



Agenda

HIRING OUTREACH OVERSIGHT COMMITTEE

May 9, 2016

9:00 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair
Supervisor John Gioia, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the April 8, 2016 Hiring Outreach Oversight committee meeting.
4. CONSIDER accepting the Bridge to Success updated reports from the Office of Equal Employment Opportunity. (Antoine Wilson, Equal Employment Opportunity Officer)
5. RECEIVE the Victim Witness Assistance Program Grant awarded to the D.A.'s Office.
6. The next Hiring Outreach Oversight Committee Meeting is scheduled for June 13, 2016.
7. Adjourn

The Hiring Outreach Oversight Committee will provide reasonable accommodations for persons with disabilities planning to attend Hiring Outreach Oversight Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Hiring Outreach Oversight Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 3rd floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

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Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

3.

Meeting Date: 05/09/2016

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

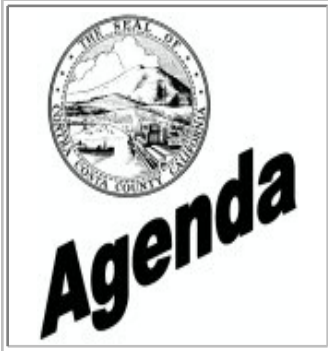
Attached is the Record of Action from the April 11, 2016 HOO Committee meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the April 11, 2016 Hiring Outreach Oversight Committee meeting.

Attachments

Record of Action



**HIRING OUTREACH OVERSIGHT
COMMITTEE**

RECORD OF ACTION

**April 11, 2016
9:00 A.M.
651 Pine Street, Room 101
Martinez, CA 94553**

**Supervisor Karen Mitchoff, Chair
Supervisor John Gioia, Vice Chair**

Agenda Items:	Items may be taken out of order based on the business of the day and preference of the Committee
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Present: Karen Mitchoff, Chair
John Gioia, Vice Chair

Staff Present: Antoine Wilson, Equal Employment
Opportunity Officer

Attendee: Phil Arnold, Consultant

- 1. Introductions

Chair Mitchoff convened the meeting at 9:00 a.m. and self-introductions were made by attendees.

- 2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No public comment given.

- 3. RECEIVE and APPROVE the Record of Action for the February 8, 2016 Hiring Outreach Oversight committee meeting.

***AYES: Chair Karen Mitchoff, Vice Chair John Gioia
Passed***

The Record of Action was approved.

- 4. ACCEPT the updated Bridge to Success reports and CONSIDER providing

additional direction to staff regarding next steps to take.

The Bridge to Success reports and updates were accepted by the Committee. Supervisors Mitchoff and Gioia requested that the Bridge to Success proposal is presented to the board before June 2016.

The committee requested that Human Resources attend the next meeting to answer questions about the BTS program as a follow-up.

5. REVIEW and ACCEPT the Equal Employment Opportunity Plan for the District Attorney's Office.

The Committee accepted the EEOP report but had additional questions pertaining to the Victim's Witness Assistance Program grant awarded to the District Attorney's Office. The committee requested to speak with a representative from the District Attorney's Office to discuss the grant in-depth.

6. The next Hiring Outreach Oversight Committee meeting is scheduled for May 9, 2016.
7. The meeting adjourned at 9:35 a.m.

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Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

4.

Meeting Date: 05/09/2016

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

CONSIDER accepting the Bridge to Success updated reports from the Office of Equal Employment Opportunity. (Antoine Wilson, Equal Employment Opportunity Officer)

Referral Update:

On June 5, 2014, Supervisor John Gioia convened a meeting to discuss the possibility of the County developing a program specifically designed to hire individuals with developmental disabilities into the County workforce. The meeting focused on a presentation and discussion that was led by Mary Welch, County of Alameda Interim Director Human Resources Services and Joany Callahan, Sheriff's Office Personnel Chief. They provided information about the Step Up program that Alameda County had implemented which provided outreach and recruitment strategies to the developmentally disabled. Contra Costa County was interested in exploring the possibility of creating a similar program.

Recommendation(s)/Next Step(s):

HR is attending the HOO meeting to discuss the BTS proposal and answer questions about the BTS.

Attachments

BTS Proposal

BTS

BTS Outreach

CONTRA COSTA COUNTY
DIVISION OF RISK MANAGEMENT
BRIDGE TO SUCCESS PROGRAM
SUMMER 2015



SECTION I **PROGRAM OVERVIEW**

The Bridge to Success (BTS) program is an alternative employment selection program for persons with developmental disabilities. It is designed to minimize the adverse impact of the traditional selection process by providing an alternate means of assessing the qualifications and skills of job applicants with disabilities. The BTS program will be launched as a pilot program in its first year of existence. This allows the participating departments, Risk Management, Human Resources (HR) and the BTS committee to identify and evaluate aspects of the program on a small scale to understand how a large scale project might work in practice. The pilot program also allows us to address issues as they arise and make informed decisions in consideration of program expansion.

