	21	26	0	0	5	0	0	2	1	20	0	0	2	1	25	0	0	31	0	
ELIGIBILITY SPECIALIST II	PP	13	121	134	12	109	121	1	1	11	0	0	9	1	104	3	1	10	2	115	3	1	134	0	
ELIGIBILITY SPECIALIST III	PP	21	63	84	19	55	74	2	0	18	1	0	8	1	50	4	0	10	1	68	5	0	84	0	
EMPLOYMENT & TRAINING WORKER II	PP	4	9	13	3	9	12	1	0	3	0	0	0	1	8	0	0	1	1	11	0	0	13	0	
MILITARY & VETERANS REPRESENTATIVE II	PP	1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	2	0	
PERSONNEL TECHNICIAN-CONFIDENTIAL	PP	0	6	6	0	4	4	0	0	0	0	0	2	2	2	0	0	2	2	2	0	0	6	0	
SENIOR DEPARTMENTAL INFORMATION SYSTEMS COORDI#	PP	6	0	6	4	0	4	2	0	3	1	0	0	0	0	0	0	2	0	3	1	0	6	0	
SOCIAL SERVICES AIDE I	PP	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0	
SOCIAL SERVICES AIDE II	PP	7	56	63	7	56	63	0	0	7	0	0	0	0	56	0	0	0	0	63	0	0	63	0	
SOCIAL WORKER I	PP	2	6	8	2	6	8	0	0	2	0	0	0	0	6	0	0	0	0	8	0	0	8	0	
SOCIAL WORKER II	PP	0	5	5	0	5	5	0	0	0	0	0	0	0	5	0	0	0	0	5	0	0	5	0	
SUPERVISING DEPARTMENTAL INFORMATION SYSTEMS CC	PP	1	1	2	1	0	1	0	0	1	0	0	1	0	0	0	0	1	0	1	0	0	2	0	
<b>TOTAL Paraprofessional - Technicians I</b>		62	298	360	55	269	324	7	1	51	3	0	6	6	255	7	1	30	7	306	10	1	360	0	
					82.8%		90.0%											8.3%	1.9%	85.0%	2.8%	0.3%			

Report ID: MC-HRM-EO-0003  
 Run Date: 01/04/2023  
 Run Time: 8:35 AM

County of Monterey Workforce Analysis Chart  
 Job Group Within Department

7

JOB GROUP 17: Office Clerical II - (79.1% Minority Availability) - (85.9% 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	
ACCOUNTING CLERICAL SUPERVISOR	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	
ACCOUNTING TECHNICIAN	OC	0	2	2	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	2	0	
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	
OFFICE ASSISTANT III	OC	5	24	29	3	23	26	2	1	2	0	0	1	1	22	0	0	3	2	24	0	0	29	0	
PRINCIPAL OFFICE ASSISTANT	OC	2	8	10	1	7	8	1	0	1	0	0	1	0	7	0	0	2	0	8	0	0	10	0	
SENIOR SECRETARY	OC	0	4	4	0	2	2	0	0	0	0	0	2	0	2	0	0	2	0	2	0	0	4	0	
SUPERVISING OFFICE ASSISTANT I	OC	2	13	15	1	10	11	1	1	0	0	0	3	1	9	0	0	4	2	9	0	0	15	0	
SUPERVISING OFFICE ASSISTANT II	OC	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0	
SUPERVISING STOREKEEPER	OC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
<b>TOTAL Office Clerical II</b>		10	55	65	6	47	53	4	2	4	0	0	8	2	44	1	0	12	4	48	1	0	65	0	
			84.6%			81.5%												18.5%	6.2%	73.8%	1.5%	0.0%			

JOB GROUP 18: Office Clerical I - (57.8% Minority Availability) - (79% 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
COURIER	OC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
OFFICE ASSISTANT II	OC	6	62	68	6	58	64	0	0	5	1	0	2	2	53	3	0	2	2	58	4	0	68	0
SECRETARY	OC	1	12	13	0	7	7	0	0	0	0	0	5	1	6	0	0	5	1	6	0	0	13	0
STOREKEEPER	OC	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0
<b>TOTAL Office Clerical I</b>		10	74	84	8	65	73	1	0	7	1	0	7	3	59	3	0	8	3	66	4	0	84	0
			88.1%			86.9%												9.5%	3.6%	78.6%	4.8%	0.0%		

Report ID: MC-HRM-EO-0003  
 Run Date: 01/04/2023  
 Run Time: 8:35 AM

County of Monterey Workforce Analysis Chart  
 Job Group Within Department

8

JOB GROUP 20: Service Maintenance I - (76.6% Minority Availability) - (53.7% Female Availability)

Title	EEO Cat	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
CUSTODIAN	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
OFFICE MAINTENANCE WORKER	SM	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0
<b>TOTAL Service Maintenance I</b>		<b>3</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	
					0.0%		66.7%										33.3%	0.0%	66.7%	0.0%	0.0%			

