

District Attorney

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:

Jeannine M. Pacioni

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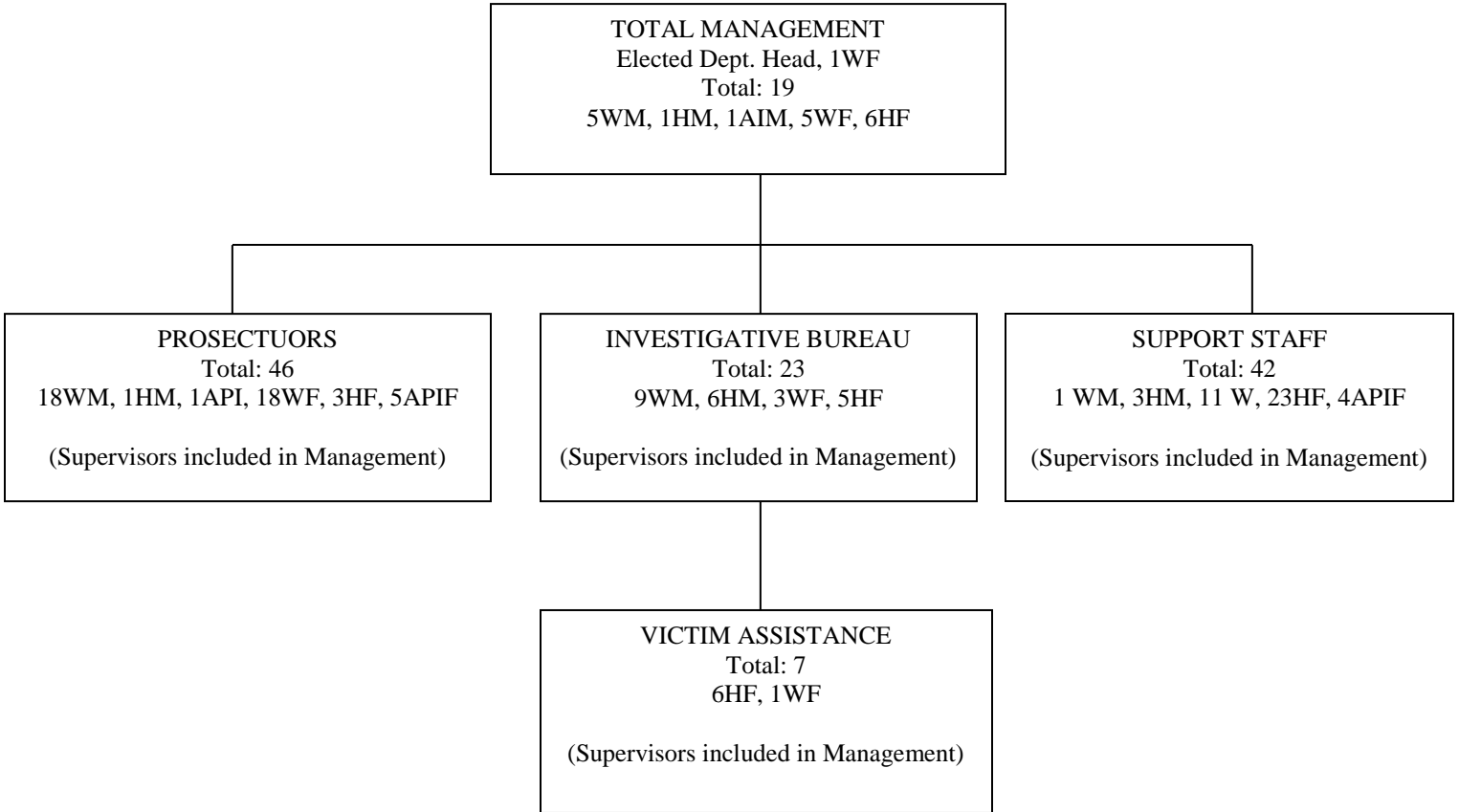
Jeannine M. Pacioni

District Attorney

Section 2

Organizational Profile District Attorney

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



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
Run Date : 01/10/2024
Run Time : 8:55 AM

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

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2240 - District Attorney

JOB GROUP 01: Management II - (34.8% 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	
ASSISTANT DISTRICT ATTORNEY	OA	2	2	4	0	1	1	2	0	0	0	0	1	0	1	0	0	3	0	1	0	0	4	0	
CHIEF ASSISTANT DISTRICT ATTORNEY	OA	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 II		3	2	5	0	1	1	3	0	0	0	0	1	0	1	0	0	4	0	1	0	0	5	0	
		40.0%			20.0%								80.0%					0.0%		20.0%		0.0%		0.0%	

