



**CONTRA COSTA COUNTY  
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY  
OUTREACH REPORT  
AND  
RECRUITMENT PLANS  
2023-2025**

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## **EXECUTIVE SUMMARY**

In April of 2014, the Human Resources (HR) Department convened a Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, the Office of the County Counsel, and the Office of Equal Employment Opportunity (EEO). The County Administrator tasked the group with establishing a post-Consent Decree framework to ensure that the County's workforce reflected the demographics of the communities we serve. Outreach was created to explore new and innovative ways to reach people who are underrepresented in the County's workforce. The goal is to provide equal employment opportunities for all qualified persons seeking employment with the County and special districts governed by the Board of Supervisors

On July 1, 2015, the County implemented its outreach and recruitment plans for Fiscal Year (FY) 15–16. The goals of the plans are to promote equity and inclusion throughout the County's workforce. County departments, along with EEO, were instructed to conduct strategic outreach and recruitment efforts, which were specifically designed to reach qualified under-represented groups within the constituents we serve.

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

To determine underrepresentation, EEO performs a demographic analysis of the County's workforce, which is known as benchmarking. Benchmarking is one tool used for achieving workforce diversity and involves analyzing the demographic makeup of the County over a specific period to determine the overall diversity of our workforce. This is the function of this report, as it provides statistical analyses of the County's progress toward employing a workforce that represents all racial and ethnic groups and genders in proportion to their availability in the relevant civilian labor force.

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. EEO compares the County's workforce to the local labor market data, which is compiled by the United States Department of the Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation).

The EEO Tabulation is a benchmark for comparing the gender and racial makeup of an organization's workforce. The analysis relies on subtraction: the percentage of employees in the business's workforce in a particular job category, cross-classified by race, national origin, and sex, minus the percentage of workers in the same job category in the relevant

labor market, also cross-classified by race, national origin, and sex.

Once each department's workforce has been analyzed, EEO will assist them in developing the 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 rather involves a commitment to equal employment opportunity, self-analysis, transparency, and the identification and removal of barriers.

As of December 31, 2022, Contra Costa County employed 9231 employees. Each department with an underrepresentation of 10% or more in the gender and race/ethnicity [1] categories is required to create a strategic outreach and recruitment plan that addresses the identified deficiencies in each occupational group.

## **METHODOLOGY**

To determine underrepresentation in each department, the EEO Officer annually compares the County's workforce data to the availability of qualified people who reside in the local labor market and who are 16 years old or older. The County's workforce data within this report is derived from employment records from the Human Resources PeopleSoft database. The local labor market data is compiled by the 2014–2018 United States Department of the Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation), which is a benchmark for comparing the gender and racial makeup of an organization's workforce.

The EEO Tabulation is sponsored by four Federal agencies, consisting of 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 it examines labor force diversity using Census data. It is produced for federal agencies and state and local governments responsible for monitoring employment practices and enforcing civil rights laws for the workforce.

The current reporting format involves the use of statistical data to determine underrepresentation within each County department. EEO conducted utilization analyses by race 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 occupational categories listed in the report were obtained by cross-referencing with the US Census Bureau, the Department of Labor, and the Equal Employment Opportunity Commission. The following is a list of the occupational categories and definitions used to complete the analysis for this EEO Plan:

- **Officials and Administrators:** 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 that require specialized and theoretical knowledge, which is usually acquired through college training or through work experiences and other training that provides comparable knowledge. includes accountants, personnel and labor relations workers, police and fire captains, and lieutenants.
- **Technicians** are occupations that 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 and firefighters.
- **Protective Services: Non-sworn:** Occupations in which workers aid, guide, or provide 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, 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 personnel.

### **TOTAL COUNTY WORKFORCE**

As of December 31, 2022, the County employed 9,231 employees. Representation rates, which are presented in percentages, are estimated indicators of whether or not a particular racial, ethnic, or gender group is represented at a level comparable to the group's existence in the local labor market. Once underrepresentation has been identified, the departments provide steps they will take to assist in increasing the applicant flow of diverse, qualified individuals for the underrepresented group(s) through outreach. The County's job classes are determined by HR and assigned to an occupational category based on the United States Census Bureau's definitions of them.

The analysis relies on subtraction: the percentage of employees in the business's workforce

in a particular job category, cross-classified by race, ethnicity, and sex, minus the percentage of workers in the same job category in the relevant labor market, also cross-classified by race, ethnicity, and sex [2]. For example, if the business's workforce analysis chart shows 20 percent Asian males in the Professionals job category and if the community labor statistics table shows that in the relevant labor market, 40 percent of Professionals are Asian males, then the business is underusing Asian males in the 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 as mentioned above.

The departments are required to reach out to individuals depending on where their underrepresentation exists. Each racial, ethnic, and gender category is separate from the other and requires departments to outreach to all groups where it has been determined that low representation exists. As the County's EEO Officer, I am responsible for conducting outreach efforts to community-based organizations (CBOs). The outreach efforts emphasize attracting underrepresented groups within the County's workforce through ongoing marketing and recruitment efforts.

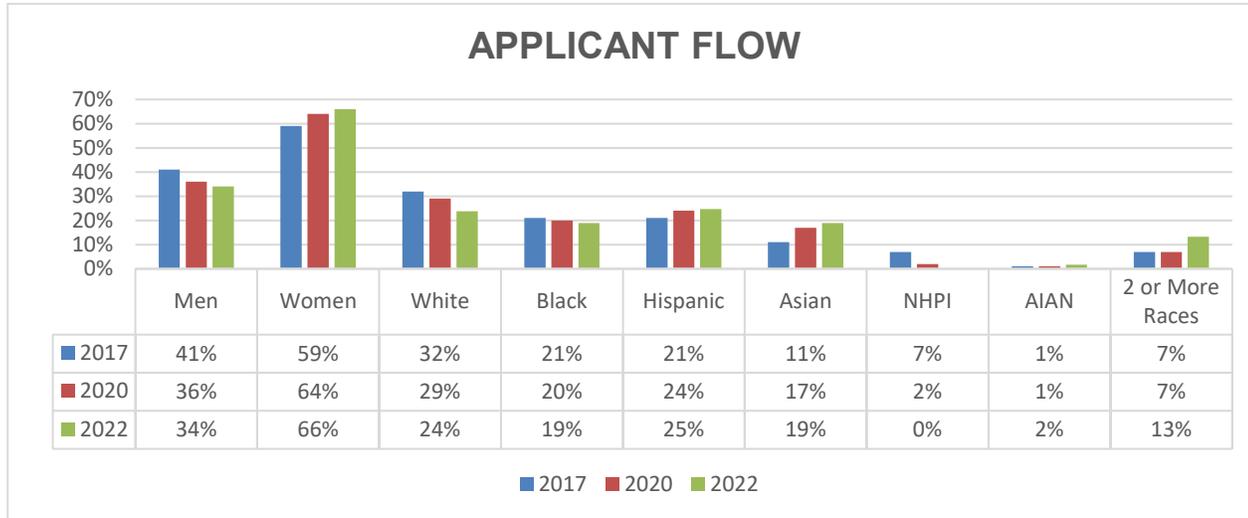
Departmental outreach plans are attached to this report and involve data collection to arrive at specific conclusions. Data collection is the systematic process of gathering observations or measurements and analyzing them to provide accurate insights for research using standard, validated techniques. All departments and their workforce go through the same process as described above to determine their underrepresentation.

This report will provide insights into our workforce and give a broader understanding and concise snapshot of the County's underrepresentation, which includes an analysis of the following:

- I. Applicant Flow Data
- II. New Hire Data
- III. Promotional Data
- IV. Voluntary Termination Data
- V. Involuntary Termination Data

## 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 data refers to records of hiring, such as promotions and other related employment actions used for the purpose of monitoring selection and employment practices. Employers are to provide applicants the option to participate or decline to submit the supplemental classification information, which identifies gender, race, and/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 males who applied. There were 24,754 applications received in 2022, which resulted in 16,515 females and 8,667 males applying for vacancies. The data reveals the following:

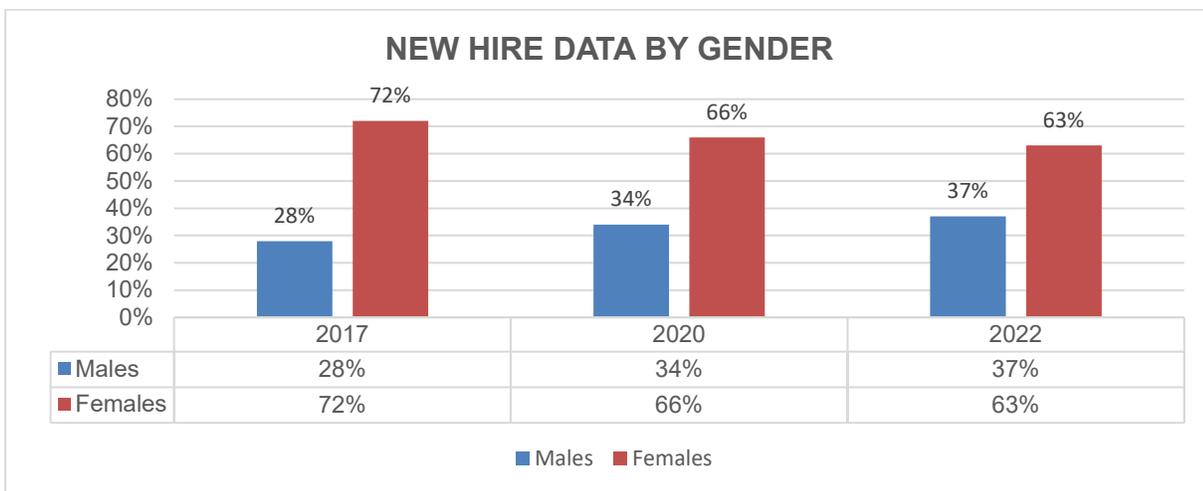
- Male applicants decreased by 7 percentage points from 2017 through 2022.
- Female applicants increased by 7 percentage points from 2017 through 2022.
- White applicants decreased by 8 percentage points from 2017 through 2022.
- Black applicants decreased by 2 percentage points from 2017 through 2022.
- Hispanic applicants increased by 4 percentage points from 2017 through 2022.
- Asian applicants increased by 8 percentage points from 2017 through 2022.
- NHPI applicants decreased by 7 percentage points from 2017 through 2022.
- AIAN applicants increased by 1 percentage point from 2017 through 2022.
- Two or More Races applicants increased by 6 percentage points from 2017 through 2022.

