

# **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)**

**for**

**COUNTY OF MONTEREY  
168 West Alisal Street, 3rd Floor  
Salinas, California 93901**



**JANUARY 1, 2024 – DECEMBER 31, 2025**

## **EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR PEOPLE OF COLOR AND WOMEN**

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**EQUAL EMPLOYMENT OPPORTUNITY PLAN  
FOR PEOPLE OF COLOR AND WOMEN**

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**COUNTY OF MONTEREY**



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## **EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR PEOPLE OF COLOR AND WOMEN**

### **CHAPTER 1: COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY**

The County of Monterey reaffirms its commitment to a policy of Equal Employment Opportunity. The County will continue to administer its personnel policies and conduct its employment practices in a manner that treats each employee and applicant for employment on the basis of merit, experience, and other work related criteria, without regard to race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, or any other characteristic protected by State or Federal law.

The County is committed to maintaining a meaningful, result-oriented Equal Employment Opportunity Plan in order to achieve a balanced workforce that reflects the sex and people of color workforce composition of the County's relevant labor market. It is the responsibility of the Civil Rights Office and the County Administrative Office, under the general direction of the Board of Supervisors, to ensure the spirit and intent of the Equal Employment Opportunity Plan is carried out.

The County will designate the Civil Rights Officer to also serve as the Equal Employment Opportunity Officer, and will focus its Equal Employment Opportunity efforts on enhanced outreach and training programs. The County is committed to making a good faith effort to successfully achieve Equal Employment Opportunity.

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Sonia De La Rosa  
County Administrative Officer  
June 1, 2024

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Juan P. Rodriguez  
Civil Rights Officer  
June 1, 2024

## **EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR PEOPLE OF COLOR AND WOMEN**

### **CHAPTER 2: DESIGNATION OF RESPONSIBILITY 41 C.F.R. § 60-2.17(a)**

As part of its efforts to ensure equal employment opportunity to all individuals, Monterey County appointed specific responsibilities to various staff to ensure the Equal Opportunity Plan (EEOP) focuses on all components of the employment system. To that end, the County Administrative Officer, the Civil Rights Officer, and those employed as supervisors and managers undertake the responsibilities described below.

#### **Board of Supervisors:**

The Board of Supervisors bears the responsibility to ensure that the County of Monterey is compliant with all Federal and State laws and regulations mandating equal employment opportunity and nondiscrimination.

The Board's role includes the following:

1. Adoption of the Equal Opportunity Plan on a County-wide basis.
2. Designate the Civil Rights Officer and County Administrative Officer the responsibility for overseeing, administering, implementing, and monitoring the County of Monterey's EEOP, and ensure that the Civil Rights Officer is identified in writing by name and job title.
3. Give the Civil Rights Officer the necessary authority and budgetary support and staffing to successfully implement the adopted EEOP.
4. Pursuant to County of Monterey policies, hold all officials, elected and appointed, accountable for the actions of their managers, supervisors, staff, and agents.
5. Ensure that the County of Monterey adheres to the stated policy of equal employment opportunity by monitoring the application of equal employment opportunity policies.
6. Ensure County of Monterey staff participation and completion of mandatory Civil Rights Office trainings.

### **Civil Rights Officer:**

The Civil Rights Officer is responsible for ensuring the directives of the Board of Supervisors are implemented. The Civil Rights Officer's duties include the following:

1. Provide direction to County of Monterey employees, as necessary, to carry out all actions required to meet the County of Monterey's equal employment opportunity goals and commitments.
2. Reviewing the County of Monterey's personnel policies to ensure they are consistent with the equal opportunity laws and the County of Monterey's Equal Opportunity Plan (EEOP).
3. Review, report on, and update Monterey County's EEOP at least once every two years.
4. Design and effectively implement the EEOP.
5. Develop, implement, and maintain audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will indicate the need for remedial action, and determine the degree to which goals and objectives have been met.

### ***Policies***

6. Advise management in the modification and development of County of Monterey policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
7. Conduct periodic audits to ensure all required posters and those advertising Monterey County of Monterey's equal employment opportunity policies and EEOP are displayed and that Monterey County of Monterey's equal opportunity policies are being thoroughly communicated to staff and potential employees.
8. Update departmental policies and practices to reflect language that is inclusive.

### ***Employee Resource Groups***

9. Support Employee Resource Groups (ERGs) for women, people of color, and people with disabilities that support and align with Monterey County of Monterey's workforce goals in the areas of outreach, recruitment, leadership development, and retention.
10. Collaborate with Employee Resource Groups (ERGs) to understand the climate of the organization and support needed to minimize Civil Rights related issues.



