



**CONTRA COSTA COUNTY  
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY  
OUTREACH REPORT  
AND  
RECRUITMENT PLANS  
2024-2025**

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## **EXECUTIVE SUMMARY**

The Equal Employment Opportunity Plan ensures individuals' full and equal participation, regardless of gender, race, or ethnicity, in the workforce. The Office of Equal Employment Opportunity (EEO) is responsible for assessing Contra Costa County's (the County's) workforce and analyzing any underrepresentation within it. We distribute the plan findings to each department and assist them in developing and disseminating outreach and recruitment plans for the following year. Our goals are to encourage qualified underrepresented groups to apply for vacancies where deficiencies are identified and to diversify our applicant pools and workforce.

To identify underrepresentation, the EEO performs a demographic analysis of the County's workforce, a process known as benchmarking. Benchmarking is one tool used to achieve workforce diversity and involves analyzing the demographic makeup of the County over a specific period to assess the diversity of our workforce. This report provides statistical analyses of the County's progress toward employing a workforce that reflects all racial/ethnic groups and genders, in proportion to their availability in the relevant civilian labor force.

The EEO conducts underrepresentation analysis by race, ethnicity and gender, as defined by the occupational categories within each department. An occupational category is a broad grouping of job classes that require similar levels of skill and training. The EEO compares the County's workforce to local labor market data, which is compiled by the United States Census Bureau using the Equal Employment Opportunity Tabulation (EEO Tabulation).

The EEO Tabulation serves as a benchmark for comparing the gender and racial composition of an organization's workforce. The analysis is based on the difference between the percentage of employees in a particular job category (classified by race, national origin, and sex) in the organization's workforce, and the percentage of workers in the same job category in the relevant labor market, similarly classified by race, national origin, and sex.

Once each department's workforce has been analyzed, the EEO assists in developing departmental plans. This includes researching best practices, compiling and analyzing data, and designing, scheduling, and conducting training sessions to create comprehensive and effective plans. A successful EEO Plan is not based on quotas but reflects a commitment to equal employment opportunity, self-analysis, transparency, and identifying and removing barriers.

As of December 31, 2023, Contra Costa County employed 9,231 individuals. Each department with an underrepresentation of 10% or more in gender and race/ethnicity categories is required to create a strategic outreach and recruitment plan to address the identified deficiencies in each occupational group.

In April 2014, the Human Resources (HR) Department convened a Recruitment Opportunities Work Group, which included representatives from the Human Resources Department, the Office of the County Counsel, and the Office of Equal Employment Opportunity (EEO). The County Administrator tasked this group with developing a post-

Consent Decree framework to ensure that the County's workforce reflects the demographics of the communities it serves. Outreach efforts were established to explore new and innovative ways to reach individuals underrepresented in the County's workforce. The goal is to provide equal employment opportunities to all qualified individuals seeking employment with the County and its special districts governed by the Board of Supervisors.

On July 1, 2015, the County implemented its outreach and recruitment plans for Fiscal Year (FY) 2015-2016. The plans aim to promote equity and inclusion across the County's workforce. County departments were instructed to conduct strategic outreach and recruitment efforts designed specifically to reach qualified underrepresented groups among the constituents the County serves.

## **METHODOLOGY**

To identify underrepresentation within each department, the EEO Officer annually compares the County's workforce data to the availability of qualified individuals aged 16 or older in the local labor market. The County's workforce data, as referenced in this report, is derived from employment records stored in the Human Resources PeopleSoft database. The local labor market data is compiled by the 2014-2018 United States Census Bureau using the Equal Employment Opportunity Tabulation (EEO Tabulation), which serves as a benchmark for comparing the gender and racial composition of an organization's workforce.

The EEO Tabulation is sponsored by four federal agencies: the Equal Employment Opportunity Commission (EEOC), the Employment Litigation Section of the Civil Rights Division at the Department of Justice (DOJ), the Office of Federal Contract Compliance Programs (OFCCP) at the Department of Labor, and the Office of Personnel Management (OPM). The most recent EEO Tabulation was released on March 1, 2021, and examines labor force diversity using Census data. It is produced for federal, state, and local government agencies responsible for monitoring employment practices and enforcing civil rights laws in the workforce.

The current reporting format uses statistical data to determine underrepresentation within each County department. The EEO conducted utilization analysis by race and gender, as defined by the occupational categories within each department. Occupational categories are broad groupings of job classes that require similar levels of skill and training. These categories, as listed in the report, were obtained by cross-referencing data from the U.S. Census Bureau, the Department of Labor, and the Equal Employment Opportunity Commission. Below is a list of the occupational categories and definitions used in the analysis for this EEO Plan:

- **Officials/Managers** – Occupations in which employees set broad policies, exercise overall responsibility for the execution of these policies, or direct individual departments. This category includes titles such as department heads, directors, deputy directors, etc.
- **Professionals** – Occupations, which require specialized and theoretical knowledge,

which is usually acquired through college training or through work experiences and other training which provides comparable knowledge. Includes: accountants, personnel and labor relations workers, police and fire captains, and lieutenants.

- **Technicians** – Occupations, which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or equivalent on-the-job training. Includes: computer programmers and operators, drafters, survey and mapping technicians, radio operators, technicians, police and fire sergeants, inspectors, and first-line supervisors.
- **Protective Services: Sworn** – Occupations in which sworn workers are entrusted with public safety, security, and protection from destructive forces. Includes: police officers, firefighters.
- **Protective Services: Non-sworn** – Occupations in which workers aid, guide, or protection in a specific area. Includes: animal control workers, crossing guards, lifeguards, and other protective service workers.
- **Administrative Support** – Occupations in which workers are responsible for internal and external communications, recording and retrieval of data and/or information, and other paperwork required in an office. Includes: customer service, payroll clerks, meter readers, dispatchers, secretaries, receptionists, etc.
- **Skilled Craft** – Occupations in which workers perform duties that require manual skill and a thorough knowledge of the processes involved in the work which is acquired through on-the-job training and experience or apprenticeship or other formal training programs. Includes: mechanics, equipment operators, highway maintenance workers, first-line supervisors of mechanics, and other skilled craftspeople.
- **Service Maintenance** – Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene, or safety of the general public or contribute to the upkeep and care of buildings, facilities, or grounds of public property. Includes: groundskeepers, sewer workers, garage laborers, and custodial persons.

### **TOTAL COUNTY WORKFORCE**

As of December 31, 2023, the County employed 9,231 individuals. Representation rates, presented as percentages, serve as indicators of whether a particular racial/ethnic or gender group is represented at a level comparable to its presence in the local labor market. Once underrepresentation is identified, departments provide steps to increase the applicant flow of diverse, qualified individuals from the underrepresented group(s) through outreach. The County's job classes are determined by Human Resources (HR) and assigned to an occupational category based on the United States Census Bureau's definitions.

The analysis relies on a simple calculation: the percentage of employees in the County's

workforce within a specific job category, cross-classified by race, ethnicity, and sex, is compared to the percentage of workers in the same job category within the relevant labor market, also cross-classified by race, ethnicity, and sex. For example, if 20 percent of the County's Professionals job category consists of Asian males, but 40 percent of the relevant labor market's Professionals category is made up of Asian males, the County would be underusing Asian males in this job category by 20 percent. Below is the data chart for the County's gender employment demographics as of December 31, 2020, which reveals the analysis and underrepresentation discussed above.

Departments are required to target outreach efforts based on areas where underrepresentation has been identified. Each racial/ethnic and gender category is analyzed separately, and departments must focus their outreach on all groups with low representation. As the County's EEO Officer, I am responsible for conducting outreach to community-based organizations (CBOs) to attract underrepresented groups to the County's workforce through ongoing marketing and recruitment efforts.

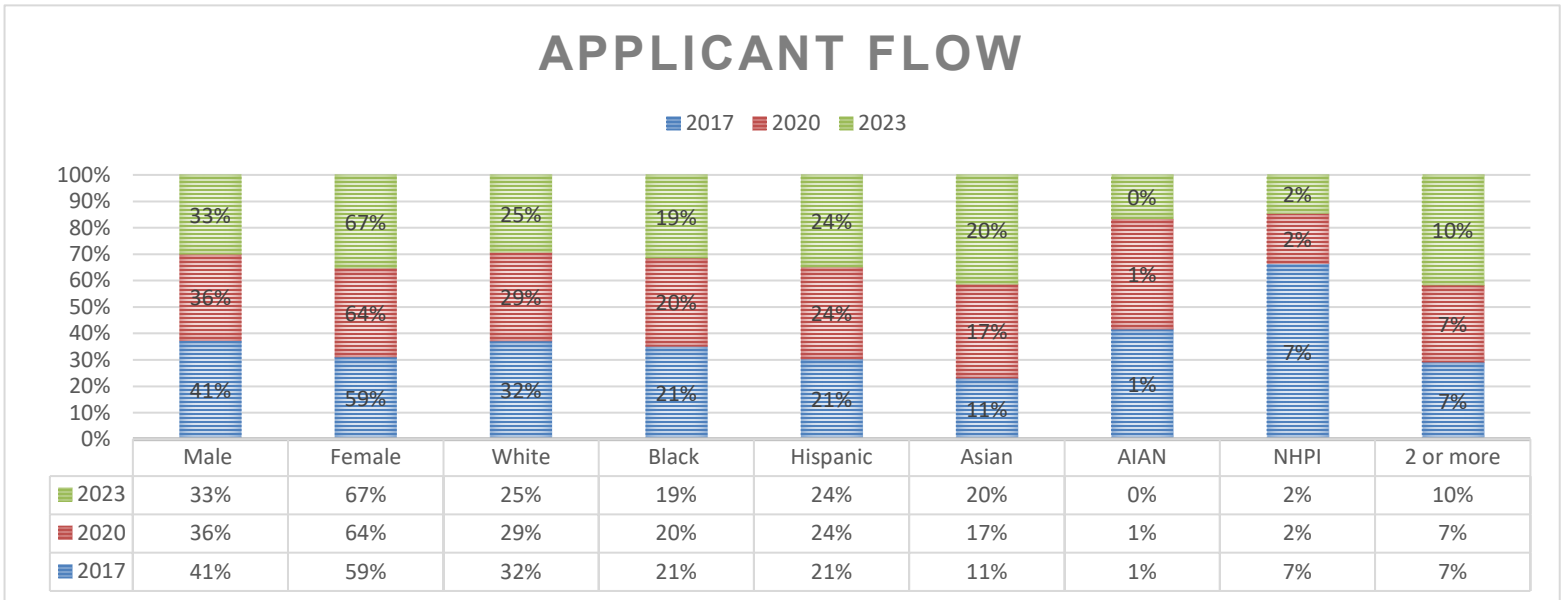
Departmental outreach plans are attached to this report and involve systematic data collection to support conclusions. Data collection is a structured process of gathering observations or measurements to analyze insights accurately, using standard validated techniques. Each department and its workforce undergo the same process to determine underrepresentation.

This report provides insights into the County's workforce and offers a comprehensive snapshot of underrepresentation, including an analysis of the following areas:

- I. Applicant Flow Data
- II. New Hire Data
- III. Promotional Data
- IV. Separations

## I. APPLICANT FLOW DATA

Applicant flow data analysis is an important component of outreach that helps the County determine the success of its outreach programs. Applicant flow analyzes selection rate adjustments for a particular job and is used for record-keeping and statistical purposes. Employers are to allow applicants to participate or decline to submit the supplemental classification information, which identifies gender, race, or ethnicity. If an individual declines to self-identify, his/her reporting data will not be included in the final tally.



There were 27,262 applications received in 2017, which resulted in 15,986 females and 11,276 males who applied. There were 27,483 applications received in 2020, which resulted in 17,672 females and 9811 males who applied. There were 27,079 applications received in 2023, which resulted in 18,826 females and 9,363 males applying for vacancies. The data reveals the following:

### Increase in Total Applications:

- Over the three years (2017, 2020, and 2023), the total number of applications remained relatively stable, with slight fluctuations.

