



# County of Monterey

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

## Board Report

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**File #: 18-827, Version: 1**

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- a. Approve and adopt the County of Monterey's 2018-2020 Equal Opportunity Plan; and
- b. Direct the Civil Rights Office to implement the County of Monterey's 2018-2020 Equal Opportunity Plan.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and adopt the County of Monterey's 2018-2020 Equal Opportunity Plan; and
- b. Direct the Civil Rights Office to implement the County of Monterey's 2018-2020 Equal Opportunity Plan.

### SUMMARY:

The County, as a federal contractor, is required by Executive Order 11246, to implement an Equal Opportunity Plan.

The County of Monterey's proposed 2018-2020 Equal Opportunity Plan provides the framework and establishes County policy on equal employment opportunity and serves to ensure that equal employment opportunity principles are embedded in the County's recruitment, retention, selection, and promotional opportunities. The Equal Opportunity Plan is designed to bring qualified women, people of color, covered veterans, and persons with disabilities into all levels and areas of the County's workforce in proportion to their representation in the qualified relevant labor market.

### DISCUSSION:

The Civil Rights Office has updated the Equal Opportunity Plan to support the Board of Supervisors commitment to providing equal opportunities for all. The Civil Rights Office contracted the services of Biddle Consulting Group Inc., which specializes in equal opportunity plan development, to review and conduct an analysis of the County's workforce, including, among other things, hires, promotions, terminations, and applications for employment, as it relates to sex/gender, and race/ethnicity, disability, and veteran status.

This updated two-year Equal Opportunity Plan reflects new annual women, people of color, persons with disabilities, and veteran placement goals, and is in conformance with the requirements of Executive Order 11246, as well as §402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, and §§ 4212 and 503 of the Rehabilitation Act of 1973.

In addition, the Civil Rights Office updated Part I Equal Opportunity Plan for Minorities and Women, and Part II Equal Opportunity Plan for Disabled Veterans, other Veterans, and Persons with Disabilities, to reflect the new placement goals across all job groups.

Further, the proposed Equal Opportunity Plan now reflects the change in responsibility from the Equal Opportunity Office to the Civil Rights Office. However, it maintains the roles and responsibilities of previous equal opportunity plans. These unchanged roles and responsibilities are clearly outlined in Chapter 7, which identifies a reporting and monitoring structure that ensures the successful implementation of the County's Equal Opportunity Plan. These responsibilities continue to fall on the Board of Supervisors, the Civil Rights Office, the Equal Opportunity Advisory Commission, the Administrative Office, Human Resources, department heads, and managers, supervisors, and staff.

Since the last Equal Opportunity Plan, the County has increased total minority utilization by 4% for a total of 68.6% of our workforce, with similar counties reporting 31-40%. Female utilization has also increased by 0.5% for a total of 67.9% of our workforce, compared to 55-59% reported by similar counties. There were no patterns or trends of adverse impact in the County's selection processes across all personnel actions analyzed.

Because of the continued commitment and support of the Board of Supervisors and County staff to equal opportunity and civil rights, Monterey County continues to outperform similarly-situated counties across the state.

**OTHER AGENCY INVOLVEMENT:**

The Civil Rights Office consulted with the Equal Opportunity Advisory Commission in the development of the plan and reviewed it with the Human Resources Department.

**FINANCING:**

There is no financial impact to the general fund.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Effective enforcement of harassment and discrimination laws and policies is essential to all facets of County government.

Mark a check to the related Board of Supervisors Strategic Initiatives

☒ Economic Development

☒ Administration

☒ Health & Human Services

☒ Infrastructure

☒ Public Safety

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Approved by: Juan P. Rodriguez, Civil Rights Officer, x6614

**Attachments:**

Board Report; County of Monterey 2018-2020 Equal Opportunity Plan; Attachment 1 -Department Organizational Profile; Attachment 2 - Workforce Analysis for Monterey County; Attachment 3 - Job Group Analysis; Attachment 4 - Zip Code Analysis; Attachment 5 -Availability Analysis; Attachment 6 - Internal Availability; Attachment 7 - Comparison of Incumbency to Availability and Placement Goals; Attachment 8 - Personnel Transactions Summary; Attachment 9 - Data Collection Analysis Hiring Benchmark - Protected Veterans; Attachment 10 - Data Collection Analysis/Utilization Analysis - Disability; Attachment 11 - Nondiscrimination Policy; Attachment 12 - Language Access and Effective Communication Policy; Attachment 13 - Sexual Harassment Policy; Attachment 14 - Reasonable Accommodation Policy; (Attachments on file with the Clerk of the Board)