

# Department of Housing and Community Development

## 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	6
Section 5: Recruitment Data	8
Section 6: Action-Oriented Programs	10
Section 7: Accomplishments and Resource Needs	12
Section 8: EOCRAC Follow-Up	13
Section 9: Title VI of the Civil Rights Act	14

## 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:

*Craig Spencer*

9A435825BB244EC...

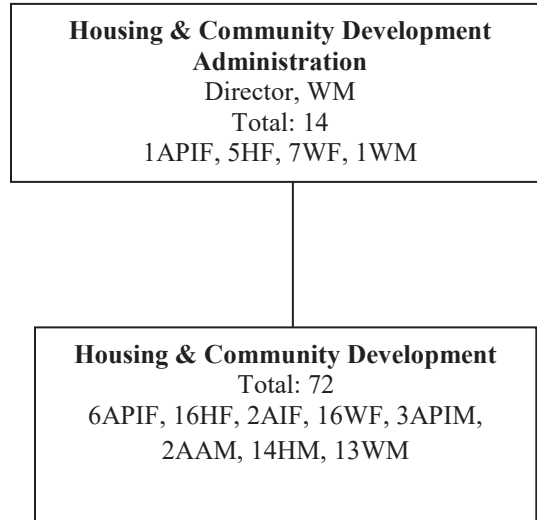
**Craig Spencer**

**Director of Housing and Community Development**

# Organizational Profile

## Department of Housing and Community Development

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



Self-reported gender and ethnicity:

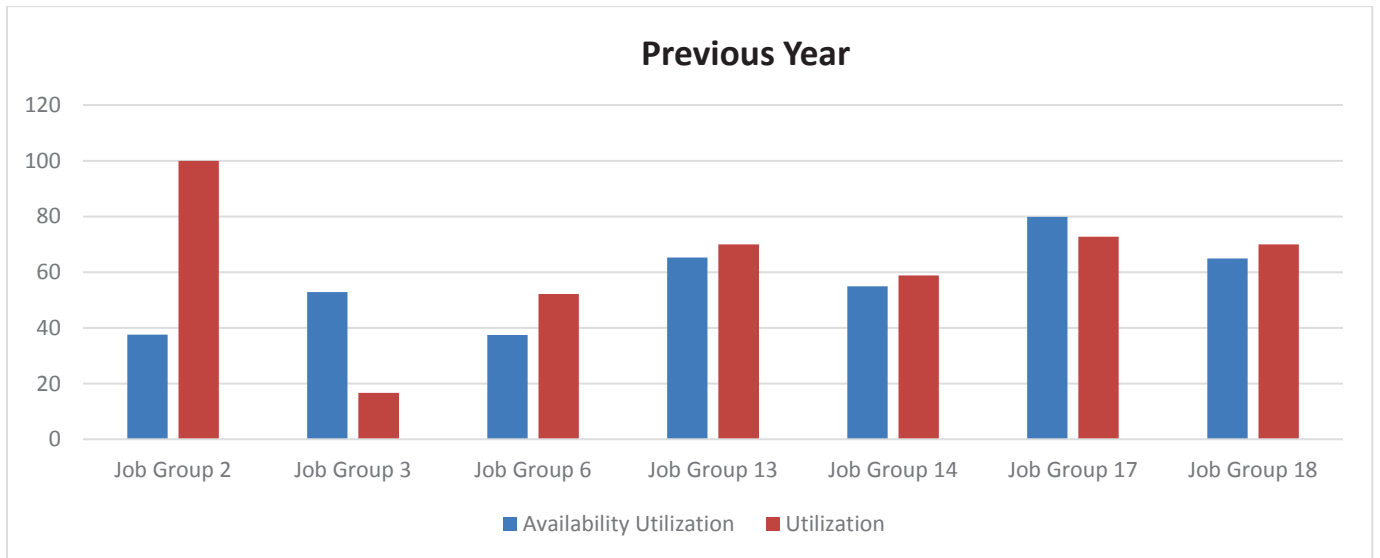
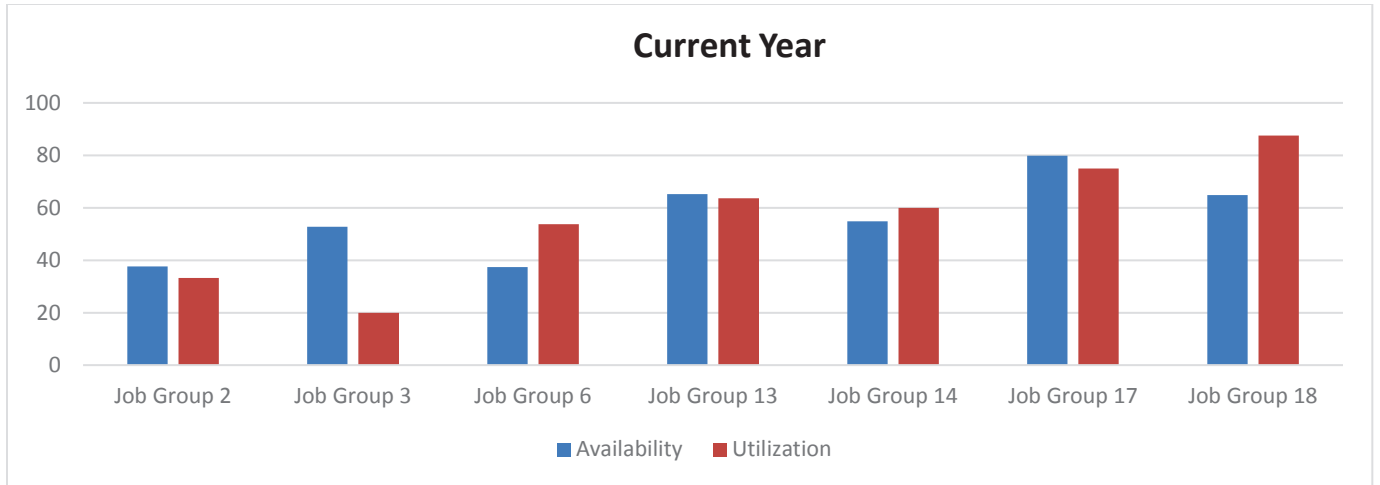
M – Male      F – Female