Positions in the BTS Program are project non-Merit System positions within Contra Costa County (the County). The candidates filling the BTS positions are subject to a six month evaluation period. If the candidate performs the essential functions of the job satisfactorily during the evaluation period, he or she may be transitioned to a permanent and classified Merit System position, following Board approval.

The BTS Program is consistent with the County's overall commitment to the diversification and inclusion of people who have developmental disabilities within our workforce.

SECTION II **ELIGIBILITY**

In order for an individual to participate in this program, the candidate must meet the definition of an "Individual with a Disability," as defined by the Fair Employment and Housing Act (Government Code section 12926), and be certified eligible for the program by a State of California Department of Rehabilitation (DOR) Counselor as having a developmental disability. The certification must indicate the person's disability and be signed by both the counselor and the person seeking to participate in the program. The candidate must also meet the minimum qualifications for the position sought.

SECTION III **HIRING PROCESS**

The selection process for the Bridge to Success Program is critical to the County's overall commitment to the inclusion of people with developmental disabilities in our workforce. The following guidelines have been developed to better assist staff with the selection process.

A. Designation of Positions

The positions that have been identified for the pilot program are Institutional Services Worker (ISW) (job code 1KVD), Institutional Services Aide (ISA) (job code 1KWC) and Library Aide (job code 3KW4). During the pilot program, the Health Services Department and Library anticipate creating at least two BTS temporary project positions within each class. If vacancies become available in permanent positions, additional BTS positions may be created, but only after permanent employees are given the opportunity to request reassignment to vacant permanent positions in the same classification or in the same level of their deep classification. All permanent vacancies will be offered for bid to presently assigned full-time, part-time and permanent-intermittent employees for reassignment. When there is a vacancy in one of the BTS assigned classifications, and no permanent employee chooses to bid, the hiring process identified in Section III may be followed.

B. Requesting Applications

Job openings will be relayed by departments to both Risk Management and HR. Risk Management will relay the information to the DOR via email and request that they respond in no later than 10 business days as to whether they have candidates who meet the minimum qualifications. If the DOR has candidates who meet the minimum qualifications, the candidate will be asked to complete an application and submit it to HR.

C. Application Review

HR will screen all applicants for minimum qualifications and eligibility for participation. HR will contact the departmental hiring manager and ADA Coordinator to advise of potential candidates. Departments will review the applications of all BTS candidates in the qualified pool. Upon review, departmental representatives will select at least three (3), if available, candidates to participate in interviews.

D. Interview Process

Interviews will be scheduled by the hiring department. Any accommodation requests from candidates should be handled in accordance with the County's ADA policy. The departments will work with Susan Skamser, ADA Coordinator, and the departmental ADA representative to address the accommodation request.

Some candidates may seek support from community based organizations and supported employment services, such as an advocate or job coach, as they go through the interview and selection process. If so, the candidate may list on the reference section of his or her application the name, phone number, and e-mail of the advocate or

job coach at such agencies or others. A designated person in Risk Management will coordinate the communication with both the candidate and his or her designated advocate or job coach in such cases for the department.

The advocate or job coach may serve in one or more of the following ways:

- Provide interview preparation assistance prior to interview
- Be present and provide “moral” support to the applicant during the interview process
- Ask for clarification of questions from the panel members
- Re-state interview question(s) to better assist the applicant in answering
- Prompt the candidate to respond as appropriate and necessary.

It is recommended that BTS candidates, along with their advocate or job coach as necessary, be provided with the interview questions 30 minutes prior to their interview. This will help facilitate the interviews by providing candidates time to consider their job related experiences as they relate to the questions with their advocate or job coach. It will also help meet the objective of hearing directly from each candidate during the interview process.

After the completion of scheduled interviews, departments may select a qualified candidate recommended for hire and advise the departmental Personnel Officer, ADA Coordinator, HR, and Risk Management.

E. Placement

The departmental ADA Coordinator will work with the supervisor to determine if the placement is appropriate once a candidate has been selected. If the placement is considered to be appropriate, the necessary paperwork will be submitted to HR to place the individual in the position as a BTS appointment. If the placement is not considered appropriate, HR will follow the regular protocol to fill the position.

SECTION IV EMPLOYMENT STATUS

All individuals selected under this program will be appointed to temporary positions as project employees. The temporary appointment status will last for the duration of the evaluation period which is six months unless sooner ended. During the evaluation period, BTS employees will receive the same salary and benefits that any other similarly situated project employee receives. If the BTS employee successfully passes his or her evaluation period, the unclassified temporary position may be converted to a classified Merit System position. This will require the department to seek permission from the

Board of Supervisors to convert the project position under the BTS program to a permanent position once the candidate successfully completes the six month evaluation period.

