

PUBLIC DEFENDER

Equal Opportunity Plan

2024



Table of Contents

	Page
Section 1: Department Head's Acknowledgment & Commitment to the 2024 Departmental Equal Opportunity Plan	3
Section 2: Organizational Profile	4
Section 3: Department's Workforce Analysis Chart	5
Section 4: Personnel Activity	10
Section 5: Recruitment Data	23
Section 6: Action-Oriented Programs	25
Section 7: Accomplishments and Resource Needs	29
Section 8: EOCRAC Follow-Up	30
Section 9: Title VI of the Civil Rights Act	31

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:

Susan Chapman

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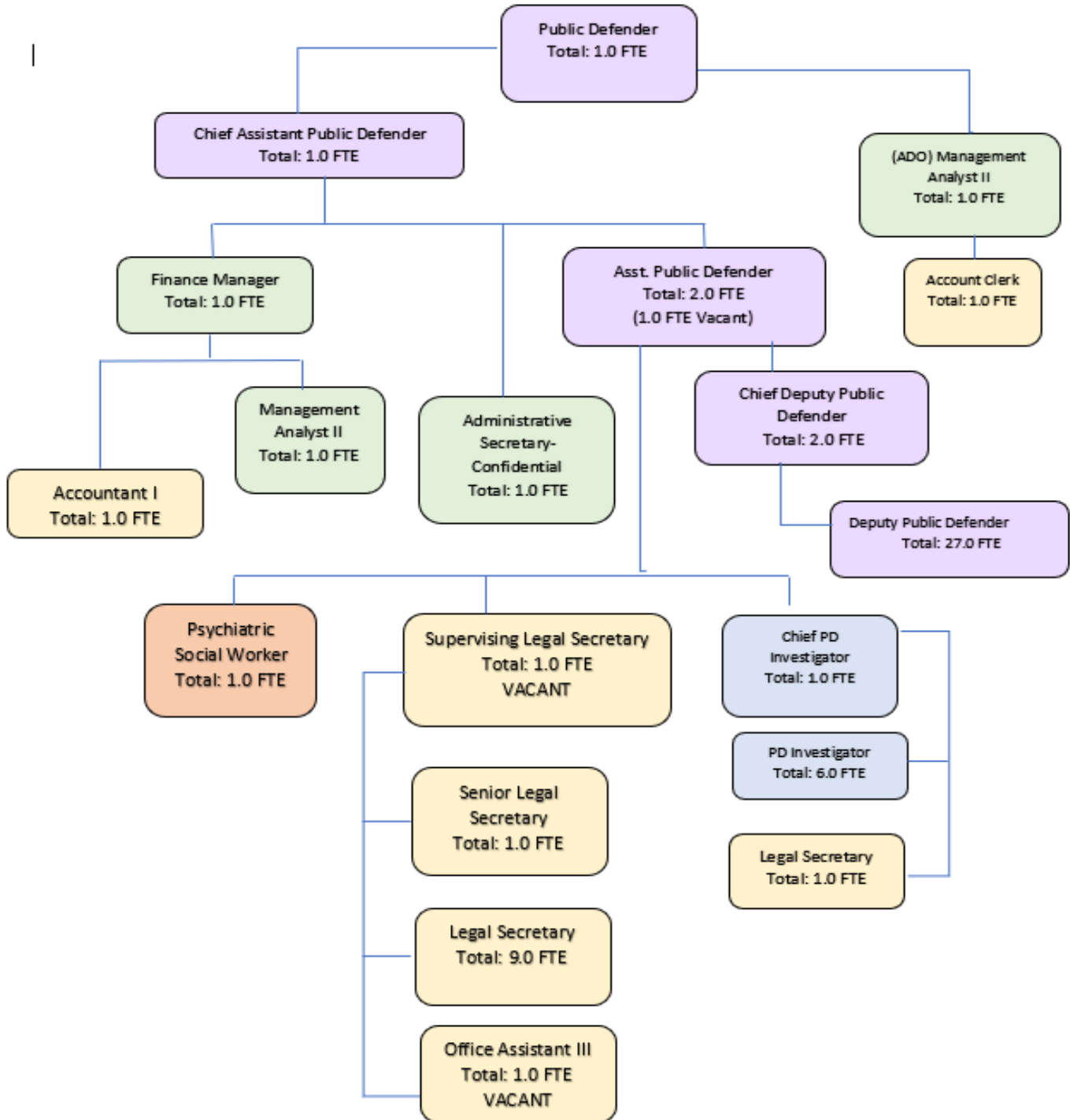
Susan E. Chapman

Public Defender

Section 2

Organizational Profile

FY 24-25 ORGANIZATIONAL PROFILE
PUBLIC DEFENDER



Breakdown:

Attorneys (32), Clerical (15) Investigations (7),
Admin (4), Other (1)