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)

Graphs for all job groups on utilization/availability:



# MC-HRM-EO-0003 – Current Year

## 3100 - Housing and Community Development

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	
CHIEF OF BUILDING SERVICES	OA	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
CHIEF OF PLANNING	OA	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	0
SENIOR CIVIL ENGINEER	OA	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
<b>TOTAL Management I</b>		<b>2</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	
		33.3%			33.3%								66.7%					0.0%		33.3%		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	
FINANCE MANAGER I	P	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0	
HOUSING PROGRAM MANAGER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
MANAGEMENT ANALYST I	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	1	3	4	0	0	0	1	0	0	0	0	3	0	0	0	0	4	0	0	0	0	4	0	
MANAGEMENT ANALYST III	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	
REDEVELOPMENT/HOUSING PROJECT 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	
<b>TOTAL Professionals - Administration</b>		<b>2</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	
		80.0%			20.0%								80.0%					0.0%		20.0%		0.0%		0.0%	

## 3100 - Housing and Community Development

JOB GROUP 06: Professionals - Land Use - (37.4% Minority Availability) - (40.8% 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 ENGINEER	P	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0	
ASSISTANT PLANNER	P	2	4	6	1	3	4	1	0	1	0	0	1	0	1	2	0	2	0	2	2	0	6	0	
ASSOCIATE PLANNER	P	3	1	4	1	0	1	2	1	0	0	0	1	0	0	0	0	3	1	0	0	0	4	0	
ASSOCIATE WATER RESOURCES HYDROLOGIST	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	
BUILDING PLANS EXAMINER	P	3	1	4	2	0	2	1	0	2	0	0	1	0	0	0	0	2	0	2	0	0	4	0	
BUILDING SERVICES MANAGER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
PERMIT CENTER 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	
PRINCIPAL PLANNER	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	
SENIOR PLANNER	P	0	3	3	0	2	2	0	0	0	0	0	1	0	0	1	1	1	0	0	1	1	3	0	
SUPERVISING PLANNER	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	
WATER RESOURCES HYDROLOGIST	P	1	1	2	1	0	1	0	0	1	0	0	1	0	0	0	0	1	0	1	0	0	2	0	
<b>TOTAL Professionals - Land Use</b>		<b>13</b>	<b>13</b>	<b>26</b>	<b>7</b>	<b>7</b>	<b>14</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>12</b>	<b>1</b>	<b>8</b>	<b>4</b>	<b>1</b>	<b>26</b>	<b>0</b>	
		50.0%			53.8%								46.2%					3.8%		30.8%		15.4%		3.8%	