### ***Equal Opportunity***

11. Ensure that departmental EEOPs are updated and submitted annually to the Civil Rights Office and to the Equal Opportunity and Civil Rights Advisory Commission (EOCRAC).
12. Audit a minimum of three oral examinations or interviews per quarter to ensure equal employment opportunity is afforded to applicants for employment.
13. Develop and share with departments tools to conduct inclusive interviews with potential applicants.
14. All County recruitments must show every effort was made to include at least one (1) person of color and one (1) woman on each part of the recruitment process. Underutilized recruitments must include at least one (1) person of color and one (1) woman in each part of the recruitment process.
15. In partnerships with Human Resources Department (HRD), identify underutilization in job groups and establish procedures, goals, and objectives to achieve adequate parity.
16. Keep management informed of the latest developments in the equal employment opportunity area.
17. Provide guidance to department heads, managers, and supervisors in taking proper action to prevent employees from being discriminated or harassed in any way, through one-on-one contact, training, and/or corrective action.
18. Analyze and produce report of current workforce data.

### ***Diversity and Cultural Competency***

19. Work to develop a Diversity, Equity, and Inclusion survey and capture data around gender, race, disability, and sexual orientation of Monterey County employees.
20. Work to develop a process for submitting ADA related inquiries for employees and the public and develop an ADA audit process.
21. Develop cultural competence-based interview questions for prospective applicants and commissioners.
22. Include cultural competency training materials and resources for all County employees through the mandated Civil Rights Training.

### **Equal Opportunity and Civil Rights Advisory Commission:**

The Equal Opportunity and Civil Rights Advisory Commission (EOCRAC) serves as an advisory commission to the Board of Supervisors in matters relating to equal employment opportunity and access to contracting opportunities.

The EOCRAC is a diverse commission comprised of representatives of protected groups, representatives appointed by the Board of Supervisors, and representatives of designated employee groups.

The specific duties of the EOCRAC include the following:

1. Review and provide recommendations on equal employment opportunity (EEO) programs and EEO-related trainings and activities.
2. Review County of Monterey recruitment, testing, selection, and promotion procedures and recommend changes when deemed necessary.
3. Hold meetings with department heads and employee and community groups to achieve full implementation of the EEOP.
4. In coordination with the Civil Rights Officer, help with the preparation and delivery of an annual report to the Board of Supervisors.
5. Review departmental EEOPs and advise departments on best practices for attracting and retaining women and people of color in the County of Monterey workforce.

### **Military & Veterans Affairs Office:**

The responsibility of the Military & Veterans Affairs Office (MVAO) is to serve as the expert on issues related to the military and veterans. MVAO's areas of expertise are around federal veterans' laws, rules and regulations, the Uniformed Services Employment and Reemployment Rights Act (USERRA), and the California Military & Veterans Code (MVC). MVAO serves as the sole County resource for transitioning/exiting military members, reservists, National Guard members, and veterans.

The specific duties of the MVAO include the following:

1. Collaborate with HRD and CRO on efforts to establish and update military and veterans' hiring preference.
2. Disseminate job opportunities to transitioning/exiting military members from the Presidio of Monterey and Naval Support Activity.

3. Distribute job opportunities and County employment information to local Reserve Unites, Army, National Guard, and Coast Guard.

### **County Administrative Officer:**

The County Administrative Officer (CAO) is responsible for achieving the objectives established in the County of Monterey's Equal Opportunity Plan and for the effective implementation of the Plan on a County-wide basis, as directed by the Board of Supervisors.

The CAO's specific duties include the following:

1. Evaluate department head performance in the EEO area.
2. Through administrative and budgetary direction, establish priorities for carrying out the various aspects of the EEOP.
3. Manage subordinate department heads who consistently do not comply with EEOP guidelines, who fail to complete mandatory Civil Rights Office training, or where there is underutilization in their departments caused by a lack of good faith efforts in hiring, recruitment, and/or promotions.

### **Human Resources Department:**

The Director of the Human Resources Department (HRD) has the principal responsibility of developing and maintaining the County of Monterey's personnel system including recruitment, selection, classification, testing, and compensation programs, and for ensuring that these systems are adhered to in accordance with federal and state mandates.