## II. NEW HIRE DATA

The County continues to encourage job applicants, new hires, and employees to self-identify their gender and race/ethnicity to assist with voluntary diversity and inclusion initiatives. Based on the results of those who self-identify, EEO can review the gender and racial/ethnic data that is provided and make informed decisions about our outreach. Below is the statistical data for new hires within 5 years.

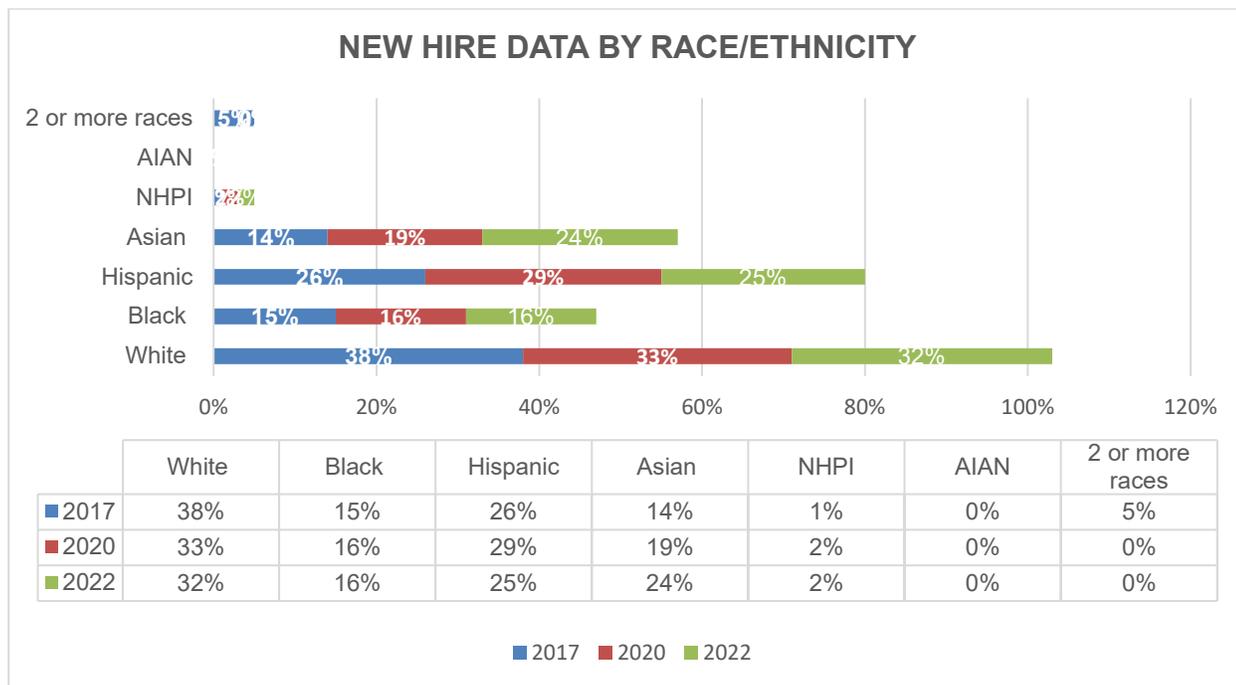
The number of males and females who were hired during the relevant calendar years. EEO reviewed data over 5 years and concluded with the following:

- 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 2022, a total of 1596 people were hired. 1001 females were hired compared to 595 males.



- From 2017 through 2022, the hiring of males increased by 9% percentage points.
- From 2017 through 2022, the hiring of females decreased by 9% percentage points.

EEO delved further into the hiring analysis by reviewing the races/ethnicities of employees that were hired during the relevant timeframe. This data provided further information about the County's hiring trends, which are listed on the next page.

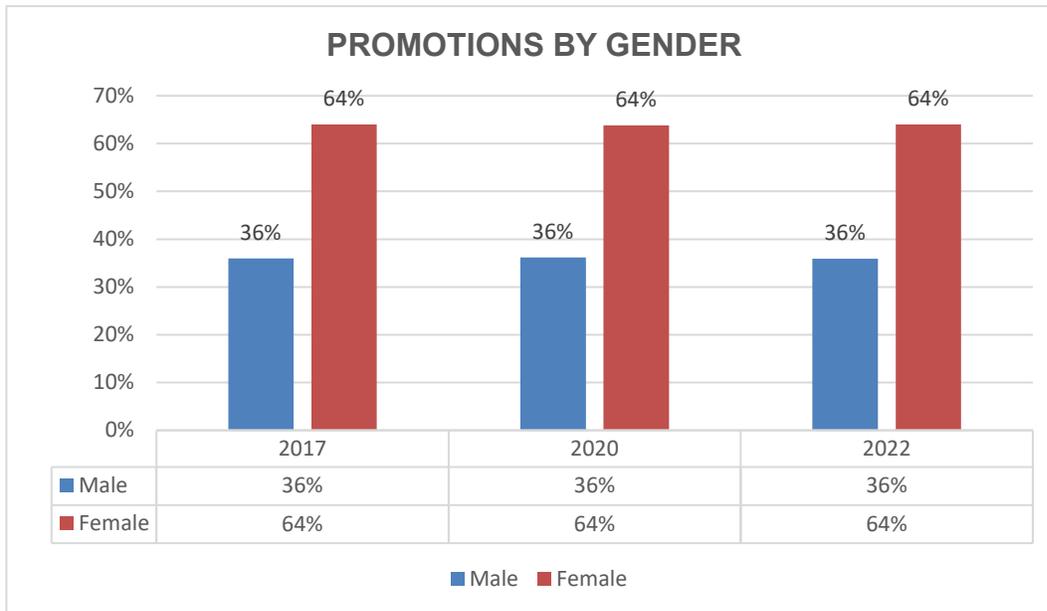


This table illustrates the number of males and females who were hired during the relevant Calendar years. EEO reviewed data over 5 years and concluded with the following:

- The hiring of White employees decreased by 6 percentage points between 2017 and 2022.
- The hiring of Black employees increased by 1 percentage point between 2017 and 2022.
- The hiring of Hispanic employees decreased by 1 percentage point from 2017-2022.
- The hiring of Asian employees increased by 10 percentage points from 2017-2022.
- The hiring of NHPI employees increased by 1 percentage point from 2017-2022.
- The hiring of AIAN employees remained at 0% between 2017-2022.
- The hiring of employees who declare 2 or more races decreased by 5 percentage points from 2017-2022.

### III. PROMOTIONS

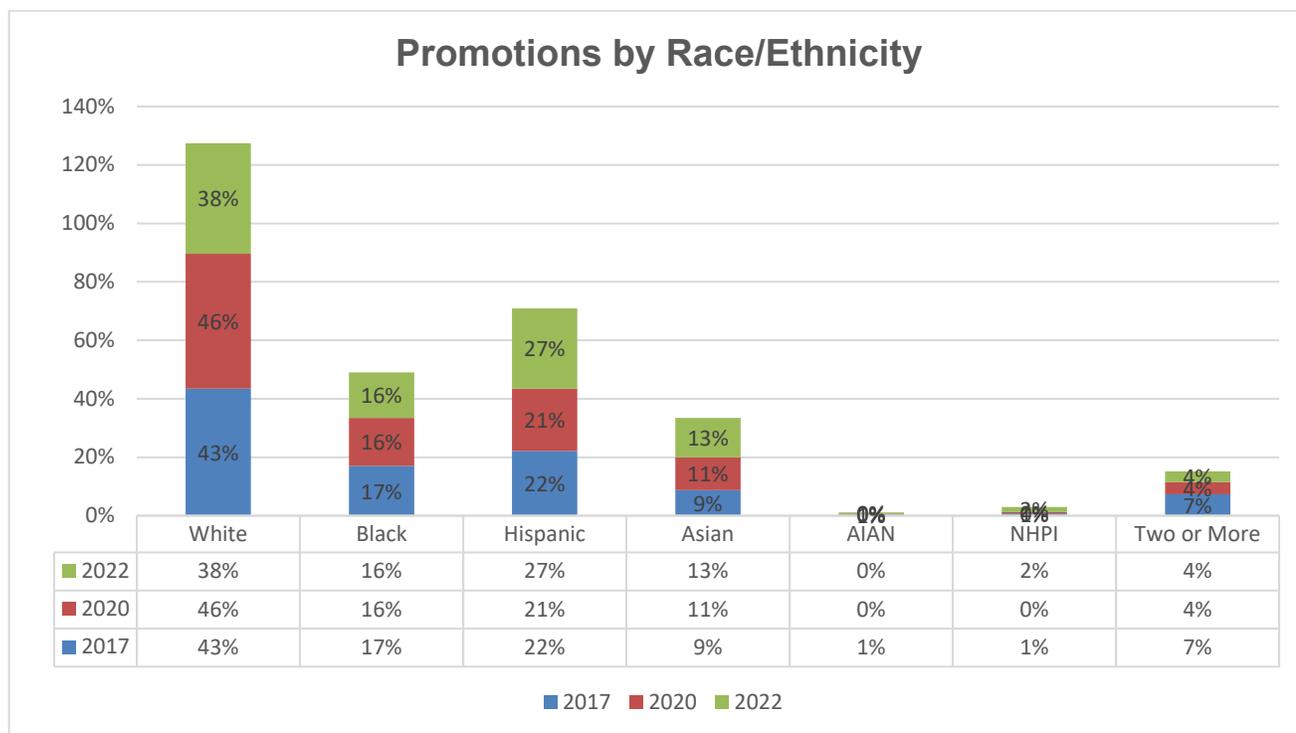
Applicants must have probationary or regular permanent status in the County on or before the final filing date of the recruitment to participate in promotional examinations.



