



County of Monterey

ADMINISTRATIVE OFFICE

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COUNTY ADMINISTRATIVE OFFICER

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March 26, 2024

Ms. Christine Lerable, Foreperson
Monterey County Civil Grand Jury
c/o Office of the County Counsel
Attention: Sandra Ontiveros
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901

RE: Status updates to the 2022-2023 Monterey County Civil Grand Jury report, titled: "Human Resources Help Wanted: A Speedier Way to Hire."

Foreperson Lerable:

This correspondence serves as the County of Monterey Board of Supervisors (Board) status update related to the 2022-2023 Monterey County Civil Grand Jury reports, titled: "Human Resources Help Wanted: A Speedier Way to Hire."

As requested via letter dated February 1, 2024 from the Monterey County Civil Grand Jury, enclosed please find the Board's updates to the above referenced report.

Please contact me if you have any questions or require additional information.

Sincerely,

DocuSigned by:

Chiulos, Mel

Nicholas E. Chiulos

Chief Assistant County Administrative Officer

Enclosure





STATUS UPDATE

REPORT TITLE: 2022-2023 Monterey County Civil Grand Jury Final Report – “Human Resources Help Wanted: A Speedier Way to Hire”
RESPONSES BY: Human Resources Department and Civil Rights Office
UPDATES TO: Recommendations: R2, R3, R4, R5, R6, R7, R8

RECOMMENDATIONS: R2, R3, R4, R5, R6, R7, R8

R2. The HRD streamline its hiring procedures to reduce the number of steps and time needed to fill positions by March 31, 2024.

Response to R2: This recommendation will require further analysis including studying other comparable agencies to identify best practices. The Human Resources Department is continually looking for ways to streamline the hiring procedures including the steps and time needed to fill positions. The analysis will be completed by March 31, 2024.

Update: The Human Resources Department is continually working on improving and streamlining the hiring process and has put in place further enhancement to enable timely opening of recruitments. This is an ongoing effort.

R3. The HRD develop an incentive plan for both County and non-County employee subject matter experts and individuals to serve on panels for employee recruitment by September 30, 2023.

Response to R3: This recommendation will require further analysis. The Human Resources Department will conduct a study, including County financial feasibility, with comparable agencies on potential incentive plans for both County and non-County employees to serve as subject matter experts on recruitment panels. The anticipated completion of the study is March 31, 2024. A status report will be completed by September 30, 2023.

Update: The County of Monterey does not currently intend to provide compensation nor other monetary incentives for community members to serve as subject matter experts as that has not been an obstacle for community members to serve. A screeners’ portal has been provided to make it easy for community members to indicate their interest in serving as subject matter experts. The Human Resource Department will undertake further analysis to determine if comparable agencies are providing financial incentives to subject matter experts. Due to workload and competing priorities, it is estimated that this would be undertaken in the last quarter of 2024.

R4. The HRD develop a County-wide policy regarding succession planning for key personnel in each department by December 31, 2023.

Response to R4: This recommendation will require further analysis. The Human Resources Department is currently facilitating a workgroup comprised of Department Heads/Assistant Department Heads to

implement a succession planning program/strategies. The anticipated completion of the study is December 31, 2023.

Update: The development of a succession plan strategy is ongoing. Since the prior response the County has implemented the Partial Service Retirement Program that provides department's a tool to retain institutional knowledge and train successors. The current workgroup working on this matter has made several recommendations that are being reviewed. It is estimated that this review would be completed in the last quarter of 2024.

R5. Implement the HRD's in-house electronic recruitment tracking system by September 30, 2023.

Response to R5: The Human Resources Tracking System has been rolled out as a pilot to the departments to which the Human Resources provides services. Next steps are to refine the system based on feedback received during the pilot and then roll out to the rest of the County departments by September 30, 2023.

Update: As indicated in the earlier response, the Human Resources Department does have a countywide electronic recruitment system in place. The county utilizes NEOGOV, which is an Applicant Tracking and Recruitment system that is utilized by most state and local government entities across the nation, to track recruitments. An internally developed system called Human Resources Tracker also provides specific tracking data.