TOTAL - 5010 Social Services	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
	148	641	789	118	550	668	29	3	102	13	0	#	28	500	20	2	112	31	602	33	2	789	0
				81.2%		84.7%											14.2%	3.9%	76.3%	4.2%	0.3%		

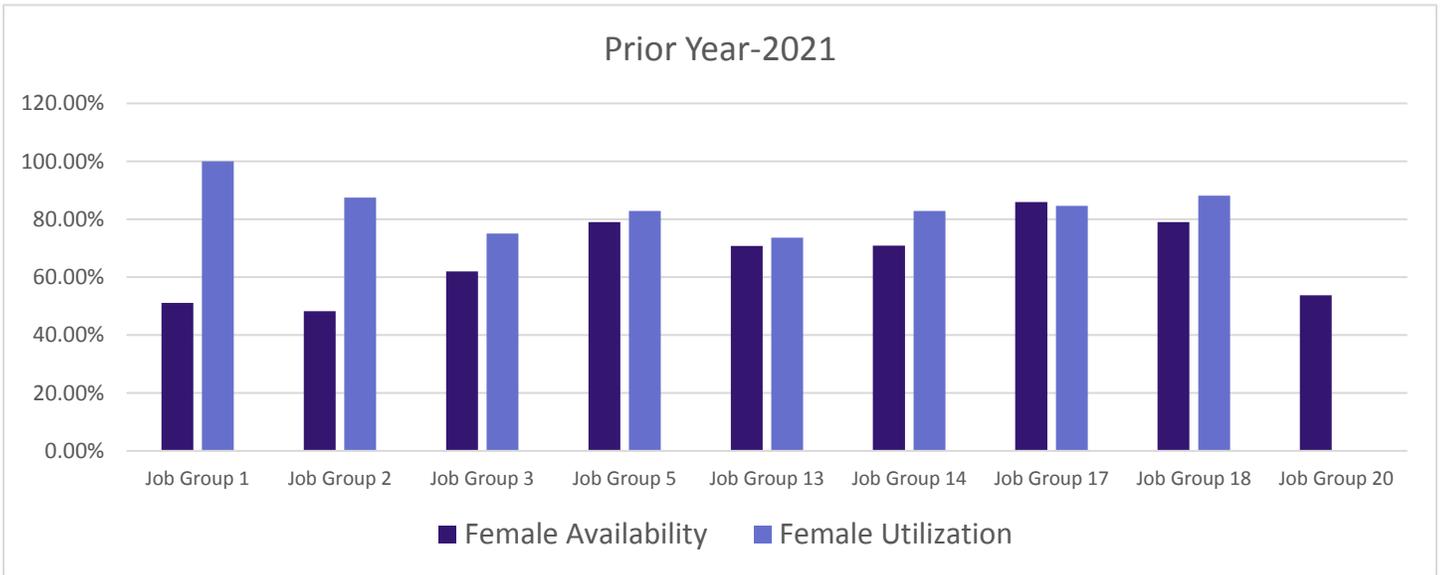
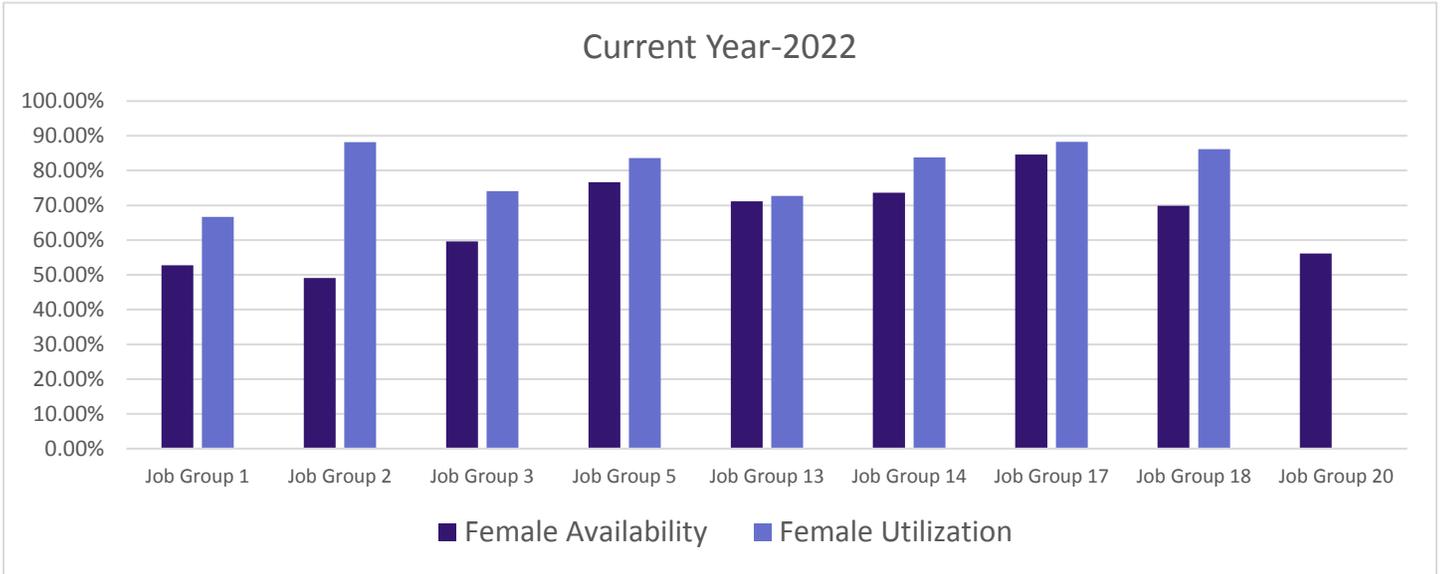
GRAND TOTAL	Total Employees			Minorities			Male					Female					Totals					Hours	
	M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
	148	641	789	118	550	668	29	3	102	13	0	83	28	500	20	2	112	31	602	33	2	789	0
				81.2%		84.7%											14.2%	3.9%	76.3%	4.2%	0.3%		