The graph illustrates the percentages of people promoted during the calendar years 2017, 2020, and 2022 based on sex/gender. The statistical analysis is listed below:

- 800 people were promoted in 2017. 512 were female while 288 were male.
- 540 people were promoted in 2020. 350 were females while 190 were male.
- 1097 people were promoted in 2022. 703 were female while 394 were male.
- The promotion of males remained the same from 2017 through 2022.
- The promotion of females remained the same from 2017 through 2022.

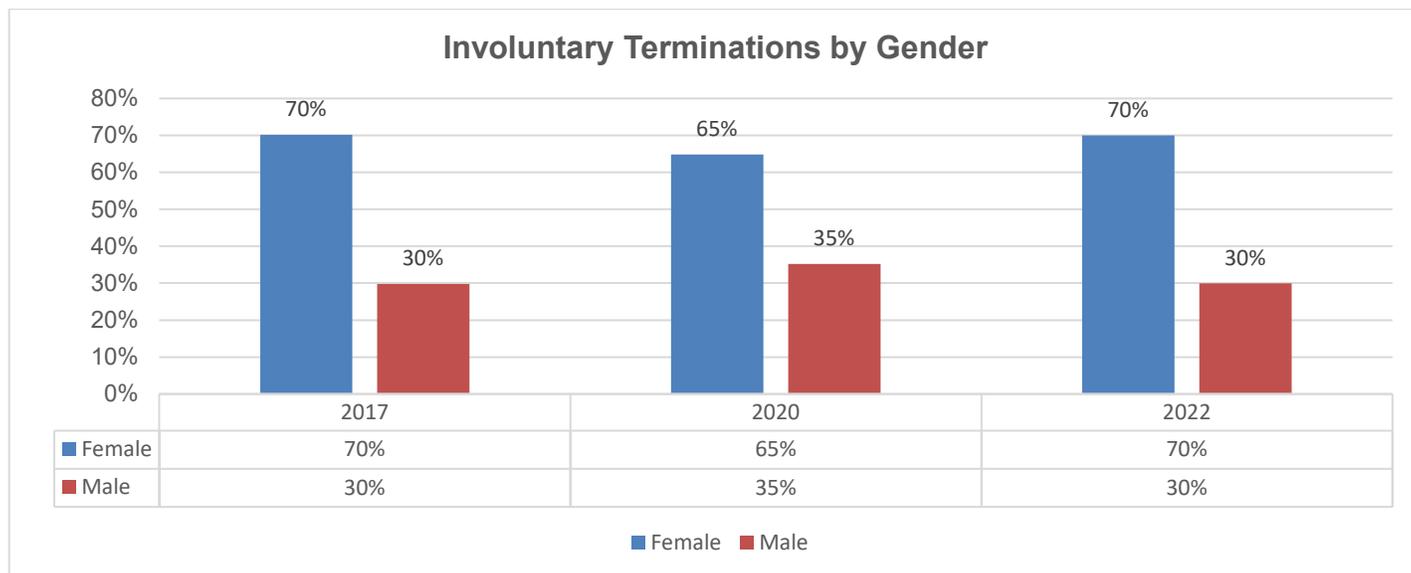
EEO reviewed the promotional rate of employees based on race and gender for 2017, 2020 and 2022. Below are the results.



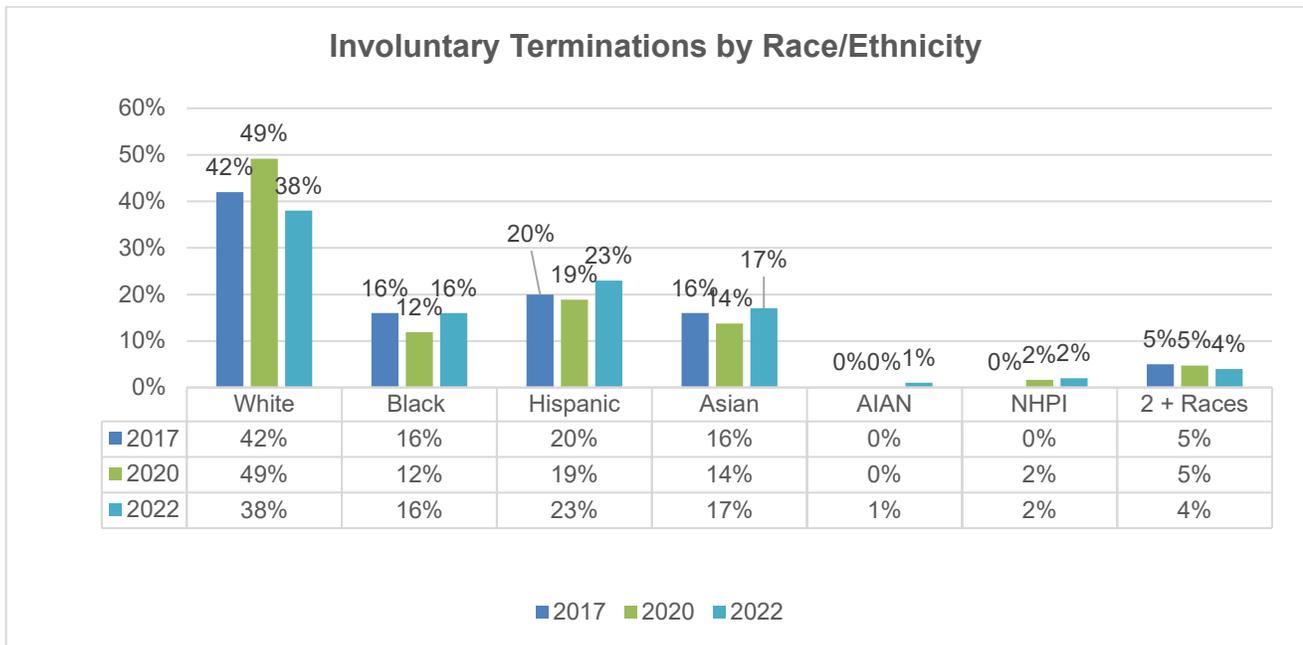
- The promotion of Whites decreased by 5 percentage points from 2017 through 2022.
- The promotion of Blacks decreased by 1 percentage point from 2017 through 2022.
- The promotion of Hispanics increased by 5 percentage points from 2017 through 2022.
- The promotion of Asians increased by 4 percentage points from 2017 through 2022.
- The promotion of AIAN decreased by 1 percentage point from 2017 through 2022.
- The promotion of NHPI increased by 1 percentage point from 2017 through 2022.
- The promotion of Two or More Races decreased by 3 percentage points from 2017 through 2022.

#### IV. Involuntary Terminations

Terminations 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 2022.

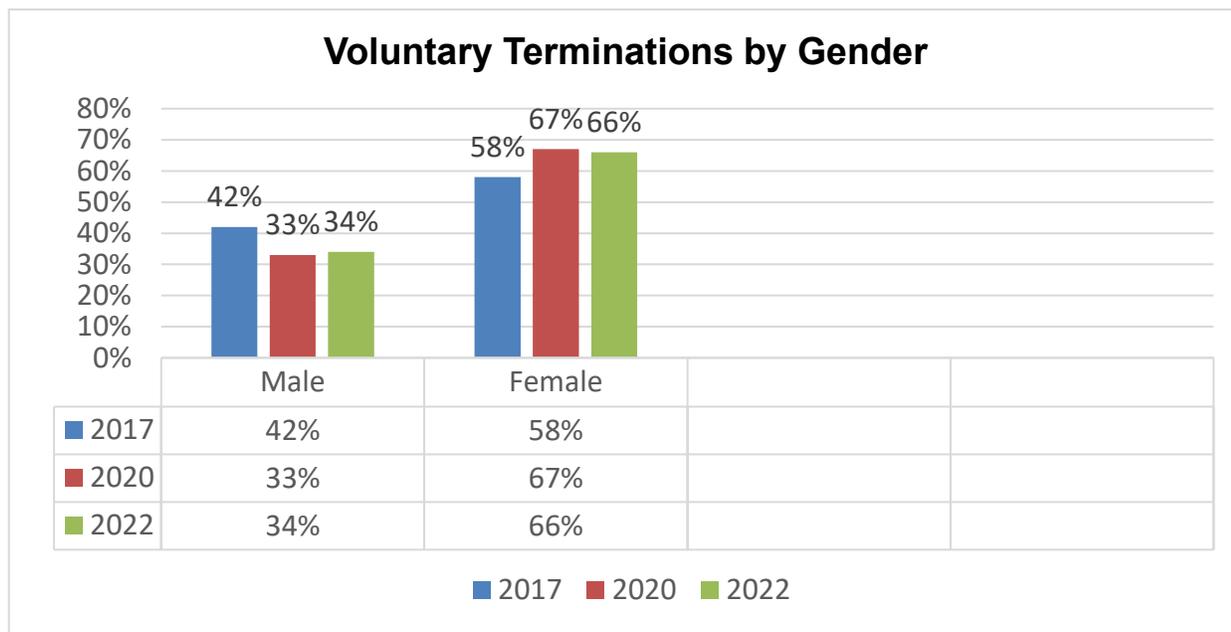


- In 2017, 359 employees were terminated.
- In 2020, 790 employees were terminated.
- In 2022, 648 employees were terminated.
- From 2017 to 2022 the rate of females who were terminated remained the same.
- From 2017 to 2022 the rate of males who were terminated remained the same.



