

Monterey County

*Monterey County Government Center
Board of Supervisors Chambers
168 West Alisal st. 1st Floor
Salinas, Ca. 93901*



Meeting Agenda - Final

Wednesday, November 18, 2020

3:30 PM

Zoom Call-in Instructions

Equal Opportunity and Civil Rights Advisory Commission

**IMPORTANT NOTICE REGARDING COVID 19 AND PARTICIPATION IN THE MEETING
OF THE MONTEREY COUNTY EQUAL OPPORTUNITY and CIVIL RIGHTS ADVISORY
COMMISSION**

This meeting will be held by teleconference in order to minimize the spread of the COVID-19 virus, in accordance with the State of Emergency proclaimed by Governor Newsom on March 4, 2020, Executive Order N-29-20 issued by Governor Newsom on March 17, 2020, and the Shelter in Place Order issued by the Monterey County Health Officer on March 17, 2020, as may be periodically amended.

To participate in this Equal Opportunity and Civil Rights Advisory Commission meeting, the public are invited to observe and address telephonically or electronically.

Public Participation Instructions:

This meeting will be conducted via teleconference using the Microsoft Zoom program, and Commissioners will attend electronically or telephonically. The meeting will have no physical location to attend. The Public may observe the Zoom meeting via computer by clicking on the following link:

<https://montereycty.zoom.us/j/98876831001?pwd=RTILVHJRcVByMkEzY2VWaWx4cUk3QT09>

or the public may listen via phone by dialing 1-669-900-6833 and then when prompted, entering the Meeting ID Access Code 988 7683 1001 and Password 334635. You will be asked for a “Participant ID”. You do not need a Participant ID to join the meeting, press the pound key (#) again and you will be automatically connected.

1. If a member of the public wishes to comment on a particular agenda item, the public is strongly encouraged to submit their comments in writing via email to the Civil Rights Office at CivilRights@co.monterey.ca.us by 2:00 p.m. on Tuesday, November 17, 2020. To assist County staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Equal Opportunity and Civil Rights Advisory Commission (EOCRAC) date and agenda item in the subject line. Comments received by the 2:00 p.m. Tuesday deadline will be distributed to the Committee and will be placed in the record.
2. Members of the public wishing to comment on a specific agenda item while the matter is being heard may participate by any of the following means:
 - a. When the Chairperson calls for public comment on an agenda item, Civil Rights Office staff will first ascertain who wants to testify (among those who are in the meeting electronically or telephonically) and will then call on speakers and unmute their device one at a time. Public speakers may be broadcast in audio form only.
 - b. If speakers or other members of the public have documents they wish to distribute to the Commission for an agenda item, they are encouraged to submit such documents by 2:00 p.m. on

Tuesday before the meeting to: CivilRights@co.monterey.ca.us. To assist staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Equal Opportunity and Civil Rights Advisory Commission date and agenda number in the subject line.

c. If members of the public want to present documents/Power Point presentations while speaking, they should submit the document by 2:00 p.m. on Tuesday before the meeting at CivilRights@co.monterey.ca.us (If submitted after that deadline, staff will make best efforts, but cannot guarantee, to make it available to present at the Commission meeting.)

d. While the matter is being heard, a member of the public may submit a comment via email, preferably limited to 250 words or less, to Civil Rights Office staff at CivilRights@co.monterey.ca.us. To assist staff in identifying the agenda item to which the comment relates, the public is requested to indicate the Equal Opportunity and Civil Rights Advisory Commission date and agenda number in the subject line. If the comment is received prior to close of public comment on an agenda item, every effort will be made to read the comment into the record, but some comments may not be read out loud due to time limitations or length of the comment (if the comment exceeds 250 words). Comments received prior to the close of the public comment period on an agenda item will be made part of the record for that item.

3. Members of the public who wish to make a general public comment for items not on the day's agenda may submit their comment via email, preferably limited to 250 words or less, to Civil Rights Office staff at CivilRights@co.monterey.ca.us. The Equal Opportunity and Civil Rights Advisory Commission meeting date and "general comment" should be indicated in the subject line. The comment will be placed on the record for the meeting, and every effort will be made to read the comment into the record at the appropriate time on the agenda.

4. Members of the public who wish to make a general public comment for items not on the day's agenda may submit their comment via email, preferably limited to 250 words or less, to Civil Rights Office staff at CivilRights@co.monterey.ca.us. The Equal Opportunity and Civil Rights Advisory Commission date and "general comment" should be indicated in the subject line. The comment will be placed in the record for the meeting, and every effort will be made to read the comment into the record at the appropriate time on the agenda.

5. Individuals with disabilities who desire to request a reasonable accommodation or modification to observe or participate in the meeting may make such request by sending an email to CivilRights@co.monterey.ca.us. The request should be made no later than noon on the Monday prior to the Commission meeting in order to provide time for County to address the request.

6. The Chairperson and/or Vice-Chairperson may set reasonable rules as needed to conduct the meeting in an orderly manner.

NOTE: All agenda titles related to numbered items are live web links. Click on the title to be directed to corresponding Committee Report.

3:30 P.M. CALL TO ORDER

ROLL CALL AND GREETING OF VISITORS

PUBLIC COMMENT PERIOD

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission.

APPROVAL OF ACTION MINUTES

1. Action Item: Review and Approve Minutes of October 21, 2020.

Attachments: [Minutes of October 21, 2020](#)

DEPARTMENT PRESENTATIONS

2. Department Head's Equal Opportunity Plan Presentation - Mary Zeeb,
Treasurer-Tax Collector

Attachments: [Treasurer-Tax Collector 2020 EO Plan](#)

3. Department Head's Equal Opportunity Plan Presentation - Rupa Shah,
Auditor-Controller

Attachments: [Auditor-Controller 2020 EO Plan](#)

COMMISSION MATTERS

4. Discuss Nomination and Election of Chairperson and Vice-Chairperson for Calendar Year 2021 - Chairperson Ybarra
5. Action Item: Nomination and Election of Chairperson and Vice-Chairperson for Calendar Year 2021 - Chairperson Ybarra
6. Action Item: Review, Discuss, and Approve the 2021 Meeting Schedule
-Chairperson Ybarra

Attachments: [2021 Meeting Schedule](#)

7. Receive a Report from the Civil Rights Office Regarding Status of Department Equal Opportunity Plan Submission and Presentations - Civil Rights Office Staff
8. Action Item: Discuss and Approve Action for Compliance with the County's Equal Opportunity Plan - Chairperson Ybarra

ANNOUNCEMENTS

FUTURE AGENDA ITEMS

9.
 - a. Human Resources Presentation on Recruitment Process
 - b. Discuss and Approve Possible Date, Location, and Agenda Items for Special Retreat

DATE AND TIME OF NEXT MEETING

Wednesday, December 16, 2020 at 3:30 p.m.

ADJOURNMENT



Monterey County

Item No.1

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-954

November 18, 2020

Introduced: 11/12/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Action Item: Review and Approve Minutes of October 21, 2020.

Equal Opportunity and Civil Rights Advisory Commission
Action Minutes of
October 21, 2020

1. Roll Call and Greeting of Visitors

The meeting was called to order at 3:32 p.m. by Chairperson Ybarra.

Commissioners Present: Dionne Ybarra, Anita Crawley, Michael Fritsche, Carl Holm, Justin Matthews, Andrea Monroe, Mary Claypool, and Christopher Barrera

Commissioners Absent: Valerie Bigham, James Bogan, Harry Gamotan, and Henry Gonzales

Staff Present: Juan P. Rodriguez, Civil Rights Officer; Leeset Torres, Associate Equal Opportunity Analyst; Naudia Velarde, Associate Equal Opportunity Analyst; Ruby Jacinto, Administrative Secretary-Confidential; and Ellen Lyons, Deputy County Counsel

2. Public Comment:

None

3. Action Item: Review and Approve Minutes of September 16, 2020

Commissioner Matthews made a motion to approve the Minutes of September 16, 2020 as revised; seconded by Commissioner Crawley; motion passed by the following vote:

AYES: Ybarra, Crawley, Fritsche, Holm, Matthews, Monroe, and Barrera

NOES: None

ABSENT: Bigham, Bogan, Gamotan, and Gonzales

ABSTAIN: Claypool

4. Introduction of New Commissioner – Chairperson Ybarra

Chairperson Ybarra introduced and welcomed new Commissioner Mary Claypool.

