



# County of Santa Cruz

---

## PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 950604073

(631) 454-2600 FAX: (931) 454-2411 TDD: (831) 454-2123

DANIA TORRES WONG, DIRECTOR

May 14, 2001

Agenda: May 22, 2001

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95065

**ACCEPT AND FILE REPORT ON RECRUITMENT ACTIVITIES WITH PERSONS  
WITH DISABILITIES AND RETURN TO THE BOARD REGARDING THE COUNTY'S  
EEO PLAN WHEN THE LABOR WORKFORCE FIGURES ARE AVAILABLE FROM  
THE CENSUS AND THE DEPARTMENT OF LABOR.**

Dear Members of the Board:

On January 23, 2001, your Board deferred the submission of the County Equal Employment Opportunity (EEO) Plan in anticipation of receipt of the Census figures related to employment until May 22, 2001. Additionally, at that meeting, your Board also directed staff to include a report back on employment opportunity for persons with disabilities as part of the EEO Plan.

**COUNTY'S EQUAL EMPLOYMENT OPPORTUNITY PLAN**

As you are aware, the Census Bureau recently released the preliminary census numbers from the short form which relate to general population statistics. In order to develop the new EEO Plan, the EEO Office needs the Census and Department of Labor figures related to available workforce by gender and ethnicity in the eight different EEO job categories. The Census Bureau had indicated that those figures would be released this month. However, the new projected time for release of this information is now between December, 2001 and March, 2002. The EEO Commission has requested that the EEO Plan include the new Census and Department of Labor statistics to ensure that the County's analysis is based on the most current and accurate statistics. Staff concurs with the Commission's request, because the County's EEO policy should be based upon the current available workforce and not the workforce as determined by the 1990 census. Therefore, staff recommends that the EEO Plan return to your Board after the Census and the Department of Labor workforce statistics become available to the County.

Board of Supervisors  
May 14, 2001  
Page Two

### REPORT ON THE RECRUITMENT ACTIVITIES FOR PERSONS WITH DISABILITIES

Your Board also directed the Equal Employment Opportunity Office to work with the Commission with Disabilities on expanding recruitment activities for persons with disabilities. Over the past year, the EEO Office has implemented the following:

1. EEO Office staff attends the Commission on Disabilities meetings which relate to recruiting persons with disabilities to seek advice on how to improve outreach and the hiring process. As a result, we conducted a review of all recruitment materials to ensure that the language on the job announcements "Persons with disabilities are encouraged to apply" was expressed.
2. The EEO Office is working with departments on expanding recruitment activities to persons with disabilities. We have included a statement about the County's 4.4% goal to hire persons with disabilities in the written outreach plans for every recruitment provided to each department. This plan outlines for each department the position, the job category and the available workforce comparison for each ethnicity and gender in addition to the available workforce for persons with disabilities.
3. EEO Office staff and the Commission's Coordinator are conducting joint outreach presentations to community agencies that work with the disability community about pursuing a job in County government. The EEO Office and the Commission will continue to provide such presentations as needed in the community.
4. Developed a new brochure jointly with the Commission's Coordinator in which the target audience was persons with disabilities. This brochure explains the County's application, testing and hiring process and was distributed to community agencies that serve the disabled community. The brochure has the EEO Office and the Commission's Office contact information and states that the County encourages people with disabilities to apply for jobs. This brochure is posted at the third floor and at the first floor in the public information section and will be sent to all other waiting areas in County offices.
5. Developed an Internet strategy to target Internet job sites that emphasize employment opportunities for people with disabilities. We are currently advertising on several such job sites. We are also adding to our mailing list those agencies that serve people with disabilities so that they will receive the County job openings list every week.

Board of Supervisors  
May 14, 2001  
Page Three

6. The EEO Office is conducting a disabilities awareness workshop this fall for County employees on how to enhance employment opportunities for persons with disabilities.
7. In light of the recent changes in California law 'with respect to employment accommodation issues passed this year, the EEO Office is reviewing the County's current ADA policies and procedures to ensure that they reflect such new laws. When this review is complete, any new revisions will be provided to the Commission on Disabilities as requested by the Commission.
8. The Commission on Disabilities has also requested that the County develop a flyer reflecting the new changes in the law to be distributed to all employees. Once the EEO Office has completed review and analysis of the new law, the EEO Office will work with the Commission on developing outreach materials.

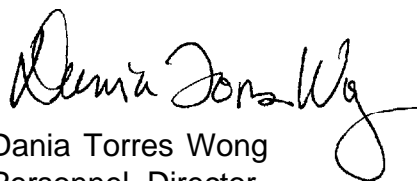
Our office will continue to reflect your commitment and dedication to Equal Employment Opportunity by working with the Commission on Disabilities on an ongoing basis and look forward to develop more ways to increase employment for persons with disabilities.

It is therefore RECOMMENDED that your Board accept and file this report on recruitment activities for persons with disabilities and direct staff to return to your Board regarding the County's EEO Plan when the labor workforce figures are available from the Census Bureau and the Department of Labor.

Sincerely,




Ana Ventura Phares  
EEO Officer



Dania Torres Wong  
Personnel Director

RECOMMENDED:



Susan A. Mauriello  
County Administrative Officer

cc: All Department Heads; EEOC; Women's Commission; Latino Affairs Commission;  
Commission on Disabilities