JOB GROUP 02: Management I - (37.6% 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
FINANCE 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
TOTAL Management I		1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
		0.0%			0.0%								100.0%					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 ASSISTANT TO DISTRICT ATTORNEY	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 SERVICES ASSISTANT	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
MANAGEMENT ANALYST II	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
VICTIM/WITNESS ASSISTANCE PROGRAM 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
TOTAL Professionals - Administration		0	4	4	0	2	2	0	0	0	0	0	2	0	2	0	0	2	0	2	0	0	4	0
		100.0%			50.0%								50.0%					0.0%		50.0%		0.0%		

Report ID : MC-HRM-EO-0003

County of Monterey Workforce Analysis Chart

Run Date : 01/10/2024

Job Group Within Department

Run Time : 8:55 AM

2022-2023 Job Group Metrics

2240 - District Attorney

JOB GROUP 04: Professionals - Attorneys - (20.9% Minority Availability) - (45.9% 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 DISTRICT ATTORNEY	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
DEPUTY DISTRICT ATTORNEY I	P	2	3	5	0	2	2	2	0	0	0	0	1	0	0	2	0	3	0	0	2	0	5	0
DEPUTY DISTRICT ATTORNEY II	P	1	2	3	0	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	0	0	3	0
DEPUTY DISTRICT ATTORNEY III	P	1	4	5	0	2	2	1	0	0	0	0	2	0	1	1	0	3	0	1	1	0	5	0
DEPUTY DISTRICT ATTORNEY IV	P	16	16	32	2	4	6	14	0	1	1	0	12	0	2	2	0	26	0	3	3	0	32	0
TOTAL Professionals - Attorneys		20	26	46	2	8	10	18	0	1	1	0	18	0	3	5	0	36	0	4	6	0	46	0
		56.5%			21.7%								78.3% 0.0% 8.7% 13.0% 0.0%											

JOB GROUP 11: Law Enforcement II - (58.7% Minority Availability) - (27.3% 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 DISTRICT ATTORNEY INVESTIGATOR	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
DISTRICT ATTORNEY INVESTIGATIVE CAPTAIN	P	2	0	2	2	0	2	0	0	1	1	0	0	0	0	0	0	0	0	1	1	0	2	0
TOTAL Law Enforcement II		3	0	3	2	0	2	1	0	1	1	0	0	0	0	0	0	1	0	1	1	0	3	0
		0.0%			66.7%								33.3% 0.0% 33.3% 33.3% 0.0%											

JOB GROUP 12: Law Enforcement I - (46.3% Minority Availability) - (30.4% 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
DISTRICT ATTORNEY INVESTIGATOR I	PS	1	2	3	0	2	2	1	0	0	0	0	0	0	2	0	0	1	0	2	0	0	3	0
DISTRICT ATTORNEY INVESTIGATOR III	PS	14	6	20	6	3	9	8	0	6	0	0	3	0	3	0	0	11	0	9	0	0	20	0
TOTAL Law Enforcement I		15	8	23	6	5	11	9	0	6	0	0	3	0	5	0	0	12	0	11	0	0	23	0
		34.8%			47.8%								52.2% 0.0% 47.8% 0.0% 0.0%											

Report ID : MC-HRM-EO-0003

County of Monterey Workforce Analysis Chart

Run Date : 01/10/2024

Job Group Within Department

Run Time : 8:55 AM

2022-2023 Job Group Metrics

2240 - District Attorney

JOB GROUP 13: Paraprofessional - Technicians II - (65.2% Minority Availability) - (71.2% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ACCOUNTANT II	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
DIGITAL FORENSIC INVESTIGATOR	PP	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
LEGAL ASSISTANT	PP	0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0
VICTIM ASSISTANCE ADVOCATE	PP	0	7	7	0	6	6	0	0	0	0	0	1	0	6	0	0	1	0	6	0	0	7	0
TOTAL Paraprofessional - Technicians II		0	12	12	0	9	9	0	0	0	0	0	3	0	9	0	0	3	0	9	0	0	12	0
		100.0%			75.0%								25.0% 0.0% 75.0% 0.0% 0.0%											