5. Receive an Oral Report from the Nominating Committee on Nominees for Chairperson and Vice-Chairperson for Calendar Year 2020 – Vice-Chairperson Matthews

Commissioner Ybarra expressed interest as serving as Chairperson and Commissioner Matthews expressed interest to serve as Vice-Chairperson for Calendar Year 2020.

6. Action Item: Nomination and Election of Chairperson and Vice-Chairperson for Calendar Year 2020 – Chairperson Ybarra

Commissioner Crawley made a motion to appoint Commissioner Ybarra to serve as Chairperson, and to appoint Commissioner Matthews to serve as Vice-Chairperson; seconded by Commissioner Claypool; motion passed by the following vote:

AYES: Ybarra, Crawley, Fritsche, Holm, Matthews, Claypool, Monroe, and Barrera

NOES: None

ABSENT: Bigham, Bogan, Gamotan, and Gonzales

ABSTAIN: None

7. Department Head's Equal Opportunity Plan Presentation – Darrell McGowan – Child Support Services

Darrell McGowan, Director of Child Support Services, presented the Department's 2020 Equal Opportunity Plan.

8. Department Head's Equal Opportunity Plan Presentation – Brent Buche – Water Resources Agency
Brent Buche, General Manager of Water Resources, presented the Department's 2020 Equal Opportunity Plan.
9. Department Head's Equal Opportunity Plan Presentation – Sheriff Stephen Bernal – Monterey County Sheriff's Office
Sheriff Stephen Bernal, and Undersheriff John Mineau, presented the Department's 2020 Equal Opportunity Plan.
10. Receive a Standing Report from the Civil Rights Officer – Juan P. Rodriguez
Due to time constraints, this item will be continued to next meeting on November 18, 2020.
11. Announcements
None
12. Future Agenda Items
 - Presentation on Employee Resource Groups
 - Human Resources Presentation on Recruitment Process
 - Discuss and Approve Possible Date and Agenda Items for Special Retreat
13. Date of time of Next Meeting
November 18, 2020, at 3:30 p.m.
14. Adjournment
The meeting adjourned at 5:03 p.m.



Monterey County

Item No.2

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-956

November 18, 2020

Introduced: 11/12/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Department Head's Equal Opportunity Plan Presentation - Mary Zeeb, Treasurer-Tax Collector

EQUAL OPPORTUNITY PLAN

2020



*OFFICE OF THE
TREASURER-TAX
COLLECTOR
January-December 2019*

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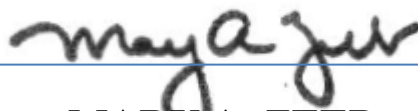
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Section 1

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.

A handwritten signature in dark ink, appearing to read "mary a zeeb", is written over a horizontal blue line.