## Section 5

### Minority Availability & Utilization



## Female Availability & Utilization



## Section 6

### Personnel Activity (Current Year-2022)

Job Group: 1	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	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)	1	0	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

<b>Job Group: 2</b>	<b>New Hires</b>		<b>Promotions – Into Job Group</b>		<b>Promotions – Within Job Group</b>		<b>Voluntary Terminations &amp; Retirements</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	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	2	0	0	1	1
TOTAL (count each person only once)	1	0	0	2	0	0	1	1
	<b>Involuntary Terminations (Non-Probationary)</b>		<b>Releases During Probationary Period</b>		<b>Corrective Actions</b>		<b>Layoffs</b>	
	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

<b>Job Group: 3</b>	<b>New Hires</b>		<b>Promotions – Into Job Group</b>		<b>Promotions – Within Job Group</b>		<b>Voluntary Terminations &amp; Retirements</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	2	0	0	0	1	0
African American	0	0	0	1	0	2	0	3
Asian/Pacific Islander	0	0	0	1	1	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	1	2	3	0	4	1	1
TOTAL (count each person only once)	0	1	4	5	1	6	2	4
	<b>Involuntary Terminations (Non-Probationary)</b>		<b>Releases During Probationary Period</b>		<b>Corrective Actions</b>		<b>Layoffs</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	1	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	1	0	0	0	0

Job Group: 5	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	4	0	0	0	1	0	4
African American	0	2	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	1	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	1	0	1	0	9	0	1
TOTAL (count each person only once)	1	7	0	1	0	11	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: 10	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	2
African American	0	0	0	0	0	0	0	1
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	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	0	0	0	0	1	1	0	1
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	1	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	1	2	11	0	3	0	9
TOTAL (count each person only once)	1	1	3	11	1	4	0	10
	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	1	3	0	0	0
TOTAL (count each person only once)	0	0	0	1	3	0	0	0

Job Group: 14	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	2	0	0	0	2	0	6
African American	1	4	0	1	0	1	0	4
Asian/Pacific Islander	0	3	0	0	0	1	0	3
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	3	30	1	6	10	49	4	22
Two or more	3	1	0	0	0	3	1	
TOTAL (count each person only once)	7	40	1	7	3	56	5	35
	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	3	1	0	0	0
Two or More	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	1	0	3	1	0	0	0

Job Group: 17	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	1	0	0	0	3
African American	0	0	0	0	0	0	1	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	2	1	13	1	4	0	3
TOTAL (count each person only once)	1	2	1	14	1	4	1	6
	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: 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	1	0	0	0	0	0	0
Asian/Pacific Islander	0	2	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	3	26	2	2	0	0		5
Two or more	0	1	0	0	0	0	0	0
TOTAL (count each person only once)	3	30	0	2	0	0	0	5
	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	1	0	1	0	0
TOTAL (count each person only once)	0	0	0	1	0	1	0	0

Job Group: 20	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	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
	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 6

### Personnel Activity (Previous Year-2021)

Job Group: 1	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements		
	Males	Females	Males	Females	Males	Females	Male	Females	
White									
African American			<i>No Personnel Activity in this Job Group in 2021</i>						
Asian/Pacific Islander									
American Indian/ Alaskan Native									
Hispanic									
TOTAL (count each person only once)	0	0	0	0	0	0	0	0	
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs		
	Males	Females	Males	Females	Males	Females	Male	Females	
White									
African American									
Asian/Pacific Islander									
American Indian/ Alaskan Native									
Hispanic									
TOTAL (count each person only once)	0	0	0	0	0	0	0	0	

