

COUNTY COUNSEL

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.

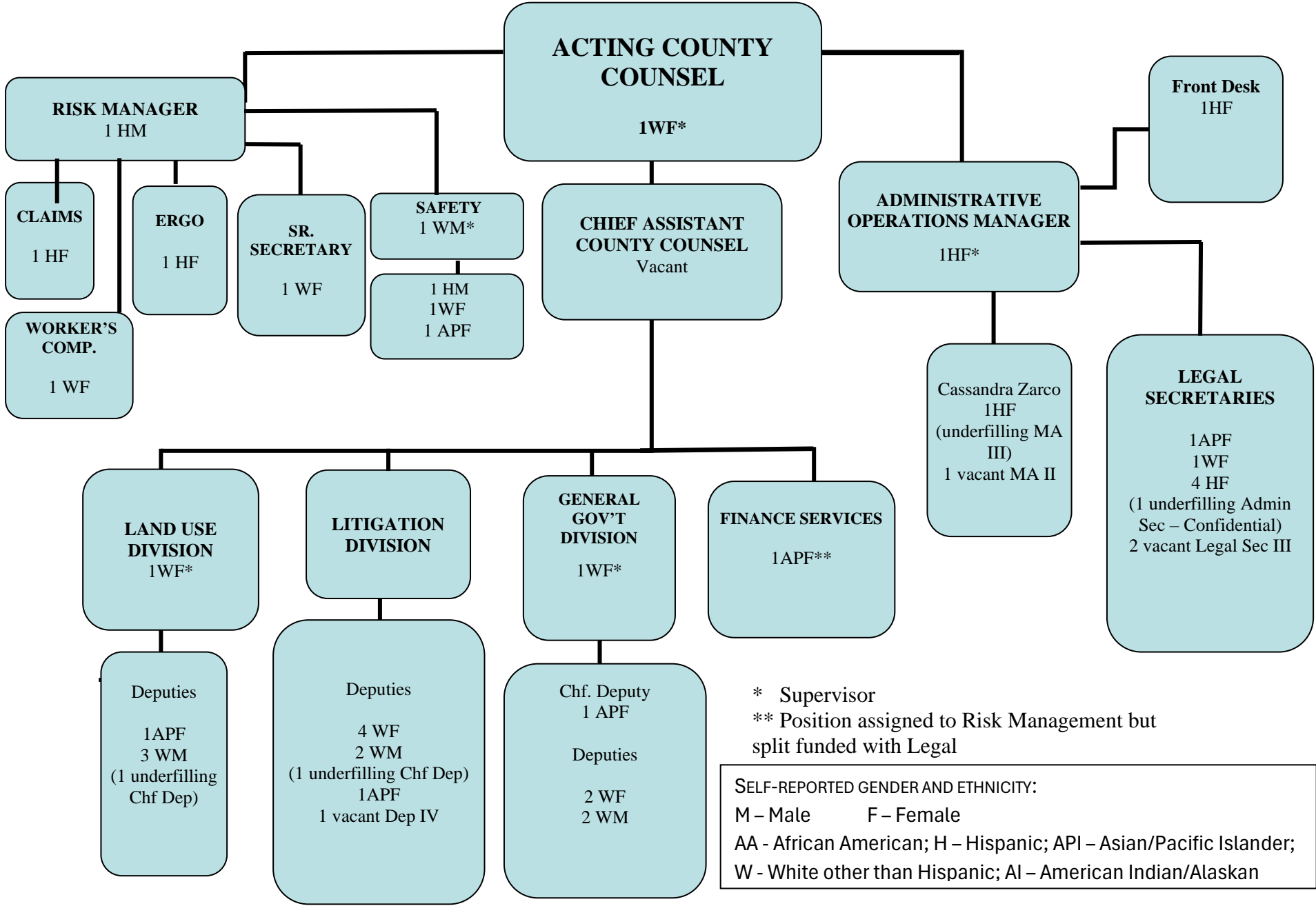
A handwritten signature in blue ink, appearing to read "Susan K. Blich", is written over a horizontal blue line.