SECTION V EVALUATION PERIOD

The purpose of the six month on-the-job performance evaluation period is to assess the knowledge, skills and abilities of individuals who have been selected for temporary/project employment. Candidates must successfully demonstrate their ability to perform the essential functions of the job, with or without a reasonable accommodation, in order to successfully complete their BTS evaluation. The BTS Committee will develop an evaluation form which will be reviewed and approved by Risk Management and HR.

The six month evaluation period is utilized as the means of determining that the BTS employee is demonstrating necessary minimum skills and work behaviors appropriate to the position.

Some BTS employees will be assigned an advocate or job coach through the DOR or an outside agency. The job coach will work directly with the supervisor and the employee, and may receive assistance from Risk Management. The job coach's function is to help the employee succeed by helping the employee understand all aspects of the job while also guiding the manager/supervisor regarding needs of the employee. Job coaches typically stay as long as is needed. The County does not pay for the job coach. The coach is paid through the DOR or another independent agency.

The supervisor is responsible for monitoring the progress of the candidate during the evaluation period. The supervisor should evaluate the BTS candidate every other month during the evaluation period and document the evaluations on the approved form. The evaluation will contain the supervisor's assessment of the candidate's performance.

Problematic areas should be discussed with the candidate and the job coach who will assist the employee in understanding the nuances of the job. Arrangements can be made to provide needed reasonable accommodations or additional training for the candidate.

SECTION VI THE TERMINATION PROCESS

The termination process for BTS project employees is the same as it is for other project employees.

Bridge to Success Stakeholder Input

List of Stakeholders:

- Local supported employment service providers (Contra Costa ARC and Futures Explored).
- The Bay Area Regional Office of the State Council of Developmental Disabilities (Gabriel Rogin, director)
- The Contra Costa DD Council (Josh Sullivan, staff)
- Bill Sorrel, CC Public Health Department; operated the Miller Centers for the County for at least a decade before they were transferred to a nonprofit
- Alameda County Step Up program (Bridge to Success is modeled after Step Up)
- Lawrence Berkeley National Lab "Project Search" employment program (similar)
- SF Mayor's Office of Disabilities (SF City/County has a similar program)

Kate Rauch presented the Bridge to a Success program to the Contra Costa DD Council at its March 23 meeting. Many of the stakeholders above were there. She has also received email feedback from others, and is still doing outreach.

We have an elist of people wanting to stay updated on the program.

Feedback:

1. Getting the word out about openings

Many people are concerned about fine-tuning or expanding the process for posting or spreading the word about job openings, and having a proactive plan in place for recruiting. Job opening announcements should be routinely distributed to the State Office of Rehabilitation (SOR); the Regional Center of the East Bay (RCEB), which funds supported employment providers and provides case management to individuals with developmental disabilities; School District workability or Transition (18 - 22 year olds) programs; and area supported living and employment providers.

A master list of contacts could be created to make this easy.

Some people with developmental disabilities aren't clients of the Department of Rehabilitation (DOR), so having the DOR serve as the main entry door to Bridge to Success won't reach many eligible candidates. Recruitment should be broad.

The application process should be set up as clear & simple: For example: CCC HR or Risk Management should serve as initial recipient of all applications, and inquires.

Applicants who aren't certified with DOR will be immediately referred to DOR for

certification; certification is returned to CCC HR, and kept on file for future jobs, as needed. People who are already certified by the DOR can request for their certification to be sent to CCC, or CCC can make this request for the candidate.

HR can screen applicants, verifying DOR certification, and then contact hiring managers.

Prospected employees who aren't certified by DOR should be advised to get help with the process from their supported living or supported employment staff, parents or Regional Center case manager. This is par for the course, but HR or Risk Management should advise candidates to get the assistance they need.

In practice, most or many applicants for Bridge to Success jobs will be coming from Supported Employment providers, who walk them through all the steps from getting the DOR certification to the interview, to job coaching if they are hired.

2. Consensus that requiring Certification by DOR (of meeting the Fair Employment and Housing Act definition of disability) for eligibility to participate is a good thing, appropriate. But, stakeholders think this certificate should be automatically sent to CCC (HR or Risk Management), and kept on file, so prospective employees don't have to repeat the process. CCC can refer people to the DOR for certification, and then the certification is sent to and filed with CCC, as stated above.

There was some desire that Bridge to Success positions be open to people with developmental disabilities who don't qualify by the DOR. Milder disabilities. Others understood the need for certification to set a measure for eligibility.