### Increase in Female Applicants:

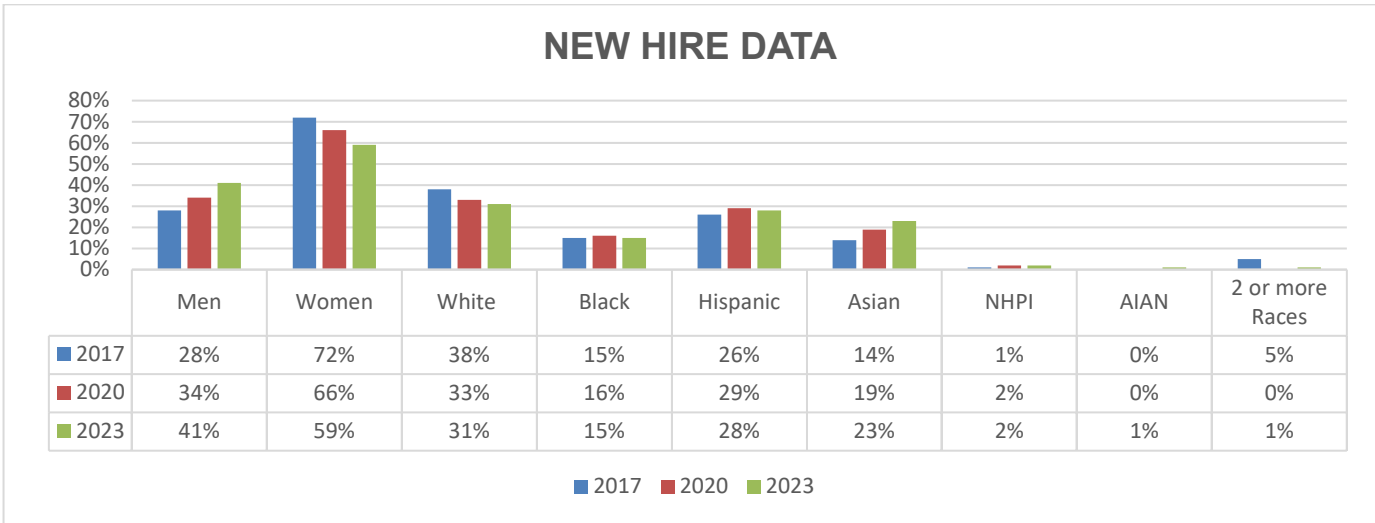
- The number of female applicants increased steadily over time. This represents a consistent upward trend in female participation. In contrast, the number of male applicants declined each year.
- White applicants:** A significant decline of 7 percentage points occurred between 2017 and 2023.
- Black applicants:** A slight decrease of 2 percentage points was observed during the same period.
- Hispanic applicants:** A steady increase of 3 percentage points.
- Asian applicants:** A substantial increase of 9 percentage points occurred from 2017 to 2022.
- NHPI and AIAN applicants:** Both groups experienced decreases of 5 and 1 percentage points, respectively, from 2017 to 2022.
- Two or More Races applicants:** This category saw a 3-percentage point increase during the same period.



## II. NEW HIRE DATA

The County encourages job applicants, new hires, and employees to self-identify their gender and race/ethnicity to assist with voluntary diversity and inclusion initiatives. The County's self-identification program provides valuable data that can be used to inform outreach efforts and ensure that we are reaching a diverse pool of candidates. Based on the results of those who self-identify, EEO can review the gender and racial/ethnic data provided and make informed decisions about our outreach.

- In 2017, a total of 790 people were hired. 565 females were hired compared to 225 males.
- In 2020, a total of 879 people were hired. 580 females were hired compared to 299 males.
- In 2023, a total of 839 people were hired. 495 females were hired compared to 344 males.



This data outlines changes in hiring trends from 2017 to 2023. Here's a breakdown of key observations:

- **Gender:**  
 Male hiring **increased** by 13 percentage points.  
 Female hiring **decreased** by 13 percentage points.
- **Race/Ethnicity:**  
**White** employee hiring **decreased** by 7 percentage points.  
**Black** employee hiring **remained steady**.  
**Hispanic** employee hiring **increased** by 2 percentage points.  
**Asian** employee hiring **increased** by 9 percentage points.  
**NHPI** employee hiring **increased** by 1 percentage point.  
**AIAN** employee hiring **increased** by 1 percentage point.  
**Two or more races** hiring decreased by 4 percentage points.

This suggests a shift towards more diversity in the workforce, with increases in hiring for various ethnic groups, especially Asian employees, while the gender balance shifted towards hiring more males over females.

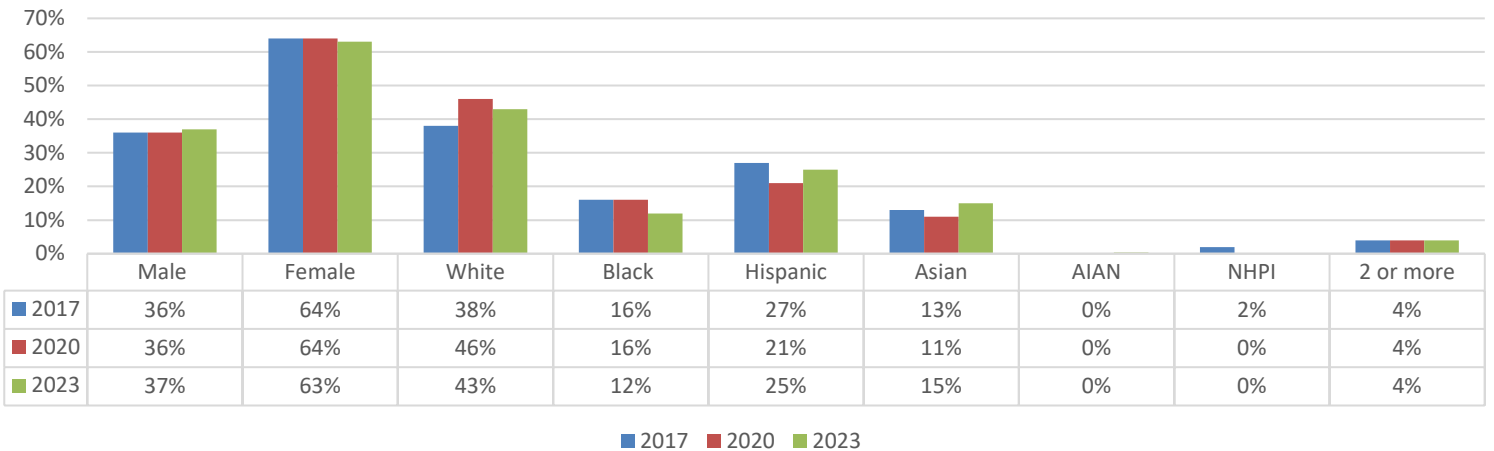
### III. PROMOTIONS

To be eligible for promotions within the County:

- **Probationary or Permanent Status:** Applicants must have either probationary or regular permanent status in the County by the final filing date of the recruitment.
- **Promotional Examinations:** Only those who meet this requirement will be allowed to participate in promotional examinations.

This policy ensures that only employees who have attained a certain level of stability and commitment within the County are considered for promotions.

**Promotions by Gender, Race and Ethnicity**



#### Trends in Promotions (2017-2023):

- Female promotions have been consistently higher than male promotions across all three years, though there was a slight decrease in 2023 compared to 2020.
- Male promotions increased slightly from 36% in 2017 to 37% in 2023.

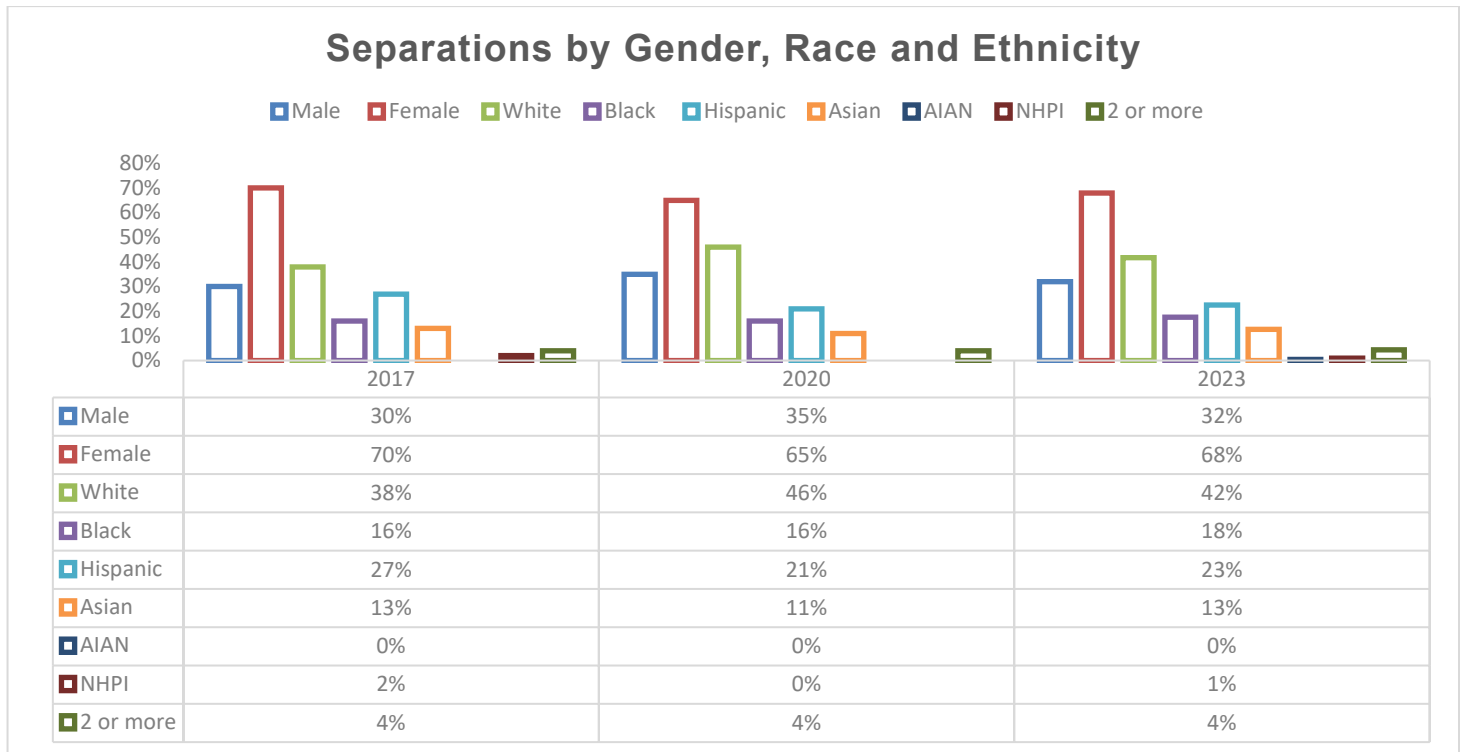
#### Race/Ethnicity-based Promotions (2017-2023):

- **White** promotions increased by **5 percentage points**.
- **Black** promotions decreased by **4 percentage points**.
- **Hispanic** promotions decreased by **2 percentage points**.
- **Asian** promotions increased by **2 percentage points**.
- **American Indian or Alaska Native (AIAN)** promotions decreased by **1 percentage point**.
- **Native Hawaiian or Pacific Islander (NHPI)** promotions decreased by **2 percentage points**.
- **Two or More Races** promotions remained **steady**.

The data shows an overall consistency in gender-based promotion trends, with females receiving the most promotions across the years. However, there are notable shifts in race/ethnicity-based promotions, including a rise in promotions for White and Asian employees, but decreases for Black, Hispanic, AIAN, and NHPI employees.

## IV. SEPARATIONS

Separations include both voluntary and involuntary resignations. Voluntary employment terminations are initiated solely by the employee while involuntary terminations are initiated solely by the employer and are usually due to negative behavior, poor performance, layoff, etc. EEO reviewed the voluntary and involuntary resignations for calendar years 2017, 2020, and 2023.



### Gender-based Separation Trends (2017-2023):

- The rate of **female** separations **decreased** by 2 percentage points.
- The rate of **male** separations **increased** by 2 percentage points.