In addition, the Director of HRD is responsible for coordinating and implementing County of Monterey programs and policies which impact the EEOP, which include the following:

1. Develop and implement recruitment, selection, promotion, transfer, and layoff programs which address the County of Monterey's equal opportunity policies and needs.
2. Evaluate recruitment and examination methodology to ensure the applied criteria is job-related, defensible, and free from adverse impact towards women, people of color, protected veterans, and individuals with a disability.
3. Monitor County of Monterey recruitments and selection efforts to ensure compliance with the EEOP.
4. Coordinate with the Civil Rights Officer to ensure compliance with EEOP procedures and objectives.

5. Coordinate employee development programs designed to increase employee job skills and career opportunities and ensure that employees seeking career counseling are referred appropriately.
6. Collaborate with the Civil Rights Officer and all HRD staff, including decentralized staff, to help departments in arriving at solutions to equal employment opportunity issues.
7. Address adverse impact implications in the hiring process by providing training on selection process, policy, the proper use of disposition codes for applicants, and consistent application of selection criteria.
8. Monitor hiring decisions, as necessary.
9. In collaboration with the Civil Rights Office, develop and provide implicit bias training to all persons involved in the recruitment, hiring, and selection process.
10. Review all job descriptions and specification to ensure they are free of discriminatory provisions and artificial barriers and that all requirements are job-related, realistic, and that they reflect the actual work requirements of the essential job duties.
11. Provide updates and status reports on HRD policies and procedures to the Equal Opportunity and Civil Rights Advisory Commission.
12. Provide to the Civil Rights Office the prior year's applicant data from NEOGOV, or any other employment application software used by the County of Monterey, by January 31<sup>st</sup> of every year.
13. Ensure that HRD staff search and send job flyers to organizations in the Talent Acquisition Database for recruitments where women and people of color are underutilized.
14. Collaborate with the Civil Rights Office to update and maintain the Talent Acquisition Database (TAD).

### **Department Heads:**

Department heads – elected and appointed – are the appointing authorities within the County of Monterey who are responsible for all personnel actions within their departments.

Department heads may delegate authority to unit managers or supervisors to make employment and promotion decisions, but the ultimate responsibility and authority remains with the department head.

Additionally, department heads are responsible for the following:

1. All actions taken by departmental managers and supervisors and for ensuring their compliance with the provisions of the EEOP, the County of Monterey's equal opportunity and nondiscrimination policies, and completion of mandatory Civil Rights Office training.
2. Submit, annually, to the Civil Rights Office and the Equal Opportunity and Civil Rights Advisory Commission (EOCRAC) their Department's EEOP outlining the effectiveness of their equal employment opportunity efforts. The Department must use the format disseminated by the Civil Rights Office.
3. Every two years present their Department's EEOP to the EOCRAC.
4. Coordinate and monitor employee training programs designed to increase employee job skills and career opportunities within their own departments and ensure, as feasible, that all employees have equal access to job-related developmental programs and on-the-job training.
5. Provide opportunities for managers, supervisors, and employees to attend County of Monterey-sponsored equal employment opportunity training.
6. Support manager, supervisor, and employee leadership development by allowing their participation in Employee Resource Groups (ERGs), when feasible.
7. Ensure that managers, supervisors, and other employees in their departments understand and comply with the County of Monterey's equal opportunity and related policies.
8. Make a good faith effort to achieve a diverse workforce utilizing the most recent EEOP data by monitoring and ensuring that their assigned Human Resources Department professionals follow equal opportunity and related policies so that recruitment, exam, and selection processes promote diversity and attempt to eliminate adverse impact.
9. Take positive measures to provide equal employment opportunity within their departments.
10. Within their area of expertise, identify professional, educational, and community organizations to recruit women, people of color, protected veterans, and individuals with disabilities, for the County of Monterey's Talent Acquisition Database (TAD), and communicate that information to the Civil Rights Office and the Human Resource Department.

**Managers and Supervisors:**

The County of Monterey recognizes that the cooperation of managers and supervisors is required to achieve the full potential of the EEOP. In their direct day-to-day contact with County of Monterey employees, managers and supervisors have assumed certain responsibilities to help

the County of Monterey ensure compliance with equal employment opportunity programs and effective implementation of the EEOP.

These shared responsibilities include the following:

1. Apply all personnel policies and practices equitably to provide a workplace free of discrimination and, upon request, provide employees with copies of the written policies.
2. Assign employees to significant jobs that might lead to greater personal growth and value, and counsel them regarding what is needed for upward mobility within the employment structure.
3. Ensure that all interviews, offers of employment, and/or wage commitments are consistent with the Monterey County's policies.
4. Identify and support the internal promotion and transfer of all qualified employees under their supervision, consistent with EEOP goals and objectives.
5. Assist in identifying underutilization and provide information for establishing and meeting department equal employment opportunity goals and objectives.
6. Undertake measures designed to prevent the harassment and discrimination of employees.

