Elections

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.
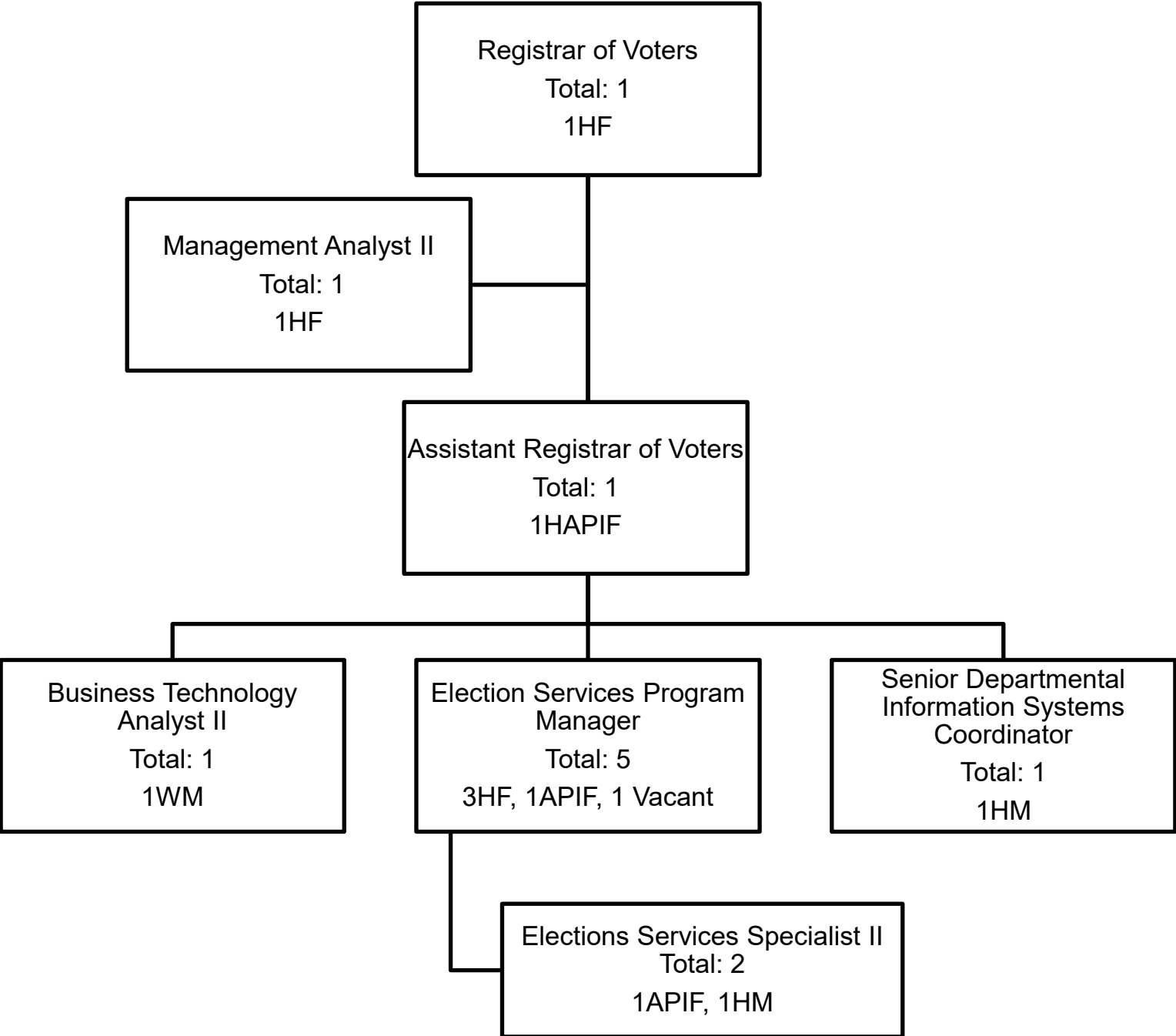
Gina Martinez

Registrar of Voters

Section 2: Organizational Profile
Elections

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                    ┌──────────────────────┐
                    │  Registrar of Voters │
                    │      Total: 1        │
                    │       1HF           │
                    └──────────────────────┘
┌──────────────────────┐
│ Management Analyst II │
│      Total: 1        │
│       1HF           │
└──────────────────────┘
                    ┌──────────────────────────┐
                    │ Assistant Registrar of   │
                    │       Voters            │
                    │      Total: 1           │
                    │     1HAPIF              │
                    └──────────────────────────┘
```

Business Technology Analyst II	Election Services Program Manager	Senior Departmental Information Systems Coordinator
Total: 1	Total: 5	Total: 1
1WM	3HF, 1APIF, 1 Vacant	1HM

Elections Services Specialist II
Total: 2
1APIF, 1HM

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.

