

Elections Department

Equal Opportunity Plan

2020

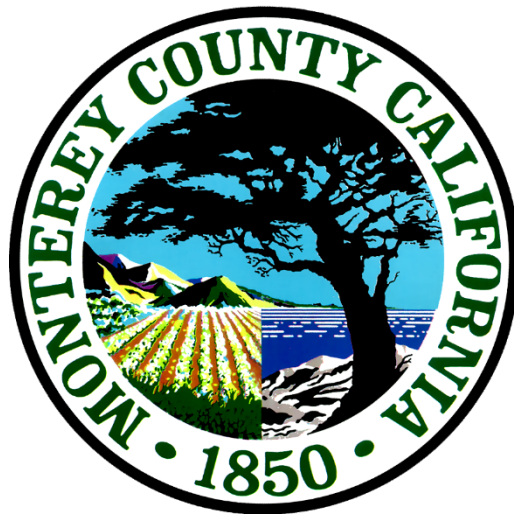


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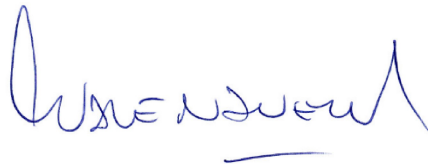
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Section 1

Department Head's Acknowledgment & Commitment to the 2020 Departmental Equal Opportunity Plan

The Monterey County Board of Supervisors adopted an ordinance reaffirming their long-standing commitment to the principles of providing equal opportunities for all and preventing and eliminating unlawful discrimination. The Board of Supervisors values providing an open and empathetic channel of communication for County officials and employees, applicants for employment, and for business relationships with the County. Through the adoption of the Nondiscrimination, Prevention of Sexual Harassment, Reasonable Accommodations for Persons with Disabilities, and the Language Access and Effective Communication Policies, the Board of Supervisors also 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.