JOB GROUP 14: Paraprofessional - Technicians I - (54.9% Minority Availability) - (73.6% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ACCOUNTANT I	PP	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
INVESTIGATIVE AIDE	PP	1	4	5	0	2	2	1	0	0	0	0	2	0	2	0	0	3	0	2	0	0	5	0
TOTAL Paraprofessional - Technicians I		1	5	6	0	2	2	1	0	0	0	0	3	0	2	0	0	4	0	2	0	0	6	0
		83.3%			33.3%								66.7% 0.0% 33.3% 0.0% 0.0%											

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

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
LEGAL SECRETARY III	OC	0	3	3	0	2	2	0	0	0	0	0	1	0	2	0	0	1	0	2	0	0	3	0
SUPERVISING LEGAL SECRETARY	OC	0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0
TOTAL Office Clerical II		0	6	6	0	5	5	0	0	0	0	0	1	0	5	0	0	1	0	5	0	0	6	0
		100.0%			83.3%								16.7% 0.0% 83.3% 0.0% 0.0%											

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

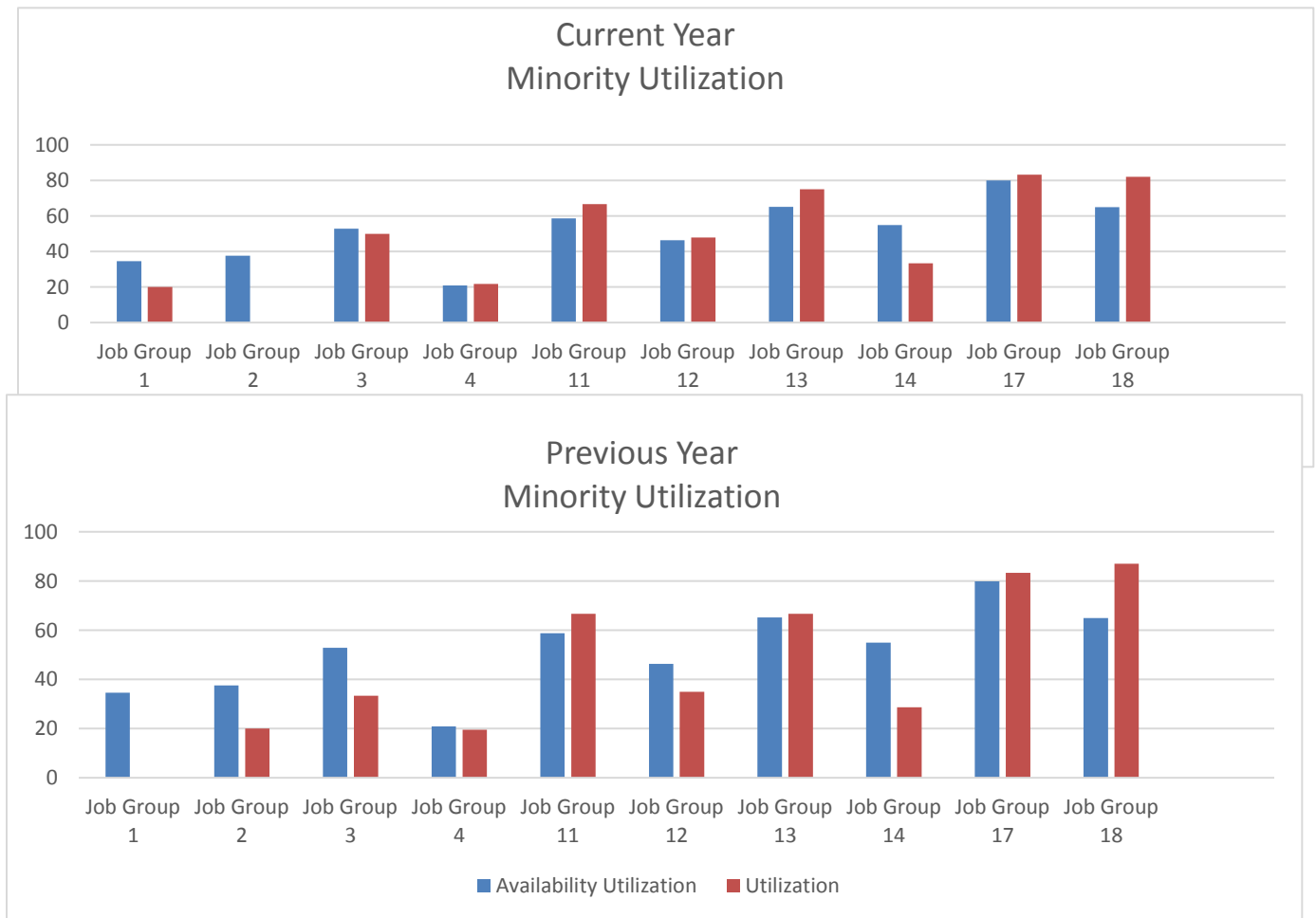
2240 - District Attorney

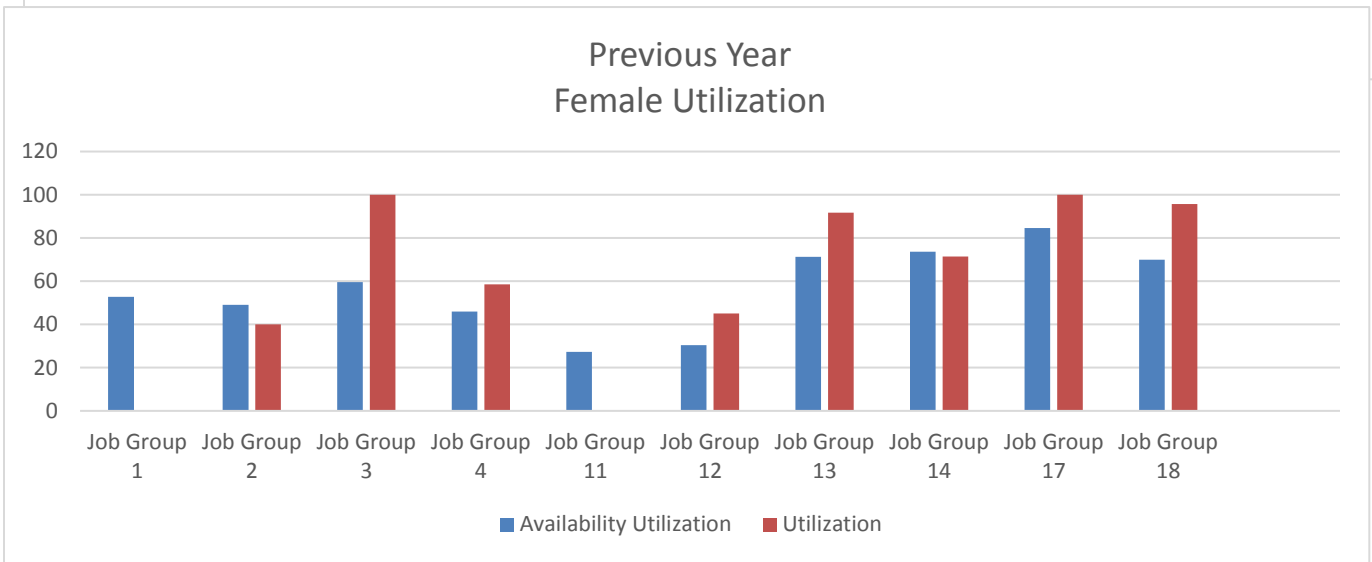
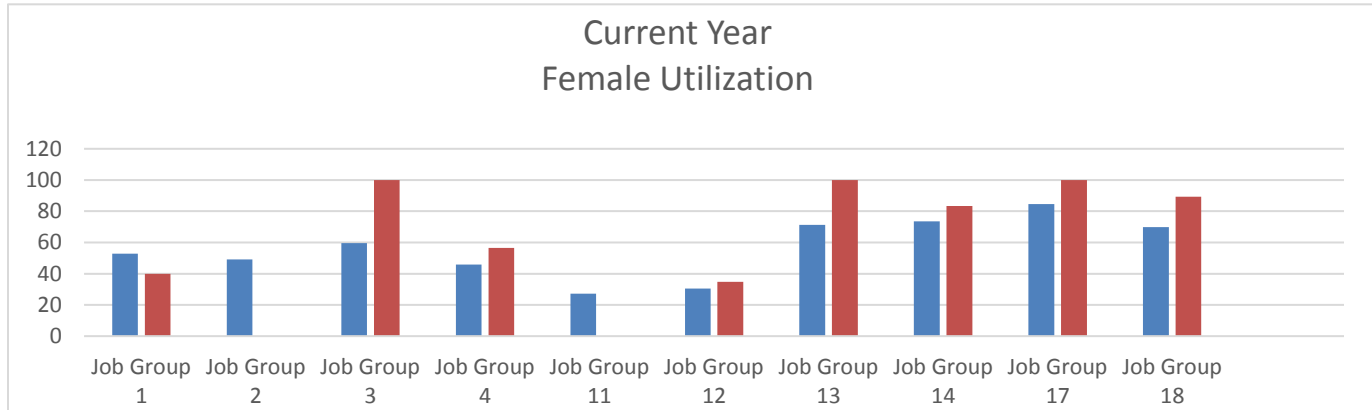
JOB GROUP 18: Office Clerical I - (64.9% Minority Availability) - (69.9% Female Availability)

