



# County of Santa Cruz

## Personnel Department - Equal Employment Opportunity Office

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073

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ANA VENTURA PHARES, EQUAL EMPLOYMENT OPPORTUNITY OFFICER

February 8, 1999

Agenda: February 23, 1999

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

RE: 1998-2000 Equal Employment Opportunity Plan

Dear Members of the Board:

Attached for your review and approval is the proposed 1998-2000 Equal Employment Opportunity Plan (EEO Plan) for the County of Santa Cruz. In response to feedback from departments, various commissions and the public, we have updated the charts and format to make the Plan more readable. The 1998-2000 Plan was originally scheduled to be submitted for your review in the summer of 1998; however, it was postponed until our office and County Counsel were able to complete a thorough audit of all EEO County documents, contracts and policies to ensure compliance with Proposition 209 which prohibited preferences based on race or gender in state government employment or contracting. The audit revealed that County policies were in compliance as the County never had a plan which provided preferences (except mandatory federal law where veterans receive five points in exams). However, several title changes were updated and minor changes were made which were approved by your Board on January 12, 1999. It is important to note that Proposition 209 only eliminated preferences and has no jurisdiction over federal laws that require Counties to submit EEO plans to the Equal Employment Opportunity Commission (EEOC).

It has been the goal of the Board of Supervisors to fully comply with and promote the Civil Rights Act of 1964 and all the applicable local, state and federal laws by ensuring equal employment opportunity and nondiscrimination through our policies and the Countywide EEO Plan. The EEO Plan analyzes workforce statistics by age, ethnicity and gender and identifies specific steps to ensure equal opportunity and/or eliminate artificial barriers to employment. The EEO Plan process strives to attain the most qualified workforce that provides the best delivery of services to our diverse County population.

The mission of the EEO Office, illustrated through the Plan, is to encourage full participation in the employment process by all segments of our Countywide population and create a working environment that values the diversity of County employees. The 1998-2000 Countywide proposed recommendations were developed by the EEO Office in consultation with EEO Commissioners, department heads, the County Disabilities, Women's and **Latino** Affairs Commissions and are provided in Section III for your review and approval.

Additionally, the County of Santa Cruz personnel and civil service policies ensure nondiscrimination in all personnel transactions **including, but not limited to**, recruitment, selection, transferring, promotion, retention, discipline, compensation, assignment, benefits, training, evaluation, layoff, and rehire of qualified persons; fairness and impartiality with all of its employees and applicants for employment, whether elected, exempt, or civil service, without regard to race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related or genetic characteristics), marital status, sex, sexual orientation, gender, age (over **18**), veteran status, pregnancy, or any other **nonmerit** factor.

Also, in order to receive significant federal grant funding, the County must submit the Countywide EEO Plan to various federal agencies detailing the following: data between the available workforce in the Santa Cruz metropolitan area (the County boundaries) and the actual County government workforce by gender and ethnicity, outreach and recruitment techniques for those groups that are underutilized (gap between available and actual workforce) in the specific EEO designated job categories, and specific steps to promote outreach and ensure equal employment opportunity for federally designated protected groups. In addition to providing the Countywide Plan, the EEO Office also works with the District Attorney's Office, Probation and the Sheriffs Office in submitting their annual individual detailed EEO plans to the Federal Office of Criminal Justice and Planning.

The 1998-2000 Equal Employment Opportunity Plan is divided into six sections.

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|--------------|---|
| Section I:   | Introduction and Overview                     |
| Section II:  | Countywide Workforce and Statistical Analysis |
| Section III: | Countywide EEO Recommendations                |
| Section IV:  | Department EEO Plans and Steps                |
| Section V:   | EEO Dissemination Plan                        |
| Section VI:  | Appendices                                    |
|              | A. Listing of all EEO Policies and Procedures |
|              | B. ADA Annual Compliance Report               |
|              | C. County Contract Compliance Report          |

In March 1992, the Board of Supervisors **adopted** Equal Employment Opportunity goals for the County based on the 1990 census data that became available in 1992. Although the term “goal” has never been used as a quota or set aside, the term has been used to show the underutilization percentage of certain groups in designated EEOC job categories. The data from the U.S. Census is used to compare the available workforce of the Santa Cruz County Standard Metropolitan Statistical Area (SMSA) and the actual workforce of County government and is the basis for statistics used to improve recruitments, outreach and selection procedures for all applicants and employees. The EEO office also reviews departments’ **personnel/EEO** issues when determining ways to improve equal’ employment practices. A brief statistical summary comparing the available workforce in Santa Cruz County and the actual workforce of the County as of June 30, 1998 is listed below. The complete distribution and utilization charts, Countywide and departmental, are included in Sections II and IV of the Equal Employment Opportunity Plan. (It is important to note that the statistics of the available workforce are from the 1990 census report and we are required to use this data until the year 2000 census.)