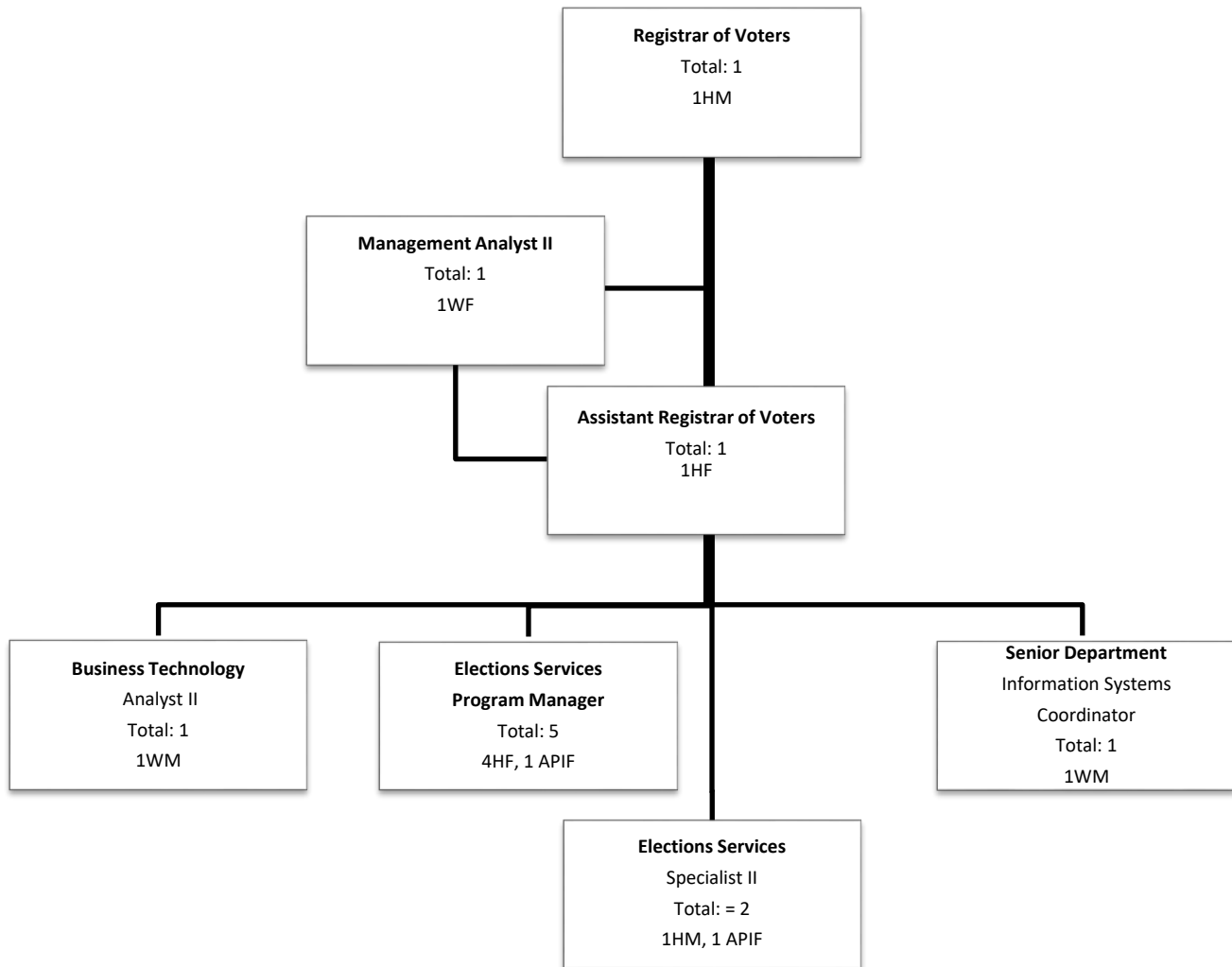
Claudio Valenzuela

Registrar of Voters

Section 2

Organizational Profile

Elections



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)

1410 - Elections

JOB GROUP 01: Management II - (30.5% Minority Availability) - (51.5% 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 REGISTRAR OF VOTERS	OA	0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
TOTAL Management II		0	1	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0
		100.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

JOB GROUP 03: Professionals - Administration - (47.8% Minority Availability) - (61% 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
ELECTIONS PROGRAM MANAGER	P	0	5	5	0	5	5	0	0	0	0	0	0	0	4	1	0	0	0	4	1	0	5	0
MANAGEMENT ANALYST II	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 - Administration		0	6	6	0	5	5	0	0	0	0	0	1	0	4	1	0	1	0	4	1	0	6	0
		100.0%			83.3%													16.7%	0.0%	66.7%	16.7%	0.0%		

JOB GROUP 13: Paraprofessional - Technicians II - (60.7% Minority Availability) - (71.3% 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
BUSINESS TECHNOLOGY ANALYST II	PP	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
ELECTIONS SERVICES SPECIALIST II	PP	1	1	2	1	1	2	0	0	1	0	0	0	0	0	1	0	0	0	1	1	0	2	0
TOTAL Paraprofessional - Technicians II		2	1	3	1	1	2	1	0	1	0	0	0	0	0	1	0	1	0	1	1	0	3	0
		33.3%			66.7%													33.3%	0.0%	33.3%	33.3%	0.0%		

JOB GROUP 14: Paraprofessional - Technicians I - (51.6% Minority Availability) - (71.3% 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
SENIOR DEPARTMENTAL INFORMATION SYSTEMS COORDINA PP		1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
TOTAL Paraprofessional - Technicians I		1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
		0.0%			0.0%													100.0%	0.0%	0.0%	0.0%	0.0%		

GRAND TOTAL	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
		3	8	11	1	7	8	2	0	1	0	0	1	0	5	2	0	3	0	6	2	0	11	0
		72.7%			72.7%													27.3%	0.0%	54.5%	18.2%	0.0%		

Section 4

Personnel Activity

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

Section 5

Recruitment - Data

(Please include information for each underutilized job group. Please also

****In 2019, there were zero (0) recruitments that were opened for underutilized job groups.****

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	<i>Implementation of this section postponed until 2020</i>				
African American					
Asian/Pacific Islander					
American Indian/ Alaskan Native					
Hispanic					
TOTAL (count each person once only)					

Section 6

**(In accordance with the County's Equal Opportunity Plan
Chapter 5: Designation of Responsibility)**

Action-Oriented Programs

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?

The Elections Department strives to provide equitable services to all people of Monterey County in a manner that reflects the community as a whole. As such, the Department provides employment opportunities to community groups and persons and centers directly engaged with various communities, especially those representative of minority communities, within Monterey County. In addition, recruitment efforts include all recommended avenues and outlets proposed by the Monterey County Human Resources Department. Further, recruitment efforts target elections personnel within the State of California directly with coordination through the California Association of Clerks and Election Officials.

From 2018 to 2020, the department conducted three statewide elections, in which we actively worked with temporary agencies to have an inclusive recruitment process for the placement of temporary personnel. In addition, we actively recruited paid volunteers within each community to serve at polling places.

Hiring

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

We use criteria to select the best qualified candidate for the position taking into consideration diversity and other unique qualifications of the candidate, in addition to their experience, education and training. In 2019, the recruitment for a bilingual outreach program manager also included an English/Spanish bilingual/biliterate requirement.

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

Each screener and panel member is selected to ensure diversity utilizing expertise in the field, gender, and ethnicity.

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

Screeners score applicants' responses to a series of questions to assess each candidate's ability to fulfill the requirements of the position. The initial screeners are not provided access to any other information, including the applicants' resume and application. Further, when required bilingual assessments are carried out separate from the initial screening process. Proctors of the bilingual exam do not have access to background information on candidates thereby ensuring the scoring is based only on the applicant's responses.

Promotions

What process, procedures, or systems have been implemented in your department to support protected groups moving into senior job classifications beyond regular career progression? How effective have these initiatives been in supporting promotional opportunities for women and people of color?