CURRENT TOTAL: 59 FTE

Section 3

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

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

Page 37 of 97

2270 - Public Defender

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	
ASSISTANT PUBLIC DEFENDER	OA	1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	0	2	0
CHIEF ASSISTANT PUBLIC DEFENDER	E	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
TOTAL Management II		2	1	3	0	0	0	2	0	0	0	0	1	0	0	0	0	3	0	0	0	0	0	3	0
		33.3%			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	
CHIEF PUBLIC DEFENDER INVESTIGATOR	P	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
FINANCE MANAGER I	P	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
MANAGEMENT ANALYST II	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	2	0
TOTAL Professionals - Administration		1	3	4	1	3	4	0	1	0	0	0	0	1	2	0	0	0	2	2	0	0	0	4	0
		75.0%			100.0%								0.0% 50.0% 50.0% 0.0% 0.0%												

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 PUBLIC DEFENDER	P	1	1	2	1	0	1	0	0	0	1	0	1	0	0	0	0	1	0	0	1	0	2	0
DEPUTY PUBLIC DEFENDER III	P	8	2	10	4	1	5	4	0	3	1	0	1	0	0	1	0	5	0	3	2	0	10	0
DEPUTY PUBLIC DEFENDER IV	P	8	9	17	1	3	4	7	0	0	1	0	6	0	3	0	0	13	0	3	1	0	17	0
TOTAL Professionals - Attorneys		17	12	29	6	4	10	11	0	3	3	0	8	0	3	1	0	19	0	6	4	0	29	0
		41.4%			34.5%								85.5% 0.0% 20.7% 13.8% 0.0%											

AMS infoAdvantage

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

2270 - Public Defender

JOB GROUP 05: Professionals - Human Services - (47.4% Minority Availability) - (76.7% 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	
PSYCHIATRIC SOCIAL WORKER II	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	0
TOTAL Professionals - Human Services		0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	0
		100.0%			0.0%													100.0% 0.0% 0.0% 0.0% 0.0%							

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	
PUBLIC DEFENDER INVESTIGATOR III	PP	1	2	3	1	2	3	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	0	3	0
TOTAL Paraprofessional - Technicians II		1	2	3	1	2	3	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	0	3	0
		66.7%			100.0%													0.0% 0.0% 100.0% 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	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0
PUBLIC DEFENDER INVESTIGATOR I	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
PUBLIC DEFENDER INVESTIGATOR II	PP	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	2	0
TOTAL Paraprofessional - Technicians I		0	4	4	0	4	4	0	0	0	0	0	0	0	3	1	0	0	0	3	1	0	0	4	0
		100.0%			100.0%													0.0% 0.0% 75.0% 25.0% 0.0%							

