

# Clerk of the Board of Supervisors

## Equal Opportunity Plan

2024



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## Section 1

### Department Head's Acknowledgment & Commitment to the 2024 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:  
*Valerie Ralph*  
FCBBD3CDF95C428...

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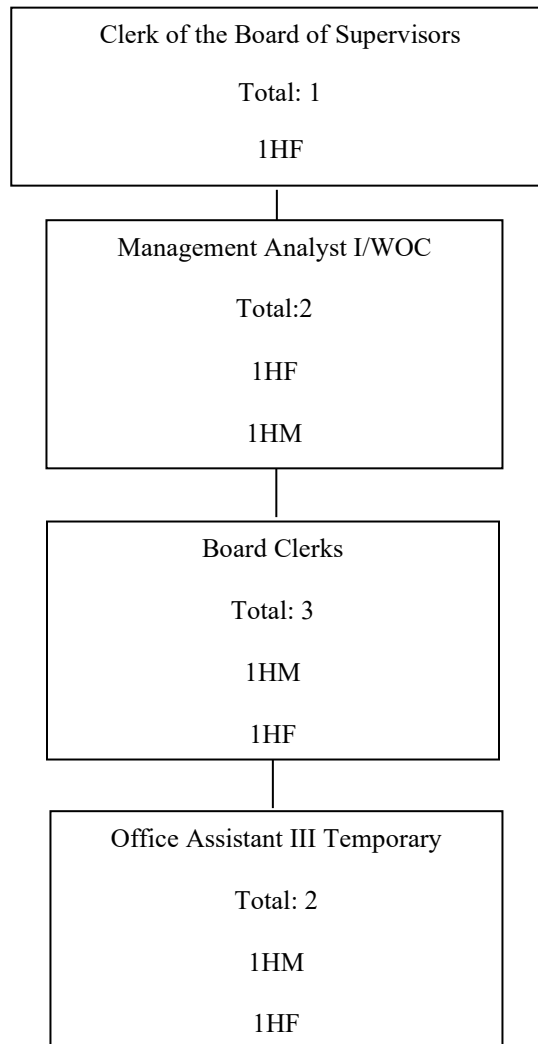
Valerie Ralph

Clerk of the Board of Supervisors

## Section 2

### Organizational Profile Clerk of the Board of Supervisors

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



[Working Out of Class Management Analyst I: February – June 2024](#)

[Due to Working Out of Class Assignment, one Board Clerk position is temporarily vacant](#)

Self-reported gender and ethnicity:

M – Male F – Female

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

## Section 3

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

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

Report ID :MC-HRM-EO-0003

County of Monterey Workforce Analysis Chart

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Run Date :01/10/2024

Job Group Within Department

Run Time : 8:55 AM

2022-2023 Job Group Metrics

**1300 - Clerk of the Board**

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
MANAGEMENT ANALYST I	P	1	1	2	1	1	2	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	2	0
<b>TOTAL Professionals - Administration</b>		1	1	2	1	1	2	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	2	0
		50.0%			100.0%													0.0% 0.0% 100.0% 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
BOARD OF SUPERVISORS CLERK	OC	1	1	2	1	1	2	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	2	0
<b>TOTAL Office Clerical I</b>		1	1	2	1	1	2	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	2	0
		50.0%			100.0%													0.0% 0.0% 100.0% 0.0% 0.0%						

TOTAL - 1300 Clerk of the Board	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
	2	2	4	2	2	4	0	0	2	0	0	0	0	2	0	0	0	0	4	0	0	4	0
	50.0%			100.0%													0.0% 0.0% 100.0% 0.0% 0.0%						

## Section 4

### Personnel Activity (Previous Year)

Job Group: 18	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	0	0	0	0	0	1	0
TOTAL (count each person only once)	1	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

## Personnel Activity (Previous Year)

Job Group: 18	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	0	0	0	0	0	1	0
TOTAL (count each person only once)	1	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

## 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.)

No Reportable Data for this section

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

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



## 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.)

No reportable data for this section

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

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

## Section 6

### Action-Oriented Programs

(Under the County's Equal Opportunity Plan  
Chapter 5: Designation of Responsibility)

#### Recruitment

What collaborative relationships has your department established with community groups and stakeholders? How have these relationships supported the department's recruitment efforts? How many selective certification waivers did your department request last year? How many were granted and why?

The Clerk of the Board's office works closely with our Human Resources Analyst who posts our recruitments online on the most popular job listing websites. We also share our recruitments with Superior Court of Monterey County as we handle similar work. In our last two recruitments the Public Defender's office assisted in screening and sitting on our interview panel. In addition, to the Public Defender's office and District 4 also assisted in helping us select a candidate that would be a cultural add to our department, bringing with them their diverse background and perspectives.