<u><b>1990 AVAILABLE WORKFORCE</b></u>		<u><b>1998 ACTUAL WORKFORCE</b></u>	
Standard Metropolitan Statistical Area (SMSA)		Santa Cruz County Employees	
African American	1%	37 employees	2%
Asian	4%	74 employees	3%
Native American	1%	20 employees	1%
Latino	19%	490 employees	22%
Total Minority	24%	620 employees	27%
Total Women	44%	1,329 employees	59%

As you can see, this is the second EEO Plan presented in which the County's actual workforce (27%) exceeds the SMSA available workforce for minorities (27% compared to **24%**), and the County's actual workforce for women is significantly more than the SMSA available workforce (59% compared to 44%). The Personnel Department and the individual County departments are commended for their continual support in ensuring equal employment opportunity for all applicants and candidates for employment. The following data compares the June 30, 1998 workforce statistics for specific federal EEO-designated groups to the last EEO Plan to June 30, 1996 statistics.

- African Americans increased by 1% or 8 employees.
- Asians remained at 3% and increased by 7 employees.
- Native Americans remained at 1% and increased by 1 employee.
- Latinos increased by 3% and added 84 employees.
- Women remained at 59% and increased by 78 employees.
- Men remained at 41% and increased by 66 employees.

The County is also required to compile data for women and minorities for each occupational category (as designated by the Equal Employment Opportunity Commission guidelines) in order to ensure equal opportunity in all job categories from entry level to management positions.

The following groups are those in which their actual workforce percentages are less than the available workforce (or underutilized) for the specific categories as of June 30, 1998:

**Latino, Asian, and Native American** employees in *Officials and Administrators*;  
**Asian** employees in *Professionals and Technicians*;  
**Native American** employees in *Protective Services*;  
**Females and Asian** employees in *Para-professionals*;  
**Native Americans** in *Office and Clerical*;  
**Females, African-Americans, and Latinos** employees in *Skilled Craft Workers*; and  
**Females, Latinos, Asians, and Native Americans** in *Service and Maintenance*.

Section II of the Equal Employment Opportunity Plan contains the Countywide workforce and statistical data including a three-year summary comparison by ethnicity, the departmental workforce comparison between actual and the available workforce, a five-year comparison of minorities and women in the workforce by job category and a workforce chart by age as requested by your Board in 1996.

Section III reviews the Countywide 1996-1998 recommendations adopted by the Board and details the 1998-2000 proposed recommendations which were developed from analyzing all the related EEO information and statistics. In summary, they include the following:

1. Develop a plan to outreach to underutilized groups (minorities and disabled) for the Volunteer Initiative Program.
2. Provide a volunteer County employees' speakers bureau listing for local schools.
3. Improve outreach for women in the service/maintenance category by requiring departments in this category to develop and submit target outreach plans to the EEO Office and direct Personnel to review the hiring process and lifting requirements and direct the Personnel Director to remove any barriers to employment as soon as possible if they exist.
4. Work with Personnel Services and decentralized personnel departments to develop questions for candidates for supervisory positions regarding their effectiveness in working with **EEO/personnel/diversity** issues in the workplace.
5. Expand outreach to the disabled community to encourage full participation in the employment process.
6. Continue the administrative review process for those departments underutilized by 10% or greater in either women or minorities.
7. Review County **EEOC** job categories for positions to correspond with the EEOC's job categories in order to submit our reports accurately.

8. Continue the Countywide Americans with Disabilities compliance program.
9. Work with Personnel to obtain a satellite personnel office in Watsonville to improve services to both South County employees and potential applicants.
10. Expand Supervisor Leadership Academy EEO/diversity training session to all interested employees through the County Training Task Force classes.

Section IV of the Plan contains the specific department plans and action steps to improve equal employment, a breakdown of the department by ethnicity; a three-year summary comparison of the actual workforce and the workforce composition and utilization chart comparing the actual workforce of the department to the SMSA available workforce for the specific job categories. The action steps were developed jointly between the EEO Commissioners, department heads, and the EEO Officer.

This EEO Plan also includes a new section (Section V) that outlines the dissemination process for our Plan. Section VI provides appendices of the following: 1) listing of all EEO policies, forms, and procedures which are available through the on-line Personnel Regulation Information System (OPRI); 2) the ADA annual compliance report; and 3) the contract compliance report.