AMS infoAdvantage

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

2270 - Public Defender

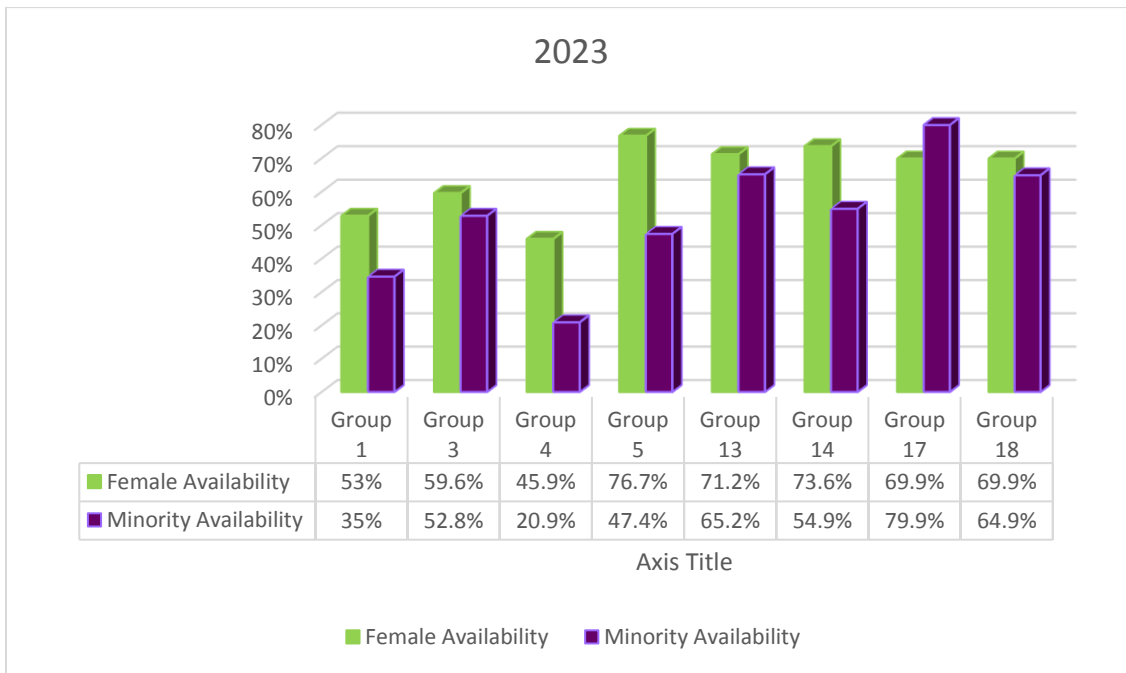
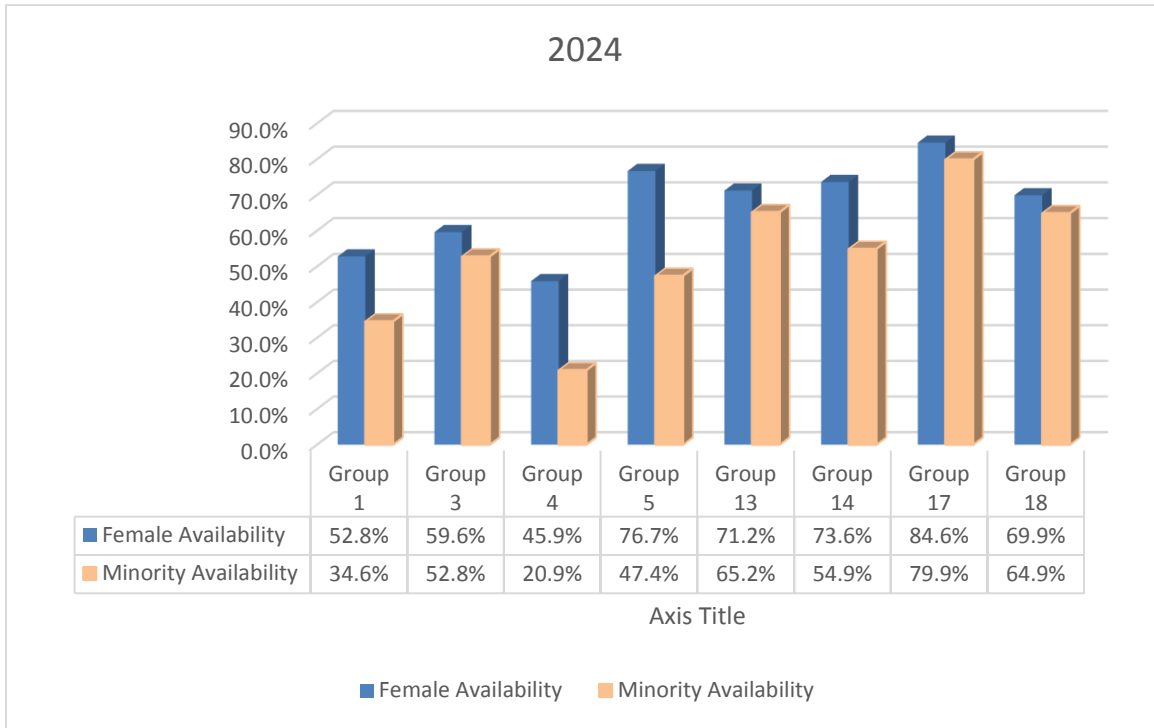
JOB GROUP 17: Office Clerical II - (79.9% Minority Availability) - (84.6% Female Availability)

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	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	
OFFICE ASSISTANT III	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
SUPERVISING LEGAL SECRETARY	OC	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0	
TOTAL Office Clerical II		1	3	4	1	3	4	0	0	1	0	0	0	0	3	0	0	0	0	4	0	0	4	0	
		75.0%			100.0%													0.0% 0.0% 100.0% 0.0% 0.0%							

