Water Resources Agency

Equal Opportunity Plan

2024

Table of Contents

Page

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:

Ara Azhderian

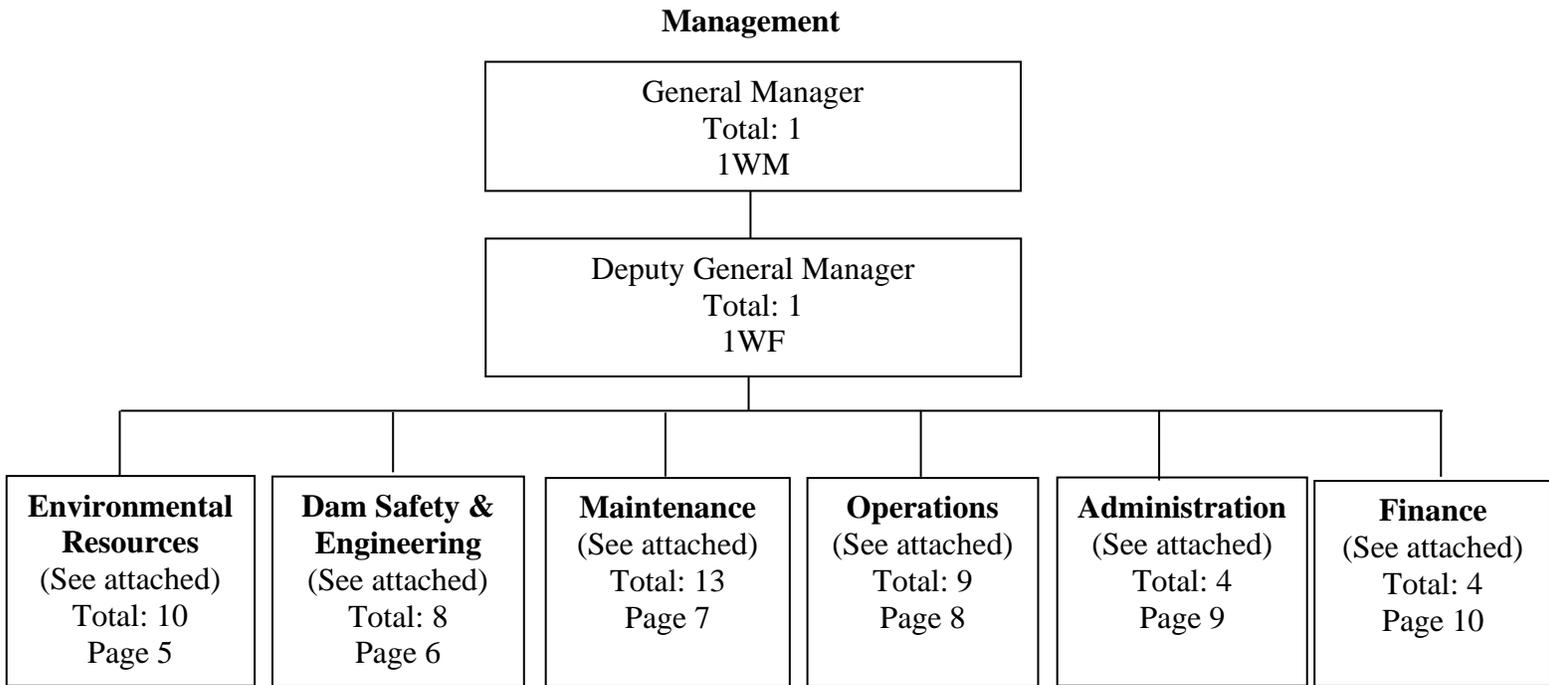1F182FFB49A2435...

3/29/2024 | 11:03 AM PDT

Ara Azhderian
General Manager

Section 2

Organizational Profile
Water Resources Agency

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

Management

General Manager
Total: 1
1WM

Deputy General Manager
Total: 1
1WF

Environmental Resources (See attached) Total: 10 Page 5	**Dam Safety & Engineering** (See attached) Total: 8 Page 6	**Maintenance** (See attached) Total: 13 Page 7	**Operations** (See attached) Total: 9 Page 8	**Administration** (See attached) Total: 4 Page 9	**Finance** (See attached) Total: 4 Page 10

Water Resources Agency grand total: 50
* Current organizational chart/profile as of February 13, 2024

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

4

Section 2

Organizational Profile 2024
(continued)