### **EMPLOYMENT OPPORTUNITY PLAN PROCESS**

The Equal Employment Opportunity Plan was developed through an interactive process with the department heads, EEO liaisons, the Equal Employment Opportunity Commissioners, and the Equal Employment Opportunity Office. After reviewing the workforce statistics, personnel hiring and promotional practices, the EEO Commissioners, the EEO Office and the departments met to review and discuss their individual EEO/ personnel issues together to develop new steps to promote equal employment within each department.

The recommended EEO Plan was subsequently reviewed and adopted by the EEO Commission on January 19<sup>th</sup>, 1999. Representatives from the Latino Affairs Commission, Women's Commission, and Commission on Disabilities reviewed and provided comments which have been incorporated into the Countywide recommendations in Section III of this Plan as required by your Board.

### **CONCLUSION**

I am pleased to present the recommended 1998-2000 Equal Employment Opportunity Plan to your Board for adoption. Finally, I would like to thank the County Administrative Officer and each department head and each department EEO liaison for their commitment to the EEO Plan process. I also thank the EEO Commissioners who devoted their personal time in meeting with all the departments and the Latino Affairs Commission, Commission on Disabilities, and the Women's Commission for their suggestions on the Countywide recommendations for 1998-2000. It has been a privilege working with such dedicated staff and members of the public.

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD:

1. Approve the 1998-2000 Equal Employment Opportunity Plan and
2. Approve the Countywide recommendations included in Section III of the Plan.

Sincerely,



Ana Ventura Phares  
Equal Employment Opportunity Officer

RECOMMENDED:

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PAT BUSCH  
Acting County Administrative Officer

RECOMMENDED:



Dania Torres Wong  
Personnel Director

cc: Each Department Head; Equal Employment Opportunity Commission; Women's Commission; Commission on Disabilities; Latino Affairs Commission

COMMISSION ON  
DISABILITIES



199  
COUNTY OF SANTA CRUZ

FEBRUARY 17, 1999

701 OCEAN STREET  
ROOM 030  
SANTA CRUZ, CA 95060

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

Re: EEO Recommendations 1998-2000

Dear Board of Supervisors:

The Commission on Disabilities for Santa Cruz County met on Friday, February 12, 1999, and received a copy of the EEO 1998-2000 report to the Board of Supervisors.

After reviewing the report, and much discussion, the Commission voted to write to the Board of Supervisors.

The COD urges the Board of Supervisors to direct the EEO Office to find ways to fill the goal effectively.

The COD is willing to work with the EEO Office to target outreach this population. -The majority of the Commissioners believe persons with disabilities would apply for county jobs if they understood the possibility of accommodations that may be available.

Santa Cruz County is a county that is supportive of all its citizens. The county workforce can reflect that commitment to equality and opportunity. Setting "goals" and creating processes to meet those goals is the first step towards turning that commitment into reality.

Sincerely,,

*Michael Bush*  
Michael Bush  
Chair, COD

cc: EEO Office

listing will greatly improve the coordination between groups and more students will have first-hand knowledge of many careers at an earlier age. Also, this would provide the County the opportunity to encourage students to pursue careers in areas like Health and Information Services where the County has difficulty recruiting.

Recommendation #4

EEO staff recommends that the Board direct staff to develop a plan to expand the leadership academy EEO/diversity training to all County employees by providing it through the County training task force workshops.

In 1998, the Personnel Department developed a leadership academy workshop for all supervisors in the County. These workshops provide training in all the major aspects of personnel issues. The EEO Office provides a three-hour session on EEO issues, specifically how stereotypes and misperceptions affect their workplace and how to promote EEO and respect for all employees to create a more productive workplace. The training also brings up awareness of racism, sexism, homophobia and Proposition 209. The response to such trainings has been positive and thus the EEO Office hopes to provide a similar version of this session to all employees. Currently, the training task force provides diversity classes by outside consultants to interested employees which are offered twice a year. Prevention of sexual harassment and EEO overview continue to be provided to all new employees at each orientation class and to individual departments on an as-needed basis; however, providing a more detailed session to interested County employees will be beneficial to ensure equal employment opportunity Countywide.

Recommendation #5

Direct staff to work with the Commission on Disabilities to conduct more outreach to the disabled community and encourage them to apply for relevant and applicable positions.

In 1996-1997, the Board adopted a goal of 4.4% to include persons with disabilities in the workforce and directed staff to obtain information on the current workforce. In 1997, the EEO Office along with the Commission distributed an anonymous survey which resulted in showing that 3.19% of the County's workforce identified themselves with a disability. The Commission and their staff person believe that many persons with disabilities would like to work but feel they do not have an equal opportunity to participate. With that in mind, the EEO Office will work more closely with the Commission on Disabilities to develop ways to target outreach to the disabled community and inform them of the available job openings.