**Employees:**

All County of Monterey employees are responsible for creating and maintaining a work environment that is conducive to achieving equal employment opportunities and that is free of any form of unlawful discrimination or harassment.

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**CHAPTER 3: IDENTIFICATION OF PROBLEM AREAS  
41 C.F.R. § 60-2.17(b)**

County of Monterey performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity might exist. At a minimum, County of Monterey evaluates:

1. The workforce by organizational unit and EEOP job group to determine whether there are problems of minority or female utilization (*i.e.*, employment in the unit or EEOP group), or of minority or female distribution (*i.e.*, placement in the different jobs within the unit or EEOP job group);
2. Personnel activity (applicant flow, hires, terminations, promotions, and other personnel actions) to determine whether there are selection disparities;
3. Compensation systems to determine whether there is gender-, race-, or ethnicity-based disparities;
4. Selection, recruitment, referral, and other personnel procedures to determine whether they result in disparities in the employment or advancement of people of color or women; and
5. Any other areas that might impact the success of the equal employment opportunity program.

In each case where potential problem areas have been identified, equal employment opportunity measures, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 4 of this EEOP.

## **EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR PEOPLE OF COLOR AND WOMEN**

### **CHAPTER 4: ACTION-ORIENTED PROGRAMS 41 C.F.R. § 60-2.17(c)**

County of Monterey tailors our action-oriented programs each year to ensure they are specific to the problem identified.

#### **Action-Oriented Program (AOPs):**

The action-oriented programs designed to address the underutilization of women and people of color, the utilization goal set for individuals with disabilities, and the hiring benchmark for the protected veterans are listed below. These action-oriented programs will be carried-out throughout the EEOP's effective years. Evaluation of these AOPS will be conducted at least annually. The Civil Rights Officer, with the help of the department heads, supervisors, and managers, will be responsible in ensuring that the following are implemented.

#### **Recruitment:**

The following programs have been developed to meet the County's Equal Employment Opportunity Goals:

#### **A. SELECTION PROCESS**

1. Develop position descriptions that accurately reflect position functions, identify the essential job functions, and the physical and mental abilities required to perform the essential functions. Whenever Monterey County applies physical or mental qualification standards in the selection of applicants or employees, HRD will conduct a review of the class specification to be certain that the qualification standards are job-related and consistent with business necessity.
2. HRD will ensure that job classifications are continually reviewed to determine the knowledge, skills, abilities, and other requirements are current. Job classifications will not contain any requirements that would result in discrimination based on race, color, religion, sex, age, national origin, disability, veteran, status, or other characteristics protected by Federal or State law.
3. The Civil Rights Officer will be advised of all new and revised job classifications and class specifications prior to their adoption, and may recommend changes, where necessary, to eliminate artificial barriers to employment and promotion.
4. Approved job classifications will be made available by the Human Resources Director to the Civil Rights Officer.
5. Monterey County will only use job classifications that include job-related



criteria.

6. HRD will carefully select and train all personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes to eliminate bias in all personnel actions.
7. HRD will notify the appointing authorities when they are filling positions in underutilized job groups. This notice will include a reminder of Monterey County's commitment to equal opportunity and of making good faith efforts in the recruitment and selection of people of color, women, veterans, and people with disabilities.

B. RECRUITMENT PROCEDURES

1. HRD will work to ensure that recruitments and examination processes are defensible and free from adverse impact.
2. Monterey County will place job opportunity announcements on its website, CalJobs, the County of Monterey's social media accounts, and post in appropriate locations throughout its offices, and will utilize the Talent Acquisition Database (TAD) to disseminate announcements.
3. Monterey County will inform local and regional educational and vocational institutions of current job opportunities.
4. The Military & Veterans Affairs Office (MVAO) will inform the Presidio of Monterey and Naval Support Activity transitioning/exiting military members of current job opportunities.
5. The MVAO will distribute job opportunities and County employment information to local reserve units, Army, National Guard, and Coast Guard.
6. The Civil Rights Office will inform applicable commissions and committees of current job opportunities.
7. If there is underutilization, HRD personnel will use TAD to target outreach to the identified underutilized groups.
8. Monterey County will continue to strengthen relationships to encourage applicant referrals with the following organizations: groups that represent people of color, women, and people with disabilities, community action groups, state employment agencies, professional organizations, educational institutions, and recruitment agencies. All interested groups will be added to the TAD for future recruitments. Monterey County will make every effort to give these agencies a reasonable amount of time to locate and refer applicants before closing the recruitment.