### Race/Ethnicity-based Separation Trends (2017-2023):

- **White** employee separations **increased** by 4 percentage points.
- **Black** employee separations **increased** by 2 percentage points.
- **Hispanic** employee separations **decreased** by 4 percentage points.
- **Asian** employee separations **remained steady**.
- **American Indian or Alaska Native (AIAN)** employee separations **remained steady**.
- **Native Hawaiian or Pacific Islander (NHPI)** employee separations **decreased** by 1 percentage point.
- Separations of employees identifying as **Two or More Races remained steady**.

### Separation Rates

- Gender trends indicate a slight shift, with more males being terminated and fewer females.
- There were notable racial shifts, with increases in terminations among White and Black employees, a decrease among Hispanics, and stability in Asian and Two or More Races categories

## **CONCLUSION**

The data presented in this report offers valuable insights for County stakeholders, managers, employees, and the public regarding the County's ongoing outreach and recruitment efforts. While there has been progress toward achieving workforce equity, certain areas still require attention. One key area is the equitable distribution of jobs across gender and race/ethnicity.

The data reveals that the County's workforce has a significantly higher proportion of **female** employees compared to the general population. This imbalance indicates a potential area of focus for achieving more gender parity within the workforce.

	<b>Males</b>	<b>Females</b>	<b>Total</b>	<b>Percentage of Workforce</b>
<b>White</b>	1591	2071	3662	38%
<b>Black</b>	386	1084	1470	15%
<b>Hispanic</b>	603	1584	2187	23%
<b>Asian</b>	543	1104	1647	17%
<b>NHPI</b>	46	83	129	1%
<b>AIAN</b>	18	32	50	1%
<b>2 or more races</b>	170	327	497	5%
<b>Total</b>	<b>3357</b>	<b>6285</b>	<b>9642</b>	<b>100%</b>

- **Disparity in Representation:** The County's workforce is predominantly people of color (62%), yet white employees are disproportionately represented in hiring and promotion decisions.
- **Continued Need for Enhanced Outreach:** The County recognizes the need for more targeted outreach efforts to address underrepresentation.
- **Focus on Diversity and Inclusion:** The County emphasizes the importance of creating a welcoming and inclusive work environment.

### **Recommendations:**

Based on the data and analysis, the County could further enhance its EEO efforts by:

1. **Diversify Hiring Committees:** Ensure hiring committees reflect the diversity of the County's population to minimize unconscious biases.
2. **Implement Mentoring Programs:** Establish mentorship programs to provide support and guidance to employees from underrepresented groups.
3. **Review Compensation Practices:** Regularly review compensation practices to ensure they are equitable and do not disproportionately disadvantage certain groups.
4. **Conduct Implicit Bias Training:** Provide implicit bias training to all employees to help them recognize and address unconscious biases.
5. **Expand Partnership Network:** Seek partnerships with organizations that serve underrepresented communities in fields relevant to the County's workforce.
6. **Track Employee Satisfaction:** Regularly assess employee satisfaction to identify areas where improvements can be made to foster a more inclusive environment.

**Additional Considerations:**

- **Data Analysis:** Continue to analyze workforce data to identify emerging trends and adjust strategies accordingly.
  - **Employee Feedback:** Seek feedback from employees to gain insights into their experiences and identify areas for improvement.
  - **Cultural Competency Training:** Consider providing cultural competency training to employees to help them understand and appreciate diverse perspectives.

By implementing these recommendations, the County can continue making significant progress toward achieving a more equitable and inclusive workplace.

**CONTRA COSTA COUNTY  
2023 OUTREACH AND RECRUITMENT DATA  
9642 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>1</sup>	Male (%)	Female (%)
<b>Officials and Administrators</b>			
County Workforce	380	33	67
Census Data	X	58/49 <sup>2</sup>	42/51
Underrepresentation	X	-25/-16	X
<b>Professionals</b>			
County Workforce	3934	30	70
Census Data	X	47/49	53/51
Underrepresentation	X	-17/-19	X
<b>Technicians</b>			
County Workforce	1082	43	57
Census Data	X	51/49	49/51
Underrepresentation	X	-8/-6	X
<b>Administrative Support</b>			
County Workforce	2779	17	83
Census Data	X	38/49	62/51
Underrepresentation	X	-21/-32	X
<b>Service Maintenance</b>			
County Workforce	349	65	35
Census Data	X	57/49	43/51
Underrepresentation	X	X	-8/-16
<b>Skilled Craft</b>			
County Workforce	84	96	4
Census Data	X	94/49	6/51
Underrepresentation	X	X	-2/-47
<b>Protective Services (Sworn)</b>			
County Workforce	828	83	17
Census Data	X	77/49	23/41
Underrepresentation	X	X	-6/-24
<b>Protective Services (Non-Sworn)</b>			
County Workforce	206	65	35
Census Data	X	58/49	42/51
Underrepresentation	X	X	-7/-6

<sup>1</sup> The total number of people who had worked for the County at least one day during the 2023 calendar year.

<sup>4</sup> These numbers are broken into two separate categories. The first number represents the Census data for eligible people who reside in Contra Costa County

**CONTRA COSTA COUNTY  
2023 OUTREACH AND RECRUITMENT DATA  
9642 EMPLOYEES**

**RACES AND ETHNICITY**

Demographics by Race and Ethnicity <sup>[3]</sup>	White (%)	Black (%)	Hispanic (%)	Asian (%)	Native Hawaiian/ Pacific Islander (%)	American Indian/ Alaska Native (%)	Two or More Races (%)
<b>Officials and Administrators</b>							
County Workforce	53	17	13	12	0	0	5
Census Data	60/65	6/10	13/26	17/18	0/1	0/1	4/5
Underrepresentation	-7/ <b>12</b>	X	<b>X/13</b>	-5/-6	X/-1	X/-1	X/X
<b>Professionals</b>							
County Workforce	38	14	17	22	1	1	7
Census Data	55/65	6/10	11/26	23/18	0/1	0/1	4/5
Underrepresentation	<b>-17/-27</b>	X/X	<b>X/-9</b>	-1/X	X/X	X/X	X/X
<b>Technicians</b>							
County Workforce	35	13	21	23	2	1	5
Census Data	42/65	9/10	26/26	19/18	0/1	0/1	4/5
Underrepresentation	-7/ <b>30</b>	X/X	<b>-5/-5</b>	X/X	X/X	X/X	X/X
<b>Administrative Support</b>							
County Workforce	33	18	31	12	2	0	4
Census Data	47/65	10/10	22/26	16/18	1/1	0/1	4/5
Underrepresentation	<b>-14/-32</b>	X/X	X/X	-4/-6	X/X	X/-1	X/-1
<b>Service Maintenance</b>							
County Workforce	21	18	39	18	1	1	2
Census Data	28/65	10/10	43/26	13/18	1/1	0/1	5/5
Underrepresentation	-7/ <b>44</b>	X/X	<b>-4/X</b>	X/X	X/X	X/X	<b>-3/-3</b>
<b>Skilled Craft</b>							
County Workforce	60	7	19	10	1	1	2
Census Data	41/65	6/10	41/26	8/18	0/1	0/1	4/5
Underrepresentation	X/-5	X/-3	<b>-22/-7</b>	X/-8	X/X	X/X	<b>-2/-3</b>
<b>Protective Services (Sworn)</b>							
County Workforce	58	9	23	5	1	0	4
Census Data	44/65	20/10	17/26	11/18	1/1	0/1	6/5
Underrepresentation	X/-7	<b>-11/-1</b>	X/-3	<b>-6/-13</b>	X/X	X/-1	<b>-2/-1</b>
<b>Protective Services (Non-Sworn)</b>							
County Workforce	36	26	24	8	3	1	2
Census Data	39/65	12/10	33/26	8/18	5/1	0/1	3/5
Underrepresentation	<b>-3/-29</b>	X/X	<b>-9/-2</b>	<b>X/-10</b>	<b>-2/X</b>	X/X	<b>-1/-3</b>

<sup>[3]</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably



**CONTRA COSTA COUNTY  
DEPARTMENT OF AGRICULTURE, WEIGHTS & MEASURES  
OUTREACH AND RECRUITMENT PLAN  
FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the County's workforce statistical data indicate the following:

- Females are underrepresented in Officials and Administrators and Technician positions
- Males are underrepresented in Administrative Support positions
- Blacks are underrepresented in Administrative Support positions
- Hispanics are underrepresented in Officials and Administrators, Administrative Support, and Service Maintenance positions
- Asians are underrepresented in Officials and Administrators, Professional, Technician, and Administrative Support positions

Many of the positions in our department require California State licensure to meet the minimum qualifications. These positions include Agricultural Biologist II, Agricultural Biologist/W&M Inspector III, Agricultural Deputy Commissioners, Deputy Sealer of Weights and Measures, and Department Administrators. When we recruit for positions that require state licensing, a job announcement is sent to all qualified and licensed individuals in the state of California. This ensures that we are reaching the broadest qualified candidate pool possible. The California Department of Food and Agriculture County Liaison provides the department with a list of qualified individuals once we notify them of vacant positions.

For Biologist I and Weights & Measures Inspector I positions, incumbents do not require possession of a state license. However, incumbents are given nine months to obtain one state license as a requirement of employment. For these positions, we will outreach with Community Colleges and Universities. For job positions where state licensing is not required, we focus outreach efforts within the community.



**Objective:** Increase the applicant pool of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Department of Agriculture, Weights and Measures.

**Message:** The Department of Agriculture/Weights and Measures will target outreach efforts to websites that serve underrepresented groups. We will email these organizations vacancy announcements within the department during the fiscal year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** The Department of Agriculture/Weights and Measures will disseminate recruitment opportunities to the public through our website and to local community colleges and universities to increase awareness of the Department of Agriculture/ Weights and Measures and provide information of qualifications for employment with our department. We will continue to utilize websites geared towards helping underrepresented people find employment when possible. When hiring for licensed positions, the department obtains a statewide contact list of all licensees and ensures that everyone who is qualified receives notification of the job opening with instruction on how to apply.

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Coordinate with Human Resources to publish recruitments on Womenforhire.com, Tradeswomen.org, and Diversity.com
Increase awareness about the different positions in our department. This will be achieved by describing the job qualifications for vacant positions and how to attain those qualifications.	Internet/Computer	Keep information updated for job qualifications, job descriptions, and licensing information to our department’s website.
Target all underrepresented classes that possess a state inspector/biologist license, weights and measures inspector license, Deputy license, Sealer of W&M license and Agricultural Commissioner license	Personal contact	Mail or email all job announcements to all qualified individuals in order to expand the opportunity for qualified individuals.

<p>Network with local Community Colleges and Universities to increase the applicant pool and explain the Department of Agriculture, Weights and Measures recruitment mission and goals.</p>	<p>Personal contact/publications</p>	<p>Develop content that highlights the department's purpose, goals and employment opportunities. Reach out to Academic Career Advisors and Alumni Relations at Cal State East Bay, UC Davis, Cal State San Luis Obispo.</p>
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**Contact:** Matthew Slattengren  
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## **ANIMAL SERVICES OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce that reflects the communities we serve. As of December 31, 2023, the Animal Services Department's statistical data indicates the following:

- Increase of 6 employees overall for the department.
- Percentage of male Officials and Administrators decreased from -25% to -38% underrepresented.
- Percentage of female Professionals is no longer underrepresented. Males are -5% underrepresented.
- Percentage of male Technicians increased from -9% to -3% underrepresented.
- Administrative Support is at -32% for males.
- Small changes in the Demographics of Service Management:
  - Males are underrepresented at -17%.
  - Percentage of White employees changed from fully represented to -8% underrepresented.
  - Percentage of Hispanic employees increased from -6% to -3%.
  - The percentage of 2 or more races increased from -5% to fully represented.

The Animal Services Department also presented under-representation in the following categories:

- African Americans are underrepresented in the below categories.
  - Officials and Administrators at -6%.
  - Professionals at -6%.
  - Technicians at -5%.
  - Administrative Support at -6%.
  - Services Maintenance at -10%.
- Asians are underrepresented in the below categories.
  - Officials and Administrators at -17%.