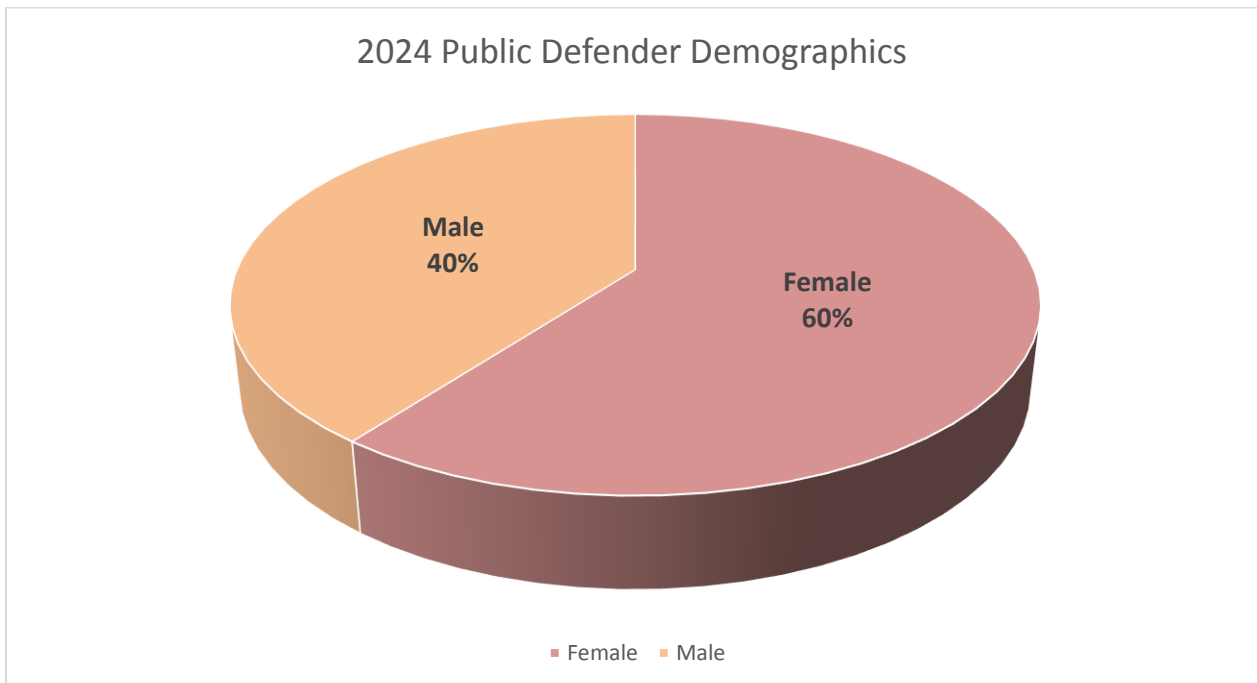
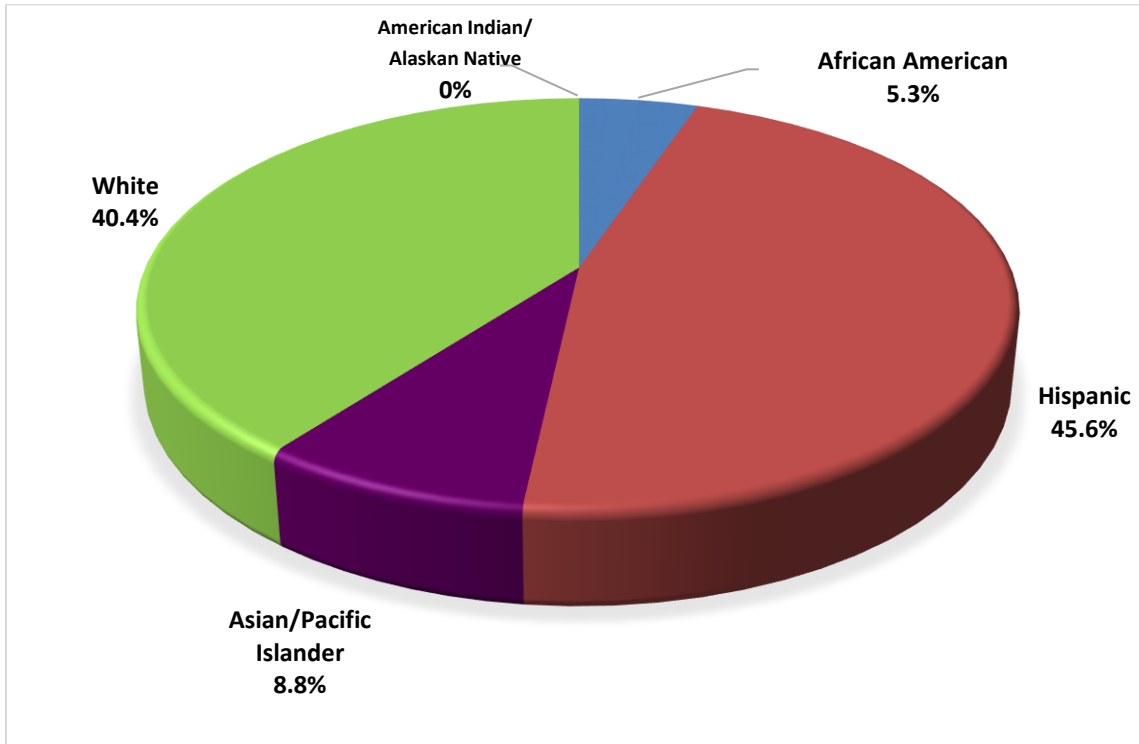
JOB GROUP 18: Office Clerical I - (64.9% Minority Availability) - (69.9% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ACCOUNT CLERK	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1
LEGAL SECRETARY II	OC	1	8	9	1	8	9	0	0	1	0	0	0	1	7	0	0	0	1	8	0	0	9	0
TOTAL Office Clerical I		1	9	10	1	9	10	0	0	1	0	0	0	1	8	0	0	0	1	9	0	0	9	1
		90.0%			100.0%													0.0% 10.0% 90.0% 0.0% 0.0%						

