



Agenda

HIRING OUTREACH OVERSIGHT COMMITTEE

August 8, 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 May 9, 2016 HOO meeting.
4. CONSIDER accepting the FY 2016/2017 Departmental Outreach and Recruitment Plans and accompanying report. (*Antoine Wilson, EEO Officer*)
5. ACCEPT the BTS updated proposal. (*Allison Picard, Chief Assistant County Administrator*)
6. CONSIDER adopting a bi-monthly or quarterly meeting schedule of the Hiring Outreach Oversight Committee to allow more time to research and develop reports for presentation to the Committee.
7. The next meeting is currently scheduled for September 12, 2016 .
8. 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:

Antoine J. Wilson
Equal Employment Opportunity Officer
Phone (925) 335-1455, Fax (925) 335-1420
antoine.wilson@riskm.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

3.

Meeting Date: 08/08/2016

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

RECEIVE and APPROVE the Record of Action for the May 9, 2016 HOO meeting. (*Antoine Wilson, HOO Staff*)

Referral Update:

Attached is the Record of Action for the May 9, 2016 HOO meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the May 9, 2016 HOO meeting.

Fiscal Impact (if any):

None

Attachments

Record of Action

 Agenda	HIRING OUTREACH OVERSIGHT COMMITTEE RECORD OF ACTION May 9, 2016 9:00 A.M. 651 Pine Street, Room 101 Martinez, CA 94553
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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

Attendees: Allison Picard, Chief Assistant County Administrator
Sharon Hymes-Offord, Director of Risk Management
Lisa Lopez, Assistant HR Director
Phyllis Redmond, Senior Deputy District Attorney
Phil Arnold, Workforce Diversity Assurance

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 April 8, 2016 Hiring Outreach Oversight committee meeting.

AYES: Chair Karen Mitchoff, Vice Chair John Gioia

Passed

The Record of Action was approved.

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

The committee requested that HR and Risk Management work together to draft a plan of action which details HR's involvement in the plan. The current submission had duties split between HR and Risk Management

5. RECEIVE the Victim Witness Assistance Program Grant awarded to the D.A.'s Office.

Phyllis Redmond discussed the Victim/Witness program grant that the DA's office received. She talked about the process to obtain the grant. She also explained that the grant was used for staffing within the DA's office.

6. The next Hiring Outreach Oversight Committee meeting is scheduled for May 9, 2016.
7. Adjourn

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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:
Antoine J. Wilson,
Equal Employment Opportunity Officer
Phone (925) 335-1455, Fax (925) 335-1420
antoine.wilson@riskm.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

4.

Meeting Date: 08/08/2016
Subject: FY 2016-2017 Departmental EEO Outreach Plans
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:

In April of 2014, the County Administrator's Office created the Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, the Office of the County Counsel, and the Equal Employment Opportunity Office. The Work Group successfully researched and developed more robust and engaging outreach and recruitment strategies to underrepresented groups within the community. The goal is to promote equal employment opportunities, diversity and cultural competency within our workforce to qualified applicants who reside in the communities that we serve.

Referral Update:

In January 2015, the County's Outreach plan was rolled out to the department heads and it was well received. In February 2015, the Work Group rolled the plan out to the departmental Administrative Services Officers and the Equal Employment Opportunity Coordinators to develop and implement their individual departmental plans.

Recommendation(s)/Next Step(s):

ACCEPT and RECEIVE the County's departmental strategic outreach and recruitment plans as recommended by the EEO Officer.

Fiscal Impact (if any):

None

Attachments

FY 2016-2017 Departmental Outreach Plans



DATE: August 2, 2016
TO: Hiring Outreach Oversight Committee
FROM: Antoine Wilson, Equal Employment Opportunity Officer 
SUBJECT: FY 2016-2017 Department Outreach Plans

Background

In April of 2014, the Human Resources Department convened a Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, Office of the County Counsel, and the Affirmative Action/Equal Employment Opportunity Officer. The County Administrator tasked the Work Group with establishing a post-Consent Decree framework to ensure that the County workforce reflects the diversity of the County and provides equal employment opportunities for all qualified persons seeking employment with the County and districts governed by the Board of Supervisors; evaluating ways in which the diversity of the County work force can be enhanced with targeted recruitments; and improving the County's outreach efforts.