- Professionals at -23%.
- Technicians at -19%.
- Administrative Support at -16%.
- Hispanics are underrepresented in the below categories.
  - Service Maintenance at -3%.
- Native Hawaiian/ Pacific Islanders are underrepresented in the below categories.
  - Service Maintenance at -1%.
- Whites are underrepresented in the below categories.
  - Service Maintenance at -8%.

**Objective:** Increase outreach to the local minority workforce population, specifically for underrepresented areas within the Animal Service Department divisions. The Animal Services Department will continue to create positive and sustainable partnerships with the local Community College District and Community-Based Organizations (CBOs) to ensure that the department informs the community about department vacancies.

**Message:** The Animal Services Department will continue actively partnering with the community by establishing strong relationships with County and community vocational programs regarding all department career opportunities. The Department strives to continue outreach and engaging with the local community to enhance and promote a diversified workforce.

- Tools:**
- Continually update the Animal Services website.
  - Utilize Animal Services and County Social Media websites.
  - Attend and participate in local job and community events.
  - Distribute department brochures and literature.

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Participate in community events and job fairs.	Outreach & Engagement	ASD will re-engage in 2024/25 by participating in local community events that target underserved populations. <u>Community Events:</u> <ul style="list-style-type: none"> <li>● Bark in the Park, Brentwood, CA</li> <li>● Safety Fairs, County Wide</li> <li>● Road Runner Run Club, Pleasant Hill, CA</li> <li>● Veteran’s Stand Down, Antioch, CA</li> </ul>

		<ul style="list-style-type: none"> <li>• and other scheduled community events posted on the Department’s website</li> <li>• National Night Out</li> <li>• AKC Woofstock Dog Show Vallejo</li> <li>• Coffee With A Cop</li> <li>• Safety days at local, and regional events</li> <li>• Sunshine Rotary, San Ramon/Danville</li> <li>• Concord Library Cat Adoption</li> <li>• CTK School Classroom Presentation</li> <li>• Buena Vista Elementary Teacher Wellness Day</li> <li>• Joybound Around Town, Walnut Creek</li> <li>• Oakley Library Exploration Station</li> <li>• County Block Party, Concord</li> <li>• Orinda Library Smitten Kitten</li> <li>• Brentwood Library Exploration Station</li> <li>• Walnut Creek Arts &amp; Rec Pride Parade</li> <li>• Paws &amp; People: Fostering Futures, Los Medanos College</li> <li>• Hops &amp; Creek Adoptions Event</li> <li>• Pleasant Hill Fourth of July 5K Race and Parade</li> <li>• Pups &amp; Pints Adoptions Event</li> <li>• El Sobrante Library Pet Adoption Town Hall</li> <li>• Pittsburg National Night Out</li> <li>• Martinez National Night Out</li> <li>• Key Realty Adoption Event</li> <li>• Crocket Police Advisory Council</li> <li>• West County Microchip Clinic</li> <li>• McGuire Harley Davidson Adoptions</li> <li>• East County Microchip Clinic</li> <li>• Central County Microchip Clinic</li> </ul> <p><u>Job Fairs &amp; Presentations:</u></p> <ul style="list-style-type: none"> <li>• Contra Costa County Workforce Development Board Job Fairs</li> <li>• Contra Costa Colleges EOP program presentations</li> <li>• Napa Valley College Criminal Justice Training Center</li> <li>• South Bay Regional Public Safety Training Consortium</li> <li>• Contra Costa County Law Enforcement Training Center</li> <li>• Santa Rosa Junior College</li> <li>• San Joaquin Valley College</li> <li>• Carrington College</li> <li>• Other local service agencies in Northern California</li> </ul>
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<p>Establish competitive salaries for hard-to-fill Animal Services classifications.</p>	<p>Economic</p>	<p>The Animal Services Department (ASD) will implement an external and internal competitive salary study for our Animal Services Medical and Field Services division classifications in 2023-2024 to increase recruitment and retention.</p>
<p>Distribute NEW ASD brochures and employment opportunities for outreach and recruitment to minorities.</p>	<p>Recruitment</p>	<p>The Animal Services Department (ASD) will collaborate on employment recruitment with local community-based organizations and agencies. ASD has continuously promoted employment opportunities in these organizations.</p> <p><u>Community-Based Organizations:</u></p> <ul style="list-style-type: none"> <li>• Workforce Development Board: East Bay Works Offices</li> <li>• Contra Costa Community College District</li> </ul>
<p>Register and post Animal Services Department vacancies online to reach a broad section of minorities.</p>	<p>Electronic</p>	<p>Animal Services has also expanded its employment recruitment efforts through social media:</p> <ul style="list-style-type: none"> <li>• Facebook</li> <li>• Instagram</li> <li>• LinkedIn</li> </ul> <p>Register and post vacancies on large job recruitment websites through the Contra Costa Human Resources Department:</p> <ul style="list-style-type: none"> <li>• Indeed</li> <li>• Humane Society</li> <li>• Cal for Animals</li> <li>• Association for Animal Welfare Advancement</li> </ul>

**Contact:** Kara Galindo, Interim Chief of Administrative Services I  
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**OFFICE OF THE ASSESSOR  
OUTREACH AND RECRUITMENT PLAN  
FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2023, the Office of the Assessor's workforce statistical data indicate the following:

- Males are underrepresented in Official and Administrator, Technician and Administrative Support positions.
- Hispanics and Asians are underrepresented in Official and Administrator positions.
- Hispanics are underrepresented in Technician positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community Based Organizations, Professional Groups and online recruitment sites who serve the populations listed above.

**Message:** The Office of the Assessor will conduct strategic outreach efforts to community organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will electronically send these organizations all open vacancies within the department. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:**

- Community based organizations
- Local colleges and universities
- Distribute to various applicable professional groups
- Post job vacancies on websites

## Message Distribution

STRATEGY	ELEMENT	TASKS
Reach out to community-based organizations that serve a local and diverse population	Personal Contact/Announcement Distribution	Connect with: <ul style="list-style-type: none"> <li>• Men and Women of Purpose</li> <li>• Shelter, Inc.</li> </ul>
Utilize job search websites to reach a broader pool of applicants interested in employment in the public sector	Electronic Publication	Post job vacancies on <a href="http://indeed.com">indeed.com</a> , <a href="http://bayareajobfinder.com">bayareajobfinder.com</a> ; and/or <a href="http://governmentjobs.com">governmentjobs.com</a>
Utilize online networks to reach the Hispanic and Asian communities	Electronic Publication	Post job vacancies on the National Association of Asian American Professionals (NAAAP), the Association of Latino Professionals for America (ALPFA), and United Latino Job Bank websites.
Connect with California Community Colleges and Adult Schools	Personal Contact/Electronic Publication	Reach out to local colleges (such as DVC, Los Medanos, Cal State East Bay, and Contra Costa College, Contra Costa Adult Education) to post job vacancies. Extend outreach to other colleges by posting on the Uloop website.
Work with subject matter experts to connect with professional groups to target individuals interested in Official and Administrator, Technician, and Administrative Support positions	Electronic Publication	Distribute announcements to applicable professional groups (such as California State Association of Counties and California Assessors' Association) and distribute to other County Assessor's Offices in the State.
Utilize county resources and websites	Electronic Publication	Publish on the Assessor's Office website.

**Contact:** Danielle Gomez – Departmental Human Resources Analyst II  
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**CHILD SUPPORT SERVICES  
OUTREACH AND RECRUITMENT PLAN  
FY 2024-2025**

- Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2023, the Department of Child Support Services is under-represented in males in the Officials and Administrators and Administrative Support categories. There is under representation in females in the Technicians job category. Asians are underrepresented in the Official and Administrators, Professionals, and Technicians job category. Additionally, there is under representation in the White population in the Technicians job category.
- Objective:** Increase the visibility of males within the workforce. Increase the visibility of females in the Technician workforce. Target Asian, Black, Hispanic, and White populations in an attempt to mitigate current trends of under representation. The Department will work to more broadly market and promote job vacancies.
- Message:** The Department will utilize social media and online resources to reach a broad candidate pool. The Department will increase the scope of its marketing in the community in order to create a more diverse applicant pool of qualified candidates.
- Tools:**
- YOUTUBE Video
  - Social Media
  - Community Outreach
  - Job Fairs
  - Digital Billboard Advertising
  - Remote Testing
  - Child Support Director's Association
  - Western Intergovernmental Child Support Engagement Council

## Message Distribution

STRATEGY	ELEMENT	TASKS
Use employee testimonial video and post to the Department's webpage	Electronic Media	Link the YOUTUBE video of incumbent employees in the underrepresented groups, explaining the duties of the open positions to the County HR webpage job posting to the Department's webpage.
Utilize social media to expand exposure of open job opportunities	Electronic Media	Post link to open job opportunities on the Department's Facebook page. Continually monitor to address potential candidate feedback
Conduct outreach to local community groups, targeting groups specific Asian, Hispanic and African American populations.	Electronic Media	Build community partnerships and provide electronic job postings for distribution during open recruitment periods. Will target Shelter, Inc and local Salvation Army chapter for male and African American outreach, Asian Business League of San Francisco for Asian outreach, Monument Impact for Hispanic outreach.
Create brochure which explains the department of Child Support Services' outreach and recruitment mission and goals	Publication Print Media	Partner with the County Workforce Development Board to distribute brochures to local job fairs and local job centers
Coordinate digital billboard advertising with open recruitments	Advertising	Post job opportunities via digital billboards in Contra Costa County; utilize marketing materials that specifically target males of current under-represented groups.
Use job examinations that can be administered remotely and reach a wider group of candidates.	Remote Testing	Create examinations that can be done by candidates from home or in their local area, to reach a broader candidate pool.
Child Support Director's Association (CSDA) and Western Intergovernmental Child Support Engagement Council (WICSEC)	Advertising	Post job opportunities with CSDA and WICSEC to reach child support professionals throughout California and the United States, targeting a larger audience for job postings.

**Contact:** Matthew Brega, Chief Assistant Director/Supervising Attorney 925-313-4401



**CLERK-RECORDER-ELECTIONS DEPARTMENT  
OUTREACH AND RECRUITMENT PLAN  
FY 2024-2025**

**Issue:** The Clerk-Recorder-Elections Department remains committed to maintaining a diverse and inclusive workforce reflective of the communities we serve. As of December 31, 2023, the County's workforce statistical data indicate the following for the Clerk-Recorder-Elections Department:

- Males are underrepresented in Officials and Administrators positions.
- Hispanics are underrepresented in Officials and Administrators positions.
- Asians are underrepresented in Technician positions.
- Hispanics are underrepresented in Technician positions.
- Caucasians are underrepresented in Administrative Support positions.

**Objective:** Connect with minority owned organizations to share employment opportunities with overlap of underrepresented groups to generate a more representative pool of applicants for upcoming recruitments. Investigate potential avenues for advertising job opportunities and recruitments with underrepresented categories.

**Message:** On behalf of the Clerk-Recorder-Elections Department, the Human Resources unit will conduct strategic outreach efforts to community based organizations, professional groups, and online websites that serve those populations where we may be underrepresented. These organizations will be provided information about open vacancies within the department. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** - Community based organizations

- Local job fairs and career days
- Local colleges and universities groups find employment
- Create and distribute informational brochures

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Identify organizations that promote job opportunities for minority groups within the County. Apprise said groups when requesting new eligible lists are created for underrepresented job classes.	Personal Contact	Identify job resource entities in the county working to support minority groups seeking employment, apprise said groups of opportunities to apply for recruitments to underrepresented job classes.
Inquire with County Human Resources Department about potential advertisement opportunities used by other departments for circulating employment opportunities with Asian and Hispanic communities.	Advertisement	Identify local community minority groups that assist these groups with identifying employment opportunities.
Advertise at local job fairs, colleges, and universities within the County.	Advertisement	Increase applicant flow for recruitments by participating with local institutions.
Partner with community based organizations who serve Asian and Hispanic communities and directly notify them of upcoming recruitments for Technician positions.	Personal Contact	Partner with the Salvation Army, Men and Women of Purpose and Community Churches to reach our specific audiences. Identify additional community-based organizations for candidate outreach purposes.