TOTAL - 2270 Public Defender	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
	23	35	58	10	25	35	13	1	6	3	0	10	2	21	2	0	23	3	27	5	0	57	1
	60.3%			60.3%													39.7% 5.2% 46.6% 8.6% 0.0%						



AA - African American 5.3%; H – Hispanic 45.6%; API – Asian/Pacific Islander 8.8%; W - White other than Hispanic 40.4%; AI – American Indian/Alaskan Native 0%



Section 4

Personnel Activity (Current Year 2024)

Job Group: 01 Management II (Asst. PD / Chief Asst. PD)	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	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	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

Section 4

Personnel Activity (Current Year 2024)

Job Group: 04 Attorneys (Chief DPD, DPD I, II, III & IV)	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	1	0	0	0	0	0	1
TOTAL (count each person only once)	0	2	0	0	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	1	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	1	0	0	0	0	0

Section 4

Personnel Activity (Current Year 2024)

Job Group: 13 Technicians II (PD Investigator III)	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	1	0	0	0	1
TOTAL (count each person only once)	0	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

Section 4

Personnel Activity (Current Year 2024)

Job Group: 14 Technicians I (Accountant I, PD Investigator I, II)	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	2	0	0	0	0	0	0
TOTAL (count each person only once)	0	2	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 2024)

Job Group: 17 Office Clerical II (Admin Secretary- Confidential, LS III, Supervising LS)	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	1	0	0	0	0
TOTAL (count each person only once)	0	0	0	1	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 2024)

Job Group: 18 Office Clerical I (Account Clerk, LS II, OA II)	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	1
TOTAL (count each person only once)	0	1	0	0	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 (2023)

Job Group: 01 Management II (Chief Asst. PD / Asst. PD)	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	1	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	2	0	0	0	1	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 (2023)

Job Group: 03 Professionals- Administration (Chief PDI/ FM & MA)	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	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	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 (2023)

Job Group: 04 Attorneys	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	6	1	0	0	0	0	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	1	0	0	0	2	0	0
TOTAL (count each person only once)	7	2	0	0	0	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

Personnel Activity (2023)

Job Group: 13 Paraprofessional- Technicians II <small>(Investigator III)</small>	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	1	0	0	1	0
TOTAL (count each person only once)	0	0	0	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 (2023)

Job Group: 14 Paraprofessional- Technician I <small>(Accountant, PDI I, PDI II)</small>	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 (2023)

Job Group: 17 Office Clerical II (Admin Scty, OA III, Supervising LS)	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	1	0	0
TOTAL (count each person only once)	0	1	0	0	0	1	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 (2023)

Job Group: 18 Office Clerical I (Account Clerk, LS II)	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	1	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	2	0	0	0	1	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 (2024)

All PD recruitments met utilization – no underutilized groups for 2024. SA

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 (2023)

All PD recruitments met utilization – no underutilized groups for 2023. SA

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

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White					
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)					

Section 6

Action-Oriented Programs

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

Recruitment

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

The Public Defender's Office actively seeks out, recruits, cultivates, trains, mentors and promotes underrepresented job groups in all categories of its employment to ensure fair and equal access to these opportunities and to better reflect these demographic categories of our clientele and in the greater community.

The Public Defender's Office continues to work closely with agencies including, but not limited to, MILPA, Sun Street Center, Turning Point, NAACP, Behavioral Health, Probation Department, District Attorney's Office, Veterans Transition Center and Sheriff's Office.

These relationships have directly and indirectly benefitted our clients by providing access to programs and benefits regarding treatment for drug and alcohol addiction, mental health, homelessness, employment, and re-entry into our community to become productive citizens.

The Public Defender's Office had no selective certification waivers.

Hiring

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

We use criteria to select the best qualified person for the position taking into consideration diversity and other unique qualifications of the candidate, in addition to their experience, education and training.

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

Each panel member is selected to ensure diversity utilizing expertise in the field, gender, and ethnicity.

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

Screeners have very limited information regarding the applicant minimizing information such as gender, race, and age, etc. Screeners are used only to identify whether the applicant meets the minimum qualifications for the position and are restricted to basic information to make that assessment.

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?

The Public Defender's Office actively recruits from within its ranks for promotional opportunities. Because we have a diverse staff, this process insures not only upward mobility for employees but also ensures our staff remains diverse. A diverse workforce enriches our culture and maximizes relationship building with our clients and community.

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 Public Defender promoted ethnically diverse women into management positions based on job performance evaluations that reflected excellence in the workplace and community outreach. Their commitment to be their best and mentor other staff members to succeed reflects the type of work force the Public Defender seeks to maintain and inspire.

