

TO: Hiring Outreach and Oversight Committee

FROM: Antoine Wilson, Equal Employment Opportunity Officer

DATE: February 8, 2016

RE: 2015 Strategic Outreach and Recruitment Results

On July 1, 2015, Contra Costa County (The County) implemented its improved outreach and recruitment plan. The goals of the plan were to further promote diversity and inclusion throughout the workforce. County departments along with the Office of Equal Employment Opportunity (EEO) were instructed to conduct strategic outreach and recruitment efforts which were specifically designed to reach qualified underutilized groups within the communities we serve.

In order to help determine the effectiveness of the outreach and recruitment efforts, EEO reviewed and compared the applicant flow data from July 1, 2014 - December 31, 2014 (highlighted in blue) to the most recent data from July 1, 2015 through December 31, 2015 (highlighted in green). The results are listed below:

Male	Female	Unknown	Total	White	Black	Hispanic	Asian	Unknown	Total
54%	44%	2%	100%	31%	22%	21%	23%	2%	100%
60%	38%	2%	100%	28%	23%	20%	24%	6%	100%

The statistical data reveals that males applied for more County vacancies in 2015 by 6% during the relevant timeframe. Blacks and Asians also improved their participation by 1%. Females, Whites and Hispanics decreased their participation by 6%, 3% and 1 % respectively. The County has made strides in maintaining a diverse workforce for the first 6 months of the outreach program and EEO looks forward to analyzing the first full year of outreach and recruitment efforts.

2015 EEO Under-Representation Data

The 2015 outreach efforts culminated with the production of the 2015 Workforce Analysis Report which details the under-representation in all County departments. In order to determine under-representation, the EEO Officer compares the County's year end workforce data for Males, Females, Whites, Blacks, Hispanics and Asians to the availability of qualified people who reside in the local labor market who are 16 years or older. The local labor market data is compiled by the United States Department of Census.

Each department with under-representation of 10% or more is required, at the direction of the Board of Supervisors, to create a strategic Outreach and Recruitment Plan. The departmental plans address the issues within the department and provide details regarding what steps will be taken to assist in increasing the applicant flow for the under-represented groups. Each County department is required to develop EEO Action Plans when there is an under-representation of ten percent (10%) or more in the categories identified below:

- Male
- Female
- Asian
- Black
- Hispanic
- White

The County's EEO Officer will create a plan to expand outreach efforts to attract the most qualified candidates for employment who represent the diverse communities we serve. The plan will include emphasis on attracting underrepresented groups and specific outreach efforts will be made to the following populations:

- Veterans
- Disabled
- AB 109
- Hispanic
- Women and Minorities in Public Safety positions
- Low Income

In 2014, one department (Probation) was exempt from developing an outreach plan because its under-representation workforce data was 10% or less for all categories. Currently there are two departments that have under-representation of 10% or less. They are Probation and Conservation and Development.

EEO will be meeting with the departmental representatives at the end of February to discuss new strategies for 2016. EEO will help to implement more focused outreach which will be streamlined to meet the needs of the department. The ultimate goal is to ensure that all departments are diverse and inclusive in all departmental positions. The plans are scheduled to be revealed to the HOO committee on June 13, 2016. Once they are received and approved, the plans will be forwarded to the BOS.