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## CONSERVATION AND DEVELOPMENT OUTREACH AND RECRUITMENT PLAN FY 2024-2025

**Issue:** The Board of Supervisors and the Department of Conservation and Development (DCD) remain committed to maintaining a diverse and inclusive workforce that is reflective of the communities served.

Pursuant to the County's 2023 workforce statistical data, DCD is currently underrepresented in the following categories:

- Females are underrepresented in Technician and Service Maintenance positions.
- Males are underrepresented in Administrative Support positions.
- Whites are underrepresented in Professional positions.
- Whites, Hispanics/Latinos, and Asians are underrepresented in Service Maintenance positions.

Based on this data, the following are notable statistical changes from fiscal years 2022 to 2023:

- Increase of 3 employees overall for department.
- Changes in female representation in the following categories:
  - Officials and Administrative decreased from fully represented to -4%
  - Professionals increased from -10% to -5%
  - Technicians decreased from -12% to -15%
  - Minimal changes across all sections in terms of demographics.

**Objective:** For DCD's future recruitments, it is the department's objective to increase the number of eligible applicants received from the currently identified underrepresented groups within its workforce.

**Outreach:** To help achieve this objective, DCD will continue to conduct strategic outreach that includes utilizing educational and professional networks, job-posting websites, and other internet-based resources that specifically serve the populations that are currently underrepresented within DCD's workforce. In addition, all recruitments will continue to be shared with all existing staff to pass onto additional referrals, which should help further extend DCD's outreach.

### **Prospective Resources & Tools:**

- Professional Networks and Organizations
- Local colleges and universities
- Trade/Vocational programs
- Existing staff (Internal References)
- Job-posting websites
- Social Media
- Job fairs
- County Human Resources & County Equal Employment Opportunity Office
- Other similar/comparable public agencies
- Internship/Externship program
- Websites and internet resources that assist women find employment in Technician and Service/Maintenance positions
- Websites and internet resources that assist men find employment in Administrative Support positions
- Websites and internet resources that assist White candidates find employment in Professional positions
- Websites and internet resources that assist Whites, Hispanics/Latinos, and Asian candidates find employment in Service Maintenance position

**Plan:**

Strategy for Category	Resources/Tools	Tasks & Action Items
<p><b>Technicians &amp; Service Maintenance:</b> DCD currently has several vacant positions in this category. DCD recognizes an ongoing need to increase female and minority representation in its Building Inspector, Plan Checker, and Planning Technician classifications</p> <p><b>Overall DCD Staffing</b> - To attract a wider pool of candidates, DCD will continue to research and explore various available recruitment channels. Specifically, the department will focus on how to better utilize available social media platforms, job-posting websites, and diversity-focused organizations.</p>	<ul style="list-style-type: none"> <li>- Existing staff - Keep existing staff engaged in recruitment process and ongoing efforts to diversify workforce</li> <li>- Personal outreach/contact - Use available and effective tools to help further disseminate recruitment opportunities. Evaluate overall effectiveness of tools and adjust efforts accordingly.</li> <li>- Seek guidance and recommendations from within the County (subject-matter experts and other departments) regarding available resources</li> <li>- Colleges &amp; Universities – For appropriate classifications, target candidates from local educational institutions.</li> <li>- Trade/Vocational programs - For appropriate classifications, target candidates from local vocational institutions</li> <li>- Professional networks &amp; organizations – Research available networks for targeted demographics and career paths.</li> <li>- Establish internship/externship opportunities</li> <li>- Assess internal recruitment and on-boarding processes (e.g. composition of interview panels)</li> </ul>	<p>Discuss with existing staff how to increase diversity in these particular classifications.</p> <p>Continue to research and seek referrals for viable and cost-effective internet platforms. Once identified will utilize these resources to help expand its outreach for all future recruitments</p> <ul style="list-style-type: none"> <li>- <a href="http://WorkplaceDiversity.com">WorkplaceDiversity.com</a> (pay site)</li> <li>- <a href="http://Diversity.com">Diversity.com</a> (pay site)</li> <li>- <a href="http://DiversityJobs.com">DiversityJobs.com</a> (pay site)</li> <li>- <a href="http://blackcareernetwork.com">blackcareernetwork.com</a> (pay site)</li> <li>- <a href="http://Hispanic/Latino Professional Association">Hispanic/Latino Professional Association</a> (pay site)</li> <li>- <a href="http://National Association of Asian American Professionals">National Association of Asian American Professionals</a> (pay site)</li> <li>- <a href="http://Tradeswomen.org">Tradeswomen.org</a></li> <li>- <a href="http://Women-into-construction.org">Women-into-construction.org</a> (pay site)</li> <li>- <a href="http://National Association of Women in Construction (NAWIC)">National Association of Women in Construction (NAWIC)</a> (pay site)</li> <li>- <a href="http://Handshake">Handshake</a> (focus on college students, recent graduates)</li> <li>- <a href="http://Zip Recruiter">Zip Recruiter</a> (provided through County Central HR)</li> </ul>

**DCD Contacts:**

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- Alvan Mangalindan, HR Officer - [alvan.mangalindan@dcd.cccounty.us](mailto:alvan.mangalindan@dcd.cccounty.us)



## **COUNTY ADMINISTRATOR'S OFFICE OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

**ISSUE:** The Board of Supervisors remain committed to maintaining a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2023, the County Administration agency reflects an increase of 27 employees and the demographics of the overall agency workforce indicates the following:

- Males are underrepresented in Officials/Administrators and Administrative Support roles
- Females are underrepresented in Technician roles
- Hispanics are underrepresented in Administrative Support and Skilled Craft roles

This workforce underrepresentation data includes data for the following departments within the County Administrator's agency: Clerk of the Board; CCTV; Department of Information Technology, including the Telecommunications division; Law and Justice Systems; and the Administrative Office of the County Administrator, including the Labor Relations unit.

**OBJECTIVE:** Increase the applicant flow of underrepresented groups by continuing to expand recruitment efforts geographically and include targeted outreach to professional groups with underrepresented memberships/following.

**MESSAGE:** The CAO will conduct strategic outreach to organizations, including educational and professional groups, and websites that serve diverse populations. In partnership with the Human Resources Department, open vacancies will be sent electronically to these organizations, as well as to other County departments and local government entities to promote a more diverse applicant pool of qualified applicants

Since 2023, the administrative office of the County Administration agency has examined its organizational structure and classification requisites to diversify career development opportunities within its officials/administrators, professional staff, and administrative support classifications. One component of this effort expanded experience minimum qualifications to garner internal opportunities within our County's diverse workforce.



The areas of underrepresentation from 2022 to 2023 have changed as follows:

- Percentage of White employees from -10% to -7%
- Percentage of Hispanic employees from -15% to -4%
- Changes in the Demographics of Administrative Support:
  - Percentage of Hispanic employees decreased from -12% to -18%
  - Percentage of Asian employees increased from -16% to -2%

### Message Distribution

STRATEGY	ELEMENT	TASKS
<p>Conduct targeted outreach to local and community-based organizations, diverse professional organizations and public sector associations to seek underrepresented candidates.</p>	<p>Internet</p>	<p>Ensure outreach efforts target the underrepresentation classifications and include:</p> <ul style="list-style-type: none"> <li>• Community based organizations such as the California Diversity Council and the Workforce Development Board of Contra Costa County;</li> <li>• Race and ethnicity focused organizations such as the National Association of Asian American Professionals, Association of Latino Professionals for America, Chicana/Latina Foundation, and National Organization of Blacks in Government, as well as explore new job posting sites such as Diversity Tech;</li> <li>• Gender specific associations, including those that may bring candidate interest from a wide range of backgrounds and perspectives, including sexual orientation.</li> </ul>
<p>Conduct national and underrepresented category targeted outreach as needed to fill Officials and Administrator positions.</p>	<p>Internet</p>	<p>Continue partnering with external consultants for Officials and Administrators positions to maintain diverse outreach efforts at a national level and with organizations/associations that target specific underrepresented classifications.</p>
<p>Partner with Human Resources to ensure recruitment qualification assessments and examinations incorporate diversity, equity and inclusive tools.</p>	<p>Internet / In-person meetings</p>	<p>Maintain open communication with the Human Resources Department of our recruiting strategy, particularly when recruiting for positions noted with underrepresentation</p>

<p>Select hiring committees that reflect the county's diverse population and underrepresented groups, and who are committed to supporting a diverse, equitable and inclusive workforce.</p>	<p>Email / In-person communications</p>	<p>Inform hiring managers of this EEO Outreach and Recruitment Plan.</p> <p>Support hiring managers in identifying interview and hiring practices that are equitable and inclusive.</p> <p>Encourage diverse hiring committees/panels, including participation of management staff from underrepresented groups.</p>
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**Contact:** Enid Mendoza, Senior Deputy County Administrator  
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## COUNTY COUNSEL OUTREACH AND RECRUITMENT PLAN FY 2024-2025

**Issue:** The data chart prepared by the County's Equal Opportunity Officer indicates that, when 48 full-time employees<sup>3</sup> in the County Counsel's Office are compared with the working population of Contra Costa County, the County Counsel's Office is statistically under-represented in the following demographic categories:

- Hispanics, Asians and men are under-represented in the Officials and Administrators classifications.
- Asians and men are under-represented in the Professionals classification.
- Whites are under-represented in the Administrative Support positions

This office's plan addresses only non-clerical recruitments. Clerical outreach and recruitments are countywide and are not conducted by this office.

**Objective:** The department will continue to identify and extend outreach efforts with Hispanic and Asian legal associations, law school career centers, and similar agencies to keep them apprised of job vacancies within our office.

**Message:** The Office of the County Counsel's outreach and marketing plan remains concentrated towards creating a diverse and qualified applicant pool of candidates from which we fill the vacant positions. All open recruitments within the department are noticed to numerous organizations during the recruitment period. These measures are intended to expand the reach to diverse applicant pools of qualified candidates that reflect the demographics of the Contra Costa County workforce.

**Tools:** Enhance the communication methods of job vacancies with our under-represented groups by expanding the postings of job vacancies with Human Resources, online job boards, law school career centers, Public Services Employment services, and professional organizations. Expressing a desire to hire individuals from diverse backgrounds in recruiting notices and coordinating with the EEO's staff to expand this office's outreach information to community-based organizations. Ensuring the subject matter experts evaluating the

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<sup>3</sup> Demographic information was not provided for 8 full-time employees in the County Counsel's Office.

applications reflect the diversity within the office and of the under-represented categories.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Announce vacancies, via links, on County Counsel webpage that will provide notices of current job announcements and instructions for future job-related notifications	Website Electronic Internet	Maintain “Job Description” and “FAQ” links on the County Counsel website provides current information. Utilize internal word-of-mouth
Utilize County Counsel’s outreach brochure to explain the Office’s recruitment missions and goals	Publication Print Media	Make available job postings and outreach brochures to the targeted under-represented group’s recruitment centers
Link the Equal Employment Opportunity homepage to the County Counsel’s homepage	Internet	Increase the County Counsel’s exposure to the community to promote the goals of diversity, inclusion, and equality in the workplace
Announce vacancies to law school career centers and professional organizations	Electronic	Target the under-represented group’s law school career centers, bar associations, and Legal Assistant programs
Coordinate distribution of County Counsel Outreach brochure with the EEO’s Office for their ongoing CBO partnerships and marketing efforts	Publication Print Media Personal Contact	Partner with organizations who serve the under-represented populations and programs that support workforce diversity
Further expand recruitment efforts to reach the underrepresented community	Internet	Partner with Human Resources to market job vacancies that target the underrepresented classifications via websites such as EASTBAY Works, Workforce Development Board, One Stop, Foundation List - a national nonprofit job board, and Asian and Hispanic Chambers of Commerce

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## **DISTRICT ATTORNEY OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2023, the District Attorney's (DA) workforce statistical data indicates the following:

- Males are underrepresented in Administrative Support positions.
- Females are underrepresented in Technician positions.
- Hispanics are underrepresented in Official and Administrator, and Technician positions.
- Asians are underrepresented in Professional, Technician, and Administrative Support positions.
- Whites are underrepresented in Official and Administrator, and Administrative Support positions.