Susan K. Blich

County Counsel

**Section 2
COUNTY COUNSEL
ORGANIZATIONAL PROFILE
03/2024**

44 total FTEs
39 filled FTEs
5 vacant FTE



* Supervisor
** Position assigned to Risk Management but split funded with Legal

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

Report ID : MC-HRM-EO-0003

Section 3

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Run Date : 01/10/2024

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

1210 - County Counsel

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

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
CHIEF ASSISTANT COUNTY COUNSEL	OA	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Management 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 02: Management I - (37.8% Minority Availability) - (49.1% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ASSISTANT COUNTY COUNSEL	P	0	2	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	0	2	0
SAFETY OFFICER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Management I		1	2	3	0	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	0	0	3	0
		66.7%			0.0%								100.0% 0.0% 0.0% 0.0% 0.0%											

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

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ADMINISTRATIVE OPERATIONS MANAGER	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
FINANCE MANAGER I	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
MANAGEMENT ANALYST I	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
RISK MANAGER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
SAFETY COORDINATOR/INVESTIGATOR	P	1	1	2	1	0	1	0	0	1	0	0	1	0	0	0	0	1	0	1	0	0	2	0
SENIOR RISK & BENEFITS 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
WORKERS COMPENSATION MANAGER	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		2	7	9	1	5	6	1	0	1	0	0	2	0	4	1	0	3	0	5	1	0	9	0
		77.8%			66.7%								33.3% 0.0% 55.6% 11.1% 0.0%											

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

1210 - County Counsel

JOB GROUP 04: Professionals - Attorneys - (20.9% Minority Availability) - (46.9% 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
CHIEF DEPUTY COUNTY COUNSEL	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
DEPUTY COUNTY COUNSEL II	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
DEPUTY COUNTY COUNSEL IV	P	7	7	14	0	1	1	7	0	0	0	0	6	0	0	1	0	13	0	0	1	0	14	0
TOTAL Professionals - Attorneys		7	9	16	0	3	3	7	0	0	0	0	6	0	0	3	0	13	0	0	3	0	16	0
		56.3%			18.8%													81.3% 0.0% 0.0% 18.8% 0.0%						

JOB GROUP 17: Office Clerical II - (79.9% Minority Availability) - (84.6% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
LEGAL SECRETARY III	OC	0	7	7	0	5	5	0	0	0	0	0	2	0	4	1	0	2	0	4	1	0	7	0
SENIOR 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
TOTAL Office Clerical II		0	8	8	0	5	5	0	0	0	0	0	3	0	4	1	0	3	0	4	1	0	8	0
		100.0%			62.5%													37.5% 0.0% 50.0% 12.5% 0.0%						

TOTAL - 1210 County Counsel	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
	10	27	37	1	13	14	9	0	1	0	0	14	0	8	5	0	23	0	9	5	0	37	0
	73.0%			37.8%													62.2% 0.0% 24.3% 13.5% 0.0%						

Section 4

Personnel Activity (Current Year)

Job Group: 03	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	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	2	0	0
TOTAL (count each person only once)	1	0	0	0	0	2	0	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Personnel Activity (Previous Year)

Job Group: 03	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	2
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	0	0	0	1	0	0	1	0
TOTAL (count each person only once)	0	0	1	1	0	0	1	2
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Section 4

Personnel Activity (Current Year)

Job Group: 04	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	0	0	0	0	0	2	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	0	0	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	2	1	0	0	0	0	3	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Personnel Activity (Previous Year)

Job Group: 04	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	1	0	0	1	2	1	2
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	0	0	0	0	0	0	1
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)	3	1	0	0	1	2	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

Section 4

Personnel Activity (Current Year)

Job Group: 17	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	1	0	0	0	0	0	0
TOTAL (count each person only once)	0	1	0	0	0	0	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Personnel Activity (Previous Year)

Job Group: 17	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	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 4

Personnel Activity (Current Year)

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

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	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 5

Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the department’s challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 04	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	3	1	2	1	2	1	2	1	2	0
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1 (Non Binary)	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0
TOTAL (count each person once only)	3	2	2	1	2	1	2	1	2	0

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	0	1	0	2	To flier was emailed to the contacts in the Talent Acquisition Database (TAD). Historically, it has been a challenge getting applications from candidates that are qualified for this Senior Attorney role (Deputy County Counsel IV). Qualified individuals with the needed experience are usually self-employed or work in agencies that have higher wages than our County (i.e., County of Santa Clara).
African American	0	0	0	0	
Asian/Pacific Islander	0	1	0	0	
American Indian/ Alaskan Native	0	0	0	0	
Hispanic	0	0	1	0	
TOTAL (count each person once only)	0	2	1	2	

Recruitment – Data (Previous Year)

(Please include information for each underutilized job group. Please include information about the department’s challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 04	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	6	8	5	7	3	4	3	4	2	0
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	2	1	2	1	1	0	1	0	1	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	1	0	1	0	0	0	0	0	0	0
TOTAL (count each person once only)	9	9	8	8	4	4	4	4	3	0

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

Section 5

Recruitment – Data (Current Year)

(Please include information for each underutilized job group. Please include information about the department’s challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 17	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	0	4	0	0	0	0	0	0	0	0
African American	0	1	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	1	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	0	8	0	0	0	0	0	0	0	0
TOTAL (count each person once only)	1	14	0	0	0	0	0	0	0	0

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists (N/A)		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	0	1	0	0	To flier was emailed to the contacts in the Talent Acquisition Database (TAD).
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	1	0	0	
TOTAL (count each person once only)	0	2	0	0	

Recruitment – Data (Previous Year)

(Please include information for each underutilized job group. Please include information about the department’s challenges in recruiting a diverse and qualified applicant pool.)