<b>Job Group: 2</b>	<b>New Hires</b>		<b>Promotions – Into Job Group</b>		<b>Promotions – Within Job Group</b>		<b>Voluntary Terminations &amp; Retirements</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	1	0	0	1	0	1
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	1	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	0	1	2	0	1	0	1
	<b>Involuntary Terminations (Non-Probationary)</b>		<b>Releases During Probationary Period</b>		<b>Corrective Actions</b>		<b>Layoffs</b>	
	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	0	0	0	0	0	0	0	1
African American	0	0	0	0	0	2	1	2
Asian/Pacific Islander	0	0	0	0	1	1	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	1	0	5	0	2	0	0
TOTAL (count each person only once)	1	1	0	5	1	4	1	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: 5	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	2	1	0	0	2	2	2
African American	0	1	0	0	0	2	0	1
Asian/Pacific Islander	0	2	0	0	1	0	0	2
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	2	0	6	0	3	0	2
TOTAL (count each person only once)	1	7	1	6	1	7	2	7
	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	1	0	0
TOTAL (count each person only once)	0	0	0	0	0	1	0	0

Job Group: 10	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American	<i>No Personnel Activity in this Job Group in 2021</i>							
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

<b>Job Group: 13</b>	<b>New Hires</b>		<b>Promotions – Into Job Group</b>		<b>Promotions – Within Job Group</b>		<b>Voluntary Terminations &amp; Retirements</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	1	0	1	1	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	1	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	1	10	1	2	0	3
TOTAL (count each person only once)	0	0	1	12	1	2	0	3
	<b>Involuntary Terminations (Non-Probationary)</b>		<b>Releases During Probationary Period</b>		<b>Corrective Actions</b>		<b>Layoffs</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	1	0	0	0
TOTAL (count each person only once)	0	0	0	0	1	0	0	0

<b>Job Group: 14</b>	<b>New Hires</b>		<b>Promotions – Into Job Group</b>		<b>Promotions – Within Job Group</b>		<b>Voluntary Terminations &amp; Retirements</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	5	0	1	1	1	0	6
African American	0	2	0	0	0	0	0	1
Asian/Pacific Islander	0	1	0	0	0	0	0	3
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	8	31	2	4	5	27	5	22
Two or more	0	4	0	0	0	1	0	2
<b>TOTAL (count each person only once)</b>	<b>8</b>	<b>43</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>29</b>	<b>5</b>	<b>34</b>
	<b>Involuntary Terminations (Non-Probationary)</b>		<b>Releases During Probationary Period</b>		<b>Corrective Actions</b>		<b>Layoffs</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	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	1	1	2	1	0	0	0
<b>TOTAL (count each person only once)</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Job Group: 17</b>	<b>New Hires</b>		<b>Promotions – Into Job Group</b>		<b>Promotions – Within Job Group</b>		<b>Voluntary Terminations &amp; Retirements</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	2	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	1	6	0	5	0	6
TOTAL (count each person only once)	0	1	1	8	0	5	0	7
	<b>Involuntary Terminations (Non-Probationary)</b>		<b>Releases During Probationary Period</b>		<b>Corrective Actions</b>		<b>Layoffs</b>	
	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

<b>Job Group: 18</b>	<b>New Hires</b>		<b>Promotions – Into Job Group</b>		<b>Promotions – Within Job Group</b>		<b>Voluntary Terminations &amp; Retirements</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	1	0	0	0	0	0	3
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	16	0	0	0	0	1	3
Two or more	0	1	0	0	0	0	0	0
TOTAL (count each person only once)	0	18	0	0	0	0	2	6
	<b>Involuntary Terminations (Non-Probationary)</b>		<b>Releases During Probationary Period</b>		<b>Corrective Actions</b>		<b>Layoffs</b>	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	1	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	0

Job Group: 20	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements		
	Males	Females	Males	Females	Males	Females	Male	Females	
White									
African American			<i>No Personnel Activity in this Job Group in 2021</i>						
Asian/Pacific Islander									
American Indian/ Alaskan Native									
Hispanic									
TOTAL (count each person only once)	0	0	0	0	0	0	0	0	
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs		
	Males	Females	Males	Females	Males	Females	Male	Females	
White									
African American									
Asian/Pacific Islander									
American Indian/ Alaskan Native									
Hispanic									
TOTAL (count each person only once)	0	0	0	0	0	0	0	0	

## Section 7

### Recruitment – Data (Current Year-2022)

(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: 1	Applicants			Applicants Who Met Minimum Qualifications (Initial Screening)			Applicants Placed on Eligible List			Applicants Interviewed			Applicant Hired for the Position	
	Males	Females	Non-Binary	Males	Females	Non-Binary	Males	Females	Non-Binary	Males	Females	Non-Binary	Males	Females
White	16	28	0	5	2	0	2	2	0	2	2	0	1	0
African American	12	11	0	0	4	0	0	3	0	0	3	0	0	0
Asian/Pacific Islander	3	6	1	0	1	0	0	1	0	0	1	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic	8	21	0	1	0	0	0	0	0	0	0	0	0	0
Two or More	0	7	0	0	2	0	0	2	0	0	2	0	0	0
Declined to Identify	4	3	4	0	1	2	0	1	1	0	1	1	0	0
TOTAL (count each person once only)	43	76	5	6	10	2	2	9	1	2	9	1	1	0