Below are the DA workforce statistical changes from December 31, 2022 to December 31, 2023:

- Increase of 13 employees in department overall.
- Percentage of female Technicians increased from -37% to -33%.
- Percentage of male Administrative Support increased from -25% to -23%.
- Changes in the Demographics of Officials and Administrators:
  - Percentage of White employees decreased from -4% to -20%.
  - Percentage of Asian employees increased from -6% to fully represented.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting outreach and recruitment efforts with many and varied groups and organizations who serve these groups.

**Message:** The DA will conduct strategic and targeted outreach efforts to community /faith-based organizations and online websites that serve persons of underrepresented demographics. We will electronically send these organizations all open vacancies within the department during the fiscal

year. This proactive measure will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** Community/faith-based organizations, local job fairs and career days, local colleges and universities, and websites geared towards helping persons of underrepresented demographics find employment. Create and distribute informational brochures.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in job fairs at Law Schools around the state.	Personal Contact	Participate in reviewing resumes, mock hiring interviews. The recruitment committee will actively seek out and offer to participate/ interview at job fairs sponsored by organizations that identify with diverse populations.
Participation in mock trial programs	Personal Contact	Prosecutors volunteer to participate in high school mock trial programs in underrepresented communities to promote interest in criminal prosecution careers.
Outreach to diverse Law School organizations	Personal Contact	Speaking to law school classes. Recruiting committee will actively seek opportunities to speak to law school clubs and organizations whose members consist of individuals from diverse backgrounds to discuss a career path. Examples of groups the committee has reached out to include: <ul style="list-style-type: none"> <li>• Armenian Law Student Association</li> <li>• Vietnamese American Law Society</li> <li>• Pilipino American Law Society</li> <li>• La Raza Law Students Association</li> <li>• Korean American Law Student Association</li> <li>• Black Law Students Associations</li> <li>• Asian Pacific American Law Student Association</li> </ul>

<p>Post job vacancies on websites and in publications geared toward Hispanics, Asians, females and males.</p>	<p>Publication/Print Media</p>	<p>Determine which publications will assist us in meeting out Hispanic recruiting goals and express our desire to hire individuals from diverse backgrounds in recruiting notices. We have contacted SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County to ask them to send out to their members' job postings.</p>
<p>Outreach to Minority Bar Associations</p>	<p>Personal Contact</p>	<p>Notify Minority Bar Associations of employment opportunities and participate in Panel Discussions on Criminal Law issues. Outreach to the three local Bay Area Minority Bar Associations that serve Hispanic attorneys: SF La Raza Lawyers, East Bay La Raza Lawyers Association, and La Raza Lawyers of Santa Clara County. In addition, the Minority Bar Coalition (MBC) which is a coalition of bar organizations that are committed to serving all attorneys from minority groups. Direct outreach to the following:</p> <ul style="list-style-type: none"> <li>• Asian Pacific Bar Association - Silicon Valley</li> <li>• Asian American Bar Association</li> <li>• Charles Houston Bar Association</li> <li>• Bay Area Black Prosecutors Association</li> <li>• San Francisco La Raza Lawyers</li> <li>• Asian American Prosecutors Association</li> <li>• Filipino Bar Association of Northern California</li> <li>• Black Women Lawyers Association of Northern California</li> <li>• East Bay La Raza Lawyers Association</li> <li>• Korean American Bar Association</li> </ul>

		<p>of Northern California</p> <ul style="list-style-type: none"> <li>• La Raza Lawyers of Santa Clara County</li> <li>• South Asian Bar Association of Northern California</li> <li>• Vietnamese American Bar Association of Northern California</li> </ul>
Outreach to Career Development Office (COO) at Law Schools and other colleges and organizations	Personal Contact	Alumni from the Recruiting Team reach out CDO's expressing our interest in attracting a more diverse applicant pool. La Raza Law Students Association serves Hispanic students. We will be attempting to reach out to all the La Raza organizations on local school campuses.
Post job vacancies on websites and publications focused on serving diverse populations	Publication/ Print Media	Notify Opening Doors, International Rescue Committee, Narika, RYSE Youth Center, Family Justice Centers (West and Central), Center for the Pacific Asian Family, Mujeres Unidas Y Activas, Korean Family American Services, Asian Pacific Islander Legal Outreach, Asian Americans for Community Involvement.
Post job vacancies on websites and publications focused on women in law enforcement.	Publication/ Print Media	Determine which organizations might assist us in recruiting sworn female law enforcement personnel and express the Office's desire to increase the number of female Senior Inspectors.
Post job vacancies on websites and publications focused on law enforcement professionals with an emphasis on bilingual personnel.	Publication/ Print Media	Determine which organizations might assist us in recruiting sworn law enforcement personnel and express the Office's desire to increase the number of bilingual Senior Inspectors.

**Contact:** Monica Carlisle, Chief of Administrative Services (925) 957-2234  
[monica.carlisle@contracostada.org](mailto:monica.carlisle@contracostada.org)





## **FIRE PROTECTION DISTRICT OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

**Issue:** The Contra Costa County Fire Protection District (District) remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2023, the County's workforce statistical data indicate the following:

- Females are underrepresented in roles such as Officials and Administrators, Professional and Technical positions, Sworn and Non-Sworn Protective Services, and Service Maintenance jobs.
- Hispanics are underrepresented in roles like Technicians, Skilled Craft, and Service Maintenance positions.
- Blacks are underrepresented in Service Maintenance and both Sworn and (Non-Sworn) Protective Services positions.
- Asians are underrepresented in Officials and Administrators, Professionals, and Technician positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to community-based organizations, professional groups and online recruitment sites that serve the populations listed above.

**Message:** The District is in the process of hiring a full time Outreach Coordinator in the next few months. One of Outreach Coordinator's focus will be to oversee the District's outreach efforts.

The District will continue to conduct strategic outreach efforts to community-based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will electronically send these organizations open vacancies within the District during the fiscal year. In addition, we will continue to promote careers in the Fire Service by collaborating with middle through high schools, and community colleges with

a diverse student population. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for District vacancies.

**Tools:** The District continues to work to diversify the pool of eligible applications. Outreach is targeted towards high schools, community colleges and universities. We will continue to expand job opportunities for temporary paid positions by hiring District Aides who are current students enrolled in Fire Science Associates degree programs from the local community colleges or recent high school and college graduates who have interest in a career in the fire service. These temporary job opportunities provide candidates with direct experience performing non-professional administrative support behind the scenes of a fire department so they can prepare for a career in the fire service.

As of April 4, 2024, the District is in its fifth season of hiring Fire Control Workers for the seasonal wildland mitigation program. This program is targeted towards current District Aides and recent graduates of EMT certificates or Associates Degrees in Fire Science programs from local community colleges. The seasonal program runs annually from May through October. The program is designed to give candidates direct experience performing wildland firefighting to prepare for a career as a firefighter.

The District sent several female firefighters to attend and mentor girls ages 14-18 in the Golden State Women in the Fire Service event on October 7, 2023. The goal of the camp is to empower girls to gain hands on experience. The girls received training with firefighting tools and equipment, basic first Aid and CPR, and learn about career opportunities in the fire service.

The District participated in the following job fairs in FY 2023-2024:

<b>Event</b>	<b>Date</b>
Concord High School	10/18/23
Los Medanos College	10/25/23
Rio Vista High School	11/08/23
Contra Costa College Career Day	04/03/24
Clayton Valley High School	03/28/23
Mt. Diablo High School	04/22/24
Ygnacio Valley High School	04/23/24

FCTC-Livermore	04/06/24
Deer Valley High School	04/10/24
Los Medanos College	04/30/24

## Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping our underrepresented find employment.	Personal Contact	The District will focus on recruiting females, Asian and Hispanic candidates to distribute information about the District's opportunities and vacancies.
Partner with community based organizations who serve females, Asians and Hispanics who are interested in working in all the classifications within the Fire Service and Support Services fields	Personal Contact	Collaborate with organizations to increase females in fire service and statewide organizations such as the CAL-JAC program.
Research employment websites and register to join the online community.	Internet/ Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a> and <a href="http://careerwomen.com">careerwomen.com</a> to reach women who are interested in the Fire Service
Outreach to community based organizations and schools to promote a Fire Explorer program for high school students	Personal Contact/ Social Media	Provide a unique opportunity to work alongside our fire suppression professionals
Outreach to candidates to offer practice written tests for Firefighter applicants	Personal Contact	CAL Joint Apprenticeship Committee
Outreach to diverse CBO's and academic organizations, Post job vacancies and publications focused on serving diverse populations	Personal Contact/Social Media/Publication	Recruitment/Outreach team will continue actively seeking opportunities to speak to academic organizations whose members consist of individuals diverse backgrounds to discuss career paths in the Fire Service. Examples of the groups the team has reached out to

		<p>include:</p> <ul style="list-style-type: none"><li>• IAFF, Local 1230</li><li>• IABPF - International Association of Black Professional Firefighters</li><li>• CA Community Colleges</li><li>• EMS Paramedic Trade Schools</li><li>• EMT programs</li><li>• iWomen (International Association of Women in Fire)</li><li>• NAHF – International Association of Hispanic Firefighters</li><li>• NAHFF-National association of Hispanic Firefighters</li></ul>
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**Contact:** Holly Trieu, HR Analyst, Equal Employment Opportunity Coordinator  
[htrie@cccfd.org](mailto:htrie@cccfd.org)



## HEALTH SERVICES OUTREACH AND RECRUITMENT PLAN FY 2024-2025

**Issue:** As of December 31, 2023, Contra Costa Health Services' under-representation statistical data of the following:

- Males and Whites in Officials and Administrators, Professionals, Technicians, Administrative Support Services, and Protective Services Non-Sworn positions.
- Males, Whites in Professional, Technicians, Administrative Support Services, and Service Maintenance positions.
- Whites, Blacks, and Males in Protective Services Non-Sworn positions.

The Health Services Department has nine divisions providing health care and emergency response services to the residents of Contra Costa County. The majority of our professional classifications are held by women. Per data from the United States Department of Labor, there is a disproportionate representation of women in certain professions such as Registered Nurse, Social Worker, Medical and Health Services Manager, Counselor, and Human Resources Manager.

The Department conducts its own recruitments for Health Services classifications and strives to reach a diverse applicant pool by utilizing the County's Outreach Mailing List consistently in addition to posting our job announcements online to popular websites such as, [governmentjobs.com](http://governmentjobs.com), LinkedIn, Indeed, Craigslist, and distribution to health-focused professional associations and other targeted professional organizations, and community agencies. The department posts job announcements on Handshake, an online tool and resource for employers to post entry-level, paraprofessional and professional job announcements targeted to students and alumni of participating community colleges and universities across the United States.

**Objective:** Increase the applicant pool of males, White, and Black candidates who meet the minimum qualifications and maintain a diverse workforce within the Health Services Department.

**Message:** The Department will continue to utilize the County’s list of community/faith-based organizations and work with SPIN Recruitment Agency by posting our job announcements to popular websites such as Indeed, LinkedIn, professional organizations, and association, and expand to non-traditional sites. In addition, we participate in local job/career fairs, and collaborate with our division managers to look for innovative ways to attract qualified candidates from affiliated organizations, local colleges, and universities.