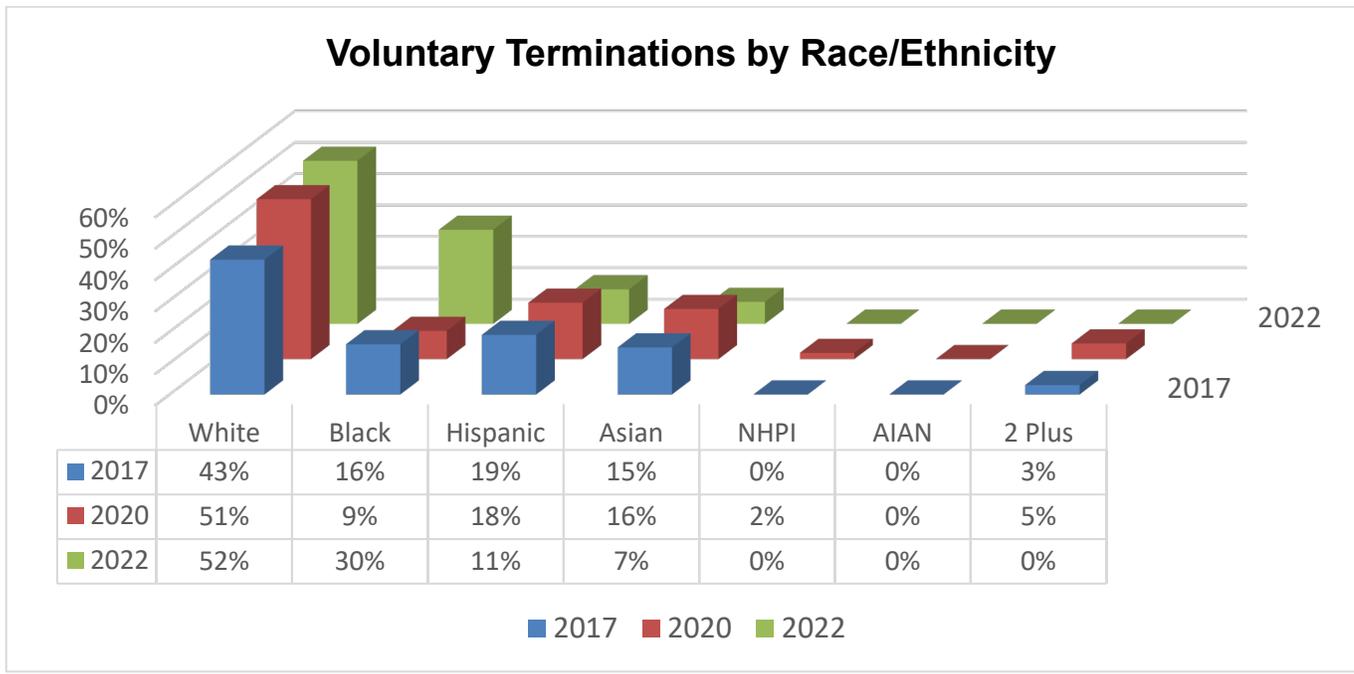
- From 2017 through 2022 White employees who were terminated decreased by 4 percentage points.
- From 2017 through 2022 Black employees who were terminated decreased remained the same.
- From 2017 through 2022 Hispanic employees who were terminated increased 3 percentage points.
- From 2017 through 2022 Asian employees who were terminated increased by 1 percentage point.
- From 2017 through 2022 AIAN employees who were terminated increased 1 percentage point.
- From 2017 through 2022 NHPI employees who were terminated increased 2 percentage points.
- From 2017 through 2022 Two or More Races employees who were terminated decreased by 1 percentage point.

## V. Voluntary Terminations



Voluntary employment terminations are initiated solely by the employee.

- The rate of voluntary terminations for males decreased by 8 percentage points from 2017 through 2022.
- The rate of voluntary terminations for females increased by 8 percentage points from 2017 through 2022.



- From 2017 through 2022 White employees who were involuntarily terminated increased by 9 percentage points.
- From 2017 through 2022 Black employees who were involuntarily terminated increased by 14%.
- From 2017 through 2022 Hispanic employees who were involuntarily terminated decreased 8 percentage points.
- From 2017 through 2022 Asian employees who were involuntarily terminated decreased by 8 percentage point.
- From 2017 through 2022 NHPI employees who were terminated increased 2 percentage points.
- From 2017 through 2022 AIAN employees who were terminated remained the same.
- From 2017 through 2022 Two or More Races employees who were terminated decreased by 3 percentage points.

## **CONCLUSION**

The data presented in this report provides the County stakeholders, managers, employees, and the public with detailed information regarding the County's outreach and recruitment efforts. Although we have made strides toward achieving workforce equity, some areas still need to be addressed. One area of note is the equitable distribution of jobs. Currently, the County is comprised of 66% females and 34% males while the County's residential population is 51% females and 49% males. The gender and race/ethnicity data for both are listed below.

	<b>Males</b>	<b>Females</b>	<b>Total</b>	<b>Percentage of Workforce</b>
<b>White</b>	1547	2064	3611	<b>39%</b>
<b>Black</b>	358	1072	1430	<b>15%</b>
<b>Hispanic</b>	578	1487	2065	<b>22%</b>
<b>Asian</b>	475	982	1457	<b>17%</b>
<b>NHPI</b>	38	84	122	<b>1%</b>
<b>AIAN</b>	18	30	48	<b>1%</b>
<b>2 or more races</b>	169	329	498	<b>5%</b>
<b>Total</b>	<b>3183</b>	<b>6048</b>	<b>9231</b>	<b>100%</b>

The data shows that white employees make up 39% of the County's workforce whereas people of color make up 61%. White employees were hired, promoted, and terminated more so than other races/ethnicities. These trends continue to stress the importance for the County to continue its outreach and recruitment strategic efforts. The areas of opportunities and improvement are:

- Continue conducting outreach electronically via social media platforms and other web-based job posting applications.
- Create additional marketing tools such as brochures and PowerPoint presentations, which are designed to reach under-represented groups.
- Continue providing additional training to the departmental EEO Coordinators to help them to become more knowledgeable of targeted outreach, under-representation, and creating more effective outreach plans.
- Continue promoting a work environment that is free from all forms of discrimination and harassment; Eliminate unnecessary institutional practices, barriers, and policies that affect applicants and employees negatively.
- Increase awareness and acceptance of all protected bases that are covered by federal and/or state law.
- Outline the County's EEO Program and the specific steps utilized to achieve a diverse workforce.
- Contain statistical data relative to the County's workforce that identifies the occupational job categories where employees of certain racial/ethnic and/or gender/sex groups are under-represented.
- Identify specific action plans to correct under-representation.

EEO will continue to work with community-based organizations, colleges, universities, and professional

organizations to assist the County in attaining equity and inclusion within our workforce. The County remains committed to the recruitment, hiring, retention, and promotion of a diverse workforce. EEO strives to support all County departments in creating enriching programs and positive environments so current and prospective employees have a sense of purpose and value to do their very best work.

**CONTRA COSTA COUNTY  
2022 OUTREACH AND RECRUITMENT DATA  
9231 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>1</sup>	Male (%)	Female (%)
<b>Officials and Administrators</b>			
County Workforce	357	33	67
Census Data	X	58/49 <sup>2</sup>	42/51
Underrepresentation	X	-25/-16	X
<b>Professionals</b>			
County Workforce	3656	30	70
Census Data	X	47/49	53/51
Underrepresentation	X	-17/-19	X
<b>Technicians</b>			
County Workforce	1027	41	59
Census Data	X	51/49	49/51
Underrepresentation	X	-10/-8	X
<b>Administrative Support</b>			
County Workforce	2757	17	83
Census Data	X	38/49	62/51
Underrepresentation	X	-21/-32	X
<b>Service Maintenance</b>			
County Workforce	337	66	34
Census Data	X	57/49	43/51
Underrepresentation	X	X	-9/-17
<b>Skilled Craft</b>			
County Workforce	76	97	3
Census Data	X	94/49	6/51
Underrepresentation	X	X	-3/-48
<b>Protective Services (Sworn)</b>			
County Workforce	814	83	17
Census Data	X	77/49	23/41
Underrepresentation	X	X	-6/-24
<b>Protective Services (Non-Sworn)</b>			
County Workforce	207	65	35
Census Data	X	58/49	42/51
Underrepresentation	X	X	-7/-16