Job Group:1	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	0	1	1	2	
African American	0	0	0	1	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	2	1	
TOTAL (count each person once only)	0	1	3	3	

**Note: Missing Gender and ethnicity for 2 Oral Board Panel members. Panel members were asked to provide demographic information and response has not been received.**

Job Group:10	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			<i>No Personnel Activity in this Job Group in 2022</i>							
American Indian/Alaskan Native										
Hispanic										
TOTAL (count each person once only)										

Job Group: 10	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White					No recruitments in this job group in 2022.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)	0	0	0	0	

Job Group:20	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			<i>No Personnel Activity in this Job Group in 2022</i>							
American Indian/Alaskan Native										
Hispanic										
TOTAL (count each person once only)										

Job Group:20	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White					No Recruitments in this Job Group in 2022.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)					

## Section 7 Recruitment – Data (Previous Year-2021)

(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: 10	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			<i>No Recruitments in this Job Group in 2021</i>							
Asian/Pacific Islander										
American Indian/Alaskan Native										
Hispanic										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0	0	0

Job Group:10	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White					No recruitments in this Job Group in 2021.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)					

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
White	29	23	23			0	0
African American	6	4	4			0	0
Asian/Pacific Islander	10	10	10			0	0
American Indian/Alaskan Native	5	0	0			0	0
Hispanic	216	129	129			1	6
Two or More	12	9	9			0	0
Other	2	2	2			0	0
Declined to State	7	7	7			0	0
TOTAL (count each person once only)	287	184	184			1	6

\* Notes: DSS Recruitments are conducted by Cal HR Merit Systems, Cal HR Merit Systems does not collect gender, only applicant ethnicity information.

The Department was recently made aware that Cal HR Merit Systems does not collect applicant gender and ethnicity, and that they are unable to provide applicant demographics for the Applicants Interviewed category. The Department will be taking appropriate measures to collect this information going forward to include in future Equal Opportunity Plan reports.

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			2	1	None
African American			0	3	
Asian/Pacific Islander			0	0	
American Indian/Alaskan Native			0	0	
Hispanic			2	5	
TOTAL (count each person once only)			2	9	

\* Note: DSS Recruitments are conducted by Cal HR Merit Systems. Cal HR Merit Systems does not collect Application Screener demographics.

Job Group: 20	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			<i>No Recruitments in this Job Group in 2021</i>							
Asian/Pacific Islander										
American Indian/Alaskan Native										
Hispanic										
TOTAL (count each person once only)	0	0	0	0	0	0	0	0	0	0

Job Group: 20	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White					No recruitments in this job group in 2021.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)	0	0	0	0	

## Section 8

### 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?**

The Department of Social Services (DSS) is very involved in many community collaborative relationships - these include, but are not limited to:

- Management of the Child Abuse Prevention Council, the Area Agency on Aging, the Community Action Commission, the Military and Veterans Affairs Commission, the Commission on the Status of Women, the In Home Support Services Advisory Commission, the Veterans Cemetery Advisory Commission, and the Salinas Downtown Community Board.
- The Community Action Partnership, operating under the auspices of Social Services, the Department funds community services by contracting with approximately 15 nonprofit organizations.
- Membership in the Children's Council, Domestic Violence Coordinating Council, and the Equal Opportunity and Civil Rights Advisory Commission, and the Coalition of Homeless Services Providers;
- Sponsorship of the MC-CHOICE Collaborative, the Pathways to Safety Program, the Family to Family Initiative, the Foster and Kinship Care Education Center with Hartnell College, and the steering committee supporting youth in the development of the Epicenter youth-led community center;

- Partnership with Impact Monterey County, our local chapter of the California Youth Connection, the Coalition of Homeless Services Providers, the Lead Me Home Plan to End Homelessness, the Early Childhood Development Initiative, the Bright Futures Initiative, and the Non-profit Alliance of Monterey County; and,
- Numerous contracts with community-based organizations to promote accessibility and collaborative service delivery paradigms.
- The California Social Work Education Center (CalSWEC) to assist employees pursue their Master of Social Work (MSW) through the Title IV-E program at Cal State University Monterey Bay or San Jose State University.

DSS keeps these groups informed of our recruitment efforts with recruitment announcements and flyers which they post in a public area and utilize to refer interested individuals to apply. DSS also uses social media platforms to advertise all job opportunities, this includes adding QR codes to all flyers for easily accessibility to scan and search job opportunities within DSS. DSS also announces all job opportunities within DSS' workforce and encourage staff to apply for promotional opportunities and share among their networks.

Because the Department of Social Services receives federal funds for social services programs, the state requires we use a merit personnel system for recruitment, selection, and advancement opportunities. The Department of Social Services operates under Merit System Services (MSS) for recruitment and selection. The California Department of Human Resources (CalHR) administers and manages this function for Merit System Services. Therefore, the department has not requested any selective certification waivers.

