

Civil Rights Office

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.

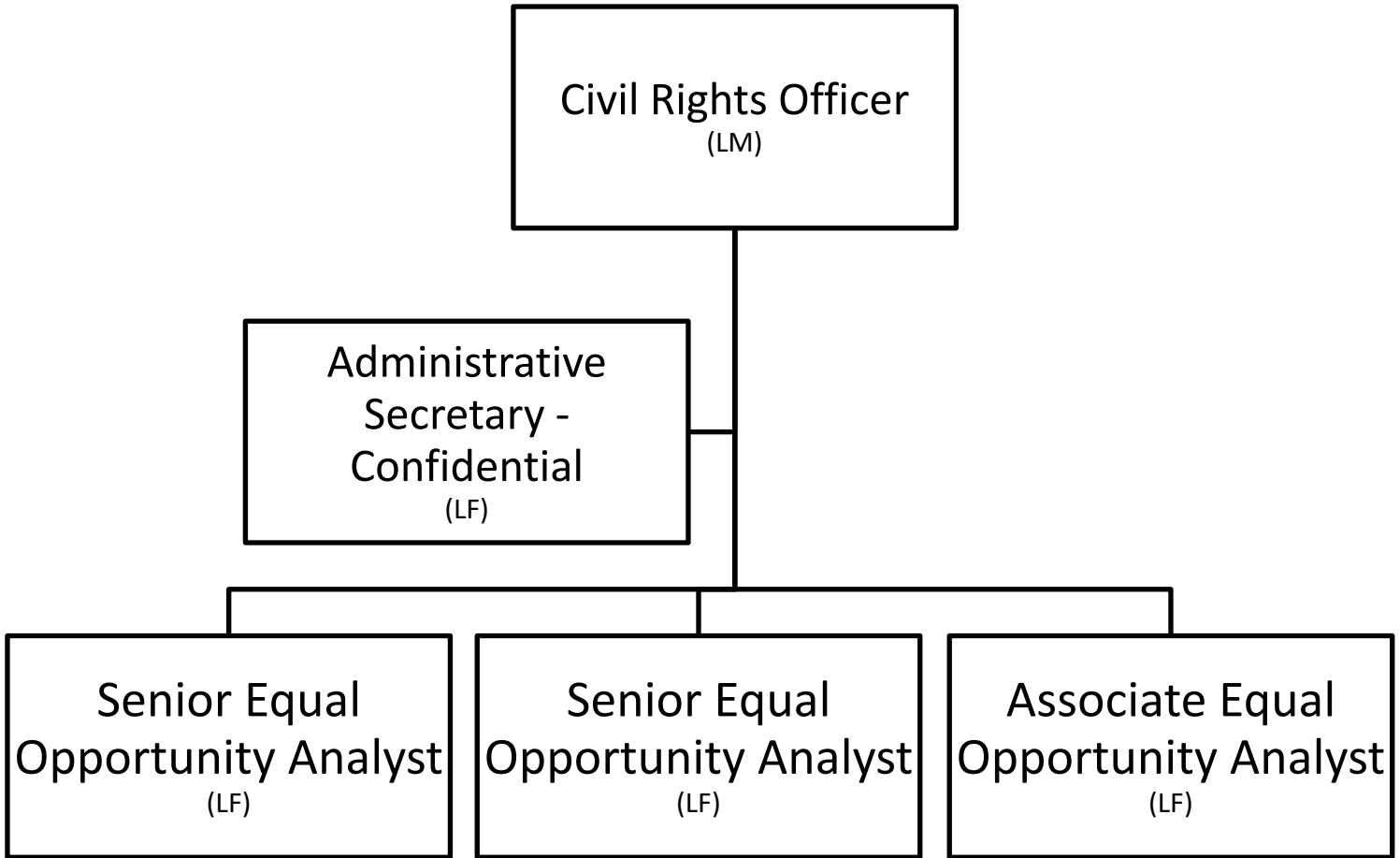
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Juan P. Rodriguez
Civil Rights Officer

