

County of Monterey

*Monterey County Government Center
Board of Supervisors Chambers
168 West Alisal st. 1st Floor
Salinas, Ca. 93901*



Meeting Agenda - Final

Wednesday, November 20, 2024

3:30 PM

Join via Zoom at: <https://montereycty.zoom.us/j/95275475243> or
in-person at: 1441 Schilling Place-Cayenne Room, Salinas, Ca.
93901

Equal Opportunity and Civil Rights Advisory Commission

THE MONTEREY COUNTY EQUAL OPPORTUNITY AND CIVIL RIGHTS ADVISORY COMMISSION welcomes and encourages all interested persons to attend and participate in the discussion. Meetings are held on the third Wednesday of each month at 3:30 p.m. in the Cayenne Conference Room, 1441 Schilling Place-North Bldg., First Floor, Salinas CA 93901, unless otherwise posted. All meetings are conducted in compliance with the Ralph M. Brown Act, Government Code §54950, et seq.

ANY INDIVIDUAL ATTENDING THE MEETING IN PERSON AND WISHING TO ADDRESS THE COMMISSION on Agenda or non-agenda topics may do so at the appropriate time after receiving recognition from the Chairperson. Persons doing so should state their name and address or organization/agency, prior to making their comments or asking questions. Persons speaking on non-agenda topics should do so only during the section of the Agenda reserved for “Public Comments and Petitions.” Persons wishing to comment on an Agenda topic should do so when that topic has been reached on the Agenda. Comments should be brief and limited to the subject matter. Reasonable time limitations may be imposed at the discretion of the Chairperson. An emergency item (as defined by the Brown Act) may be added to the agenda only by vote of the Commission.

DISABILITY ACCESS The location is wheelchair accessible. The following services are available when requests are made by Friday before the Commission meeting: American Sign Language interpreters or use of a reader during a meeting; large print agenda or minutes in alternative format; assistive listening devices. Please contact the Civil Rights Office (831) 755-5117, if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by §202 of the Americans with Disabilities Act.

DOCUMENT DISTRIBUTION: Documents related to agenda items that are distributed to the Commission less than 72 hours prior to the meeting shall be available for public inspection at the Civil Rights Office, 1441 Schilling Place, Salinas, CA 93901. Documents distributed to the Commission at the meeting by Staff will be available at the meeting; documents distributed to the Commission by members of the public shall be made available after the meeting.

Members of the Public may participate in meetings in one of two ways:

1. You may attend the meeting in person; or,
2. You may observe the live stream of the meeting via computer by clicking on the following Zoom link:

PLEASE NOTE: IF ALL PARTICIPATING COMMISSION MEMBERS ARE PRESENT IN PERSON, PUBLIC PARTICIPATION BY ZOOM IS FOR CONVENIENCE ONLY AND IS NOT REQUIRED BY LAW. IF THE ZOOM FEED IS LOST FOR ANY REASON, THE MEETING MAY BE PAUSED WHILE A FIX IS ATTEMPTED BUT THE MEETING MAY CONTINUE AT THE DISCRETION OF THE CHAIRPERSON.

<https://montereycty.zoom.us/j/95275475243?pwd=ZwWmXEv3eFgtKaosRMie9ytZL45zpj.1>

or the public may listen via phone by dialing 1-669-900-6833 and then when prompted, entering the Meeting ID 952 7547 5243 Access Code and Password 538492. You will be asked for a “Participant ID”. You do not need a Participant ID to join the meeting, press the pound key (#) again and you will be automatically connected.

1. If a member of the public wishes to comment on a particular agenda item, the public is strongly encouraged to submit their comments in writing via email to the Civil Rights Office at CivilRights@countyofmonterey.gov by 2:00 p.m. on the Tuesday prior to the meeting. To assist County staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Equal Opportunity and Civil Rights Advisory Commission (EOCRAC) date and agenda item in the subject line. Comments received by the 2:00 p.m. Tuesday deadline will be distributed to the Commission and will be placed in the record.

2. Members of the public wishing to comment on a specific agenda item while the matter is being heard may participate by any of the following means:

a. When the Chairperson calls for public comment on an agenda item, Civil Rights Office staff will first ascertain who wants to testify (among those who are in the meeting electronically or telephonically) and will then call on speakers and unmute their device one at a time. Public speakers may be broadcast in audio form only.

b. If speakers or other members of the public have documents they wish to distribute to the Commission for an agenda item, they are encouraged to submit such documents by 2:00 p.m. on Tuesday before the meeting to: CivilRights@countyofmonterey.gov. To assist staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Equal Opportunity and Civil Rights Advisory Commission date and agenda number in the subject line.

c. If members of the public want to present documents/Power Point presentations while speaking, they should submit the document by 2:00 p.m. on Tuesday before the meeting at CivilRights@countyofmonterey.gov (If submitted after that deadline, staff will make best efforts, but cannot guarantee, to make it available to present at the Commission meeting.)

d. While the matter is being heard, a member of the public may submit a comment via email, preferably limited to 250 words or less, to Civil Rights Office staff at CivilRights@countyofmonterey.gov. To assist staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Equal Opportunity and Civil Rights Advisory Commission date and agenda number in the subject line. If the comment is received prior to close of public comment on an agenda item, every effort will be made to read the comment into the record, but some comments may not be read out loud due to time limitations or length of the comment (if the comment exceeds 250 words). Comments received prior to the close of the public comment period on an agenda item will be made part of the record for that item.

3. Members of the public who wish to make a general public comment for items not on the day’s agenda may submit their comment via email, preferably limited to 250 words or less, to Civil Rights Office staff at CivilRights@countyofmonterey.gov. The Equal Opportunity and Civil Rights Advisory Commission meeting date and “general comment” should be indicated in the subject line.

The comment will be placed on the record for the meeting, and every effort will be made to read the comment into the record at the appropriate time on the agenda.

4. Individuals with disabilities who desire to request a reasonable accommodation or modification to observe or participate in the meeting may make such request by sending an email to CivilRights@countyofmonterey.gov. The request should be made no later than noon on the Monday prior to the Commission meeting in order to provide time for County to address the request.

5. The Chairperson and/or Vice-Chairperson may set reasonable rules as needed to conduct the meeting in an orderly manner.

COMISIÓN CONSULTIVA DE IGUALDAD DE OPORTUNIDAD Y DERECHOS HUMANOS
1441 SCHILLING PLACE - SALA DE COMUNIDAD CAYENNE, SALINAS, CA. 93901

AGENDA DE LA JUNTA

Miércoles 20 de noviembre de 2024 a las 3:30 p.m.

LA COMISIÓN CONSULTIVA DE IGUALDAD DE OPORTUNIDAD Y DERECHOS HUMANOS (EOCRAC, por sus siglas en inglés) da la bienvenida y alienta a toda persona interesada a que se presenten y participen en la discusión. Las juntas ocurren el tercer miércoles de cada mes a las 3:30 p.m. en la Sala de Conferencias Cayenne Room, 1441 Schilling Place-North Bldg., Salinas, California 93901, a menos que se comunique un cambio de lugar. Todas las juntas se llevan a cabo de acuerdo con la Ley Ralph M. Brown, Código de Gobierno §§ 54950, et seq.

CUALQUIER INDIVIDUO QUE VAYA A LA JUNTA EN PERSONA Y QUE QUIERA HABLAR CON LA COMISIÓN acerca de asuntos agendados o no-agendados puede hacerlo en el momento apropiado una vez que el/la presidente/a los reconozca. Aquellas personas reconocidas dirán su nombre y dirección u organización o agencia que representen antes de hacer comentarios o preguntas. Personas que quieran comentar acerca de asunto no-agendados pueden hacerlo sólo durante el momento agendado para Comentarios y Peticiones del Público (Public Comments and Petitions). Las personas que quieran comentar acerca de un tema agendado pueden hacerlo una vez que se esté discutiendo. Los comentarios deben ser breves y serán limitados al asunto discutido. Se impondrán limitaciones de tiempo razonables a discreción del/a presidente/a. Por voto de la Comisión se puede agregar un asunto que trate de una emergencia, como lo define la Ley Ralph M. Brown.

ACCESO A DISCAPACITADOS. La ubicación es accesible a sillas de ruedas. Los siguientes servicios están disponible a petición del interesado si son solicitados a más tardar el viernes antes de la junta de la Comisión: intérprete de lengua de señas o el uso de un lector durante la junta; agenda o acta de reunión con letra grande en formato alternativo; dispositivo de asistencia auditiva. Por favor contacte a la Oficina de Derechos Humanos (Civil Rights Office) al (831) 755-5117 si necesita asistencia para participar en una reunión pública o si necesita que se modifique la agenda o documentos públicos de acuerdo con la §202 de la Ley de Americanos con Discapacidades.

DISTRIBUCIÓN DE DOCUMENTOS. Los documentos relacionados con la agenda que fueron proporcionados a la Comisión menos de 72 horas antes de la junta serán puestos a disposición del público en la Oficina de Derechos Humanos (Civil Rights Office) ubicada en 1441 Schilling Place, Salinas, California 93901. Cualquier documento proporcionado a la Comisión estará disponible en la junta; documentos proporcionados a la Comisión por miembros del público serán disponibles después de la junta.

El público puede participar en las juntas en las siguientes maneras:

1. Puede ir a la junta en persona; o,
2. Puede observar la junta en vivo a través de una computadora en el siguiente enlace de Zoom:

TOME NOTA: SI TODOS LOS COMISIONADOS ESTÁN PRESENTES, LA PARTICIPACIÓN POR ZOOM ES SOLAMENTE COMO CONVENIENCIA Y NO ES REQUERIDA POR LEY. SI LA CONEXIÓN POR ZOOM SE PIERDE POR CUALQUIER RAZÓN, LA JUNTA PUEDE DETENERSE MOMENTÁNEAMENTE PARA ARREGLAR LA CONEXIÓN, PERO LA JUNTA PUEDE PROSEGUIR A DISCRECIÓN DE LA/EL PRESIDENTA/E.

<https://montereycty.zoom.us/j/95275475243?pwd=ZwWmXEv3eFgtKaosRMie9ytZL45zoi.1>

o, puede escuchar la junta en vivo a través de teléfono al marcar 1-669-900-6833 y, cuando se lo pidan, marcar el número 952 7547 5243 como Meeting ID Access Code (código de identificación de junta) y 538492 como Password (contraseña). Le van a preguntar por un número de participante (Participant ID). No necesita un número de participante para atender la junta; presione la tecla numeral (#) y será conectado automáticamente.

6. Si el público desea comentar acerca de un tema agendado, se pide que envíen su comentario por escrito a la Oficina de los Derecho Humanos a derechoshumanos@countyofmonterey.gov antes de las 2:00 p.m. del martes previo a la junta. Para poder identificar el asunto, favor de incluir el tema que se quiera comentar y la fecha de la junta. Comentarios recibidos antes de las 2:00 p.m. del martes previo a la junta se distribuirán a la Comisión y serán incluidos en el acta.
7. Personas que quieran comentar acerca de un asunto agendado pueden participar de las siguientes maneras:
 - a. Cuando el/la presidente/a indique que se reciben comentarios del público, personal de la Oficina de Derechos Humanos (Civil Rights Office) primero determinarán quién quiere comentar entre los que están presentes electrónicamente o telefónicamente y llamarán a que comenten uno por uno. Los comentarios de las personas serán transmitidos por audio únicamente.
 - b. Si una persona que está comentando u otras personas del público quieren proporcionar documentos a la Comisión acerca de un tema agendado, pueden enviar los documentos antes de las 2:00 p.m. del martes previo a la junta a derechoshumanos@countyofmonterey.gov. Para poder identificar el tema agendado, favor de incluir la fecha y el número de asunto agendado.
 - c. Si una persona que está comentando quiere presentar documentos o una presentación por

PowerPoint al comentar, debe enviar los documentos o la presentación antes de las 2:00 p.m. el martes previo a la junta a derechoshumanos@countyofmonterey.gov. (Si los envían después de la fecha límite, personal de la Oficina de Derechos Humanos (Civil Rights Office) intentará tener los documentos o presentación disponible en la junta, pero no lo puede garantizar.

d. Una persona puede enviar documentos acerca de un asunto que se está discutiendo por correo electrónico, de preferencia no más de 250 palabras, a la Oficina de Derechos Humanos (Civil Rights Office) al correo derechoshumanos@countyofmonterey.gov. Favor de incluir el número de agenda del asunto y la fecha de la junta. Si se recibe el comentario antes de que se terminen los comentarios públicos en un tema agendado, se intentará leer el comentario para que conste en el acta, pero algunos comentarios no se podrán leer debido a limitaciones de tiempo o el tamaño del comentario (si excede 250 palabras). Comentarios recibidos antes de que termine el periodo de comentario del público de un asunto agendado serán incluidos en el acta de la junta para ese asunto.

8. Personas que quieran hacer un comentario general para asuntos no agendados ese día pueden enviar sus comentarios, de preferencia de 250 palabras o menos, por correo electrónico, a la Oficina de Derechos Humanos (Civil Rights Office) al correo electrónico derechoshumanos@countyofmonterey.gov. Favor de incluir la fecha de la junta e indicar que es un “comentario general”. El comentario se incluirá en el acta de la junta, y se intentará leer el comentario para el acta durante el momento apropiado de la agenda.

9. Personas con discapacidades que necesiten una modificación razonable para observar o participar en la junta pueden enviar su solicitud por correo electrónico a derechoshumanos@countyofmonterey.gov. La solicitud debe ser enviada a más tardar a mediodía del lunes antes de la junta de la Comisión para que el Condado tenga tiempo de otorgarla.

10. El/la presidente/a o vicepresidente/a pueden crear reglas para que la junta se lleve a cabo de manera ordenada.

NOTE: All agenda titles related to numbered items are live web links. Click on the title to be directed to the corresponding Commission Report.

3:30 P.M. CALL TO ORDER

ROLL CALL AND GREETING OF VISITORS

PUBLIC COMMENT PERIOD

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission.

APPROVAL OF ACTION MINUTES

1. Action Item: Review and Approve Action Minutes of August 21, 2024.

Attachments: [Action Minutes of 8-21-24](#)

COMMISSION MATTERS

2. Review, Discuss, and Approve the EOCRAC Meeting Schedule for 2025 - Civil Rights Office

Attachments: [2025 EOCRAC Meeting Schedule](#)

DEPARTMENT PRESENTATIONS

3. Information Technology Equal Opportunity Plan Presentation - Eric Chatham, Chief Information Officer

Attachments: [ITD Equal Opportunity Plan](#)

4. Debrief Equal Opportunity Plan Presentation

5. Natividad Medical Center Equal Opportunity Plan Presentation - Charles R. Harris, NMC Chief Executive Officer

Attachments: [NMC Equal Opportunity Plan](#)

6. Debrief Equal Opportunity Plan Presentation

7. Agricultural Commissioner Equal Opportunity Plan Presentation - Juan Hidalgo, Agriculture Commissioner

Attachments: [Agricultural Commissioner EOP](#)

8. Debrief Equal Opportunity Plan Presentation

ANNOUNCEMENTS

FUTURE AGENDA ITEMS

- a. EOP Presentation – Health (December)
- b. EOP Presentation – District Attorney (December)
- c. Election of Chairperson and Vice-Chairperson for 2025 (December)
- d. Revision of Departmental Equal Opportunity Plan
- e. EOCRAC Retreat
- f. Human Resources Presentation
- g. EOP Refresher Training
- h. EEOC Explore Tool

DATE, TIME, AND LOCATION OF NEXT MEETING

Wednesday, December 18, 2024, at 3:30 p.m. at 1441 Schilling Place – Salinas, Ca.
93901

ADJOURNMENT



County of Monterey

Item No.1

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-740

November 20, 2024

Introduced: 11/12/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Action Item: Review and Approve Action Minutes of August 21, 2024.



County of Monterey

Monterey County
Government Center
Board of Supervisors
Chambers
168 West Alisal st. 1st
Floor
Salinas, Ca. 93901

Meeting Minutes Equal Opportunity and Civil Rights Advisory Commission

Wednesday, August 21, 2024

3:30 PM

Join via Zoom at <https://montereycty.zoom.us/j/96217195794> or in-person at: 1441 Schilling Place-Cayenne Room, Salinas, CA. 93901

3:30 P.M. CALL TO ORDER

The meeting was called to order at 3:36 pm by Vice-Chairperson Crawley.

ROLL CALL AND GREETING OF VISITORS

ATTENDEES

Commissioners Present: Adriana Melgoza, Anita Crawley, Crystal Libby, Lee Ann Magoski, Gina Martinez, Victor Caravez (arrived after roll call), and Yesica Guzman

Commissioners Absent: Rosalyn Green (unexcused) and Mary Claypool (excused).

Staff Present: Natalie Alfaro-Frazier, Senior Equal Opportunity Analyst; Daniel Gonzalez, Senior Equal Opportunity Analyst; Naudia Velarde, Associate Equal Opportunity Analyst; Juan P. Rodriguez, Civil Rights Officer (via Zoom); Ellen Lyons, Deputy County Counsel; Ruby Jacinto, Administrative Secretary; and Monica Reyes, CRO Intern

PUBLIC COMMENT PERIOD

None.

APPROVAL OF ACTION MINUTES

1. Action Item: Review and Approve Action Minutes of Regular Meeting of July 17, 2024

Commissioner Melgoza made a motion to approve the Regular Minutes of July 17, 2024; seconded by Commissioner Libby; motion passed by the following vote:

Motion passed by the following vote:

AYES: Melgoza, Martinez, Guzman, Crawley, Libby, and Magoski

NOES: None

ABSENT: Caravez (not present during the voting period of this item), Claypool, and Green

ABSTAIN: None

DEPARTMENT PRESENTATIONS

2. Emergency Communications Equal Opportunity Plan Presentation - Lee Ann Magoski, Director of Emergency Communications

Lee Ann Magoski, Director of Emergency Communications, and Olivia Madrigal, Assistant Director of Emergency Communications, gave a presentation on the department's 2024 Equal Opportunity Plan.

COMMISSION MATTERS

3. Receive a Presentation on Departmental EOP Data - Misa Franknedy, Member of the Public

Misa Franknedy, Member of the Public, gave a presentation on Departmental EOP Data.

4. Receive an Update from EOCRAC on Departmental EOP Reviews - Vice-Chairperson Crawley

Vice-Chairperson Crawley provided a verbal update and feedback on the EOCRAC Departmental EOP Reviews.

5. Discuss and Approve Changes to Departmental Presentations for Future EOCRAC Meetings - Vice-Chairperson Crawley

The Commission discussed and approved eight (8) departmental presentations as follows:

1. Agricultural Commissioner
2. Assessor County-Clerk-Recorder
3. District Attorney
4. Emergency Communications
5. Health
6. Information Technology
7. Natividad Medical Center
8. Water Resources Agency

Commissioner Melgoza made a motion to approve the departmental presentations as discussed; seconded by Commissioner Caravez; motion passed by the following vote:

Motion passed by the following vote:

AYES: Melgoza, Martinez, Guzman, Caravez, Crawley, Libby, and Magoski

NOES: None

ABSENT: Claypool and Green

ABSTAIN: None

6. Receive a Presentation on EEOC Explore Tool - Commissioner Libby

This item will be added to the Agenda for the next meeting in September.

ANNOUNCEMENTS

None.

FUTURE AGENDA ITEMS

HR Presentation (add)

DATE, TIME, AND LOCATION OF NEXT MEETING

Wednesday, September 18, 2024, at 3:30 p.m. at 1441 Schilling Place - Cayenne Room

ADJOURNMENT

The meeting adjourned at 5:08 pm.



County of Monterey

Item No.2

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-741

November 20, 2024

Introduced: 11/12/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Review, Discuss, and Approve the EOCRAC Meeting Schedule for 2025 - Civil Rights Office



**EQUAL OPPORTUNITY AND CIVIL RIGHTS
ADVISORY COMMISSION
2025 MEETING SCHEDULE**

MEETING SCHEDULE

COMMISSION RESPONSIBILITIES	MEET, DISCUSS, REVIEW AND MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS ON MATTERS RELATING TO EQUAL OPPORTUNITY AS PART OF THE EQUAL OPPORTUNITY PLAN AND ISSUES BROUGHT FORWARD BY THE PUBLIC.	
MEETING LOCATION (UNLESS OTHERWISE POSTED)	CAYENNE CONFERENCE ROOM 1441 SCHILLING PLACE-SOUTH BLDG., 1ST FLOOR SALINAS, CA 93901	
MEETING DATES & TIME (UNLESS OTHERWISE POSTED)	THIRD WEDNESDAY OF EACH MONTH AT 3:30 P.M.	
STAFF CONTACT	RUBY JACINTO ADMINISTRATIVE SECRETARY - CONFIDENTIAL (831) 755-5117 JACINTOR@CO.MONTEREY.CA.US	
MEETING DATES	MEETING PLACE	
WEDNESDAY, JANUARY 15, 2025	CAYENNE ROOM	
WEDNESDAY, FEBRUARY 19, 2025	CAYENNE ROOM	
WEDNESDAY, MARCH 19, 2025	CAYENNE ROOM	
WEDNESDAY, APRIL 16, 2025	CAYENNE ROOM	
WEDNESDAY, MAY 21, 2025	CAYENNE ROOM	
* WEDNESDAY, JUNE 18, 2025	NO MEETING	
WEDNESDAY, JULY 16, 2025	CAYENNE ROOM	
WEDNESDAY, AUGUST 20, 2025	CAYENNE ROOM	
WEDNESDAY, SEPTEMBER 17, 2025	CAYENNE ROOM	
WEDNESDAY, OCTOBER 15, 2025	CAYENNE ROOM	
WEDNESDAY, NOVEMBER 19, 2025	CAYENNE ROOM	
WEDNESDAY, DECEMBER 17, 2025	CAYENNE ROOM	



County of Monterey

Item No.3

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-742

November 20, 2024

Introduced: 11/12/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Information Technology Equal Opportunity Plan Presentation - Eric Chatham, Chief Information Officer

Information Technology

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	14
Section 6: Action-Oriented Programs	20
Section 7: Accomplishments and Resource Needs	29
Section 8: EOCRAC Follow-Up	31
Section 9: Title VI of the Civil Rights Act	32

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:
Eric Chatham
747D862C7BD04AE...

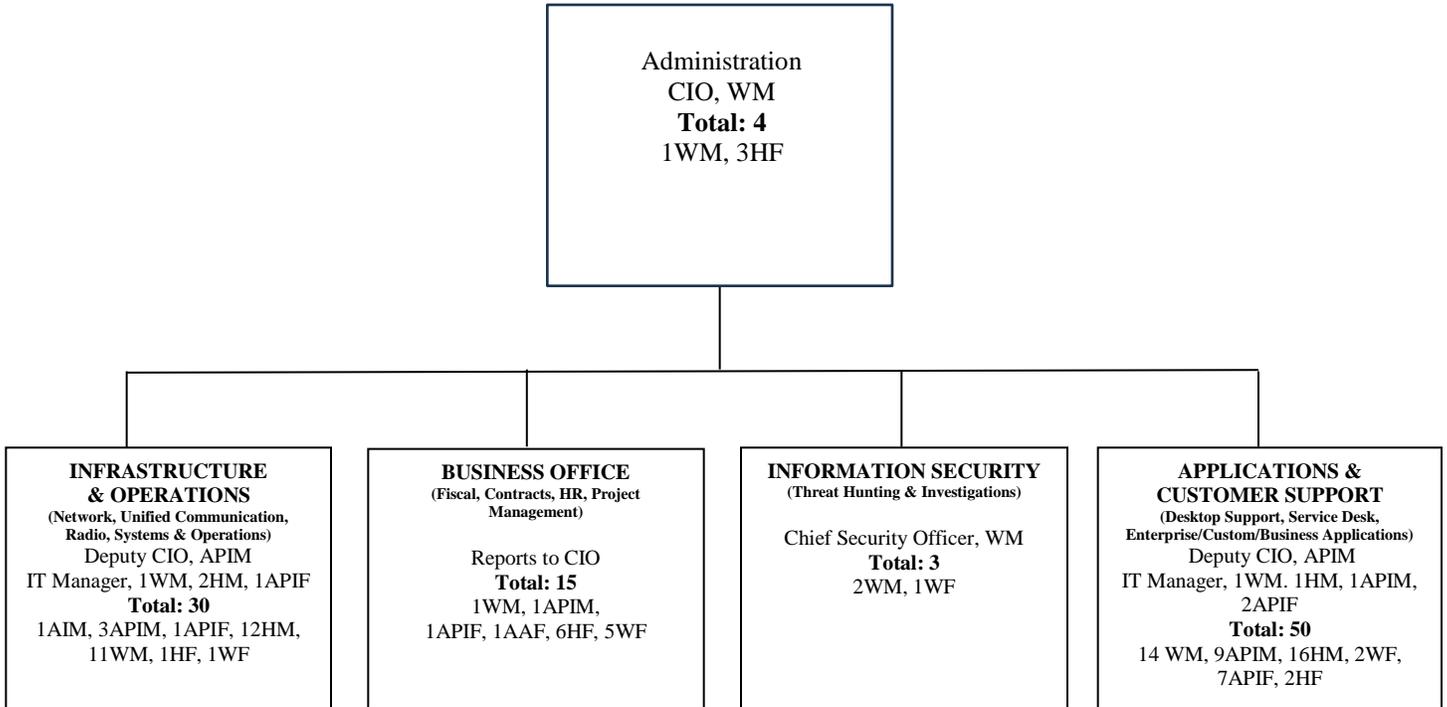
Eric A. Chatham

Chief Information Officer

Section 2

Organizational Profile Information Technology

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

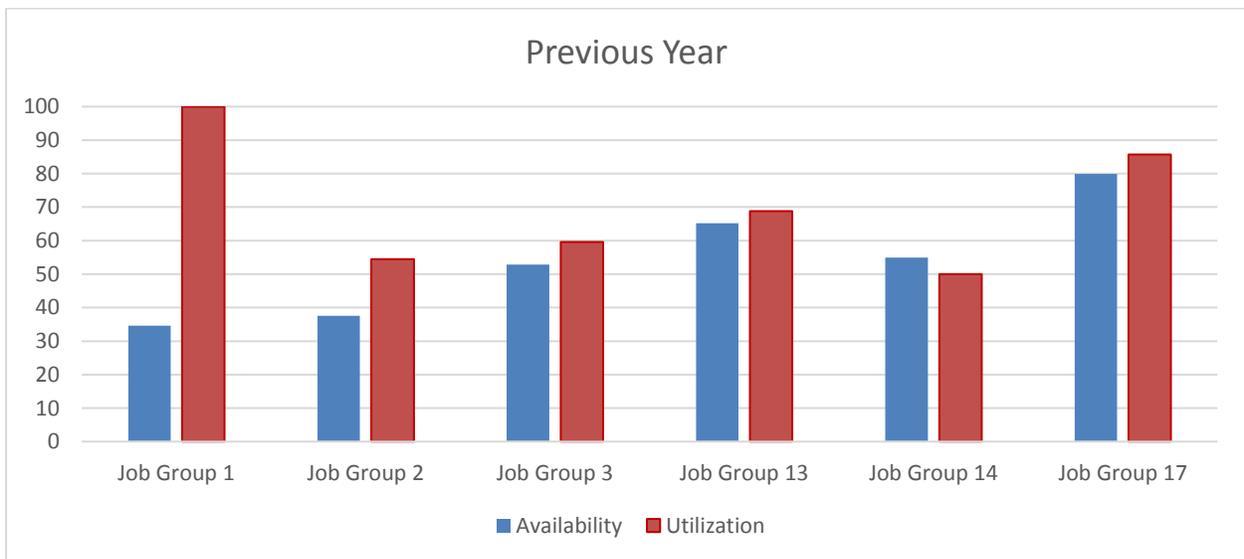
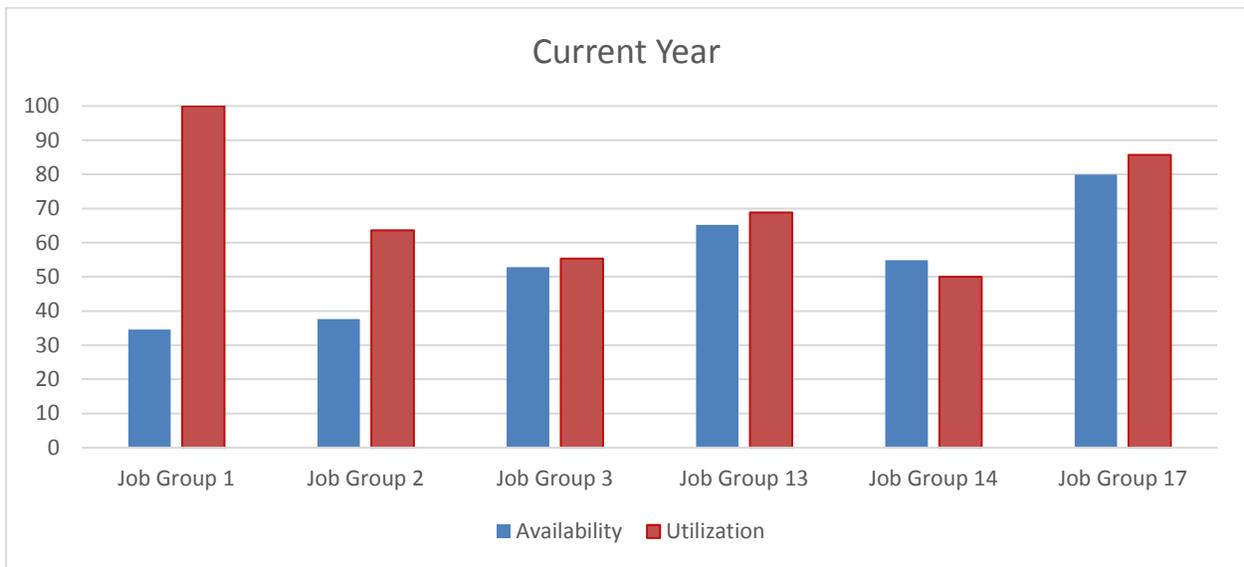
AA - African American; H – Hispanic; API – Asian/Pacific Islander; W - White other than Hispanic; AI – American Indian/Alaskan Native

Section 3

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

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

Graphs for all job groups on utilization/availability:



Section 4

Personnel Activity (Current Year)*

Job Group: 2	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	1	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	1	0	0	0	0	0	0	0
TOTAL (count each person only once)	1	0	0	0	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

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	2	2	2	0	3	0	3	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	2	0	1	0	2	1
TOTAL (count each person only once)	2	2	4	0	4	0	5	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

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	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	1	0
Asian/Pacific Islander	1	0	0	0	1	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	2	0	0	0	0	0	0	0
TOTAL (count each person only once)	4	0	0	0	1	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

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	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

*No data for Job Groups 1 or 14

Personnel Activity (Previous Year)

Job Group: 2	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	0	0	0	0	0	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	1	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)	1	1	0	0	1	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

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	1	0	0	0	0	1	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	1	0	0	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	1	1	2	0	1	0
TOTAL (count each person only once)	1	0	1	2	2	1	3	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	1	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	1	0	0	0

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	0	0	0	0	2	0	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	2	1	0	0	0	0	1	0
TOTAL (count each person only once)	3	1	0	0	2	0	2	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

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	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	1	0	0	0	0	0	0
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

*No data for Job Groups 1 or 17

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.)