Merit System Services opens and posts our recruitments on CalHR' s Merit Systems Services Job Opportunities website. The Department is responsible for outreach by posting at various and specific underrepresented groups through specific advertising, including posting at all local universities and colleges. DSS Human Resources staff works with Merit System Services to review all job postings and flyers in an effort to attract diverse candidates. Our outreach efforts include partnerships with several multicultural professional associations and student organizations. DSS Human Resources staff attends career fairs as an active means to reach all genders of groups like veterans, minorities, and people with disabilities. Once a recruitment is open, Merit System Services collects gender and race demographics on applicants. This information is not provided to the Department except for the purpose of this report.

DSS HR supplies MVAO with recruitment announcements which they share with their network to distribute and post on bulletin boards or use to refer veterans to apply. Due to the diverse nature of the military, this information may reach many individuals with disabilities and minority groups. MVAO also shares recruitment opportunities with the California Association of County Veterans Service Offices, California Department of Veterans Affairs, The California Military Department, the Military and Veterans Affairs Commission and the Veterans Issues Advisory Commission.

MVAO utilizes its partnership with the Presidio of Monterey and Naval Postgraduate School - Transition Assistance Programs (TAPs), to address current military members, who will be discharging from the military, on Monterey County as a possible employer. The main purpose is to create awareness of Monterey County as a Veteran friendly employer and encourage the military members to explore the many job opportunities at DSS, MVAO and Monterey County.

## **Hiring**

DSS Human Resources (DSS-HR) takes special care to ensure hiring practices are free from biases related to a candidate's age, race, gender, religion, sexual orientation, and other personal characteristics that are unrelated to their job performance. To ensure all candidates are fairly and effectively evaluated, HR staff work with the hiring manager to develop standardized interview questions to assess candidate's knowledge, skills, and abilities prior to interviewing candidates. This helps reduce bias in our hiring process.

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

Hiring managers are encouraged to identify strong answers for the interview questions being asked and determine what they are looking for in a candidate prior to interviewing. During the interview process, the Department uses open-ended interview questions to allow the candidate to demonstrate their knowledge, skills and abilities as related to the position. Further, behavioral interview questions are asked to reveal how candidates behaved in past work situations. These behaviors can give insight into how people will react in similar situations in our Department. Candidates' responses are then scored utilizing a pre-determine rating scale. The department also utilizes Skill Survey to conduct reference checks with pre-drafted job questionnaires to further assess candidate's knowledge, skills, and abilities.

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

Merit System Services screens all applications for minimum qualifications. The Department has no role in this part of the process. DSS Human Resources ensures that there is a diverse panel for final hiring interviews; this includes reaching to other county departments and the community for interview panelists.

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

Panel members for DSS recruitments are provided with guidelines for conducting the interview. The guidelines review immediately reporting any conflict of interest in interviewing any candidate to DSS-HR, reminds panelist they are not to use candidate's information to google or search through candidate's social media accounts, equal treatment of candidates, what acceptable and unacceptable questions are, to avoid discussions of any protected characteristics, if a candidate voluntarily starts disclosing information of any protected characteristic, panel members are to not take this into consideration in their hiring decision, the requirement that all matters discussed in an interview are confidential and ensure consistency of questions during each interview. Candidate interviews are conducted in a structured interview format, with prepared questions. This increases the objectivity and consistency of the panel. DSS-HR is also in the process of finalizing a short fifteen minute training all panel members will be asked to complete regarding biases prior to participating in an interview panel for DSS.

**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?**

Newly hired and promoted employees meet with their supervisor at least every other week throughout their probationary period. These meetings help to identify training needs, career goals and the resources that can help an employee thrive in their current assignment and begin to prepare them for advancement.

After probation, all staff receive ongoing training, coaching, and mentoring at least monthly through supervisory conferences and unit meetings. Additional training is provided by staff trainers in each Department Branch, other county departments, online

through our Learning Management System and through our contracts with UC Davis and the Fresno State University.

Employees have access to hundreds of courses related to the development of leadership skills, available online. The Department also provides direct instruction for courses such as, *Strategies for Promotion, Do you want to be a Supervisor?* and *Performance Management*. We recently launched an inhouse mentoring program in which all staff were encouraged to participate as either a mentor, mentee or both.

In addition, employees are encouraged to participate in their evaluation of their job performance and are asked specifically about their career interests and the support needed to achieve their goals.

Additionally, as staffing needs arise due to leave of absences and/or vacancies, the department announces and offers Working-Out-of Class opportunities or interim assignments to continue to build and develop DSS' current workforce, while the vacancy is posted, and competitive interviews are held. Staff are encouraged to apply and compete for the vacancy.

The effectiveness of these initiatives in supporting promotional opportunities for women and people of color has yet to be evaluated.