Retention and Inclusion

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

Data reflects similar turnover rates between protected groups and our general population. Positive trends are reflected in protected groups being promoted within the organization, as well as advertisement of any recruitments directed at protected group organizations for publication.

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

We had no protected group turnover in 2023.

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

Positive trend; we have a diverse staff and respect cultural differences and embrace them.

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

Lactation accommodations are provided within our structure. We are pleased to have added a private room that contains all the commodities needed for our lactating mothers.

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

The department makes every effort to accommodate the request for an accommodation. We seek assistance from Human Resource department when needed.

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?

Monterey County Human Resources is our external HR that provides all HR services. HR provides exit interviews for our employees leaving employment with the County or from our Department.

Developing and nourishing open communication, trust, and inclusiveness are ongoing objectives within the Department. Awareness in recruiting, developing strong teams within the organization, training, and sensitivity to individual's needs are crucial to a successful office. The Public Defender's Office and Human Resources have teamed together to implement a ten-month Plan of Action addressing all these issues.

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

Our greatest success regarding inclusiveness has been our ability to recruit, maintain, and honor the diverse workforce who are sensitive to the needs of each other, the department, and our community.

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

Our opportunities for improvement include building trust and developing better communication within our department. We have partnered with County Human Resources to develop and implement a plan of action to address these concerns.

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	9	9	100%
Employees (non-supervisor/non-manager)	49	48	97.9%
Totals	58	57	

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	9	9	100%
Employees (non-supervisor/non-manager)	49	48	97.9%
Totals	58	56	

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.

The Public Defender was asked to reach out specifically to the African American community for recruitments. Educational organizations were provided with recruitment flyers for open positions. The Public Defender is currently a member of an executive committee to develop employee resource groups (affinity). The Public Defender and Assistant Public Defender have developed a relationship with the local NAACP.

- A Public Defender Investigator II (African American female) was hired in 2023.
- A Public Defender Investigator III (African American male) was promoted in 2022 to Chief Public Defender Investigator.
- A Management Analyst I (African American female) was promoted in 2019 to Finance Manager.

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	Title VI notice is posted in our reception area	YES	2019
	Internal process to forward discrimination complaints to Civil Rights Office	The department utilizes Human Resources department and Civil Rights Office.	YES	2019
	Nonstandard contracts include a nondiscrimination clause	The department utilizes the county's contract templates which include a nondiscrimination clause.	YES	2000
	Data is collected on the ethnicity and language of the people served	Our new case management system receives data collected from the court which includes client's ethnicity. Our staff also collects information on the primary language of a client.	YES	2020
Language Access	Departmental language assessment completed	Our department is 30% bilingual. All employees requesting a bilingual status are evaluated and tested	YES	2000

		with the assistance of Human Resources.		
	Vital documents translated into Spanish	Our case management system maintains both client communication letters in Spanish & English. These are easily accessed by staff members directly through the case management system.	YES	2000
	Website – minimize PDFs. When using PDFs, include a Spanish version	The Public Defender’s website has no associated PDF’s. Our department information page and frequently asked questions are listed in Spanish and English.	N/A	N/A
	Procedures and budget for the use of interpretation and translation services	The department contracts with various language agencies for in person translation as well as over the phone interpretation. We strive to seek vendors that provide dialect languages such as Triqui, Bajo, & Mixteco.	YES	2000
	Communication services for people who are deaf or hard of hearing	The department contracts with Language Line whom offers communication services to our clients that are deaf for hard of hearing. In 2019, the department invited the Deaf and Hard of Hearing	YES	2010

		Service Center to provide our office with a training.		
	Public voicemails in English and Spanish	The Public Defender's office primary line has voicemail greetings in Spanish and English. All of our Legal Support Staff also have their recordings in Spanish and English.	YES	2000
	Public counters: language charts available	The reception area contains language chart for easy access when a language other than Spanish is required.	YES	2000
	Public counters: all signage in English and Spanish	The reception area displays signage log in English and Spanish.	YES	2016
	Public counters: procedures to have bilingual staff available	We have the following Spanish speaking staff: (9) Legal Secretaries (4) Investigators (3) Attorneys (3) Administrators	YES	2000
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	The Public Defender office participates in Law Day, Post Sentence Relief outreach, community events, job fairs, First Night Out, etc.	YES	2010
	Analyzed potential disproportionate adverse human health or environmental effects on	N/A	N/A	N/A

	communities of color, tribal communities, or others underrepresented in the public process			
	Considerations taken to ensure equitable engagement	The Public Defender office reaches out to all ethnic organizations. We have provided speakers to NAACP and Village Project.	YES	2016
	Key community engagement contacts established	The Public Defender office has established contacts with NAACP, Veterans Trans Center, Monterey College of Law, MILPA, Turning Point, Sun Street Center, Naval Post Graduate School, CSUMB, and Hartnell.	YES	2016

* 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.