In order to determine underrepresentation in each department, the EEO Officer compares the County's year end workforce data to the availability of qualified people who reside in the local labor market and 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 to create a strategic Outreach and Recruitment Plan. Each department who has underrepresentation must develop an outreach plan which addresses its underrepresentation and provide steps that will be taken to assist in increasing the applicant flow for the under-represented group(s). Each County department is required to develop reach out to the following populations:

- Male
- Female

- Asian
- Black
- Hispanic
- White

Probation (which is in its second straight year of compliance) and Conservation and Development are excluded from participating in the current departmental outreach plans because their workforce numbers were less than 10% across the board.

The County's EEO Officer is also responsible for conducting outreach efforts to community and faith based organizations. The outreach includes emphasis on attracting underrepresented groups within the County workforce and specific outreach efforts will be made to the following populations:

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

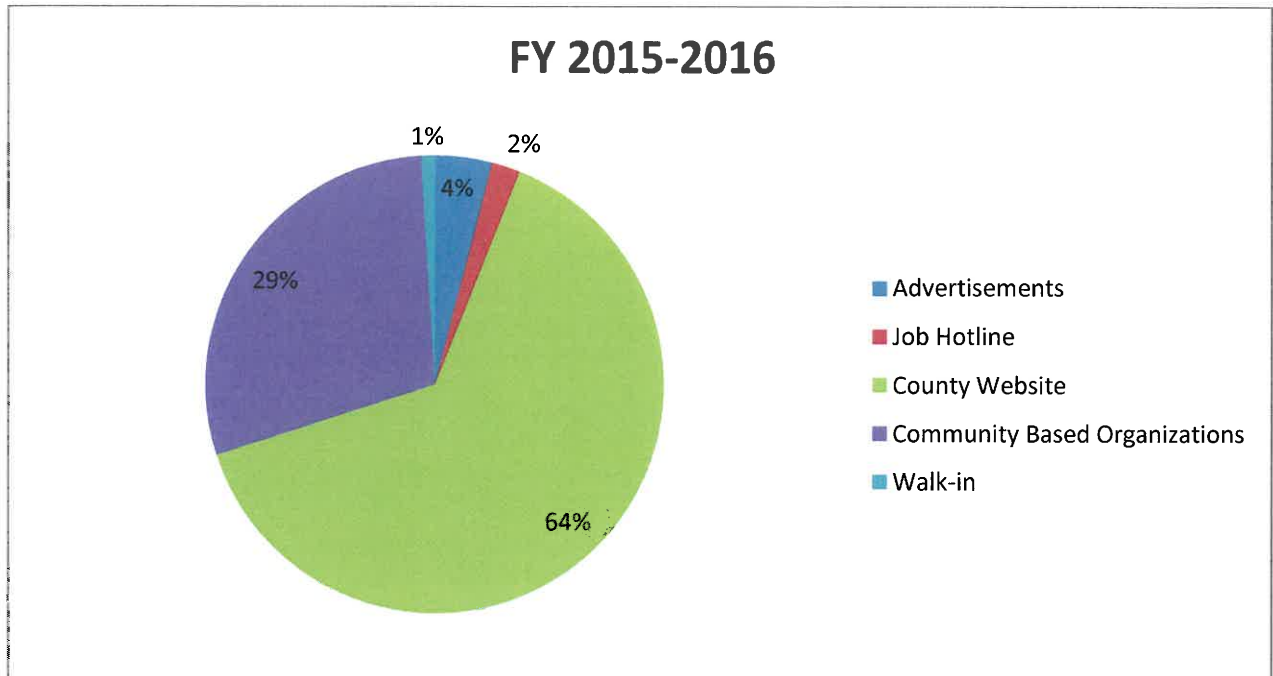
Some of the organizations that the EEO has partnered with in the last year to conduct outreach and recruitment are Men and Women Of Valor, Contra Costa/Solano County Food Bank, STAND! For Families Free of Violence, Monument Impact, Lao Community Development, and Shepard's Gate.