- Tools:**
- Community and faith based organizations
  - Websites geared toward Males, Blacks and Whites
  - Publications geared toward Males, Blacks and Whites
  - Local job/career fairs
  - Colleges and Universities
  - Professional Organizations

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Utilize the County’s community/faith based organization list	Print Media/Internet	Continue to send job announcements thru General Services to ALL community/faith based organizations
Expand outreach to focused websites and organizations	Internet/Electronic	Continue to work with SPIN Advertising Agency to identify websites and organizations focused toward underrepresented categories and post job announcements online
Expand outreach to publications	Print/Publication	Work with SPIN Advertising Agency to identify publications focused on underrepresented categories and post job announcements
Attend local job and career fairs.	Personal Contact	Attend job fairs to distribute information on the department’s vacancies and connect to candidates in person

Expand outreach to colleges and universities	Internet/Computer/Personal Contact	Work with Division Managers who have affiliations with local colleges/universities such as UC Davis, UC Berkeley, UCSF, Kaiser Allied Health, etc.
Expand outreach to professional organizations	Internet/Computer/Personal Contact	Work closely with Hiring Managers who have affiliations with professional organizations and send job announcements electronically

**Contact:** Mary Jane De Jesus-Saepharn (925) 957-5275  
[mdejesus@cchealth.org](mailto:mdejesus@cchealth.org)



**HUMAN RESOURCES  
OUTREACH AND RECRUITMENT PLAN  
FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the Human Resources Department statistical data for gender and ethnicity underrepresentation is listed below:

**Male**

- Professionals - 21%
- Administrative Support - 22%

**White**

- Officials and Administrators - 10%
- Administrative Support - 31%

**Hispanic**

- Officials and Administrators - 13%

**Objective:** Increase outreach to underrepresented candidates for positions within the Human Resources Department.

**Message:** The department will continue to develop and utilize innovative recruitment tools to attract a diverse applicant pool of qualified candidates, such as identifying career fairs/expos where the department can make personal connections and provide employment resources for continuing and graduating students, creating alternative paths to qualify for positions beyond the typical educational requirements, and through partnerships with our Office of Racial Equity and Social Justice.



**Tools:** Our current recruitment strategies include distribution of all County job opportunities to a vast number of community and faith-based organizations, colleges, cities, and employment placement services.

Our plan is to expand our outreach to in-person and virtual career/job fairs where we can interact and provide information to prospective candidates on employment opportunities within Human Resources and Contra Costa County.

We are also working to develop alternate paths for candidates that may have lived experiences to qualify for positions they previously were ineligible for. This is being developed through market research and input from our partners in the Office of Racial Equity and Social Justice.

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Identify career/job fairs to increase exposure and develop connections within the community	Internet/off-site events	Advertise employment opportunities on targeted websites and at local career/job fairs that will reach underrepresented candidates
Develop alternate paths for applicants to qualify for open positions	In-person	Work internally with departments on alternate routes for underrepresented applicants and underserved communities to develop job requirements that address experiences and education that may not be the typical route to qualify for County positions.
Partner with Office of Racial Equity and Social Justice	In-person/Online	Collaborate with staff to determine alternative partnership and outreach opportunities targeted towards underrepresented classes

**Contact:** Nicole Bilich, Human Resources Department at (925) 655-2179  
[Nicole.Bilich@hrd.cccounty.us](mailto:Nicole.Bilich@hrd.cccounty.us)



## **LIBRARY OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve.

According to the December 31, 2023, Contra Costa County Outreach and Recruitment Data Report, males are under-represented in the Library Department by the following percentage in the four (4) occupational categories noted below:

- Officials and Administrators: 33%
- Professionals: 28%
- Technicians: 16%
- Administrative Support: 12%

In addition, demographics by race and ethnicity show an underrepresentation of Asians by 17% in the Officials and Administrators occupational category, an underrepresentation of Asians by 20% in the Professionals occupational category, and an underrepresentation of Asians by 13% in the Technicians occupational category.

**Objective:** Ensure that the Library workforce reflects the diversity of the County by continuing to diversify staff in all Library work units while increasing the presence of males and Asians within the workforce.

The Library currently meets this objective in the following areas:

- Demographics by race and ethnicity in the Administrative Support Occupational Category.

**Message:** In addition to the Library Outreach and Recruitment Plan, Contra Costa County Library's Leadership and Human Resources teams' partner with the Equity, Diversity, and Inclusion Committee with an intentional, ongoing

effort to ensure that diverse groups and individuals fully participate in all aspects of our library’s work, including decision-making processes. These groups' diversity includes, but are not limited to, age, ethnicity, class, gender, physical abilities/qualities, race, sexual orientation, religious status, gender expression, educational background, geographical location, income, marital/relationship status, parental status, and work experiences. The Library has also increased our focus on implicit bias and anti-racism training for staff and other initiatives to make libraries safe and welcoming spaces for all.

Equity means recognizing that we do not all start from the same place and must acknowledge and adjust imbalances. This is our goal.

**Measurement:** The Library will conduct an annual review of applicants as well as employees hired externally and promoted from within.

- Tools:**
- Social Media
  - Attend local job fairs and career days
  - Attend local community-based events
  - Partner with community groups geared towards helping males find employment
  - Publications geared toward Asians
  - Informational bookmarks, brochures and short videos
  - Partnerships with like-minded education facilities
  - Survey our current employees for additional relevant associations to advertise to/partner with to address racial and other inequities in our services

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Attend job fairs and career days that serve a large ethnically diverse population.	Personal Contact	Set up class presentations, working job fairs, and workshops at high school, colleges, and universities in areas with greater Asian populations.
Partner and connect with Universities and local Community Colleges as well	Print Media Personal Contact by HR	Reach out to Academic Career Advisors and Alumni Relations to explain the department’s goal of increasing the pool of qualified candidates; send informational

as local High Schools to increase the applicant pool.	Personal Contact by outreach librarians	letters local High Schools and Community Colleges. Develop and leverage partnerships to reach new library candidates.
Register and post job vacancies online to reach a broader section of Asian populations.	Electronic	Register and post job vacancies on websites that serve Asian populations such as: National Association of Asian American Professional (NAAAP) jobs.naaap.org, Asian Career Network acareers.net and Mitrtech Circa Diversity Jobs asianhires.com
Utilize social media to show potential applicants what it is like to work at the Library and expand exposure of open job opportunities.  Build our following and brand recognition.	Electronic Media text, photos, graphics and videos.	Work with Media Production Technician to create new content, images, and short promotional videos to post on social media.  Post links of open job opportunities on the Department's Facebook, Instagram and LinkedIn pages.  Email group administrators of Library branch Facebook pages, EDI and Champions for Library Change Committee members to post upcoming and open job opportunities on social media sites.
Continue to create and distribute promotional bookmarks, brochures and how-to documents explaining hiring process and outreach objective for each external recruitment.	Publication/Print Media	Research and find physical community job boards and places to leave recruiting documents. Expand signage and communications to include more languages that reflect the community.

**Contact:** Kiana McFarland, Human Resources Analyst II  
[Kiana.McFarland@library.cccounty.us](mailto:Kiana.McFarland@library.cccounty.us)



## **PROBATION OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the Probation Department's statistical data indicates the following:

- Females are underrepresented in Technical and Service Maintenance positions.
- Males are underrepresented in Officials and Administrators, Administrative Support, and Protective Service (Sworn) positions.
- Percentage of White employee's representation increased in Officials and Administrators from -27% to -19%.
- Percentage of White employee's representation decreased in multiple areas:
  - Professionals from -11% to -26%
  - Service Maintenance from -5% to -11%
  - Protective Services from -10% to -15%
  - Protective Services (non-Sworn) from -9 to -11%

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to educational and vocational training service providers, professional organizations, and online recruitment and employment resource sites who serve the populations listed above.

**Message:** The Office of EEO, Probation and Human Resources will conduct strategic outreach efforts with the groups and organizations identified above and online websites that serve those populations where we have underrepresentation. These proactive measures will help to create a more diverse applicant pool of qualified candidates to apply for departmental vacancies.

**Tools:** - Local job fairs and career days

- Intentional advertising campaigns
- Local Adult Education and vocational training programs
- Local colleges and universities
- Websites geared towards helping underrepresented populations find employment
- Informational Brochures
- Social Media Sources
- Chief Probation Officers of California (CPOC) Website

## Message Distribution

STRATEGY	ELEMENT	TASKS
Outreach to diverse colleges and universities with criminal justice and corrections related degree programs	Personal Contact	Continue to partner with local colleges such as DVC, Los Medanos, Sac State, San Francisco State and Cal State East Bay Universities to make presentations in classes, and provide organized tours of facilities for students
Outreach to diverse Adult Education and vocational training programs with technical and administrative support skill development programs	Personal Contact	<p>Continue professional relationships and partnerships with local education programs such as the five regional Adult Education centers, and the Contra Costa County Office of Education.</p> <p>In the past year, Probation Department participated in the following outreach/community events:</p> <p>Special Olympics; Annual Contra Costa County Spring Job Fair; Resource Fair at Antioch Mall; Antioch Juneteenth; Wardboy Project; Community Recourse Health Fair; 2<sup>nd</sup> Annual Welcome Home Reentry Community Resource Fair and Block Party; National Night Out; and Richmond WORKS Career Fair.</p>
Increase ease of communicating employment opportunities, minimum qualifications for hire, and applicant processes through printed resource material	Publication/ Print Media	Continue to hand out recruitment fliers to be disseminated by staff when they come in contact with potential job applicants. Remain active in outreach efforts such as job fairs and give out swag with Contra Costa County Probation logos and QR codes linking to our job posts.

Utilize digital advertisement to display intentional recruitment messaging in highly travelled highways throughout Contra Costa and the surrounding Bay Area	Employment recruitment	Contract with local company to create an intentional recruitment campaign via digital billboards.
Use employment websites focused on the underrepresented populations	Internet/Computer	Register with websites such as <a href="http://www.opportunityjunction.org/">http://www.opportunityjunction.org/</a> <a href="http://www.eastbayworks.com/cccounty/">http://www.eastbayworks.com/cccounty/</a> <a href="https://www.cpoc.org/employment-opportunities">https://www.cpoc.org/employment-opportunities</a> <a href="mailto:handshake@mail.joinhandshake.com">handshake@mail.joinhandshake.com</a> to post vacancies and open recruitments
Attend job and career fairs focused on the underrepresented populations	Personal Contact	Attend at least three job and career fairs during the fiscal year sponsored by organizations that identify with diverse populations

**Contact:** Marina Kisseleva-Cercione  
[marina.kisseleva-cercione@prob.cccounty.us](mailto:marina.kisseleva-cercione@prob.cccounty.us)



## **PUBLIC DEFENDER OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the Office of the Public Defender workforce statistical data indicates the following:

- Males are underrepresented in Officials and Administrators, Professionals and Administrative Support positions.
- Whites are underrepresented in Administrative Support positions.
- Asians are underrepresented in Professionals and Administrative Support positions.

**Objectives:** Increase the applicant flow of underrepresented groups within the Public Defender's Office workforce by conducting specific outreach and targeted recruitment efforts to community and/or faith-based organizations, professional groups, and online recruitment sites who serve the populations listed above.

**Message:** The Department will continue to conduct strategic and targeted outreach efforts to traditionally underrepresented racial minorities, to create a more diverse applicant pool of qualified candidates to apply for vacant positions.

**Tools:** We will continue to increase the pool of eligible applicants for positions in the department by targeting outreach to local colleges, universities and law schools with our above objectives in mind.

### **Accomplishments:**

To maintain the diversity of our workforce, the Department Head has formed a diversity committee who actively recruits minority attorneys and graduate law clerk applicants from a diverse array of law schools. The Department strives to promote diversity and achieve gender-balance in the graduate law clerk pool, as this group is a significant source of applicants for the entry-level attorney positions. Although the workforce of this Department represents only a small portion of the County's overall



workforce, because of the significant diversity in our client population, we are uniquely focused and committed to achieving the County EEO outreach and recruitment targets.

**Message Distribution**

STRATEGY	ELEMENT	TASKS
<p>Network with Universities such as Cal State East Bay, UCLA, USC, UC Davis, San Francisco State, University of San Francisco Golden Gate Univ. and local Community Colleges as well as local high schools to increase the applicant pool and explain the Office of the Public Defender's outreach and recruitment mission and goals.</p>	<p>Publication Print Media</p>	<p>Reach out to Academic Career Advisors and Alumni Relations to explain the department's goal of increasing the pool of qualified males; send informational letters local High Schools and Community Colleges.</p>
<p>Attend local job and diversity fairs at UC Law San Francisco; Cal State East Bay; UC Davis; San Francisco State; University of San Francisco; and Golden Gate University</p>	<p>Personal Contact</p>	<p>Attend and provide flyers that can be distributed at job and diversity fairs; explain department goals to attain diversity and gender-balance in the workforce, with a particular emphasis in outreach to male and Asian applicants.</p>
<p>Email job vacancies to local colleges, universities and law schools to reach a greater applicant pool, such as DVC and Los Medanos, UC Berkeley, etc.</p>	<p>Electronic</p>	<p>Send job announcements of vacancies via email including our goals of attracting a diverse and gender balanced workforce.</p>

**Contact:** Erica Ellis, Chief of Administrative Services I, 925-608-9693  
[Erica.Ellis@pd.cccounty.us](mailto:Erica.Ellis@pd.cccounty.us)



## **PUBLIC WORKS DEPARTMENT OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintain a diverse and inclusive workforce, which is reflective of the communities we serve. As of December 31, 2023, the Public Works Department statistical data indicates the following:

- Women are underrepresented in Technicians and Service Maintenance positions.
- Whites are underrepresented in Professional positions.
- Hispanics are underrepresented in Skilled Craft Worker positions.
- Asians are underrepresented in Technician positions.