Job Group: 17	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	0	0	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	0	20	0	17	0	8	0	8	0	1
TOTAL (count each person once only)	0	20	0	17	0	8	0	8	0	1

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

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? I make myself available to speak with anyone from the community regarding our office. Our job recruitment flyers are distributed to several law schools in the State including to minority student associations. We also advertise with the Asian Pacific American Bar Association, Asian American Bar Association, Filipino Bar Association, Korean American Bar Association, Minority Bar Coalition, National Asian Pacific American Bar Association, San Francisco La Raza Lawyers Association and the Vietnamese American Bar Association. How have these relationships supported the department's recruitment efforts? They ensure a broad circulation and outreach for qualified minority candidates.

How many selective certification waivers did your department request last year? How many were granted and why? This office did not request certification waivers last year.

Hiring

What selection criteria does the department use in the fit interview? Interviews are based on qualifications, skills and experience relevant to the requirements of the job class.

How does your department ensure diversity on panels of screeners and interviewer panelists? We ensure minorities are represented on screening and panels. For interviews we include at least one and usually two, qualified minorities in the panel.

What training or information is given to screeners and interview panelists to help minimize bias in decision-making? The HR analyst assigned to our department briefs and debriefs panelists during the interview process.

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.)? All staff are encouraged to utilize county sponsored training and outside training to advance their careers. This results in

a diverse management. This office consists of 3 female management attorneys; 5 additional non-attorney managers consisting of 3 Hispanic females, 1 Hispanic male and 1 White male.

How effective have these initiatives been in supporting promotional opportunities for women and people of color? *It has been effective for women.*

How does your department utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? *Supervisors perform annual evaluations and rate employees on their skills and qualifications in said areas.*

How is this commitment considered when considering employees for promotional opportunities? *We use flex promoting when possible, and training to enhance employee skills is available to all staff members.*

Retention and Inclusion

What data collection procedures/tools have you implemented to track the turnover rate for protected groups? *We rely on statistics provided by Human Resources.*

What does the data show regarding turnover rates of protected groups compared to your department's general population? *Our office has a small turn-over rate; most employees in our department stay until retirement, which indicates a positive atmosphere for staff. The few that have left pre-retirement did so for family reasons or to pursue different career paths.*

Based on the data collected, what are the negative and positive trends you have found, and how will you act on them? *The fact that we have a low turn-over rate and that we have promoted staff within our office reflect a positive trend which we will continue to encourage and seek out new ways of making it an even better place to work.*

What steps has the department taken to ensure lactation accommodations for all its employees? *A room has been designated for this purpose in our building and in addition we have, for ease of use and comfort, provided an empty office when needed.*

What is the department's practice when an employee requests an accommodation? *The employee is referred to the Human Resources Department for the interactive process.*

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? *We do not have a formal exit interview process, but always offer it to employees that are leaving. In addition, the supervisor sits and discusses the resignation with employee and reviews a checklist that includes items to be covered when an employee separates. Separation has not been due to lack of advancement or diversity.*

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

Recognizing those that work above and beyond, showing appreciation and opening promotional opportunities all of which is reflected by having a low turn-over.

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

Working with Human Resources and Civil Rights Office to identify target organization for minority attorney recruitment.

Section 7

Accomplishments and Resource Needs

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

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

Harassment & Discrimination Prevention Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	30	30	100%
Employees (non-supervisor/non-manager)	11	11	100%
Totals			

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	30	30	100%
Employees (non-supervisor/non-manager)	11	11	100%
Totals			

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. [No follow-up has been requested.](#)

Section 9

Title VI of the Civil Rights Act Implementation*

	Requirement	Implementation Notes (explain how your department fulfilled or plans to fulfill this requirement. Also include outcomes of the implementation if applicable)	Completed (Y/N)	Completion Date (include actual completion dates and expected completion dates for requirements not yet completed)
General	Title VI notice at public counters		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 the people served	We serve internally only.	N/A	
Language Access	Departmental language assessment completed		N/A	
	Vital documents translated into Spanish		Yes	
	Website – minimize PDFs. When using PDFs, include a Spanish version		N/A	
	Procedures and budget for the use of interpretation and translation services		N/A	

	Communication services for people who are deaf or hard of hearing		N/A	
	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		N/A	
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process		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.