3. Stakeholder consensus that allowing candidates to review job interview questions 30 minutes before the interview isn't enough time. Suggestion that this be increased to two hours before an interview, or even sent to the job coach the day before. The concern is that it can take time for some people with developmental disabilities to fully grasp questions whether expressed on paper or verbally. A good job coach, who wants the candidate to be successful and be a good match in a job, won't use this preview time to help the candidate "cheat." But to be well prepared. Language processing problems are common with people with developmental disabilities, and preparation can be immensely helpful. One parent gave the example of when her son was asked "What's your life dream," in an interview and he talked about his literal dream the night before.
4. Many people asked about the possibility of highly qualified potential candidates selected for interview taking a walk-through of the job site, before the interview.

Providing this “visual” of the position could be very helpful to some candidates, and also help job coaches better understand if it’s a good fit.

5. In general, people are excited and thrilled at the prospect of Bridge to Success! There will likely be a strong response. It’s important to work closely with the Supported Employment providers early in the process (CCC ARC and Futures Explored), as their knowledge will be extremely helpful.

Stay tuned for more feedback, including from Lawrence Berkeley National Lab and the City of San Francisco.

DATE: April 8, 2016
TO: Hiring Outreach Oversight Committee
FROM: Antoine Wilson, EEO Officer
RE: County of Alameda Walkthrough

On Thursday, April 7, 2015, Kate Rauch, District Coordinator for Supervisor John Gioia, Dominic Aliano, District IV Representative for Supervisor Mitchoff, and Antoine Wilson met with County of Alameda staff to discuss their Step Up program to obtain a better understanding of its intricacies. Contra Costa County is considering adopting a similar program, Bridge to Success (BTS), which is based on the Step Up program.

The three of us met with Dominique Burton Assistant Diversity Programs Manager and Monique Hill, Human Resources Analyst/Step-Up Coordinator at the Alameda County Clerk-Recorder's Office. Alameda County developed Step-Up to be a collaborative venture where Diversity Programs, Human Resources (HR) and the California Department of Rehabilitation collaborate to make it a successful program.

Diversity Programs, which is equivalent to Contra Costa County's Office of EEO, monitors the Step-Up program, undertakes metrics on effectiveness, acts as a resource and liaison with the responsibilities of promoting and developing the program. HR provides day to day program coordination and support through the selection process, employee performance evaluations and partnering to promote the program. The DOR provides certification for disabled employees, assists with recruitment and acts as a training consultant, resource and community link.

Alameda's program was implemented in January 2001. As of February 2016 there have been 35 appointments. In order for individuals to qualify for this program the candidate must:

- Be considered severely disabled by the DOR;
- Possess the minimum qualifications for the job;
- Be able to perform the essential functions of the job with or without reasonable accommodations.

We were fortunate to meet with several of the program participants and given a chance to ask them questions. We also were able to speak to some of the supervisors who manage the Step-Up employees. There was positive feedback from all that we spoke with about this program. The participants expressed their happiness to have a job where they were able to make livable wages, and obtain a good healthcare and pension plan. The participants also stated that it was a great feeling to be able to contribute positively to the workforce and society.



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

5.

Meeting Date: 05/09/2016
Subject: Victim Witness Assistant Program
Department: County Administrator
Referral No.:
Referral Name:
Presenter: Phyllis Redmond **Contact:**

Referral History:

On February 19, 2016, the Office of Equal Employment Opportunity was advised by the State of California Office of Emergency Services that the County's District Attorney's Office was awarded a grant of \$909,889.00 for the Victim/Witness Assistance Program. One of the requirements of the award was for Contra Costa County (the County) to develop and distribute an Equal Employment Opportunity Plan (EEOP) which details specific actions the County plans to take to attract more applicants who self-identify as groups that are under-represented within our workforce as of December 31, 2015. Once the information was tabulated and analyzed, it was sent to the Department of Justice Office of Justice Programs for their review and approval.

Referral Update:

The EEOP was approved by the committee on April 11, 2016 meeting. The committee directed the item to be carried over to the May 2016 meeting to ask the Office of the District Attorney additional questions.

Recommendation(s)/Next Step(s):

REVIEW and discuss the EEOP for the District Attorney's Office.

Attachments

Victim Witness Assistance Program

DATE: May 4, 2016
TO: Hiring Outreach Oversight Committee
FROM: Antoine Wilson, EEO Officer
RE: Victims Witness Assistance Program Background

VICTIMS WITNESS ASSISTANCE PROGRAM

Overview

The California Victim Compensation Program was created to lessen the financial impact of crime on qualifying victims. Under California law (Government Code Sections 13959-13969.3), qualifying victims of crime may receive financial assistance for losses resulting from a crime when they cannot be reimbursed by other sources.

The crime must have occurred in California, or to a California resident, and the victim cannot have been a participant in the crime.

This program is a "payer of last resort" for victims' out-of-pocket (non-reimbursed) losses, and applies only where the crime directly involved physical injury or threat of injury. New domestic violence guidelines adopted by the State Board of Control provide that a child who witnesses an incident of domestic violence is now considered to be at risk of physical injury and qualifies as a direct victim of a crime.

