

**COUNTY OF MONTEREY**  
**Equal Opportunity Advisory Commission**  
**Compliance Review of Department's Equal Opportunity Plan Committee**

**2013 Annual Report**

The Compliance Review of Department's Equal Opportunity Plan Committee is a standing committee of the Equal Opportunity Advisory Commission.

**I. The Committee's responsibilities include:**

- Develop and implement a process for reviewing Departments Equal Opportunity Plans.
- Review each Department's Equal Opportunity Plan and evaluate their Workforce Analysis and Analysis of Progress. Review Department's Action Oriented Programs and evaluate compliance with *Chapter 7 Action – Oriented Programs of the County's Equal Opportunity Plan* in addressing underutilization in their Department's Equal Opportunity Plan.
- Review and evaluate Departments Equal Opportunity Plans for thoroughness and ensure that the Plans capture information necessary to assist the Equal Opportunity Advisory Commission fulfill its duties.
- Provide suggestions to Department Heads to accomplish the requirements of the County's Equal Opportunity Plan.
- Evaluate the Equal Opportunity Plan Form and make recommendations for revisions, as needed.

**II. Committee Membership:**

- Louann Raras, Commission on the Status of Women
- Nancy Valdez, LULAC Council #2055
- Yvette Padilla, Supervisor Lou Calcagno, 2<sup>nd</sup> District
- Eric Lauritzen, Chair – Department Heads Council
- Joe Watson, NAACP

**III. Committee Activities/Accomplishments**

On April 15, 2013, the Committee developed the following *Criteria to be used in evaluating Department's Equal Opportunity Plans*:

1. Review of the department's Goals by Job Groups
2. Review and consider departmental trends in personnel activity (i.e. applicant flow, new hires, promotions, demotions, separations and correction action) as it impacts diversity

3. Incomplete form/timeliness
4. Number of Discriminations Complaints filed
5. Consider departmental practices and efforts that improve diversity (Best Practices, Outreach, and Creative Efforts)
6. Date Department Head last appeared before the Equal Opportunity Advisory Commission.

On May 7, 2013 the Committee reviewed the Equal Opportunity Plans of the Resource Management Agency, Treasurer/ Tax Collector, Elections, Probation, Sheriff's Office, County Counsel and District Attorney. The Committee recommended to the Commission that these departments be invited to present before the Commission. Due to scheduling conflicts some departments were unable to present. The Resource Management Agency and Treasurer-Tax Collector both presented their Equal Opportunity Plans to the Commission.

**IV. Committee Goals/Recommendations**

It is the goal of the Committee to review Department's 2014 Equal Opportunity Plans in accordance with the criteria established above and to recommend to the Commission those departments to be invited to present before the Commission.



Eric Lauritzen, Chair

3/10/14  
Date