Revised August 2023



COUNTY OF MONTEREY

BUDGET EQUITY TOOL

Fiscal Year 2024 - 2025

Contact the Civil Rights Office with any questions:

civilrights@co.monterey.ca.us



Revised August 2023

The Budget Equity Tool

Monterey County's Budget Equity Tool was inspired by local government entities nationwide. A Budget Equity Tool includes a set of questions to help departments examine to what extent budgetary decisions align with advancing the county's commitments to equity.

The Civil Rights Office is available to answer any questions or provide support while a department works through answering the questions.

Equity in Monterey County

In 2017, the Board of Supervisors adopted a Racial Equity Statement that reads:

For many, Monterey County is a great place to live, work, play and learn, yet many experience deep and persistent inequities, especially by place and race, that threaten prosperity. Current times call for strengthening of our efforts to understand, respect and celebrate the diverse experiences and realities of all those we work with and serve. We now renew our efforts to ensure those who are disproportionately impacted by racial inequities, whether by our own actions or inactions, are guaranteed equitable solutions. This will include both revision and creation of programs and policies that are data-driven, community-informed, transparent, accountable, and sustainable. In this way, we will ensure that the people who live in Monterey County, will have opportunity for advancement and contribution regardless of where they live, how much money they make, or the color of their skin, and can lead healthy, fulfilling, and productive lives.

The Budget Equity Tool will be a piece of the Monterey County Racial Equity Plan that lays out internal and external strategies.



Monterey County employees understand, are committed to, and have tools to advance racial equity.

- Build capacity
- Train the workforce
- Assess for impact
- Identify improvement areas



Monterey County departments use racial equity tools to make program, policy, and budget decisions.

- Use the tools
- Collect data
- Inform decisions
- Track progress



Community members and organizations have meaningful engagement with Monterey County.

- PARTNER WITH ORGANIZATIONS TO ADVANCE RACIAL EQUITY
- COORDINATE EFFORTS
- TRACK PROGRESS

Revised August 2023

TIER 1: INTERNAL

Tip: When filling this out, it may be helpful to refer to your department or team's Equal Opportunity Plan and Title VI resources.

1. What persistent funding gaps or limitations in your overall budget could inhibit your department's ability to advance racial and economic equity?
 - This can include funding limitations outside the department's control, time constraints, or recognition that current funding is inadequate to address the extent and impact of racial and economic disparities.

Our department's ability to advance racial and economic equity are impacted by our limited budget. The Office of the Public Defender relies predominantly on our general fund contribution received each fiscal year. Our clients come from all areas of the County and out of County. Our clients are indigent and are faced with challenges in housing, employment, substance use, mental health issues, disabilities, etc. We are expanding our department to include social workers and interns as well as focusing attorneys toward a holistic response. These services all cost money and in a tight budget year it is critical that we maintain these programs and services as much as possible.

2. Describe what strategies your department recommends to reduce the impact of barriers to or changes in services for low-income and communities of color.
 - Examples could include services to improve or ensure access, such as transportation or translation and interpretation services.

We have developed strategies to expand our community outreach throughout the County including the staffing of a part time office in Greenfield to reduce travel time and expenses to Salinas; participation by attorneys and other staff members in community events to educate our residents of the services we offer; and encouraging staff to become bilingual including indigenous languages frequently spoken within our County and updating our IT capabilities to communicate in Spanish and indigenous languages.

3. What specific programs, policies, practices, and structures within your overall budget and improvement requests can address historical and recent racial and economic inequity?
 - Think about some of the inequities in Monterey County that your department might see in the form of a barrier or gap in services. This can include new or expanding programs targeting an underserved or under-resourced demographic or a new office protocol or policy focusing on inclusivity.

We hired a Racial Justice attorney with grant funding. This attorney has created a committee to review criminal cases where racial injustice impacted the fairness of the proceedings, we encourage staff to take advantage of all CRO training, even those not required, attend seminars on racial justice, created an in-house committee to identify programs and procedures in the justice system that do not reflect awareness of racial injustice and/or persons suffering from

Revised August 2023

mental/physical health issues, etc., and expanding our services post completion of the criminal or civil proceedings to include holistic programming.

Revised August 2023

TIER 2: INTERNAL AND EXTERNAL

4. In what targeted ways will your department use the budgeting process to advance equity?
 - This can include adjustments in staffing, providing diversity, equity, and inclusion training opportunities for staff, or a commitment to delivering programs, services, research, or other actions with a focus on reducing disparities experienced in your department and the services provided to the public.

We exercised an opportunity to request grant funding for the racial justice attorney and an intern to support the position, offer free training to staff to expand their knowledge and awareness through legal and community organizations addressing diversity, equity, and inclusion, and attending presentations, i.e., Red Door sponsored by the Monterey County District Attorney.