Note: No data to report for job groups 14 or 17

Job Group:02	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	9	1	4	0	4	0	4	0	0	0
African American	3	2	0	0	0	0	0	0	0	0
Asian/Pacific Islander	5	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	4	1	2	0	2	0	2	0	1	0
TOTAL (count each person once only)	21	4	6	0	6	0	6	0	1	0

Job Group: 02	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	0	0	0	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, California County Information Services Directors Association (CCISDA), Municipal Information Systems Association of California, governmentjobs.com, careersingovernment.com, CalJobs.com • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	0	0	0	
Asian/Pacific Islander	2	0	2	1	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	0	0	
TOTAL (count each person once only)	2	0	2	1	

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.)

Job Group: 03	Applicants			Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Non-binary	Males	Females	Males	Females	Males	Females	Males	Females
White	68	11	0	31	6	31	6	30	5	5	2
African American	13	4	0	1	0	1	0	1	0	0	0
Asian/Pacific Islander	44	17	0	21	8	21	8	18	5	1	0
American Indian/Alaskan Native	1	3	0	0	3	0	3	0	3	0	0
Hispanic	87	12	2	29	1	29	1	26	1	2	0
TOTAL (count each person once only)	213	47	2	82	16	82	16	75	14	8	2

Job Group: 03	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	9	2	15	1	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com • Project Management Institute • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	1	0	1	
Asian/Pacific Islander	0	1	2	6	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	2	1	3	3	
TOTAL (count each person once only)	11	5	20	11	

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.)

Job Group: 13	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	5	0	2	0	2	0	2	0	0	0
African American	0	1	0	0	0	0	0	0	0	0
Asian/Pacific Islander	2	0	1	0	1	0	1	0	1	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	5	0	2	0	2	0	2	0	0	0
TOTAL (count each person once only)	12	1	5	0	5	0	5	0	1	0

Job Group: 13	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1	0	1	0	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • College/University job boards • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	0	0	0	
Asian/Pacific Islander	1	0	2	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	0	0	
TOTAL (count each person once only)	2	0	3	0	

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.)

Note: No data to report for job groups 14 or 17

Job Group: 02	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	23	3	11	2	11	2	11	2	1	0
African American	7	0	3	0	3	0	3	0	0	0
Asian/Pacific Islander	13	1	4	1	4	1	4	1	1	1
American Indian/Alaskan Native	1	0	0	0	0	0	0	0	0	0
Hispanic	9	2	4	2	4	2	4	2	0	0
TOTAL (count each person once only)	53	6	22	5	22	5	22	5	2	1

Job Group: 02	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	2	0	2	0	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, California County Information Services Directors Association (CCISDA), Municipal Information Systems Association of California, governmentjobs.com, careersingovernment.com, CalJobs.com • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	0	0	0	
Asian/Pacific Islander	1	3	5	1	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	0	1	
TOTAL (count each person once only)	3	3	7	2	

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: 03	Applicants			Applicants Who Met Minimum Qualifications (Initial Screening)			Applicants Placed on Eligible List			Applicants Interviewed			Applicant Hired for the Position		
	M	F	NB*	M	F	NB*	M	F	NB*	M	F	NB*	M	F	NB*
White	24	2	0	24	1	0	24	1	0	24	1	0	1	0	0
African American	5	0	0	2	0	0	2	0	0	2	0	0	0	0	0
Asian/Pacific Islander	20	4	0	13	2	0	13	2	0	13	2	0	0	0	0
American Indian/Alaskan Native	1	0	0	1	0	0	1	0	0	1	0	0	0	0	0
Hispanic	24	2	1	21	2	1	21	2	1	21	2	1	3	2	0
TOTAL (count each person once only)	74	6	1	61	5	1	61	5	1	61	5	1	4	2	0

Job Group: 03	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	6	1	10	1	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com • Project Management Institute • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	1	0	0	
Asian/Pacific Islander	1	2	1	6	
American Indian/Alaskan Native	0	0	1	0	
Hispanic	2	0	4	2	
TOTAL (count each person once only)	9	4	16	9	

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.)

* Non-binary

Job Group: 13	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	12	1	11	1	11	1	11	1	3	0
African American	4	0	4	0	4	0	4	0	0	0
Asian/Pacific Islander	5	1	5	1	5	1	5	1	1	0
American Indian/Alaskan Native	2	0	2	0	2	0	2	0	0	0
Hispanic	20	2	19	2	19	2	19	2	1	0
TOTAL (count each person once only)	43	4	41	4	41	4	41	4	5	0

Job Group: 13	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	2	1	3	0	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com • LinkedIn • Montereybayjobs.com • Craig's List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • College/University job boards • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	0	0	0	
Asian/Pacific Islander	2	0	4	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	2	0	
TOTAL (count each person once only)	4	1	9	0	

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?

Collaborative relationships include partnerships with local high schools and colleges including, but not limited to, Monterey Peninsula Unified School District (MPUSD), Salinas Union High School District (SUHSD), Monterey Peninsula College (MPC), Hartnell College, California State University Monterey Bay (CSUMB) and UC Santa Cruz. These collaborations allowed young people in our community to learn what future career opportunities in information technology may exist when they are ready to start their careers. The collaborations have also supported and enhanced our ability to find candidates for internship placements in technical teams such as applications development, network systems, information security, desktop support, radio communications and other IT systems support. A few activities ITD participated in recent years are summarized below.

In March 2022 and October 2023, ITD participated in the Career Exploration Fair Collaborative, hosted by the HR Department, for local high school juniors and seniors. These Career Fairs highlighted career opportunities, including those in the information technology field. During our presentation, students viewed a video clip showcasing ITD's work in providing technology support to County departments. The students were also able to hear experiences and advice from ITD leadership.

In October 2022 and March 2024, ITD participated in a panel style presentation to technology students attending MPC, providing these students a valuable opportunity to interact with ITD leadership and current and former interns. The students learned potential ways to lay the foundation for a successful career in information technology, the myriad careers paths that are currently available, and careers we expect to see as more prominent in the future.

In January 2023, ITD partnered directly with MPUSD to present to students, "A Day in the Life of a Programmer." During this presentation, students were presented with information on how current ITD staff obtained a career in information technology, skills needed to be successful, the type of work programmers do, and tools and technology used. This event provided an opportunity for high school students to review what it's like to work in a high demand career in local government while providing guidance on how to get started. In April 2023, students from Seaside

High School were given a tour of our Data Center. Prior to the tour, the students viewed a short presentation of our organizational structure and overview of Data Center operations to put context into what we have, why we monitor systems, and how we monitor the systems.

Lastly, in February 2024, ITD partnered with the HR Department in hosting a table at UC Santa Cruz' Science, Technology, Engineering and Mathematics (STEM) career fair. During the fair, students interested in County employment were provided information for potential jobs within County departments such as ITD, Health, Public Works, and the Agricultural Commissioner's Office.

As mentioned above, our community partnerships have supported and enhanced our ability to recruit high performing interns. Students who have participated in ITD's internship program have developed and enhanced their knowledge, skills, and abilities in current technologies, making them stronger candidates for current and future job opportunities within the organization. These internship opportunities have led to the employment of many interns in full-time positions over the last several years. Further, a majority of the candidates for internships, and the individuals who were selected for the opportunities, are minority and/or female.

Lastly, as noted in Section 5 above, ITD conducts recruitment advertising utilizing broad outreach for diverse candidate pools with appropriate qualifications, including local and national professional organizations, special interest organizations, and organizations in the Civil Rights Office talent acquisition database. The advertising efforts have led to diverse applicant pools, as well as increased representation of minorities possessing the necessary qualifications ITD is seeking.

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

ITD did not request any selective certification waivers in 2023.

Hiring

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

ITD utilizes a structured final selection interview strategy, asking all candidates the same job-related questions designed to solicit specific information regarding each candidates' skills and abilities directly related to successful performance in the position. This includes both technical questions and questions related to teamwork, conflict resolution, and customer service experience to evaluate "soft skills" necessary to function in ITD's highly team-oriented and collaborative environment.

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

ITD consistently makes a concerted effort to employ diverse panel members and subject matter experts (SMEs) at each step in the recruitment and selection process. This is achieved by identifying potential internal or external screeners and/or panelists with appropriate professional backgrounds with the hiring manager, or through communications with other jurisdictions or members of applicable professional organizations.

As evidenced by the data provided in Section 5, ITD has been able to successfully identify and include screeners/panelists with varying ethnicity and gender to support and enhance diversity in candidate selections.

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

ITD-HR provides all screening and final selection panel members with verbal and/or written guidance on the procedures and evaluation of applicants/candidates in support of a fair, objective, and unbiased process. The following is sample of the “briefing” provided to final selection panel members to illustrate the training/information provided. Similar instruction is provided to application screening panelists:

General Process:

- All candidates are on an active Eligible List and were referred for determination of selection recommendation(s).
- Confidentiality: no discussions of candidates outside of interview room; only with HR representative.
- Equal opportunity employer: avoid asking questions related to, and rate without regard to, protected characteristics such as race, color, national origin, ancestry, religion, creed, age (over 40), physical or mental disability, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or any other characteristic protected by state or federal law.
- Panel member materials: panel member sign-in and confidentiality agreement, schedule, job description, job flyer, documentation guidelines, copy of applications, copy of questions for each applicant, and practical exercise materials (as applicable).
- Review schedule and identify any conflicts of interest (i.e., related persons such as family member or spouse (married, dating, etc.) Any panel member with a conflict should recuse themselves from the interview and/or process.
- Identify candidates known to panel. Objectivity is essential; confirm each panel member can evaluate all candidates objectively.

Rating/selection of candidates:

- Review job description and job flyer to identify required knowledge, skills, and abilities.
- Review “Good vs. Poor Behavioral Statements” guideline (i.e., documentation guidelines); document to support outcome and related recommendation(s).
- Review content and format of interview questions; determine how questions will be asked (e.g., rotating between panel members for each question, start with first panel member for the first few questions, etc.)
- Review content and format of practical exercise documents (if applicable).

- The panel will discuss as a group the outcome of the interviews and determine overall recommendation(s) during the debrief at the conclusion of the interview process.

In addition, as a result of the COVID-19 pandemic, ITD continues to conduct selection interviews via Zoom, typically reserving in-person interviews for top candidates. Relatedly, ITD-HR leveraged the change to a virtual format as an opportunity to develop a PowerPoint presentation that provides a comprehensive overview of the interview process, materials, and expectations of the interview panel members, to include information and guidance to reduce or eliminate unconscious bias and promote equal opportunity.

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?

To achieve diversity in our selection outcomes, ITD consistently implements the following:

- **Recruitment advertising utilizing broad outreach for diverse candidate pools.**
- **Diverse panels and SMEs at each step in the recruitment and selection process.**
- **Objective and job-related recruitment and selection criteria.**
- **Team decision-making related to recommendations for selection of candidates.**
- **Performance management practices and evaluation focusing on employee abilities and progress toward departmental and personal professional objectives.**
- **Availability, access, and management support for career development and training activities for employees at all levels.**

In 2022, ITD conducted hiring activities for management and lead/senior level technical positions such as IT Manager, Software Engineer III, and IT Systems Analyst III. The outcome was 67% of the candidates selected were internal; 83% were minority; and 17% were female.

In 2023, recruitment for management and lead/senior level technical positions was limited. There were three (3) recruitments: IT Manager, GIS Analyst III, and IT Systems Analyst III. The outcome was two (2) of the candidates selected were internal; one (1) candidate was minority; and no female candidates were selected.

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?

ITD’s performance evaluation consists of performance feedback in the following areas: Job Competencies/Knowledge/Skills, Work Habits/Reliability, Quantity of Work, Quality of Work, Working Relationships, Communication Skills, and Supervisory Skills (when applicable). Each performance evaluation area is accompanied by definitions to help guide the supervisor with appropriate and related content corresponding to each area. For example, under “Working Relationships”, a defined evaluation factor is, “Extent to which employee contributes to a positive work environment; extent to which employee builds effective working relationships; employee’s honesty, integrity, and ability to build and maintain trust with others; extent to which employee respects the dignity of others; employee’s acceptance of diversity of others.” Also, under “Supervisory Skills”, a defined evaluation factor is, “Employee relations: the extent to which the supervising employee effectively relates to employees, shares information, listens and responds, allows participation, and recognizes and acknowledges employee accomplishments; ability to successfully resolve complaints or grievances of subordinates,” and, “Objectivity: the extent to which a supervisor is able to minimize personal biases/being impartial and fair in decision-making.” Given these defined factors, the supervisor rates the employee in these areas and provides facts or supportive examples relating to successes and/or opportunities in the evaluation narratives.

With respect to promotional opportunities, ITD follows a consistent practice of gathering background and/or reference information prior to making offers of employment for promotion. This includes review of issued performance evaluations housed in the personnel file; any deficiencies in performance, including diversity and inclusion factors, are considered when making selection decisions.

Retention and Inclusion

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

ITD-HR staff have utilized available HR Information Management Systems (HRIS) to track data related to exiting employees and correlating demographic information to identify any trends that may lead to equal opportunity concerns within the organization. To date, no concerning trends relating to protected groups have been identified.

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

In 2019, minority employees represented 56% of the workforce, and female employees represented approximately 25% of the workforce; in 2020, minority employees represented 61% of the workforce, and female employees represented approximately 28% of the workforce; in 2021, minority employees represented approximately 63% of the workforce, and female employees represented approximately 28% of the workforce; in 2022 minority employees represented approximately 64% of the workforce, and female employees represented approximately 30% of the workforce; and in 2023 minority employees represented 63% of the workforce, and female

employees represented approximately 31% of the workforce. This data demonstrates an increase in representation of minority and female employees year-over-year between 2019 and 2022, with representation remaining stable between 2022 and 2023.

According to 2018 turnover and demographic data, approximately 60% of the workforce that exited regular, full-time positions were minority, and 30% were female; in 2019, 44% were minority, and 25% were female; in 2020, 43% were minority, and 14% were female; in 2021 30% were minority, and 40% were female; in 2022 43% were minority, and 14% were female; and in 2023 approximately 56% were minority, and 22% were female.

The data does not indicate a negative or concerning trend related to minority turnover. The proportion of minorities exiting the Department in 2023 is less than the proportion of minorities in the Department’s general population (i.e., minorities exiting is 56%; general population is 63%). The percentage of exiting female employees increased in 2023 compared to last year (i.e., 22% in 2023 compared to 14% in 2022); however, the trend shows significant fluctuations when looking across multiple year data. Further, representation of female employees in ITD has remained stable or slightly increased because of hiring.

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

Overall, ITD can demonstrate a trend of increasing diversity over the last several years (see “Accomplishments and Resource Needs” below). To maintain the trend of increasing diversity in its general population, ITD will continue efforts to retain its current talented staff, attract a diverse pool of applicants, and conduct fair and objective recruitment practices which includes: job advertising utilizing broad outreach for diverse candidate pools; diverse panels and SMEs at each step in the examination and selection process; objective and job-related recruitment and selection criteria; and team decision-making related to recommendations for selection of candidates.

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

ITD complies with requirements outlined in the “Lactation Accommodation While at Work Policy”. This includes:

- **Distributing the breastfeeding education pamphlet and policy in the new employee orientation packet.**
- **Providing the breastfeeding education pamphlet, policy, and breastfeeding resources to employees prior to their parental leave.**
- **Displaying a poster promoting the benefits of breastfeeding in break rooms.**
- **Supporting employee attendance of Wellness Program breastfeeding education classes and access to the County’s Breastfeeding Coordinator for consultation on any lactation accommodation issues.**
- **Supporting employee and supervisor completion of the Learning Management System “Wellness: Lactation Accommodation While at Work” training.**
- **Allowing a flexible schedule and time for pumping breast milk or breastfeeding.**

- **Designating and providing the use of a clean, comfortable, convenient, and private space or “Lactation Area”.**
- **Appropriately addressing any claim of harassment or discrimination of a lactating employee and supporting an inclusive work environment.**

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

ITD’s practice related to lactation and/or disability accommodation includes timely response to any requests and to conduct an “interactive process” with the employee to learn the specifics of the employee’s needs/requests. The Department considers all proposed accommodation ideas and implements approved accommodations in a timely manner. In accordance with the County’s Reasonable Accommodation Policy, the accommodation interactive process is conducted between the designated Departmental Reasonable Accommodation Coordinator (DRAC) and the employee. Since each accommodation case is unique, the precise steps taken may vary.

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?

ITD conducts exit interviews and exit surveys with separating employees. The feedback we receive is aggregated, anonymized, and reported to management for action planning to address any trending areas of opportunity for improvement. Any report received regarding allegations of harassment or discrimination are addressed in accordance with the Civil Rights Office policies.

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

ITD conducts daily “stand-up” and weekly meetings with a diverse group of employee representatives from each division. During these meetings, employees communicate and provide updates about current issues/projects and corresponding status. Quarterly “All Hands” meetings are also conducted with all staff to provide updates for each division and recognize employees for length of service, outstanding contributions to departmental goals and initiatives, and personal achievements in training and development (e.g., certifications/education).

In 2015, ITD HR launched a SharePoint site with easy access to employment forms and information. Content includes: Employee Self-Service (ESS), Timekeeping, Benefits, Career Advancement, Classification and Compensation, Training, Leave of Absence, Workers’ Compensation, Employee/Labor Relations, Equal Employment Opportunity, Internship Program, Policies and Guidelines, Meetings, ITD Information and Resources, and a Manager’s Toolkit. Additionally, the site includes quick links to the HR Department website, County job opportunities, and event calendars. This site is updated regularly with current information as it becomes available.

Also, ITD integrates a “SMART Objectives” component to the performance appraisal process where employees work with their supervisors to identify career related objectives, suggest training, and establish a clear plan designed to lead the employee successfully to the desired departmental business objectives and individual career objectives.

In 2017, ITD launched an annual employee engagement survey program and now participates in the County’s engagement survey program launched in 2018. A major component of the program is the survey which provides employees an opportunity to confidentially express their views on a variety of topics related to the work environment, department, division, and experiences relative to their job. The data gathered through the survey is used to determine action plans for improvements in the organization.

To continue to promote staff input for organizational improvement, the Department implemented a virtual “Idea Box” in August 2021 to learn staff ideas and thoughts for improvement in continuing to transform the organization. Any ITD employee can input ideas and/or solutions and identify themselves or enter anonymously. The ideas received and actions taken are shared with staff during regular departmental meetings.

Several years ago, employees elected to form a “Social Committee”. This employee driven, voluntary committee supports and produces social events throughout the year such as retirement farewell events and holiday/seasonal events. Examples of holiday/seasonal event themes include International Day, Valentine’s Day, Pi Day, St. Patrick’s Day, Hollywood Halloween, Día de los Muertos, Easter, Thanksgiving, and various events to support charitable initiatives within the County. Due to the COVID-19 pandemic, these activities were temporarily put on hold in 2020. However, these activities resumed in 2023. Since the Committee’s relaunch, events included a pumpkin decorating contest, holiday potluck, Valentine’s Day treats, St. Patrick’s Day treats, and a cutest pet photo contest.

Overall, ITD management considers and implements processes and ideas presented by staff at all levels, consistent with employee interests, operational needs, and customer demands. ITD promotes and encourages staff to provide input relative to projects or operations in their respective areas, as well as Department-wide projects and initiatives. ITD also encourages all staff to bring forward any questions or concerns related to their employment to their manager/supervisor, the Department Head, or HR, so that issues can be addressed appropriately, timely, and confidentially, to the extent possible.

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

ITD developed action items around the key findings of the ITD engagement surveys in 2017 and 2018 and County-wide engagement surveys in 2019 and 2020. To include all levels of staff in the process, focus groups were convened to further define the issues and to develop action plans. The following areas were identified for action: compensation, career development, communication, training, and onboarding. Progress on these action items is described below.

ITD requested a classification and compensation study be conducted to update job descriptions and learn if established salary ranges were at, below, or above market. The study findings revealed that a vast majority of ITD classes were below market and adjustments were implemented in January of 2022 to correct this issue. In addition, job descriptions and titles were updated to align with current technology and operations.

After the County’s engagement surveys in 2019 and 2020, due to the COVID-19 pandemic, many of the engagement activities were temporarily put on hold, or were performed on a limited basis,

while the County focused resources toward coping with the crisis and modifying the work environment to comply with health and safety guidelines. Although, a few opportunities were offered to County management and lead level staff during the pandemic, in which ITD participated, such as the “Coach on Call” and “Better Up” coaching programs. In addition, ITD enrolled senior leadership in the NACo High Performance Leadership Academy. This Leadership Academy is a 12-week, 4-course mentorship-based program with content provided by industry leading executives. This Academy provides best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and delivering value within high performance management. ITD also leverages leadership development resources that are available through the County’s Leadership Learning Exchange website that was launched in 2022.

Lastly, to improve onboarding, ITD implemented an automated system to input new user/employee requests and workflow notifications to departmental staff when onboarding support tasks are needed. This system was designed to assist the Department in preparing for new employee arrivals, ensuring a smoother onboarding experience for new hires or employees transferring into the department. In addition, ITD utilizes the NEOGOV Onboard module, which is a separate system that provides orientation resources, a checklist of forms to complete, and helpful links and contact information for new employees that can be accessed before their first day of work.

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.

ITD can demonstrate a trend of increasing diversity over the last several years. To illustrate the trend toward increased diversity, data by job group is shown below for 2020, 2021, 2022, 2023 which shows an increase in minority representation in job groups 02 and 14, an increase in minority representation for the overall Department, and an increase in female representation in a majority of job groups. It should also be noted, due to restructuring as a result of a classification and compensation study that was completed in January 2022, ITD now has two (2) minority incumbents in senior management positions, in job group 01.

	2020 Female	2021 Female	2022 Female	2023 Female	2020 Minority	2021 Minority	2022 Minority	2023 Minority
Job Group 01:	N/A	N/A	0%	0%	N/A	N/A	100%	100%
Job Group 02:	18.2%	20%	36.4%	36.4%	45.5%	50%	54.5%	63.6%
Job Group 03:	28.0%	31.3%	34%	36.2%	58.0%	60.4%	59.6%	55.3%
Job Group 13	20.7%	17.2%	12.5%	12.5%	69.0%	69.0%	68.8%	68.8%
Job Group 14:	40.0%	20%	50%	50%	40.0%	40.0%	50%	50%
Job Group 17:	71.4%	71.4%	71.4%	71.4%	85.7%	85.7%	85.7%	85.7%
Overall:	28.4%	28.3%	29.7%	30.7%	60.8%	62.6%	64.4%	63.4%

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	24	24	100%
Employees (non-supervisor/non-manager)	82	81	98.8%
Totals	106	105	99.1%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	24	23	95.8%
Employees (non-supervisor/non-manager)	82	81	98.8%
Totals	106	104	98.1%

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.

There are no follow up requests to report.

Section 9

Title VI of the Civil Rights Act Implementation*

	Requirement	Implementation Notes (explain how your department fulfilled or plans to fulfill this requirement. Also include outcomes of the implementation if applicable)	Completed (Y/N)	Completion Date (include actual completion dates and expected completion dates for requirements not yet completed)
General	Title VI notice at public counters	Notice has been posted outside the public counter.	Yes	August 2018
	Internal process to forward discrimination complaints to Civil Rights Office	All complaints are forwarded to ITD-HR for follow up and forwarding or direction from CRO.	Yes	This has been the practice in ITD
	Nonstandard contracts include a nondiscrimination clause	When able, ITD negotiates with vendors to use the County's standard agreement, which contains a Nondiscrimination Clause, or inserts a Nondiscrimination Clause in non-standard agreements. However, with most IT contracts, the vendor has more negotiation power than the County and the	Yes	Ongoing

		Department may not be unable to negotiate terms such as these.		
	Data is collected on the ethnicity and language of the people served	ITD does not directly serve the public.	N/A	N/A
Language Access	Departmental language assessment completed	ITD does not directly serve the public.	N/A	N/A
	Vital documents translated into Spanish	ITD does not directly serve the public.	N/A	N/A
	Website – minimize PDFs. When using PDFs, include a Spanish version	ITD continues to work with all departments to consistently minimize PDFs and make both English and Spanish versions available when PDFs are posted on the Internet website. This will be part of an ongoing effort to address ADA compliance issues on County departmental sites.	No	June 2025
	Procedures and budget for the use of interpretation and translation services	ITD does not directly serve the public.	N/A	N/A
	Communication services for people who are deaf or hard of hearing	ADA compliant kiosks will be implemented at the Board Chamber, for the public to see	No	June 2024

		Board meeting schedule and agenda.		
	Public voicemails in English and Spanish	County public voicemails for its main number are in both English and Spanish.	Yes	This has been the practice in the County
	Public counters: language charts available	ITD does not directly serve the public.	N/A	N/A
	Public counters: all signage in English and Spanish	ITD does not directly serve the public.	N/A	N/A
	Public counters: procedures to have bilingual staff available	ITD does not directly serve the public.	N/A	N/A
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	ITD does not directly serve the public.	N/A	N/A
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	ITD does not directly serve the public	N/A	N/A

	Considerations taken to ensure equitable engagement	ITD does not directly serve the public	N/A	N/A
	Key community engagement contacts established	ITD does not directly serve the public	N/A	N/A

* 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.



County of Monterey

Item No.4

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-743

November 20, 2024

Introduced: 11/12/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Debrief Equal Opportunity Plan Presentation



County of Monterey

Item No.5

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-744

November 20, 2024

Introduced: 11/12/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Natividad Medical Center Equal Opportunity Plan Presentation - Charles R. Harris, NMC Chief
Executive Officer



NATIVIDAD

Equal Opportunity Plan

2024

CHARLES R. HARRIS, M.D.
HOSPITAL CHIEF EXECUTIVE OFFICER

JANINE BOUYEA
HOSPITAL CHIEF PEOPLE OPERATIONS OFFICER

CARRIE RAMIREZ
DEPARTMENTAL HUMAN RESOURCES MANAGER

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	8
3.1 Focused Review and Analysis	18
Section 4: Personnel Activity	23
Section 5: Recruitment Data	58
Section 6: Action-Oriented Programs	70
Section 7: Accomplishments and Resource Needs	80
Section 8: EOCRAC Follow-Up	81
Section 9: Title VI of the Civil Rights Act	82

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.



(Signature)

Charles R. Harris, M.D.