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	
ENGINEERING AIDE III	T	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	
ENGINEERING TECHNICIAN	T	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0	
PERMIT TECHNICIAN I	T	1	2	3	1	1	2	0	0	0	1	0	1	0	1	0	0	1	0	1	1	0	3	0	
PERMIT TECHNICIAN II	T	2	2	4	2	1	3	0	1	1	0	0	1	0	1	0	0	1	1	2	0	0	4	0	
PERMIT TECHNICIAN III	T	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	
WATER RESOURCES TECHNICIAN	T	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	
<b>TOTAL Paraprofessional - Technicians II</b>		<b>4</b>	<b>7</b>	<b>11</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>11</b>	<b>0</b>	
		63.6%			63.6%								36.4%					9.1%		36.4%		18.2%		0.0%	

**3100 - Housing and Community Development**

**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	1	0	0	0	0	0	1	0	0	0	0	1	0	
BUILDING INSPECTOR I	T	3	0	3	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	3	0	0	3	0	
BUILDING INSPECTOR II	T	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0	
CODE COMPLIANCE INSPECTOR II	T	4	3	7	2	2	4	2	0	2	0	1	0	2	0	0	3	0	4	0	0	7	0	0	
SENIOR BUILDING INSPECTOR	T	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	
SENIOR CODE COMPLIANCE INSPECTOR	T	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	
<b>TOTAL Paraprofessional - Technicians I</b>		10	5	15	6	3	9	4	0	6	0	2	0	3	0	0	6	0	9	0	0	15	0	0	
		33.3%			60.0%								40.0%					0.0%		60.0%		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	
ACCOUNTING TECHNICIAN	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0	
OFFICE ASSISTANT III	OC	0	3	3	0	2	2	0	0	0	0	1	0	1	1	0	1	0	1	1	0	3	0	0	
PRINCIPAL OFFICE ASSISTANT	OC	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	0	
SENIOR ACCOUNT CLERK	OC	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	
SENIOR SECRETARY	OC	0	4	4	0	4	4	0	0	0	0	0	0	4	0	0	0	0	4	0	0	4	0	0	
SUPERVISING OFFICE ASSISTANT II	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	
<b>TOTAL Office Clerical II</b>		0	12	12	0	9	9	0	0	0	0	3	0	6	3	0	3	0	6	3	0	12	0	0	
		100.0%			75.0%								25.0%					0.0%		50.0%		25.0%		0.0%	

**3100 - Housing and Community Development**

**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	
OFFICE ASSISTANT II	OC	1	5	6	1	4	5	0	0	0	1	0	1	0	3	0	1	1	0	3	1	1	6	0	
SECRETARY	OC	0	2	2	0	2	2	0	0	0	0	0	0	2	0	0	0	0	0	2	0	0	2	0	
<b>TOTAL Office Clerical I</b>		1	7	8	1	6	7	0	0	0	1	0	1	0	5	0	1	1	0	5	1	1	8	0	
		87.5%			87.5%								12.5%					0.0%		62.5%		12.5%		12.5%	

TOTAL - 3100 Housing and Community Development	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						
	32	53	85	19	30	49	13	2	14	3	0	23	0	21	7	2	36	2	35	10	2	85	0						
	62.4%			57.6%													42.4%					2.4%		41.2%		11.8%		2.4%	

# MC-HRM-EO-0003 – Previous Year

## 3100 - Housing and Community Development

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
SENIOR CIVIL ENGINEER	OA	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
<b>TOTAL Management I</b>		1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
					100.0%																			
								0.0%					0.0%					100.0%						
																		0.0%						