<sup>1</sup> The total number of people who had worked for the County at least one day during the 2022 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  
2022 OUTREACH AND RECRUITMENT DATA  
9231 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	18	12	10	0	1	6
Census Data	60/65	6/10	13/26	17/18	0/1	0/1	4/5
Underrepresentation	-7/ <b>12</b>	X/X	-1/ <b>14</b>	-7/-8	X/-1	X/X	X/X
<b>Professionals</b>							
County Workforce	39	15	16	21	1	0	8
Census Data	55/65	6/10	11/26	23/18	0/1	0/1	4/5
Underrepresentation	-16/ <b>26</b>	X/X	X/ <b>10</b>	-2/X	X/X	X/-1	X/X
<b>Technicians</b>							
County Workforce	35	14	21	22	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	-5/-5	X/X	X/X	X/X	X/X
<b>Administrative Support</b>							
County Workforce	33	18	30	12	2	1	4
Census Data	47/65	10/10	22/26	16/18	1/1	0/1	4/5
Underrepresentation	-14/ <b>32</b>	X/X	X/X	-4/-6	X/X	X/X	X/-1
<b>Service Maintenance</b>							
County Workforce	23	16	40	17	1	1	2
Census Data	28/65	10/10	43/26	13/18	1/1	0/1	5/5
Underrepresentation	-5/ <b>42</b>	X/X	-3/X	X/-1	X/X	X/X	-3/-3
<b>Skilled Craft</b>							
County Workforce	63	7	20	8	0	1	1
Census Data	41/65	6/10	41/26	8/18	0/1	0/1	4/5
Underrepresentation	X/-2	X/-3	-21/-6	X/ <b>10</b>	X/-1	X/X	-3/-4
<b>Protective Services (Sworn)</b>							
County Workforce	60	9	22	5	1	0	3
Census Data	44/65	20/10	17/26	11/18	1/1	0/1	6/5
Underrepresentation	X/-5	-11/-1	X/-4	-6/ <b>13</b>	X/X	X/-1	-3/-2
<b>Protective Services (Non-Sworn)</b>							
County Workforce	44	22	23	6	1	1	3
Census Data	39/65	12/10	33/26	8/18	5/1	0/1	3/5
Underrepresentation	X/ <b>21</b>	X/X	-10/-3	-2/ <b>12</b>	-4/X	X/X	X/-2

<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  
38 EMPLOYEES**

**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, 2022, 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, Professionals, Technician, Administrative Support, and Service Maintenance positions
- Asians are underrepresented in Officials and Administrators, Professional, Technician, and Administrative Support positions

The majority 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.
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.	Personal contact/publications	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.

**Contact: Matthew Slattengren**  
**Agricultural Commissioner/Sealer of Weights and Measures**  
[Matt.Slattengren@ag.cccounty.us](mailto:Matt.Slattengren@ag.cccounty.us)



**CONTRA COSTA COUNTY  
ANIMAL SERVICES  
EQUAL EMPLOYMENT OPPORTUNITY  
OUTREACH AND RECRUITMENT PLAN  
62 EMPLOYEES**

**Issue:** The Board of Supervisors remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2022, the Animal Services Department's statistical data indicate the following:

- Females are underrepresented in the Professionals job category.
- Males are underrepresented at 31% in Administrative Support, 21% in Service Maintenance, and 25% in the Officials & Administrators job categories.

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

- African Americans are underrepresented at 10% in Administrative Support, 10% in the Services Maintenance job category.
- Asians are underrepresented at 17% in Officials and Administrators, 23% in Professionals, 19% in Technicians, and 16% in Administrative Support job categories.

**Objective:** Increase outreach to the local minority workforce population, specifically for under-represented 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 on department vacancies.

**Message:** The Animal Services Department will continue to be an active partner in the community by establishing strong relationships with County and community vocational programs on all department career opportunities. The Department strives to continue to outreach and engage with the local community to enhance and promote a diversified workforce.

**Tools:** Continually update Animal Services website.  
Utilize Animal Services 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	<p>ASD will re-engage in 2022 by participating in local community events that target underserved populations.</p> <p><u>Community Events:</u></p> <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> <li>• and other scheduled community events posted on the Department’s website</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> </ul>
Establish competitive salaries for Animal Services Field Operations unit.	Economic	<p>The Animal Services Department (ASD) has implemented an external and internal competitive salary study for our Animal Services Medical division classifications in 2022 to increase the department’s medical staff recruitment and retention.</p>
Distribute brochures and employment opportunities for outreach and recruitment to minorities.	Recruitment	<p>The Animal Services Department (ASD) will collaborate with local community-based organizations and agencies on employment recruitments. ASD has continuously promoted employment opportunities to these organizations.</p> <p><u>Community Based Organizations:</u></p> <ul style="list-style-type: none"> <li>• Workforce Development Board: East Bay Works</li> <li>• Opportunity Junction, Antioch CA</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>• Twitter</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>• Moster.com</li> <li>• GlassDoor</li> <li>• Humane Society</li> </ul>

**Contact:** Arturo Castillo. Administrative Services Officer  
[arturo.castillo@asd.cccounty.us](mailto:arturo.castillo@asd.cccounty.us)



**CONTRA COSTA COUNTY  
OFFICE OF THE ASSESSOR  
OUTREACH AND RECRUITMENT PLAN  
97 EMPLOYEES**

**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, 2022, 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.
- Asians are underrepresented in Professional 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/faith based 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 to reach out to men  
Local colleges and universities  
Distribute to various applicable professional groups  
Post job vacancies on websites and job centers

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Partner with community based organizations to reach out to males to apply for Technical and Administrative Support positions within our workforce	Personal Contact	Connect with: <ul style="list-style-type: none"> <li>• Men and Women of Purpose</li> <li>• Shelter, Inc.</li> <li>• East Bay Goodwill</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://glassdoor.com">glassdoor.com</a> , <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 Professional Diversity Network
Coordinate with Hispanic and Asian organizations to reach those interested in Officials and Administration, Professional, and Technician positions at the Assessor's Office	Personal Contact	Connect with: <ul style="list-style-type: none"> <li>• Hispanic Chamber of Commerce</li> <li>• Lao Family Community Development</li> </ul>
Connect with California Community Colleges and Adult Schools	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 colleges in Sacramento, Napa, Alameda, Solano, Santa Clara and Sonoma Counties
Work with subject matter experts to connect with professional groups in order to reach individuals interested in Official and Administrator, Technician, and Professional 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 community job centers and resources	Publication/Print	Post job openings at Workforce Development Board East Bay Works One-Stop Career Center locations
Utilize county resources and websites	Electronic Publication	Advertise on CCTV and publish on the Assessor's Office website.

**Contact:** Danielle Gomez – Administrative Services Assistant III  
[danielle.gomez@assr.cccounty.us](mailto:danielle.gomez@assr.cccounty.us)



## CONTRA COSTA COUNTY OFFICE OF THE AUDITOR-CONTROLLER OUTREACH AND RECRUITMENT PLAN

### 45 EMPLOYEES

**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, 2022, the Office of the Auditor-Controller workforce statistical data indicates the following:

- Males are underrepresented in Professional positions by 26%
- Males are underrepresented in Administrative Support positions by 22%.
- In the Officials and Administrators, the underrepresentation is Whites 10%, Hispanics 13%, and Asians 17%.
- Whites are underrepresented in Professional positions by 22%.
- In the Administrative Support positions, the underrepresentation is Whites 15% and Asians 11%.

**Objective:** Work with Human Resources to Increase the applicant flow of underrepresented groups within our Office by encouraging underrepresented classes to apply for vacant positions. Help Human Resources create diversified applicant pools to fill vacancies with the Office through increased outreach.

**Message:** The Office of the Auditor-Controller will continue to work with the Human Resources Department to strengthen its outreach efforts. The Auditor-Controller's Office is committed to conducting strategic and targeted outreach to meet both the county and department outreach goals, as determined by the Office of Equal Employment Opportunity. The Office will continue to conduct strategic outreach efforts to community-based organizations, professional groups, and online websites that serve those populations where we have underrepresentation.

**Tools:** Community Organizations such as the Chamber of Commerce  
Professional websites such as the California Auditor-Controller's State Association, California State Association of Counties (CSAC).  
Recruiting websites such as Zip Recruiter, Monster, and Indeed.  
Local junior colleges and universities.

## Message Distribution

STRATEGY	ELEMENT	TASKS
Partner with professional organizations to reach out to the underrepresented groups of the office and apply for Professional and Administrative Support positions within the Office.	Personal Contact	Create professional relationships and partner with local colleges such as DVC, Los Medanos, Cal State East Bay, and local high schools
Attend job and career fairs geared towards helping the underrepresented groups of the office find employment both in Professional and Administrative Support positions.	Personal Contact	Work with Human Resources to attend at least 2 job and career fairs during the fiscal year
Partner with community-based organizations who are the underrepresented groups of the office and who are interested in working in Administrative Support positions.	Personal Contact	Partner with the Office of EEO to reach our specific audience
Post job notices to the State Association of County Auditor's website	Publication/Print Media/Electronic	When notified of job announcements post to website
Post job notices to the California State Association of Counties (CSAC) website	Publication/Print Media/Electronic	When notified of job announcements post to website
Notify Walnut Creek, Lafayette, Orinda Chambers of Commerce and request they post job announcements	Publication/Print Media/Electronic	When notified of job announcements email
Email job vacancies to local colleges and universities and to career counselors within the local college and university system	Publication/Print Media/Electronic	When notified of job announcements email
Implement an Internship Program	Personal Contract	Develop an internship program to attract college students interested in a career in public accounting/auditing

**Contact:** Bob Campbell. Auditor-Controller Contra Costa County  
[Bob.Campbell@ac.cccounty.us](mailto:Bob.Campbell@ac.cccounty.us)



## CHILD SUPPORT SERVICES OUTREACH AND RECRUITMENT PLAN

### 114 EMPLOYEES

**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, 2022, the Department of Child Support Services is underrepresented in males for each job category except the Technicians. There is under representation in females in the Technicians job category. There is under representation in the Asian population in each job category except Administrative Support. There is underrepresentation of the Hispanic population in the Technicians job category. There is under representation in the White population in the Officials and Administrators 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.