MARY A. ZEEB

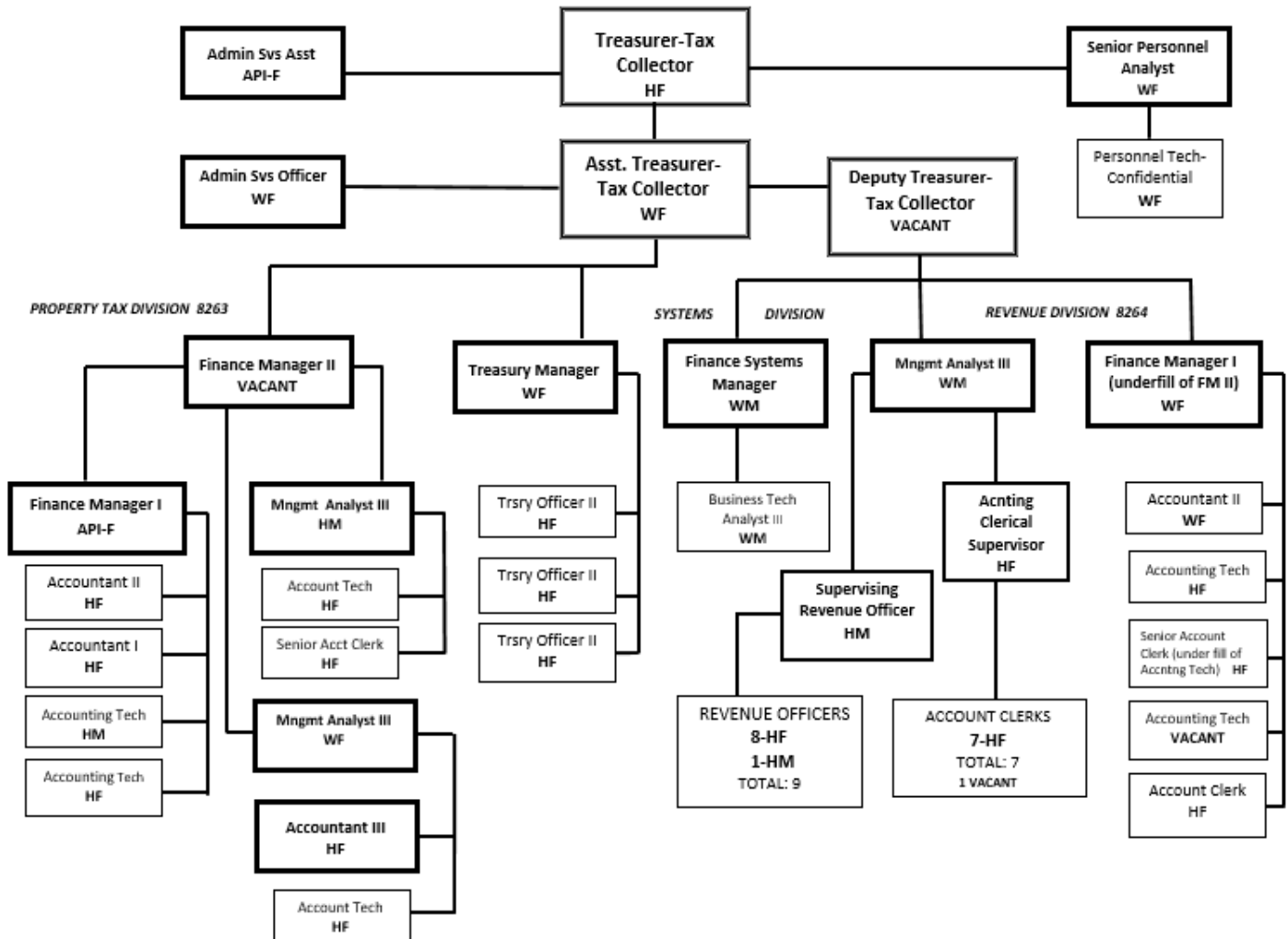
Treasurer-Tax Collector

Section 2

Organizational Profile Treasurer-Tax Collector

TREASURER-TAX COLLECTOR ORGANIZATION CHART

January-December 2019



M-Male F-Female

AA-African American

H-Hispanic

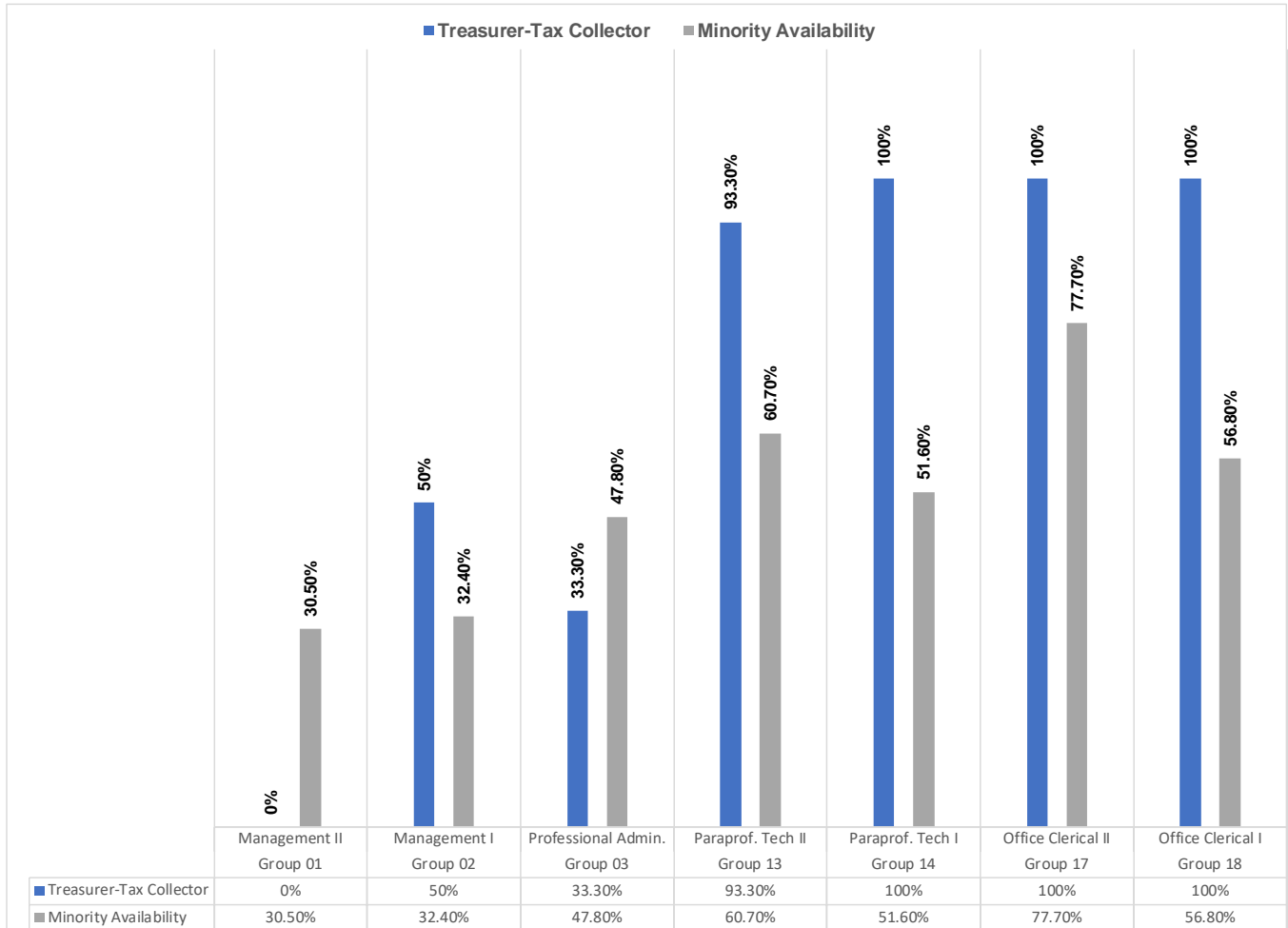
API-Asian Pacific Islander

W-White other than Hispanic

AI-American Indian/Alaskan Native

Section 3

Minority Demographic Comparison by Job Group 2019

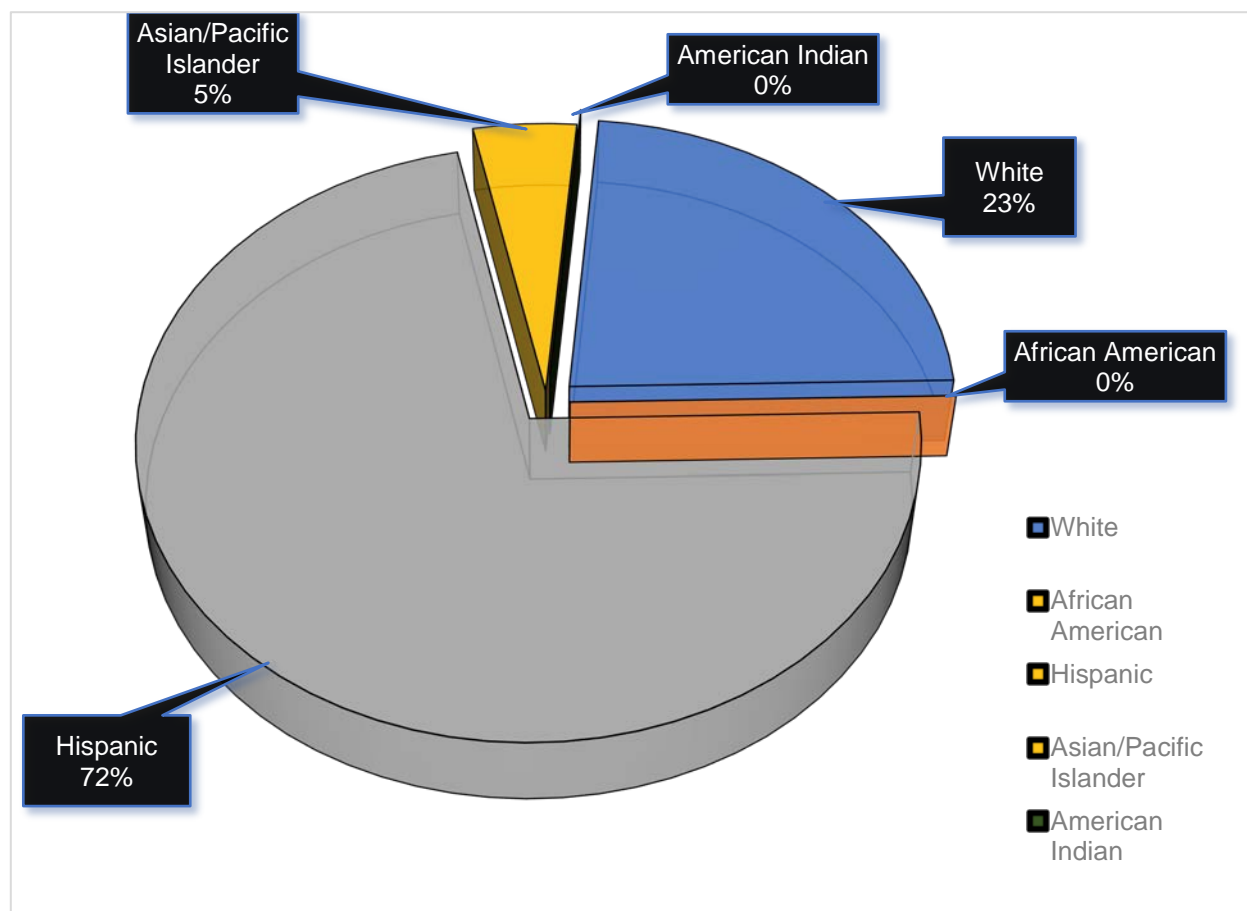


	Group 01	Group 02	Group 03	Group 13	Group 14	Group 17	Group 18
	Management II	Management I	Professional Admin.	Paraprof. Tech II	Paraprof. Tech I	Office Clerical II	Office Clerical I
Number of Employees	0 Minority 1 White	1 Minority 1 White	3 Minority 6 White	14 Minority 1 White	1 Minority 0 White	7 Minority 0 White	8 Minority 0 White
Total Employees	1	2	9	15	1	7	8

NOTE: Elected department heads can designate certain positions to serve at the pleasure of the Elected Official. The Treasurer-Tax Collector has three (3) such positions designated:

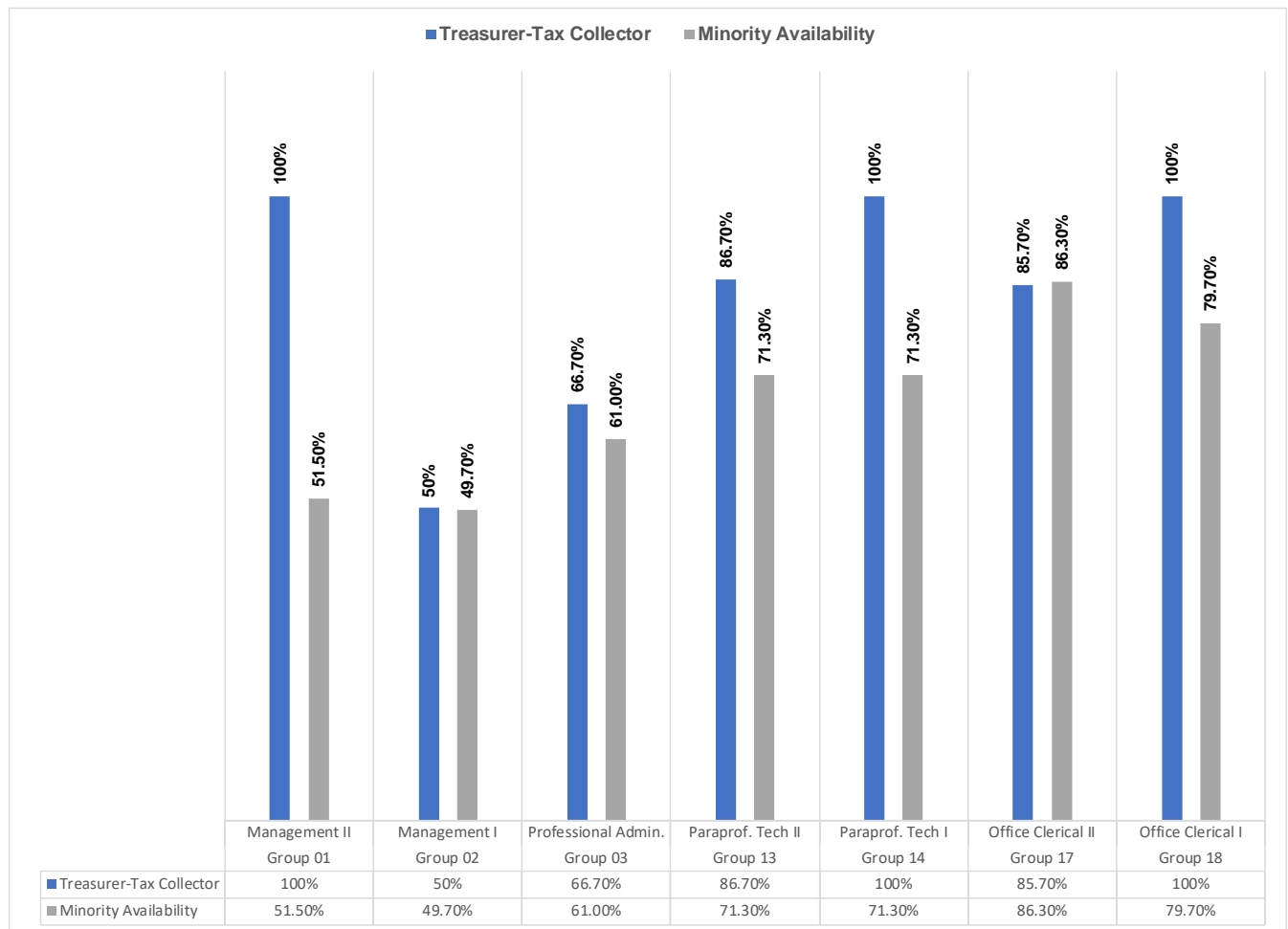
- Assistant Treasurer-Tax Collector – Job Group 01 – Management II
- Administrative Services Assistant – Job Group 03 – Professionals – Administration
- Treasury Manager – Group 02 – Management I

Department-Wide Demographics by Race/Ethnicity



Race/Ethnicity	White	African American	Hispanic	Asian/Pacific Islander	American Indian
Number of Employees	10	0	31	2	0
Grand Total	43 Employees				
Minority Total	33 Employees or 76.7%				

Female Demographic Comparison by Job Group

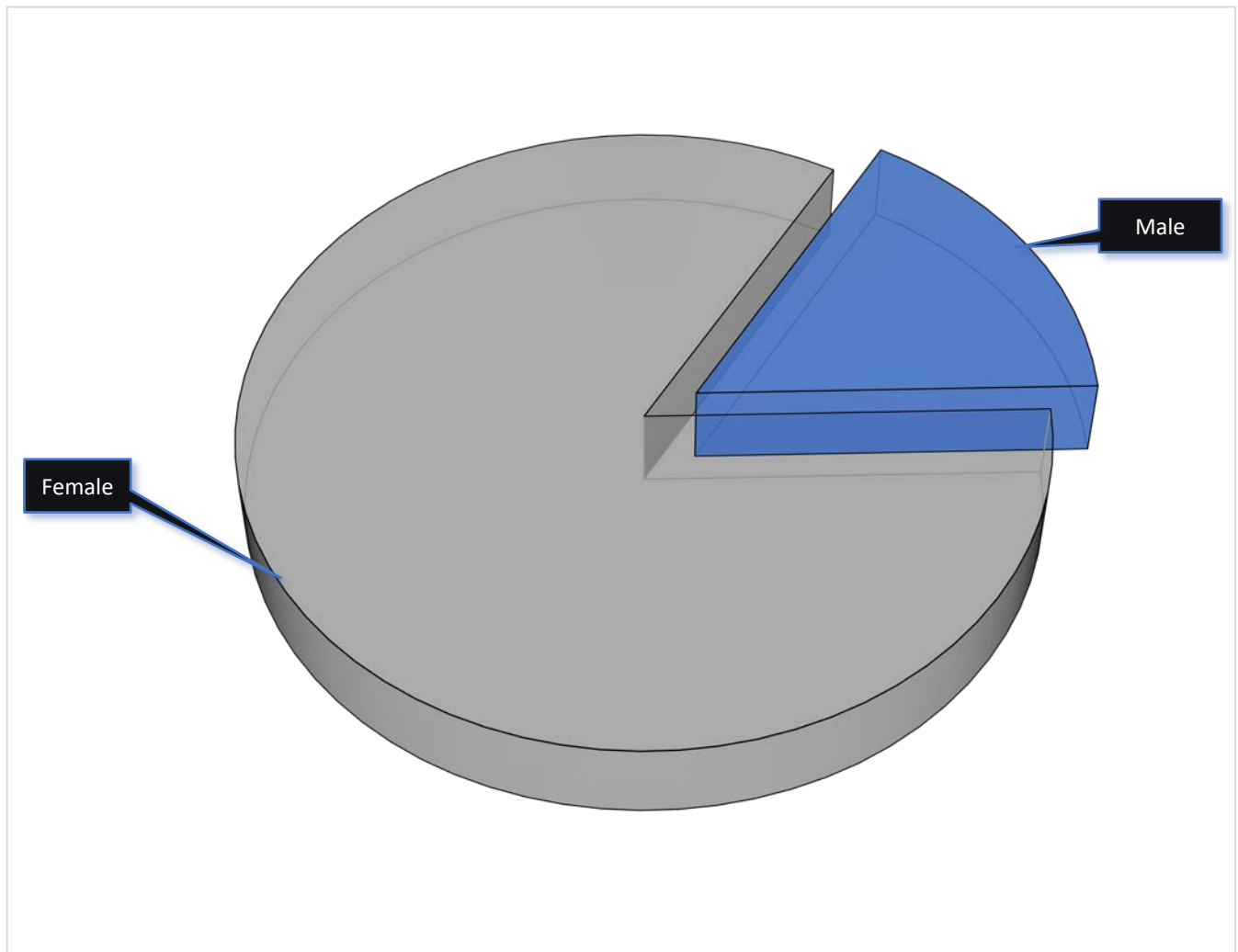


	Group 01	Group 02	Group 03	Group 13	Group 14	Group 17	Group 18
	Management II	Management I	Professional Admin.	Paraprof. Tech II	Paraprof. Tech I	Office Clerical II	Office Clerical I
Number of Employees	1 Female 0 Male	1 Female 1 Male	6 Female 3 Male	13 Female 2 Male	1 Female 0 Male	6 Female 1 Male	8 Female 0 Male
Total	1	2	9	15	1	7	8

NOTE: Elected department heads can designate certain positions to serve at the pleasure of the Elected Official. The Treasurer-Tax Collector has three (3) such positions designated:

- Assistant Treasurer-Tax Collector – Job Group 01 – Management II
- Administrative Services Assistant – Job Group 03 – Professionals – Administration
- Treasury Manager – Group 02 – Management I