Hospital Chief Executive Officer

Section 2

Organizational Profile – Page 1 of 4

NATIVIDAD

NMC CEO 1WM ADMINISTRATION SUPPORT TOTAL 5 3HF, 2WF					
CHIEF NURSING OFFICER 1WF	CHIEF MEDICAL OFFICER 1WM	CHIEF FINANCIAL OFFICER 1AM	CHIEF INFORMATION OFFICER 1WM	ASSISTANT ADMINISTRATOR- OPERATIONS & SUPPORT 1WF	ASSISTANT ADMINISTRATOR- HUMAN RESOURCES 1AAF
INTENSIVE CARE UNIT <i>TOTAL 42</i> 14AF, 3AAF, 9HF, 9WF, 3AM, 1HM, 3WM	PHYSICIANS <i>TOTAL 46</i> 2AF, 4HF, 1TF, 19WF, 5AM, 1AAM, 1HM, 13WM	PURCHASING & MATERIALS MANAGEMENT <i>TOTAL 21</i> 1AF, 3HF, 1WF, 2AAM, 11HM, 1AIM, 2WM	INFORMATION TECHNOLOGY <i>TOTAL 30</i> 7HF, 6WF, 1AM, 2AAM, 5HM, 1AIM, 8WM	DIETARY & CLINICAL NUTRITION <i>TOTAL 45</i> 8AF, 2AAF, 21HF, 2APIF, 3WF, 4AM, 5HM	HUMAN RESOURCES <i>TOTAL 17</i> 1AF, 1AAF, 7HF, 1TF, 4WF, 1AM, 2HM
NEONATAL INTENSIVE CARE UNIT <i>TOTAL 32</i> 8AF, 8HF, 114WF, 2AM	FAMILY PRACTICE RESIDENCY <i>TOTAL 43</i> 1AF, 9HF, 15WF, 1TF, 1AM, 3HM, 13WM	GENERAL ACCOUNTING <i>TOTAL 10</i> 3AF, 4HF, 2WF, 1AM	HEALTH INFORMATION MANAGEMENT <i>TOTAL 31</i> 1AF, 2AAF, 18HF, 1AIF, 4WF, 1AM, 2AAM, 2HM	ENVIRONMENTAL SERVICES <i>TOTAL 74</i> 5AF, 34HF, 9AM, 3AAM, 22HM, 1WM	EMPLOYEE HEALTH <i>TOTAL 5</i> 2AF, 2HF, 1HM
MEDICAL SURGICAL UNIT <i>TOTAL 150</i> 37AF, 3AAF, 3APIF, 52HF, 24WF, 11AM, 4AAM, 9HM, 7WM	PHARMACY <i>TOTAL 35</i> 6AF, 2AAF, 12HF, 4WF, 2AM, 4HM, 5WM	PATIENT ACCOUNTING 23 2AF, 17HF, 2WF, 2HM		ENGINEERING & SAFETY <i>TOTAL 19</i> 1HF, 1AIF, 1WF, 10 HM, 6WM	RECORDS & RETENTION <i>TOTAL 3</i> 3HF
PEDIATRIC UNIT <i>TOTAL 14</i> 2AF, 3HF, 8WF, 1 HM	MEDICAL STAFF OFFICE / LIBRARY <i>TOTAL 6</i> 1AF, 3HF, 1WF, 1WM	PHYSICIAN BILLING <i>TOTAL 2</i> 2HF		LABORATORY <i>TOTAL 68</i> 19AF, 1AAF, 21HF, 2AIF, 10WF, 7AM, 2 AAM, 6HM	VOLUNTEER AUXILIARY <i>TOTAL 1</i> 1HF

Self-reported gender and ethnicity:

M – Male F – Female

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

Section 2

Organizational Profile – Page 2 of 4

NATIVIDAD

CHIEF NURSING OFFICER 1WF	CHIEF MEDICAL OFFICER 1WM	CHIEF FINANCIAL OFFICER 1AM	CHIEF INFORMATION OFFICER 1WM	ASSISTANT ADMINISTRATOR- OPERATIONS & SUPPORT 1WF	ASSISTANT ADMINISTRATOR- HUMAN RESOURCES 1AAF
MENTAL HEALTH UNIT TOTAL 49 5AF, 4AAF, 17HF, 12WF, 3AM, 1 AAM, 6HM, 1WM	QUALITY MANAGEMENT TOTAL 9 1AF, 1HF, 7WF	ADMITTING & REGISTRATION TOTAL 31 26HF, 2WF, 3HM		RADIOLOGY TOTAL 43 1AF, 1AAF, 14HF, 8WF, 4AM, 3AAM, 5HM, 7WM	STAFFING RESOURCES TOTAL 7 1AF, 5HF, 1WM
MATERNAL INFANT & LACTATION/NINOS CLINICS TOTAL 58 15AF, 1APIF, 1AAF, 31HF, 8WF, 2HM	INFECTION CONTROL TOTAL 2 1HF, 1WM	MANAGED CARE/FINANCIAL COUNSELING TOTAL 22 16HF, 4WF, 2HM		ULTRASOUND TOTAL 11 3HF, 1AIF, 5WF, 1 HM, 1WM	INTERPRETER SERVICES TOTAL 14 8HF, 6HM
ACUTE REHABILITATION UNIT TOTAL 76 28AF, 2 AAF, 23HF, 1AIF, 8WF, 7AM, 5HM, 2WM	EDUCATION ADMIN/MED STAFF TOTAL 12 1AF, 7HF, 1WF, 1HM, 1WM	DECISION SUPPORT TOTAL 2 1HF, 1HM		COMMUNICATIONS TOTAL 10 6HF, 4HM	
EMERGENCY DEPARTMENT TOTAL 104 6AF, 2AAF, 35HF, 33WF, 4AM, 2AAM, 8HM, 14WM	COUMADIN CLINIC TOTAL 1 1WF			THERAPY SERVICES TOTAL 63 6AF, 22HF, 12WF, 4AM, 12HM, 6WM, 1NH	
LABOR & DELIVERY / ANTENATAL TOTAL 66 10AF, 2AAF, 32HF, 1TF, 18WF, 1AAM, 2HM	CASE MANAGEMENT TOTAL 12 6AF, 2AAF, 1HF, 1WF, 2AM			MARKETING TOTAL 1 1WF	
SURGERY & RECOVERY TOTAL 45 7AF, 1AAF, 14HF, 7WF, 8AM, 6HM, 5WM	SOCIAL SERVICES TOTAL 6 6HF			NUCLEAR MEDICINE TOTAL 1 1HF	
OUTPATIENT SURGICAL SERVICES / ENDOSCOPY TOTAL 13 2AF, 7HF, 1WF, 1AM, 2HM	GERIATRIC-PALLIATIVE TOTAL 2 2WF				

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Section 2

Organizational Profile – Page 3 of 4 **NATIVIDAD**

CHIEF NURSING OFFICER 1WF	CHIEF MEDICAL OFFICER 1WM	CHIEF FINANCIAL OFFICER 1AM	CHIEF INFORMATION OFFICER 1WM	ASSISTANT ADMINISTRATOR- OPERATIONS & SUPPORT 1WF	ASSISTANT ADMINISTRATOR- HUMAN RESOURCES 1AAF
TRAUMA SERVICES <i>TOTAL 18</i> 3AF, 3HF, 6WF, 1HM, 5WM	BATES ELDREDGE CLINIC <i>TOTAL 1</i> 1WF				
PACU <i>TOTAL 9</i> 1AF, 5HF, 1WF, 1HM, 1WM					
INTERVENTIONAL RADIOLOGY (NURSING) <i>TOTAL 16</i> 2AF, 1AAF, 3HF, 1AIF, 4WF, 2HM, 3WM					
CENTRAL STERILE <i>TOTAL 9</i> 2AF, 4HF, 1WF, 2AM					
NURSING ADMINISTRATION <i>TOTAL 10</i> 3AF, 4HF, 3WM					
NURSING EDUCATION/TRAINING <i>TOTAL 12</i> 2AF, 1HF, 4WF, 1AM, 3HM, 1AIM					
NURSING FLOAT POOL <i>TOTAL 71</i> 11AF, 45HF, 5WF, 4AM, 6HM					
CARDIOPULMONARY SERVICES / CARDIAC ULTRASOUND <i>TOTAL 45</i> 4AF, 17HF, 6WF, 2AM, 12HM, 3WM, 1NH					

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Section 2

Organizational Profile – Page 4 of 4 **NATIVIDAD**

CHIEF NURSING OFFICER 1WF	CHIEF MEDICAL OFFICER 1WM	CHIEF FINANCIAL OFFICER 1AM	CHIEF INFORMATION OFFICER 1WM	ASSISTANT ADMINISTRATOR- OPERATIONS & SUPPORT 1WF	ASSISTANT ADMINISTRATOR- HUMAN RESOURCES 1AAF
CARDIOPULMONARY SERVICES / CARDIAC ULTRASOUND TOTAL 45 4AF, 17HF, 6WF, 2AM, 12HM, 3WM, 1NH					
BARIATRIC SERVICES TOTAL 5 3HF, 1WF, 1WM					
JUVENILE HALL TOTAL 5 4HF, 1HM					
CENTRAL TRANSPORTATION TOTAL 7 3HF, 1WF, 1AAM, 1HM, 1WM					
CARDIOLOGY CLINIC TOTAL 13 11HF, 2WF					
NATIVIDAD MEDICAL GROUP TOTAL 9 7HF, 1WF, 1HM					
SPECIALTY CLINIC TOTAL 25 3AF, 16HF, 1WF, 1AAM, 2HM, 2WM					
DIABETIC CLINIC TOTAL 3 3HF					
CRISIS TEAM TOTAL 6 1AF, 1HF, 1WF, 3HM					
PRUNEDALE CLINIC TOTAL 8 4HF, 1AIF, 1WF, 2HM					

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Section 3

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

Report ID : MC-HRM-EO-0003
Run Date : 01/02/2024
Run Time : 11:56 AM

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

Page 1 of 12

9600 - Natividad Medical Center

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
HOSPITAL ASSISTANT ADMINISTRATOR	OA	0	2	2	0	1	1	0	0	0	0	0	1	1	0	0	0	1	1	0	0	0	2	0
HOSPITAL CHIEF FINANCIAL OFFICER	OA	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
HOSPITAL CHIEF INFORMATION OFFICER	OA	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
HOSPITAL CHIEF NURSING OFFICER	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		2	3	5	1	1	2	1	0	0	1	0	2	1	0	0	3	1	0	0	1	0	5	0
		60.0%			40.0%								60.0% 20.0% 0.0% 20.0% 0.0%											

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
DEPARTMENTAL HR MANAGER	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
DIRECTOR OF MARKETING AND COMMUNITY RELATIONS	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
DIRECTOR OF RESPIRATORY CARE SERVICES	OA	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
HOSP DIRECTOR OF ENGINEERING AND SAFETY	OA	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
HOSPITAL CONTROLLER	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
HOSPITAL DIRECTOR OF ENVIRONMENTAL SERVICES	OA	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
HOSPITAL PATIENT ADMITTING MANAGER	T	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
HOSPITAL PURCHASING & MATERIALS SUPPORT DIRECTOR	OA	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
INFORMATION TECHNOLOGY MANAGER	P	1	1	2	0	1	1	1	0	0	0	0	0	0	1	0	0	1	0	1	0	0	2	0
MANAGER OF DIAGNOSTIC IMAGING 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
PATIENT ACCOUNT 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
PATIENT FINANCIAL SERVICES DIRECTOR	P	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 I		5	8	13	3	4	7	2	1	2	0	4	0	3	1	0	6	1	5	1	0	13	0	
		61.5%			53.8%								46.2% 7.7% 38.5% 7.7% 0.0%											

Report ID : MC-HRM-EO-0003
 Run Date : 01/02/2024
 Run Time : 11:56 AM

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

9600 - Natividad Medical Center

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	FT	PFT
ACCOUNTANT III	P	0	2	2	0	2	2	0	0	0	0	0	0	0	1	1	0	0	0	1	1	0	2	0
ADMINISTRATIVE OPERATIONS MANAGER	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
ADMINISTRATIVE SERVICES ASSISTANT	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
ASSOCIATE PERSONNEL ANALYST	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
ASSOCIATE RISK & BENEFITS ANALYST	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1
BUYER II	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
HOSPITAL DECISION SUPPORT ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
HOSPITAL DECISION SUPPORT MANAGER	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
HOSPITAL REVENUE CYCLE EXAMINER	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
HOSPITAL SECURITY & DATABASE ADMINISTRATOR	P	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0
HOSPITAL SOFTWARE ANALYST II	P	2	3	5	2	2	4	0	0	2	0	0	1	0	2	0	0	1	0	4	0	0	5	0
HOSPITAL SOFTWARE ANALYST III	P	1	2	3	1	2	3	0	0	0	1	0	0	0	2	0	0	0	0	2	1	0	3	0
INFORMATION TECHNOLOGY PROJECT MANAGER III	P	1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	2	0
INFORMATION TECHNOLOGY SYSTEMS ANALYST III	P	2	0	2	1	0	1	1	0	0	0	1	0	0	0	0	0	1	0	0	0	1	2	0
MANAGEMENT ANALYST I	P	2	3	5	2	3	5	0	0	1	0	1	0	0	2	1	0	0	0	3	1	1	5	0
MANAGEMENT ANALYST II	P	1	4	5	1	3	4	0	0	1	0	0	1	0	2	1	0	1	0	3	1	0	5	0
PERSONNEL ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
PHYSICAL PLANT MANAGER	QA	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
PROJECT MANAGER 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
PROJECT MANAGER III	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
SENIOR PERSONNEL ANALYST	P	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
SUPERVISING PERSONNEL ANALYST	P	0	3	3	0	2	2	0	0	0	0	0	1	1	1	0	0	1	1	1	0	0	3	0
TOTAL Professionals - Administration		17	27	44	11	21	32	6	0	7	2	2	6	1	17	3	0	12	1	24	5	2	43	1
			61.4%			72.7%												27.3%	2.3%	54.5%	11.4%	4.5%		

Report ID :MC-HRM-EO-0003
 Run Date :01/02/2024
 Run Time :11:56 AM

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

9600 - Natividad Medical Center

JOB GROUP 06: 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 I	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
PSYCHIATRIC SOCIAL WORKER II	P	0	4	4	0	2	2	0	0	0	0	0	2	0	1	1	0	2	0	1	1	0	3	1
SOCIAL WORKER V	P	0	6	6	0	5	5	0	0	0	0	1	0	5	0	0	1	0	5	0	0	5	1	
SOCIAL WORK SUPERVISOR II	P	0	2	2	0	1	1	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0	
TOTAL Professionals - Human Services		1	12	13	1	8	9	0	0	1	0	4	0	7	1	0	4	0	8	1	0	11	2	
		92.3%			69.2%								30.8% 0.0% 61.5% 7.7% 0.0%											

JOB GROUP 07: Professionals - Health, Administration - (34.9% Minority Availability)✓ - (64.8% 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
BEHAVIORAL HEALTH SERVICES MANAGER I	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1
CLINICAL LABORATORY MANAGER	P	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
DIRECTOR OF HEALTH INFORMATION MANAGEMENT	P	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0
DIRECTOR OF MEDICAL CENTER PHYSICIAN SERVICES	P	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	0
HOSPITAL DIRECTOR OF FOOD SERVICES	P	0	1	1	0	1	1	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
HOSPITAL INTERPRETER SERVICES MANAGER	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
HOSPITAL PATIENT SAFETY MANAGER	P	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
MANAGED CARE OPERATIONS MANAGER	OA	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	0
OUTPATIENT SERVICES MANAGER I	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0
OUTPATIENT SERVICES MANAGER II	P	0	1	1	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
PHARMACY DIRECTOR	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
QUALITY/COMPLIANCE ADMINISTRATOR	P	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	0
REHABILITATIVE SERVICES MANAGER	P	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	0
UTILIZATION MANAGEMENT COORDINATOR	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	0	2	0	2	0
TOTAL Professionals - Health, Administration		5	10	15	4	6	10	1	0	2	2	4	2	1	2	1	5	2	3	4	1	14	1	
		66.7%			66.7%								33.3% 13.3% 20.0% 26.7% 6.7%											

Report ID :MC-HRM-EO-0003
 Run Date :01/02/2024
 Run Time :11:56 AM

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

9600 - Natividad Medical Center

JOB GROUP 08: Professionals - Health, Ancillary - (42.6% Minority Availability)✓ - (73.8% 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	
CLINICAL PHARMACY COORDINATOR	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
DIETITIAN	P	0	6	6	0	3	3	0	0	0	0	0	3	0	2	1	0	3	0	2	1	0	4	2	
OCCUPATIONAL THERAPIST	P	3	7	10	1	2	3	2	0	1	0	0	5	0	1	0	1	7	0	2	0	1	8	2	
PHARMACIST I	P	3	9	12	1	6	7	2	0	1	0	0	3	1	1	4	0	5	1	2	4	0	5	7	
PHYSICAL THERAPIST	P	5	5	10	1	2	3	4	0	0	1	0	3	0	0	2	0	7	0	0	3	0	8	2	
PHYSICAL THERAPIST-PER DIEM	T	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	
SPEECH PATHOLOGIST	P	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0	
SUPERVISING CLINICAL LABORATORY SCIENTIST	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	
SUPERVISING DIETITIAN	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1	
SUPERVISING RESPIRATORY CARE PRACTITIONER	P	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	
SUPERVISING THERAPIST	P	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	0	
TOTAL Professionals - Health, Ancillary		12	35	47	4	17	21	8	0	3	1	0	18	1	6	9	1	26	1	9	10	1	32	15	
			74.5%			44.7%												55.3%	2.1%	19.1%	21.3%	2.1%			

Report ID :MC-HRM-EO-0003
 Run Date :01/02/2024
 Run Time :11:56 AM

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

9600 - Natividad Medical Center

JOB GROUP 09: Professionals - Health, Doctors - (34.5% Minority Availability) - (37.1% 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
ASSISTANT DIRECTOR FAMILY PRACTICE RESIDENCY PROG	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 OB/GYN SURGEON	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 SURGERY	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
CONTRACT PHYSICIAN	P	21	34	55	7	9	16	14	1	1	5	0	23	0	7	2	0	37	1	8	7	0	44	11
DIRECTOR OF SURGICAL 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
HOSPITAL CHIEF MEDICAL OFFICER	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
RESIDENT PHYSICIAN I	P	5	5	10	0	0	0	5	0	0	0	0	5	0	0	0	0	10	0	0	0	0	10	0
RESIDENT PHYSICIAN II	P	3	7	10	1	2	3	2	0	1	0	0	5	0	1	1	0	7	0	2	1	0	10	0
RESIDENT PHYSICIAN III	P	5	5	10	3	4	7	2	0	2	1	0	1	0	4	0	0	3	0	6	1	0	10	0
TOTAL Professionals - Health, Doctors		39	51	90	11	15	26	28	1	4	6	0	34	0	12	3	0	62	1	16	9	0	79	11
			56.7%			26.9%												68.9%	1.1%	17.8%	10.0%	0.0%		

Report ID : MC-HRM-EO-0003
 Run Date : 01/02/2024
 Run Time : 11:56 AM

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

9600 - Natividad Medical Center

JOB GROUP 10: Professionals - Health, Nurses - (37.9% Minority Availability) - (87.1% 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
ADMIN NURSE/HOUSE SUPV	P	1	4	5	0	3	3	1	0	0	0	0	1	0	1	2	0	2	0	1	2	0	5	0
CASE MANAGEMENT NURSE	P	2	12	14	2	8	10	0	0	0	2	0	4	1	2	5	0	4	1	2	7	0	8	6
CLINICAL NURSE SPECIALIST	P	1	2	3	1	0	1	0	0	0	0	1	2	0	0	0	0	2	0	0	0	0	2	1
CLINIC NURSE	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1
CLINIC NURSE PRACTITIONER	P	0	2	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	0	1	1
CLINIC PHYSICIAN ASSISTANT	P	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
HOSPITAL DIRECTOR OF NURSING EDUCATION	OA	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
HOSPITAL NURSE PRACTITIONER	P	2	10	12	0	1	1	2	0	0	0	0	9	0	0	1	0	11	0	0	1	0	4	8
HOSPITAL QUALITY ASSURANCE NURSE	P	0	6	6	0	1	1	0	0	0	0	0	5	0	1	0	0	5	0	1	0	0	5	1
INFECTION CONTROL NURSE	P	1	1	2	0	1	1	1	0	0	0	0	0	0	1	0	0	1	0	1	0	0	2	0
NURSING SERVICES DIVISION MANAGER	P	1	4	5	0	2	2	1	0	0	0	0	2	1	1	0	0	3	1	1	0	0	5	0
NURSING SERVICES UNIT MANAGER	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
SENIOR CENTRAL STERILE TECHNICIAN	T	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	1
SENIOR CLINIC NURSE	P	1	11	12	1	10	11	0	0	1	0	0	1	0	8	2	0	1	0	9	2	0	5	7
SENIOR OBSTETRICAL TECHNICIAN	T	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1
STAFF NURSE I	P	5	24	29	2	15	17	3	0	1	1	0	9	0	10	5	0	12	0	11	6	0	0	29
STAFF NURSE II	P	67	303	370	43	225	268	24	2	16	25	0	77	8	117	100	0	101	10	133	125	0	11	359
STAFF NURSE III	P	8	23	31	7	12	19	1	1	3	3	0	11	1	3	8	0	12	2	6	11	0	9	22
SUPERVISING CLINIC NURSE	P	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
SUPERVISING NURSE I	P	2	11	13	1	7	8	1	0	0	1	0	4	1	3	3	0	5	1	3	4	0	10	3
TRAUMA PROGRAM MANAGER	P	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
TOTAL Professionals - Health, Nurses		91	422	513	57	291	348	34	3	21	32	1	130	12	149	130	0	164	15	170	162	1	73	440
			82.3%			67.8%												32.0%	2.9%	33.1%	31.6%	0.2%		

Report ID : MC-HRM-EO-0003
 Run Date : 01/02/2024
 Run Time : 11:56 AM

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

9600 - Natividad Medical Center

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
BUYER I	PP	3	0	3	3	0	3	0	0	3	0	0	0	0	0	0	0	0	0	3	0	0	3	0
CERTIFIED PHLEBOTOMY TECHNICIAN	T	3	19	22	3	13	16	0	1	2	0	0	6	1	9	2	1	6	2	11	2	1	11	11
CLINICAL LABORATORY SCIENTIST	T	3	10	13	3	10	13	0	0	1	2	0	0	0	1	9	0	0	0	2	11	0	11	2
COMMUNITY SERVICE AIDE III	PP	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
DEPARTMENTAL INFORMATION SYSTEMS COORDINATOR	PP	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
DIETITIAN AIDE	PP	0	6	6	0	6	6	0	0	0	0	0	0	0	4	2	0	0	0	4	2	0	6	0
EDUCATOR AND VOLUNTEER COORDINATOR	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
EEG TECH	T	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0
HEALTH EDUCATION ASSISTANT	PP	0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0
HEALTH INFORMATION MANAGEMENT CODER II	T	0	6	6	0	5	5	0	0	0	0	0	1	0	4	1	0	1	0	4	1	0	5	0
INTERVENTIONAL RADIOLOGIC TECHNOLOGIST	T	1	3	4	0	2	2	1	0	0	0	0	1	1	1	0	0	2	1	1	0	0	3	1
MEDICAL LABORATORY TECHNICIAN	T	1	1	2	1	1	2	0	0	1	0	0	0	0	0	0	1	0	0	1	0	1	1	1
PERSONNEL TECHNICIAN-CONFIDENTIAL	PP	0	4	4	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0	4	0
PHARMACY TECHNICIAN	T	4	9	13	3	9	12	1	0	2	1	0	0	0	8	1	0	1	0	10	2	0	8	5
PHYSICAL THERAPIST HELPER	PP	3	1	4	3	1	4	0	0	3	0	0	0	0	1	0	0	0	0	4	0	0	4	0
RADIOLOGIC TECHNOLOGIST	T	6	8	14	3	5	8	3	1	1	1	0	3	1	4	0	0	6	2	5	1	0	10	4
RESPIRATORY CARE PRACTITIONER	T	9	17	26	7	13	20	2	0	5	2	0	4	0	11	2	0	6	0	16	4	0	1	25
SENIOR INTERVENTIONAL RADIOLOGIC TECHNOLOGIST	T	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1	0
SENIOR PHARMACY TECHNICIAN	T	0	2	2	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	2	0
TOTAL Paraprofessional - Technicians I		34	93	127	27	76	103	7	2	19	6	0	16	3	53	17	3	23	5	72	23	3	78	49
			73.2%			81.1%												18.1%	3.9%	56.7%	18.1%	2.4%		

Report ID : MC-HRM-EO-0003
 Run Date : 01/02/2024
 Run Time : 11:56 AM

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

9600 - Natividad Medical Center

JOB GROUP 16: Skilled Craft I - (63.2% Minority Availability) - (8.3% 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
BUILDING MAINTENANCE WORKER	SC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
HOSPITAL MAINTENANCE MECHANIC	SC	8	0	8	6	0	6	2	0	6	0	0	0	0	0	0	0	2	0	6	0	0	8	0
MAINTENANCE PAINTER	SC	2	0	2	1	0	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	2	0
TOTAL Skilled Craft I		11	0	11	8	0	8	3	0	8	0	3	0	8	0	0	11	0						
			0.0%			72.7%												27.3%	0.0%	72.7%	0.0%	0.0%		

Report ID : MC-HRM-EO-0003
 Run Date : 01/02/2024
 Run Time : 11:56 AM

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

9600 - Natividad Medical Center

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	FT	P/T	
ACCOUNTING CLERICAL SUPERVISOR	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
ACCOUNTING TECHNICIAN	OC	1	2	3	1	2	3	0	0	1	0	0	0	0	2	0	0	0	0	0	3	0	0	3	0
ADMINISTRATIVE SECRETARY	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	0	3	0	0	3	0
CLINIC OPERATIONS SUPERVISOR	OC	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
HOSPITAL MEDICAL INTERPRETER	OC	2	8	10	2	8	10	0	0	2	0	0	0	0	8	0	0	0	0	0	10	0	0	8	4
HOSPITAL SUPERVISING COMMUNICATIONS OPERATOR	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
MEDICAL ASSISTANT	SM	1	4	5	1	4	5	0	0	1	0	0	0	0	4	0	0	0	0	0	5	0	0	2	3
OFFICE ASSISTANT III	OC	1	12	13	0	12	12	1	0	0	0	0	0	0	11	1	0	1	0	11	1	0	12	1	
PRINCIPAL OFFICE ASSISTANT	OC	1	16	17	1	15	16	0	1	0	0	0	1	1	10	3	1	1	2	10	3	1	16	1	
SENIOR ACCOUNT CLERK	OC	0	3	3	0	2	2	0	0	0	0	0	1	0	1	0	1	1	0	1	0	1	3	0	
SENIOR PATIENT FINANCIAL SERVICES SPECIALIST	OC	0	3	3	0	3	3	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0	3	0	
SENIOR PATIENT SERVICES REPRESENTATIVE	OC	0	4	4	0	4	4	0	0	0	0	0	0	0	4	0	0	0	0	4	0	0	4	0	
SENIOR SECRETARY	OC	0	5	5	0	4	4	0	0	0	0	0	1	0	2	2	0	1	0	2	2	0	4	1	
SUPERVISING 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	
SUPERVISING OFFICE ASSISTANT II	OC	1	1	2	1	1	2	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	2	0	
SUPERVISING PATIENT FINANCIAL SERVICES SPECIALIST	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	
SUPERVISING PATIENT SERVICES REPRESENTATIVE	OC	1	3	4	1	3	4	0	0	1	0	0	0	0	3	0	0	0	0	4	0	0	4	0	
TOTAL Office Clerical II		9	69	78	7	66	73	2	2	5	0	0	3	2	56	6	2	5	4	61	6	2	68	10	
			88.5%			93.6%												6.4%	5.1%	78.2%	7.7%	2.6%			

Report ID :MC-HRM-EO-0003
 Run Date :01/02/2024
 Run Time :11:56 AM

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

9600 - Natividad Medical Center

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
CASHIER	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0
COURIER	OC	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
HOSPITAL COMMUNICATIONS OPERATOR II	OC	3	4	7	3	4	7	0	0	3	0	0	0	0	4	0	0	0	0	7	0	0	7	0
MEDICAL UNIT CLERK	OC	1	32	33	1	30	31	0	0	1	0	0	2	0	28	2	0	2	0	29	2	0	18	15
OFFICE ASSISTANT II	OC	4	2	6	4	2	6	0	1	2	1	0	0	0	2	0	0	0	1	4	1	0	6	0
PATIENT FINANCIAL SERVICES SPECIALIST II	OC	3	23	26	3	22	25	0	0	3	0	0	1	0	20	2	0	1	0	23	2	0	25	1
PATIENT SERVICES REPRESENTATIVE 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
PATIENT SERVICES REPRESENTATIVE II	OC	6	46	52	6	42	48	0	0	6	0	0	4	0	41	1	0	4	0	47	1	0	47	5
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
STOREKEEPER	OC	7	1	8	6	1	7	1	0	5	1	0	0	0	1	0	0	1	0	6	1	0	8	0
TOTAL Office Clerical I		25	111	136	23	104	127	2	1	20	2	0	7	0	98	6	0	9	1	118	8	0	115	21
			81.6%			93.4%												6.6%	0.7%	96.8%	5.9%	0.0%		

JOB GROUP 19: Service Maintenance II - (80% Minority Availability)✓ - (45.2% 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
HEAD COOK	SM	1	1	2	1	1	2	0	0	0	1	0	0	0	1	0	0	0	0	1	1	0	2	0
HOSPITAL MAINTENANCE SUPERVISOR	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
HOSPITAL SENIOR ENVIRONMENTAL SERVICES AIDE	SM	3	1	4	3	1	4	0	0	0	3	0	0	0	1	0	0	0	0	1	3	0	3	1
HOSPITAL SUPERVISING ENVIRONMENTAL SERVICES AIDE	SM	2	1	3	2	1	3	0	0	2	0	0	0	0	0	1	0	0	0	2	1	0	3	0
SENIOR COOK	SM	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Service Maintenance II		7	4	11	6	4	10	1	0	2	4	0	0	0	3	1	0	1	0	5	5	0	10	1
			36.4%			90.9%												9.1%	0.0%	45.5%	45.5%	0.0%		