#### Outreach Tools:

YOU TUBE Video  
Social Media  
Community Outreach  
Job Fairs  
Digital Bill Board 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 YOU TUBE video of incumbent employees in the underrepresented groups, explaining the duties of the open positions to the County HR webpage job posting to the Departments 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,**  
**Assistant Director /**  
**Supervising Attorney**

**925-313-4401**  
**Matt.Brega@dcss.cccounty.us**



**CONTRA COSTA COUNTY  
CLERK-RECORDER-ELECTIONS DEPARTMENT  
OUTREACH AND RECRUITMENT PLAN  
79 EMPLOYEES**

- 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, 2022, the County's workforce statistical data indicate the following for the Clerk-Recorder-Elections Department:
- Males are underrepresented in Officials and Administrators positions.
  - Females are underrepresented in Technicians.
  - Whites are underrepresented in Administrative Support positions
  - Hispanics are underrepresented in Officials and Administrators and Technicians positions
  - Asians are underrepresented in Professionals 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:** 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  
Websites geared towards helping men and women 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.
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 males interested in working as Officials, Administrators, and Professional positions. As well as organizations who serve females interested in Technical 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.
Work with recruiting firms to solicit candidates from underrepresented communities	Personal Contact	Identify and contact recruiting firms that serve underrepresented groups; apprise them of anticipated recruitments before eligible lists are constructed.

**Contact:** Tyler Stull, Administrative Services Assistant II, 925-335-7997  
[tyler.stull@cr.cccounty.us](mailto:tyler.stull@cr.cccounty.us)



**CONSERVATION AND DEVELOPMENT  
OUTREACH AND RECRUITMENT PLAN  
150 EMPLOYEES**

**Issue:** The Board of Supervisors and the Department of Conservation and Development (DCD) remain committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2022, the County's workforce statistical data indicate the following with respect to DCD:

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

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to include educational institutions and programs, professional groups and online recruitment sites that serve the populations listed above.

**Message:** DCD will conduct strategic outreach efforts to educational and professional groups, as well as websites that serve the populations that are underrepresented. 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:**

- Professional Networks and Groups
- Local colleges and universities
- Job/employment fairs
- Build an internship and mentorship program to expand our connections with previously untapped talent pools and retain quality employees

- Websites that help women find employment in Technician and Service/Maintenance positions
- Websites that help men find employment in Administrative Support positions
- Websites that help Hispanic candidates find employment in Officials/ Administrators positions
- Websites that assist White candidates find employment in Professional positions
- Websites that assist Asian candidates find employment in Service Maintenance positions
- Websites that target the hiring of existing Contra Costa County residents to improve representation in all underrepresented groups.

### Message Distribution

STRATEGY	ELEMENT	TASKS
<p><b>Officials and Administrators:</b> For future such vacancies in DCD, we will focus on encouraging Hispanics to apply for such positions to reduce the underrepresentation in the Officials and Administrators category.</p>	<p>Personal Contact; Professional organizations;</p>	<p>Work directly with other administrators to identify potential candidates for this position in the under-represented categories. Outreach to organizations such as the <a href="#">Local Government Hispanic Network</a> and pursue posting job openings there.</p>
<p><b>Professionals:</b> DCD will be recruiting/filling Planner and Engineer positions during the 22/23 fiscal year. When recruiting focus on outreach to females and white candidates for these positions.</p>	<p>Local colleges and universities; job fairs; internships</p>	<p>Attend job fairs and recruit directly from colleges and universities that generate qualified candidates, particularly white candidates.</p>

<p><b>Technicians:</b> Currently, DCD has several vacant Building Inspector positions. DCD recognizes a clear need to increase representation for women and people of color in these classifications, starting with Building Inspector I.</p>	<p>Personal Contact; Professional Networks; internships and Websites</p>	<p>Discuss with existing staff how to increase diversity in this classification. Utilize their networks of professionals to recruit. Also utilize websites and organizations such as:</p> <ul style="list-style-type: none"> <li>• Tradeswomen.org</li> <li>• <a href="#">National Association of Women in Construction (NAWIC)</a></li> </ul>
<p><b>Administrative Support:</b> Partner with HR in identifying locations to recruit males including community-based organizations. Some of DCD's clerical staff have come from the WEX Program (Work Experience Program through EHSD). Continue to utilize this program. Additionally, offer internship opportunities. These opportunities expose students to the work we do, and often encourage them to apply for FT positions.</p>	<p>Community Based Organizations; WEX Program; Offer Internship opportunities</p>	<p>Collaborate with the Salvation Army, Rubicon, and other community-based organizations to reach our specific audience. Offer intern opportunities to students interested in administrative support positions. Contact EHSD representative regarding WEX program.</p>
<p><b>Service/Maintenance:</b> This category consists of Weatherization Technician (Specialists and Leads). These positions are primarily filled by word of mouth because they are Project positions and outside the merit system. DCD is committed to working with the Program Manager to conduct targeted/focused recruitment when vacancies occur to decrease the disparity in women specifically, and to increase the White, Hispanic, and Asian representation.</p>	<p>Personal Contact, Internet/Computer</p>	<p>Tradeswomen.org; <a href="#">Asian Career Network</a></p>

<p>Research employment websites and targeted professional associations and make use of these tools for outreach and networking.</p>	<p>Internet/Computer</p>	<p>Conduct outreach with and thru organizations and websites such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="http://womenforhire.com">womenforhire.com</a></li> <li><input type="checkbox"/> <a href="http://careerwomen.com">careerwomen.com</a></li> <li><input type="checkbox"/> <a href="#">National Association for Asian American Professionals (Career Center web page)</a></li> <li><input type="checkbox"/> <a href="#">National Society for Hispanic Professionals</a></li> <li><input type="checkbox"/> <a href="#">National Association of Women in Construction (NAWIC)</a></li> <li><input type="checkbox"/> <a href="#">Women in Structural Engineering (WiSE)</a></li> <li><input type="checkbox"/> <a href="#">Structural Engineering Engagement and Equity (SE3) Project</a></li> <li><input type="checkbox"/> <a href="#">Planning and Women Division of the American Planning Association</a></li> <li><input type="checkbox"/> <a href="http://Tradeswomen.org">Tradeswomen.org</a>;</li> <li><input type="checkbox"/> <a href="#">Asian Career Network</a></li> <li><input type="checkbox"/> <a href="#">Local Government Hispanic Network</a></li> </ul>
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**Contact:** John Kopchik, Director  
[john.kopchik@dcd.cccounty.us](mailto:john.kopchik@dcd.cccounty.us)



## COUNTY ADMINISTRATOR'S OFFICE OUTREACH AND RECRUITMENT PLAN 115 EMPLOYEES

**ISSUE:** The County Administrator's Office (CAO) remains committed to maintaining a diverse and inclusive workforce that is reflective of the communities served. As of December 31, 2022, the demographics of the CAO's workforce indicate the following:

- Males are underrepresented in Officials/Administrators and Administrative Support roles
- Females are underrepresented in Technician roles
- Whites are underrepresented in Technician roles
- Hispanics are underrepresented in Technician, Administrative Support, and Skilled Craft roles
- Asians are underrepresented in Administrative Support 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 by focusing recruitment efforts to the underrepresented groups.

**MESSAGE:** The CAO will attempt to strategically target outreach to organizations and websites that cater to diverse populations when recruitments occur. In partnership with the Human Resources Department, open vacancies will be sent electronically to these organizations, as well as to other County departments. Additionally, CAO will inform the Human Resources Department and hiring managers of this plan so that recruitment and selection efforts are equitable and inclusive to underrepresented groups.

The areas of underrepresentation have not changed since last year's makeup of the Agency, mainly due to limited turnover in some divisions. Additionally, the Agency has experienced various workforce impacts due to COVID-19, including recruitment challenges during a pandemic environment of uncertainty and limited candidate pools. To address the underrepresented areas, the CAO agency will develop relationships with diverse associations and the strategies listed below as tools to achieve its objectives.

## 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>Computer</p>	<p>Expand outreach as appropriate to address each role category's underrepresentation to 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,</li> <li>• Gender focused associations such as the National Coalition for Men</li> </ul>
<p>Conduct national outreach as needed to fill critical and highly skilled roles.</p>	<p>Computer</p>	<p>Continue using contractors such as Peckham McKenney and Teri Black to help broaden national outreach efforts, especially for highly skilled candidates.</p>
<p>Partner with Human Resources to ensure recruitment qualification assessments and examinations incorporate diversity, equity and inclusive tools.</p>	<p>Computer / In-person Meetings</p>	<p>Inform the Human Resources Department of our recruiting strategy, and request their support consistent with our plan</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>Computer</p>	<p>Inform hiring managers of this EEO Outreach and Recruitment Plan. Support hiring managers in identifying interview and hiring practices that are equitable and inclusive. Encourage diverse hiring committees/panels, including participation of management staff from underrepresented groups.</p>

**Contact:** Enid Mendoza, Senior Deputy County Administrator

[enid.mendoza@cao.cccounty.us](mailto:enid.mendoza@cao.cccounty.us)



## COUNTY COUNSEL OUTREACH AND RECRUITMENT PLAN 49 EMPLOYEES

**Issue:** The data chart prepared by the County’s Equal Opportunity Officer indicates that, when the 49 employees 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 categories:

- Hispanics are under-represented in the Officials and Administrators classifications;
- Asians are under-represented in the Officials and Administrators and Professional classifications;
- Men are under-represented in the Officials and Administrators and Professional positions

For the purpose of this plan, this Office addresses only the non-clerical recruitments. Clerical outreach and recruitments are countywide and are not conducted by this office.