JOB GROUP 03: Professionals - Administration - (52.8% Minority Availability) - (59.8% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
CHIEF OF BUILDING SERVICES	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
CHIEF OF PLANNING	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
FINANCE MANAGER I	P	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0
HOUSING PROGRAM MANAGER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
MANAGEMENT ANALYST I	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	1	3	4	0	0	0	1	0	0	0	0	3	0	0	0	0	4	0	0	0	0	4	0
MANAGEMENT ANALYST III	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
REDEVELOPMENT/HOUSING PROJECT ANALYST I	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
<b>TOTAL Professionals - Administration</b>		4	8	12	0	2	2	4	0	0	0	0	8	0	2	0	0	10	0	2	0	0	12	0
					66.7%			16.7%																
													83.3%					0.0%						
																		16.7%						
																		0.0%						

JOB GROUP 06: Professionals - Land Use - (37.4% Minority Availability) - (40.8% 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 ENGINEER	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
ASSISTANT PLANNER	P	2	3	5	1	2	3	1	0	1	0	0	1	0	1	1	0	2	0	2	1	0	5	0
ASSOCIATE PLANNER	P	2	2	4	1	0	1	1	1	0	0	0	2	0	0	0	0	3	1	0	0	0	4	0
ASSOCIATE WATER RESOURCES HYDROLOGIST	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
BUILDING PLANS EXAMINER	P	3	1	4	1	0	1	2	0	1	0	0	1	0	0	0	0	3	0	1	0	0	4	0
BUILDING SERVICES MANAGER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
PERMIT CENTER 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
PRINCIPAL PLANNER	P	0	2	2	0	1	1	0	0	0	0	0	1	0	0	1	0	1	0	0	1	0	2	0
SENIOR PLANNER	P	0	2	2	0	2	2	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1	2	0
SUPERVISING PLANNER	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
WATER RESOURCES HYDROLOGIST	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
<b>TOTAL Professionals - Land Use</b>		11	12	23	6	6	12	5	1	5	0	0	8	0	2	3	1	11	1	7	3	1	23	0
					52.2%																			
													47.8%					4.3%						
																		30.4%						
																		13.0%						
																		4.3%						

JOB GROUP 13: Paraprofessional - Technicians II - (85.2% 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
ENGINEERING TECHNICIAN	T	2	0	2	1	0	1	1	0	0	1	0	0	0	0	0	0	1	0	0	1	0	2	0
PERMIT TECHNICIAN I	T	4	1	5	4	0	4	0	1	2	1	0	1	0	0	0	0	1	1	2	1	0	5	0
PERMIT TECHNICIAN II	T	1	1	2	1	1	2	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	2	0
WATER RESOURCES TECHNICIAN	T	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
<b>TOTAL Paraprofessional - Technicians II</b>		7	3	10	6	1	7	1	1	3	2	0	2	0	1	0	0	3	1	4	2	0	10	0
					30.0%			70.0%																
													30.0%					10.0%						
																		40.0%						
																		20.0%						
																		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



	EEO Cat	Total Employees			Minorities			Male					Female					Totals					Hours	
Title	Code	M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	FT	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
BUILDING INSPECTOR I	T	3	1	4	3	1	4	0	0	3	0	0	0	0	1	0	0	0	0	4	0	0	4	0
BUILDING INSPECTOR II	T	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0
CODE COMPLIANCE INSPECTOR II	T	4	3	7	2	2	4	2	0	2	0	0	1	0	2	0	0	3	0	4	0	0	7	0
ENGINEERING AIDE II	T	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
SENIOR BUILDING INSPECTOR	T	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
SENIOR CODE COMPLIANCE INSPECTOR	T	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
<b>TOTAL Paraprofessional - Technicians I</b>		<b>10</b>	<b>7</b>	<b>17</b>	<b>6</b>	<b>4</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>0</b>
		41.2%			58.8%													41.2% 0.0% 58.8% 0.0% 0.0%						