Report ID :MC-HRM-EO-0003
 Run Date :01/02/2024
 Run Time :11:56 AM

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

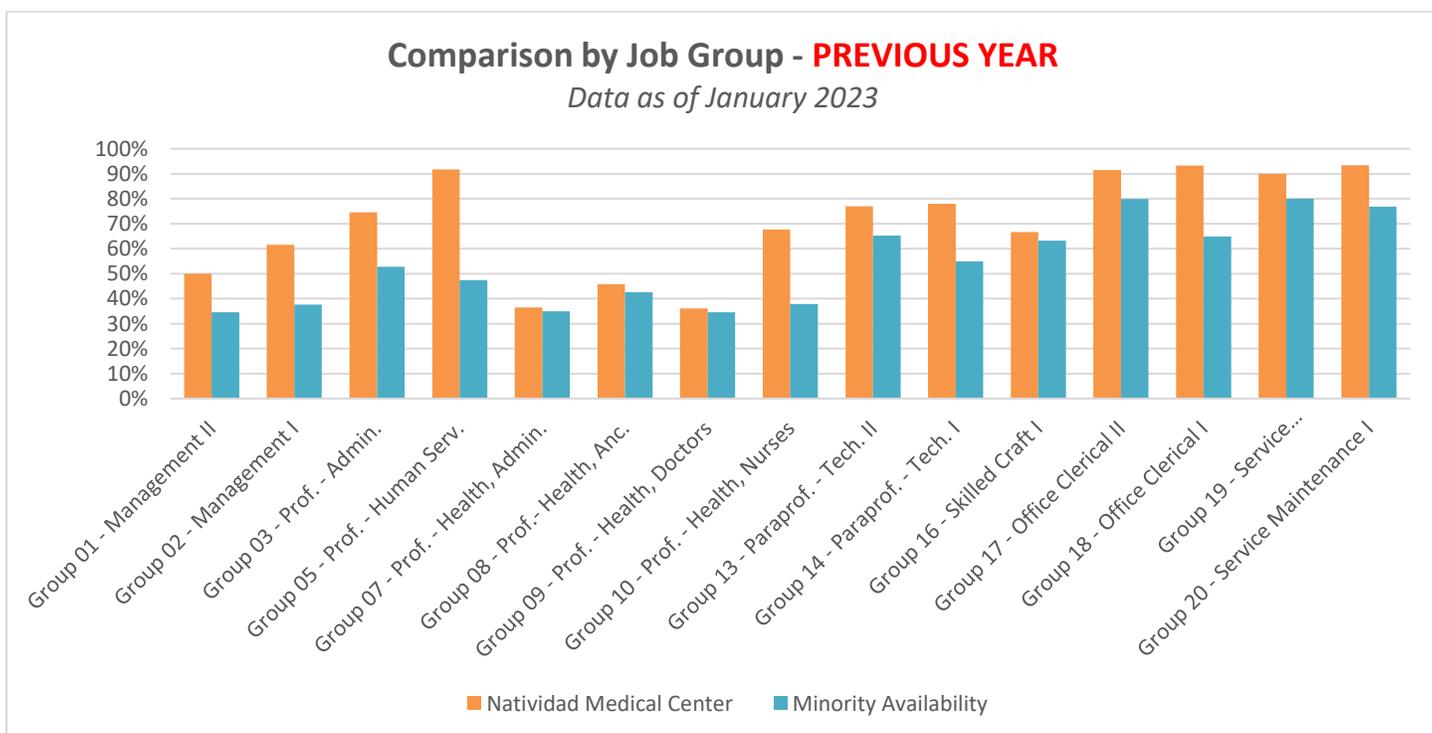
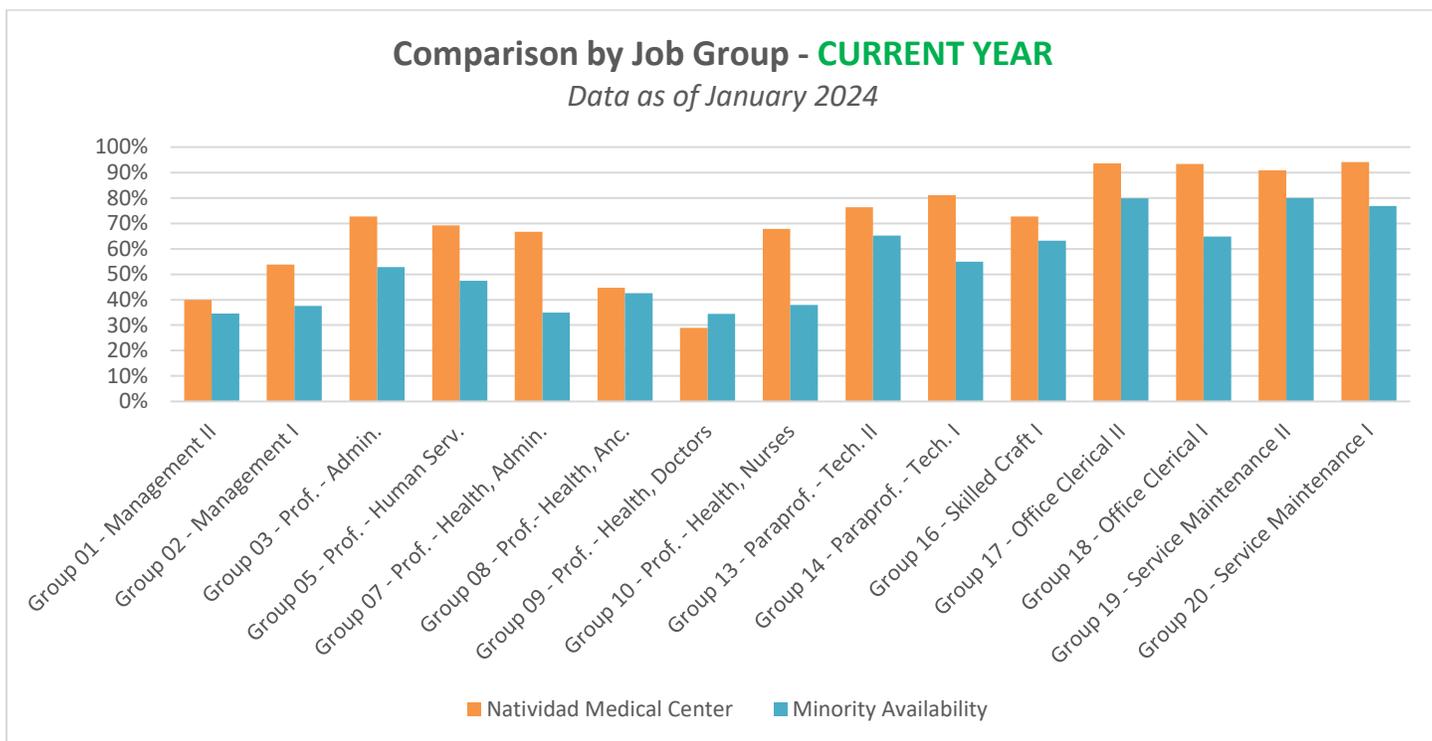
9600 - Natividad Medical Center

JOB GROUP 20: Service Maintenance I - (76.8% Minority Availability)✓ - (56.1% 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
COOK	SM	0	6	6	0	6	6	0	0	0	0	0	0	0	5	1	0	0	0	5	1	0	6	0
CUSTODIAN	SM	1	1	2	1	1	2	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	2	0
FOOD SERVICE WORKER II	SM	7	11	18	7	11	18	0	0	4	3	0	0	1	6	4	0	0	1	10	7	0	16	2
GROUNDSKEEPER	SM	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
HOSPITAL ENVIRONMENTAL SERVICES AIDE	SM	27	35	62	26	35	61	1	1	19	6	0	0	0	31	4	0	1	1	50	10	0	46	16
NURSING ASSISTANT	SM	12	81	93	12	73	85	0	0	6	6	0	8	0	57	16	0	8	0	63	22	0	48	45
PATIENT TRANSPORTER	SM	3	3	6	2	2	4	1	1	1	0	0	1	0	2	0	0	2	1	3	0	0	6	0
TOTAL Service Maintenance I		51	137	188	49	128	177	2	2	32	15	0	9	1	102	25	0	11	3	134	40	0	125	63
			72.9%			94.1%												6.9%	1.6%	71.3%	21.3%	0.0%		

TOTAL - 9600	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
TOTAL - 9600	347	1,033	1,380	240	781	1,021	107	17	140	80	3	248	24	532	217	8	355	41	672	297	11	724	656
Natividad Medical Center		74.9%			74.0%												25.7%	3.0%	48.7%	21.5%	0.8%		

Please see charts below, showing Natividad’s Utilization vs. the Minority Availability in each Job Group for the current and previous year (Job Groups 4, 6, 11, 12, & 15 are not included, as no positions exist in these job groups at Natividad). Representation in Job Group 09: Health, Doctors, slightly decreased in 2023 as a result of turnover. As of the date of submission of this report (3/29/24), including upcoming newly hired physicians, utilization in this Job Group will increase from 28.1% to 30.4%. Natividad Medical Staff Office is still actively recruiting for physicians in multiple specialties, and anticipates meeting availability with the additional vacant physician positions that are currently in the recruitment and selection process.



FOCUSED REVIEW AND ANALYSIS OF NATIVIDAD’S WORKFORCE

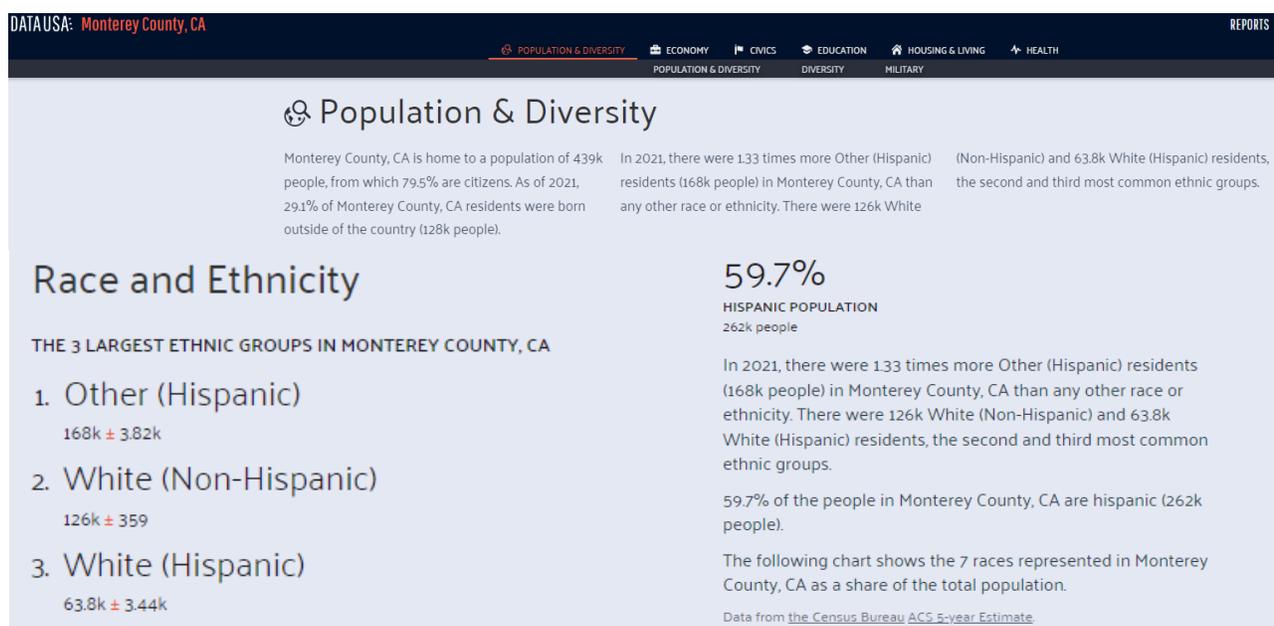
Natividad’s minority representation exceeds availability in all but one job group as of the report dated January 2, 2024, after 2023’s recruitment efforts. Our Human Resources Department performs a detailed review every year within each job group to identify areas for improvement and create a plan of action. Although most job groups on the Workforce Analysis Chart continue to show that the hospital meets or exceeds availability for minorities and females overall within the organization every year, Natividad does not meet minority availability in Job Group 09: Professionals, Health, Doctors. In addition, there are still job groups within the hospital’s workforce in which females are underrepresented when compared to listed availability, and where the job group meets minority availability percentages overall but has low representation in one or more specific minority category.

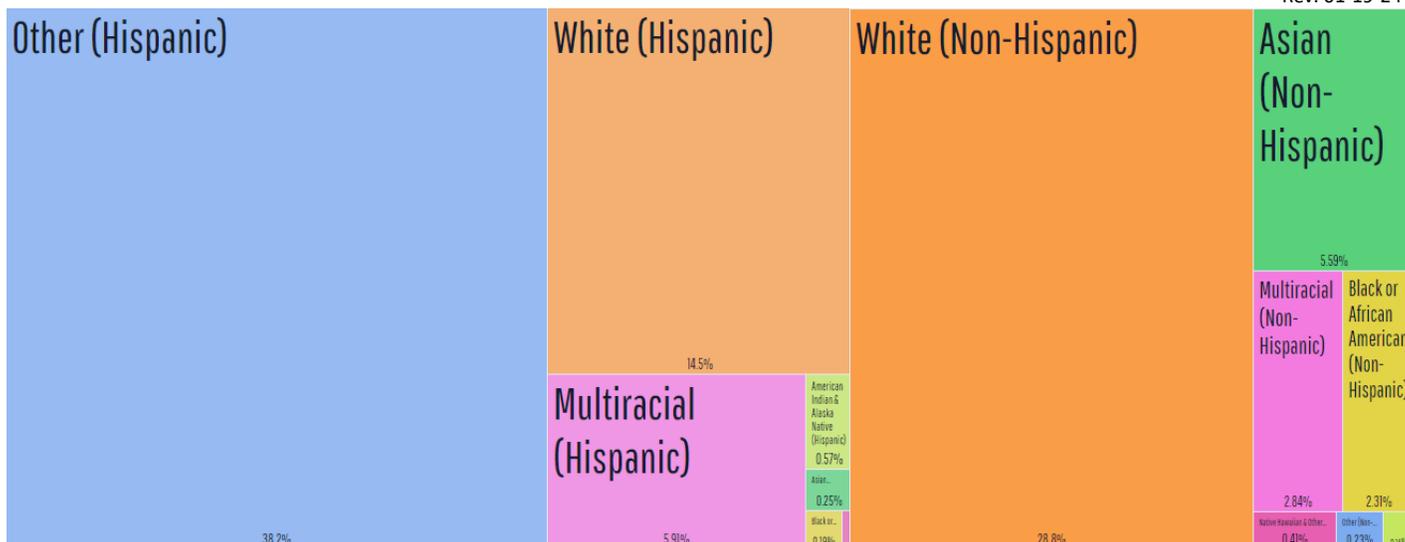
Natividad HR facilitates collaboration between the Recruitment Team, department managers/supervisors/ Subject Matter Experts (SMEs), our advertising firm, and several focused outside agencies to identify the broad range of outreach sources the hospital utilizes in order to achieve its goal of increasing the diversity within the individual minority categories in each job group. This best practice approach to recruitment continues to be successful.

During a review of our workforce statistics, we compared Natividad’s current workforce to the most recent demographic data available for Monterey County residents (see items 1-3 below). As a hospital providing care and services to all residents of this community, regardless of age or ethnic background, the diversity of our workforce should closely resemble the population that we serve.

- 1) According to the most recent data available (below), the 5 largest ethnic groups in Monterey County, CA are: Other/Multiracial (Hispanic) 44.1% (9.21% increase from previous year’s data); White/Other (Non-Hispanic) 31.6% (2.14% increase); White (Hispanic) 14.5% (4.5% decrease); Asian (Non-Hispanic) 5.59% (0.02% increase); and Black or African American (Non-Hispanic) 2.31% (0.12% decrease), comprising 98.1% of the County’s population. *The ethnic groups representing the remaining 1.9% of the population are: Asian (Hispanic), Black or African American (Hispanic), Native Hawaiian & Other Pacific Islander, American Indian & Alaska Native, and Other (Non-Hispanic).*

Source: <https://datausa.io/profile/geo/monterey-county-ca>





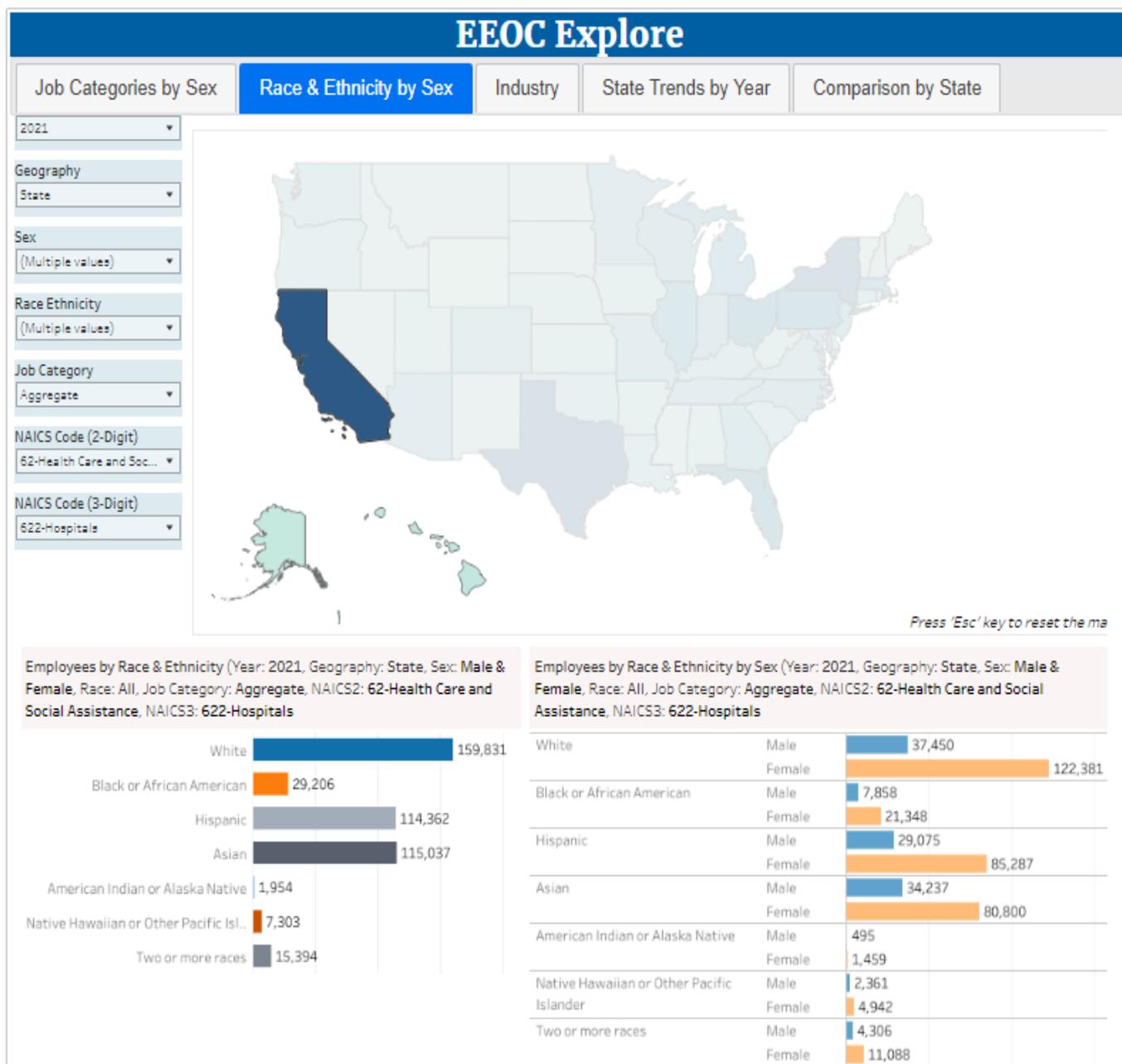
Natividad’s organization-wide representation in each ethnic category compared to the demographic data above for the population of Monterey County is detailed below. This data shows that representation within the organization is similar to the community in which we serve, as well as the pool from which a majority of our prospective employees live. *(According to applicant records for CY 2023, 70.3% of all applicants lived in Monterey County, 24.1% lived in other California counties, 5.1% lived out-of-state, and 0.5% were international applicants.)*

As the data shows, Natividad’s workforce representation in each ethnic category as listed below has closely reflected the representation in Monterey County’s population in each of the last 2 years.

ETHNIC CATEGORY	Current Year Comparison County Population to Natividad Workforce			Natividad Workforce Comparison January 2023 to January 2024	
	% REPRESENTATION IN MONTEREY COUNTY, CA POPULATION <small>(Approx. 71.0% Minorities)</small>	% REPRESENTATION IN NATIVIDAD WORKFORCE CURRENT YEAR January 2024 <small>(Total Minorities: 74.0%)</small>	VARIANCE BETWEEN MONTEREY COUNTY DATA & NATIVIDAD WORKFORCE <small>(+ / -)</small>	% REPRESENTATION IN NATIVIDAD WORKFORCE PREVIOUS YEAR January 2023 <small>(Total Minorities: 74.2%)</small>	VARIANCE IN NATIVIDAD WORKFORCE January 2023 vs. January 2024 <small>(+ / -)</small>
WHITE (Non-Hispanic)	28.80%	25.7%	-3.1%	25.6%	-0.1%
HISPANIC (Includes All with Hispanic listed above)	59.62%	48.7%	-10.92%	49.3%	+0.6%
ASIAN (Includes Native Hawaiian & Other Pacific Islander)	6.00%	21.5%	+15.50%	21.5%	NO CHANGE
BLACK or AFRICAN AMERICAN	2.31%	3%	+0.69%	2.7%	+0.3%
AMERICAN INDIAN & ALASKA NATIVE	0.16%	0.80%	+0.64%	0.80%	NO CHANGE
MULTIRACIAL (Non-Hispanic)	2.84%	DATA NOT AVAILABLE	N/A	DATA NOT AVAILABLE	N/A

2) In December 2020, the U.S. Equal Employment Opportunity Commission (EEOC) launched “EEOC Explore” - an interactive data query tool that Natividad continues to use to review and analyze its workforce. The data EEOC compiled is from more than 54 million employees and 71,000 employers nationwide. This tool provides valuable comparative information and data trends by location, sex, race & ethnicity, and *industry* - which is an integral part of the analysis of our organization’s workforce statistics, as many hospital positions require specific licensure and skills that cannot be acquired without higher education. Locally, these programs (e.g., Registered Nurse, Respiratory Therapist) are highly competitive academically and not all applicants are accepted into the program, which also impacts the diversity of the applicant pool.

The EEOC Explore data below shows all hospital employees in the State of California by race & ethnicity. This is another data set Natividad considers when doing an analysis of our workforce.



Source: <https://www.eeoc.gov/statistics/employment/jobpatterns/eeo1>

Race / Ethnic Category	Representation in California Hospitals	Representation in Natividad's Workforce	Variance (+ / -)
White	36.07%	25.7%	-10.37%
Black or African American	6.59%	3.0%	-3.59% <i>(+0.45% improvement – last report, variance was 4.04%)</i>
Hispanic	25.81%	48.7%	+22.89% <i>(Continues to exceed % representation in CA)</i>
Asian (25.96%) + Native Hawaiian or Other Pacific Islander (1.64%) = 27.60% <i>*Combined to compare to Natividad data</i>	27.60%	21.5%	-6.1% <i>(-0.85% decrease – last report, variance was 5.25%)</i>
American Indian or Alaska Native	0.44%	0.80%	+3.36% <i>(Continues to exceed % representation in CA)</i>
Native Hawaiian or Other Pacific Islander	1.64%	*included in Asian above	N/A
Two or More Races	3.47%	Data not available	N/A

The EEOC data shows that in comparison to the State-wide figures, Natividad employs a diverse workforce, with an expected higher variance in the percentage of employees that are Hispanic, which is the largest ethnic group in Monterey County. Although Natividad's workforce closely represents the County population data for the community we serve, the information above shows that in comparison to all hospitals in the State of California, Natividad's workforce is underrepresented in some specific minority categories as indicated above (Black or African American representation slightly improved, and Asian/Native Hawaiian or Other Pacific Islander slightly decreased in 2023).

When comparing Natividad's workforce to the Statewide data above for males/females in the workforce, the hospital's representation is comparable, with female representation slightly higher than the data shows for California hospitals. However, Natividad has identified through this analysis that there are specific job groups in which our representation does not meet the availability in the County, so additional recruitment efforts are needed to target females for positions in those specific job groups.

Male / Female	Representation in California Hospitals	Representation in Natividad's Workforce	Variance (+ / -)
Male	26.14%	25.15%	-.99%
Female	73.86%	74.85%	+99%

- 3) As stated in our previous EO Plans, Natividad's HR Department conducted a review of the minimum qualifications for all classifications that have historically required second language skills, such as Bilingual in Spanish, to determine if this requirement is warranted based on the essential job duties of each position within the specified hospital unit (i.e., front-line customer contact positions in Admitting & Registration, Clinics, or Patient Accounting departments). As a result of this review, some positions previously designated as "Bilingual Only" were changed for positions where bilingual skills may be desired, but are not required, to perform the essential duties of the position. This decision was made in order to improve the diversity of the employees in positions where resources are immediately available to provide services to a Spanish-speaking patient or visitor within the

department through our Interpreter Services Department, without affecting client services. (On-site Interpreters are available to assist patients speaking Indigenous languages as well.) Natividad found that requiring these skills, when not imperative to the performance of the essential job functions of the individual position, could create an adverse impact on the applicant pool and the diversity of our workforce. Removing this barrier when possible not only helps to increase the overall number of minority employees in other ethnic categories within the hospital's workforce, but also in specific departments within the hospital where some ethnic categories may have little to no representation.

Section 4

Personnel Activity (Current Year - 2023)

Job Group 01: Management II <i>No activity in 2023</i>	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	0	0	0
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	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 - 2022)

Job Group 01: Management II *No activity in 2022	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Males	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
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Males	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 - 2023)

Job Group 02: Management I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	0	0	0	0	0	0	0
African American	1	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)	1	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	0	0	0	0	0	0	0	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	0	0	0	0	0	0
TOTAL (count each person only once)	0	1	0	0	0	0	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 02: Management I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Males	Females
White	0	0	0	0	0	0	0	0
African American	1	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)	1	0	0	0	0	0	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Males	Females
White	0	0	0	0	0	0	0	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	0	0	0	0	0	0
TOTAL (count each person only once)	0	1	0	0	0	0	0	0

Section 4

Personnel Activity (Current Year - 2023)

Job Group 03: Professionals - Administration	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	2	1
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	1	0	0	0	0	0	0	0
Hispanic	1	0	0	0	0	1	2	1
TOTAL (count each person only once)	2	2	0	0	0	1	4	2
	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	1	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	2	0	0
TOTAL (count each person only once)	0	0	0	1	0	2	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 03: Professionals - Administration	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	0	0	0	0	0	0	4
African American	0	1	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	1	0	0
American Indian/ Alaskan Native	0	0	0	0	1	0	0	0
Hispanic	2	1	0	0	0	6	0	1
TOTAL (count each person only once)	4	2	0	0	1	7	0	5
	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

Job Group 04: N/A	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)								
	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 (Current Year - 2023)

Job Group 05: Professionals – Human Services	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	1	0	0	0	0
African American	0	2	0	0	0	0	0	1
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	1	2
TOTAL (count each person only once)	0	4	0	1	0	0	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

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 05: Professionals – Human Services	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	1	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	1	0	0	1	1	0	0
TOTAL (count each person only once)	0	1	0	0	1	2	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

Job Group 06: N/A	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)								
	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 (Current Year - 2023)

Job Group 07: Professionals – Health, Administration	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	2
African American	0	1	0	0	0	0	0	0
Asian/Pacific Islander	1	0	0	0	0	1	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	1	0	0	1	0	1	0
TOTAL (count each person only once)	2	3	0	0	1	1	1	2
	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 - 2022)

Job Group 07: Professionals – Health, Administration	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	1	0	0	0	1
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	1
American Indian/ Alaskan Native	0	1	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	2	0	1	0	0	0	2
	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 - 2023)

Job Group 08: Professionals – Health, Ancillary	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	7	0	0	0	0	1	5
African American	0	1	0	0	0	0	0	1
Asian/Pacific Islander	0	2	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	1
TOTAL (count each person only once)	1	12	0	0	0	0	1	7
	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	1	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	1	0	0	1	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 08: Professionals – Health, Ancillary	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	2	2	0	0	0	0	3
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	0	0	1	5
American Indian/ Alaskan Native	0	0	0	0	0	0	0	1
Hispanic	1	2	0	0	0	0	2	3
TOTAL (count each person only once)	3	5	2	0	0	0	3	12
	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 - 2023)

Job Group 09: Professionals – Health, Doctors	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	4	5	2	3	0	0	6	6
African American	0	0	0	0	0	0	1	0
Asian/Pacific Islander	0	1	2	1	0	0	1	1
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	1	5	5	0	0	0	0
TOTAL (count each person only once)	5	7	9	9	0	0	8	7
	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 - 2022)

Job Group 09: Professionals – Health, Doctors	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	5	10	0	0	5	1	5	3
African American	0	0	0	0	1	0	0	0
Asian/Pacific Islander	0	3	0	0	1	1	0	2
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	2	2	0	0	4	7	2	4
TOTAL (count each person only once)	7	15	0	0	11	9	7	9
	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 - 2023)

Job Group 10: Professionals – Health, Nurses	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	9	19	0	0	3	13	6	29
African American	1	4	0	0	0	2	0	0
Asian/Pacific Islander	7	12	0	0	1	7	0	11
American Indian/ Alaskan Native	0	0	0	0	0	0	0	2
Hispanic	2	20	0	0	5	17	1	6
TOTAL (count each person only once)	19	55	0	0	9	39	7	48
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	1	1	1	2	0	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	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	1	1	1	2	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 10: Professionals – Health, Nurses	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	5	20	0	0	6	15	10	37
African American	2	2	0	0	0	0	2	1
Asian/Pacific Islander	3	14	0	0	1	12	4	10
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	6	20	0	0	5	17	2	15
TOTAL (count each person only once)	16	56	0	0	12	44	18	63
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	3	0	1	3	2	0	0
African American	0	1	0	0	0	0	0	0
Asian/Pacific Islander	1	4	0	0	0	1	0	0
American Indian/ Alaskan Native	0	0	0	0	1	0	0	0
Hispanic	1	1	1	1	0	3	0	0
TOTAL (count each person only once)	3	9	1	2	4	6	0	0

Section 4

Personnel Activity

Job Group 11: N/A	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)								
	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

Job Group 12: N/A	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)								
	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 (Current Year - 2023)

Job Group 13: Paraprofessional – Technicians II	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	4	11	0	0	0	0	2	3
African American	0	1	0	0	0	0	0	1
Asian/Pacific Islander	2	0	0	0	0	0	0	2
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	7	0	0	2	3	0	8
TOTAL (count each person only once)	7	19	0	0	2	3	2	14
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	1	1	0	0	0	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	0	0	0	1	0	0
TOTAL (count each person only once)	0	0	1	1	0	1	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 13: Paraprofessional – Technicians II	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	4	1	0	0	0	1	3
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	2	0	0	1	0	0	2
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	3	0	0	0	1	4	3
TOTAL (count each person only once)	1	9	1	0	1	1	5	8
	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	1	0	0
African American	0	2	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	1	1	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	1	2	0	0
TOTAL (count each person only once)	0	2	0	2	2	3	0	0

Section 4

Personnel Activity (Current Year - 2023)

Job Group 14: Paraprofessional – Technicians I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	0	0	0	0	0	3	8
African American	1	2	0	0	0	0	0	0
Asian/Pacific Islander	1	2	0	0	0	0	1	1
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	5	3	0	0	1	1	2	5
TOTAL (count each person only once)	8	6	0	0	1	1	6	14
	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	1	0	0	1	0	0
TOTAL (count each person only once)	0	0	1	0	0	1	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 14: Paraprofessional – Technicians I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	2	0	0	0	0	0	5
African American	0	0	0	0	0	0	1	0
Asian/Pacific Islander	0	1	0	0	0	1	1	2
American Indian/ Alaskan Native	0	0	0	1	0	0	0	0
Hispanic	0	4	1	2	0	0	2	5
TOTAL (count each person only once)	1	7	1	3	0	1	4	12
	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

Job Group 15: N/A	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)								
	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 (Current Year - 2023)

Job Group 16: Skilled Craft I	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	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	0	2	0	0	0	1	0
TOTAL (count each person only once)	2	0	2	0	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

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 16: Skilled Craft I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Males	Females
White	2	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	3	0	0	0	0	0	1	0
TOTAL (count each person only once)	5	0	0	0	0	0	1	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Males	Females
White	1	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	3	0	0	0	0	0
TOTAL (count each person only once)	1	0	3	0	0	0	0	0

Section 4

Personnel Activity (Current Year - 2023)

Job Group 17: Office Clerical 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	1	0	4
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	0	0	0	1
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	4	0	0	1	3	1	1
TOTAL (count each person only once)	0	5	0	0	1	4	1	6
	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	1	0	0	0	1	0	0
TOTAL (count each person only once)	0	1	0	0	0	1	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 17: Office Clerical II	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Males	Females
White	1	1	0	0	0	0	1	1
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	1	5	0	2	1	8	0	1
TOTAL (count each person only once)	2	7	0	2	1	8	1	2
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Males	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	1	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 (Current Year - 2023)