On July 1, 2015, Contra Costa County (County) implemented its outreach and recruitment plans for FY 2015-2016. The goals of the plans were to further promote diversity and inclusion throughout the County's workforce. County departments along with the Office of Equal Employment Opportunity were instructed by the Board of Supervisors to conduct strategic outreach and recruitment efforts which were specifically designed to reach qualified underrepresented groups within the communities we serve.

FY 2015- FY 2016 Outreach Plans

Applicant flow is an important tool the County uses to measure how fair and inclusive our outreach programs are. It also helps the County to review and determine other ways to be proactive and effective in our outreach to the communities by helping to remove barriers that may exist and provide equal employment opportunities for all

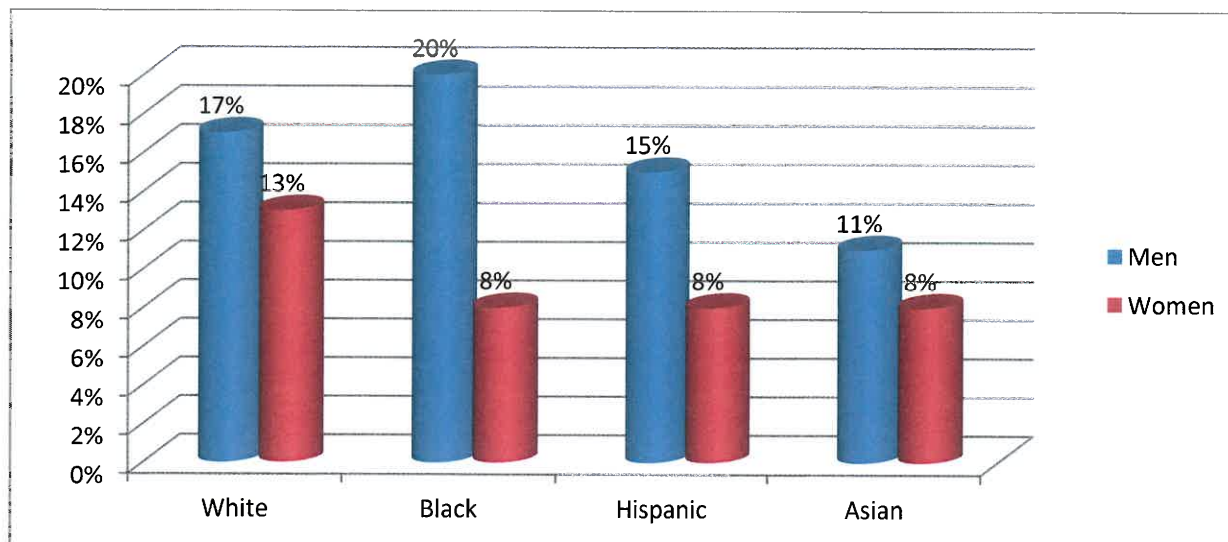
qualified candidates. For FY 2015-2016, the County's applicant flow pipeline is broken into 5 categories to signify where job seekers found out about our vacancies. They are listed below:



As the chart indicates, outreach is the second most effective means for the County to reach citizens who are interested in County employment. It is important for EEO to continue researching and developing efficient ways to continually engage underrepresented groups within our workforce by encouraging them to apply for County vacancies whenever they meet the minimum qualifications.

The Auditor/Controller's office and EHSD did not submit outreach plans although several messages and e-mails were exchanged to request the information and stress the importance of the project. They have been invited to the August 8, 2016 meeting to explain to the committee why they did not follow the Board's directive and participate..

Overall the County received 24,033 applications for FY 2015-2016. Below is the applicant flow statistical data that is broken down by race and gender:



The percentages of female applicants compared to male applicants are similar to the County's overall workforce in 2015. As of December 31, 2015, the County's workforce consisted of 64% females and 36% males. This illustrates the importance of EEO, Human Resources and County departments to continue developing strategic outreach and recruitment activities in order to attract employees that will help our workforce reach parity.

Recommendation

The Office of EEO recommends that the Hiring Outreach Oversight Committee review and approve the FY 2016-2017 Departmental Outreach Plans for submission to the Board of Supervisors in or around September 2016.