Department Wide Demographics by Gender



Gender	Male	Female
Number of Employees	7	36
Female Total	43 Employees or 83.7%	

Section 4

Personnel Activity

Job Group: 01 Management II	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		NO PERSONNEL ACTIVITY						
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		NO PERSONNEL ACTIVITY						
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Job Group: 02 Management I	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
TOTAL (count each person only once)								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		NO PERSONNEL ACTIVITY						
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Job Group: 03 Professionals- Administration	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		NO PERSONNEL ACTIVITY						
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		NO PERSONNEL ACTIVITY						
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Job Group: 13 Paraprofessional- Technicians II	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		NO PERSONNEL ACTIVITY						
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		NO PERSONNEL ACTIVITY						
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Job Group: 14 Paraprofessionals- Technician I	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		NO PERSONNEL ACTIVITY						
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		NO PERSONNEL ACTIVITY						
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Job Group: 17 Office Clerical II	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	
TOTAL (count each person only once)				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		NO PERSONNEL ACTIVITY						
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)								

Job Group: 18 Office Clerical I	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		3		1				
TOTAL (count each person only once)		3		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				1				
TOTAL (count each person only once)				1				

Section 5
Recruitment – Data
Job Group: 01
Management II

Job Group: 01 Management II	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				NOT APPLICABLE						
American Indian/ Alaskan Native										
Hispanic										
TOTAL (count each person once only)										

Job Group: 01 Management II	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)					

Job Group: 02
Management I

Job Group: 02 Management I	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					NOT APPLICABLE					
American Indian/ Alaskan Native										
Hispanic										
TOTAL (count each person once only)										

Job Group: 02 Management I	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)					

Job Group: 03
Professionals-Administration

Job Group: 03 Professionals-Administration	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			NOT APPLICABLE							
American Indian/Alaskan Native										
Hispanic										
TOTAL (count each person once only)										

Job Group: 03 Professionals-Administration	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)					

Job Group: 13
Paraprofessional-Technicians II

Job Group:13 Paraprofessional -Technicians II	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					NOT APPLICABLE					
American Indian/ Alaskan Native										
Hispanic										
TOTAL (count each person once only)										

Job Group: 13 Paraprofessional- Technicians II	Application Screeners (SMEs)		Interview/Or al 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)					

Job Group: 14
Paraprofessional – Technicians I

Job Group: 14 Paraprofessional- Technicians I	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			NOT APPLICABLE							
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)					

Job Group: 17
Office Clerical II

Job Group: 17 Office Clerical II	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		Recruitment was from Ag Commissioner's Office. This data will be reported by the department conducting the recruitment.						1		
American Indian/Alaskan Native										
Hispanic								3		1
TOTAL (count each person once only)								4		1

Job Group: 17 Office Clerical II	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	Recruitment was from Ag Commissioner's Office. This data will be reported by the department conducting the recruitment.		1	2	Referral was from a recruitment conducted by the Agricultural Commissioner's Office. Of the 5 candidates invited to the interview, 1 scheduled but did not show for the interview.
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic					
TOTAL (count each person once only)			1	2	

Job Group: 18

Office Clerical I

Job Group: 18 Office Clerical I	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		Recruitment was from NMC. This data will be reported by the department conducting the recruitment.								
Asian/Pacific Islander										
American Indian/Alaskan Native										
Hispanic								5		1
TOTAL (count each person once only)								5		1

Job Group: 18 Office Clerical I	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White			1		<p>Referral was from a recruitment conducted by Natividad Medical Center.</p> <p>Of the 7 candidates invited to the interview 2 declined the interview but wanted to stay on the list.</p>
African American	Recruitment was from NMC. This data will be reported by the department conducting the recruitment.				
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic			1	1	
TOTAL (count each person once only)			2	1	

Job Group 18

Office Clerical I

Job Group: 18 Office Clerical I	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	10	75	5	51	5	51	1	15	-	1
TOTAL (count each person once only)	10	75	5	51	5	51	1	15	-	1

Job Group: 18 Office Clerical I	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		1	1		None. Account Clerk is an entry level position that traditionally attracts a large number of applicants. This is a bilingual-Spanish only recruitment due to the customer base serviced by this position in the department.
African American					
Asian/Pacific Islander					
American Indian/ Alaskan Native					
Hispanic		1	1	1	NOTE: 20 candidates were invited to interview. Four did not interview (2 scheduled interviews but did not appear; 1 did not respond to the written invitation to interview and 1 declined to interview but stayed on list).
TOTAL (count each person once only)		2	2	1	

Job Group 18

Office Clerical I

Job Group: 18-Office Clerical I	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	10	56	10	56	6	24	5	16	-	2
TOTAL (count each person once only)	10	56	10	56	6	24	2	8	-	2

Job Group: 18-Office Clerical I	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White		1	1	1	<p>Recruitment was conducted in 2018. Recruitment would have been reported in the EOO 2019 report. This is to report on the hires made 2019 from this recruitment. Account Clerk is an entry level position that traditionally attracts a large number of applicants. This is a bilingual-Spanish only recruitment due to the customer base serviced by this position in the department.</p> <p>Two interview panels were held:</p> <p>1/8/2019: 15 invited to interview: 4 did not respond to written invite, 1 declined interview- no longer interested, 10 interviewed</p> <p>11/15/2018: 18 invited to interview: 5 did not respond to written invite, 1 declined interview-no longer interested, 13 interviewed</p>
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic		1		2	
TOTAL (count each person once only)		2	1	3	

Section 6

Action-Oriented Programs

Recruitment

What collaborative relationships has your department established with community groups and stakeholders?

In the past years, the Office of the Treasurer-Tax Collector has established and maintained positive associations with schools and professional organizations. This participation has included, but is not limited to, local community colleges and minority organizations. **(Schools and organizations listed below)**

~MontereyBayJobs.com ~Professional Diversity Network (NAACP) ~Monterey County Website ~Indeed.com ~University of California Santa Cruz (UCSC)-Slug Quest ~California State University Monterey Bay (CSUMB)-Otter Jobs ~Black Career Women's Network ~Mills College ~Diversity.com ~Nat'l Assoc. of Asian-American Professional ~Chapman University ~Pomona College ~Scripps College ~California Polytechnic State University ~Hispanic Alliance for Career Enhancement ~University of CA Berkeley ~Stanford University ~University of San Diego ~Pepperdine University ~Claremont McKenna College ~Biola University ~Harvey Mudd College ~California City News.Org ~Claremont Graduate University ~Claremont Consortium ~Whittier College ~San Jose State University ~Keck Graduate Institute ~Pitzer College

How have these relationships supported the department's recruitment efforts?

In our efforts to advertise, our recruitments have been posted locally, nationally and state-wide with the various schools and organizations to reach a diverse recruitment pool. Recruitment outreach depends upon the level of the position and possible qualified candidates in the local labor pool. Additionally, all employees in the department are notified of postings and are encouraged to apply. Instructions on the use of the "Job Interest Cards" in the applicant tracking system is also provided to interested applicants and employees so they are notified when a recruitment for a specific position is opened.

In calendar year 2019, our continued recruitment, outreach and internal development efforts resulted in the hiring of four (4) Hispanic Females.

How many selective certification waivers did your department request last year?

No certification waivers were requested. ***How many were granted and why?*** n/a

Hiring

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

Various technical job-related questions and behavioral based questions are included in the interview to determine fit.

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

The department utilizes a mixture of managers, supervisors, leads and peers that represent minority and genders; dependent on their availability.

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

Briefing screeners and panelists on objectivity, rating, impression and scoring is necessary for the decision of an application or applicant. Guidelines are provided regarding rating and the requirement for documenting scores. It is important that they understand to remain objective or recuse themselves from rating or interviewing if they know the candidate or feel they cannot objective. Direction is also given to not be swayed by negative or positive first impressions, but to focus on the applicant's ability to perform the job based upon their information provided through their response to the supplemental and/or interview questions.

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 (e.g. training, leadership development, mentoring, etc.)?