Job Group 18: Office Clerical I	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	0	0	5
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	2	17	0	0	0	2	0	6
TOTAL (count each person only once)	2	19	0	0	0	2	0	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	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	2	0	2	0	1	0	0
TOTAL (count each person only once)	0	2	0	2	0	2	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 18: Office Clerical I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Males	Females
White	0	2	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	4	10	0	0	0	5	0	12
TOTAL (count each person only once)	4	12	0	0	0	5	0	13
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Males	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	1	1	0	0	0	0
TOTAL (count each person only once)	0	0	1	1	0	0	0	0

Section 4

Personnel Activity (Current Year - 2023)

Job Group 19: Service Maintenance 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	0	0	0	1	1	1	0
TOTAL (count each person only once)	0	0	0	0	1	1	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	1	2	0	0
TOTAL (count each person only once)	0	0	0	0	1	2	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 19: Service Maintenance II	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Males	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	2	0	0	0	0	0
American Indian/ Alaskan Native	0	0	1	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	3	0	0	0	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Males	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 - 2023)

Job Group 20: Service Maintenance I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	2	0	0	0	0	0	3	3
African American	1	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	4	11	0	0	0	0	4	12
TOTAL (count each person only once)	7	11	0	0	0	0	7	15
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	1	0	0	0	0	0	0
African American	0	0	0	2	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	1	3	3	2	0	0	0	0
TOTAL (count each person only once)	1	4	3	4	0	0	0	0

Section 4

Personnel Activity (Previous Year - 2022)

Job Group 20: Service Maintenance I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Males	Females
White	1	0	0	0	0	0	2	1
African American	0	0	0	0	0	0	1	0
Asian/Pacific Islander	0	2	0	0	0	0	3	2
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	13	0	0	0	0	5	8
TOTAL (count each person only once)	2	15	0	0	0	0	11	11
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Males	Females
White	0	1	0	0	1	1	0	0
African American	0	0	0	2	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	1	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	1	3	3	2	3	5	0	0
TOTAL (count each person only once)	1	4	3	4	4	7	0	0

Section 5

Recruitment – Data (Current Year - 2023)

Natividad’s workforce is underrepresented for females in the following job groups according to the Workforce Analysis Report dated January 2, 2024. Please see 2023 Recruitment Data for each job group below:

Job Group 10: Professionals – Health, Nurses	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	13	97	0	0	14	70	19	102	12	40
African American	5	16	0	0	1	9	4	14	3	9
Asian/Pacific Islander	22	87	0	0	14	45	28	86	9	24
American Indian/ Alaskan Native	0	2	0	0	0	1	0	2	0	0
Hispanic	21	98	0	0	12	36	17	82	7	31
TOTAL (count each person once only)	61	300	0	0	41	161	68	286	31	104

Job Group 10: Professionals – Health, Nurses	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	0	1	3	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake, Dept of Rehabilitation and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 87.1% and we are slightly under at 82.3%. Females accounted for 77.8% of all applications, and 74.3% of the hires into this job group in 2023. Job classifications in this group are specialized and require higher education and licensure/certifications, which contributes to the limited applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	0	0	1	
Asian/Pacific Islander	0	0	1	1	
American Indian/ Alaskan Native	0	0	0	1	
Hispanic	0	1	1	1	
TOTAL (count each person once only)	0	1	2	7	

Section 5

Recruitment – Data (Current Year - 2023)

Job Group 13: Para-Professionals –Technicians II	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	9	22	0	0	2	5	5	20	2	3
African American	3	5	0	0	1	0	1	3	4	1
Asian/Pacific Islander	5	13	0	0	4	2	5	10	3	2
American Indian/Alaskan Native	0	2	0	0	0	1	0	2	0	0
Hispanic	22	91	0	0	4	13	6	43	6	9
TOTAL (count each person once only)	39	133	0	0	11	21	17	78	15	15

Job Group 13: Para-Professionals –Technicians II	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	2	3	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 71.2% and we are slightly under at 57.3%. Females accounted for only 71.8% of all applications, and 73.0% of the hires into this job group in 2023. Job classifications in this group are specialized and require higher education and licensure/certifications, which contributes to the limited applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	0	1	1	
Asian/Pacific Islander	0	1	1	1	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	2	0	2	
TOTAL (count each person once only)	0	4	4	7	

Section 5

Recruitment – Data (Current Year - 2023)

Job Group 14: Para-Professionals –Technicians I	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	26	62	0	0	1	12	10	36	1	4
African American	5	12	0	0	2	3	4	6	2	3
Asian/Pacific Islander	33	40	0	0	4	7	16	29	6	10
American Indian/Alaskan Native	1	2	0	0	0	0	0	0	0	0
Hispanic	112	185	0	0	25	65	31	84	15	13
TOTAL (count each person once only)	177	301	0	0	32	87	61	155	24	30

Job Group 14: Para-Professionals –Technicians I	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	2	2	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 76.3% and we are slightly under at 73.2%. Females accounted for only 62.3% of all applications, and 42.8% of the hires into this job group in 2023. Job classifications in this group are specialized and require higher education and licensure/certifications, which contributes to the limited applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	2	1	2	
Asian/Pacific Islander	0	0	0	2	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	2	1	1	
TOTAL (count each person once only)	0	5	4	7	

Section 5

Recruitment – Data (Current Year - 2023)

Job Group 16: Skilled Craft I	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	10	0	0	0	1	0	1	0	1	0
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	5	0	0	0	1	0	0	0	0	0
American Indian/Alaskan Native	1	0	0	0	0	0	0	0	0	0
Hispanic	56	0	0	0	1	0	3	0	1	0
TOTAL (count each person once only)	71	0	0	0	3	0	4	0	2	0

Job Group 16: Skilled Craft I	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	0	1	0	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 8.3% and Natividad has 0% female representation. We received 0 applications from females in 2023. Job classifications in this group are labor/maintenance positions (e.g., Hospital Maintenance Mechanic), which contributes to the limited female applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	1	0	1	0	
Hispanic	0	1	1	0	
TOTAL (count each person once only)	1	1	3	0	

Section 5

Recruitment – Data (Current Year - 2023)

Job Group 19: Service Maintenance II NO RECRUITM ENT 2023	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 19: Service Maintenance II	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges NO RECRUITMENTS FOR 2023
	Males	Females	Males	Females	
White					
African American					
Asian/Pacific Islander					
American Indian/ Alaskan Native					
Hispanic					
TOTAL (count each person once only)					

Section 5

Recruitment – Data (Previous Year - 2022)

Natividad's workforce was underrepresented for females in the following job groups according to the Workforce Statistics Report dated January 5, 2023. Please see Recruitment Data for 2022 below:

Job Group 05: Professionals – Human Services	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	2	6	1	2	1	2	0	3	0	1
African American	0	4	0	0	0	0	0	1	0	0
Asian/Pacific Islander	0	2	0	0	0	0	0	1	0	0
American Indian/Alaskan Native	2	2	0	0	0	0	0	0	0	0
Hispanic	0	14	0	0	0	0	0	3	1	2
TOTAL (count each person once only)	4	28	1	2	1	2	0	8	1	3

Job Group 05: Professionals – Human Services	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	0	0	0	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 76.7% and we are slightly under at 75%. Females accounted for 85.5% of all applications and 75% of the hires into this job group in 2022. Job classifications in this group are specialized and require higher education and licensure/certifications, which contributes to the limited applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	0	0	0	
Asian/Pacific Islander	0	0	1	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	1	1	1	2	
TOTAL (count each person once only)	1	1	2	2	

Section 5

Recruitment – Data (Previous Year - 2022)

Job Group 08: Professionals – Health, Ancillary	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	6	12	0	0	3	1	4	15	3	4
African American	0	0	0	0	0	0	0	1	1	0
Asian/Pacific Islander	0	2	0	0	2	2	3	14	1	2
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	0	4	0	0	0	0	2	1	0	2
TOTAL (count each person once only)	6	18	0	0	5	3	9	31	5	8

Job Group 08: Professionals – Health, Ancillary	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1	1	2	2	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 73.8% and we are slightly under at 69.6%. Females accounted for 75% of all applications and 61.5% of the hires into this job group in 2022. Job classifications in this group are specialized and require higher education and licensure/certifications, which contributes to the limited applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	0	0	0	
Asian/Pacific Islander	0	1	1	1	
American Indian/ Alaskan Native	0	1	0	1	
Hispanic	0	0	0	2	
TOTAL (count each person once only)	1	3	3	6	

Section 5

Recruitment – Data (Previous Year - 2022)

Job Group 10: Professionals – Health, Nurses	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	14	98	0	0	2	26	22	79	8	24
African American	2	9	0	0	0	3	3	7	0	2
Asian/Pacific Islander	35	52	0	0	3	15	22	47	6	15
American Indian/Alaskan Native	2	4	0	0	0	1	0	4	0	0
Hispanic	16	80	0	0	6	12	16	60	9	31
TOTAL (count each person once only)	69	243	0	0	11	57	63	197	23	75

Job Group 10: Professionals – Health, Nurses	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	0	1	3	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 87.1% and we are slightly under at 83.5%. Females accounted for 77.8% of all applications, and 76.5% of the hires into this job group in 2022. Job classifications in this group are specialized and require higher education and licensure/certifications, which contributes to the limited applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	0	0	1	
Asian/Pacific Islander	0	0	0	1	
American Indian/Alaskan Native	0	0	0	1	
Hispanic	0	1	1	1	
TOTAL (count each person once only)	0	1	2	7	

Section 5

Recruitment – Data (Previous Year - 2022)

Job Group 13: Para- Professionals –Technicians II	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	16	43	0	0	1	6	6	21	5	7
African American	6	12	0	0	1	0	2	7	1	1
Asian/Pacific Islander	12	22	0	0	1	2	6	17	1	5
American Indian/ Alaskan Native	2	7	0	0	1	0	0	4	1	0
Hispanic	54	146	0	0	2	13	17	52	3	8
TOTAL (count each person once only)	90	230	0	0	6	21	31	101	11	21

Job Group 13: Para- Professionals –Technicians II	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	2	3	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 71.2% and we are slightly under at 67.9%. Females accounted for only 71.8% of all applications, and 65.6% of the hires into this job group in 2022. Job classifications in this group are specialized and require higher education and licensure/certifications, which contributes to the limited applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	0	1	1	
Asian/Pacific Islander	0	1	1	1	
American Indian/ Alaskan Native	0	0	0	0	
Hispanic	0	2	0	2	
TOTAL (count each person once only)	0	4	4	7	

Section 5

Recruitment – Data (Previous Year - 2022)

Job Group 14: Para- Professionals –Technicians I	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	14	52	0	0	5	13	6	10	1	6
African American	6	10	0	0	1	1	4	3	0	0
Asian/Pacific Islander	14	30	0	0	1	7	10	13	0	2
American Indian/ Alaskan Native	2	2	0	0	0	1	1	1	0	1
Hispanic	85	272	0	0	17	59	8	48	4	13
TOTAL (count each person once only)	121	366	0	0	24	81	29	75	5	22

Job Group 14: Para- Professionals –Technicians I	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	2	2	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 73.6% and we are slightly under at 70.5%. Females accounted for only 62.3% of all applications, and 76.4% of the hires into this job group in 2022. Job classifications in this group are specialized and require higher education and licensure/certifications, which contributes to the limited applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	2	1	2	
Asian/Pacific Islander	0	0	0	2	
American Indian/ Alaskan Native	0	0	0	0	
Hispanic	0	2	1	1	
TOTAL (count each person once only)	0	5	4	7	

Section 5

Recruitment – Data (Previous Year - 2022)

Job Group 16: Skilled Craft I	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	13	0	0	0	3	0	11	0	2	0
African American	6	0	0	0	1	0	0	0	0	0
Asian/Pacific Islander	8	0	0	0	0	0	2	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	1	0	0	0
Hispanic	93	0	0	0	17	0	31	0	2	0
TOTAL (count each person once only)	120	0	0	0	21	0	45	0	4	0

Job Group 16: Skilled Craft I	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	0	1	0	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 8.3% and Natividad has 0% female representation. We received 0 applications from females in 2022. Job classifications in this group are labor/maintenance positions (e.g., Hospital Maintenance Mechanic), which contributes to the limited female applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	0	0	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/Alaskan Native	1	0	1	0	
Hispanic	0	1	1	0	
TOTAL (count each person once only)	1	1	3	0	

Section 5

Recruitment – Data (Previous Year - 2022)

Job Group 19: Service Maintenance II	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	16	15	0	0	2	0	7	2	0	0
African American	4	6	0	0	1	2	7	1	1	0
Asian/Pacific Islander	2	4	0	0	6	2	3	3	1	0
American Indian/ Alaskan Native	6	2	0	0	2	0	1	0	1	0
Hispanic	103	119	0	0	22	26	48	24	11	6
TOTAL (count each person once only)	131	146	0	0	33	30	66	30	14	6

Job Group 19: Service Maintenance II	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	0	0	0	<p>Advertising: Monterey County Website, Natividad Website, Local newspapers (tri-county area), LinkedIn, Social Media platforms, Cal Jobs, Coast Weekly, Career Builder, Indeed, Monterey Bay Jobs, all certification applicable job boards, membership/certification mailings and alternate eligible lists as needed. Natividad is proud to also advertise and partner with several specialized publications & groups that target females, minorities, persons with disabilities and/or the LGBTQ+ communities. In addition, Natividad has dedicated time each week to focus on targeted recruitment outreach utilizing Linked In Recruiter, Handshake and various membership connections to attract and secure more qualified & diverse candidates.</p> <p>Target Female for this group is 45.2% and we are slightly under at 40%. Females accounted for 52.7% of all applications, and 30% of the hires into this job group in 2022. Job classifications in this group are in our Dietary and Environmental Services departments, where it is not common to have such a limited female applicant pool.</p> <p>Goal: Continue to identify and target female groups where we can access qualified candidates in our recruitment efforts.</p>
African American	0	0	1	0	
Asian/Pacific Islander	0	0	0	0	
American Indian/ Alaskan Native	0	0	0	0	
Hispanic	0	1	1	2	
TOTAL (count each person once only)	0	1	2	2	

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?

Natividad currently works collaboratively with the institutions and agencies listed below to provide clinical rotations and/or job shadow assignments to students in order to target and provide guidance and/or training to students seeking education and career opportunities in various healthcare specialties.

Name of University and/or College	Student Clinical Rotation
American Medical Response West (National College of Technical Instruction - NCTI Bay Area)	EMT and Paramedic Students
Arcadia University	Physical Therapy Doctoral Students
Aspen University	Acute Care Nurse Practitioner Students
Bay Area Medical Academy	Phlebotomy Students
Baylor University	Physical Therapy Doctoral Students
Boise State University	Acute Care Nurse Practitioner Students
Cabrillo College	Respiratory Care Practitioner Students, Radiology Technologist Students
California State University, Dominguez Hills	Clinical Nurse Specialist Students
California State University, Monterey Bay	Medical Social Worker Students
Carrington College	Respiratory Care Practitioner Students, Radiology Technologist Students
CBD College (Community Based Development, Inc)	Ultrasound Technician Students
Central Coast College	Phlebotomy Students
Chamberlain University	MSN and DNP RN Students
Frontier Nursing University	Family Practice Nurse Practitioner Students
Grand Canyon University	BSN and MSN RN Students
Hartnell College	RN Students, RCP Students
Iowa State University of Science and Technology	Dietetic Internship Students

Name of University and/or College	Student Clinical Rotation
Monterey County Health Dept. – UCSF Family Practice Residency Program	Family Residency Program / HD Clinic Services
Monterey Peninsula College	RN Students
National College of Technical Instruction (NCTI)	Paramedic Students
Samuel Merritt University	Physician Assistant Students, OT Students, Podiatric Medicine, Physical Therapy, Nursing Pre-licensure BSN RN Students, MSN RN Students, Family Nurse Practitioner Students, Nurse Anesthesia Students
San Jose State University	Clinical Laboratory Scientist Internship, BSN RN Students, Physical Therapy Students, Occupational Therapy Students, and Speech Language Pathologist Students)
Silicon Valley Surgical Tech Institute (SVSTI)	Surgical Tech and Sterile Processing Students
South Bay Regional Public Safety Training Consortium	EMT and Paramedic Students
University of California - San Francisco School of Medicine	Medical Students, Resident Physicians and Fellows
University of California - San Francisco	Neonatal Nurse Practitioner Students
University of the Pacific	Pharmacy Students
Touro University California	Medical Students - Clinical Preceptorship (Osteopathic Medicine)
Vanderbilt University	Acute Care Nurse Practitioner Students
Walden University	Acute Care Nurse Practitioner Students
Western Governor's University	BSN and MSN RN Students
Unitek College	LVN, BSN and MSN RN Students

Additional ongoing collaborative relationships:

CA Transplant Donor Network	(Not for clinical rotation) – Service to identify potential organ donors
Donor Network West	(Not for clinical rotation) – Service to identify potential organ donors
Musculoskeletal Transplant Foundation, Inc. ("MTF")	(Not for clinical rotation) – Service for asset transfer agreement with designated organ procurement organization
CMQCC - Stanford University	(Not for clinical rotation) - Collaborative agreement for hospital performance data reporting and performance improvement metrics for maternity and labor and delivery units in California

CPQCC - Stanford University Medical Center	(Not for clinical rotation) - Collaborative agreement for development and implementation of performance improvement strategies in maternity and neonatal care
Salinas Adult School	(Not for clinical rotation) - Childbirth classes to employees/clientele of Natividad
Starlight Children's Foundation	(Not for clinical rotation) – Service to provide donated units (entertainment to pediatric patients) as a gift from Starlight

In addition to the institutions listed above, Natividad also collaborates with:

- ***Multi-industry employers in subcommittees and other partnerships*** (e.g., Workforce Investment Board, Bay Area Community College Consortium) to assess local workforce needs and discuss education and training opportunities (or deficiencies) in the County and State. Identifying educational needs and working collaboratively to create programs locally is one method to recruit a diverse workforce of qualified individuals to fill critical positions;
- ***Salinas Valley Memorial Health System***, as a participant hospital in their annual Summer Health Institute program, which provides high school Seniors and current year graduates interested in, or planning to pursue, a career in the healthcare industry with tours and job shadowing opportunities;
- ***The Department of Rehabilitation*** as a Spotlight employer to present Natividad's jobs & services and extend our recruitment efforts to individuals with disabilities. We connected with the local Monterey County Chapter in 2022, and were also referred to present to chapters in Santa Clara County, San Benito County, and Santa Cruz County. This continued in 2023, where Natividad highlights our company brand, company history, current job openings, information on how to apply to Natividad, and provide attendees with resources on the application process and preparing for an interview. This collaboration will continue in 2024.
- ***The Center for Employment Training (CET)*** to enhance their current certification programs to better prepare applicants for entry level jobs at the hospital. *Janitorial/Custodian Certificate Program*: Natividad reviewed and provided feedback on their educational content to include healthcare/hospital related information and skills in an effort to grow the applicant pool for our Hospital Environmental Services Aide recruitment. Once implemented, Natividad will participate in career education educate students on offer job placement opportunities to students upon completion of the program.

In addition to the lists of recruitment advertising sources specific to healthcare and to licensures and/or certifications required of many of our jobs, Natividad also utilizes the Civil Rights Office Talent Acquisition Database for additional sources to target minorities and females.

How have these relationships supported the department's recruitment efforts?

The above-mentioned relationships allow Natividad to better plan its recruitment strategies and outreach efforts to expand its pool of qualified candidates to include minorities in all categories, as well as females, directly with the institutions. Building relationships with these educational institutions and providing job shadowing and educational/clinical rotations is essential to expanding the diversity within the workforce. Advising prospective and current employees on ways to obtain the education needed in order to qualify for employment and promotional opportunities at the hospital also assists Natividad with

recruitment & retention efforts, as well as provides employees with opportunities for growth within the organization. In addition, the job shadowing and learning programs we offer provide potential future employee(s) the opportunity to experience working alongside the diverse highly skilled and culturally competent staff Natividad prides itself on.

How many selective certification waivers did your department request last year?

Natividad requested 0 selective certification waivers in 2023.

How many were granted and why? n/a

❖ Hiring

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

An interview panel should not only be able to assess the knowledge, skills and abilities needed to identify a successful candidate to fulfill the role in the organization, but also to assess a candidate's cultural competence and fit within the organization as a whole, while being sensitive to the diversity of the candidate pool. Natividad HR coordinates all selection interviews to ensure a diverse panel is used, and that interviews are fair and equitable for all candidates. We have rating tools that panel members must complete that assess not only the technical skills of the position, but also the candidate's personal attributes and interpersonal skills to determine if they demonstrate fit with the hospital's universal standards of performance. Natividad has required that every interview panel have at least one minority member for the last several years, and increased our female representation on interview panels over the last 3 years to ensure panels have a well-rounded perspective when evaluating the attributes and skills needed for a candidate to be successful at Natividad. This allows the panel to identify whether the candidate can fulfill not only the essential duties of the job, but also the mission and values of the organization and its commitment to serve a diverse patient/customer population. In addition, Natividad coordinates inter-departmental interview panels that include peer level panel members and/or meet- and greet-style meetings with top candidates in supervisory and/or management positions in order to determine overall fit from the candidates demonstrating the strongest technical knowledge, skills and abilities.

In addition, Natividad continues to utilize the DDI Targeted Selection system with all interview questions consistently. This behavioral interviewing system reduces bias in interviewing with an objective and consistent framework and methodology, so panel members focus on specific job-related skills and behaviors in order to better evaluate candidates and find the best fit, which will improve hiring success and reduce turnover.

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

Natividad HR schedules all interviews, and has required at least one minority member on every interview panel for the last several years. In previous EO Plans, Natividad recommended this best practice, which is one reason panel member statistics were added to the Recruitment Section of the EO Plan template for all County Departments to report. Our HR Team works closely with the hiring

authority(ies) to identify the best targeted advertising sources in order to recruit minorities and females, as well as the most appropriate members for screening applications and participating on selection interview panels. Natividad HR staff reviews the Workforce Analysis Chart when creating the recruitment plan to determine not only if we meet the overall minority availability, but also to identify any ethnic category that is underrepresented in the specific job group, and makes every effort to include a panel member (even if in a peer classification) that belongs to the underrepresented category. This practice was put in place to ensure that there was diverse ethnic representation within the selection process, in order to recruit a diverse pool of candidates in all job groups, as reflected in this year's report – the fourth year in which we meet minority availability in all job groups. Our HR staff continues to work towards maximizing recruitment efforts in individual minority categories that may be underrepresented by involving qualified minority Subject Matter Experts and panel members.

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

Natividad HR holds a one-on-one informational training session with prospective screeners and conducts a competency assessment with sample screenings that must be returned to HR and reviewed prior to "signing off" a subject matter expert to become a screener. HR also reviews the screenings to ensure that the ratings are in-line with the minimum qualifications and examples of education and experience an ideal candidate would have as indicated in the application materials. If there is a discrepancy found, a meeting is scheduled with the screener(s) and the HR representative to discuss reasons for the ratings and may include a separate Subject Matter Expert screener review. HR also provides direction on the interview process, rating criteria, and required materials that must be included in an interview file to ensure each panel is fair and consistent in their process. All interviews are coordinated through the HR Department at Natividad, utilizing the DDI Targeted Selection program, and paperwork is reviewed by HR staff when submitted after completion of interviews to ensure that sufficient documentation about candidate ratings is received for the interview file. In addition, HR recruitment staff is responsible for extending all job offers, which is not done until interview documentation on all candidates is received and reviewed by the HR Analyst.

❖ 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.)?

The Natividad Human Resources Department mandates that at least one member of every interview panel be a minority to ensure that a diverse ethnic representation is included in the selection process when considering employees for promotional opportunities. This is required for panels interviewing from referrals, and for internal transfers/flexible promotion opportunities. Natividad HR may also be present during the interviews for internal flexible promotions if needed, and reviews the interview notes and rankings from every interview to ensure all candidates interviewed were considered equally based on the qualifications for the job.

Natividad utilizes the HealthStream Learning Management System for required regulatory hospital education courses, which also has an extensive library of elective courses that are available for employees to take courses of interest at their discretion for their own professional growth. Natividad supports on-going education & on-the-job mentorship to staff wanting to grow within their profession. Specifically, Natividad’s education department provides continuing education and resources for students in various programs needing to obtain internship hours. Hospital senior leadership also has volunteers that serve as professional mentors to staff participating in educational programs for advanced degrees.

Natividad HR also began hosting internal brown bag lunch events in 2022 that continued throughout 2023, where employees can attend to learn more about HR recruitment and selection processes related to promotional & transfer opportunities.

How effective have these initiatives been in supporting promotional opportunities for women and people of color?

CY 2023 data indicates that of the 87 employees promoted, either within their job group or into a new job group at Natividad, 63 were people of color (72.4%), and 61 were females (70.1%). Further details and a year-by-year comparison of the percentage of promoted employees from each ethnic category is listed below:

Ethnic Category	CY 2022 117 Total: 73.5% Minorities, 70.9% Females	CY 2023 88 Total: 72.4% Minorities, 70.1% Females	Variance 2022 to 2023 (+) / (-)
White	14 Male; 17 Female (26.5%)	5 Male; 19 Female (27.6%)	+1.1%
African American	1 Male; 0 Female (0.9%)	0 Male; 2 Female (2.3%)	+1.4%
Asian/Pacific Islander	5 Male; 16 Female (17.9%)	3 Male; 8 Female (12.6%)	-5.3%
American Indian/Alaskan Native	2 Male; 1 Female (2.6%)	0 Male; 0 Female (0%)	-2.6%
Hispanic	12 Male; 49 Female (52.1%)	18 Male; 32 Female (57.5%)	+5.4%

As detailed in the data above, Natividad promoted a significant number of female and minority employees in CY 2023.

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?

Every hospital employee must sign a commitment to practice and uphold Natividad’s Standards of Performance (10 standards are: Attitude, Appearance, Communication, Attentiveness, Commitment to Co-workers, Helpfulness, Professional Etiquette, Privacy, Safety Awareness, and Sense of Ownership) upon hire. These standards are embedded in the hospital’s Universal Performance Standards section in

every evaluation template, and employees are assessed on these standards on an annual basis at the time of their performance review. Items within this section of the evaluation template address topics such as: respect for others, fostering an environment of teamwork, customer service, and other personal attributes and interpersonal skills that are considered when rating an employee in these areas. If an employee does not meet the standard in any one of these areas, the HealthStream electronic evaluation system requires the rater to create a “Reflective Plan” (performance improvement plan) with a date when the employee will be reevaluated. When considering employees for promotional opportunities, managers determine if they possess the knowledge, skills and abilities to perform the essential duties of the job, and the internal candidate must also be in good standing in their current role/unit and a role model for performance related to these standards. Employees that are in a current disciplinary process or performance improvement plan are ineligible for transfer or promotion per our Employee Job Transfer policy. Hiring authorities within Natividad communicate with one another to obtain appropriate references, which includes a review of the employee’s most recent performance evaluation, when considering an employee for an internal transfer or promotion. This practice ensures that they are selecting an employee for a promotional opportunity who upholds these standards and consistently demonstrates their commitment to Natividad’s mission of employing a culturally competent and inclusive workforce to best serve our diverse community.

❖ **Retention and Inclusion**

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

Natividad Human Resources tracks hospital-wide turnover in all permanent positions in its HR Performance Measurement Report that is reported to the Human Resources Performance Improvement Team on a quarterly basis, and to a multi-disciplinary committee, Natividad’s Quality Council, twice per year. Data is tracked and monitored using the HR system and reports are provided to Senior Leadership and the committees as indicated above to include turnover at the organization-wide level, as well as the level of job classification and/or gender & ethnicity.

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

The CY 2023 data indicates that of the 170 voluntary resignations/retirements, 81 (47.6%) were minorities (compared to 64.9% in CY 2022) and 129 (75.8% were females (compared to 85.3% in CY 2022); and of the 26 involuntary terminations and probationary releases, 21 (80.7%) were minorities (compared to 75.6% in CY 2022) and 19 (73.0%) were females (compared to 67.5% in CY 2022).

During the past year, it has been reported that nation-wide average hospital turnover rates currently stand at 22.7%, with turnover rate for RNs at 22.5%. Natividad’s overall turnover rate historically is below the national turnover rate each year, and for FY 2022-2023, Natividad’s turnover was 12.3%. So far for FY 2023-2024, the turnover rate through December 2023 is 6.7% (data from the Natividad HR Performance Measurement Report).

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 above information, the percentage of minorities and females exiting the organization voluntarily was lower than the previous calendar year. This may be attributed to the establishment of our IDEAL Committee over 2 years ago, and Natividad's ongoing diversity, equity and inclusion efforts. Our 2023 recruitment efforts still achieved success, as our workforce analysis chart for January 2024 shows we continue to significantly exceed availability of minorities and females within the organization.

What steps have been taken by the Department to ensure lactation accommodations for all its employees?

In accordance with Senate Bill (SB 502), Natividad currently complies with the Hospital Infant Feeding Act. Natividad educates new employees on the benefits of breastfeeding at New Employee Orientation. In addition, at the time of Leave of Absence Coordination, the expectant mother is provided with a Maternity Leave Packet, which includes the Natividad Interdisciplinary Policy (IDP 5:2600, Breastfeeding Friendly Workplace Policy). Upon return to the workplace from maternity leave, the employee is provided with the code to enter our staff Lactation Room. Staff may use this room as needed, as it is accessible 24/7 and equipped with running water, electrical outlets and privacy screens for added comfort. Staff is also encouraged to use their Wellness hours for breastfeeding education & support classes.

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

Upon receipt of a staff member's medical certification & prior to their return to work, the Natividad Leave Coordinator invites and schedules the employee to participate in an Interactive Process Meeting with the Senior HR Analyst or designee. During this meeting, the work restrictions are reviewed and a temporary alternative work assignment is discussed. Natividad has successfully reassigned employees to alternative job assignments (modified duty) for the duration of the disability. An Interactive Process meeting is held each time the work restrictions change, no matter how minor the change is, to ensure the employee's safety and that the accommodation is a right fit.

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?

In September 2022, Natividad began using a system for exit interviews administered by a third-party partner, Skill Survey. Natividad elected to utilize this system in an effort to capture exit information from employees upon separation via an anonymous survey, as it was found that many employees were not voluntarily sharing their reason(s) for leaving or other valuable feedback about their experience with their manager or supervisor. This system was discontinued in 2023, as response rates remained low.