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

1410 - Elections

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

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
ASSISTANT REGISTRAR OF VOTERS	OA	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Management II		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
			100.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

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

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
ELECTIONS PROGRAM MANAGER	P	0	4	4	0	4	4	0	0	0	0	0	0	0	3	1	0	0	0	3	1	0	4	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
TOTAL Professionals - Administration		0	5	5	0	5	5	0	0	0	0	0	0	0	4	1	0	0	0	4	1	0	5	0
			100.0%			100.0%													0.0%	0.0%	80.0%	20.0%	0.0%		

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

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
BUSINESS TECHNOLOGY ANALYST II	PP	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
ELECTIONS SERVICES SPECIALIST II	PP	1	1	2	1	1	2	0	0	1	0	0	0	0	0	1	0	0	0	1	1	0	2	0
TOTAL Paraprofessional - Technicians II		2	1	3	1	1	2	1	0	1	0	0	0	0	0	1	0	1	0	1	1	0	3	0
			33.3%			66.7%													33.3%	0.0%	33.3%	33.3%	0.0%		

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

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
SENIOR DEPARTMENTAL INFORMATION SYSTEMS COORDINA	PP	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
TOTAL Paraprofessional - Technicians I		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
			0.0%			0.0%													0.0%	0.0%	0.0%	0.0%	0.0%		

	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
TOTAL - 1410	3	7	10	1	7	8	1	0	1	0	0	0	0	5	2	0	1	0	6	2	0	10	0
Elections		70.0%			80.0%													10.0%	0.0%	60.0%	20.0%	0.0%		

Graphs for all job groups on utilization/availability:
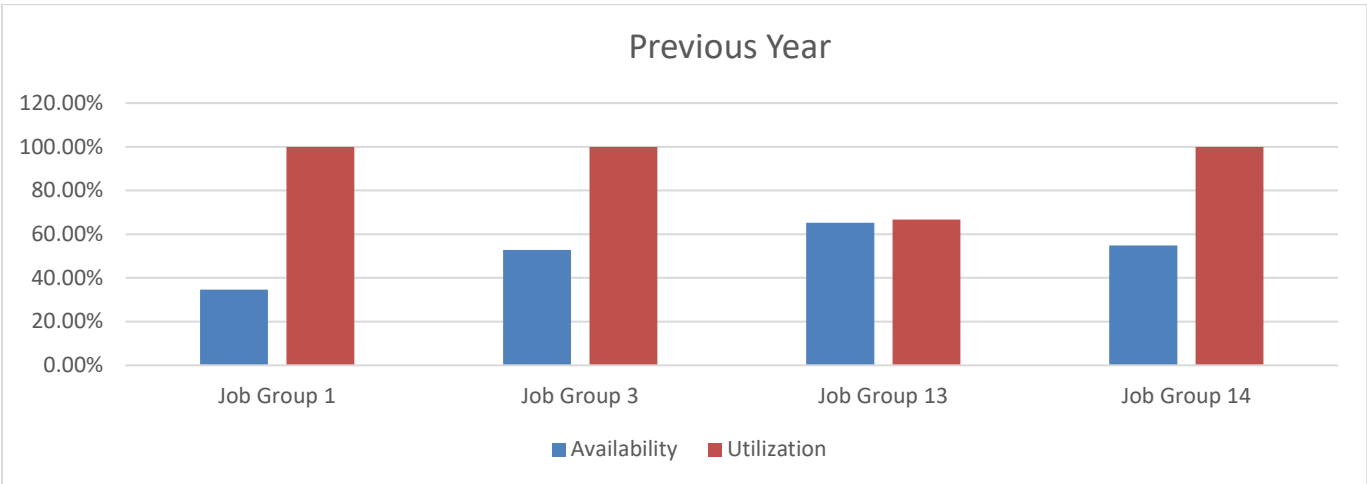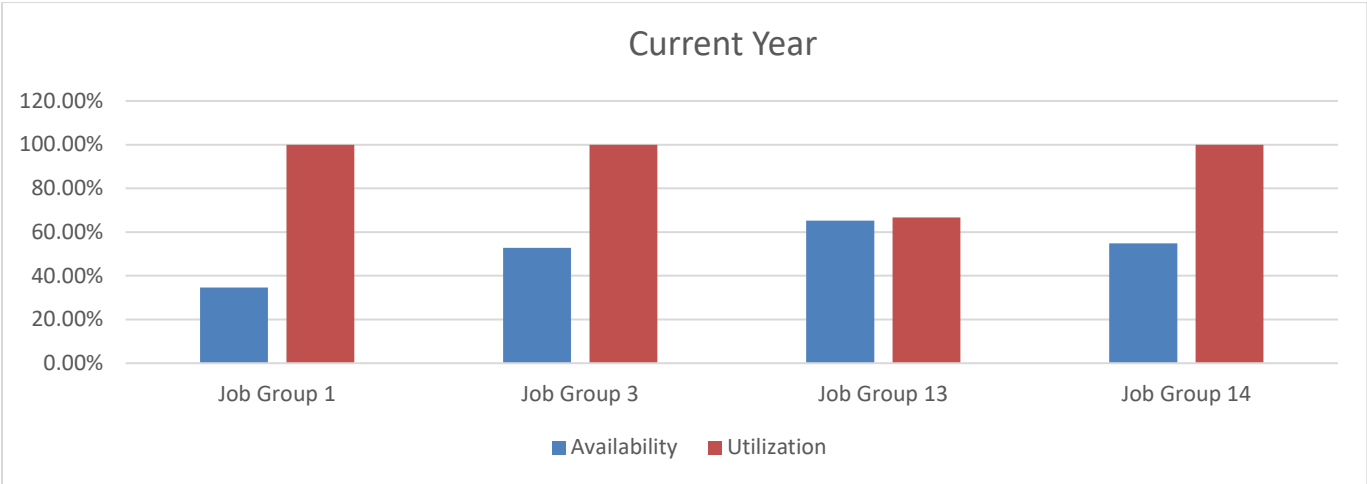
Section 4: Personnel Activity (Current Year)

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

Personnel Activity (Previous Year)

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

	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Section 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.)

