

# MEMORANDUM



## **EQUAL OPPORTUNITY OFFICE**

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**DATE:** June 15, 2017

**FROM:** Juan P. Rodriguez, Equal Opportunity Officer

**SUBJECT:** Equal Opportunity Office (EOO) Second Quarter Summary Report for 2017

The Equal Opportunity Office has been involved in the following salient activities:

### **Training:**

- **Equal Opportunity, Non-Discrimination, and Diversity (END) Training:**
  - o The EOO, in collaboration with the County Counsel's Office, will have trained, by the end of the month of June, approximately 897 employees since we launched the training in February. We are hoping to increase the number of trainings once County Counsel hires more staff.
- **Prevention of Sexual Harassment Training**
  - o The EOO, in collaboration with Charles McKee, County Counsel, and Irma Ramirez-Bough, Human Resources Director, will be training managers, supervisors, and elected and appointed Board/Commission Members on Prevention of Harassment and Discrimination on June 23, 2017, in the Board of Supervisor Chambers. We would like to begin offering live training to County employees on a quarterly basis, in addition to the online training.

### **EOO Staffing:**

- We reinitiated the process of recruiting for an Equal Opportunity Analyst position. The Human Resources Department is currently screening the applications. We estimate we will hire an analyst no later than August 2017.

### **Commissions:**

- The Public Defender and the Resource Management Agency presented their Departmental Equal Opportunity Plan to the Equal Opportunity Advisory Commission during this quarter. Their presentations were uneventful.
- The Commission on Disabilities resolved to send a letter in support of a crosswalk in Castroville. We helped them prepare the letter and send it to our area's State and Local elected officials, in addition to the Caltrans director.

## **Other Activities:**

- **EOO and Commission Websites:**
  - We are working with the IT Department on updating the EOO website. We will be rolling out the new and improved website by the end of the fiscal year.
- **Case Management Software:**
  - After an extensive search, we settled on a vendor for case management software for the EOO. This will allow us to better manage our caseload and mine data for targeted policy initiatives.
- **Outreach Events:**
  - On March 22, 2017, we sponsored celebration of Women's History Month by the County's Historian, Meg Clovis. We hope to be able to organize more events of this nature, despite having lost Ms. Clovis to retirement.
  - With your agreement, we would like to work on celebrating the following events:
    - **September** – National Hispanic Heritage Month (15 Sept. – 15 Oct.)
    - **October** – LGBT History Month
    - **October** – Filipino American History Month
    - **October** – National Disability Employment Awareness Month
    - **November** – Native American Indian Heritage Month
- **Government Alliance for Racial Equity (GARE):**
  - The County Administrative Office asked the EOO to lead a project to implement the use of equity assessment tools in Contracts/Purchasing as part of the review and decision-making process and the contract scope of work development, in addition to providing training or webinars to potential bidders to provide them the tools to be competitive in the bidding process.