



## Legislation Details (With Board Report)

**File #:** 14-240      **Name:** Update of the Equal Opportunity Plan for County of Monterey  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 3/12/2014      **In control:** Board of Supervisors  
**On agenda:** 3/25/2014      **Final action:** 3/25/2014

**Title:** a. Approve and adopt the Equal Opportunity Plan for County of Monterey; and  
b. Direct the Equal Opportunity Officer to implement and administer the Equal Opportunity Plan.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Equal Opportunity Plan - Final 1 29 14.pdf, 2. Exhibit 1 - Department Organizational Profile.pdf, 3. Exhibit 2 - Workforce Analysis.pdf, 4. Exhibit 3 - Job Group Analysis.pdf, 5. Exhibit 4 - Availability Analysis.pdf, 6. Exhibit 5 - Internal Availability.pdf, 7. Exhibit 6 - Comparison of Incumbency to Availability.pdf, 8. Exhibit 7 - Personnel Transaction Summary.pdf, 9. Exhibit 8 - Equal Opportunity & Non-Discrimination Policy.pdf, 10. Exhibit 9 - Equal Opportunity for Persons with Disabilities.pdf, 11. Exhibit 10 - Prevention of Sexual Harassment Policy.pdf, 12. Exhibit 11 - Small-Local Business Outreach Program.pdf, 13. Equal Opportunity Plan with Track Changes.pdf, 14. Completed Board Order

Date	Ver.	Action By	Action	Result
3/25/2014	1	Board of Supervisors	approved	Pass

a. Approve and adopt the Equal Opportunity Plan for County of Monterey; and  
b. Direct the Equal Opportunity Officer to implement and administer the Equal Opportunity Plan.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and adopt the Equal Opportunity Plan for County of Monterey;
- b. Direct the Equal Opportunity Officer to implement and administer the Equal Opportunity Plan.

### SUMMARY:

The County, as a federal contractor, is required by Executive Order 11246, as amended, and its implementing regulations, found at 41CFR, Part 60-2, to implement an annual affirmative action plan (i.e. equal opportunity plan). In addition, the U.S. Department of Labor, Office of Federal Contract Compliance Programs has informed all federal contractors that they must begin using the 2010 Census Data for affirmative action plans created after January 1, 2014.

### DISCUSSION:

The Equal Opportunity Office contracted the services of Biddle Consulting Group Inc. to assist with the update of the County's Equal Opportunity Plan using the 2010 Census Data information. Biddle has identified areas of concerns with respect to deficiencies in the rates of selection for minorities and women in the County's workforce with their estimated labor market availability. The County is underutilized for minorities in four (4) of the County's twenty (20) job groups. They are Job Group 01 - Management II, Job Group 03 - Professional-Administration, Job Group 11 - Law Enforcement II, and Job Group 15 - Skilled Craft II. This report can be found in Exhibit 6 of the Equal Opportunity Plan (Attachment 1). For women the County is underutilized in 10

of the 20 Job Groups. They are Job Group 01 - Management II, Job Group 02 - Management I, Job Group 06 - Professionals Land Use, Job Group 10 - Professional - Health, Nurses, Job Group 11 - Law Enforcement II, Job Group 12 - Law Enforcement I, Job Group 13 - Paraprofessionals- Tech II, Job Group 15 - Skilled Craft II and Job Group 16 - Skilled Craft I, Job Group 19 - Service Maintenance II. This report also can be found in Exhibit 6 of the attached Equal Opportunity Plan.

In addition the Equal Opportunity Office worked closely with County Review Compliance Committee of the Equal Opportunity Advisory Commission and the Human Resources Department on the update. The Committee assisted in updating Chapters 5, 6, 7 and 8 of the Plan and the Human Resources Department provided the County's workforce statistics and the transactional (i.e. hiring, promotions, retention) data. On January 15, 2014, the Equal Opportunity Advisory Commission approved the proposed updated Equal Opportunity Plan.

The updated 2012-2014 Equal Opportunity Plan reflects new annual placement goals and objectives. Adopting the updated Plan reaffirms the County's commitment to attract a broad and diverse pool of qualified applicants, including minorities and women, to the County workforce.

The Equal Opportunity Office has updated the 2012-2014 Equal Opportunity Plan in conformance with the requirements of Executive Order 11246, as well as Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Section 4212 and Section 503 of the Rehabilitation Act of 1973 as amended.

OTHER AGENCY INVOLVEMENT:

The Equal Opportunity Office worked with Equal Opportunity Advisory Commission and County Counsel.

FINANCING:

There is no financial impact to the general fund.

Prepared by: Michelle Gomez  
Equal Opportunity Analyst

Approved by: Irma Ramirez-Bough  
Equal Opportunity Officer  
759-6614

---

Attachments:

Equal Opportunity Plan for County of Monterey

cc: Dr. Lew Bauman, County Administrative Officer  
Charles McKee, County Counsel  
Jan Holmes, Deputy County Counsel  
James May, Human Resources Director  
Manny Gonzalez, Assistant County Administrative Officer