Guest Speaker Outline

Mission: The Advisory Council on Equal Employment Opportunity (ACEEO) is a community-based panel under the authority of the Contra Costa County Board of Supervisors serving as an advisory committee regarding the implementation of the County's Affirmative Action Plan. The objective is to help build an inclusive workforce in an environment that fosters dignity and respect for the individual.

Goal: The ACEEO monitors county hiring and separation from employment to assure compliance with the County's Affirmative Action Plan and audits county contracts for goods and services to maintain participation goals.

Representatives: Please send your HR Coordinator and Equal Employment Opportunity Coordinator, if you have one. In-person attendance is preferred.

Please be prepared to discuss the following:

1. What is your department/agency hiring process?
2. To the best of your ability, in the last 2 years, please provide the following data:
    - Demographics of current employees (examples: ethnicity, age, gender, disability, veterans' status, etc.)
    - Attrition rate (People leaving the organization) and demographic breakdown
    - Vacancy rate (Time taken to fill vacant positions)
    - Promotion rate (within the organization) and demographic breakdown
    - Qualitative Statistics
        - Retention (Average number of employees staying in department)
3. Outreach
    - Recruitment based on vacancy and/or diversity
    - Vendors (Contracts for goods and services)
        - Data points from BIPOC vendors
4. Based on the above data provided, are there any opportunity areas that this group can help you solve?

**** Per the group, we require all presenting material, slides or other data sheets, be sent to Kiara (kiara.allen@riskm.cccounty.us) 1 week prior to meeting ACEEO. ****