Attachment

1. FY 2015-2016 Departmental Outreach and Recruitment Plans



**CONTRA COSTA COUNTY
DEPARTMENT OF AGRICULTURE
WEIGHTS AND MEASURES
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- 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, 2015, the Department of Agriculture / Weights and Measures statistical data for female under-representation within our workforce is 15%. We can only hire people licensed to do work in the majority of the positions in our department. All of our Biologists, Inspectors, and supervisors require specific state licensing.
- Objective:** Increase the applicant flow of female candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Agriculture / Weights and Measures Department.
- Message:** The Department of Agriculture / Weights and Measures will target outreach efforts to websites and organizations that serve females. We will electronically send these organizations 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:** Local job fairs and career days
Websites geared towards helping women find employment.

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping females find employment.	Personal Contact	Attend job and career fairs to distribute information about the department and the requirements needed for vacant positions.
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as womenforhire.com ; raphaelhouse.org ; shelterinc.org and www.standffov.org .
Outreach to licensed individuals for classifications such as Biologists, Inspectors and supervisors.	Electronic	Job announcements sent to every qualified, licensed individual within the State of California. The State of California provides the contact information to the department.

Contact: Ralph Fonseca, Agricultural Biologist/Weights and Measures Inspector III
ralph.fonseca@ag.cccounty.us



**CONTRA COSTA COUNTY
DEPARTMENT OF ANIMAL SERVICES
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** As of December 31, 2015, the Animal Services Department's statistical data presented an under-representation for males at 11% and Asians at 10%.
- Objective:** Increase outreach to the local minority workforce population, specifically males and individuals with Asian descent. The Animal Services Department will create 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 become an active partner in the community by establishing strong relationships with County and community vocational programs on all department career opportunities.
- Tools:**
- Continually update Animal Services website.
 - Attend and participate in local job and community events.
 - Distribute department brochures and literature.

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and community events for underserved populations.	Outreach	Partner with local CBOs and agencies, to participate in local community events that target underserved populations. <u>Community Based Organizations:</u> • Workforce Development Board: East Bay Works • Opportunity Junction, Antioch CA <u>Job Fairs:</u> • Contra Costa County Workforce Development Board Job Fairs • Police Academies <u>Community Events:</u> • Bark in the Park, Brentwood CA • Local Farmers' Markets, County Wide • Safety Fairs, County Wide • Road Runner Run Club, Pleasant Hill CA
Distribute brochures for outreach and recruitment to minorities.	Publication	Distribute brochures at local job and community events.
Register and post Animal Services Department vacancies online, to reach a broad section of minorities	Electronic	Register and post vacancies on websites that cater to minorities such as: • Asian-jobs.com • Diversity.com

Contact: Arturo Castillo. Administrative Services Officer
arturo.castillo@asd.cccounty.us



**CONTRA COSTA COUNTY
OFFICE OF THE ASSESSOR
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- 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, 2015, the Assessor's Office underrepresentation statistical data for Hispanic is 15%.
- Objective:** Expand outreach and recruitment efforts to increase the job opportunity visibility within the Hispanic 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 the Hispanic community in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.
- Tools:** Outreach to Community Based Organizations
Post job vacancies on websites that are geared toward Hispanic

Message Distribution

STRATEGY	ELEMENT	TASKS
Create informative job announcement explaining the Assessor's office	Announcement distribution	Distribute information to Community Based Organizations, provide distribution for diversity career fairs when available
Connect with El Observador which is a Hispanic newspaper organization based in the Bay Area.	Periodical/Newspaper	Post job announcements
Connect with Community Based Organizations target for specific community group	Partner with HR Central for targeted outreach: La Clinica De La Raza Contra Costa College - La Raza Studies Department	Connect with: Hispanic Chamber of Commerce of Contra Costa County president@h5c.org Monument Impact nati@monumentimpact.org East Bay Economic Development Alliance anne@eastbayeda.org Opportunity Junction eric@opportunityjunction.org Labor Council for Latin American Advancement www.lclaa.org
Connect with Labor Council for Latin American Advancement Frank Martin Del Campo SF Chapter President 415-407-7117		
Recruitment	Coordinating recruitment efforts with HR Department	Ensure expanding recruitment efforts to include diverse outreach to the Hispanic community. Partner with Workforce Development Board to determine which career fairs are up and coming.