The Office of the Treasurer-Tax Collector continues to be a model department with an environment of inclusion where all employees are valued. We continue to provide upward mobility opportunities to all interested employees and provide cross-training opportunities, periodic training sessions and team building exercises for skill development. The training provided has been instrumental in helping staff grow and advance in their chosen careers. Throughout 2019, various training and workshops were attended by several managers, supervisors and staff. This includes the yearly conferences and workshops attended by managers which provides information and training pertinent to the sections of the Treasurer-Tax Collector Office. Team building exercises on numerous topics are integrated into staff meetings throughout the calendar year to train and build morale. Our department has also conducted training facilitated by internal subject matter experts. This knowledge helps staff understand the supportive

role of each division, teach, update and train on numerous functions of the department. We support staff to take advantage of training inside and outside the agency, with numerous employees attending workshops on subjects such as Career Development, Personality Styles and Engagement Generational Workshops. The County has provided courses through Alliance Career Training Solutions, offering computer/program training classes. These courses have been beneficial to staff who have attended, many learning Microsoft Excel and Accounting Fundamentals. These opportunities aid staff in technical and professional development, gaining and/or keeping their skills current, which is helpful for advancement or promotion.

How effective have these initiatives been in supporting promotional opportunities for women and people of color?

In calendar year 2019, our continued internal development efforts resulted in the promotion of one (1) Hispanic Female.

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

Prior to the issuance of an evaluation to an employee, the Treasurer-Tax Collector managers and supervisors will have the evaluation reviewed by the departmental Human Resources Senior Personnel Analyst. The Senior Personnel Analyst reviews the draft evaluation to ensure it is accurate, fair and unbiased. ***How is this commitment considered when considering employees for promotional opportunities?***

Promotional opportunities are based upon knowledge and demonstrated performance. On-going training is provided so that their knowledge and skills are kept up to date.

Retention and Inclusion

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

The Office of the Treasurer-Tax Collector has continued to track trends since calendar year 2016. The report for 2019 is shown below.

Group	General Population in Department		2019 Turnover				2019 New Hires		2019 Promotions	
	#	%	#	%	Voluntary?		#	%	#	%
					Yes	No				
Female	36	83.72%	2	66.67%	1	1	4	100%	1	100%
Male	7	16.28%	1	33.33%	1	-	-	0%	-	0%
TOTAL	43	100%	3	100%	2	1	4	100%	1	100%
American Indian	-	-	-	-	-	-	-	-	-	-
Asian/Pacific Islander	2	4.65%	-	-	-	-	-	-	-	-
Hispanic	31	68.89%	3	100%	2	1	4	100%	1	100%
White	10	23.26%	-	-	-	-	-	-	-	-

What does the data show regarding turnover rates of protected groups, compared to the general population in your department?

Analysis of the 2019 data yielded the following conclusions:

- 100% of new hires are Hispanic.
- The number of females promoted this year is one (1) or 100% of all promotions.

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

Looking back on previous and current data, the Office of the Treasurer-Tax Collector has continued its efforts to hire and promote females and minorities. We will continue to make efforts to utilize diverse hiring and screening panels, track turnover rates and report on significant conclusion for each year in addition to trends over time. Continued workshops, training and seminars will be offered to staff for professional and technical development. To better accommodate the needs of our workforce as it changes and to foster employee loyalty, the department will continue to collaborate with external stakeholders to implement programs and initiatives.

What steps have you taken by the department to ensure lactation accommodations for all its employees?

All new employees are provided the County's policy on lactation and the "Monterey County Supports Breastfeeding" brochure. At this time, they are informed about the lactation room located on the first (1) floor. ***What is the department's practice when an employee requests an accommodation?*** When an employee informs the departmental Human Resources (HR) of their pregnancy, HR initiates the conversation regarding leave options and provides the employee with lactation information. Upon the employees' return to the workplace, HR staff discusses lactation needs including the lactation schedule and the location of the lactation room. A lactation schedule is worked out between the employee, HR and their supervisor. If for some reason, the room is unexpectedly unavailable, HR staff finds an alternate location of lockable room that can be provided.

Does the department conduct exit interviews?

Departmental Human Resources provides an employee the opportunity for an exit interview. ***If so, what do you do with the answers to promote diversity and inclusion?*** Responses are discussed with the department manager and necessary actions/steps are taken to support diversity and inclusion within our departments. ***If not, what alternative methods do you use to collect information regarding reasons for separation?*** The Office of the Treasurer-Tax Collector has HR personnel located within the department; therefore, any reasons or issues can be discussed and addressed in a timely fashion.

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

The department's greatest success lies in providing an environment which all individuals can grow and enhance their own knowledge, skills and abilities. This has been documented repeatedly in many examples of minorities and women who have started in the department in entry/clerical positions and are now in executive, supervisory and advanced positions, in this department or in other departments throughout the county.

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

The Office of the Treasurer-Tax Collector will continue to build on this survey information provided; to grow our own, provide promotional opportunities, and encourage input on new ideas for processes, training and overall improvements. We will continue to recognize, acknowledge and celebrate the successes of staff and their years of dedication to the County. This type of recognition contributes to the morale, productivity and overall job satisfaction within the department. In the upcoming year, we will continue to provide the necessary training and cross-training to staff for growth, success and advancement. In addition, the department will ensure unlawful discrimination and equal opportunity for all in the areas of recruitment, hiring, promotions, performance evaluations and career development.

Section 7

Accomplishments and Resource Needs

The following chart identifies categories in which the Office of the Treasurer-Tax Collector is represented and underrepresented.

Job Group	Minorities			Females		
	Current Dept. Utilization	Goal	Results	Current Dept. Utilization	Goal	Results
Job Group 01 (Management II)	0%	30.5%	Not Met	100%	51.5%	Met
There was no Personnel Activity in this job group in 2019						
Job Group 02 (Management I)	50%	32.4%	Met	50%	49.7%	Met
There was no Personnel Activity in this job group in 2019						
Job Group 03 (Professionals-Administration)	33.3%	47.8%	Not Met	66.7%	61%	Met
There was no Personnel Activity in this job group in 2019						
Job Group 13 (Para-Professional-Technicians II)	93.3%	60.7%	Met	86.7%	71.3%	Met
There was no Personnel Activity in this job group in 2019						
Job Group 14 (Para-Professional-Technicians I)	100%	51.6%	Met	100%	71.3%	Met
There was no Personnel Activity in this job group in 2019						
Job Group 17 (Office Clerical II)	100%	77.7%	Met	85.7%	86.3%	Not Met
One (1) Hispanic Female was promoted in this job group in 2019						
Job Group 18 (Office Clerical I)	100%	56.8%	Met	100%	79.7%	Met
Three (3) Hispanic Females were hired in this job group in 2019						

Current compliance rates with required trainings offered by the Civil Rights Office.

	Prevention of Sexual Harassment and Discrimination Training	Civil Rights Training
Total Number of Managers	15 ***	15
Managers Completed	14	0
Percent of Managers Completed	85.71%	0%
Total Number of Employees (non-supervisors/managers)	31	31
Employees (non-supervisors/managers) Completed	31	2
Percent of Employees (non-supervisors/managers) Completed	100%	6.06%

*** Total number of Managers includes Treasurer-Tax Collector (Elected Official/Dept. Head) and two (2) Supervisors.

The Civil Rights Training classes for Non-Supervisors were not offered until the Fall of 2019. The sessions were only available by classroom, therefore; it was necessary to coordinate staff attendance to provide office coverage. We will continue to schedule staff this year as training becomes available. The Civil Rights Training for Managers has not been made available since 2018.

Section 8

Follow Up Requested by the Commission

In this section, please discuss any follow up requested by the Commission during past years' presentations on the Department Equal Opportunity Plan. Follow up may occur via action, memorandum, or additional presentation to the Commission.

Follow up was not requested by the Commission for the Office of the Treasurer-Tax Collector.