9. Job-related applications, advertisements, and newsletters will always carry the Equal Employment Opportunity clause, as required by Federal law.
10. Applicants who are people of color, women, veterans, and people with disabilities will be considered for all positions for which they are qualified.
11. Monterey County will participate in job fairs, career days, and community activities, when possible, to achieve parity throughout the workforce and to advertise career opportunities within the County of Monterey.
12. Monterey County acknowledges that, on occasion, the expertise and services of an outside recruitment agency may be required. When a recruitment is assigned to an outside recruitment firm, HRD and the appointing department head are responsible for monitoring the recruitment activities to ensure that the intent of equal employment opportunity principles are observed throughout all phases of the recruitment. The Civil Rights Office may request information regarding recruitments completed by outside entities to monitor compliance with the EEOP.
13. Monterey County will encourage all Employee Resource Group participants to refer qualified applicants to HRD.
14. Where groups of employees are featured in recruitment brochures or other literature, the County of Monterey will include people of color, women, and individuals with disabilities.
15. If there is underutilization within a job group, a recruitment outreach plan must be submitted to and approved by the Civil Rights Office before the job announcement can be posted. The Civil Rights Officer shall recommend changes, where necessary, to eliminate artificial barriers to employment and promotion.
16. If there is underutilization, departments shall explore the potential use of the trainee status prior to conducting recruitment to determine if it would produce a more diverse candidate pool. The use of the trainee status shall be compliant with the elements outlined in the County of Monterey's Personnel Policies and Practices Resolution.
17. List all job openings of three days or more with the California Employment Development Department (EDD).
18. HRD will conduct formal briefing sessions with representatives from recruiting sources. These sessions may include facility tours, clear and concise explanations of current and future job openings, position descriptions, explanations of the County of Monterey's selection process, and recruitment literature. HRD will arrange for referral of applicants and follow-up with the recruiting sources.

### C. PROMOTIONAL OPPORTUNITIES AND TRAINING

1. HRD will ensure the development of a succession plan that will focus on retention and promotion of women, people of color, veterans, and individuals with disabilities. The program will include leadership training, opportunities to participate in cross-functional project assignments, mentoring, and trainings and workshops to prepare employees for future leadership positions within the County of Monterey.
2. Women, people of color, veterans, and individuals with disabilities will be afforded a full opportunity for employment and promotion and will be encouraged to participate in all organization-sponsored educational and training programs.
3. Department heads, managers, and supervisors will encourage all employees to apply for promotional opportunities by providing career development opportunities and notices of promotional opportunities.
4. Departments are responsible for training and educating their management and supervisory staff about their responsibilities in providing equal employment opportunities.
5. Departments will encourage managers and supervisors to discuss their employees' career goals and help develop and record plans for them to achieve their goals.
6. Department heads, managers, and supervisors will encourage the promotion and overall career development of qualified employees without regard to their gender, sex, race, disability, age, sexual orientation, veteran status, and all other characteristics protected by Federal and State law.
7. Monterey County will use a formal employee evaluation process in accordance with its Performance Evaluation Policy and Program.
8. The County of Monterey will provide career development opportunities for employees and equal access to development and training classes sponsored by the County, as resources permit.
9. Where appropriate, the County of Monterey's flexible staffing program will be utilized to facilitate mobility and promotional opportunities within the County.
10. Monterey County acknowledges that the Tuition Assistance Program is a valuable tool for employees and the County of Monterey in aiding in the job advancement of County of Monterey employees. The County of Monterey suspended its program as a cost reduction measure. However, the County of Monterey is committed to re-establishing the program or an effective alternative when financially feasible.

11. Monterey County will consider, resources permitting, offering English or Spanish classes to employees who are non-native speakers of English or Spanish.
12. Post job announcements for promotional opportunities on bulletin boards, electronic bulletin boards, and distribute to all personnel.
13. Provide educational courses that will aid employees in obtaining mobility through promotions.

