

[Name of Department]

Equal Opportunity Plan

2026



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Section 1

Department Head's Acknowledgment & Commitment to Equal Opportunity and Access

The County of Monterey 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 and is welcoming and inclusive to employees and residents.

As Department Head, my signature below verifies the accuracy of this report and affirms my commitment to the County of Monterey's mission and values as outlined in County policies and ordinances.

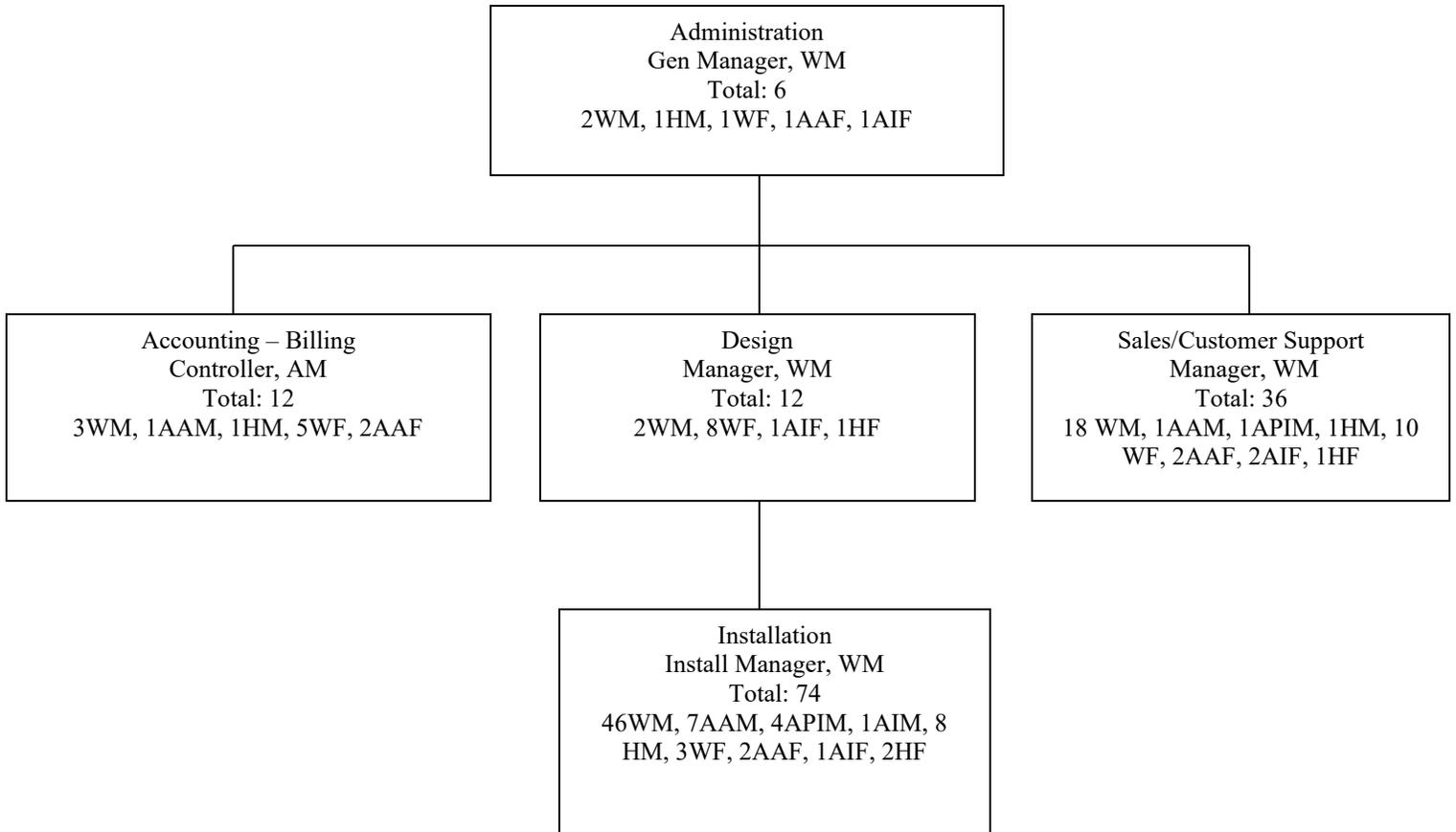
(Signature)

Department Head Name
Job Title

Section 2

Organizational Profile (Name of Department)

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

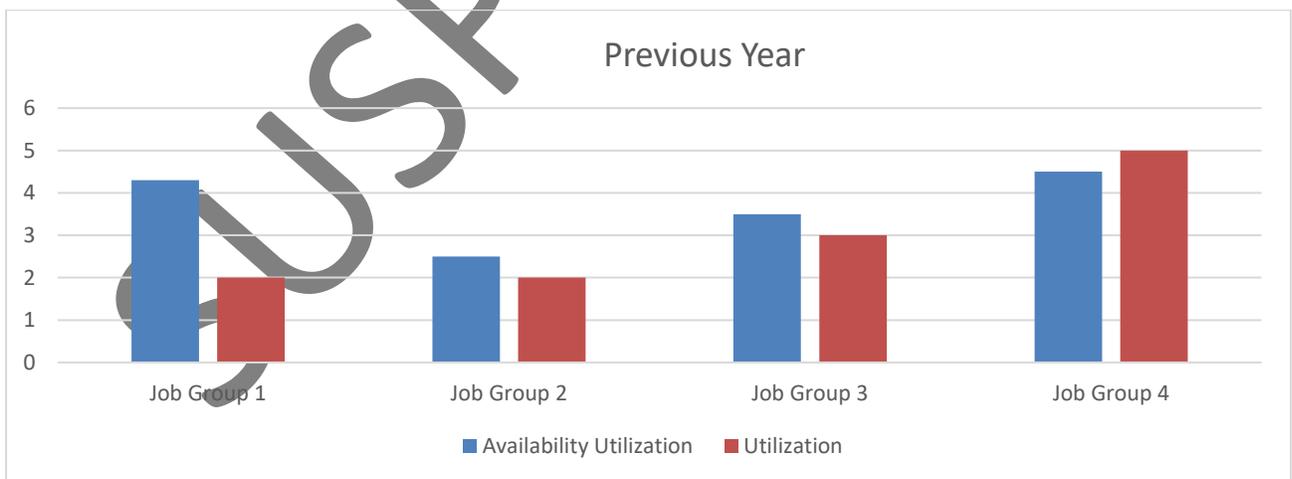
Department's Workforce Analysis Chart (MC-HRM-EO-0003)