Contact: Michelle Cabrera – Administrative Services Assistant III
Michelle.Cabrera@assr.cccounty.us



CONTRA COSTA COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES OUTREACH AND RECRUITMENT PLAN

Issue: As of December 31, 2015, the Department of Child Support Services underrepresentation for males is 32%. Marginal under representation was also seen in the areas of Whites at 1%, Hispanics at 6% and Asians at 1%.

Objective: Increase the visibility of males within the workforce. Target Whites, Hispanics and Asians 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 increase the scope of its marketing in the community in order to create a more diverse applicant pool of qualified candidates to apply for positions.

Outreach

Tools: Brochure distribution via job fairs and job centers
YOU TUBE Video
Social Media
Community Outreach
Digital bill board advertising

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure which explains the department of Child Support Services' outreach and recruitment mission and goals	Publication Print Media	Partner with the County EEO Officer and County Workforce Development Board to distribute brochures to local job fairs and local job centers

Create employee testimonial video and post to the Department's webpage	Electronic Media	Coordinate with CCTV to record YouTube video of incumbent employees in the underrepresented groups, explaining the duties of the open positions. Create a link from the County HR webpage job posting to the Department's webpage.
Utilize social media to expand exposure of open job opportunities	Electronic Media	Post link to open job opportunities on the Department's Facebook page. Continually monitor to address potential candidate feedback
Conduct outreach to local community groups, targeting groups specific to Hispanic and Asian 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 outreach, Asian Business League of San Francisco for Asian outreach and Hispanic Chamber of Commerce of Contra Costa County for Hispanic outreach.
Coordinate digital billboard advertising with open recruitments	Advertising	Post job opportunities via digital billboard adjacent to Highway 680 South entering Contra Costa County; utilize marketing materials that specifically target males of current under-represented groups.

Contact: Adrienne Todd, Administrative Services Officer at 925-313-4454
adrienne.todd@dcss.cccounty.us



CONTRA COSTA COUNTY CLERK-RECORDER ELECTIONS OUTREACH AND RECRUITMENT PLAN FY 2016-2017

- Issue:** The County Clerk-Recorder-Elections Department (the Department) remains committed to maintain a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Department's statistical data for male under-representation within our workforce is 22%.
- Objective:** Increase the applicant flow of male candidates who meet the minimum qualifications, by encouraging them to apply for the vacant positions within the Department.
- Message:** Human Resources conducts all recruitments for the Clerk-Recorder-Elections Department. The Department will continue to work with Human Resources to conduct strategic and targeted outreach efforts to community and faith based organizations and online websites that serve males. This proactive measure will help work toward a more balanced applicant pool of qualified candidates to apply for departmental vacancies.
- Tools:** Community/ faith based organizations
Local job fairs and career days
Websites geared towards helping men find employment.
Create and distribute informational brochures

Message Distribution

STRATEGY	ELEMENT	TASKS
Provide information concerning Department positions so HR can distribute at fairs geared towards helping males find employment.	Personal Contact	Recommend that HR attend job and career fairs during the fiscal year to distribute information on the department's classifications to reach potential applicants.
Partner with community/faith based organizations to reach out to males.	Personal Contact	Recommend that HR distribute information to agencies such as the YMCA and the Salvation Army, etc. when positions are available.
Post vacant positions on applicable job websites, such as CountyNews.com and the Clerk-Recorder-Elections Associations listserves.	Internet/Computer	Register recruitments with websites such as CountyNews.com, ElecNet, and RecNet.

Contact: debi.cooper@cr.cccounty.us
Deputy County Clerk-Recorder



CONTRA COSTA COUNTY COUNTY ADMINISTRATOR'S OFFICE OUTREACH AND RECRUITMENT PLAN FY 2016-2017

- 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 the December 31, 2015 Contra Costa County Under-representation Data, the County Administrator's Office's (CAO) statistical data for male and Hispanic under-representation within our workforce is 12% for each category. This workforce under-representation data includes data for the following departments within the County Administrator's agency: Clerk of the Board; CCTV; Department of Information Technology, including the Telecommunications division; Law and Justice Systems; and the administrative office of the County Administrator, including the Labor Relations unit.
- Objective:** Increase the applicant flow of male and Hispanic candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the County Administrator's Office and other departments within the CAO agency.
- Message:** In partnership with the Human Resources Department, the County Administrator's Office will continue to conduct strategic and targeted outreach efforts to organizations and online websites that serve diverse populations, including males and Hispanics. We will continue to electronically send these organizations all open vacancies within the department and continue national outreach efforts as appropriate. These proactive measures have supported our hiring efforts in the administrative office. Each of the two recently selected candidates for the administrative office identify with one of the under-representation data categories. Therefore, we expect next year's data to demonstrate improvement in our under-representation data.