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and targeted recruitment efforts to community/faith based organizations, professional groups and online recruitment sites who serve the populations listed above.

**Message:** The Public Works Department will conduct strategic and targeted recruitment efforts to create a more diverse applicant pool of qualified candidates for vacant positions. We will electronically send these organizations recruitment information for all open positions within the department during the fiscal year. This targeted recruitment method will help to create a more diverse applicant pool of qualified candidates to apply for Public Works positions.

**Tools:**

- Post all recruitments to social media platforms
- Work with Workforce Development Board within the Employment and Humans Services Department
- Local job fairs and career days
- Colleges, universities and local Adult Education
- Professional Associations

- Diversity Websites that cater to our target audiences
- Create and distribute informational brochures

### Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure that explains the Public Works department outreach and recruitment mission and goals.	Publication and Print Media	Send brochures to CBOs such as Rubicon, St. Vincent de Paul of Alameda and Contra Costa Counties, Job Train, and Green Job Corps. Brochures will also be distributed at job and career fairs, as well as conferences and seminars.
Attend job and career fairs that serve women and people of color	Personal Contact	Attend at least 2 job fairs hosted by colleges, universities, community based organizations and professional organizations that serve women and people of color.
Post job vacancies online to reach Public Works target audience.	Electronic	Post job opportunities on social media and on diversity websites and that target job seekers in the department's underrepresented groups
Develop relationships with organizations that have apprentice and training programs for trades occupations	Personal contact	Collaborate with local CBOs, apprenticeship, and training programs for trades occupations (i.e. Green Job Corps, Treasure Island Job Corps, and Job Train), to assist the department in identifying a diverse pool of candidates that may be interested in applying for Public Works positions.
Develop relationships with colleges, trade schools and universities to participate in job fairs and advertise job opportunities.	Personal contact	Partner with community colleges, trade schools and California universities to attend their sponsored job fairs and post on their job boards (i.e. Contra Costa Community Colleges, Universal Technical Institute, IBT Tech, UCs and CSUs)
Ensure that oral board and interview panels reflect the diversity of the candidate pool	Personal contact	When contacting potential oral board raters and identifying interview panel members, ensure that there is appropriate diversity on the panels.

**Contact:** Adrienne Todd, Chief of Administrative Services  
[Adrienne.Todd@pw.cccounty.us](mailto:Adrienne.Todd@pw.cccounty.us)



## **SHERIFF-CORONER OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, which is reflective of the communities that we serve. As of December 31, 2023, the Office of the Sheriff's workforce statistical data indicates the following:

- Asians are underrepresented in Officials and Administrators, Professional, and Technical positions.
- Blacks are underrepresented in Service Maintenance and Protective Services (Sworn) positions.
- Hispanics are underrepresented in Technician, and Protective Services (Non-Sworn) positions.
- Females are underrepresented in Professional, Technical, and Service Maintenance positions.
- Males are underrepresented in Administrative Support positions.

**Objective:** Increase the recruitment efforts to these underrepresented groups by conducting focused outreach efforts to community organizations, professional groups and online recruitment sites that serve these underrepresented populations.

**Message:** The Office will conduct strategic and targeted outreach efforts to these underrepresented groups to create a more diverse applicant pool of qualified candidates to apply for and be successful in sworn and civilian positions within the law enforcement community.

**Tools:** Websites geared toward a diverse group of job seekers interested in working for a law enforcement agency  
Community Events and Organizations  
Local Job Fairs and Career Days

Local Colleges and Universities  
 Local Sporting Events  
 Military Base Recruitment Events  
 Radio Advertisements  
 Billboards  
 Public Transportation Advertisements and Vehicle Wraps  
 Incorporate non-sworn job opportunities into our robust sworn recruitment efforts

**Message Distribution**

STRATEGY	ELEMENT	TASKS
<p>Create brochures, flyers, posters, billboards, Public Transportation Wraps, and Radio Ads, that demonstrate the diverse workforce of the Office of the Sheriff. To include the non-sworn positions that support the mission of law enforcement.</p>	<p>Publication            Print Media            Websites            Radio Advertisements            Sporting Event Ads</p>	<p>Distribute brochures throughout local and statewide colleges, universities, military bases and East Bay Works.            Place advertisements on the SO Law Enforcement Training Center Website, Facebook, Twitter, Claycord.com, State of CA. Deputy Sheriff Association Websites, CA POST Website. Create Radio Ads for local radio station. Create Videos to play at Sporting Events Video Boards.</p>
<p>Attend job fairs and career days that serve a large ethnically diverse population</p>	<p>Online Conference            Websites            Personal Contact</p>	<p>Set up class presentations, working job fairs, and workshops at Asian and female-dominated high school, colleges, and universities.</p>
<p>Increase exposure in the local communities served by participating in local and community events.</p>	<p>Online Conferences            Websites            Personal Contact</p>	<p>Participate in community recruiting events, attend community festivals, and local sporting events</p>

**Contact:** Jad Keileh, Chief of Management Services  
[jkeil001@so.cccounty.us](mailto:jkeil001@so.cccounty.us)



## OFFICE OF TREASURER-TAX COLLECTOR OUTREACH AND RECRUITMENT PLAN FY 2024-2025

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce, reflective of the communities that we serve. As of December 31, 2023, the county's workforce statistical data for the Treasurer-Tax Collector's Office indicates the following. Below are the changes from 2022 to 2023 using the County's data:

- Increase of 3 employees in department overall.
- Percentage of male employees remain stagnant as Officials & Administrators and Administrative Support.
- Percentage of male representation as Professionals increased from -18% to -11%, while the representation as Technicians decreased from -18% to -26%.
- As Professionals, the percentage of white employees increased from -26% to -17%, but Asian employees decreased from -9% to -11%.
- In the Administrative Support area, the percentage of white employees decreased more from -22% to -32%. Even Hispanic employee representation decreased from -5% to -7%.
- All others remain the same since 2022.

**Objective:** To increase the applicant flow of underrepresented groups within our workforce by requesting the Human Resources Department to conduct specific outreach and recruitment efforts to Community Based Organizations (CBO), professional organizations and online recruitment sites that include a large representation of these groups.

**Message:** We request the Human Resources Department to conduct strategic outreach efforts to CBO's, professional organizations and online websites that serve a large representation of the underrepresented groups in our office. We request that the Department electronically share open vacancies with these organizations during our department's outreach efforts. We anticipate this proactive measure will help to create a higher

rate of representation of these groups in the applicant pool of qualified candidates.

**Tools:**

- Community-based and professional organizations
- Local job fairs and career days
- Local colleges and universities
- Websites geared towards recruiting White males to Officials and Administrators and Administrative Support positions
- Websites geared towards recruiting White and Asian males to Professional positions
- Websites geared to recruit Hispanic and Asian males to Technician positions

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Partner with Community Based Organizations who serve large population of males that work in the following positions: Officials and Administrators, Technical, and Administrative Support	Personal Contact/E-mail/ and by mail.	Collaborate with CBOs and professional organizations by sending them announcements of vacancies via e-mail or by mail.
HRD attend job and career fairs that involve large turnouts of White males seeking employment in Officials & Administrators positions and Administrative Support positions, and White and Asian males seeking employment in Professional positions.	Personal Contact	HRD attend job and career fairs during the fiscal year, focusing on recruiting males for Official & Administrative opportunities and males for Professional opportunities when distributing information about the department's vacancies.
E-mail job vacancies to local community colleges and universities to reach a larger applicant pool.	Personal Contact/Electronic	HRD to send job announcements of vacancies via e-mail to local colleges such as DVC, Los Medanos and Cal State East Bay.

<p>Partner with professional organizations to outreach underrepresented groups within our workforce</p>	<p>Personal Contact/Electronic</p>	<p>Register and post job vacancies on websites such as California State Association of Counties (CSAC) <a href="http://www.counties.org/">www.counties.org/</a>, <a href="http://www.californiacitynews.org/">www.californiacitynews.org/</a>; Asian America Multi-Technology Association <a href="http://www.aamasv.com/">www.aamasv.com</a>, Association of Latino Professionals For America (ALPFA) <a href="http://www.alpfa.org/">www.alpfa.org</a>, Government Investment Officers Association (GIOA) <a href="https://www.gioa.us/jobs/">https://www.gioa.us/jobs/</a> (e-mail information to <a href="mailto:jen.felger@gioa.us">jen.felger@gioa.us</a>); California State Association of Counties (CSAC) <a href="https://www.counties.org/public-sector-job-opportunities">https://www.counties.org/public-sector-job-opportunities</a>, and <a href="http://www.idealists.org">www.idealists.org</a></p>
<p>Research employment websites and register to join the online community</p>	<p>Internet/Computer Personal Contact/ Outreach and Engagement</p>	<p>Register and post job vacancies on websites such as <a href="http://www.indeed.com">www.indeed.com</a>, <a href="http://www.sfbay.craigslist.org">www.sfbay.craigslist.org</a>, <a href="http://www.bayareacareer.com/bay_are_a.php">www.bayareacareer.com/bay_are_a.php</a> and <a href="http://www.Linkedin.com">www.Linkedin.com</a></p>

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## **VETERANS SERVICES OUTREACH AND RECRUITMENT PLAN FY 2024-2025**

- Issue:** As of December 31, 2023, the Veterans Service Department's statistical data reflects an under-representation for:
- Women – 42% Officials and Administrators, 36% in Professionals and Administrative Support 12%.
  - Officials and Administrator positions are under-represented in the following populations: Black, Hispanic, Asian and two or more races.
  - Professional positions are under-represented in the following populations: Asian.
  - Administrative Support positions are under-represented in the following populations: Black and Hispanic.
- Objective:** Increase the visibility of White, Black, Hispanic, Asian, and Women within the workforce. The department will create and nurture partnerships with Community Based Organizations (CBOs) to ensure that we keep them informed about job vacancies and other resources within the County.
- Message:** The Department will conduct strategic and targeted outreach efforts to White, Black, Hispanic, Asian, and Women in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.
- Tools:** Create and distribute informational brochures to CBOs
- Attend and participate in local job and diversity fairs
- Post job vacancies on websites geared toward the White, Asian, Hispanic, Black, and Women populations.

## Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure which explains the Veterans Service Department's outreach and recruitment mission and goals	Publication Print Media	Mail brochures to CBOs that serve the White, Black, Hispanic, Asian, and Women populations so they can share with their clientele.  Brochures will also be distributed at job and diversity fairs; events that we will attend.
Mail employment recruitments for current Veterans Service Department vacancies to CBOs	Personal Contact	Collaborate with The Young Republicans, The Shiva Murugan Temple, National Association of Black Veterans, API Cultural Center, Bay Area Women's Center, and ASNC Young Professionals Group in order to encourage their applications for employment opportunities.
Register and post job vacancies online to reach a broad section of Asian, Hispanic, Black, and Women populations	Electronic	Register and post job vacancies on websites that serve White, Asian, Hispanic, Black, and Women populations such as:  <a href="https://www.acareers.net/">https://www.acareers.net/</a>  <a href="http://www.blackcareernetwork.com">http://www.blackcareernetwork.com</a>  <a href="http://www.workplace-dynamics.com">http://www.workplace-dynamics.com</a>  <a href="http://bayareawomenscouncil.org/">http://bayareawomenscouncil.org/</a>  <a href="https://latcareers.com">https://latcareers.com</a>

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