In 2024, Natividad will be participating in the County's program, where employees will receive satisfaction surveys at intervals throughout their employment, as well as an exit interview upon separation.

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

Natividad continues its success in meeting or exceeding availability of people of color within its workforce, and we attribute this success to the hospital HR Department's oversight and consistent involvement in every step of the selection process, including monitoring the ethnicity and gender of screeners and members of the interview panels. Our HR Team works closely with the hiring authority(ies) to identify the best targeted advertising sources in order to recruit minorities and females, as well as selecting the most appropriate members for selection interview panels to include at least one minority and one female panel member at all times. This consistent practice has resulted in successful recruitment of a diverse pool of candidates and a workforce inclusive of staff from all ethnic groups, and thereby further enhancing the healthcare services Natividad provides to our patients and the community.

In addition to inclusiveness in recruitment practices, Natividad established the IDEAL Committee over 2 years ago to strategically plan and align the inclusion, diversity, equity and awareness efforts of the hospital. The opportunities for growth and either improvement (in areas as needed) or capitalization (of the areas that we already see successes in throughout the hospital) are the primary focus of this Committee.



Inclusion, Diversity, Equity & Awareness Leaders

-  Address Systemic Issues
-  Create Equity
-  Build Healthy Communities
-  Promote Inclusive Growth

We continue to strive for the growth and advanced efforts of the IDEAL Committee to better understand the diversity within our hospital staff far beyond that of the basic demographics that are collected by the standard County job application. We have successfully updated and are distributing to all new hires an optional questionnaire to allow staff wishing to self-identify in expanded categories related to sexual orientation & gender identity, etc. to do so as part of their onboarding packet. While efforts to create affinity groups have been unsuccessful due to difficulty finding staff with the time and motivation to undertake the tasks of coordination and completing the required paperwork, we remain interested and sees value in the creation of such groups at Natividad.

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

- 1) *While Natividad has found difficulties with formalizing affinity groups to be officially sanctioned with the Civil Rights Office, we are committed to celebrating the diverse population of employees over the next year. We have planned employee events that help us to learn history about different affinity groups through the coordination of Unexpected Virtual Tours. We have already participated in the Black History Month Virtual Tour which consisted of an interactive experience with a celebration of African American history and a virtual guided tour through sites in Georgia and Washington DC. We have planned to continue the celebration of AAPI, Hispanic Heritage, Indigenous and Pride months in similar fashion. Additional ideas from the IDEAL committee on how to celebrate the diverse*

population of employees is to celebrate cultures with culinary offerings for patients and staff.

Reimagining a cultural food fair is an idea that is currently being vetted.

- 2) *Natividad created a questionnaire in 2023 for current and future employees who elect to update their demographic information with updated options that include more race/ethnicity options, SO/GI, veteran and disability status on a continuous basis. Completion of these forms is voluntary and confidential. Information is collected and stored electronically in the same system that is currently used to store Employee Health information. Only confidential Natividad HR Team members will be responsible for entering and retrieving the data that is collected and entered in the system. Multiple ways to provide the information are also being established. The information collected may be used to start interactive processes (i.e., if a disability is disclosed) and explore reasonable accommodations. Information will also be used to get a better understanding of how inclusive and equitable Natividad is, measuring representation and taking action to ensure that we are conscious of the differences that exist in our workforce and respect/value them.*
- 3) *Forming multiple active Employee Resource Groups (ERGs) is a goal that Natividad would like to realize by 2028. Having staff help to inform us as an employer of ways that we can improve the bottom line through the way we recruit, train, treat and develop certain affinity groups is the ultimate goal. Natividad HR, Quality and Executive staff continue to participate in the Safety Net Institute (SNI) Community of Practice events and training sessions to prepare implementation plans for affinity groups. Affinity groups are a group of employees that are linked by a common purpose, ideology or interest. Once employees find a group that they feel valued, included, empowered and make contributions that are received and implemented, they are more likely to contribute more ideas that have a wider scope of impact.*
- 4) *Natividad's Chief People Operations Officer is began participating in the Executive Certificate in Diversity and Health Equity program with the American Hospital Association in March 2024. This is a 10-month fellowship that provides health care professionals the competencies to effectively lead diversity, health equity, inclusion and justice practices in their hospitals and health systems. This fellowship offers a blended learning curriculum that aims to strengthen the skills of diversity, health equity and inclusion leaders so that they can create change at their organizations. In addition, Natividad added an Associate Personnel Analyst position to the FY 2024-2025 budget to focus solely on Diversity, Equity and Inclusion in the workforce as well as within the organization.*
- 5) *Natividad's Quality Director is participating in the California Health Care Safety Net Institute's Racial Equity Program, which is an 18-month cohort-based learning collaborative consisting of leaders and teams in public health care systems to advance efforts to dismantle racism and improve health equity in communities of color.*

OTHER RELATED RESOURCES

Natividad has always taken initiative to search for innovative resources to provide employees with the tools and resources needed to excel within their roles and foster employee engagement. We believe that providing personal and professional development resources ensures equal access for all eligible individuals to become more engaged in the organization, which may result in advancement opportunities and help to minimize the impacts of unconscious bias within our organization.

Section 7

Accomplishments and Resource Needs

Department-wide, Natividad’s workforce is well represented for people of color and females; however, the data shows a need to further diversify our workforce within each job group to achieve better representation for all minority categories as well as females. In 2023, Natividad made improvements, as indicated in this report, to processes throughout all aspects of human resources – from recruitment outreach and selection practices to performance evaluation and training – in order to create opportunities for employment and professional growth for people of color and females. Natividad will continue to focus on utilizing targeted advertising sources based on the particular job being filled, and recruitment practices that involve participants in all minority categories, as well as females, throughout the entire selection process. Continued collaboration with the larger community will be key in assisting Natividad with improving the number of females and people of color in the less-represented minority categories of our workforce.

Current compliance rates with required trainings offered by the Civil Rights Office are detailed below. All employees 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	99	99	100%
Employees (non-supervisor/non-manager)	1,242	1,241	99.9%
Total	1,341	1,340	99.9%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	99	98	99.9%
Employees (non-supervisor/non-manager)	1,242	1,242	100%
Total	1,341	1,340	99.9%

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.

None.

The Commission did not request follow-up information after their review of Natividad's 2023 Departmental Equal Opportunity Plan, nor were there follow-up items requested during the department's last presentation to the Commission in November 2022.

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	Natividad has language assistance notices in all access points to the hospital written in several languages.	Y	Completed prior to 2019
	Internal process to forward discrimination complaints to Civil Rights Office	HR has a dedicated staff member as the coordinator for Civil Rights complaints from hospital staff.	Y	Completed prior to 2019
		The hospital's Quality Assurance Department is responsible for managing patient or visitor/customer complaints and HR is included as needed. The Compliance Officer is currently reviewing policies and procedures to include civil rights complaints, and the process to identify when & how Natividad will involve the Civil Rights Office.	N (In progress)	June 2024
	Nonstandard contracts include a nondiscrimination clause	In progress. Per Natividad Contracts Department, this clause is being added to all current active agreements as they are up for amendment/renewal/negotiation. The non-discrimination clause has been included in all new agreements since 2022.	N (In progress)	December 2024
	Data is collected on the ethnicity and language of people served	Natividad collects this data (race, ethnicity, preferred language) during the registration process.	Y	Completed prior to 2019
Natividad completed the Sexual Orientation/Gender Identity (SO/GI) project in 2023 to expand selections from which patients can choose, and to update the Electronic		Y	December 2023	

		Medical Record (EMR) in order for their preferences to be accessible by necessary staff at points of service to improve the patient experience.		
<p>Language Access</p> <p><i>See note below for additional information.</i></p>	Departmental language assessment completed	Department Assessment - all of the information for the “Language Access Plan” is contained in our Policy: PROVISION OF CULTURALLY COMPETENT & EFFECTIVE COMMUNICATION TO PATIENTS	Y	Completed prior to 2019
	Vital documents translated into Spanish	Our vital documents are translated by Standard Register and our Interpreter Services Department, and materials developed and published by hospital departments are generally translated. The strategic marketing plan works with Interpreter Services and our marketing firm for translation.	Y	Completed prior to 2019
	Website – minimize PDFs. When using PDFs, include a Spanish version	Natividad has a Website in Spanish	Y	Completed prior to 2019
	Procedures and budget for use of interpretation and translation services	Natividad has on site and remote interpreter services that are budgeted annually.	Y	Completed prior to 2019
	Communication services for people who are deaf or hard of hearing	Natividad has a remote video interpreter for deaf patients 24/7 and in-person services can be coordinated upon request.	Y	Completed prior to 2023
	Public voicemails in English and Spanish	As appropriate, voicemails that are public are in both English and Spanish (e.g., main hospital line, patient complaint line, etc.)	Y	Completed prior to 2019
	Public counters: language charts available	Language charts are available in access points to hospital.	Y	Completed prior to 2019
	Public counters: all signage in English and Spanish	Public signage is in both English and Spanish.	Y	Completed prior to 2019
	Public counters: procedures to have bilingual staff available	Title VI signage posted in public areas and the patient handbook includes how to access interpreter services. Custom staff badge template used for bilingual and Qualified Interpreter staff so patients and visitors can easily identify them.	Y	Completed prior to 2019

Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	<p>1. Natividad outreach attends many community events annually to promote Natividad services to groups and agencies. Examples are: Ciclovía (annual community event promoting exercise), Bi-National Health Week (annual community event promoting Hispanic health services), grade school/high school parent organizations, attend employer health fairs, WIC events, Hartnell College community events, Juneteenth events, and CISNE forums (Monterey County Immigrant Services Network Empowerment - collaborative to share services and information concerning immigrants). Natividad attends outreach events in North Monterey County, South Monterey County, and on the Monterey Peninsula.</p> <p>3. Natividad is partnering with the Department of Rehabilitation to provide recruitment outreach resources, and to coordinate future volunteer and job shadowing/on-the-job training opportunities for people with disabilities.</p>	Y	Completed prior to 2019, and ongoing, subject to change as new relevant programs or events come available.
			Y	Ongoing
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process	Evaluated annually during strategic planning with focus groups.	Y	Completed prior to 2019
	Considerations taken to ensure equitable engagement	Community focus groups are held on and off campus during the strategic planning process.	Y	Completed prior to 2019
Key community engagement contacts established	<p>1. Please see the community calendar of events for this information.</p> <p>2. Center for Community Advocacy</p> <p>3. Promotores</p>	Y	Completed prior to 2019	

- ❖ ***NOTE:*** *In addition to the above information on Interpreter Services, the language assessments at Natividad validate staff that are bilingual and adds to the quality of care, since patients can express themselves in their primary language when receiving care. Natividad’s Interpreter Services Department provides interpretations in Spanish, Indigenous languages, and American Sign Language (ASL). Our over the phone and video interpretation is available 24/7. Natividad provides Interpreter Internship opportunities, and employs five (5) tri-lingual indigenous interpreters, who are instrumental in providing interpretive services and allowing us to better serve the indigenous community in Monterey County. In 2023 we also extended our on-site interpreter to 10:00 pm and created an on-call service for Indigenous languages to be available around the clock, giving greater access to these much needed languages.*

Our Qualified Interpreter (QI) program is unique. We are licensed through Cross Culture Communication, a nationally recognized instruction program for medical interpreters. We have trained over 200 dual staff at Natividad and presently we have over 80 active QI’s. With this training, all of our QI’s fully comply with the Title VI requirements to provide interpretation. Natividad historically has offered the Qualified Interpreter Training to members of the Health Department and Behavioral Health Division, as well as members of the public. In 2023, Natividad continued to offer Qualified Interpreter Trainings.

* 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.



County of Monterey

Item No.6

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-745

November 20, 2024

Introduced: 11/12/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Debrief Equal Opportunity Plan Presentation



County of Monterey

Item No.7

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-746

November 20, 2024

Introduced: 11/12/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Agricultural Commissioner Equal Opportunity Plan Presentation - Juan Hidalgo, Agriculture
Commissioner

Agricultural Commissioner

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	18
Section 6: Action-Oriented Programs	20
Section 7: Accomplishments and Resource Needs	24
Section 8: EOCRAC Follow-Up	25
Section 9: Title VI of the Civil Rights Act	26

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:

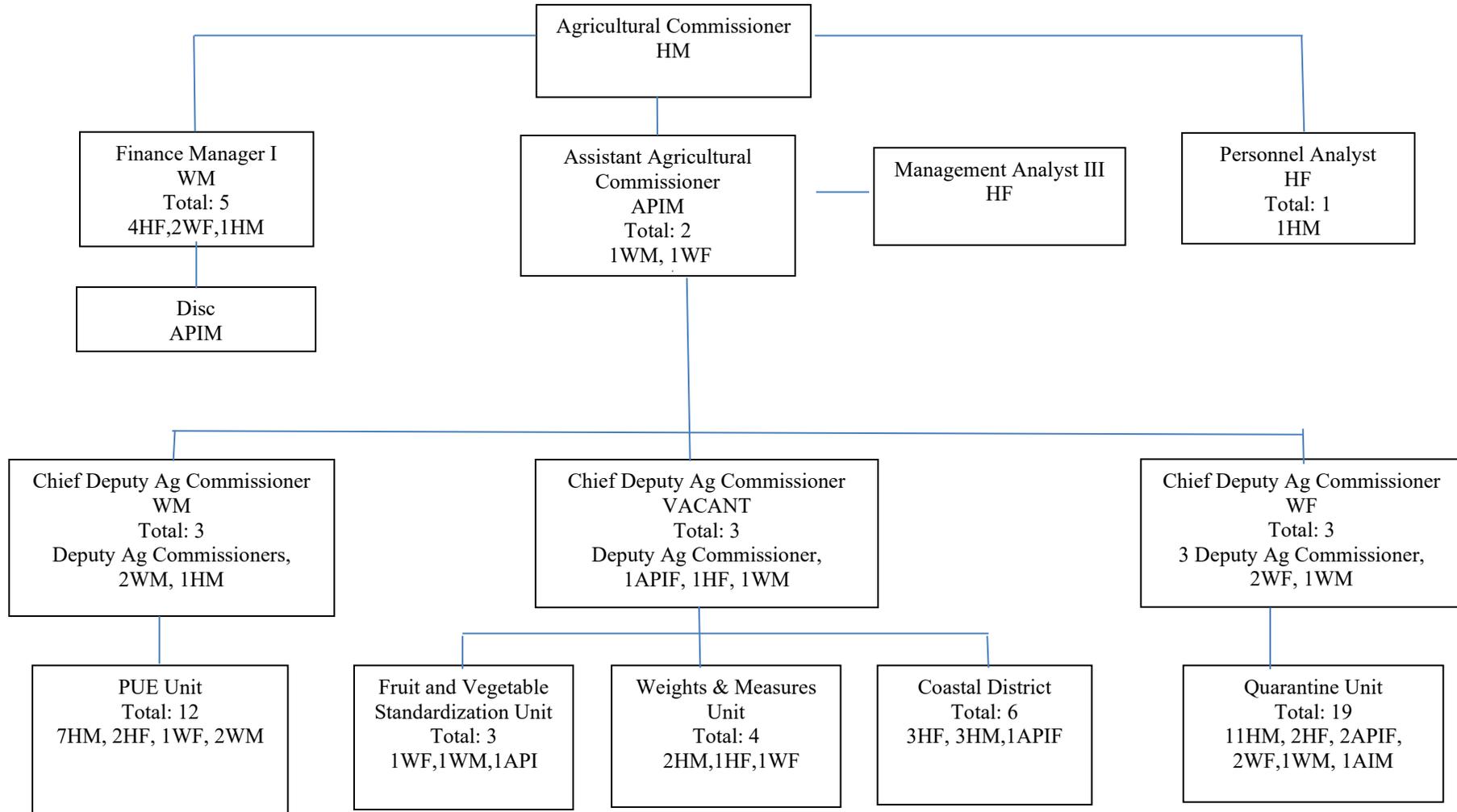
Juan Hidalgo

3A661F46104B4E8...

Juan Hidalgo

Agricultural Commissioner/Sealer of Weights & Measures

Section 2 Organizational Profile Agricultural Commissioner's Office



Self-reported gender and ethnicity:

M – Male F – Female

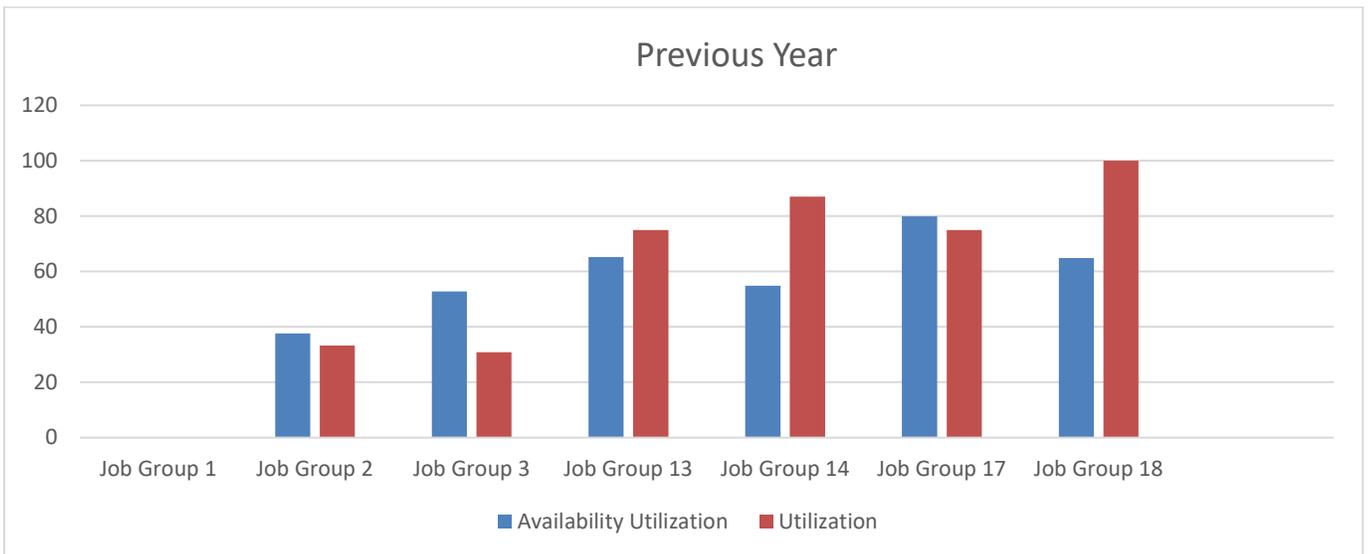
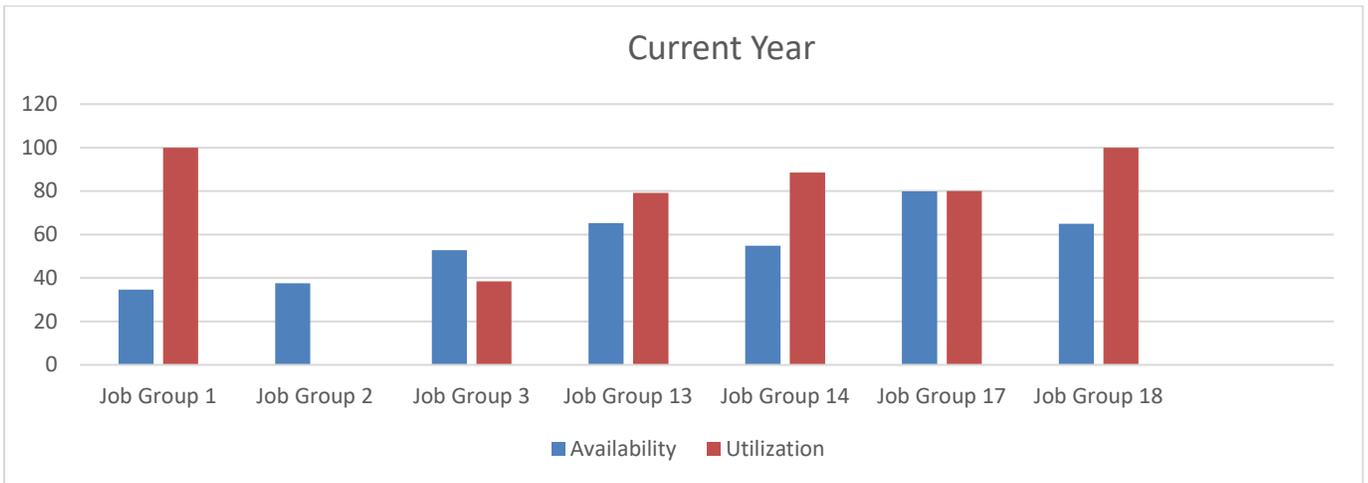
AA - African American; H – Hispanic; API – Asian/Pacific Islander; W - White other than Hispanic; AI – American Indian/Alaskan Native

Section 3

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

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:



Run Date : 01/25/2024

Job Group Within Department

Run Time : 2:59 PM

2022-2023 Job Group Metrics

Cover Page

Parameters and Prompts

Home Department: *

Occupational Group: *

Title: *

Report Description

The Monterey County Workforce Analysis Chart for Job Classifications within Job Groups Report is a listing and count of ethnicity, gender, classification and job group within Department(s).

Run Date : 01/25/2024

Job Group Within Department

Run Time : 2:59 PM

2022-2023 Job Group Metrics

2810 - Agriculture Commissioner

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 AGRICULTURAL COMMISSIONER	OA	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
TOTAL Management II		1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	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			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 AGRICULTURAL COMMISSIONER	OA	1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	2	0
TOTAL Management I		1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	2	0
		50.0%			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
AGRICULTURAL PROGRAMS 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
ASSOCIATE PERSONNEL ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
DEPUTY AGRICULTURAL COMMISSIONER	OA	5	3	8	1	2	3	4	0	1	0	0	1	0	1	1	0	5	0	2	1	0	8	0
FINANCE MANAGER I	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
GIS ANALYST III	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 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
TOTAL Professionals - Administration		7	6	13	1	4	5	6	0	1	0	0	2	0	3	1	0	8	0	4	1	0	13	0
		46.2%			38.5%													61.5%	0.0%	30.8%	7.7%	0.0%		

Run Date : 01/25/2024

Job Group Within Department

Run Time : 2:59 PM

2022-2023 Job Group Metrics

2810 - Agriculture Commissioner

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
AGRICULTURAL INSPECTOR/BIOLOGIST III	T	11	9	20	9	7	16	2	0	7	2	0	2	0	4	3	0	4	0	11	5	0	20	0
WEIGHTS/MEASURES INSPECTOR III	T	2	2	4	2	1	3	0	0	2	0	0	1	0	1	0	0	1	0	3	0	0	4	0
TOTAL Paraprofessional - Technicians II		13	11	24	11	8	19	2	0	9	2	0	3	0	5	3	0	5	0	14	5	0	24	0
		45.8%			79.2%													20.8%	0.0%	58.3%	20.8%	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	1	0
AGRICULTURAL ASSISTANT II	PP	9	2	11	8	2	10	1	0	8	0	0	0	0	2	0	0	1	0	10	0	0	11	0
AGRICULTURAL INSPECTOR/BIOLOGIST I	PP	2	4	6	2	3	5	0	0	2	0	0	1	0	3	0	0	1	0	5	0	0	6	0
AGRICULTURAL INSPECTOR/BIOLOGIST II	T	2	3	5	2	2	4	0	0	2	0	0	1	0	2	0	0	1	0	4	0	0	5	0
PERSONNEL TECHNICIAN-CONFIDENTIAL	PP	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
SENIOR DEPARTMENTAL INFORMATION SYSTEMS COORDINATOR	PP	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
WEIGHTS/MEASURES INSPECTOR I	PP	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL Paraprofessional - Technicians I		16	10	26	15	8	23	1	1	14	0	0	2	0	8	0	0	3	1	22	0	0	26	0
		38.5%			88.5%													11.5%	3.8%	84.6%	0.0%	0.0%		

Run Date : 01/25/2024

Job Group Within Department

Run Time : 2:59 PM

2022-2023 Job Group Metrics

2810 - Agriculture Commissioner

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	0	1	0	0	1	0
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
OFFICE ASSISTANT III	OC	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	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	
TOTAL Office Clerical II		0	5	5	0	4	4	0	0	0	0	0	1	0	4	0	0	1	0	4	0	0	5	0	
		100.0%			80.0%													20.0%	0.0%	80.0%	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
DATA ENTRY OPERATOR II	OC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL Office Clerical I		1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
		0.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

TOTAL - 2810 Agriculture Commissioner	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
	39	33	72	29	24	53	10	1	25	3	0	9	0	20	4	0	19	1	45	7	0	72	0
	45.8%			73.6%													26.4%	1.4%	62.5%	9.7%	0.0%		

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	F/T	P/T
	39	33	72	29	24	53	10	1	25	3	0	9	0	20	4	0	19	1	45	7	0	72	0
	45.8%			73.6%													26.4%	1.4%	62.5%	9.7%	0.0%		

Section 4

Personnel Activity (Current Year)

Job Group: 03	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White			1				1	
African American								
Asian/Pacific Islander							1	
American Indian/ Alaskan Native								
Hispanic			1			1		
TOTAL (count each person only once)	0	0	2	0	0	1	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

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		1
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic						2	2	
TOTAL (count each person only once)	0	0	0	0	0	3	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)	0	0	0	0	0	0	0	0

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	1	1				1	1	
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic	1	1	1		1	1	3	
TOTAL (count each person only once)	2	2	1	0	1	2	4	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

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				3				
TOTAL (count each person only once)	0	0	0	3	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

Job Group: 18	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

Personnel Activity (Previous Year)

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	0	0	0	0	0	0	1	1
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	2	0	0	0	0	0
TOTAL (count each person only once)	0	0	2	0	0	0	2	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

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	1	1	0	0	0	1	1	1
African American	1	0	0	0	1	0	1	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	6	1	0	1	3	2	1	0
TOTAL (count each person only once)	8	2	0	1	4	3	3	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	1	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	1	0	0	0	3	0
TOTAL (count each person only once)	0	0	1	0	0	0	4	0

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	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 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.)

Job Group: 03	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	2	1	2		2		2		1	
African American										
Asian/Pacific Islander										
American Indian/Alaskan Native										
Hispanic	1		1		1		1		1	
TOTAL (count each person once only)	3	1	3	0	3	0	3	0	2	0

Job Group: 03	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1	1	2	1	The Agricultural Commissioner’s Office targeted outreach was done by sending the job announcements to other Ag Commissioner’s Offices, statewide. Job posting was also sent to California Department of Food and Agriculture, to post on their website and to the Equal Opportunity Board members. Our department is made up of positions which require a bachelor’s degree from an accredited four-year college in specific areas of study. Most of our supervising positions require licensing. We work closely with CDFA to acquire a list of all licensed staff in California, this has been the best course of action.
African American					
Asian/Pacific Islander			1	1	
American Indian/Alaskan Native					
Hispanic			1		
TOTAL (count each person once only)	1	1	4	2	

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: 14	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	5	7	4	6	3	3	3	3	0	1
African American	2	0	1	0	1	0	0	0	0	0
Asian/Pacific Islander	3	5	1	4	0	2	0	2	0	0
American Indian/Alaskan Native	1	0	1	0	0	0	0	0	0	0
Hispanic	45	13	38	10	28	8	28	5	5	0
TOTAL (count each person once only)	56	25	45	20	32	13	31	10	5	1

Job Group: 14	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		2	3	4	<p>Job announcements are sent statewide to other Ag Commissioner’s Offices, other Monterey County offices, CDFA (California Department of Food and Agriculture), NAACP, Association of Asian Pacific Community Health Organization, Chinese American Citizens Alliance, Filipino Community of Salinas, Santa Cruz County Women’s Commission and California State Colleges. Positions as Agricultural Inspectors require a bachelor’s degree from an accredited four-year college in specific areas of study. We work closely with CDFA to verify applicant eligibility to positions requiring specific licenses as per CDFA guidelines, this has been the best course of action.</p>
African American					
Asian/Pacific Islander		2	1	2	
American Indian/Alaskan Native					
Hispanic	1	1	3	1	
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?

We continue to develop our relationship with local colleges. We attend career fairs at local colleges to strengthen our recruitment efforts. Many of our internal staff have taken courses at Hartnell and CSUMB to improve their skills and/or promote within the Department. The departments HR analyst consults with the Civil Rights Office as needed and utilizes the Talent Acquisition Database to notify community organizations. Last year we were granted 1 certification waiver to fill (2) two Deputy Agricultural positions that are very difficult to fill as it requires a 4-year degree and states licenses issued by California Department of Food and Agricultural. One of the candidates chosen is a Hispanic male.

Hiring

What selection criteria does the department use in the fit interview? *We use the following selection criteria to determine fit: Adaptability, Trainability, Demonstrated Communication Skills, Problem Solving Capabilities, Conflict Management, relevant and related agricultural experience, regulatory experience, Customer Service Skills, and teamwork skills.*

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

Internal staff doing panel and screening are carefully selected to ensure diversification. We have developed relationships with Departments within the County, Agricultural Commissioner Offices outside of Monterey County, State agencies, and The local Agricultural Community to include diverse external screeners and panel members for interviews.

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

Panel briefing emphasizes the need to focus on the responses of the candidate's presented information rather than preconceived judgments, and facts rather than opinions. Screeners and panelists are given instruction to rate without regard to protected categories under state and federal law. Interview panelists are informed of common rating errors and given examples of sub-conscious bias and how to avoid these errors during the interview process. Being aware of this information throughout the interview process helps panelists avoid their own personal judgements and minimizes bias in the decision-making. We also make sure our internal staff is up to date on their Civil Rights Trainings.

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?

We invest into our Department staff, by supporting training for all staff. Our supervisory and management team provides training to staff members taking licensing exams and supports peer mentoring and study sessions. We also utilize all resources available through Human Resources and the County's Learning and Development Network. We encourage and support participation in the California Association of Standards and Agricultural Professionals, Leadership Monterey County, and other educational events. We work continuously on our commitment to training our employees to improve development and retention in the Department.

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 used as a career development tool to support the growth of all staff. Many of our employees have state licensing requirements needed for promotion. To maintain a diverse and inclusive workforce, staff that is fully licensed must also meet the standards on their performance evaluation as part of promotion consideration.