R6. The County monitor and enforce the policy regarding the utilization of temporary employees for essential, ongoing day-to-day operations by September 30, 2023.

Response to R6: As indicated above, the County does not have a policy for the length of time a temporary employee can be employed. This recommendation requires further analysis. The definition of Temporary Employee in the Personnel, Policies, and Practices Resolution No. 98-394 states "An employee appointed to a temporary assignment with a planned end date." The Human Resources Department will evaluate implementing a process to monitor and enforce the definition of a temporary employee having a planned end date in coordination with Response 7 below.

Update: This process is under review and is part of long-term strategic review of Policies and Procedures around the continuous employment of temporary employees. It is estimated that this analysis and review should be complete by the last quarter of 2024.

R7. The County develop strategies to limit the use of temporary employees to meet essential, ongoing day-to-day operations by December 31, 2023.

Response to R7: The recommendation requires further analysis. The Human Resources Department will collaborate with departments that employ temporary employees to identify how they fit in the departments' operational structure and will develop strategies to ensure they are being utilized only to meet essential, ongoing day-to-day operations by December 31, 2023.

Update: This process is under review and is part of long-term strategic review of Policies and Procedures around the continuous employment of temporary employees. It is estimated that this analysis and review should be complete by the last quarter of 2024.

R8. The Board of Supervisors request that a report be prepared by appropriate staff by October 31, 2023, to evaluate whether the goals and timelines of the Garza Consent Decree, originally approved in 1975, have been met sufficiently to request the Court vacate the Decree.

Response to R8: The recommendation requires further analysis of available data. The Civil Rights Officer will present a status report regarding analysis to the Board of Supervisors by October 31, 2023.

Update: Please refer to attached response from the Civil Rights Officer, dated February 15, 2024.

MONTEREY COUNTY

JUAN P. RODRIGUEZ, CIVIL RIGHTS OFFICER

1441 SCHILLING PLACE, NORTH BUILDING, SALINAS, CA 93901

(831) 755-5117 ~ F: (831) 775-8521



February 15, 2024

Christine Lerable, Foreperson
2023-2024 Civil Grand Jury
Monterey County Civil Grand Jury
PO Box 414
Salinas, CA 93902

Dear Ms. Lerable,

Regarding the response to Recommendation #8 that “The Civil Rights Office will prepare a report to determine whether to request the Court to vacate [the] Garza [C]onsent [D]ecree by 10/31/23[,]” the Civil Rights Office believes it is not presently warranted based on the Board of Supervisors’ responses to Findings #7, #8, and #9.

To elaborate further and as stated in the County’s response to Finding #7, the Board of Supervisors disagreed partially with the Civil Grand Jury’s finding that equal opportunity plans are an effective way to ensure a diverse workforce because the plans alone are insufficient to ensure diversity in our workforce. While the equal opportunity plan “is a document that aids in having a diverse workforce in the County and helps meet Federal and State requirements, alone it is insufficient to ensure diversity in the County’s workforce.”

Further, the Board of Supervisors disagreed wholly with the Civil Grand Jury’s Finding #8 that “[a]fter 48 years, the intent of the Garza Consent Decree has been met, has served its purpose, and has been superseded by the EEOP [sic], which is more inclusive and up to date.” In its response, the County pointed out that *Garza* is still a necessary tool to dismantle discriminatory practices, and it is “essential because ... eight out of the twenty job groups are underutilized.” While the Civil Rights Office shares the Civil Grand Jury’s wish to fill recruitments efficiently, as the County has explained, “proper and thorough recruitments are a key asset to invest in our community and equal opportunities are preserved” for all.

If you have any questions, please do not hesitate to contact the Civil Rights Office at 755-5117.

Sincerely,
DocuSigned by:

A handwritten signature in black ink, appearing to read 'Juan P. Rodriguez', enclosed in a blue DocuSign signature box.

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Juan P. Rodriguez
Civil Rights Officer