Management

General Manager
Total:1
1WM
Deputy General Manager
Total: 1
1WF

** Current organizational chart/profile as of February 13, 2024

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 2

Organizational Profile 2024
(continued)

Environmental Resources

Sr. Water Resources Hydrologist
Total:1
1WF
Assoc. Water Resources Hydrologist
Total: 1
1WF
Assoc. Water Resources Engineer
Total: 1
1 Vacant
Water Resources Hydrologist
Total: 2
1HM, 1 Vacant
Water Resources Biologist
Total: 1
1WF
Water Resources Technician
Total: 4
2HM, 1WF, 1 Vacant

** Current organizational chart/profile as of February 13, 2024

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 2

Organizational Profile 2024
(continued)

Dam Safety & Engineering

Sr. Water Resources Engineer
Total: 2
1WM, 1HF
Associate Water Resources Engineer
Total: 3
1HM, 2 Vacant
Water Resources Engineer
Total: 2
2 Vacant
Water Resources Technician
Total: 1
1HM

** Current organizational chart/profile as of February 13, 2024

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 2

Organizational Profile 2024
(continued)

<div style="border:1px solid black; text-align:center;">

Maintenance

Maintenance Manager
Total: 1
1 Vacant
Water Maintenance Superintendent
Total: 1
1WM
Assistant Water Maintenance Superintendent
Total: 2
1WM, 1 Vacant
Senior Water Maintenance Worker
Total: 2
1WM, Vacant
Water Maintenance Worker II
Total: 4
2HM, 1WM, 1 Vacant
Water Maintenance Worker I
Total: 2
1WM, 1HM
Hydroelectric Technician
Total: 1
1WM

</div>

** Current organizational chart/profile as of February 13, 2024

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 2

Organizational Profile 2024
(continued)

Operations

Sr. Water Resources Engineer
Total: 1
1WM
Assoc. Water Resources Engineer
Total: 1
1 Vacant
Assoc. Water Resources Hydrologist
Total: 2
1WF, 1WM
Water Resources Hydrologist
Total: 3
1 WM, 2 WF
Water Resources Engineer
Total: 1
1WM
Water Resources Technician
Total: 1
1HM

** Current organizational chart/profile as of February 13, 2024

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 2

Organizational Profile 2024
(continued)

Administration

Administrative Services Assistant
Total:1
1HF
Senior Secretary - Confidential
Total: 1
1HF
Senior Secretary
Total: 1
1HF
Office Assistant III
Total: 1
1HF

** Current organizational chart/profile as of February 13, 2024

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 2

Organizational Profile 2024
(continued)

<div style="border:1px solid black;">

Finance

Finance Manager III
Total:1
1APIF
Accountant III
Total: 1
1HF
Accounting Technician
Total: 1
1WF
Accountant II
Total: 1
1 Vacant

</div>

** Current organizational chart/profile as of February 13, 2024

Self-reported gender and ethnicity:

M – Male   F – Female

AA - African American; H – Hispanic; API – Asian/Pacific Islander; W - White other than Hispanic; AI – American Indian/Alaskan Native

Section 3

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

This is the cover sheet for this section. Place a copy of your department's workforce analysis chart here.

Graphs for all job groups on utilization/availability:

Report ID : MC-HRM-EO-0003   **County of Monterey Workforce Analysis Chart**   Page 83 of 97

Run Date : 01/10/2024   **Job Group Within Department**

Run Time : 8:55 AM   **2022-2023 Job Group Metrics**

9300 - Water Resources Agency

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

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
DEPUTY GENERAL MANAGER - WATER RESOURCES AGENCY	OA	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Management II		0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
			100.0%			0.0%												100.0%	0.0%	0.0%	0.0%	0.0%		

JOB GROUP 02: Management I - (37.6% Minority Availability) - (49.1% Female Availability)

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
FINANCE MANAGER III	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
TOTAL Management I		0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
			100.0%			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 M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
ACCOUNTANT III	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
ADMINISTRATIVE SERVICES ASSISTANT	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
WATER MAINTENANCE SUPERINTENDENT	OA	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Professionals - Administration		1	2	3	0	2	2	1	0	0	0	0	0	0	2	0	0	1	0	2	0	0	3	0
			66.7%			66.7%												33.3%	0.0%	66.7%	0.0%	0.0%		

12

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

9300 - Water Resources Agency

JOB GROUP 06: Professionals - Land Use - (37.4% Minority Availability) - (40.8% Female Availability)