History of the Program Original Development

In 1934, U. S. Supreme Court Justice Benjamin Cardozo wrote in the case of Snyder v. Massachusetts that "Justice, though due the accused, is due the accuser also. The concept of fairness must not be strained till it is narrowed to a filament. We are to keep the balance true."

While victims' rights and issues have made progress since the 1930s and its origin as an outgrowth of the civil rights and women's movements of the 1960s and early 1970s, the balance of justice is still weighted towards the defendant and much work is left to be done. Today, 33 states have passed Constitutional Amendments establishing a Victims' Bill of Rights, including California.

Forming the Current Program

In 1983, legislation was passed (13835.5 PC) "to develop methods to reduce the trauma and insensitive treatment that victims and witnesses may experience in the wake of crime, since all too often citizens who become involved with the criminal justice system, either as victims or witnesses to crime, are further victimized by that system."

Today, hundreds of victim service programs, both community and criminal justice system based, help crime victims in California. The California Office of Emergency Services

(CalOES) uses state and federal funds to support over 200 grant programs across the state. CalOES is the California recipient of federal Department of Justice Victim of Crime Act (VOCA) Victim Assistance and Violence Against Women Act (VAWA) funding. In 2013 CalOES funded programs served 222,9063 people by providing crisis counseling, advocacy, criminal justice support, shelter, and numerous other services.

Program Funding

- Funding for the Victim/Witness program comes entirely through fines and penalties levied against defendants.
- Losses Covered
- Medical / Dental
- Mental Health Counseling
- Wage / Income
- Financial Support
- Funeral / Burial
- Job Retraining
- Relocation

Losses Not Covered

Personal property losses, including cash, are not eligible for reimbursement under the program. The program also cannot reimburse applicants for expenses related to the prosecution of an alleged perpetrator or compensate applicants for "pain and suffering."

However, losses not covered by the program may be recoverable, either through court-ordered restitution as a part of a convicted perpetrator's criminal sentence or through the enforcement of a judgment obtained in a civil lawsuit against the alleged perpetrator.

Who is Eligible

- The victim of the crime who suffers physical and/or emotional injury or a survivor of a person who dies as a direct result of the crime
- Anyone legally dependent upon the victim for support
- Anyone who was present during the crime and who has a close relationship with the victim
- Anyone who must receive psychological treatment as a result of the crime or who should be included in the psychological treatment of the victim
- Anyone who takes legal responsibility and/or pays for a victim's medical or burial expenses

How to Qualify

- The crime must be reported to law enforcement

- The victim must cooperate in the investigation and prosecution of any known suspects
- The victim must not have contributed to the events which lead up to the crime
- Provide victims and witnesses of crime information concerning the criminal justice system
- Assist victims with the filing of Victim of Crime Compensation Program applications
- Provide victims and witnesses with case status and/or disposition
- Provide victims with information concerning victim impact statements
- Provide victims with assistance in restitution determination and collection
- Provide victims and witnesses with court support
- Provide victims and witnesses with referrals to community agencies
- Provide victims with referrals for counseling and therapy
- Provide victims with creditor and/or employer intervention
- Provide witnesses with employer intervention Assist victims with property return
- Provide victims with information to apply for state disability insurance
- Provide victims with information to apply for social security benefits
- Provide victims with information to file notification forms with Department of Corrections, California Youth Authority, and Attorney General
- Provide victims with information concerning victim's rights at parole hearings
- At the request of the assigned district attorney, the advocate can arrange and attend a meeting between the district attorney and the victim or victim's family
- Assist the probation officer to obtain information concerning restitution and victim impact statements for their reports on serious violent felony cases

Victim's Bill Of Rights Act Of 2008: Marsy's Law

In order to preserve and protect a victim's rights to justice and due process, a victim shall be entitled to the following rights:

1. To be treated with fairness and respect for his or her privacy and dignity, and to be free from intimidation, harassment, and abuse, throughout the criminal or juvenile justice process.
2. To be reasonably protected from the defendant and persons acting on behalf of the defendant.
3. To have the safety of the victim and the victim's family considered in fixing the amount of bail and release conditions for the defendant.
4. To prevent the disclosure of confidential information or records to the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, which could be used to locate or harass the victim or the victim's family or which disclose confidential communications made in the course of medical or counseling treatment, or which are otherwise privileged or confidential by law.