Other than the above we have also invited City of Pacific Grove and City of Salinas Clerk's Offices to assist us in our recruitments.

The Clerk of the Board's Office had no selective certification waivers.

#### Hiring

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

We look at the person's background in work experience, education, training, and any volunteer work they may have done. We also look at the length of time they spent with prior employers and how they established themselves either moving laterally or earning promotions over the years. Lastly, we take in the person's demeanor while in the interview into consideration.

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

We select screeners and interviewers based off their working relationship and familiarity with our office. We ensure those selected are diverse, have expertise in local government and come from different genders and ethnicity so that we have a balanced group of people to help us choose the best candidate for our office.

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

When screening applications the screeners cannot see the name of the applicant and the information they have is very limited in order to help with minimizing bias when screening. They are told to match qualifications to the job posting which would make them eligible to go on to the interview process if they meet the minimum qualifications. Interviewers are advised to rate the applicant on their work and school experience, skill set and how they interview.

## **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?

Our office holds weekly team meetings that solicits input from each team member. Team members are also asked to present on agenda topics so that it isn't only management leading the meeting. It is a team effort. In addition, to our weekly team meetings the manager holds monthly one on ones with all our team members. These connects offer rapport building between manager and team member and it allows for goal setting and measurements. Lastly, we hold trainings on specific topics to allow for focused training with question-and-answer time with reference materials provided. We promote an atmosphere where all questions are welcomed. Recently two Board Clerks were assigned to Working out of Class Management Analyst I positions within the

department in increments of five months each. With this opportunity, they get to experience higher level assignments (i.e. invoices, budget, Equal Opportunity Plan (preparation and presentation), leading team meetings and approving leave as well as processing payroll, etc.).

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?

We utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce which reflects our team members growth in what we do and how we do it. Performance evaluations should never be a surprise to any team member as we are tracking performance, daily, weekly, monthly and yearly by measuring performance in the areas they are learning. They are also measured on how they connect the dots in how our department works and intertwines with other departments. Our team is aware if our work performance is lacking it can impact other departments and may cause delays. We do consider commitment in our roles as public servants when considering someone for a promotion.

### **Retention and Inclusion**

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

The Clerk of the Board's Office is a small unit and data collection can be readily found within Human Resources files.

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

There is turn over in the office, however, it is minimal.

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

There have been positive trends reflected in protected groups being promoted from within the organization.

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

We make every effort to accommodate the request for an accommodation.

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

We work with our Human Resources Department to ensure we are accommodating an employee when a request is received.

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?

Human Resources provides exit interviews for our employees leaving employment with the County.

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

Our greatest success regarding inclusiveness is that we each respect one another, and the team knows and feels their voice is wanted, encouraged and promoted in every aspect of what we do in the Clerk of the Board's office.

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

We can always improve in our day to day but for me communication is key; I want to keep communication in the forefront and learn from opportunities when there is miscommunication either within our team or with other departments.

## Section 7

### Accomplishments and Resource Needs

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

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

<b>Harassment &amp; Discrimination Prevention Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	2	1	50
Employees (non-supervisor/non-manager)	3	3	100
<b>Totals</b>	5	4	80

<b>Civil Rights Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	2	2	100
Employees (non-supervisor/non-manager)	3	3	100
<b>Totals</b>	5	5	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 was no follow up requested by the Commission.**

## Section 9

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

	<b>Requirement</b>	<b>Implementation Notes</b>	<b>Completed</b>
<b>General</b>	Title VI notice at public counters		Yes
	Internal process to forward discrimination complaints to Civil Rights Office		Yes
	Nonstandard contracts include a nondiscrimination clause	The department uses the county's contract templates which include a nondiscrimination clause.	Yes
	Data is collected on the ethnicity and language of people served	This has been partially implemented through our Boards, Committees and Commissions Application for those who volunteer for the County. When an applicant fills out an application to serve as a Board Member, there is a section where the applicant can choose to provide this data.	In progress
<b>Language Access</b>	Departmental language assessment completed		Yes
	Vital documents translated into Spanish		Yes/Others currently in progress
	Website – minimize PDFs. When using PDFs, include a Spanish version		Yes
	Procedures and budget for the use of interpretation and translation services		Yes
	Public voicemails in English and Spanish		Yes



	Public counters: language charts available		Yes
	Public counters: all signage in English and Spanish		Yes <sup>Rev. 3-10-2023</sup>
	Public counters: procedures to have bilingual staff available		Yes

<b>Community Engagement</b>	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	N/A	N/A
	Considerations taken to ensure equitable engagement		Yes
	Key community engagement contacts established		Yes

\* 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.