Section 2

Organizational Profile **Civil Rights Office**



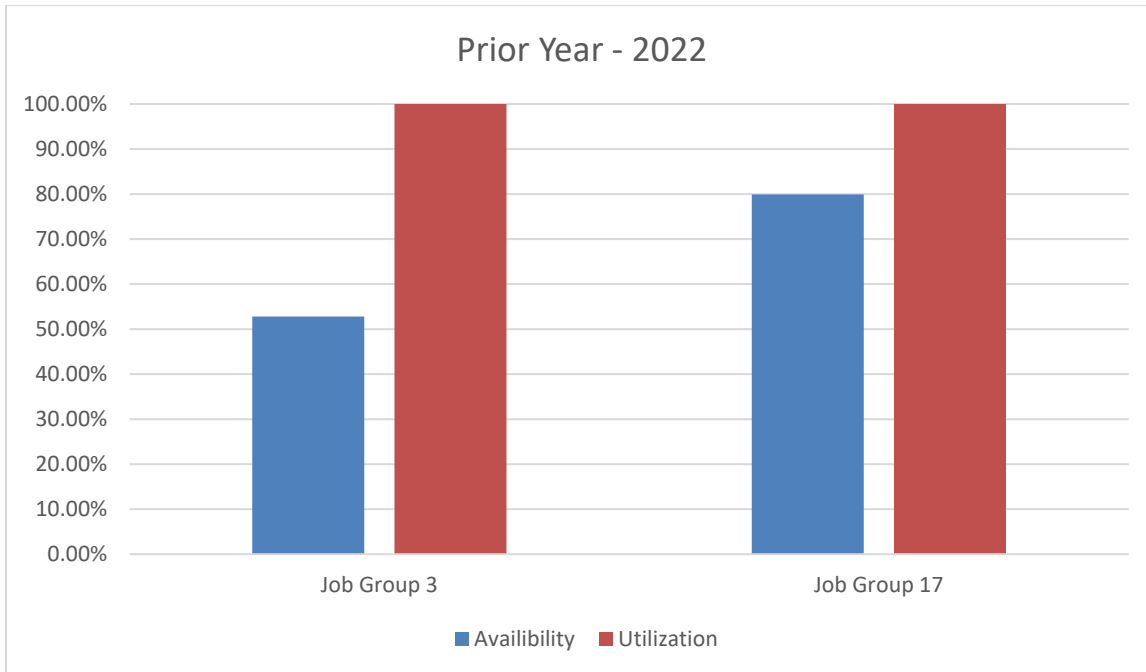
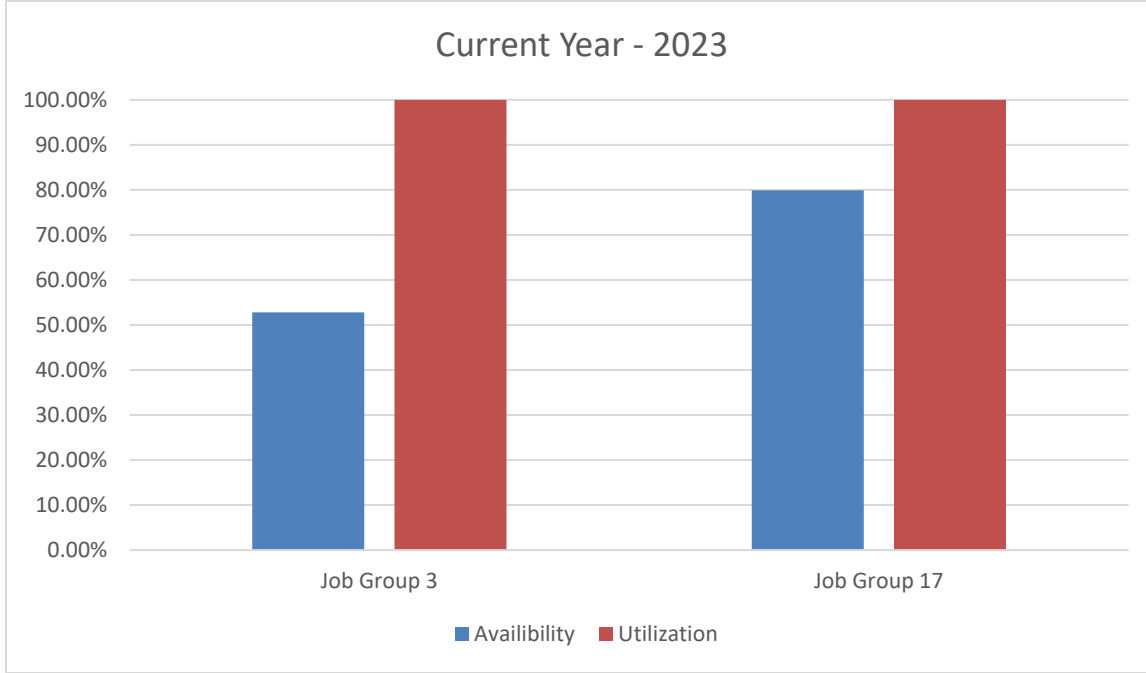
Self-reported gender and ethnicity:

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)



Run Date : 01/10/2024

Job Group Within Department

Run Time : 8:55 AM

2022-2023 Job Group Metrics

1080 - Civil Rights Office

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	
ASSOCIATE EQUAL OPPORTUNITY ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
SENIOR EQUAL OPPORTUNITY ANALYST	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	0	2	0	0	2	0
TOTAL Professionals - Administration		0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	0	3	0	0	3	0
		100.0%			100.0%													0.0%	0.0%	100.0%	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	
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
TOTAL Office Clerical II		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
		100.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%			

TOTAL - 1080 Civil Rights Office	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	
	0	4	4	0	4	4	0	0	0	0	0	0	0	4	0	0	0	0	0	4	0	0	4	0
	100.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%			

Section 4

Personnel Activity (Current Year - 2023)

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		1*						1*
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)		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)								

NOTE: The asterisk (*) denotes an intern hire. In 2023, we hired one intern who completed their internship in 2023.

Personnel Activity (Previous Year - 2022)

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		1*						1*
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Latino/a/x/Hispanic	1*	1 / 3*					1*	3*
TOTAL (count each person only once)	1*	1 / 4*					1*	4*
	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)								

NOTE: The asterisk (*) denotes an intern hire. In 2022, we hired five interns who completed their internship in 2022. We hired one full-time employee in 2022.

Section 5

Recruitment – Data

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

The Civil Rights Office does not have underutilized job groups.

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?

We continue to engage community groups through our Governing for Racial Equity (GRE) initiatives. This year, we collaborated with the County Administrative Office and the Department of Emergency Management on the Pájaro Recovery initiatives. Our participation – focused on community engagement and language access – allowed us to increase our community partnerships. We ensure these community partners receive our job announcements when we initiate a recruitment.

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

The Civil Rights Office does not have any underutilized job groups. Therefore, we did not request selective certification waivers in 2023.

Hiring

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

When recruiting, we attempt to hire people with the skills that complement the rest of the team. Usually, this means someone with a completely different skill set and, more likely than not, a different background from the current team members. Given our charge, we also look for people who can transition from the non-profit or private sectors into government, which requires a different approach regarding advocacy. Lastly, we aim to hire those who have a good understanding of the history of inequities in our community.

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

We ensure we have women and people of color as screeners and panel members.

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

County employee screeners and panelists must complete two Civil Rights Office trainings that deal with implicit bias. For those screeners who are not county employees, we suggest they complete our Managing Bias Training before participating in our recruitment 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.)? How effective have these initiatives been in supporting promotional opportunities for women and people of color?

At the Civil Rights Office, we believe in lifelong learning. All staff have the opportunity, budget permitting, to attend training that can help them advance their career, and can bring new initiatives to work on, as budget and primary duties permit. In addition, as a small office, we work closely together, fostering cross-training and team mentoring. Lastly, our analysts can supervise interns, if they so choose, to develop leadership skills.