D. SEPARATIONS

1. Departments will use the County of Monterey's Progressive Discipline Model before terminating employees. The Civil Rights Officer will monitor and conduct adverse impact analyses so that women, people of color, protected veterans, and individuals with disabilities do not leave the County of Monterey at rates substantially dissimilar to others.
2. HRD will submit an annual report in May of each year to the Equal Opportunity and Civil Rights Advisory Commission (EOCRAC) detailing the demographics of separating employees for the previous calendar year. If trends or adverse impacts are identified, the Civil Rights Office and HRD will work collaboratively to address any issues.
3. HRD has developed a standard exit interview form that has been disseminated as a tool for departments in conducting exit interviews. Each department will be responsible for reviewing information collected and reporting any areas of concern impacting equal opportunity to the Civil Rights Officer annually.

## **EQUAL EMPLOYMENT OPPORTUNITY PLAN FOR PEOPLE OF COLOR AND WOMEN**

### **CHAPTER 5: INTERNAL AUDIT AND REPORTING 41 C.F.R. § 60-2.17(d)**

To ensure that the County's Equal Opportunity Plan is fully implemented, it established the following internal audit system. The Civil Rights Officer:

1. With the aid of the Human Resources Department, monitors records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policies are carried out throughout the organization.
2. Requires internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained.
3. File an EEO-4 Report as required by the Federal guidelines.
4. Reviews report results with all levels of management.
5. Advises top management of program effectiveness and submit recommendations to improve unsatisfactory performance.

When necessary, the County of Monterey will take the following steps to audit the effectiveness of the Equal Opportunity Plan:

1. The Civil Rights Officer, in conjunction with the Director of HRD, will monitor records of all personnel activity, including applicant flow, hires, transfers, promotions, terminations, layoffs, compensation, or any other type of record necessary to ensure the County of Monterey's nondiscriminatory policies are carried out.
2. Upon the request of the Civil Rights Office, the Director of HRD shall submit the following data for review, County-wide and by department:
  - a. **Applicant Flow** – reports that document the number of applicants for employment, interviewees, and new hires to assess overall applicant pool diversity by gender and ethnicity and to assess overall equity of the employment decisions in the recruitment and selection process.
  - b. **Recruitment and Selection** – reports that contain applicant data in selection decisions, including copies of recruitment plans that document special activities designed to increase the representation of women and people of color in the applicant pool.
  - c. **Periodic Review** – periodically, the Director of HRD and the Civil Rights Officer shall review and may jointly adjust the job groupings,

to ensure that groupings and job categories are in line with, and appropriate to, the criteria, goals, and objectives specified in this Plan.

- d. **Promotions and Demotions** – reports that contain data on promotions into and demotions out of job groups by gender, race, and ethnicity.
  - e. **Separations** – reports that contain data on separations, by type, and by gender and ethnicity.
  - f. **Corrective Actions** – reports that contain data on corrective actions other than terminations by gender and ethnicity.
  - g. Any other report or document necessary to ensure the County of Monterey's nondiscrimination and related policies are carried out.
- 3. The Civil Rights Officer shall advise department heads of program effectiveness and submit recommendations to improve unsatisfactory performance, as needed.
  - 4. Progress in non-statistical aspects of the EEOP, such as policy dissemination, training in equal opportunity policies and procedures, and corrective action, will be summarized and reviewed on a semiannual basis by the Civil Rights Officer and the Director of HRD.
  - 5. Meetings and Reports.
    - a. **Department Equal Opportunity Plans.** Every department will submit their EEOP annually to the Civil Rights Office and the Equal Opportunity and Civil Rights Advisory Commission. The Civil Rights Office, in conjunction with the Equal Opportunity and Civil Rights Advisory Commission, shall determine the contents of the Departmental Equal Opportunity Plan, and shall revise it as needed. Department's EEOP will be due March 31 of every year. Extensions may be granted by the Equal Opportunity Advisory Commission and/or the Civil Rights Officer, on a case-by-case basis, when business needs necessitate an extension.
    - b. **Annual Status Report.** An annual status report, including a summary of the above information and an evaluation of the progress, problems, and trends in the EEOP, may be presented to the Administrative Officer and the Board of Supervisors, in advance of its Fiscal Year budget deliberations, by the Civil Rights Officer and the Director of HRD. The report shall include their recommendations as well as those of the Equal Opportunity and Civil Rights Advisory Commission and interested citizen groups, addressing underutilization. If prepared, the report shall be submitted to the County Administrative Officer and the Board of Supervisors, as soon as practicable, each year.
    - c. Upon its review, and after consideration of the comments and/or recommendations, the Board of Supervisors may require that the EEOP

goals and objectives, as well as the annual department equal opportunity plans, be reviewed or revised in accordance with priorities set by the Board of Supervisors. The Board shall consider the fiscal implications of any such action.