**JOB GROUP 17: Office Clerical II - (78.9% Minority Availability) - (84.6% Female Availability)**

Title	EEO Cat	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	FT	P/T
ACCOUNTING TECHNICIAN	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
OFFICE ASSISTANT III	OC	0	3	3	0	2	2	0	0	0	0	0	1	0	1	1	0	1	0	1	1	0	3	0
PRINCIPAL OFFICE ASSISTANT	OC	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
SENIOR ACCOUNT CLERK	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
SENIOR 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
SUPERVISING OFFICE ASSISTANT II	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
<b>TOTAL Office Clerical II</b>		<b>0</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>0</b>
		100.0%			72.7%													27.3% 0.0% 45.5% 27.3% 0.0%						

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

Title	EEO Cat	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	FT	P/T
OFFICE ASSISTANT I	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
OFFICE ASSISTANT II	OC	1	6	7	1	3	4	0	0	1	0	0	3	0	2	0	1	3	0	3	0	1	7	0
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
<b>TOTAL Office Clerical I</b>		<b>1</b>	<b>9</b>	<b>10</b>	<b>1</b>	<b>6</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>0</b>
		90.0%			70.0%													30.0% 0.0% 60.0% 0.0% 10.0%						

TOTAL - 3100	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	FT	P/T
<b>TOTAL - 3100</b>	<b>34</b>	<b>50</b>	<b>84</b>	<b>20</b>	<b>27</b>	<b>47</b>	<b>14</b>	<b>2</b>	<b>16</b>	<b>2</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>19</b>	<b>6</b>	<b>2</b>	<b>37</b>	<b>2</b>	<b>35</b>	<b>8</b>	<b>2</b>	<b>84</b>	<b>0</b>
<b>Housing and Community Development</b>	58.5%			56.0%													44.0% 2.4% 41.7% 9.5% 2.4%						

GRAND TOTAL	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	FT	P/T
<b>GRAND TOTAL</b>	<b>34</b>	<b>50</b>	<b>84</b>	<b>20</b>	<b>27</b>	<b>47</b>	<b>14</b>	<b>2</b>	<b>16</b>	<b>2</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>19</b>	<b>6</b>	<b>2</b>	<b>37</b>	<b>2</b>	<b>35</b>	<b>8</b>	<b>2</b>	<b>84</b>	<b>0</b>
	59.5%			56.0%													44.0% 2.4% 41.7% 9.5% 2.4%						

## Section 4

### Personnel Activity (Current Year)

Job Group: <b>3</b>	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	1	0	0
TOTAL (count each person only once)	0	0	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 4

### Personnel Activity (Current Year)

Job Group: <b>6</b>	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	0	1	1	1	1	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	1	0	0	1	0	0
TOTAL (count each person only once)	1	1	2	1	1	2	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

## Section 4

### Personnel Activity (Current Year)

Job Group: <b>13</b>	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	1	0	2	0	0
African American	0	0	0	0	1	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	1	1	0
TOTAL (count each person only once)	0	2	0	2	1	3	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

## Section 4

### Personnel Activity (Current Year)

Job Group: <b>18</b>	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	3	0	1	0	1	0	1
TOTAL (count each person only once)	0	3	0	1	0	1	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	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	0
TOTAL (count each person only once)	0	0	0	1	0	0	0	0

## Section 4

### 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	2	3	3	2	1	1	1	1
African American	1	0	0	0	1	0	1	0
Asian/Pacific Islander	0	1	0	0	0	2	0	3
American Indian/ Alaskan Native	0	1	0	0	0	1	0	0
Hispanic	6	2	2	1	0	0	1	7
TOTAL (count each person only once)	9	7	5	3	2	4	3	11
	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 (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	3	1	4	1	1	4	3	2
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	1	0	1	1	1
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	1	3	4	1	1
TOTAL (count each person only once)	3	1	4	3	4	9	5	4
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	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	0	0	0	0	0
TOTAL (count each person only once)	0	0	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.)**

**\*\*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.)**

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	3	4	3	3	3	3	3	1	1	0
African American	3	3	1	3	1	3	0	1	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	0	1	0	1	0	1	0	0	0	0
Hispanic	5	4	3	4	3	4	1	3	0	0
TOTAL (count each person once only)	11	12	7	11	7	11	4	5	1	0