Retention and Inclusion

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

The Department utilizes the reports within Info Advantage to track the turnover rate for protected groups, specifically the report titled, "Employee Personnel Action Information with Ethnicity and Gender." More importantly, we pay attention to changes within the Department and actively look for opportunities to increase diversity. We also use the exit interview to gain feedback for areas of improvement.

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

In 2023 a total of 3 minority staff members separated with the Department, one was for a promotion with a different county and two were for personal reasons.

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

Although no significant trends in turnover rates have been identified, most of the turnovers in 2023 were due to personal reasons. We can improve retention by continuing to grow our own and focusing on improving recruitment diversity.

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

The Department has a designated room for lactation. Many of our employees work out in the field. For those employees needing accommodations, arrangements are made so that they are assigned to areas close to the office to ensure access to the lactation facility. In addition, Employees who have their own private offices can also use them as a lactation room. We are also currently in the process of adding a lactation room to our satellite office. We are also exploring the opportunity of adding a lactation room in our satellite offices in Pajaro and King City if possible and identifying options available to our staff from other nearby county offices that may have a lactation room.

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

Department HR analyst meets with every employee that makes a request for an accommodation and engages in the interactive process. HR analyst also works together with the County's Disability Services Coordinator for compliance and accommodation request.

Does the department conduct exit interviews? If so, what do you do with the answers to promote diversity and inclusion? If not, what alternative methods do you use to collect information regarding reasons for separation?

The department conducts exit interviews. The departments human resources analyst reviews the responses to identify trends and to better understand experiences and the climate of the department.

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

Our greatest success is by “Growing Our Own”, in 2023 we promoted internally our Chief Deputy to Assistant Agricultural Commissioner, two Agricultural Inspector/Biologist III to Deputy Agricultural Commissioner’s. Two of the selected candidates are minorities. Also, the department sent the two newly promoted Deputy’s to Supervisor training in efforts to help them be successful in their new role. We actively pursue qualified minority and women applicants for our entry-level positions, and perhaps more importantly, we mentor and provide staff with the opportunity to develop and advance through the various levels of their classifications to promote into supervisory and management positions.

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

Our efforts in “Growing Our Own” supervisors and higher-level managers has been successful; the Department will continue its efforts to attract qualified minority and women applicants for our entry-level positions. This will result in creating a continual pool of candidates for our middle and upper-level positions and enable us to continue to “Grow Our Own.” In 2023 we saw an increased interest in Inspector/Biologists seeking to obtain their Deputy Agricultural Commissioner licenses which we see as an indicator of interest in supervisory opportunities within the department in the future.

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	16	15	94%
Employees (non-supervisor/non-manager)	56	54	96%
Totals	72	69	96%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	16	15	94%
Employees (non-supervisor/non-manager)	56	55	98%
Totals	72	70	97%

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.

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 IV notices were placed at our public counters.	Y	4/2023
	Internal process to forward discrimination complaints to Civil Rights Office		Y	
	Nonstandard contracts include a nondiscrimination clause		Y	
	Data is collected on the ethnicity and language of the people served	The department is still actively looking into ways to gather this data.	N	03/2025
Language Access	Departmental language assessment completed		Y	
	Vital documents translated into Spanish		N/A	
	Website – minimize PDFs. When using PDFs, include a Spanish version		Y	
	Procedures and budget for the use of interpretation and translation services		Y	

	Communication services for people who are deaf or hard of hearing	We are still looking into potential options.	N	12/31/2024
	Public voicemails in English and Spanish		Y	
	Public counters: language charts available		Y	
	Public counters: all signage in English and Spanish		Y	
	Public counters: procedures to have bilingual staff available		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		Y	
	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.



County of Monterey

Item No.8

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 24-747

November 20, 2024

Introduced: 11/12/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Debrief Equal Opportunity Plan Presentation

Agricultural Commissioner

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	18
Section 6: Action-Oriented Programs	20
Section 7: Accomplishments and Resource Needs	24
Section 8: EOCRAC Follow-Up	25
Section 9: Title VI of the Civil Rights Act	26

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:

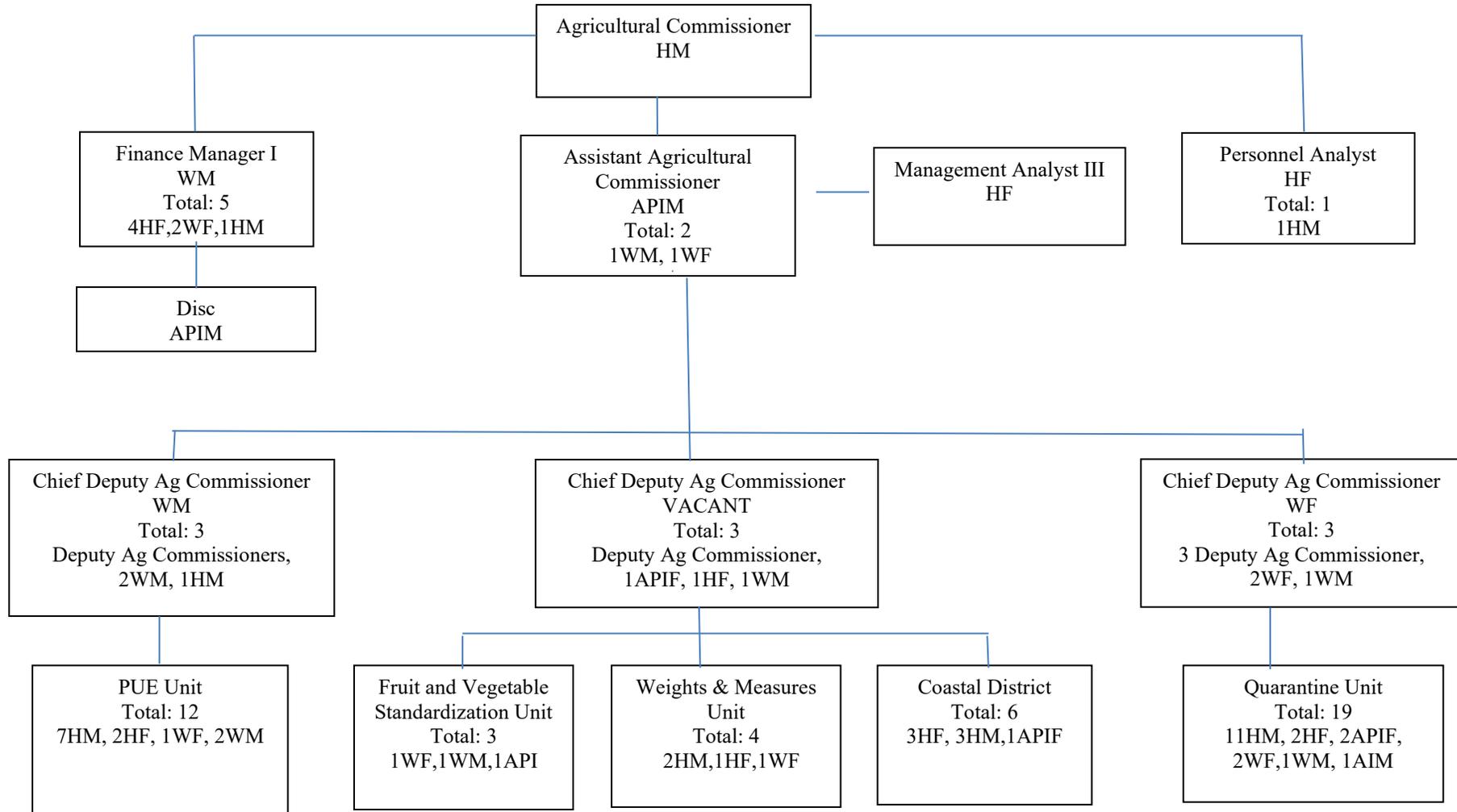
Juan Hidalgo

3A661F46104B4E8...

Juan Hidalgo

Agricultural Commissioner/Sealer of Weights & Measures

Section 2 Organizational Profile Agricultural Commissioner's Office



Self-reported gender and ethnicity:

M – Male F – Female

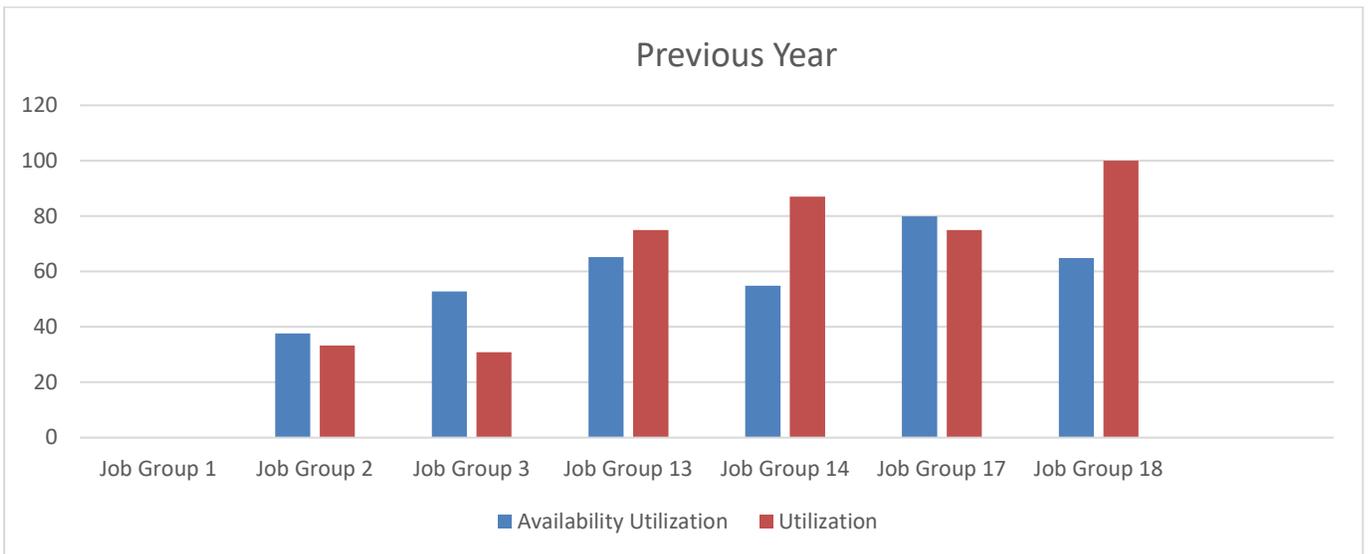
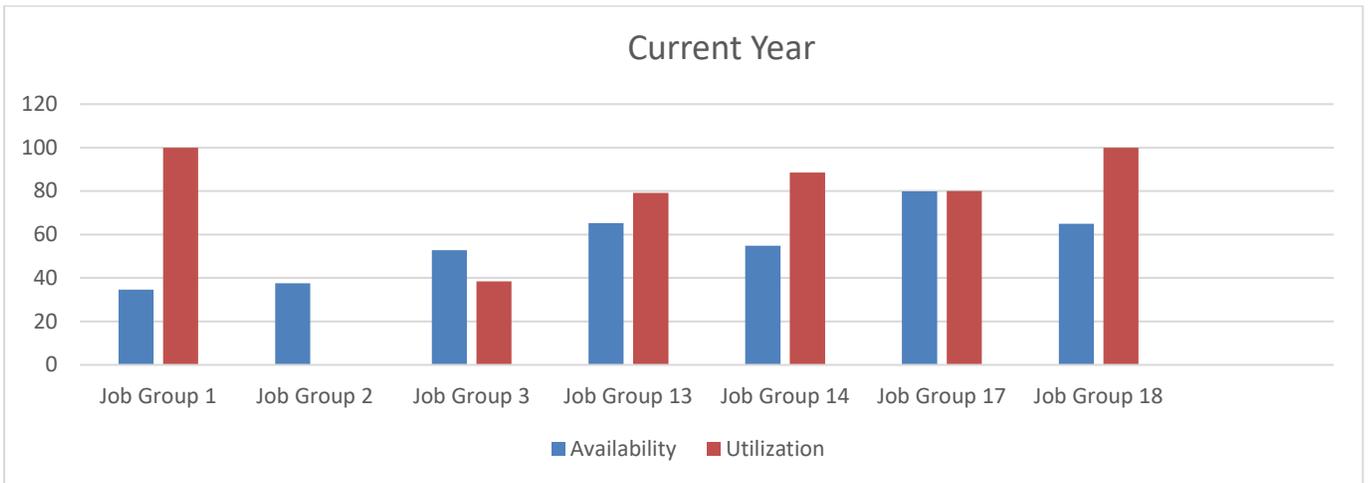
AA - African American; H – Hispanic; API – Asian/Pacific Islander; W - White other than Hispanic; AI – American Indian/Alaskan Native

Section 3

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

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:



Run Date : 01/25/2024

Job Group Within Department

Run Time : 2:59 PM

2022-2023 Job Group Metrics

Cover Page

Parameters and Prompts

Home Department: *

Occupational Group: *

Title: *

Report Description

The Monterey County Workforce Analysis Chart for Job Classifications within Job Groups Report is a listing and count of ethnicity, gender, classification and job group within Department(s).

Run Date : 01/25/2024

Job Group Within Department

Run Time : 2:59 PM

2022-2023 Job Group Metrics

2810 - Agriculture Commissioner

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 AGRICULTURAL COMMISSIONER	OA	1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
TOTAL Management II		1	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	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			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 AGRICULTURAL COMMISSIONER	OA	1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	2	0
TOTAL Management I		1	1	2	0	0	0	1	0	0	0	0	1	0	0	0	0	2	0	0	0	0	2	0
		50.0%			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
AGRICULTURAL PROGRAMS 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
ASSOCIATE PERSONNEL ANALYST	P	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
DEPUTY AGRICULTURAL COMMISSIONER	OA	5	3	8	1	2	3	4	0	1	0	0	1	0	1	1	0	5	0	2	1	0	8	0
FINANCE MANAGER I	P	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
GIS ANALYST III	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 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
TOTAL Professionals - Administration		7	6	13	1	4	5	6	0	1	0	0	2	0	3	1	0	8	0	4	1	0	13	0
		46.2%			38.5%													61.5%	0.0%	30.8%	7.7%	0.0%		

Run Date : 01/25/2024

Job Group Within Department

Run Time : 2:59 PM

2022-2023 Job Group Metrics

2810 - Agriculture Commissioner

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
AGRICULTURAL INSPECTOR/BIOLOGIST III	T	11	9	20	9	7	16	2	0	7	2	0	2	0	4	3	0	4	0	11	5	0	20	0
WEIGHTS/MEASURES INSPECTOR III	T	2	2	4	2	1	3	0	0	2	0	0	1	0	1	0	0	1	0	3	0	0	4	0
TOTAL Paraprofessional - Technicians II		13	11	24	11	8	19	2	0	9	2	0	3	0	5	3	0	5	0	14	5	0	24	0
		45.8%			79.2%													20.8%	0.0%	58.3%	20.8%	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	1	0
AGRICULTURAL ASSISTANT II	PP	9	2	11	8	2	10	1	0	8	0	0	0	0	2	0	0	1	0	10	0	0	11	0
AGRICULTURAL INSPECTOR/BIOLOGIST I	PP	2	4	6	2	3	5	0	0	2	0	0	1	0	3	0	0	1	0	5	0	0	6	0
AGRICULTURAL INSPECTOR/BIOLOGIST II	T	2	3	5	2	2	4	0	0	2	0	0	1	0	2	0	0	1	0	4	0	0	5	0
PERSONNEL TECHNICIAN-CONFIDENTIAL	PP	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
SENIOR DEPARTMENTAL INFORMATION SYSTEMS COORDIN/	PP	1	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
WEIGHTS/MEASURES INSPECTOR I	PP	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL Paraprofessional - Technicians I		16	10	26	15	8	23	1	1	14	0	0	2	0	8	0	0	3	1	22	0	0	26	0
		38.5%			88.5%													11.5%	3.8%	84.6%	0.0%	0.0%		

Run Date : 01/25/2024

Job Group Within Department

Run Time : 2:59 PM

2022-2023 Job Group Metrics

2810 - Agriculture Commissioner

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	0	1	0	0	1	0
ADMINISTRATIVE SECRETARY-CONFIDENTIAL	OC	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1	0
OFFICE ASSISTANT III	OC	0	2	2	0	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	2	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	
TOTAL Office Clerical II		0	5	5	0	4	4	0	0	0	0	0	1	0	4	0	0	1	0	4	0	0	5	0	
		100.0%			80.0%													20.0%	0.0%	80.0%	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
DATA ENTRY OPERATOR II	OC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL Office Clerical I		1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
		0.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

TOTAL - 2810 Agriculture Commissioner	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
	39	33	72	29	24	53	10	1	25	3	0	9	0	20	4	0	19	1	45	7	0	72	0
	45.8%			73.6%													26.4%	1.4%	62.5%	9.7%	0.0%		

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	F/T	P/T
	39	33	72	29	24	53	10	1	25	3	0	9	0	20	4	0	19	1	45	7	0	72	0
	45.8%			73.6%													26.4%	1.4%	62.5%	9.7%	0.0%		

Section 4

Personnel Activity (Current Year)

Job Group: 03	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White			1				1	
African American								
Asian/Pacific Islander							1	
American Indian/ Alaskan Native								
Hispanic			1			1		
TOTAL (count each person only once)	0	0	2	0	0	1	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

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		1
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic						2	2	
TOTAL (count each person only once)	0	0	0	0	0	3	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)	0	0	0	0	0	0	0	0

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	1	1				1	1	
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic	1	1	1		1	1	3	
TOTAL (count each person only once)	2	2	1	0	1	2	4	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

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				3				
TOTAL (count each person only once)	0	0	0	3	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

Job Group: 18	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

Personnel Activity (Previous Year)

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	0	0	0	0	0	0	1	1
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	2	0	0	0	0	0
TOTAL (count each person only once)	0	0	2	0	0	0	2	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

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	1	1	0	0	0	1	1	1
African American	1	0	0	0	1	0	1	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	6	1	0	1	3	2	1	0
TOTAL (count each person only once)	8	2	0	1	4	3	3	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	1	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	1	0	0	0	3	0
TOTAL (count each person only once)	0	0	1	0	0	0	4	0

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	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 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.)

Job Group: 03	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	2	1	2		2		2		1	
African American										
Asian/Pacific Islander										
American Indian/Alaskan Native										
Hispanic	1		1		1		1		1	
TOTAL (count each person once only)	3	1	3	0	3	0	3	0	2	0

Job Group: 03	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1	1	2	1	The Agricultural Commissioner’s Office targeted outreach was done by sending the job announcements to other Ag Commissioner’s Offices, statewide. Job posting was also sent to California Department of Food and Agriculture, to post on their website and to the Equal Opportunity Board members. Our department is made up of positions which require a bachelor’s degree from an accredited four-year college in specific areas of study. Most of our supervising positions require licensing. We work closely with CDFA to acquire a list of all licensed staff in California, this has been the best course of action.
African American					
Asian/Pacific Islander			1	1	
American Indian/Alaskan Native					
Hispanic			1		
TOTAL (count each person once only)	1	1	4	2	

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: 14	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	5	7	4	6	3	3	3	3	0	1
African American	2	0	1	0	1	0	0	0	0	0
Asian/Pacific Islander	3	5	1	4	0	2	0	2	0	0
American Indian/Alaskan Native	1	0	1	0	0	0	0	0	0	0
Hispanic	45	13	38	10	28	8	28	5	5	0
TOTAL (count each person once only)	56	25	45	20	32	13	31	10	5	1

Job Group: 14	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		2	3	4	<p>Job announcements are sent statewide to other Ag Commissioner’s Offices, other Monterey County offices, CDFA (California Department of Food and Agriculture), NAACP, Association of Asian Pacific Community Health Organization, Chinese American Citizens Alliance, Filipino Community of Salinas, Santa Cruz County Women’s Commission and California State Colleges. Positions as Agricultural Inspectors require a bachelor’s degree from an accredited four-year college in specific areas of study. We work closely with CDFA to verify applicant eligibility to positions requiring specific licenses as per CDFA guidelines, this has been the best course of action.</p>
African American					
Asian/Pacific Islander		2	1	2	
American Indian/Alaskan Native					
Hispanic	1	1	3	1	
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?

We continue to develop our relationship with local colleges. We attend career fairs at local colleges to strengthen our recruitment efforts. Many of our internal staff have taken courses at Hartnell and CSUMB to improve their skills and/or promote within the Department. The departments HR analyst consults with the Civil Rights Office as needed and utilizes the Talent Acquisition Database to notify community organizations. Last year we were granted 1 certification waiver to fill (2) two Deputy Agricultural positions that are very difficult to fill as it requires a 4-year degree and states licenses issued by California Department of Food and Agricultural. One of the candidates chosen is a Hispanic male.

Hiring

What selection criteria does the department use in the fit interview? *We use the following selection criteria to determine fit: Adaptability, Trainability, Demonstrated Communication Skills, Problem Solving Capabilities, Conflict Management, relevant and related agricultural experience, regulatory experience, Customer Service Skills, and teamwork skills.*

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

Internal staff doing panel and screening are carefully selected to ensure diversification. We have developed relationships with Departments within the County, Agricultural Commissioner Offices outside of Monterey County, State agencies, and The local Agricultural Community to include diverse external screeners and panel members for interviews.

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

Panel briefing emphasizes the need to focus on the responses of the candidate's presented information rather than preconceived judgments, and facts rather than opinions. Screeners and panelists are given instruction to rate without regard to protected categories under state and federal law. Interview panelists are informed of common rating errors and given examples of sub-conscious bias and how to avoid these errors during the interview process. Being aware of this information throughout the interview process helps panelists avoid their own personal judgements and minimizes bias in the decision-making. We also make sure our internal staff is up to date on their Civil Rights Trainings.

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?

We invest into our Department staff, by supporting training for all staff. Our supervisory and management team provides training to staff members taking licensing exams and supports peer mentoring and study sessions. We also utilize all resources available through Human Resources and the County's Learning and Development Network. We encourage and support participation in the California Association of Standards and Agricultural Professionals, Leadership Monterey County, and other educational events. We work continuously on our commitment to training our employees to improve development and retention in the Department.

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 used as a career development tool to support the growth of all staff. Many of our employees have state licensing requirements needed for promotion. To maintain a diverse and inclusive workforce, staff that is fully licensed must also meet the standards on their performance evaluation as part of promotion consideration.

Retention and Inclusion

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

The Department utilizes the reports within Info Advantage to track the turnover rate for protected groups, specifically the report titled, "Employee Personnel Action Information with Ethnicity and Gender." More importantly, we pay attention to changes within the Department and actively look for opportunities to increase diversity. We also use the exit interview to gain feedback for areas of improvement.

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

In 2023 a total of 3 minority staff members separated with the Department, one was for a promotion with a different county and two were for personal reasons.

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

Although no significant trends in turnover rates have been identified, most of the turnovers in 2023 were due to personal reasons. We can improve retention by continuing to grow our own and focusing on improving recruitment diversity.

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

The Department has a designated room for lactation. Many of our employees work out in the field. For those employees needing accommodations, arrangements are made so that they are assigned to areas close to the office to ensure access to the lactation facility. In addition, Employees who have their own private offices can also use them as a lactation room. We are also currently in the process of adding a lactation room to our satellite office. We are also exploring the opportunity of adding a lactation room in our satellite offices in Pajaro and King City if possible and identifying options available to our staff from other nearby county offices that may have a lactation room.

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

Department HR analyst meets with every employee that makes a request for an accommodation and engages in the interactive process. HR analyst also works together with the County's Disability Services Coordinator for compliance and accommodation request.

Does the department conduct exit interviews? If so, what do you do with the answers to promote diversity and inclusion? If not, what alternative methods do you use to collect information regarding reasons for separation?

The department conducts exit interviews. The departments human resources analyst reviews the responses to identify trends and to better understand experiences and the climate of the department.

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

Our greatest success is by “Growing Our Own”, in 2023 we promoted internally our Chief Deputy to Assistant Agricultural Commissioner, two Agricultural Inspector/Biologist III to Deputy Agricultural Commissioner’s. Two of the selected candidates are minorities. Also, the department sent the two newly promoted Deputy’s to Supervisor training in efforts to help them be successful in their new role. We actively pursue qualified minority and women applicants for our entry-level positions, and perhaps more importantly, we mentor and provide staff with the opportunity to develop and advance through the various levels of their classifications to promote into supervisory and management positions.

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

Our efforts in “Growing Our Own” supervisors and higher-level managers has been successful; the Department will continue its efforts to attract qualified minority and women applicants for our entry-level positions. This will result in creating a continual pool of candidates for our middle and upper-level positions and enable us to continue to “Grow Our Own.” In 2023 we saw an increased interest in Inspector/Biologists seeking to obtain their Deputy Agricultural Commissioner licenses which we see as an indicator of interest in supervisory opportunities within the department in the future.

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	16	15	94%
Employees (non-supervisor/non-manager)	56	54	96%
Totals	72	69	96%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	16	15	94%
Employees (non-supervisor/non-manager)	56	55	98%
Totals	72	70	97%

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.

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 IV notices were placed at our public counters.	Y	4/2023
	Internal process to forward discrimination complaints to Civil Rights Office		Y	
	Nonstandard contracts include a nondiscrimination clause		Y	
	Data is collected on the ethnicity and language of the people served	The department is still actively looking into ways to gather this data.	N	03/2025
Language Access	Departmental language assessment completed		Y	
	Vital documents translated into Spanish		N/A	
	Website – minimize PDFs. When using PDFs, include a Spanish version		Y	
	Procedures and budget for the use of interpretation and translation services		Y	

	Communication services for people who are deaf or hard of hearing	We are still looking into potential options.	N	12/31/2024
	Public voicemails in English and Spanish		Y	
	Public counters: language charts available		Y	
	Public counters: all signage in English and Spanish		Y	
	Public counters: procedures to have bilingual staff available		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		Y	
	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.

Information Technology

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	14
Section 6: Action-Oriented Programs	20
Section 7: Accomplishments and Resource Needs	29
Section 8: EOCRAC Follow-Up	31
Section 9: Title VI of the Civil Rights Act	32

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:
Eric Chatham
747D862C7BD04AE...