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

**Message:** The Office of the County Counsel’s recruitment strategies will continue to enhance its efforts 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 a vast number of organizations during the recruitment period. These measures are intended to help create a more diverse applicant pool 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 via email, 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 coordination with the EEO’s staff to expand recruitment information to community based organizations.

## Message Distribution

STRATEGY	ELEMENT	TASKS
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 job vacancies via email and internal office communications	Electronic	Strategically enhance email announcements to target the under-represented group's law school career centers, bar associations, and Legal Assistant programs. Utilize internal word-of-mouth advertising and the Human Resources Department advertising and outreach sources
Utilize County Counsel's outreach brochure to explain the Office's recruitment missions and goals	Publication Print Media	Make available brochures to the targeted under-represented group's recruitment centers
Further expand recruitment efforts to reach the underrepresented community	Internet	Register, subscribe and post job vacancies that target the underrepresented classifications via websites such as Workforce Development Board, and Foundation List - a national nonprofit job board, Asian and Hispanic Chamber of Commerce
Announce vacancies via links on County Counsel webpage that will provide notices about current announcements and instructions for future notifications of job-related alerts	Website	Ensure the "Job Description" and "FAQ" links on the County Counsel website provides current information
Coordinate distribution of County Counsel Outreach brochure via job recruitment announcements with EEO's staff for their marketing efforts	Publication Print Media Personal Contact	Partner with organizations who serve the under-represented populations and programs that support workforce diversity

**Contact:** Wanda R. McAdoo, Administrative Services Officer  
[wanda.mcadoo@cc.cccounty.us](mailto:wanda.mcadoo@cc.cccounty.us)



**DISTRICT ATTORNEY  
OUTREACH AND RECRUITMENT PLAN  
209 EMPLOYEES**

**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, 2022, 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 Administrative Support positions.

**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.

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	<p>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:</p> <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>
Post job vacancies on websites and in publications geared toward Hispanics, Asians, females and males.	Publication/Print Media	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.
Outreach to Minority Bar Associations	Personal Contact	Notify Minority Bar Associations of employment opportunities and participate in Panel Discussions on Criminal Law issues. Outreach to

		<p>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 Association</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 of Northern California</li><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>
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<p>Outreach to Career Development Office (COO) at Law Schools and other colleges and organizations</p>	<p>Personal Contact</p>	<p>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.</p>
<p>Post job vacancies on websites and publications focused on serving diverse populations</p>	<p>Publication/ Print Media</p>	<p>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.</p>
<p>Post job vacancies on websites and publications focused on women in law enforcement.</p>	<p>Publication/ Print Media</p>	<p>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.</p>
<p>Post job vacancies on websites and publications focused on law enforcement professionals with an emphasis on bilingual personnel.</p>	<p>Publication/ Print Media</p>	<p>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.</p>

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



## EMPLOYMENT AND HUMAN SERVICES OUTREACH AND RECRUITMENT PLAN 1582 EMPLOYEES

**Issue:** The Employment and Human Services Department (EHSD) remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2022, the EHSD workforce statistical data indicate the following:

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

**Objective:** Increase the applicant flow of underrepresented groups within our workforce by conducting specific outreach and recruitment efforts to Community/Faith Based Organizations, Non-Profit Organizations, Professional Groups, Newspapers, Career Fairs, Colleges and Universities, and online recruitment sites who serve the populations listed above.

**Message:** EHSD will conduct strategic outreach efforts to community/faith based organizations, professional groups and online websites that serve those populations where we have underrepresentation. We will send these organizations information regarding our hard to recruit positions 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:**

- Attend and/or advertise at local career fairs, local colleges and universities
- Utilize websites geared towards helping Whites, Asians, Blacks and Hispanics find employment.
- Continue to use our a “Day in the Life” Video Series on Website for Social Worker, Eligibility Worker, and Head Start Supervisor to encourage potential candidates to apply.
- Continue to use our On-Line Exams for Social Worker and Eligibility Worker series.
- Continue to use specialized brochures for Social Worker Series.
- Work with Human Resources in creating more opportunities of outreach for our underrepresented classifications.

**Message Distribution**

STRATEGY	ELEMENT	TASKS
Partner with Community/Faith Based Organizations	Personal/Online Contact	Create consistent ongoing professional relationships with parishioners.
Attend job and career fairs geared towards helping males find employment.	Personal/Online Contact	Attend at least 1 job and career fairs during the fiscal year. EHSD will focus on recruiting Whites, Asians, Blacks and Hispanics
Partner with local colleges and universities	Personal/Online Contact	Collaborate with Los Medanos, Contra Costa, Diablo Valley College, CAL State East Bay, and St. Mary's colleges.
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as (using specific categories), Asian Americans/Pacific Islanders, Hispanic in philanthropy outreach) and outreach to veterans. Utilize LinkedIn, Twitter, Facebook, Indeed and Instagram more frequently.
Advertising in specific periodicals targeting Whites and Asians.	Publications	BBC News Asia Contra Costa Times East Bay Times
Create specific brochures for hard to recruit positions.	Personal	Information System Techs Information System and Program Analyst Teachers
Hire Consultants to recruit for positions in the underrepresented Officials and Administrators category	Personal Contact	Consultant to target and encourage qualified candidates in the Officials and Administrator's category to apply for vacancies

**Contact:** Tamina Alon, Assistant Director-Policy and Planning

[TAlon@ehsd.cccounty.us](mailto:TAlon@ehsd.cccounty.us)



## FIRE PROTECTION DISTRICT OUTREACH AND RECRUITMENT PLAN 488 EMPLOYEES

**Issue:** The Contra Costa County Fire Protection District (District) remains committed to maintain a diverse and inclusive workforce that is reflective of the communities that we serve. As of December 31, 2022, the County's workforce statistical data indicate the following:

- Females are underrepresented in Officials and Administrators, Professional, Technical, Protective Services (Sworn), Protective Services (Non-Sworn) and Service Maintenance positions.
- Males are underrepresented in Administrative Support positions.
- Hispanics are underrepresented in Technicians, Skilled Craft, Protective Services (Non-Sworn), and Service Maintenance positions.
- Blacks are underrepresented in Service Maintenance and Protective Services (Sworn) 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 who serve the populations listed above.

**Message:** 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 all 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 will be 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 graduates who have some related work experience and 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, 2022, the District is in its third season of hiring Fire Control Workers for the seasonal wildland mitigation program. This program is targeted towards current District Aides and recent graduates of the EMT certificate or Associates Degree in Fire Science programs from local community colleges. The seasonal program runs from May through October. The program is designed to give candidates direct experience performing wildland firefighting to prepare for a career as a firefighter.

On March 12 and March 13, 2022, the District hosted the NorCal First Alarm Girls Fire Camp for high school girls from grade nine through twelve. The goal of the camp is to empower young women to gain hands on experience. The girls received training with firefighting tools and equipment, basic First Aid and CPR, and learned about career opportunities in the fire service. This is the first partnership with NorCal to increase women in a career in the fire service.

The District participated in several virtual job fairs during the fiscal year 21-22. On October 20, 2021, the District participated in a virtual job fair for Concord High School. On April 15, 2022, the District will be participating in the Safety and Public Career Fair at Diablo Valley Community College. On April 20, 2022, the District will be participating in the Clayton Valley Charter High School career fair. And on April 26, 2022, the District will be participating in the Los Medanos College Health and Public Safety Career Fair.

## Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping our underrepresented find employment.	Personal Contact	Attend at least 5 job and career fairs during the fiscal year. 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	Personal Contact	Collaborate with the local sporting programs reaching student athletes, and statewide organizations such as the CAL-JAC program.

the Fire Service and Support Services fields		
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 CBO's 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 include: <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 Female Firefighters</li> <li>• NAHFF-National association of Hispanic Firefighters</li> </ul>

**Contact:** Holly Trieu, HR Analyst, Equal Employment Opportunity Coordinator  
[htrieu@cccfd.org](mailto:htrieu@cccfd.org)



## HEALTH SERVICES OUTREACH AND RECRUITMENT PLAN 4037 EMPLOYEES

**Issue:** As of December 31, 2022, Contra Costa Health Services' statistical data showed under-representation of the following:

- Males in Officials and Administrators, Professionals, Technicians, Administrative Support, and Protective Services (Non-Sworn) positions.
- Whites in Professional, Technicians, Administrative Support, and Service Maintenance, and Protective Services (Non-Sworn) positions.
- Blacks 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 recruitment 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 Craigslist, LinkedIn, Indeed and Monster, and distribution to health professional organizations and community agencies.

**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, Monster, and Craigslist 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/Faith based organizations  
 Websites geared toward Males and Whites  
 Publications geared toward Males 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:** Jo-Anne Linares (925) 957-5246  
[Jo-Anne.Linares@cchealth.org](mailto:Jo-Anne.Linares@cchealth.org)



## HUMAN RESOURCES OUTREACH AND RECRUITMENT PLAN 39 EMPLOYEES

**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, 2022, the Human Resources Department statistical data for gender and ethnicity underrepresentation is listed below:

### **Male**

- Officials and Administrators - 18%
- Professionals - 26%
- Administrative Support - 25%

### **White**

- Officials and Administrators - 20%
- Administrative Support - 34%

### **Hispanic**

- Officials and Administrators - 13%

**Objective:** Increase outreach to underrepresented candidates for positions in 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 desiring a career in government human resources including advertising employment opportunities on websites that will reach a more diverse workforce.