5. How will your department use targeted data to help inform recruitment, retention, and promotion efforts for staff of color, including executive, supervisory, entry-level, part-time, and field staff?
 - Please reference your department's [Equal Opportunity Plan](#).

Please see the data presented in the Office of the Public Defender Equal Opportunity Plan filed yearly.

6. Describe ways that your department used or will use racial and economic data to prioritize and develop criteria for resource distribution. What additional demographic data will your department collect, track, and analyze to assess equity impacts in the community moving forward and for future budget decisions?
 - [Data Share Monterey County](#)
 - [Race Counts: Monterey County](#)
 - [American Community Survey](#)

The Office of the Public Defender is focused on the injustices found within the legal system affecting our clients in both the civil and criminal defense fields, including post sentence relief. We utilize data provided by Federal, State, and local governments. We will continue to track racial diversity within our department as well as those for whom we serve. We also will continue to expand our partnership with our justice partners to provide more assistance to clients and their families within the justice system. Our clients are deemed indigent upon appointment of our services. We will continue to expand our presence and ability to assist clients facing racial and/or economic adversity for successful results.

7. What additional disaggregated demographic data will your department collect, track, and evaluate to assess equity impacts in the community moving forward, and inform your future budget decisions?
 - [Data Share Monterey County](#)

Revised August 2023

- [Race Counts: Monterey County](#)
- [American Community Survey](#)

We will be expanding our data collection on diversity and economic data to compare against comparable counties and Statewide, identify weaknesses, and expand those that have been successful to increase outreach.

Revised August 2023

TIER 3: EXTERNAL

Tip: When filling this out, consider the Community Engagement Guide included in your department's Title VI plan, the [Spectrum of Community Engagement to Ownership](#), and using [SMART goals](#) for assessment and evaluation purposes.

8. How will your proposed budget enhance your department's ability to engage with and include historically under-resourced communities?

Our attorneys and staff will be active and locally situated in our South County office on a regular basis. Planning and implementation are ongoing. It is anticipated the office will open soon on a regular basis each month to engage our most under-resourced communities.

9. How will that engagement be assessed and who will be a part of this self-assessment process?

The engagement will be assessed by collecting data as to the number of residents we serve, track what type of services we provide, and what services do we need to provide that are not currently available. The data will be collected by the attorney/support staff. The data will be entered and processed by a management analyst. It will then be reviewed quarterly by the Chief and Assistant Chief Public Defenders. After this assessment, the entire team will meet to discuss status and how to improve and expand services as appropriate.

10. What are the anticipated positive equity outcomes of these allocations?

- For example, improved leadership opportunities, advisory committees, boards and commissions, targeted community meetings, stakeholder groups, increased outreach, etc.)?

The anticipated positive equity outcomes of these allocations are: Growth potential for staff in developing programming, delivering services, and assessing its viability and value to communities; increased networking with justice partners and community organizations, increased services to our residents at no cost to the individual.

11. How will the department ensure accountability, communicate, and evaluate the equity impact of budget modifications?

Monthly data harvested and processed. Review that the data being compiled is useful and reflective of the information we want to capture, measure staffing as meeting the needs – is it sufficient, is it the correct position for the duties and responsibilities, does the current funding

Revised August 2023

cover the costs involved in the projects. If not, why not. How/when to re-adjust.

12. How will the department measure outreach to under-resourced communities?

Number of clients provided services, number of events attended and presented, number of increased partnerships, community contacts added, continued strategic planning to continue outreach. Thinking outside the box.

Revised August 2023

RESOURCE LIST

Civil Rights Office (CRO)

- [County of Monterey Departmental Equal Opportunity Plans](#)
- Email CRO for questions, capacity building, and resources: civilrights@co.monterey.ca.us
- Drop-in Hours:
 - [Thursday, January 25, 2024 at 1 PM](#)
 - [Wednesday, February 7, 2024 at 10:30 AM](#)
 - [Wednesday, February 14, 2024 at 2 PM](#)
 - [Thursday, February 29, 2024 at 12 PM](#)
 - [Monday, March 11, 2024 at 1 PM](#)
 - [Thursday, March 21, 2024 at 11 AM](#)
 - [Wednesday, March 27, 2024 at 9 AM](#)

Governing for Racial Equity (GARE) Resources

To access these links you will need to log in to the member portal. All county employees can set up an account with a county email address. It can take up to 48 hours to approve membership before resources can be accessed.

- [Governing for Racial Equity Tools and Resources Page](#)
- [Advancing Racial Equity Online Training \(self-paced\)](#)

Other Resources

- [Race Forward Color Lines: Impact Assessment and Guide](#)
- [Spectrum of Community Engagement to Ownership](#)
- [Creating SMART Goals](#)

Data Resources

- [Data Share Monterey County](#)
- [Race Counts: Monterey County](#)
- [American Community Survey](#)
- [Census Bureau Table](#)