(DEPARTMENTS ARE NOT REQUIRED TO FILL SECTIONS 3, 4, AND 5, AT THIS TIME.)

The Civil Rights Advisory Commission is currently not reviewing this data. In the meantime, please make every effort to provide equal opportunity for all applicants and employees.

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:



Section 4

Personnel Activity (Current Year)

(DEPARTMENTS ARE NOT REQUIRED TO FILL SECTIONS 3, 4, AND 5 AT THIS TIME.)

The Civil Rights Advisory Commission is currently not reviewing this data. In the meantime, please make every effort to provide equal opportunity for all applicants and employees.

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

Personnel Activity (Previous Year)

(DEPARTMENTS ARE NOT REQUIRED TO FILL SECTIONS 3, 4, AND 5, AT THIS TIME.)

The Civil Rights Advisory Commission is currently not reviewing this data. In the meantime, please make every effort to provide equal opportunity for all applicants and employees.

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

(DEPARTMENTS ARE NOT REQUIRED TO FILL SECTIONS 3, 4, AND 5, AT THIS TIME.)

The Civil Rights Advisory Commission is not currently collecting this data. In the meantime, please ensure you make your best efforts to provide an equal opportunity to all applicants and employees.

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

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

Recruitment – Data (Previous Year)

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

(DEPARTMENTS ARE NOT REQUIRED TO FILL SECTIONS 3, 4, AND 5, AT THIS TIME.)

The Civil Rights Advisory Commission is currently not reviewing this data. In the meantime, please make every effort to provide equal opportunity for all applicants and employees.

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

Section 6

Impact Strategies

(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?

Hiring

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

How does your department ensure fair and equitable panels of screeners and interviewer panelists?

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

Promotions

What processes, procedures, or systems have been implemented in your department to support a fair and equitable process for 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 all?

How does your department utilize performance evaluations to assess employees' commitment to building a diverse, welcoming, and inclusive workforce?

How is this commitment factored into the evaluation of employees for promotional opportunities?

Retention and Inclusion

What data-collection procedures or tools have you implemented to track turnover rates?

What does the data show regarding turnover rates?

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

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

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

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

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

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

Departmental Accommodations

Please list the accommodations readily and routinely available to employees in your department.

Community Impact

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

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

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

How will your proposed budget enhance your department's ability to engage with and include historically under-resourced communities? How will that engagement be assessed, and who will be a part of this self-assessment process?

Section 7

Accomplishments and Resource Needs

Please highlight your department’s success 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 or recommendations you have for improving current policies and procedures. Feel free to use examples or specify by job group. Please answer in the space below.

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			
Employees (non-supervisor/non-manager)			
Totals			

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

Section 8

Follow-Up Requested by the Commission

Discuss any follow-up requested by the Civil Rights Advisory Commission. Follow-up may occur through an action, a memorandum, or an additional presentation to the Commission.

Section 9

Title VI of the Civil Rights Act Implementation*

	Requirement	Implementation Notes¹	Completed (Y/N)	Completion Date²
General	Title VI notice at public counters			
	Internal process to forward discrimination complaints to the Civil Rights Office			
	Data is collected on the ethnicity and language of the people served			
	The department has designated a Title VI Coordinator			
	The department collects the number of possible Title VI complaints			
	Community-facing employees are knowledgeable about the department's process when a community member wants to file a complaint			
Language Access	The department completed its language assessment			
	Community-facing employees are knowledgeable about the department's process when a community member			

	needs services in a different language			
	All vital documents are translated into Spanish			
	All PDFs on the department's website are language- and disability-accessible			
	Procedures and budget for the use of interpretation and translation services			
	Communication services available for people who are deaf or hard of hearing			
	Public voicemails in English and Spanish			
	Public counters: language charts available			
	Public counters: all signage in English and Spanish			
	Public counters: procedures to have bilingual (Spanish / English) staff available			
	Department tracks interactions with LEP residents and the languages they speak			
Community Engagement	Projects, programs, policies, and services are informed by County demographics and community input			
	Analyzed potential disproportionate adverse human health			

	or environmental effects on historically underserved communities in the public process			
	Considerations taken to ensure equitable community engagement			
	Department connects with community-based organizations as engagement partners			
	Department documents outreach and engagement activities and potential outcomes			
	Department collects and analyzes outreach participation data			

* 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 Rights Act of 1964. Learn about the County's Title VI Plan by following this [link](#).

1 Explain how your department fulfilled it or plans to fulfill this requirement. Also include outcomes of the implementation if applicable.

2 Include actual completion dates and expected completion dates for requirements not yet completed.