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
LEGAL SECRETARY II	OC	2	21	23	2	17	19	0	0	2	0	0	4	0	13	4	0	4	0	15	4	0	23	0
LEGAL TYPIST	OC	1	4	5	1	3	4	0	0	1	0	0	1	0	3	0	0	1	0	4	0	0	5	0
TOTAL Office Clerical I		3	25	28	3	20	23	0	0	3	0	0	5	0	16	4	0	5	0	19	4	0	28	0
		89.3%			82.1%													17.9% 0.0% 67.9% 14.3% 0.0%						

TOTAL - 2240 District Attorney	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
	46	88	134	13	52	65	33	0	11	2	0	36	0	43	9	0	69	0	54	11	0	134	0
	65.7%			48.5%													51.5% 0.0% 40.3% 8.2% 0.0%						

Graphs for all job groups on utilization/availability:





Section 4

Personnel Activity (Current Year)

Job Group: 01	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	0	0	0	0	0	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	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	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 (Current Year)

Job Group: 02	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	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

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	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	0	0	2	0	0	0	0
TOTAL (count each person only once)	0	0	0	3	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 (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	3	2	0	1	0	3	1	3
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	2	0	0	0	1	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	1	0	1
TOTAL (count each person only once)	3	4	0	0	0	5	1	4
	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 (Current Year)

Job Group: 11	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

Personnel Activity (Current Year)

Job Group: 12	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	1	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	2	1	0	0	0	0	0	0
TOTAL (count each person only once)	2	1	0	0	0	0	1	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	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

Personnel Activity (Current Year)

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

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	2	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	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	1	0	1	0	1	0	2
TOTAL (count each person only once)	0	3	0	1	0	1	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

Personnel Activity (Previous Year)

Job Group: 01	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

Personnel Activity (Previous Year)

Job Group: 02	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	1	1	0	0	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	1	1	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: 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	1	0	0	0	2
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	1	0	0	0	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

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

Personnel Activity (Previous Year)

Job Group: 11	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

Personnel Activity (Previous Year)

Job Group: 12	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	1	0
TOTAL (count each person only once)	0	1	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: 13	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	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	0	0	0	0	0	0	1
TOTAL (count each person only once)	1	0	0	1	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

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	4	0	1
TOTAL (count each person only once)	0	0	0	0	0	4	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	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	8	0	0	0	0	0	3
Two or more Races	0	0	0	0	0	0	0	1
TOTAL (count each person only once)	0	8	0	0	0	1	0	5
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	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	1	0	0	0	0
TOTAL (count each person only once)	0	1	0	1	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: 03	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	1	14	0	6	0	6	0	1	0	0
African American	2	1	1	1	1	1	0	1	0	0
Asian/Pacific Islander	0	3	0	2	0	2	0	0	0	0
American Indian/Alaskan Native	1	0	1	0	1	0	0	0	0	0
Hispanic	5	13	0	7	0	7	0	2	0	1
TOTAL (count each person once only)	9	31	2	16	2	16	0	4	0	1
Job Group: 03	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges					
	Males	Females	Males	Females	This recruitment was advertised in Legal, Management, Paraprofessional, utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black, American Indian/Native Alaskan, Asian/Pacific Islander, Veterans, Disability					
White	1	0	2	1						
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	1						
TOTAL (count each person once only)	1	1	2	2						

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: 12	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	13	14	9	5	9	5	5	4	1	2
African American	1	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	1	0	1	0	1	0	1	0	0	0
Hispanic	15	12	5	5	5	5	3	4	1	1
TOTAL (count each person once only)	31	26	15	10	15	10	9	8	2	3