5. To refuse an interview, deposition, or discovery request by the defendant, the defendant's attorney, or any other person acting on behalf of the defendant, and to set reasonable conditions on the conduct of any such interview to which the victim consents.
6. To reasonable notice of and to reasonably confer with the prosecuting agency, upon request, regarding, the arrest of the defendant if known by the prosecutor, the charges filed, the determination whether to extradite the defendant, and, upon request, to be notified of and informed before any pretrial disposition of the case.
7. To reasonable notice of all public proceedings, including delinquency proceedings, upon request, at which the defendant and the prosecutor are entitled to be present and of all parole or other post-conviction release proceedings, and to be present at all such proceedings.
8. To be heard, upon request, at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
9. To a speedy trial and a prompt and final conclusion of the case and any related post-judgment proceedings.
10. To provide information to a probation department official conducting a pre-sentence investigation concerning the impact of the offense on the victim and the victim's family and any sentencing recommendations before the sentencing of the defendant.
11. To receive, upon request, the pre-sentence report when available to the defendant, except for those portions made confidential by law.
12. To be informed, upon request, of the conviction, sentence, place and time of incarceration, or other disposition of the defendant, the scheduled release date of the defendant, and the release of or the escape by the defendant from custody.
13. To restitution:
 - (A) It is the unequivocal intention of the People of the State of California that all persons who suffer losses as a result of criminal activity shall have the right to seek and secure restitution from the persons convicted of the crimes causing the losses they suffer.
 - (B) Restitution shall be ordered from the convicted wrongdoer in every case, regardless of the sentence or disposition imposed, in which a crime victim suffers a loss.
 - (C) All monetary payments, monies, and property collected from any person who has been ordered to make restitution shall be first applied to pay the amounts ordered as restitution to the victim.
14. To the prompt return of property when no longer needed as evidence.

15. To be informed of all parole procedures, to participate in the parole process, to provide information to the parole authority to be considered before the parole of the offender, and to be notified, upon request, of the parole or other release of the offender.
16. To have the safety of the victim, the victim's family, and the general public considered before any parole or other post-judgment release decision is made.
17. To be informed of the rights enumerated in paragraphs (1) through (16).

DATE: May 4, 2016
TO: Hiring Outreach Oversight Committee
FROM: Antoine Wilson, EEO Officer
RE: Equal Employment Opportunity Plan

Equal Employment Opportunity Plans

An Equal Employment Opportunity Plan (EEO Plan) is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of the County's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin.

Equal Employment Opportunity Utilization Report

The EEO Utilization Report is a workforce report that the County must complete as a condition for receiving Justice Department funding subject to the authority of the Omnibus Crime Control and Safe Streets Act of 1968. The Office for Civil Rights (OCR) has developed the EEO Utilization Report to help recipients comply with the EEO regulations. The OCR uses the EEO Utilization Report to prompt recipients to collect and analyze key employment data, organized by race, national origin, and sex. The purpose of the EEO Utilization Report is to make sure that recipients of financial assistance from the Justice Department are providing equal employment opportunities to men and women regardless of sex, race, or national origin. The federal regulations establishing the EEO requirement also link a diverse workforce to effective law enforcement:

- The experience of the Justice Department in implementing its responsibilities under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, has demonstrated that the full and equal participation of women and minority individuals in employment opportunities in the criminal justice system is a necessary component to the Safe Streets Act's program to reduce crime and delinquency in the United States.

The EEO report includes calculating the total number of employees in our workforce, and includes part-time and full-time workers. It excludes seasonal employees, political appointees, and elected officials. These figures are compared to the Community Labor Statistics (CLS) which is tabulated by the United States Census Bureau. These figures represent individuals who are 16 years or older, reside within Contra Costa County and are currently working or are looking for work.

What are the race and national origin categories a recipient should use in reporting the composition of its workforce?

For the purpose of developing an EEO Utilization Report, a recipient should use the following seven race and national origin categories in describing its workforce: (1) Hispanic or Latino, (2) Black or African American, (3) White, (4) Asian, (5) Native Hawaiian or Other Pacific Islander, (6) American Indian or Alaska Native, and (7) Two or More Races. In the Workforce Analysis Chart in the EEO Utilization Report, the recipient would enter separately in each of the eight major job categories the number of male employees of a particular race or national origin in that job category and the number of female employees of a particular race or national origin in that job category.

What are the eight major job categories in the EEO Utilization Report for a state or local government agency?

The U.S. Census Bureau uses the following eight major job categories in collecting employment statistics for state or local government agencies: (1) Officials and Administrators, (2) Professionals, (3) Technicians, (4) Protective Services: Sworn, (5) Protective Services: Non-sworn, (6) Administrative Support, (7) Skilled Craft, and (8) Service Maintenance.

DESCRIPTION OF JOB CATEGORIES

- a. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
- b. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

- c. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers, and kindred workers.
- d. **Protective Service Workers (Sworn):** A sworn officer in a law enforcement agency is an individual who has taken a solemn oath to perform duties on behalf of the public in a manner that merits the public's trust. He or she holds a commissioned position and is trained and empowered to perform a full range of law enforcement duties, including, but not limited to, preventing and suppressing crime and investigating, apprehending, and detaining individuals suspected or convicted of offenses that violate the public interest.
- e. **Protective Service Workers (Non-sworn):** This job category includes occupations that perform technical and support work in safety or law enforcement work, which does not require a sworn person. Examples include community service officers and animal control officers.
- f. **Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
- g. **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
- h. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.

Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundkeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

EEOP Utilization Report



Thu Mar 17 13:49:59 EDT 2016

Step 1: Introductory Information

Grant Title: Victim/Witness Assistance Program **Grant Number:** VW15340070

Grantee Name: Contra Costa County **Award Amount:** \$909,889.00
District

Attorney's Office

Grantee Type: Local Government
Agency

Address: 651 Pine Street, 10th
Floor Martinez,
California
94553

Contact Person: Antoine Wilson **Telephone #:** 925-335-1455

Contact Address: 2530 Arnold Drive, #140
Martinez, California
94553

DOJ Grant Manager: **DOJ Telephone #:**

Policy Statement:

It is Contra Costa County's goal to achieve a County and departmental workforce representative at all levels of the distribution of minorities and women in the labor force, and to ensure the rights of other protected groups, consistent with the County's policy on equal employment opportunity.

It is the policy of Contra Costa County to select, develop and promote applicants and employees based on individual ability and job performance.

It has been, and shall continue to be, the policy of this County to provide equal employment opportunity to all people in all aspects of employer/ employee relations without discrimination because of race, color, religion, creed, sex, national origin, ancestry, marital status, age, sexual orientation, disability, or medical condition (cancer related) or any other protected bases.

It has been, and shall continue to be, the policy of the County to identify and remove artificial barriers

to employment and promotion of members of protected groups and that consistent with the merit system aggressive efforts shall be made to attract and assist members of protected groups to qualify for employment and promotion; and that the Office of the County Administrator, the Human Resources Department and all departments of County government shall act affirmatively to make equal employment opportunity a reality throughout the County workforce.

Step 4b: Narrative Underutilization Analysis

Currently, Contra Costa County (the County) does not track individuals who self-identify as bi-racial/multi-racial (employees whose ancestry is made up of two or more races) at this time which may be the reason why we are underutilized in this category. However, we are undergoing a software update that will include the ability to track two or more races within the County's workforce. This is expected to be completed by the beginning of the new fiscal year (07/2016).

Based on the Utilization Analysis Chart, the County's District Attorney's (DAs) Office is under-utilized in the capacity of Officials/Administrators with Hispanic males (-5%) and females (-5%); Black males (-2%) and females (-4%); Asian males (-6%) and females (-6%).

For the Professionals category, there is under-utilization for White females (-3%); Hispanic males (-2%) and females (- 2%); Black males (-2%); and Asian males (-3%) and females (-4%).

For the Technicians category, there is under-utilization with White females (-23%), Hispanic females (-8%), Black females (-4%) and Asian females (-14%).

For Administrative Support, the County has under-utilization in White males (-7%); Hispanic males (-2%); and Asian (- 4%) males.

Step 5 & 6: Objectives and Steps

1. The County's Equal Employment Officer will meet with the District Attorney's

Office to strategize outreach and recruitment efforts

The EEO Officer will meet the DA's Office and review the composition of the applicant pool for all vacancies in the last fiscal year to determine under-utilization within the department for Officials/Administrators, Professionals, Technicians and Administrative Support. The EEO Officer will also review the applicant flow data for all vacancies to determine whether or not there was an adverse impact which may have been a factor.

The EEO Officer will report the findings to the Board of Supervisor's sub-committee, the Hiring Outreach Oversight Committee, the County Administrator, and the District Attorney's Office. The report will also be posted on the Countys website under the Board of Supervisors Agendas and Meetings heading to be distributed to a wider audience including our constituents.

2. Provide equal employment opportunities for all prospective and current employees

Currently, the DA's Office is required to conduct outreach and recruitment efforts to the Hispanic

population within its workforce. In order to determine under-utilization, EEO compared the departmental workforce numbers to the 2010 Census Bureau's workforce data for Contra Costa County. We will continue to partner with community and faith based organizations who serve Hispanics in addition to the underutilized groups identified above to attract qualified candidates to apply for County vacancies and diversify our applicant flow.

The Office of EEO will partner with the Human Resources Department to ensure that vacancy notifications are electronically sent to community and faith based organizations who serve segments of the population where we have under-utilization within our workforce. The Office of EEO conducts strategic outreach and recruitment efforts to ensure that our applicant pool is diverse.

3. Partner with community based organizations to reach underutilized groups of individuals

The Office of EEO conducts strategic outreach and recruitment efforts to ensure that our applicant pool is diverse. The EEO Officer will continue to partner with the community and faith based organizations that serve low income individuals, Veterans, the disabled, AB 109 (Re-Entry), Hispanics, and Women and other minorities interested in public safety positions. This outreach effort also encompasses those areas where we are under-utilized in such as Officials/Administrators, Professionals, Technicians and Administrative Support. The goal is to reach under-utilized groups and inform them of vacancies and the qualifications necessary to refer individuals to apply.