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
ASSOCIATE WATER RESOURCES 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
ASSOCIATE WATER RESOURCES HYDROLOGIST	P	1	2	3	0	0	0	1	0	0	0	0	2	0	0	0	0	3	0	0	0	0	3	0
SENIOR WATER RESOURCES ENGINEER	P	2	1	3	0	1	1	2	0	0	0	0	0	0	1	0	0	2	0	1	0	0	3	0
SENIOR WATER RESOURCES HYDROLOGIST	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 BIOLOGIST	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	2	2	4	1	0	1	1	0	1	0	0	2	0	0	0	0	3	0	1	0	0	4	0
TOTAL Professionals - Land Use		7	7	14	2	1	3	5	0	2	0	0	6	0	1	0	0	11	0	3	0	0	14	0
			50.0%			21.4%												78.6%	0.0%	21.4%	0.0%	0.0%		

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

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
HYDROELECTRIC TECHNICIAN	T	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
WATER RESOURCES TECHNICIAN	T	4	1	5	4	0	4	0	0	4	0	0	1	0	0	0	0	1	0	4	0	0	5	0
TOTAL Paraprofessional - Technicians II		5	1	6	4	0	4	1	0	4	0	0	1	0	0	0	0	2	0	4	0	0	6	0
			16.7%			66.7%												33.3%	0.0%	66.7%	0.0%	0.0%		

JOB GROUP 15: Skilled Craft II - (60.3% Minority Availability) - (14.6% Female Availability)

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
ASSISTANT WATER MAINTENANCE SUPERINTENDENT	SC	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
SENIOR WATER MAINTENANCE WORKER	SC	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Skilled Craft II		2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0
			0.0%			0.0%												100.0%	0.0%	0.0%	0.0%	0.0%		

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 85 of 97

9300 - Water Resources Agency

JOB GROUP 16: Skilled Craft I - (63.2% Minority Availability) - (8.3% Female Availability)

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
WATER MAINTENANCE WORKER II	SM	3	0	3	2	0	2	1	0	2	0	0	0	0	0	0	0	1	0	2	0	0	3	0
TOTAL Skilled Craft I		3	0	3	2	0	2	1	0	2	0	0	0	0	0	0	0	1	0	2	0	0	3	0
			0.0%			66.7%												33.3%	0.0%	66.7%	0.0%	0.0%		

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

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
ACCOUNTING TECHNICIAN	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 SECRETARY	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-CONFIDENTIAL	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Office Clerical II		0	3	3	0	2	2	0	0	0	0	0	1	0	2	0	0	1	0	2	0	0	3	0
			100.0%			66.7%												33.3%	0.0%	66.7%	0.0%	0.0%		

JOB GROUP 20: Service Maintenance I - (76.8% Minority Availability) - (56.1% Female Availability)

Title	EEO Cat Code	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
WATER MAINTENANCE WORKER I	SM	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0
TOTAL Service Maintenance I		2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0
			0.0%			50.0%												50.0%	0.0%	50.0%	0.0%	0.0%		

	Total Employees M	F	T	Minorities M	F	T	Male W	AA	HIS	API	AI	Female W	AA	HIS	API	AI	Totals W	AA	HIS	API	AI	Hours F/T	P/T
TOTAL - 9300	20	15	35	9	6	15	11	0	9	0	0	9	0	5	1	0	20	0	14	1	0	35	0
Water Resources Agency		42.9%			42.9%												57.1%	0.0%	40.0%	2.9%	0.0%		

Section 4

Personnel Activity (2023)

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

Section 4

Personnel Activity (2023)

Job Group: 3	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic		1						
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								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

Section 4

Personnel Activity (2023)

Job Group: 6	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White		1		2	2		2	1
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic		1	1	1				
TOTAL (count each person only once)	0	2	1	3	2	0	2	1

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

Section 4

Personnel Activity (2023)

Job Group: 13	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								1
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic	2							
TOTAL (count each person only once)	*2*	*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								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*

Section 4

Personnel Activity (2023)

Job Group: 14	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								1
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								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*

Section 4

Personnel Activity (2023)

Job Group: 17	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*

	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White								
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic			1					
TOTAL (count each person only once)	*0*	*0*	*1*	*0*	*0*	*0*	*0*	*0*

Section 4

Personnel Activity (2023)

Job Group: 20	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2						2	
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)	*2*	*0*	*0*	*0*	*0*	*0*	*2*	*0*

	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)	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*

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.)