Job Group: 12	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1	0	0	1	This recruitment was advertised in Corrections, Investigative, Law Enforcement, Legal, Probation, Professional, Public Safety, Safety utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black, American Indian/Native Alaskan, Asian/Pacific Islander, Veterans, Disability
African American	0	0	0	0	
Asian/Pacific Islander	1	0	1	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	1	1	2	4	
TOTAL (count each person once only)	3	1	3	5	

Recruitment – Data (Previous Year)

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

Job Group: 13	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	1	7	1	3	1	3	0	1	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	1	0	0	0	0	0	0	0	0	0
Hispanic	7	44	1	24	1	24	0	6	0	0
TOTAL (count each person once only)	10	53	2	27	2	27	0	7	0	0

Job Group: 13	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	0	0	2	1	This recruitment was advertised in Counseling, Legal, Paraprofessional, Social Services utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black, American Indian/Native Alaskan, Asian/Pacific Islander, Hispanic/Latinx, LGBTQ+, Veterans, Disability.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	1	1	2	1	
TOTAL (count each person once only)	1	1	4	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: 12	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	8	3	3	3	3	3	3	0	0
African American	2	3	1	0	1	0	1	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	2	0	1	0	1	0	1	0	0	0
Hispanic	5	7	3	1	3	1	2	0	1	0
TOTAL (count each person once only)	12	18	8	4	8	4	7	3	1	0

Job Group: 12	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	0	2	0	This recruitment was advertised in Attorney, Corrections, Investigative, Law Enforcement, Probation, Professional, Public Safety, Safety utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black, American Indian/Native Alaskan, Asian/Pacific Islander, LGBTQ+, Veterans, Disability.
African American	0	0	0	0	
Asian/Pacific Islander	0	0	1	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	2	2	1	2	
TOTAL (count each person once only)	2	2	4	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: 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	4	0	4	0	2	0	1
African American	0	2	0	1	0	1	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	1	7	0	7	0	7	0	3	0	1
TOTAL (count each person once only)	1	13	0	12	0	12	0	5	0	2

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	1	1	2	1	This recruitment was advertised in Legal, Office and Administrative Support, Paraprofessional, Professional utilizing the CRO Talent Acquisition Database to the following demographics: African American/Black, American Indian/Native Alaskan, Asian/Pacific Islander, Hispanic/Latinx, Caucasian/White, LGBTQ+, Veterans, Disability.
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	2	
TOTAL (count each person once only)	1	1	2	3	

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?

Our management team actively seeks out opportunities to address various groups across Monterey County, frequently participating in job fairs, securing speaking opportunities, and delivering presentations at colleges, universities, and law schools. Additionally, we offer both paid and unpaid internships that may result in permanent employment opportunities.

In my role as a founding member of the Multi-Cultural Community Council, I convene monthly meetings with a diverse assembly of community members who generously volunteer their time and expertise. Together, we strive to foster education, promotion, and meaningful dialogue aimed at enhancing intercultural relationships and understanding.

In 2023, we made no requests for selective certification waivers.

Hiring

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

Our department conducts interviews and evaluates candidates, based on experience, skills, and qualifications.

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

To enhance the diversity of perspectives, we guarantee that at least one of our screeners belongs to a minority group. Moreover, we ensure that our panelists encompass staff members from diverse positions within our office, and that there is always representation from at least one protected class.

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

Every panel member has completed Civil Rights Training provided by the Civil Rights Office, which incorporates an implicit bias training module. Prior to participating in an interview panel, all members receive a briefing, and after interviews conclude, they undergo a debriefing process to ensure fairness and equity. The diversity among panel members helps to mitigate biases.

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?

While vacancies within our management team are infrequent and typically arise from retirements, our office has achieved success in promoting from within to address these openings. A significant proportion of our top roles are occupied by individuals in protected classes.

How does your department utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? Supervisors assess and rate employees' skills and abilities in this area during their probationary and annual evaluations. How is this commitment considered when considering employees for promotional opportunities? All employees undergo sufficient training to enhance their skills and abilities in the classifications they fill. They also have training options that will help them to advance into higher job classifications, should they choose. Prior to any promotion, an employee's dedication to diversity and inclusion is a significant factor taken into consideration.

Retention and Inclusion

What data collection procedures/tools have you implemented to track the turnover rate for protected groups? Information regarding all employees is collected and stored. It encompasses their initial hired position, any promotional opportunities, and specific assignments undertaken throughout their career. This data is recorded within a spreadsheet and available to management review. Additionally, we seek statistics from Human Resources as needed.