Tools: Websites geared towards helping men and Hispanics find employment
 Conduct nationwide outreach, as appropriate
 Partner with the Human Resources Department

Message Distribution

STRATEGY	ELEMENT	TASKS
Conduct outreach with community based organizations to seek potential male and Hispanic candidates.	Personal/Computer Contact	- Reach out to community based organizations that serve diverse populations, including males and Hispanics such as the Latina Center, www.hirelatinos.org, www.o.lulac.org, Men and Women of Purpose, and Lao Family Community Development. - Post job announcements with these partner agencies when positions are being recruited for.
Conduct nationwide outreach, as appropriate	Contractor/Internet/Computer	- Utilize a contractor that can facilitate nationwide recruitment efforts to males and Hispanic, as well as, support the department's selection efforts. The County received these types of services from Teri Black and Company, Bob Murray & Associates, and Alliance, and would likely utilize such services as needed to broaden outreach efforts.

Partner with Human Resources Department to strengthen recruitments with Alumni Associations and associations geared towards helping males and Hispanics find employment.	Personal/Computer Contact	- Inform the Human Resources Department of our recruiting strategies and request their support to heavily recruit with Alumni Associations and the associations identified above to support our efforts to recruit males and Hispanics.
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Contact: Antoine J. Wilson. Equal Employment Opportunity Officer
antoine.wilson@riskm.cccounty.us



**CONTRA COSTA COUNTY
OFFICE OF THE COUNTY COUNSEL
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- Issue:** The County Counsel's office remains diligent in its outreach for attorney and non-clerical recruitments. As of December 31, 2015, the Office of The County Counsel's statistical data indicated under-representation of 20% for both males and Hispanics. For the purpose of this plan, this office addresses the attorney and non-clerical recruitments. Clerical outreach and recruitments are countywide and not conducted by this office.
- Objective:** The department will continue to enhance partnerships with 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 will continue to conduct focused outreach efforts to the under-represented groups in order to create a diverse and qualified applicant pool of candidates from which we fill the vacant positions. We will send over 70 organizations all open recruitments within the department during the examination period. These measures will help to create a more diverse applicant pool of qualified candidates that apply for departmental vacancies.
- Tools:** Enhance the communication methods of job vacancies with our under-represented groups expanding the postings of job vacancies via mailings, internet, and coordination with the EEO's staff through community based organizations, local job fairs, websites, and law school career centers.

Message Distribution

STRATEGY	ELEMENT	TASKS
Coordinate distribution of County Counsel brochure via job recruitment announcements with EEO's staff during their participation in job fairs	Personal Contact	Partner with organizations who serve the under-represented populations
Utilize County Counsel's brochure to explain the Office's outreach and recruitment missions and goals	Publication Print Media	Mail brochures to the targeted under-represented group's recruitment centers
Research additional employment websites and register to post open job vacancies with the online community	Internet	Register and post job vacancies on various websites such as <u>Careers in Government</u>
Announce vacancies via links on County Counsel webpage that will provide notices about current announcements and instructions for future notification of job related alerts	Internet	Maintain the "Job Description" and "FAQ" links on the County Counsel website with current information
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 mailings, email and internal office postings	Electronic/Print Media	Mail or email announcement to the targeted under-represented group's recruitment centers and law school career centers

Contact: Wanda R. McAdoo, Administrative Services Officer
wanda.mcadoo@cc.cccounty.us