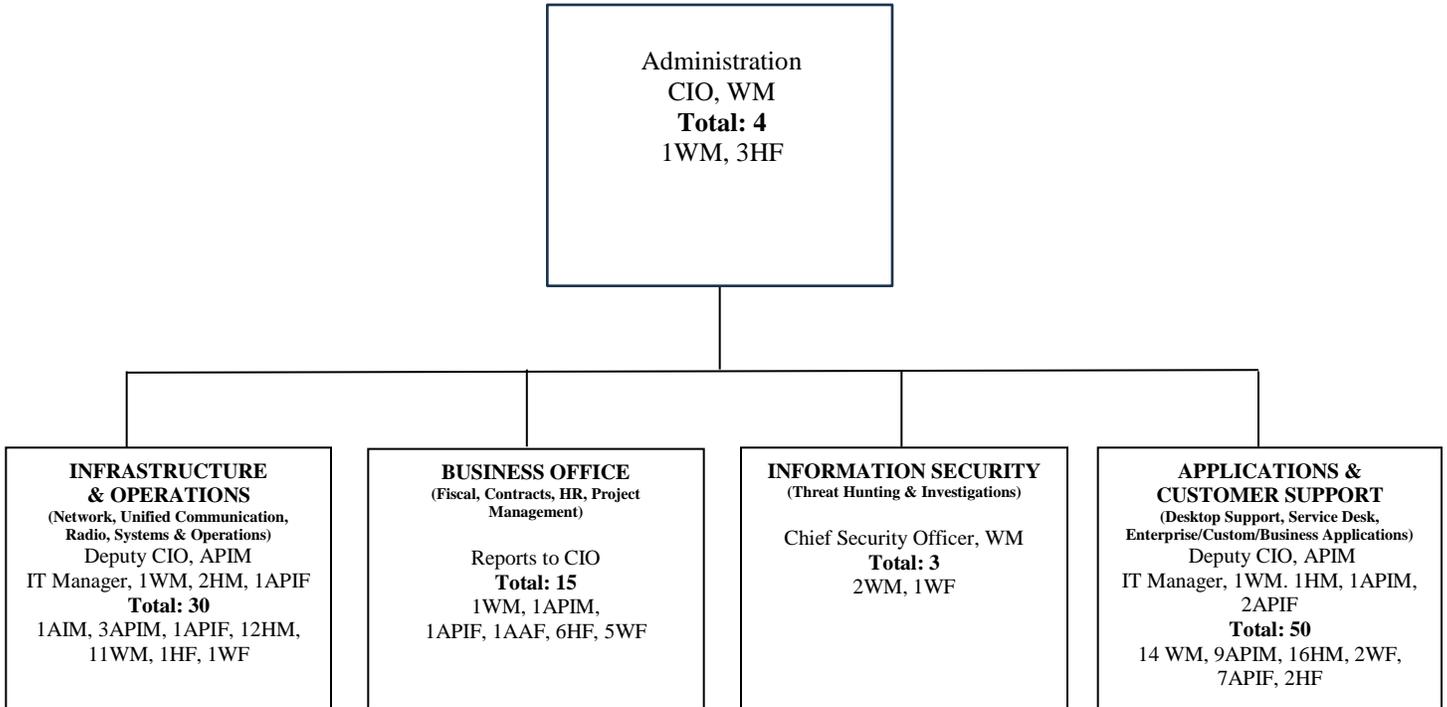
Eric A. Chatham

Chief Information Officer

Section 2

Organizational Profile Information Technology

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

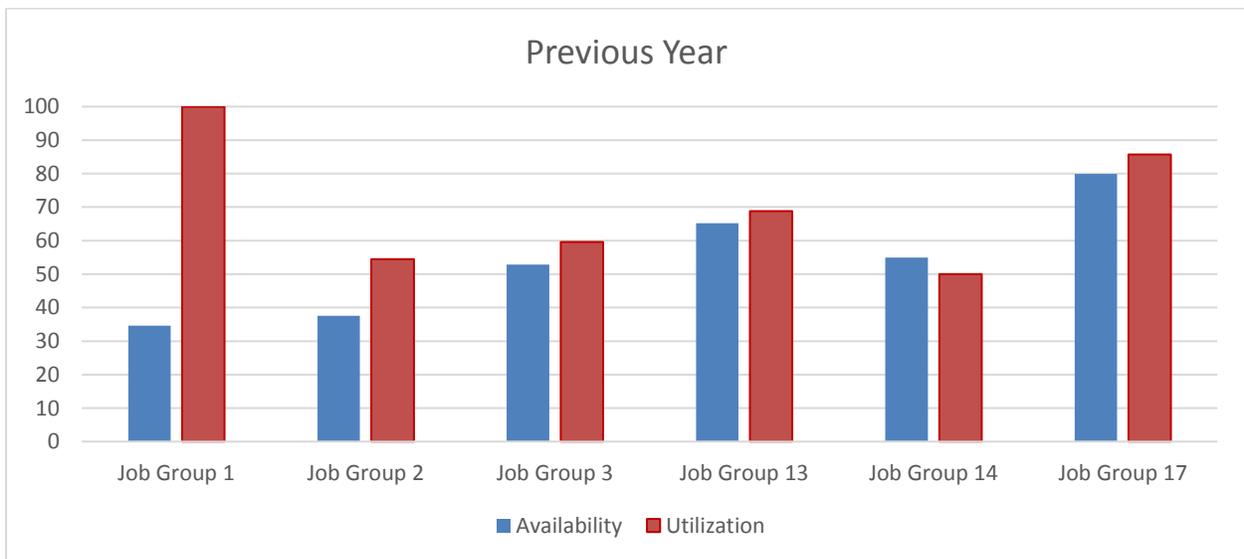
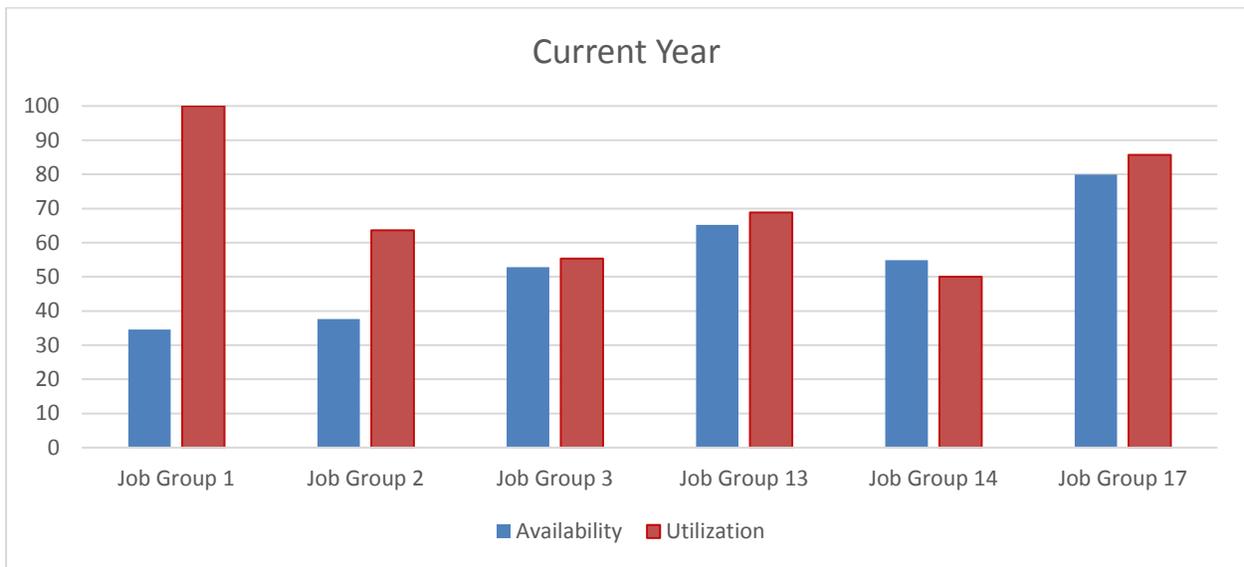
AA - African American; H – Hispanic; API – Asian/Pacific Islander; W - White other than Hispanic; AI – American Indian/Alaskan Native

Section 3

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

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

Graphs for all job groups on utilization/availability:



Section 4

Personnel Activity (Current Year)*

Job Group: 2	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	1	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	1	0	0	0	0	0	0	0
TOTAL (count each person only once)	1	0	0	0	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

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	2	2	2	0	3	0	3	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	2	0	1	0	2	1
TOTAL (count each person only once)	2	2	4	0	4	0	5	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

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	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	1	0
Asian/Pacific Islander	1	0	0	0	1	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	2	0	0	0	0	0	0	0
TOTAL (count each person only once)	4	0	0	0	1	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

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	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

*No data for Job Groups 1 or 14

Personnel Activity (Previous Year)

Job Group: 2	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1	0	0	0	0	0	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	1	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)	1	1	0	0	1	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

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	1	0	0	0	0	1	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	1	0	0	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	1	1	2	0	1	0
TOTAL (count each person only once)	1	0	1	2	2	1	3	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	1	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	1	0	0	0

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	0	0	0	0	2	0	1	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	2	1	0	0	0	0	1	0
TOTAL (count each person only once)	3	1	0	0	2	0	2	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

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	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	1	0	0	0	0	0	0
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

*No data for Job Groups 1 or 17

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.)

Note: No data to report for job groups 14 or 17

Job Group:02	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	9	1	4	0	4	0	4	0	0	0
African American	3	2	0	0	0	0	0	0	0	0
Asian/Pacific Islander	5	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	4	1	2	0	2	0	2	0	1	0
TOTAL (count each person once only)	21	4	6	0	6	0	6	0	1	0

Job Group: 02	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	0	0	0	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, California County Information Services Directors Association (CCISDA), Municipal Information Systems Association of California, governmentjobs.com, careersingovernment.com, CalJobs.com • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	0	0	0	
Asian/Pacific Islander	2	0	2	1	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	0	0	
TOTAL (count each person once only)	2	0	2	1	

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.)

Job Group: 03	Applicants			Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Non-binary	Males	Females	Males	Females	Males	Females	Males	Females
White	68	11	0	31	6	31	6	30	5	5	2
African American	13	4	0	1	0	1	0	1	0	0	0
Asian/Pacific Islander	44	17	0	21	8	21	8	18	5	1	0
American Indian/Alaskan Native	1	3	0	0	3	0	3	0	3	0	0
Hispanic	87	12	2	29	1	29	1	26	1	2	0
TOTAL (count each person once only)	213	47	2	82	16	82	16	75	14	8	2

Job Group: 03	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	9	2	15	1	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com • Project Management Institute • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	1	0	1	
Asian/Pacific Islander	0	1	2	6	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	2	1	3	3	
TOTAL (count each person once only)	11	5	20	11	

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.)

Job Group: 13	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	5	0	2	0	2	0	2	0	0	0
African American	0	1	0	0	0	0	0	0	0	0
Asian/Pacific Islander	2	0	1	0	1	0	1	0	1	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	5	0	2	0	2	0	2	0	0	0
TOTAL (count each person once only)	12	1	5	0	5	0	5	0	1	0

Job Group: 13	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1	0	1	0	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • College/University job boards • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	0	0	0	
Asian/Pacific Islander	1	0	2	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	0	0	
TOTAL (count each person once only)	2	0	3	0	

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.)

Note: No data to report for job groups 14 or 17

Job Group: 02	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	23	3	11	2	11	2	11	2	1	0
African American	7	0	3	0	3	0	3	0	0	0
Asian/Pacific Islander	13	1	4	1	4	1	4	1	1	1
American Indian/Alaskan Native	1	0	0	0	0	0	0	0	0	0
Hispanic	9	2	4	2	4	2	4	2	0	0
TOTAL (count each person once only)	53	6	22	5	22	5	22	5	2	1

Job Group: 02	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	2	0	2	0	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, California County Information Services Directors Association (CCISDA), Municipal Information Systems Association of California, governmentjobs.com, careersingovernment.com, CalJobs.com • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	0	0	0	
Asian/Pacific Islander	1	3	5	1	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	0	1	
TOTAL (count each person once only)	3	3	7	2	

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: 03	Applicants			Applicants Who Met Minimum Qualifications (Initial Screening)			Applicants Placed on Eligible List			Applicants Interviewed			Applicant Hired for the Position		
	M	F	NB*	M	F	NB*	M	F	NB*	M	F	NB*	M	F	NB*
White	24	2	0	24	1	0	24	1	0	24	1	0	1	0	0
African American	5	0	0	2	0	0	2	0	0	2	0	0	0	0	0
Asian/Pacific Islander	20	4	0	13	2	0	13	2	0	13	2	0	0	0	0
American Indian/Alaskan Native	1	0	0	1	0	0	1	0	0	1	0	0	0	0	0
Hispanic	24	2	1	21	2	1	21	2	1	21	2	1	3	2	0
TOTAL (count each person once only)	74	6	1	61	5	1	61	5	1	61	5	1	4	2	0

Job Group: 03	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	6	1	10	1	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com • Project Management Institute • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	1	0	0	
Asian/Pacific Islander	1	2	1	6	
American Indian/Alaskan Native	0	0	1	0	
Hispanic	2	0	4	2	
TOTAL (count each person once only)	9	4	16	9	

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.)

* Non-binary

Job Group: 13	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	12	1	11	1	11	1	11	1	3	0
African American	4	0	4	0	4	0	4	0	0	0
Asian/Pacific Islander	5	1	5	1	5	1	5	1	1	0
American Indian/Alaskan Native	2	0	2	0	2	0	2	0	0	0
Hispanic	20	2	19	2	19	2	19	2	1	0
TOTAL (count each person once only)	43	4	41	4	41	4	41	4	5	0

Job Group: 13	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	2	1	3	0	<p>Outreach includes online and hard copy advertising targeting a diverse array of groups possessing the necessary qualifications such as:</p> <ul style="list-style-type: none"> • Various government job boards such as: Monterey County, governmentjobs.com, careersingovernment.com, CalJobs.com • LinkedIn • Montereybayjobs.com • Craig’s List (IT specific categories) • Black Tech Jobs • DiversityJobs.com • College/University job boards • Monterey County Civil Rights Office Talent Acquisition Database (includes various local diverse groups including African American, Asian/Pacific Islander, Native American, Hispanic/Latino)
African American	0	0	0	0	
Asian/Pacific Islander	2	0	4	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	2	0	
TOTAL (count each person once only)	4	1	9	0	

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?

Collaborative relationships include partnerships with local high schools and colleges including, but not limited to, Monterey Peninsula Unified School District (MPUSD), Salinas Union High School District (SUHSD), Monterey Peninsula College (MPC), Hartnell College, California State University Monterey Bay (CSUMB) and UC Santa Cruz. These collaborations allowed young people in our community to learn what future career opportunities in information technology may exist when they are ready to start their careers. The collaborations have also supported and enhanced our ability to find candidates for internship placements in technical teams such as applications development, network systems, information security, desktop support, radio communications and other IT systems support. A few activities ITD participated in recent years are summarized below.

In March 2022 and October 2023, ITD participated in the Career Exploration Fair Collaborative, hosted by the HR Department, for local high school juniors and seniors. These Career Fairs highlighted career opportunities, including those in the information technology field. During our presentation, students viewed a video clip showcasing ITD's work in providing technology support to County departments. The students were also able to hear experiences and advice from ITD leadership.

In October 2022 and March 2024, ITD participated in a panel style presentation to technology students attending MPC, providing these students a valuable opportunity to interact with ITD leadership and current and former interns. The students learned potential ways to lay the foundation for a successful career in information technology, the myriad careers paths that are currently available, and careers we expect to see as more prominent in the future.

In January 2023, ITD partnered directly with MPUSD to present to students, "A Day in the Life of a Programmer." During this presentation, students were presented with information on how current ITD staff obtained a career in information technology, skills needed to be successful, the type of work programmers do, and tools and technology used. This event provided an opportunity for high school students to review what it's like to work in a high demand career in local government while providing guidance on how to get started. In April 2023, students from Seaside

High School were given a tour of our Data Center. Prior to the tour, the students viewed a short presentation of our organizational structure and overview of Data Center operations to put context into what we have, why we monitor systems, and how we monitor the systems.

Lastly, in February 2024, ITD partnered with the HR Department in hosting a table at UC Santa Cruz' Science, Technology, Engineering and Mathematics (STEM) career fair. During the fair, students interested in County employment were provided information for potential jobs within County departments such as ITD, Health, Public Works, and the Agricultural Commissioner's Office.

As mentioned above, our community partnerships have supported and enhanced our ability to recruit high performing interns. Students who have participated in ITD's internship program have developed and enhanced their knowledge, skills, and abilities in current technologies, making them stronger candidates for current and future job opportunities within the organization. These internship opportunities have led to the employment of many interns in full-time positions over the last several years. Further, a majority of the candidates for internships, and the individuals who were selected for the opportunities, are minority and/or female.

Lastly, as noted in Section 5 above, ITD conducts recruitment advertising utilizing broad outreach for diverse candidate pools with appropriate qualifications, including local and national professional organizations, special interest organizations, and organizations in the Civil Rights Office talent acquisition database. The advertising efforts have led to diverse applicant pools, as well as increased representation of minorities possessing the necessary qualifications ITD is seeking.

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

ITD did not request any selective certification waivers in 2023.

Hiring

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

ITD utilizes a structured final selection interview strategy, asking all candidates the same job-related questions designed to solicit specific information regarding each candidates' skills and abilities directly related to successful performance in the position. This includes both technical questions and questions related to teamwork, conflict resolution, and customer service experience to evaluate "soft skills" necessary to function in ITD's highly team-oriented and collaborative environment.

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

ITD consistently makes a concerted effort to employ diverse panel members and subject matter experts (SMEs) at each step in the recruitment and selection process. This is achieved by identifying potential internal or external screeners and/or panelists with appropriate professional backgrounds with the hiring manager, or through communications with other jurisdictions or members of applicable professional organizations.

As evidenced by the data provided in Section 5, ITD has been able to successfully identify and include screeners/panelists with varying ethnicity and gender to support and enhance diversity in candidate selections.

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

ITD-HR provides all screening and final selection panel members with verbal and/or written guidance on the procedures and evaluation of applicants/candidates in support of a fair, objective, and unbiased process. The following is sample of the “briefing” provided to final selection panel members to illustrate the training/information provided. Similar instruction is provided to application screening panelists:

General Process:

- All candidates are on an active Eligible List and were referred for determination of selection recommendation(s).
- Confidentiality: no discussions of candidates outside of interview room; only with HR representative.
- Equal opportunity employer: avoid asking questions related to, and rate without regard to, protected characteristics such as race, color, national origin, ancestry, religion, creed, age (over 40), physical or mental disability, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or any other characteristic protected by state or federal law.
- Panel member materials: panel member sign-in and confidentiality agreement, schedule, job description, job flyer, documentation guidelines, copy of applications, copy of questions for each applicant, and practical exercise materials (as applicable).
- Review schedule and identify any conflicts of interest (i.e., related persons such as family member or spouse (married, dating, etc.) Any panel member with a conflict should recuse themselves from the interview and/or process.
- Identify candidates known to panel. Objectivity is essential; confirm each panel member can evaluate all candidates objectively.

Rating/selection of candidates:

- Review job description and job flyer to identify required knowledge, skills, and abilities.
- Review “Good vs. Poor Behavioral Statements” guideline (i.e., documentation guidelines); document to support outcome and related recommendation(s).
- Review content and format of interview questions; determine how questions will be asked (e.g., rotating between panel members for each question, start with first panel member for the first few questions, etc.)
- Review content and format of practical exercise documents (if applicable).

- The panel will discuss as a group the outcome of the interviews and determine overall recommendation(s) during the debrief at the conclusion of the interview process.

In addition, as a result of the COVID-19 pandemic, ITD continues to conduct selection interviews via Zoom, typically reserving in-person interviews for top candidates. Relatedly, ITD-HR leveraged the change to a virtual format as an opportunity to develop a PowerPoint presentation that provides a comprehensive overview of the interview process, materials, and expectations of the interview panel members, to include information and guidance to reduce or eliminate unconscious bias and promote equal opportunity.

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?

To achieve diversity in our selection outcomes, ITD consistently implements the following:

- **Recruitment advertising utilizing broad outreach for diverse candidate pools.**
- **Diverse panels and SMEs at each step in the recruitment and selection process.**
- **Objective and job-related recruitment and selection criteria.**
- **Team decision-making related to recommendations for selection of candidates.**
- **Performance management practices and evaluation focusing on employee abilities and progress toward departmental and personal professional objectives.**
- **Availability, access, and management support for career development and training activities for employees at all levels.**

In 2022, ITD conducted hiring activities for management and lead/senior level technical positions such as IT Manager, Software Engineer III, and IT Systems Analyst III. The outcome was 67% of the candidates selected were internal; 83% were minority; and 17% were female.

In 2023, recruitment for management and lead/senior level technical positions was limited. There were three (3) recruitments: IT Manager, GIS Analyst III, and IT Systems Analyst III. The outcome was two (2) of the candidates selected were internal; one (1) candidate was minority; and no female candidates were selected.

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?

ITD’s performance evaluation consists of performance feedback in the following areas: Job Competencies/Knowledge/Skills, Work Habits/Reliability, Quantity of Work, Quality of Work, Working Relationships, Communication Skills, and Supervisory Skills (when applicable). Each performance evaluation area is accompanied by definitions to help guide the supervisor with appropriate and related content corresponding to each area. For example, under “Working Relationships”, a defined evaluation factor is, “Extent to which employee contributes to a positive work environment; extent to which employee builds effective working relationships; employee’s honesty, integrity, and ability to build and maintain trust with others; extent to which employee respects the dignity of others; employee’s acceptance of diversity of others.” Also, under “Supervisory Skills”, a defined evaluation factor is, “Employee relations: the extent to which the supervising employee effectively relates to employees, shares information, listens and responds, allows participation, and recognizes and acknowledges employee accomplishments; ability to successfully resolve complaints or grievances of subordinates,” and, “Objectivity: the extent to which a supervisor is able to minimize personal biases/being impartial and fair in decision-making.” Given these defined factors, the supervisor rates the employee in these areas and provides facts or supportive examples relating to successes and/or opportunities in the evaluation narratives.

With respect to promotional opportunities, ITD follows a consistent practice of gathering background and/or reference information prior to making offers of employment for promotion. This includes review of issued performance evaluations housed in the personnel file; any deficiencies in performance, including diversity and inclusion factors, are considered when making selection decisions.

Retention and Inclusion

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

ITD-HR staff have utilized available HR Information Management Systems (HRIS) to track data related to exiting employees and correlating demographic information to identify any trends that may lead to equal opportunity concerns within the organization. To date, no concerning trends relating to protected groups have been identified.

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

In 2019, minority employees represented 56% of the workforce, and female employees represented approximately 25% of the workforce; in 2020, minority employees represented 61% of the workforce, and female employees represented approximately 28% of the workforce; in 2021, minority employees represented approximately 63% of the workforce, and female employees represented approximately 28% of the workforce; in 2022 minority employees represented approximately 64% of the workforce, and female employees represented approximately 30% of the workforce; and in 2023 minority employees represented 63% of the workforce, and female

employees represented approximately 31% of the workforce. This data demonstrates an increase in representation of minority and female employees year-over-year between 2019 and 2022, with representation remaining stable between 2022 and 2023.

According to 2018 turnover and demographic data, approximately 60% of the workforce that exited regular, full-time positions were minority, and 30% were female; in 2019, 44% were minority, and 25% were female; in 2020, 43% were minority, and 14% were female; in 2021 30% were minority, and 40% were female; in 2022 43% were minority, and 14% were female; and in 2023 approximately 56% were minority, and 22% were female.

The data does not indicate a negative or concerning trend related to minority turnover. The proportion of minorities exiting the Department in 2023 is less than the proportion of minorities in the Department’s general population (i.e., minorities exiting is 56%; general population is 63%). The percentage of exiting female employees increased in 2023 compared to last year (i.e., 22% in 2023 compared to 14% in 2022); however, the trend shows significant fluctuations when looking across multiple year data. Further, representation of female employees in ITD has remained stable or slightly increased because of hiring.

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

Overall, ITD can demonstrate a trend of increasing diversity over the last several years (see “Accomplishments and Resource Needs” below). To maintain the trend of increasing diversity in its general population, ITD will continue efforts to retain its current talented staff, attract a diverse pool of applicants, and conduct fair and objective recruitment practices which includes: job advertising utilizing broad outreach for diverse candidate pools; diverse panels and SMEs at each step in the examination and selection process; objective and job-related recruitment and selection criteria; and team decision-making related to recommendations for selection of candidates.

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

ITD complies with requirements outlined in the “Lactation Accommodation While at Work Policy”. This includes:

- **Distributing the breastfeeding education pamphlet and policy in the new employee orientation packet.**
- **Providing the breastfeeding education pamphlet, policy, and breastfeeding resources to employees prior to their parental leave.**
- **Displaying a poster promoting the benefits of breastfeeding in break rooms.**
- **Supporting employee attendance of Wellness Program breastfeeding education classes and access to the County’s Breastfeeding Coordinator for consultation on any lactation accommodation issues.**
- **Supporting employee and supervisor completion of the Learning Management System “Wellness: Lactation Accommodation While at Work” training.**
- **Allowing a flexible schedule and time for pumping breast milk or breastfeeding.**

- **Designating and providing the use of a clean, comfortable, convenient, and private space or “Lactation Area”.**
- **Appropriately addressing any claim of harassment or discrimination of a lactating employee and supporting an inclusive work environment.**

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

ITD’s practice related to lactation and/or disability accommodation includes timely response to any requests and to conduct an “interactive process” with the employee to learn the specifics of the employee’s needs/requests. The Department considers all proposed accommodation ideas and implements approved accommodations in a timely manner. In accordance with the County’s Reasonable Accommodation Policy, the accommodation interactive process is conducted between the designated Departmental Reasonable Accommodation Coordinator (DRAC) and the employee. Since each accommodation case is unique, the precise steps taken may vary.

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?

ITD conducts exit interviews and exit surveys with separating employees. The feedback we receive is aggregated, anonymized, and reported to management for action planning to address any trending areas of opportunity for improvement. Any report received regarding allegations of harassment or discrimination are addressed in accordance with the Civil Rights Office policies.

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

ITD conducts daily “stand-up” and weekly meetings with a diverse group of employee representatives from each division. During these meetings, employees communicate and provide updates about current issues/projects and corresponding status. Quarterly “All Hands” meetings are also conducted with all staff to provide updates for each division and recognize employees for length of service, outstanding contributions to departmental goals and initiatives, and personal achievements in training and development (e.g., certifications/education).

In 2015, ITD HR launched a SharePoint site with easy access to employment forms and information. Content includes: Employee Self-Service (ESS), Timekeeping, Benefits, Career Advancement, Classification and Compensation, Training, Leave of Absence, Workers’ Compensation, Employee/Labor Relations, Equal Employment Opportunity, Internship Program, Policies and Guidelines, Meetings, ITD Information and Resources, and a Manager’s Toolkit. Additionally, the site includes quick links to the HR Department website, County job opportunities, and event calendars. This site is updated regularly with current information as it becomes available.

Also, ITD integrates a “SMART Objectives” component to the performance appraisal process where employees work with their supervisors to identify career related objectives, suggest training, and establish a clear plan designed to lead the employee successfully to the desired departmental business objectives and individual career objectives.

In 2017, ITD launched an annual employee engagement survey program and now participates in the County’s engagement survey program launched in 2018. A major component of the program is the survey which provides employees an opportunity to confidentially express their views on a variety of topics related to the work environment, department, division, and experiences relative to their job. The data gathered through the survey is used to determine action plans for improvements in the organization.

To continue to promote staff input for organizational improvement, the Department implemented a virtual “Idea Box” in August 2021 to learn staff ideas and thoughts for improvement in continuing to transform the organization. Any ITD employee can input ideas and/or solutions and identify themselves or enter anonymously. The ideas received and actions taken are shared with staff during regular departmental meetings.

Several years ago, employees elected to form a “Social Committee”. This employee driven, voluntary committee supports and produces social events throughout the year such as retirement farewell events and holiday/seasonal events. Examples of holiday/seasonal event themes include International Day, Valentine’s Day, Pi Day, St. Patrick’s Day, Hollywood Halloween, Día de los Muertos, Easter, Thanksgiving, and various events to support charitable initiatives within the County. Due to the COVID-19 pandemic, these activities were temporarily put on hold in 2020. However, these activities resumed in 2023. Since the Committee’s relaunch, events included a pumpkin decorating contest, holiday potluck, Valentine’s Day treats, St. Patrick’s Day treats, and a cutest pet photo contest.

Overall, ITD management considers and implements processes and ideas presented by staff at all levels, consistent with employee interests, operational needs, and customer demands. ITD promotes and encourages staff to provide input relative to projects or operations in their respective areas, as well as Department-wide projects and initiatives. ITD also encourages all staff to bring forward any questions or concerns related to their employment to their manager/supervisor, the Department Head, or HR, so that issues can be addressed appropriately, timely, and confidentially, to the extent possible.

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

ITD developed action items around the key findings of the ITD engagement surveys in 2017 and 2018 and County-wide engagement surveys in 2019 and 2020. To include all levels of staff in the process, focus groups were convened to further define the issues and to develop action plans. The following areas were identified for action: compensation, career development, communication, training, and onboarding. Progress on these action items is described below.

ITD requested a classification and compensation study be conducted to update job descriptions and learn if established salary ranges were at, below, or above market. The study findings revealed that a vast majority of ITD classes were below market and adjustments were implemented in January of 2022 to correct this issue. In addition, job descriptions and titles were updated to align with current technology and operations.

After the County’s engagement surveys in 2019 and 2020, due to the COVID-19 pandemic, many of the engagement activities were temporarily put on hold, or were performed on a limited basis,

while the County focused resources toward coping with the crisis and modifying the work environment to comply with health and safety guidelines. Although, a few opportunities were offered to County management and lead level staff during the pandemic, in which ITD participated, such as the “Coach on Call” and “Better Up” coaching programs. In addition, ITD enrolled senior leadership in the NACo High Performance Leadership Academy. This Leadership Academy is a 12-week, 4-course mentorship-based program with content provided by industry leading executives. This Academy provides best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and delivering value within high performance management. ITD also leverages leadership development resources that are available through the County’s Leadership Learning Exchange website that was launched in 2022.

Lastly, to improve onboarding, ITD implemented an automated system to input new user/employee requests and workflow notifications to departmental staff when onboarding support tasks are needed. This system was designed to assist the Department in preparing for new employee arrivals, ensuring a smoother onboarding experience for new hires or employees transferring into the department. In addition, ITD utilizes the NEOGOV Onboard module, which is a separate system that provides orientation resources, a checklist of forms to complete, and helpful links and contact information for new employees that can be accessed before their first day of work.

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.

ITD can demonstrate a trend of increasing diversity over the last several years. To illustrate the trend toward increased diversity, data by job group is shown below for 2020, 2021, 2022, 2023 which shows an increase in minority representation in job groups 02 and 14, an increase in minority representation for the overall Department, and an increase in female representation in a majority of job groups. It should also be noted, due to restructuring as a result of a classification and compensation study that was completed in January 2022, ITD now has two (2) minority incumbents in senior management positions, in job group 01.

	2020 Female	2021 Female	2022 Female	2023 Female	2020 Minority	2021 Minority	2022 Minority	2023 Minority
Job Group 01:	N/A	N/A	0%	0%	N/A	N/A	100%	100%
Job Group 02:	18.2%	20%	36.4%	36.4%	45.5%	50%	54.5%	63.6%
Job Group 03:	28.0%	31.3%	34%	36.2%	58.0%	60.4%	59.6%	55.3%
Job Group 13	20.7%	17.2%	12.5%	12.5%	69.0%	69.0%	68.8%	68.8%
Job Group 14:	40.0%	20%	50%	50%	40.0%	40.0%	50%	50%
Job Group 17:	71.4%	71.4%	71.4%	71.4%	85.7%	85.7%	85.7%	85.7%
Overall:	28.4%	28.3%	29.7%	30.7%	60.8%	62.6%	64.4%	63.4%

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	24	24	100%
Employees (non-supervisor/non-manager)	82	81	98.8%
Totals	106	105	99.1%

Civil Rights Training	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	24	23	95.8%
Employees (non-supervisor/non-manager)	82	81	98.8%
Totals	106	104	98.1%

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.

There are no follow up requests to report.

Section 9

Title VI of the Civil Rights Act Implementation*

	Requirement	Implementation Notes (explain how your department fulfilled or plans to fulfill this requirement. Also include outcomes of the implementation if applicable)	Completed (Y/N)	Completion Date (include actual completion dates and expected completion dates for requirements not yet completed)
General	Title VI notice at public counters	Notice has been posted outside the public counter.	Yes	August 2018
	Internal process to forward discrimination complaints to Civil Rights Office	All complaints are forwarded to ITD-HR for follow up and forwarding or direction from CRO.	Yes	This has been the practice in ITD
	Nonstandard contracts include a nondiscrimination clause	When able, ITD negotiates with vendors to use the County's standard agreement, which contains a Nondiscrimination Clause, or inserts a Nondiscrimination Clause in non-standard agreements. However, with most IT contracts, the vendor has more negotiation power than the County and the	Yes	Ongoing

		Department may not be unable to negotiate terms such as these.		
	Data is collected on the ethnicity and language of the people served	ITD does not directly serve the public.	N/A	N/A
Language Access	Departmental language assessment completed	ITD does not directly serve the public.	N/A	N/A
	Vital documents translated into Spanish	ITD does not directly serve the public.	N/A	N/A
	Website – minimize PDFs. When using PDFs, include a Spanish version	ITD continues to work with all departments to consistently minimize PDFs and make both English and Spanish versions available when PDFs are posted on the Internet website. This will be part of an ongoing effort to address ADA compliance issues on County departmental sites.	No	June 2025
	Procedures and budget for the use of interpretation and translation services	ITD does not directly serve the public.	N/A	N/A
	Communication services for people who are deaf or hard of hearing	ADA compliant kiosks will be implemented at the Board Chamber, for the public to see	No	June 2024

		Board meeting schedule and agenda.		
	Public voicemails in English and Spanish	County public voicemails for its main number are in both English and Spanish.	Yes	This has been the practice in the County
	Public counters: language charts available	ITD does not directly serve the public.	N/A	N/A
	Public counters: all signage in English and Spanish	ITD does not directly serve the public.	N/A	N/A
	Public counters: procedures to have bilingual staff available	ITD does not directly serve the public.	N/A	N/A
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	ITD does not directly serve the public.	N/A	N/A
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	ITD does not directly serve the public	N/A	N/A

	Considerations taken to ensure equitable engagement	ITD does not directly serve the public	N/A	N/A
	Key community engagement contacts established	ITD does not directly serve the public	N/A	N/A

* 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.