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	Located on bulletin board in lobby.	x
	Internal process to forward discrimination complaint to Civil Rights Office	Incorporated into department procedure.	x
	Nonstandard contracts include nondiscrimination clauses	Ongoing referenced in contracts questionnaire.	x
	Data is collected on the ethnicity and language of people served	Data used is provided by the County.	x
Language Access	Departmental language assessment completed	70% Spanish/English 30% English	x
	Vital documents translated into Spanish	Customer Service Survey, correspondences and working on Update of Tax Bills.	continuous
	Website-minimize PDF's. When using PDF's, include a Spanish version.	Project is ongoing, Systems is aware and working for a solution.	continuous
	Procedures and budget for use of interpretation and translation services.	Procedure written and have engaged Language Line service.	x
	Pubic voicemails in English and Spanish	On the main line and department, after hours or closure messaging.	x
	Public counters: language charts available	Posted on bulletin board.	x
	Public counters: all signage in English and Spanish	Provided on signage and JumboTron	x
	Public counters: procedures to have bilingual staff available	Department policy requirement for staff.	x
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	<ul style="list-style-type: none"> Bilingual Staff Engaged Language Line 	x
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities or others underrepresented in the public process	N/A	-
	Considerations taken to ensure equitable engagement	<ul style="list-style-type: none"> Bilingual Staff Language Line 	x
	Key community engagement contacts established	N/A	-

END OF REPORT



OFFICE OF THE TREASURER-TAX COLLECTOR



Monterey County

Item No.3

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-957

November 18, 2020

Introduced: 11/12/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Department Head's Equal Opportunity Plan Presentation - Rupa Shah, Auditor-Controller

Auditor-Controller

Equal Opportunity Plan

2020



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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.

DocuSigned by:

5020CB565A18490...

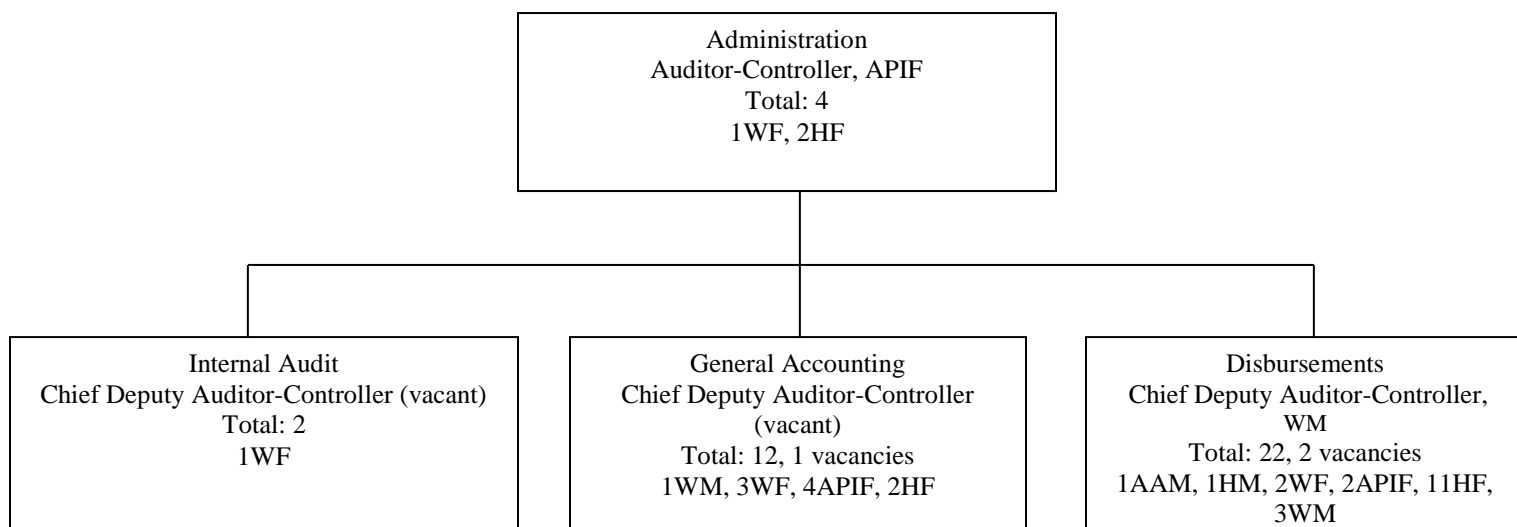
Rupa Shah, CPA

Auditor-Controller

Section 2

Organizational Profile Auditor-Controller

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)

This is the coversheet for this section. Place a copy of your department's workforce analysis chart here.

Section 4

Personnel Activity

Job Group: 01 Management II	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White				1				
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								
TOTAL (count each person only once)				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)								

Job Group: 02 Management I	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	
TOTAL (count each person only once)			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)								

Job Group: 03 Professionals-Admin	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	1							
African American								
Asian/Pacific Islander		1						
American Indian/ Alaskan Native								
Hispanic								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)								

Job Group: 17 Office Clerical II	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								2
TOTAL (count each person only once)								2
	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)								

Job Group: 18 Office Clerical I	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White		1						
African American								
Asian/Pacific Islander								
American Indian/ Alaskan Native								
Hispanic								1
TOTAL (count each person only once)		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 include information about challenges the Department encountered in recruiting a diverse qualified pool of applicants.)

Chief Deputy Auditor-Controller, General Accounting

Job Group: 02	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	3	3		2		2		1		
African American	1		1		1		1			
Asian/Pacific Islander		1								
American Indian/ Alaskan Native										
Hispanic	2	4	1	2	1	2	1	2	1	
TOTAL (count each person once only)	6	8	2	4	2	4	2	3	1	

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	1				Email notification to Equal Opportunity Commission members. Extensive advertising and mailings to community organizations and governmental agencies.
African American					
Asian/Pacific Islander					
American Indian/ Alaskan Native					
Hispanic	1				
TOTAL (count each person once only)	2				

Chief Deputy Auditor-Controller, Internal Audit – Batch 1

Job Group: 02	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	3		2		2		1			
African American	2		2		2		2			
Asian/Pacific Islander	2		2		2		1			
American Indian/Alaskan Native										
Hispanic	4	3	2	1	2	1	1	1		
TOTAL (count each person once only)	11	3	8	1	8	1	5	1		

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	1				<p>Email notification to Equal Opportunity Commission members. Extensive advertising and mailings to community organizations and governmental agencies.</p> <p>After the first round of recruiting, a job offer was made to a Hispanic female candidate who declined for personal reasons.</p> <p>In January 2020, we placed additional advertising using a working title to attract applicants from audit firms. We are now preparing to interview nine candidates of which five are minorities and three are female.</p>
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic	1				
TOTAL (count each person once only)	2				

Chief Deputy Auditor-Controller, Internal Audit – Batch 2

Job Group: 02	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	4	3	2	2	2	2	2	2		
African American	1		1		1					
Asian/Pacific Islander	4	2	2	1	2	1	2	1		
American Indian/Alaskan Native										
Hispanic	1		1		1		1			
TOTAL (count each person once only)	10	5	6	3	6	3	5	3		

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	1				<p>Email notification to Equal Opportunity Commission members. Extensive advertising and mailings to community organizations and governmental agencies.</p> <p>After the first round of recruiting, a job offer was made to a Hispanic female candidate who declined for personal reasons.</p> <p>In January 2020, we placed additional advertising using a working title to attract applicants from audit firms. Interviews were held on March 12, 2020. Our hiring was delayed due to the changes caused by COVID 19. We are now in the process of completing reference checks for the selected female candidate.</p>
African American					
Asian/Pacific Islander					
American Indian/Alaskan Native					
Hispanic	1				
TOTAL (count each person once only)	2				

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?

- Auditor-Controller HR Analyst consults with Civil Rights Office and Human Resources Department as needed
- Equal Opportunity Commission members are notified of new recruitments by email
- Development of recruiting avenues to reach qualified minority and/or female applicants to include: regional, statewide and national advertising, mailings to EOAC, community organizations, governmental agencies, and attendance at job fairs and career day events when appropriate
- No selective certification waivers were requested last year.

Hiring

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

Questions addressing leadership, management, and communication style are included in the final selection interview to assist the selection panel in determining the fit of a candidate. In 2019, we implemented a writing exercise for management positions.

Reference check questions are asked regarding the candidates work habits and performance to include the ability to cooperate with others and attitude on the job.

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

The department HR Analyst uses a combination of internal and external subject matter experts (SME's). When using external SME's, the Analyst will consult with HR from other agencies for SME recommendations to ensure panel diversity.

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

The HR Analyst briefs the screeners and interviewers before the process and debriefs at the end of the process. Panel members are instructed to notify the Analyst if any of the applicants/candidates are known to them and they cannot screen without bias. When the screening is electronic, detailed instructions are provided to the panel members by email. Applicants are blind screened and are identified with an id number.

If internal candidates are interviewing for a position, the HR Analyst will participate as an observer and note taker to minimize potential bias from the panel.