Office of the County Counsel
Recruitment and Outreach Contact List

American Indian Lawyer
Asian Law Caucus
Black Law Student Association – Golden Gate University
Black Law Students Association- Boalt Hall
California Indian Legal Services
California Mexican-American Chamber of Commerce
California Western School of Law
Centro Legal De La Raza
Charles Houston Bar Association
Contra Costa Legal Services Foundation
County Counsel Association of California
County Counsel's Association of California
Fairfield City Attorney's Office
Hastings School of Law
Humboldt County Bar Association
Imperial County Bar Association
Institute for Legislative Practice
Japanese American Bar Association of Los Angeles
John F. Kennedy University
Kern County Counsel's Office
La Casa Legal De San Jose
La Raza Law Student Organization – Boalt Hall
La Raza Law Students Association

Latina Law Students Associations
Legal Services of Northern California
MANA – A National Latina Organization
Meyers, Nave et al
Miller, Starr & Regalia
Morrison & Forester
Napa County Counsel's Office
Office of Counsel, U.S. Department of Housing
PG&E Law Department
Sacramento La Raza Lawyers Association
San Diego La Raza Lawyers Association
San Francisco La Raza Lawyers Association
San Francisco School of Law
Society of St Vincent De Paul of Contra Costa County
Sonoma County Counsel's Office
Spanish Speaking Unity Council
Stanford University Law School
U.S. Department of Housing and Urban Development
UC Davis School of Law
UC Hastings La Raza Students Association
UCLA School of Law
University of the Pacific School of Law
USF School of Law
Women Lawyers of Sacramento
Women's Lawyers Association of Los Angeles
Workforce Development Board of Contra Costa County



**CONTRA COSTA COUNTY
OFFICE OF THE DISTRICT ATTORNEY
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- 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, 2015, the Office of the District Attorney's statistical data for Hispanic under-representation within our workforce is 14%.
- Objective:** Increase the applicant flow of Hispanic candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Office of EEO.
- Message:** The Office of EEO will conduct strategic and targeted outreach efforts to community/faith based organizations and online websites that serve females. 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
Websites geared towards helping women find employment.
Create and distribute informational brochures

Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in job fairs at Law Schools around the state.	Personal Contact	The recruitment committee will actively seek out and offer to participate/ interview at job fairs sponsored by organizations that identify with diverse populations.

Outreach to diverse Law School organizations	Personal Contact	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: • Armenian Law Student Association • Vietnamese American Law Society • Pilipino American Law Society • La Raza Law Students Association • Korean American Law Student Association • Black Law Students Associations • Asian Pacific American Law Student Association
Post job vacancies on websites and in publications geared toward Hispanics.	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.
Pay law clerks competitively in an effort to attract individuals from a variety of socioeconomic backgrounds.	Economic	Increase compensation for summer law clerks from a fixed stipend of \$2000 to a competitive hourly rate. We will advertise this with all the student associations on school campuses (including minority/criminal school groups) as well as minority bar associations.
Outreach to Minority Bar Associations	Personal Contact	Notify Minority Bar Associations of employment opportunities; participate in Panel Discussions on Criminal Law issues. We will outreach to the three local bay area minority bar associations that serve Hispanic attorneys are: SF La Raza Lawyers, East Bay La Raza Lawyers

		Association, and La Raza Lawyers of Santa Clara County. Then there is the Minority Bar Coalition (MBC) which is a coalition of bar organizations that are committed to serving all attorneys from minority groups. We also outreach to the following: • Asian Pacific Bar Association – Silicon Valley • Asian American Bar Association • Charles Houston Bar Association • Bay Area Black Prosecutors Association • San Francisco La Raza Lawyers • Asian American Prosecutors Association • Filipino Bar Association of Northern California • Black Women Lawyers Association of Northern California • East Bay La Raza Lawyers Association • Korean American Bar Association of Northern California • La Raza Lawyers of Santa Clara County • South Asian Bar Association of Northern California • Vietnamese American Bar Association of Northern California
Outreach to Career Development Office (CDO) at Law Schools	Personal Contact	Alumni from the Recruiting Team reach out CDO's expressing our interest in attracting a more diverse applicant pool. La Raza Law Students Association serves Hispanic students. We will be attempting to reach out to all the La Raza organizations on local school campuses.
Post job vacancies on websites and publications focused on serving diverse populations	Publication/Print Media	Notify Opening Doors, International Rescue Committee, Narika, RYSE Youth Center, Family Justice Centers(West and Central)
Post job vacancies on websites and publications focused on women in law enforcement.	Publication/Print Media	Determine which organizations might assist us in recruiting sworn female law enforcement personnel, and express the Office's desire to increase the number of female Senior Inspectors.