In 2023, there were zero (0) recruitments that were opened for underutilized job groups

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.)

In 2022, there were zero (0) recruitments that were opened for underutilized job groups

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?

The Elections Department strives to provide equitable services to all people of Monterey County in a manner that reflects the diversity of the community. As such, the Department provides employment opportunities to community groups and persons and centers directly engaged with various communities, especially those representative of minority communities, within Monterey County. In addition, recruitment efforts include all recommended avenues and outlets proposed by the Monterey County Human Resources Department. Further, recruitment efforts target elections personnel within the State of California via the California Association of Clerks and Election Officials.

How many selective certification waivers did your department request last year? How many were granted and why?

N/A

Hiring

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

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

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

The Department takes into consideration diversity and other unique qualifications of the candidate, in addition to their experience, education and training. Fit is typically determined by responses to questions that seek to identify the ability to perform in an election environment. Questions seek information related to past performance, ability to be innovative, examples of excelling at customer service, and examples of the ability to make sound decisions and lead projects with some

supervision. In 2023, the recruitment for Elections Program Manager – Outreach (Bilingual) included an invitation to the office so that each candidate would have an opportunity to experience the Department during an election. The in-office visit affords the candidate the opportunity to also determine fit.

The Department generally recruits screeners and panelists from other County Election Offices and departments who represent diverse and underrepresented populations.

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?

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 Elections Department has a history of growing and promoting from within. We take pride in our track record of preparing agency temporary employees for permanent positions in other departments within the County of Monterey and in county offices in the state. Historically, agency temporary employees have been hired to county temporary employees and to permanent county positions within the Elections Department and in other county departments.

From day one of the hiring process, agency temporary employees are introduced to permanent staff members. Those permanent staff members who started in a temporary capacity and were hired permanently are pointed out to have a frame of reference that positions do open, and the work done in the office at all levels is critical to operations and a potential point for gaining and developing marketable skills.

Permanent staff have regular one-on-one meetings and evaluations that provide an opportunity to define career advancement goals and identify opportunities for professional development. All staff are encouraged to attend trainings. Training opportunities offered by election associations at the state and federal level are advertised in the office as are professional association trainings.

Election related job postings from across the State of California are printed and posted in the breakroom and emailed to staff. This facilitates access to job opportunities even when the employee does not have email access.

Retention and Inclusion

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

The Department works closely with Human Resources to track and monitor turnover of protected groups. This includes the use of Human Resources conducted exit interviews to assess the nature of the separation and any feedback the employee has related to retention and inclusion.

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

The Department has not experienced turnover in underutilized job groups.

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 experienced turnover in underutilized job groups

What steps has the department taken to ensure lactation accommodations for all its employees? What is the department's practice when an employee requests an accommodation?

The Department works closely with the individual to identify the type of accommodation needed. When the accommodation is to have a safe and clean lactation space, the Department works with the wellness program and facilities to ensure access to lactation accommodations for permanent and temporary staff members. Further, when the accommodation is scheduling to allow nursing, the Department works with the individual to create a schedule that allows this time.

The Department acts quickly to secure the access code and a pass card to access the secured lactation room. Any employee who makes a request for lactation accommodations is provided physical access the day the request is made. Further, the Department offers flexibility in scheduling breaks to accommodate requests to the fullest extent possible.

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 conducts exit interviews when practicable. Exit interviews are conducted by Human Resources to ensure the employee feels there is a neutral and safe space to provide feedback. Feedback is also sought, with careful consideration to diversity and inclusion, during regular meetings and at the time of the employee evaluation. Generally, the employee exiting the Department offers to have a similar exit interview with the Department.