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					** The Monterey County Water Resources Agency does not fall under the selective certification process, therefore does not have underutilized recruitments to report for 2023**
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 Monterey County Water Resources Agency (Agency) strives to provide equitable services to the public, community groups, stakeholders and all involved. The Agency collaborates with Professional organizations, community groups, Colleges, and Universities for recruitments. We have not requested any selective certification waivers in the last year.

Hiring

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

The Agency's selection criteria in an interview consist of a variety of factors to ensure the best qualified candidate is selected for the position. Factors such as experience, education, and training are taken into consideration as well as diversity and other unique qualifications the candidate may have and/or demonstrate.

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

To ensure diversity of panel members and screeners, the Agency utilizes and selects individuals within the County and/or outside agencies who have the expertise/experience in the area/field we are recruiting for. Gender and ethnicity are also considered when selecting panel members and screeners.

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

During the screening process, screeners are not provided access and/or information regarding the applicant(s), this process prevents predetermined judgements and requires the screeners to base their scores on facts and information. Screeners will score the responses provided to a series of questions and assess each candidate's ability to fulfill the requirements of the position.

During the interview process, the panel members are provided with the candidate's "packet" the day of the interview, this allows the panelist to review the application, resume and any other information right before the applicant's interview, minimizing bias.

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 Agency encourages all staff to utilize and/or participate in the various trainings the County has to offer as well as seeking out opportunities that will assist in professional growth such as taking coursework and/or trainings outside of the County's organization.

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?

Performance evaluations are utilized as a development tool to provide employees with encouragement, support, feedback, and recommendations for improvement (if needed) regarding their performance.

Retention and Inclusion

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

The Agency has not implemented, nor have they used any tools to track turnover rate for protected groups and/or the general population.

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

The Agency is unable to provide an appropriate response to this question as it has not collected data regarding turnover rates for protected groups and/or the general population.

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

Since no data has been collected, the Agency is unable to identify any negative and/or positive trends.

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

Employees are informed of the lactation room located in the Shilling place building and are able to use the room when needed.

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

If an employee request an accommodation, the Agency will reach out to Human Resources to ensure the proper steps are taken to begin the interactive process. Human Resources will work with the employee and the Agency to find an accommodation that will allow the employee to perform his/her essential duties within the Agency.

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 Agency does not conduct official exit interviews, but informal ones when possible. The informal exit interview(s) offer employees the chance to provide their managers with suggestions regarding Agency improvement (all areas are open to discussion). They also provide managers with the opportunity to show support and encouragement regarding the employees professional growth. Information and feedback obtained during these meetings has been beneficial to both the Agency and the employee as it promotes inclusion and diversity for current and future employees.

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

Inclusiveness has lifted employee moral significantly and has created more of a team dynamic within the Agency. Employees feel that they have a role/part in the "big picture" of what the Agency does and is. They are voice(s) that can and will be heard.

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

The Agency encourages employees to express themselves based on their unique perspectives. The Agency has non-discriminative policies in place.

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	18	16	89%
Employees (non-supervisor/non-manager)	22	19	86%
Totals (as of 12/31/2023)	40	35	88%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	18	15	83%
Employees (non-supervisor/non-manager)	22	17	77%
Totals (as of 12/31/2023)	40	32	80%

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 request was made by the Commission during 2023.

Section 9

Title VI of the Civil Rights Act Implementation*

	Requirement	Implementation Notes (explain how your department fulfilled or plans to fulfill this requirement. Also include outcomes of the implementation if applicable)	Completed (Y/N)	Completion Date (include actual completion dates and expected completion dates for requirements not yet completed)
General	Title VI notice at public counters	Located on back door and in break room	Y	
	Internal process to forward discrimination complaints to Civil Rights Office	All complaints are forwarded to the Civil Rights Office immediately	Y	
	Nonstandard contracts include a nondiscrimination clause	The Agency uses a template created and used by the County, which includes a nondiscrimination clause	Y	
	Data is collected on the ethnicity and language of the people served		N	
Language Access	Departmental language assessment completed		Y	
	Vital documents translated into Spanish	As needed	Y	
	Website – minimize PDFs. When using PDFs, include a Spanish version	As needed	Y	
	Procedures and budget for the use of	On a project basis	Y	

	interpretation and translation services		
	Communication services for people who are deaf or hard of hearing		
	Public voicemails in English and Spanish	In progress	
	Public counters: language charts available		N
	Public counters: all signage in English and Spanish		Y
	Public counters: procedures to have bilingual staff available	Bilingual staff are available to the public	Y
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds		Y
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process		N
	Considerations taken to ensure equitable engagement		Y
	Key community engagement contacts established		Y

* 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.