**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?**

The Department's performance evaluations rate a variety of factors where commitment to building a diverse and inclusive workforce may be evaluated. Specifically, in the areas of Initiative in Learning and Work Improvement where one applies oneself to responsibilities and seeks to improve work by initiating action to accomplish a task without direction. As well as Innovation, where one seeks out, suggests, and uses new ideas and approaches to reach goals and solve problems. But other areas of the evaluation also demonstrate a commitment to diversity and inclusion. Examples such as Communication Skills, Judgement, Observance of Rules, Coordination of Work, Following Direction, and Performance in New or Difficult Situations. The Department is committed to all employees completing Civil Rights Training and Sexual Harassment Training and attendance is tracked by our training unit staff. The evaluation process includes a checklist that must be completed. The first item on the checklist requires the date the employee last completed Civil Rights Training and they are required to sign off

that they are committed to the Equal Opportunity Plan. Failure to complete the trainings will be reflected in the ratings in the evaluation. When an employee is being considered for promotion, the evaluations are reviewed to ensure the employee is meeting standards.

## **Retention and Inclusion**

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

We utilize the data available from the Department demographics in Advantage to track turnover among all groups. In addition, The Human Resources Branch sends and encourages departing staff to participate in DSS' Exit Interview Questionnaire.

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

No significant trends among protected groups or the general population have been identified.

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

The Department has not identified any negative or positive trends in the data collected. The Department is committed to providing equal opportunity to members of protected groups. We will continue our efforts to attract, recruit and retain qualified employees from underrepresented groups.

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

The Department follows the County's policy to have an inclusive work environment for breastfeeding employees. The Department supports breastfeeding employees by providing time for expressing breast milk in appropriate locations and has assigned a Human Resources Analyst as the Lactation Coordinator. DSS currently has five designated private lactations rooms at the following work locations: the Life Foundation Building, the King City office, the Seaside office, 730 La Guardia St. Salinas location and 713 La Guardia St. Salinas location. Each lactation room is equipped with an electrical outlet, table, chair, window coverings, and brochures and literature for nursing mothers regarding the benefits of nursing and contact information offering post-partum support.

If a nursing mother works at a location without a designated lactation room, the employee can connect with their supervisor/manager and with DSS Human Resources to submit an accommodation request. The DSS Lactation Coordinator will then evaluate options and identify a private suitable location that can be converted into a lactation room for the employee's use.

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

The Department follows the Americans with Disabilities Act (ADA), Fair Employment and Housing Act (FEHA), and all other applicable federal and state laws, regulations, and guidelines concerning providing reasonable accommodations, as necessary, to afford equal employment opportunity and equal access to programs, services, and benefits for qualified employees with disabilities. The Department has assigned a Human Resources Analyst as the Disability and Reasonable Accommodation Coordinator (DRAC). We are committed to ensuring a timely, good faith process. When an employee requests an accommodation, the DRAC engages in the interactive process (IAP) with the employee, the employee's healthcare provider and the employee's supervisor/manager to determine whether the Department can provide a reasonable accommodation that will enable the employee to perform the essential duties of his/her position. In order to find a potential accommodation, the DRAC will work with the employee's supervisor and manager to review the employee's job duties and determine if a modification or adjustment can be made. The Department will continue the interactive process until an accommodation determination has been made. HR will document any accommodation agreements and continue communication with all parties through the length of the employee's request. If a reasonable accommodation cannot be provided the Department explores reassignment opportunities County-wide. If the Department is unable to accommodate and place the employee in another department, the DRAC meets with the Reasonable Accommodation Request Committee to determine the next steps.

When an employee has a workstation ergonomic evaluation, the DRAC reviews the report to ensure workstation modifications and equipment identified are provided timely to the employee. Ergonomic evaluation requests can be made as part of an accommodation request, by an employee's worker's compensation healthcare provider or directly by an employee.

**Does the department conduct exit interviews? If so, what do you do with the answers to promote diversity and inclusion? If not, what alternative methods do you use to collect information regarding reasons for separation?**

The Department offers all separating employees the opportunity to participate in an exit interview as part of the offboarding process. DSS Human Resources staff will review the information to see if any problem areas are identified. Any issues concerning diversity and inclusion are followed up on by working with the appropriate area management to resolve work issues, initiate an investigation and if appropriate, report to the Civil Rights Office.

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

We believe that the Department of Social Services has been very successful at assuring an equal opportunity merit-based employment system. The data demonstrates that this kind of balanced and equitable approach achieves workforce diversity and excellence. We continue our commitment to outreach, community collaboration and open equal opportunity employment. Over the last several years, the Department has become very responsive to employees with disabilities assisting them with reasonable accommodations.

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

The Department collaborates with Merit System Services to offer adequate recruitment filing periods to ensure that all candidates have enough time to receive job listings and complete the application process. The Department's greatest challenge is Merit System Services inability to meet the Department's high recruitment volume and timely administering exam plans and screening applications. The lack of timely screening of applications has led to large applicant pools, but very small eligible lists or candidates no longer available for a position they applied four (4) to six (6) months ago. The Department is scheduled to meet with Merit System Services every month to continue dialogue on what processes can be improved to timely administer exam plans and screen applications.