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	0	1	0	1	<p>Good applicant pool and diverse panel. Hiring Manager/HCD Director had meet and greet process that also included a Hispanic female director, adding an additional layer and effort to have a woman and person of color.</p> <p>Outreach: Included TAD locations, social media sites (Instagram &amp; Facebook), International City/County Management Association (ICMA), Municipal Management Association of Northern California (MMANC), and American Planning Association California Chapter.</p>
African American	0	0	0	1	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	1	0	1	0	
TOTAL (count each person once only)	1	1	1	1	

## 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 Department of Housing & Community Development Department (HCD) is committed to making a good faith effort to improve its female and minority presence in the various job classifications. To achieve this, the department have developed and maintained a collaborative relationship with the Civil Rights office, who provides ongoing guidance and support related to minority groups and targeted outreach efforts. Additionally, the department actively identify and eliminate artificial barriers to employment by assuring fair and equitable treatment for all applicants who participate in the recruitment, testing, and selection processes and promotional opportunities. The department is committed to hiring the best qualified candidates.

Efforts the department has undertaken or will continue to undertake to recruit, hire, promote, and retain qualified minorities and women include:

- Managers will receive regular updates on the departmental Workforce Analysis Report and continue to support minority and female outreach efforts.
- Utilize outside screeners and panel members, including women and minority organizations to further enhance neutrality and fairness in the selection process.
- The department will reach out to other cities, Counties, web search, veteran affairs, social media, and other County Departments to Increase and enhance methods to communicate employment opportunities to reach a more diverse applicant pool.
- The department will seek consultation with EOO for recommendations on minority and female outreach resources for recruitments.
- Targeted recruitment efforts have included and will continue to include targeted outreach to women and minority groups.
- Continue supporting upward mobility; working with managers and supervisors to help identify staff career development and training.
- All hiring decisions will continue to be reviewed and approved by the Hiring Authority in collaboration with the Human Resources Department.
- The department will ensure that all managers and supervisors complete the required EOO antidiscrimination/harassment training.
- The department will continue to encourage on-going formal and managerial training courses, especially those that promote an understanding of how to maintain a non-discriminatory and harassment free work environment.
- The department shall conduct in-house training on performance evaluations and follow up with Managers, as needed, in efforts to meet 100% compliance of timely completion of performance evaluations that articulate and evaluate employee strengths and areas for improvement.

Additional strategy includes incorporating a review process of the evaluations prior to meeting with employee and help identify career development opportunities.

- Increase training, development, and promotional opportunities to retain employees.

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

The department did not request any selective certification waivers for calendar year 2023.

**Hiring**

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

The department looks at qualifications (i.e., knowledge, skills, and abilities) and responses to the interview questions to determine whether an applicant is suited for employment in the department.

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

The department utilizes a diverse pool of subject matter experts in-house or from outside agencies focusing and ensuring that gender and ethnicity criteria are met.

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

The screening process is managed by the Human Resources Department.

Subject Matter Experts (SMEs) are only provided with information necessary for determining qualifications. Each screener is provided with training and guidance on the process, and expectations that include providing justification for scoring.

Staff in HCD have been trained to proctor interviews. In instances where trained staff are not present for interviews, or when the interview panel consists of external panelists, the interview process is proctored by the Human Resources Department.

**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 department provides a fair opportunity for career advancement to all individuals, based on demonstrated performance results, supporting professional development opportunities, and ongoing training and development. Individuals in job groups throughout the department are provided a fair opportunity to learn new skills through a rotation of job duties, which ensures an equity for competing for advancement. Success in achieving equity in promotional advancement of individuals in diverse groups is evident in that there were several internal promotions of 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 department is committed to providing all employees, regardless of ethnicity or gender, communication regarding their performance. As part of the evaluation process, employees are measured on their interpersonal skills, which includes working relationships, communication, and when applicable, supervisory skills. Any issues regarding a failure to promote an inclusive work environment, consistent with departmental and County of Monterey expectations would be documented and addressed appropriately.

**Retention and Inclusion**

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

The department tracks employee retention, categorizing the reason for the separation and documenting exit interviews conducted.

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

In 2023, the department only experienced two (2) voluntary separations of minority employees. The department has about 85 employees.