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

The greatest success continues to be the number of volunteer/temporary personnel who are able to move on to permanent positions in government following work with Elections.

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

The greatest opportunity for improvement was identified in our temporary employment staffing. The Department onboards over 200 temporary employees throughout any given election. We have improved communication with our agencies to stress the need for diversity in the recruitment and hiring of our temporary staff members. Beginning in 2022, the Department has taken a proactive role in tabling hiring events to discuss temporary and permanent positions with the Department. This has materialized into one of our greatest successes as it has diversified hiring during critical election periods and has prepared a more diverse pool of applicants for future permanent positions. In the recruitment of permanent positions, we work with the Human Resources Department to ensure employment announcements are made to a diverse audience even when not hiring for an underutilized job group.

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.

The Elections Department has twelve full-time permanent positions year-round. During the election, the Department grows to include long-term county-temporary employees, mid-term agency temporary employees and short-term agency temporary employees as well as volunteers who receive a stipend to work at polling places. All in all, we grow to over 1,000 diverse individuals who are representative of the county.

We proactively provide online training to our long-term and mid-term temporary employees to the extent that such training is available. In addition, we include the Human Resources handouts on the County's policy on sexual harassment and discrimination in our onboarding packets for temporary employees. Temporary agencies also provide training to support a safe and equitable workplace.

To assist further in ensuring compliance with training requirements, additional courses available online and/or across multiple times a year would be helpful. Further, a training designed specifically for agency temporary personnel working with the County of Monterey would ensure that the County values that foster a healthy work environment are carried out at all levels.

To facilitate a more diverse pool of applicants, a comprehensive list of professional associations and diversity groups, including the method for advertising or sharing job flyers, should be maintained and used by Human Resources as standard practice for advertising open positions.

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	7	7	100%
Employees (non-supervisor/non-manager)	9	9	100%
Totals			

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	7	6	86%
Employees (non-supervisor/non-manager)	9	9	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 requests have been made by the commission during 2023.

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	Notice is framed and displayed in the main lobby area.	Y	The notice has been on display for years.
	Internal process to forward discrimination complaints to Civil Rights Office	As part of onboarding, staff are provided all avenues for filing complaints should they seek to advance complaints outside of the office. Any complaints received by the office, are forwarded to the CRO immediately.	Y	This has been the process for years.
	Nonstandard contracts include a nondiscrimination clause	The Department uses the county's contract templates which include a nondiscrimination clause.	Y	This has been the process for years.

	Data is collected on the ethnicity and language of the people served	Data of language of people served is provided through federal and state channels.	Y	This has been the process for years.
Language Access	Departmental language assessment completed	The Department maintains bilingual staff and alternatives for language access	Y	This has been the process for years.
	Vital documents translated into Spanish	All materials submitted to voters must be provided in English and Spanish. In certain areas of the county, additional material is provided in Korean, Tagalog, and Vietnamese.	Y	This has been the process for years.
	Website – minimize PDFs. When using PDFs, include a Spanish version	Our website is English/ Spanish bilingual with the Spanish being human translated.	Y	This has been the process for years.
	Procedures and budget for the use of interpretation and translation services	All polling places and the office provide language translation services.	Y	This has been the process for years.
	Communication services for people who are deaf or hard of hearing	TTY contact information is included on all materials. Translation services are available via mobile devices	Y	This has been the process for years.

	with a translation vendor. A team up for democracy group that serves voters on election day includes members who can assist those who are deaf or hard of hearing		
	Public voicemails in English and Spanish	The Department's outgoing message and voicemail is in English and Spanish	Y	This has been the process for years.
	Public counters: language charts available	Language charts are available at the public counter and at the check-in table at each polling place	Y	This has been the process for years.
	Public counters: all signage in English and Spanish	All signage is required to be in English and Spanish.	Y	This has been the process for years.
	Public counters: procedures to have bilingual staff available	Bilingual staff are available at the public counter.	Y	This has been the process for years.
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	The Department actively participates on the State Voter Accessibility Advisory Committee, the State Language Accessibility Advisory Committee, the California Association of Clerks and Election Officials Voters with Specific Needs Committee, and the Monterey County Elections	Y	This has been the process for years.

		Voter Accessibility Advisory Committee and the Language Accessibility Advisory Committee. In addition, the Department conducts regular community outreach events.		
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	N/A	N/A	N/A
	Considerations taken to ensure equitable engagement	This is institutionalized through the full-time outreach program manager with the assistance of the entire Election team	Y	This has been the process for years.
	Key community engagement contacts established	Schools, community organizations, nonprofits, cities, organizations related to minority groups and cultural groups, etc.	Y	This has been the process for years.

* 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.