What does the data show regarding turnover rates of protected groups compared to your department's general population? Turnovers are somewhat common due to the challenges posed by the cost of living and low salaries, which prompts employees to often pursue

higher-paying positions in other counties. However, the turnover rates remain comparable between the general population and protected groups.

Based on the data collected, what are the negative and positive trends you have found, and how will you act on them? As mentioned earlier, our data trend reveals that staff members are departing for better-paying opportunities outside of Monterey County. In such instances, it affords the Department a chance to actively recruit from protected groups, aiming to enhance diversity within the department.

What steps has the department taken to ensure lactation accommodations for all its employees? Since 2018, a designated Lactation Room has been established. Every employee must complete the County-mandated Lactation in the Workplace training, and supervisors are instructed to provide necessary accommodations to the staff under their supervision when required.

What is the department's practice when an employee requests an accommodation? We engage the Human Resource Reasonable Accommodation Team to initiate the Interactive Process for all accommodations lasting longer than two weeks.

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? All employees are afforded the chance for an exit interview, in hopes that they would like to engage in open and frank discussion concerning their employment with our office. Human Resources also shares survey results from former employees that helps solicit information regarding any areas of improvement.

What has been the greatest success/es regarding inclusiveness in your department? Employees who have advanced internally tend to extend their tenure within the department, thus reducing turnover. Our 19 person management team is comprised of eleven (11) women and eight (8) individuals from minority backgrounds.

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

Employees are instructed to fulfill all county-mandated or offered trainings relevant to their job category and are motivated to pursue advancement to higher positions. The department frequently covers the costs of specialized trainings that could facilitate employee growth within the department.

Our office also leverages social media platforms and invests in advertising through local resources to inform potential candidates about our job openings.

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	20	20	100%
Employees (non-supervisor/non-manager)	127	126	99.212%
Totals	147	146	99.319%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	20	20	100%
Employees (non-supervisor/non-manager)	127	125	98.425%
Totals	147	145	98.639%

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.

n/a

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	Notices are posted in all three public lobbies.	Y	Over 10 years
	Internal process to forward discrimination complaints to Civil Rights Office	DA Policy 1.24 – 1.25 includes the internal process which forwards discrimination complaints to the CRO	Y	At or before 2010
	Nonstandard contracts include a nondiscrimination clause	Our department utilizes standardized contract forms created by the County that include a nondiscrimination clause.	Y	Over 10 years
	Data is collected on the ethnicity and language of the people served	We collect data on all victims served, which includes ethnicity and language	Y	Over 15 years
Language Access	Departmental language assessment completed	The department determined that Spanish speaking staff were needed in our receptions and in witness coordination and ensure the proper staff person is assigned. Our phone list also lists who is bilingual and able to assist in serving the public.	Y	Over 15 years

Vital documents translated into Spanish	All vital documents are translated into Spanish	Y	Over 20 years
Website – minimize PDFs. When using PDFs, include a Spanish version	Our website has very few .pdf documents and those that are, have a Spanish version, too.	Y	Over 5 years
Procedures and budget for the use of interpretation and translation services	Our department utilizes Language Line for interpretation/translation services, both onsite and out in the field	Y	At or before 2017
Communication services for people who are deaf or hard of hearing	Our department utilizes Language Line which offers video translation for the deaf/hard of hearing communities	Y	At or before 2017
Public voicemails in English and Spanish	Our department utilizes a phone tree that offers services in English and Spanish	Y	Over 10 years
Public counters: language charts available	Our department utilizes Language Line for interpretation/translation services, which offers a language chart for our lobbies	Y	At or before 2017
Public counters: all signage in English and Spanish		Y	Over 10 years
Public counters: procedures to have bilingual staff available	All public counters are staffed with bilingual staff. In the event a non-bilingual staff person is covering, they have access to several bilingual speaking staff members who can assist at a moments notice	Y	Over 30 years

Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	The District Attorney Multi-Cultural Community Council (MCCC) was created to bring together members from our diverse community to advise the District Attorney of needs throughout the community	Y	At or before 2019
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	The MCCC frequently analyses potential disparities in the under-represented in the public process and seek community engagement to discover any adverse effects.	Y	At or before 2019
	Considerations taken to ensure equitable engagement	The MCCC takes into consideration how to ensure equitable engagement when there are disparities.	Y	At or before 2019
	Key community engagement contacts established	The MCCC is comprised of several key community members.	Y	At or before 2019

* 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.