For the organization, our office sponsored a couple of initiatives to create space for employees to build their skills and leadership development by offering Collaborative Problem-Solving, also known as Conflict Resolution training, to all County employees. Additionally, our office co-sponsored Open Space Forums with the Governing for Racial Equity Employee Resource Group to provide an open space for employees to foster connection with their colleagues from various departments and positions.

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?

All Civil Rights Office employees focus on building a diverse and inclusive workforce for all County employees. It forms a part of our essential duties.

Retention and Inclusion

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

Being a small department, the Human Resources Department tracks our turnover rate.

What does the data show regarding turnover rates of protected groups compared to your department's general population? Based on the data collected, what are the negative and positive trends you have found, and how will you act on them?

We did not have any turnover in 2023.

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

Open communication between the manager and team members is crucial to ensure everyone has what they need to do their best work.

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

The accommodation will come from the department if it is easy to accommodate. If it is not, we rely on our partners at the Human Resources Department.

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 Human Resources Department provides exit interviews on our behalf.

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

Our most outstanding achievement and asset is the trust we have developed between each other. We created an environment where everyone on the team feels comfortable sharing their thoughts, even if they are not in line with the majority. Everybody feels welcome and valued, which makes for a stronger approach to our work.

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

There is always room to improve everything we do. We are currently focused on building stronger relationships with community partners.

Section 7

Accomplishments and Resource Needs

In this section, please highlight your department's successes in achieving a diverse workforce.

The Civil Rights Office is a diverse office, with opportunities for internal promotion for County employees.

Describe your department's assessment of resource needs from the Civil Rights Office.
N/A.

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. N/A.

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	3	3	100
Employees (non-supervisor/non-manager)	1	1	100
Totals	4	4	100

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	3	3	100
Employees (non-supervisor/non-manager)	1	1	100
Totals	4	4	100

Section 8

Follow-Up Requested by the Commission

Please discuss any follow-up requested by the Commission during past years' presentations on the Departmental Equal Opportunity Plan in this section. Follow-up may occur via action, memorandum, or additional presentation to the Commission.

Although the Civil Rights Office presented to the Equal Opportunity and Civil Rights Advisory Commission in 2023, the Commission did not request additional information.

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 placed on our door and is visible to the public.	Y	2018
	Internal process to forward discrimination complaints to Civil Rights Office	N/A. We process these complaints on behalf of the County. There are provisions in case of conflict.	N/A	N/A
	Nonstandard contracts include a nondiscrimination clause	We did not use non-standard agreements in 2023.	N/A	N/A
	Data is collected on the ethnicity and language of the people served	We collect demographic data on our complaint forms.	Y	2018
Language Access	Departmental language assessment completed	All our staff is bilingual in English and Spanish; we have a process to retain interpreters as needed.	Y	2018
	Vital documents translated into Spanish	Our forms, complaint procedures and forms, and policies are available in Spanish.	Y	2023
	Website – minimize PDFs. When using PDFs, include a Spanish version	We minimize the use of PDFs on our websites, and we also provide translation of PDF documents.	Y	2018
	Procedures and budget for the use of	We have procedures and a budget for use of	Y	2018

	interpretation and translation services	interpretation and translation services.		
	Communication services for people who are deaf or hard of hearing	We have procedures and a budget for ASL interpretation.	Y	2018
	Public voicemails in English and Spanish	Our voicemails are both in English and Spanish.	Y	2018
	Public counters: language charts available	We do not have public counters.	N/A	N/A
	Public counters: all signage in English and Spanish	We do not have public counters.	N/A	N/A
	Public counters: procedures to have bilingual staff available	We do not have public counters.	N/A	N/A
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	We review demographic data when implementing programs that affect the public, whether community or County staff.	Y	2022
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	We review demographic data when implementing programs that affect the public.	Y	2022
	Considerations taken to ensure equitable engagement	We review demographic data when implementing programs that affect the public.	Y	2022
	Key community engagement contacts established	We have established key contacts but are always growing and looking for	Y	Ongoing process

		ways to create more as projects expand.		
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* 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.