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

Based on the data for 2023, the department does not have trends to act upon; however, the department will carefully monitor any negative trends as they arise and address them accordingly.

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

Information related to lactation accommodations is provided to employees at the time of hire and training is available in the Learning Management System (LMS).

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

Requests for accommodation are sent to 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?**

Yes, whenever possible the department conducts exit interviews with exiting staff. Reasons for leaving and information regarding overall satisfaction and dissatisfaction is gathered. Information presenting significant concerns are addressed expeditiously and overall trends are identified, and the department works with the Human Resources Department to identify actionable steps to improve the employment experience in areas of dissatisfaction.

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

The data collected supports that our department is successful in ensuring opportunities are provided to diverse individuals. HCD will continue to foster an environment that provides the ability for all employees to promote within the organization.

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

The MC-HRM-EO-0003 report for 2023 shows that the department's current workforce is not meeting minority utilization in several job groups. The department will collaborate with the Human Resources Department to ensure that recruitments are meeting the selective certification requirements and that targeted outreach is being completed to ensure that every recruitment receives a diverse applicant pool.

## 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.

<b>Harassment &amp; Discrimination Prevention Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	21	20	95%
Employees (non-supervisor/non-manager)	63	63	100%
<b>Totals</b>	84	83	98%

<b>Civil Rights Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	21	20	95%
Employees (non-supervisor/non-manager)	63	61	96%
<b>Totals</b>	84	81	96%

## **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 requested by the Commission.

## Section 9

### Title VI of the Civil Rights Act Implementation\*

	<b>Requirement</b>	<b>Implementation Notes (explain how your department fulfilled or plans to fulfill this requirement. Also include outcomes of the implementation if applicable)</b>	<b>Completed (Y/N)</b>	<b>Completion Date (include actual completion dates and expected completion dates for requirements not yet completed)</b>
<b>General</b>	Title VI notice at public counters	Posted.	Y	Unknown
	Internal process to forward discrimination complaints to Civil Rights Office	Implemented by department Analysts. Analysts have advised management regarding this process since implementation	Y	Ongoing
	Nonstandard contracts include a nondiscrimination clause	Contracts developed outside of the standard agreement typically will include a nondiscrimination provision.	Y	Ongoing
	Data is collected on the ethnicity and language of the people served	Language needs are communicated/assessed at the public counter and documented in the que, as appropriate. Subsequent communication with the customer is the language needed.	Y	Ongoing
<b>Language Access</b>	Departmental language assessment completed	Yes, however assessment is dated. The department is in the process of re-evaluating and	Y	7/1/23



		updating to ensure it meets current needs.		
	Vital documents translated into Spanish	Yes. Critical documents have been translated into Spanish, and less critical documents are being translated on an ongoing basis.	Y	Ongoing
	Website – minimize PDFs. When using PDFs, include a Spanish version	Typically, information is in English only; however, documents that are critical and/or safety sensitive are usually offered in English and Spanish.	Y	Ongoing
	Procedures and budget for the use of interpretation and translation services	Yes, bilingual employees are onsite in critical positions and contracts are in place to provide translation services as needed.	Y	Ongoing
	Communication services for people who are deaf or hard of hearing	Yes, translation service available.	Y	Ongoing
	Public voicemails in English and Spanish	Yes.	Y	Ongoing
	Public counters: language charts available	Available in Spanish	Y	Unknown
	Public counters: all signage in English and Spanish	Yes.	Y	Unknown
	Public counters: procedures to have bilingual staff available	Yes.	Y	Unknown
<b>Community Engagement</b>	Projects, programs, policies, and services reflect County stakeholders and are	Yes, consideration is made when establishing, maintaining, and	Y	Ongoing

	sensitive to diverse demographic backgrounds	revising policy and program to evaluate the ripple effects on low-income and underrepresented groups.		
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	Yes, consideration is made when establishing, maintaining, and revising policy and program to evaluate the ripple effects on low-income underrepresented groups.	Y	Ongoing
	Considerations taken to ensure equitable engagement	Yes, in partnership with the Civil Rights Office and other key contacts.	Y	Ongoing
	Key community engagement contacts established	Contacts are established and maintained to ensure inclusion.	Y	Ongoing

\* 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.