HR tracks the outreach contacts and e-mail addresses in order to electronically notify them of all County vacancies.

HR has developed a dedicated phone line for community based organizations and their clients to speak to a live person when questions arise about the application process, job inquiries, etc.

Step 7a: Internal Dissemination

We will post the EEOP Short form on the Contra Costa County's Office of Equal Employment Opportunity's home web page.

We will send a copy of the EEOP Short Form to the DA's Equal Employment Opportunity Coordinator to keep a hard and electronic copy of the document on hand for individuals who request a copy of the document.

We will post notices in the break/lunch/copy room or at the receptionist desk to advise employees, contractors and the public of our current EEOP Short Form.

Distribution of the EEOP Short Form will be presented to the Board of Supervisor's sub-committee for the next scheduled meeting to discuss and provide awareness.

Distribute the report to HR employees so they can be made aware of the steps we are taking during the recruitment process. HR will print a hard copy and keep it at the front desk to make copies for individuals who request it.

The report will be placed on the County's Intranet site to make it easily accessible for employees.

Step 7b: External Dissemination

Applicants, vendors and contractors will be notified that the County's EEOP Short form is available on request for review. EEOP will be posted on County's public website.

Make the EEOP Short Form available in the reading rooms of local public libraries.

The District Attorney's Office will keep a hard copy of the plan with the EEO Coordinator who will provide copies to individuals upon request.

Utilization Analysis Chart
Relevant Labor Market: Contra Costa County, California

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	7/64%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	4/36%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	21,850/40%	2,930/5%	1,045/2%	65/0%	3,485/6%	100/0%	325/1%	230/0%	15,330/28%	2,710/5%	2,230/4%	200/0%	3,360/6%	85/0%	495/1%	215/0%
Utilization #/%	24%	-5%	-2%	-0%	-6%	-0%	-1%	-0%	8%	-5%	-4%	-0%	-6%	-0%	-1%	-0%
Professionals																
Workforce #/%	39/43%	1/1%	1/1%	1/1%	5/6%	1/1%	0/0%	0/0%	29/32%	3/3%	4/4%	0/0%	6/7%	0/0%	0/0%	0/0%
CLS #/%	20,800/27%	2,530/3%	2,035/3%	110/0%	6,260/8%	40/0%	660/1%	285/0%	27,670/36%	4,475/6%	3,425/4%	75/0%	8,055/10%	145/0%	580/1%	400/1%
Utilization #/%	17%	-2%	-2%	1%	-3%	1%	-1%	-0%	-3%	-2%	0%	-0%	-4%	-0%	-1%	-1%
Technicians																
Workforce #/%	6/35%	5/29%	2/12%	0/0%	4/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,915/29%	480/5%	350/3%	0/0%	1,040/10%	0/0%	110/1%	110/1%	2,320/23%	770/8%	355/4%	40/0%	1,365/14%	10/0%	120/1%	60/1%
Utilization #/%	6%	25%	8%	0%	13%	0%	-1%	-1%	-23%	-8%	-4%	-0%	-14%	-0%	-1%	-1%
Protective Services: Sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	2,340/44%	680/13%	470/9%	35/1%	320/6%	150/3%	265/5%	50/1%	550/10%	170/3%	230/4%	0/0%	80/1%	0/0%	0/0%	30/1%
Utilization #/%																
Protective Services: Non-sworn																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	325/61%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	135/26%	65/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%																
Administrative Support																
Workforce #/%	6/12%	2/4%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%	19/38%	6/12%	7/14%	0/0%	6/12%	1/2%	0/0%	0/0%
CLS #/%	20,060/19%	6,550/6%	3,055/3%	85/0%	6,340/6%	240/0%	690/1%	400/0%	36,280/35%	13,890/13%	5,985/6%	195/0%	8,750/8%	275/0%	1,080/1%	845/1%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%								%	%						
Utilization #/%	-7%	-2%	1%	-0%	-4%	-0%	-1%	-0%	3%	-1%	8%	-0%	4%	2%	-1%	-1%
Skilled Craft																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	13,110/48%	9,250/34%	1,385/5%	15/0%	1,365/5%	200/1%	385/1%	230/1%	905/3%	205/1%	250/1%	0/0%	210/1%	10/0%	0/0%	0/0%
Utilization #/%																
Service/Maintenance																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	16,200/18%	21,915/25%	3,785/4%	135/0%	5,320/6%	235/0%	715/1%	340/0%	14,845/17%	14,890/17%	3,595/4%	170/0%	5,765/6%	290/0%	505/1%	510/1%
Utilization #/%																

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By:

Antoine Wilson, Equal Employment Opportunity Officer 03-17-2016