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 (e.g. training, leadership development, mentoring, etc.)? How effective have these initiatives been in supporting promotional opportunities for women and people of color?

- Provide training opportunities for staff to meet Continuing Professional Education (CPE) requirements through Becker CPE subscription and Association of Government Accountants (AGA) webinars
- External workshops/trainings/seminars to ensure employee progression and professional development
- Continued support of employees wishing to further their job-related educational goals by offering flex schedules
- Coaching/mentoring of employees for progression and professional development to include CPA and other job-related licensing
- Provide training on all aspects of accounting practices and procedures, customer service and leadership through Becker webinars. Specific webinars are recommended

by supervisors in performance evaluation to assist and support professional development

- Availability of job-related publications and journals.

In 2019, there has been one promotion of a Hispanic male to Job Group 02 and a female promoted to Job Group 01.

How does your department utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? How is this commitment considered when considering employees for promotional opportunities?

The completion of performance evaluations has been made a priority. Teamwork and Leadership are assessed along with technical skills. In 2019, an additional review has been implemented in the performance evaluation process. The supervisor/manager of the supervisor completing the evaluation, reviews the evaluation. The purpose of this review is to make upper level management aware of employee performance and allows for additional suggestions for employee development. Once the evaluation is completed, it is sent to HR for a final review.

Retention and Inclusion

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

Report MC-HRM-EO-0002

Report MC-HRM-PERS-0003

What does the data show regarding turnover rates of protected groups, compared to the general population in your department?

In general, there is little turnover in the Office. Of the four resignations in the Office during 2019, two were for promotional opportunities in other County departments and one was a retirement. Three vacancies were filled by minorities or women. One vacancy, considered a specialized area of accounting and difficult to fill, is pending the completion of reference checks.

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

Advertising in minority directed publications are included for all recruitments, whether those categories are underutilized or not. The Auditor-Controller's Office has been successful in establishing eligible lists with qualified minority and female candidates.

What steps have been taken by the department taken to ensure lactation accommodations for all its employees?

The Office adheres to the County Lactation in the Workplace policy. All new employees receive this policy during their orientation. Employees who return from family leave are provided information regarding lactation accommodations, which are available on the first floor of the Government Center.

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

The HR Analyst, as the Departmental Reasonable Accommodation Coordinator, responds to requests for accommodation and works with the employee through the interactive process.

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 HR Analyst conducts exit interviews. The information is initially shared with the Auditor-Controller and depending on the type of feedback may be shared with others on the Executive Management team. The feedback from exit interviews has been mostly positive.

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

The diversity in the Office in all job groups

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

The Auditor-Controller's Office currently has five vacancies combined in Job Groups 02, 03, and 17. Filling these vacancies will provide us additional opportunities for promotion and diversity.

Section 7

Accomplishments and Resource Needs

In this section, please highlight your department's successes in achieving a diverse workforce. Describe your department's assessment of resource needs from the Civil Rights Office and please share any suggestions and/or recommendations for improvement you can offer regarding current policies and procedures. Feel free to use examples or specify by job group.

Please include your department's current compliance rates with required trainings offered by the Civil Rights Office. All employees complete the Prevention of Sexual Harassment and Discrimination Training and the Civil Rights Training every two years.

	Prevention of Sexual Harassment and Discrimination Training	Civil Rights Training
Total number of Managers	22	
Managers completed	22	
Percent of Managers completed	100%	
Total number of Employees (non-supervisors/managers) completed	17	17
Employees (non-supervisors/managers) completed	14	8
Percent of Employees (non-supervisors/managers) completed	100%	47%

Section 8

Follow up requested by the Commission

In this section, please discuss any follow up requested by the Commission during past years' presentations on the Departmental Equal Opportunity Plan. Follow up may occur via action, memorandum, or additional presentation to the Commission.

Section 9

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

	Requirement	Implementation Notes	Completed
General	Title VI notice at public counters		X
	Internal process to forward discrimination complaints to Civil Rights Office	HR Analyst is notified and forwards to Civil Rights Office	X
	Nonstandard contracts include nondiscrimination clause	NA	
	Data is collected on the ethnicity and language of people served	NA	
Language Access	Departmental language assessment completed		X
	Vital documents translated into Spanish	NA	
	Website – minimize PDFs. When using PDFs, include a Spanish version	NA	
	Procedures and budget for use of interpretation and translation services	NA	
	Public voicemails in English and Spanish		X
	Public counters: language charts available	NA	
	Public counters: all signage in English and Spanish		X
	Public counters: procedures to have bilingual staff available	Receptionist is bilingual along with backup staff who provide coverage in her absence.	
Community Engagement	Projects, programs, policies, and services reflect County stakeholders and are	NA	

	sensitive to diverse demographic backgrounds		
	Analyzed potential disproportionate adverse human health or environmental effect on communities of color, tribal communities, or others underrepresented in the public process	NA	
	Considerations taken to ensure equitable engagement	NA	
	Key community engagement contacts established	NA	



Monterey County

Item No.4

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-958

November 18, 2020

Introduced: 11/12/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Discuss Nomination and Election of Chairperson and Vice-Chairperson for Calendar Year 2021 -
Chairperson Ybarra



Monterey County

Item No.5

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-960

November 18, 2020

Introduced: 11/12/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Action Item: Nomination and Election of Chairperson and Vice-Chairperson for Calendar Year 2021

- Chairperson Ybarra



Monterey County

Item No.6

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-961

November 18, 2020

Introduced: 11/12/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Action Item: Review, Discuss, and Approve the 2021 Meeting Schedule -Chairperson Ybarra



EQUAL OPPORTUNITY AND CIVIL RIGHTS ADVISORY COMMISSION 2021 MEETING SCHEDULE

MEETING SCHEDULE

COMMISSION RESPONSIBILITIES	MEET, DISCUSS, REVIEW AND MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS ON MATTERS RELATING TO EQUAL OPPORTUNITY AS PART OF THE EQUAL OPPORTUNITY PLAN AND ISSUES BROUGHT FORWARD BY THE PUBLIC.	
MEETING LOCATION (UNLESS OTHERWISE POSTED)	DUE TO COVID-19, MEETINGS WILL BE HELD VIA ZOOM UNTIL FURTHER NOTICE.	
MEETING DATES & TIME (UNLESS OTHERWISE POSTED)	THIRD WEDNESDAY OF EACH MONTH AT 3:30 P.M.	
STAFF CONTACT	RUBY JACINTO ADMINISTRATIVE SECRETARY - CONFIDENTIAL (831) 755-5117 JACINTOR@CO.MONTEREY.CA.US	
MEETING DATES	MEETING PLACE	
WEDNESDAY, JANUARY 20, 2021	VIA ZOOM	
WEDNESDAY, FEBRUARY 17, 2021	VIA ZOOM	
WEDNESDAY, MARCH 17, 2021	VIA ZOOM	
WEDNESDAY, APRIL 21, 2021	VIA ZOOM	
WEDNESDAY, MAY 19, 2021	VIA ZOOM	
WEDNESDAY, JUNE 16, 2021	VIA ZOOM	
WEDNESDAY, JULY 21, 2021	VIA ZOOM	
WEDNESDAY, AUGUST 18, 2021	NO MEETING	
WEDNESDAY, SEPTEMBER 15, 2021	VIA ZOOM	
WEDNESDAY, OCTOBER 20, 2021	VIA ZOOM	
WEDNESDAY, NOVEMBER 17, 2021	VIA ZOOM	
WEDNESDAY, DECEMBER 15, 2021	VIA ZOOM	



Monterey County

Item No.7

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-962

November 18, 2020

Introduced: 11/12/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Receive a Report from the Civil Rights Office Regarding Status of Department Equal Opportunity Plan Submission and Presentations - Civil Rights Office Staff



Monterey County

Item No.8

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-963

November 18, 2020

Introduced: 11/12/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Action Item: Discuss and Approve Action for Compliance with the County's Equal Opportunity Plan -
Chairperson Ybarra



Monterey County

Item No.9

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 20-964

November 18, 2020

Introduced: 11/12/2020

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Human Resources Presentation on Recruitment Process
- b. Discuss and Approve Possible Date, Location, and Agenda Items for Special Retreat