**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 post vacancies on websites to include CareersinGovernment, Monster, Hot Jobs, Craigslist, CareerBuilder, Dice, Indeed, Bay Area Careers, SimplyHired, etc. and social media sites such as Facebook, Instagram, Twitter and LinkedIn.

We will also reach out to select universities including University of California, Berkeley, University of California, Los Angeles, University of California, Davis. Local colleges such as Cal State East Bay, Los Medanos and Diablo Valley, as well as other adult schools in the area will be targeted. We will continue to post on sites geared toward human resources professionals such as SHRM, CALPELRA and IPMA.

### Message Distribution

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Advertise employment opportunities on targeted websites that will reach underrepresented candidates.
Collaborate with our local adult schools and community colleges to attract and recruit students to consider careers in Human Resources.	Internet/Computer	Reach out to local adult schools and junior colleges such as Martinez Adult School, Mt, Diablo Adult Education, West Contra Costa Adult Education, Loma Vista Adult Education, Acalanes Adult Education Diablo Valley College, and Los Medanos College
Increase utilization of social media	Internet/Computer	Advertise employment opportunities on Facebook, Instagram, Twitter and LinkedIn.

Contact: Margaret Tolbert, Human Resources Department at (925) 655-2163  
[Margaret.Tolbert@hrd.cccounty.us](mailto:Margaret.Tolbert@hrd.cccounty.us)



## LIBRARY OUTREACH AND RECRUITMENT PLAN 296 EMPLOYEES

**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, 2022, 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: 30%
- Technicians: 15%
- Administrative Support: 11%

In addition, demographics by race and ethnicity show an underrepresentation of Asians by 17% in the Officials and Administrators occupational category, 19% in the Professionals occupational category, and 10% in the Technicians occupational category, and an underrepresentation of Hispanics by 16% 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, Hispanics and Asians within the workforce.

The Library currently meets this objective in the following area:

- 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 is 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. We welcome everyone.

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

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

**Tools:**

- Social Media
- Virtual and local job fairs and career days
- Virtual and local community-based events
- Websites geared towards helping men find employment
- Publications geared toward Hispanics and Asians
- Informational bookmarks and brochures
- Expanded outreach beyond Contra Costa County
- Partnerships with like-minded education facilities
- Expanded marketing materials including graphics and videos

### Message Distribution

STRATEGY	ELEMENT	TASKS
Register and post job vacancies online to reach a broad section of Asian and Hispanic populations	Electronic	Register and post job vacancies on websites that serve Asian and Hispanic populations such as: <a href="https://www.acareers.net/">https://www.acareers.net/</a> <a href="http://www.workplace-dynamics.com">http://www.workplace-dynamics.com</a> <a href="https://latcareers.com">https://latcareers.com</a>
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 Asian, Hispanic and male-dominated high school, colleges, and universities

<p>Utilize social media to show potential applicants what it is like to work at the Library and expand exposure of open job opportunities.</p> <p>Build our following and brand recognition.</p>	<p>Electronic Media text, photos, graphics and videos.</p>	<p>Media Production Technician will create new content, images, and short promotional videos to post on social media.</p> <p>Post links of open job opportunities on the Department's Facebook, Instagram and LinkedIn pages.</p> <p>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.</p>
<p>Network with Universities such as Cal State East Bay, UCLA, USC, UC Davis, SF State, USF Golden Gate Univ. and local Community Colleges as well as local High Schools to increase the applicant pool</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>Continue to create and distribute promotional bookmarks, brochures and how-to documents explaining hiring process and outreach objective for each external recruitment.</p>	<p>Publication/Print Media</p>	<p>Research and find physical community job boards and places to leave recruiting documents at.</p>

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



## PROBATION OUTREACH AND RECRUITMENT PLAN 286 EMPLOYEES

**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, 2022, 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.
- Whites are underrepresented in Officials and Administrators, Professional, and Protective Services (Sworn) positions.
- Hispanics are underrepresented in Technician and Service Maintenance positions.
- Asians are underrepresented in Professional and Technician positions.

**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  
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	Create professional relationships and partner with local colleges such as DVC, Los Medanos, and Cal State East Bay 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	Create professional relationships and partner with local education programs such as the five regional Adult Education centers, and the Contra Costa County Office of Education
Increase ease of communicating employment opportunities, minimum qualifications for hire, and applicant processes through printed resource material	Publication / Print Media	Create recruitment fliers to be disseminated by staff when they come in contact with potential job applicants.
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> and <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> 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:** Jeff Waters  
[Jeff.waters@prob.cccounty.us](mailto:Jeff.waters@prob.cccounty.us)



## PUBLIC DEFENDER OUTREACH AND RECRUITMENT PLAN 152 EMPLOYEES

- 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, 2022, 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, in order 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
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.	Publication Print Media	Reach out to Academic Career Advisors and Alumni Relations to explain the department's goal of increasing the pool of qualified males and Asians; send informational letters local High Schools and Community Colleges.
Attend local job and diversity fairs at UC Hastings; Cal State East Bay; UC Davis; San Francisco State; University of San Francisco; and Golden Gate University	Personal Contact	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.
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.	Electronic	Send job announcements of vacancies via email including our goals of attracting a diverse and gender balanced workforce.

**Contact:** Samantha Fithian, Administrative Services Officer 925-335-8065

[Samantha.Fithian@pd.cccounty.us](mailto:Samantha.Fithian@pd.cccounty.us)



**CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
OUTREACH AND RECRUITMENT PLAN  
389 EMPLOYEES**

**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, 2022, the Public Works Department statistical data indicates the following:

- Women are underrepresented in Technicians and Service Maintenance positions.
- Hispanics are underrepresented in Technicians and Skilled Craft Worker positions.
- Asians are underrepresented in Technicians 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:**

- Community/ faith-based organizations
- Local job fairs and career days
- Colleges and universities
- University journals and alumni associations
- 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 websites that target job seekers that are women and people of color, such as tradeswomen.org, womenforhire.com; Society for Black Engineers, Society for Women Engineers, Society for Hispanic Engineers, etc.
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 ad 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 967 EMPLOYEES

**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, 2022, the Office of the Sheriff's workforce statistical data indicates the following:

- Asians are underrepresented in Officials and Administrators, Professional, and Technician 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            Online Hibu Filter</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  
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**CONTRA COSTA COUNTY  
OFFICE OF TREASURER-TAX COLLECTOR  
OUTREACH AND RECRUITMENT PLAN  
25 EMPLOYEES**

**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, 2022, the county's workforce statistical data for the Treasurer–Tax Collector's Office indicates the following:

- Males are underrepresented in Officials and Administrators (58%), Professional (18%), Technician (18%), and Administrative Support (30%) positions.
- Whites are underrepresented in Officials and Administrators (60%), Professional (26%), and in Administrative Support (22%) positions.
- Asians are underrepresented in Technician (19%) positions.
- Hispanics are underrepresented in Technician (26%) positions.

**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 (CBOs), 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 CBOs, 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 positions

- Websites geared towards recruiting White and Asian males to Professional positions
- Websites geared to recruit Hispanic and Asian males to Technician positions
- Websites geared towards recruiting White males to Administrative Support 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 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.

Partner with professional organizations to outreach underrepresented groups within our workforce	Personal Contact/Electronic	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>
Research employment websites and register to join the online community	Internet/Computer Personal Contact/ Outreach and Engagement	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_area.php">www.bayareacareer.com/bay_area.php</a> and <a href="http://www.Linkedin.com">www.Linkedin.com</a>

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## VETERANS SERVICES OUTREACH AND RECRUITMENT PLAN 11 EMPLOYEES

**Issue:** As of December 31, 2022, the Veterans Service Department's statistical data reflects an under-representation for:

- Women – 42% Officials and Administrators, 36% in Professionals, and 12% in Administrative Support.
- Officials and Administrator positions are under-represented in the following populations: Hispanic, and 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.

Veterans Services has 13 full time employees. We are completing the hiring process for 3 Veterans Services Representative 1 (VSR 1) positions, two which will be filled by under-represented populations. It is anticipated that our department will fill the additional vacant VSR 1 position and Clerk-Experienced positions in the near future. Further, our department will utilize job and diversity fairs in an attempt to seek qualified candidates for our upcoming recruitment for an Assistant County Veterans Service Officer.

### **Outreach**

**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
<p>Create brochure which explains the Veterans Service Department's outreach and recruitment mission and goals</p>	<p>Publication Print Media</p>	<p>Mail brochures to CBOs that serve the White, Black, Hispanic, Asian, and Women populations so they can share with their clientele.</p> <p>Brochures will also be distributed at job and diversity fairs; events that we will attend.</p>
<p>Mail employment recruitments for current Veterans Service Department vacancies to CBOs</p>	<p>Personal Contact</p>	<p>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.</p>
<p>Register and post job vacancies online to reach a broad section of Asian, Hispanic, Black, and Women populations</p>	<p>Electronic</p>	<p>Register and post job vacancies on websites that serve White, Asian, Hispanic, Black, and Women populations such as:</p> <p><a href="https://www.facebook.com/ContraCostaYoungRepublicans/">Contra Costa Young Republicans (facebook.com)</a></p> <p><a href="https://www.acareers.net/">https://www.acareers.net/</a></p> <p><a href="http://www.blackcareernetwork.com">http://www.blackcareernetwork.com</a></p> <p><a href="http://www.workplace-dynamics.com">http://www.workplace-dynamics.com</a></p> <p><a href="http://bayareawomenscouncil.org/">http://bayareawomenscouncil.org/</a></p> <p><a href="https://latcareers.com">https://latcareers.com</a></p>

Contact: Carol Prell, Equal Employment Opportunity Coordinator  
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