The Department encourages all employees to take coursework and seek opportunities to grow professionally within the Department, the county, and the field of elections across the state. All staff members are encouraged to complete the California Association of Clerks and Election Officials Registered Election Official certification program. In total, 6 of our current 12 employees have completed the program and the remaining election personnel are in different stages of completion. One member of our team will be attending the National Certified Elections Registration Administrator program once classes in California resume. Further, staff are encouraged to attend all county offered trainings.

The Department also works with staff to encourage self-efficacy in building a path for promotion. In employee engagement sessions, employees also identified ways to sharpen their skills and prepare themselves for advancement. Election staff members started the Schilling Place County Toastmasters division to benefit all employees in the County. In addition, staff started a sharing library within the office to maximize resources.

Retention and Inclusion

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

In general, the Department experiences very little turnover. In the past five years, the Department encountered one voluntary separation. One high performing program manager in the office requested to transfer to the area to fill the vacancy. The resulting vacancy to fill her position was subsequently filled by a Hispanic female.

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 when practicable. Otherwise, feedback is sought, with careful consideration to diversity and inclusion, during regular meetings and at the time of the employee evaluation.

Section 7

Accomplishments and Resource Needs

The Elections Department has twelve fulltime permanent staff members year-round. During the election, the Department grows to include long-term county-temporary employees, mid-term agency temporary employees and short-term agency temporary employees as well as volunteers who receive a stipend to work at polling places. All in all, we grow to over 1,000 diverse individuals representative of the county.

We proactively provide online training to our long-term and mid-term temporary employees to the extent that such training is available. In addition, we include the Human Resources handouts on the County's policy on sexual harassment and discrimination in our onboarding packets for temporary employees. Temporary agencies also provide training to support a safe and equitable workplace.

To assist further in ensuring 100% compliance with training requirements, additional courses available online and/or across multiple times a year would be

helpful. The Civil Rights training was offered in 2018 during the general election when personnel were unavailable for any activities/trainings not related to the election. The Civil Rights Training was subsequently cut due to budget cuts.

In previous Civil Rights trainings there was a component about ethics, we would recommend that practice continue as a larger component of the Civil Rights training.

	Prevention of Sexual Harassment and Discrimination Training	Civil Rights Training
Total number of Managers	8	
Managers completed	8	
Percent of Managers completed	100%	
Total number of Employees (non-supervisors/managers) completed	3*	
Employees (non-supervisors/managers) completed	3	
Percent of Employees (non-supervisors/managers) completed	100%	

*Number does not reflect employee (non-supervisor/manager) on extended leave.

Section 8

Follow up requested by the Commission

No follow up requests have been made by the commission during 2019

Section 9

Title VI of the Civil Rights Act Implementation

(In accordance with the County's [Title VI of the Civil Rights Act Implementation Plan](#))

	Requirement	Implementation Notes	Completed
General	Title VI notice at public counters	The notice is framed and in the main lobby area of the Department.	Yes
	Internal process to forward discrimination complaints to Civil Rights Office	All complaints are forwarded to the CRO immediately	Yes
	Nonstandard contracts include nondiscrimination clause	The department uses the county's contract templates which include a nondiscrimination clause	Yes
	Data is collected on the ethnicity and language of people served	Data of language of people served is provided through federal and state channels.	Yes
Language Access	Departmental language assessment completed	The department is 50% bilingual	Yes
	Vital documents translated into Spanish	All materials submitted to voters must be provided in English and Spanish. In certain areas of the county, additional material is provided in Korean, Tagalog, and Vietnamese.	Yes
	Website – minimize PDFs. When using PDFs, include a Spanish version	Our website is English Spanish bilingual with the Spanish being human translated	Yes
	Procedures and budget for use of interpretation and translation services	All polling places and the office provide language translation services	Yes
	Public voicemails in English and Spanish	The main voicemail is in English and Spanish	Yes
	Public counters: language charts available	Language charts are available at the public counter and at the	Yes

		check-in table at each polling place	
	Public counters: all signage in English and Spanish	All signage is required to be in English and Spanish	Yes
	Public counters: procedures to have bilingual staff available	Bilingual staff are available at the public counter	Yes
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	The Department actively participates on the State Voter Accessibility Advisory Committee, the State Language Accessibility Advisory Committee, the California Association of Clerks and Election Officials Voters with Specific Needs Committee, and the Monterey County Elections Voter Accessibility Advisory Committee and the Language Accessibility Advisory Committee. In addition, the Department conducts regular community outreach events.	Yes
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process	N/A	N/A
	Considerations taken to ensure equitable engagement	This is institutionalized through the full-time outreach program manager with the assistance of the entire Election team.	Yes

	Key community engagement contacts established	Schools, community organizations, nonprofits, cities, organizations related to minority groups and cultural groups, etc.	Yes
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