In reviewing the DSS Workforce Analysis Chart, there is an opportunity to increase targeted recruitment efforts for underrepresented groups, such as: veterans, persons with disabilities, males, American Indians, African Americans and Alaska Indian/Pacific Islanders. Further, the Department will urge Merit System Services to collect thorough demographic recruitment data.

## Section 9

### 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.**

Overall the department meets selective certification for eight (8) of the nine (9) job groups within DSS for both minority and female utilization numbers. Specifically, for job group 20, a Hispanic female was hired in 2023 that will hopefully improve the minority and female utilization numbers for the 2024 EO Plan.

**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.**

<b>Harassment &amp; Discrimination Prevention Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	167	141	84%
Employees (non-supervisor/non-manager)	637	564	89%
<b>Totals</b>	804	705	88%

<b>Civil Rights Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	167	118	83%
Employees (non-supervisor/non-manager)	637	438	69%
<b>Totals</b>	804	556	69%

## **Section 10**

### **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.**

Not applicable.

## Section 11

### Title VI of the Civil Rights Act Implementation\*

	<b>Requirement</b>	<b>Implementation Notes (Explain how your department fulfilled or plans to fulfill this requirement. Also include outcomes of the implementation if applicable)</b>	<b>Completed (Y/N)</b>	<b>Completion Date (Include actual completion dates and expected completion dates for requirements not yet completed)</b>
<b>General</b>	Title VI notice at public counters	Site coordinators at each worksite are asked to confirm Title VI notice is posted at all public counters.	Y	1/20/23
	Internal process to forward discrimination complaints to Civil Rights Office	The department fulfills this requirement by emailing or calling EO Analyst to report a discrimination complaint was brought forward or prints and provides CRO Discrimination Complain form to complainant and then forwards completed form to EO Analyst.	Y	Year round function, as complaints are received throughout the year.
	Nonstandard contracts include a nondiscrimination clause	The department utilizes the County's contract template that includes the nondiscrimination clause.	Y	Reviewed 3/24/23
	Data is collected on the ethnicity and language of the people served	The department collects ethnicity and language of people served through the various software used	Y	Reviewed 3/24/23. Year round function.

		<p>throughout the department such as Capstone, LEAPS, CMIPS, SSI-Advocacy, CalSAWS, CalWorks during intake or as part of the systems on-line applications.</p> <p>MVAO does not collect data on ethnicity or language at this time. MVAO clientele are active servicemembers, Veterans, and their families. In order to serve in the US military, you must have rudimentary fluency in English.</p>		
<b>Language Access</b>	Departmental language assessment completed	The department possess a list of all bilingual English/Spanish staff in the department per program unit. Staff know where to access the language card and how to use the language line when needed.	Y	5/18/22
	Vital documents translated into Spanish	Refer to DSS-Administrative Directive No. 07-02 established 8/2/07 and revised 11/2020.	Y	Reviewed October 2022
	Website – minimize PDFs. When using PDFs, include a Spanish version	All current content on DSS website is available in English and Spanish	Y	Reviewed 3/24/23

	Procedures and budget for the use of interpretation and translation services	Refer to DSS-Administrative Directive No. 07-02 established 8/2/07 and revised 11/2020.	Y	Reviewed October 2022
	Communication services for people who are deaf or hard of hearing	Refer to DSS-Administrative Directive No. 18-02 established 5/25/18.	Y	Reviewed October 2022
	Public voicemails in English and Spanish	All public voicemails are in English and Spanish. Staff that do not speak Spanish also have bilingual voicemails recorded with the assistance of bilingual staff members.	Y	Reviewed 3/24/23
	Public counters: language charts available	All public counters have language charts available.	Y	Reviewed 3/24/23
	Public counters: all signage in English and Spanish	All public counters have signage in English and Spanish available, except for MVAO. MVAO clientele are active servicemembers, Veterans, and their families. In order to serve in the US military, you must have rudimentary fluency in English.	Y	Reviewed 3/24/23
	Public counters: procedures to have bilingual staff available	All public counters have bilingual English/Spanish staff available.	Y	Reviewed 3/24/23
<b>Community Engagement</b>	Projects, programs, policies, and services reflect County stakeholders and are	The department already fulfills this requirement but will work with the	Y	December 2023

	sensitive to diverse demographic backgrounds	department's Community Affiliation Manager to coordinate the development and implementation of a mechanism to capture and quantify this data.		
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	The department plans to fulfill this requirement by working with the department's Community Affiliation Manager to coordinate the development and implementation of a mechanism to capture, quantify, and analyze disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process.	N	December 2023
	Considerations taken to ensure equitable engagement	The department plans to fulfill this requirement by working with the department's Community Affiliation Manager to coordinate the development and implementation of a mechanism to capture	N	December 2023

		and quantify equitable engagement.		
	Key community engagement contacts established	Refer to page 43-44 for list of key community engagement partners.	Y	Year round functions.

\* 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.