Post job vacancies on websites and publications focused on law enforcement professionals with an emphasis on bilingual personnel.	Publication/Print Media	Determine which organizations might assist us in recruiting sworn law enforcement personnel, and express the Office's desire to increase the number of bilingual Senior Inspectors.
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Contact: Cherie Mathisen. Equal Employment Opportunity Officer
cmathisen@contracostada.org



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT OUTREACH AND RECRUITMENT PLAN FY 2016-2017

- Issue:** The Fire Protection District remains committed to maintaining a diverse and inclusive workforce which is reflective of the communities that we serve. As of December 31, 2015, the Fire Protection District's workforce statistical data for females and Hispanics underrepresentation is 33% and 10 % respectively.
- Objective:** Increase the applicant flow of female and Hispanic candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Fire Protection District.
- Message:** The Fire Protection District will conduct strategic and targeted outreach efforts to community based organizations and online websites that serve females and Hispanics. 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 District vacancies.
- Tools:**
- Community/ faith based organizations
 - Local job fairs and career days
 - Websites geared towards helping women and minorities find employment.
 - Create and distribute informational brochures
 - Create and advertise recruitment website at state-wide job fairs

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping Latino, African-American and females find employment.	Personal Contact	Attend job and career fairs partnering with CA Joint Apprenticeship Committee during the fiscal year to distribute information on the Districts' recruitment schedule and vacancies.
Partner with community/faith based organizations to reach out to Latino, African-American and females.	Personal Contact	Create professional relationships and partner with National Association of Hispanic Firefighters, and International Assoc. of Women in Fire and Emergency Services.
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as womenforhire.com and careerwomen.com

Contact: Denise Cannon, HR Administrator, CCC Fire Protection District
dcann@cccfpd.org



CONTRA COSTA COUNTY DEPARTMENT OF HEALTH SERVICES OUTREACH AND RECRUITMENT PLAN FY 2016-2017

Issue:

Contra Costa Health Services has obtained statistical data that reveals males are under-represented by 30%, specifically Caucasian males. The Health Services Department has 8 Divisions that provide services related to health care and emergency response. Professionals in the majority of our divisions hold positions that are generally dominated by women. This is not a Contra Costa County phenomenon, it is prevalent Nationwide. The jobs are called pink-collar jobs. According to the United States Department of Labor there is a disproportionate representation of women in certain jobs. Some of the professions represented were: Registered Nurse, Social Worker, Medical and Health Services Manager, Counselor, and Human Resources Manager. Most of the services provided by CCHS are executed by employees in pink-collar jobs. However, studies have shown that more men are seeking pink-collar jobs and some believe that the recent recession is the reason for this shift.

Objective:

Increase the applicant flow of male candidates who meet the minimum qualifications by encouraging them to apply for the vacant positions within the Office of EEO.

Message:

The Department will continue to develop innovative ways to attract those who are under-represented within our workforce.

Tools:

The Department will continue its recruitment efforts by using popular websites such as Indeed, Monster, and Craig's List. The Department will work with its advertising agency to focus more on recruiting in the following areas:

- Colleges and Universities
- Churches (i.e. Catholic, Protestant, Mormon) and Synagogues
- Athletic Clubs

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs.	Personal Contact	Attend at least 2 job and career fairs during the fiscal year to distribute information on the department's vacancies.
Outreach to various websites that reaches our underrepresented demographics.	Electronic	Outreach to indeed.com , monster.com , glassdoor.com and craigslist.com
Research employment websites	Internet/Computer	Work with advertising agency Spin Recruitment to identify non-traditional recruitment websites.

Contact: Dorette McCollum
Dorette.McCollum@hsd.cccounty.us



CONTRA COSTA COUNTY DEPARTMENT OF HUMAN RESOURCES OUTREACH AND RECRUITMENT PLAN FY 2016-2017

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, 2015, the Human Resources Department statistical data for male under-representation is 27% and Caucasian underrepresentation is 13% within our workforce.

Objective: Increase outreach to male and Caucasian 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 with a focus on males and Caucasians.

Tools: Our current recruitment strategies include distribution of all County job opportunities to a vast number of community and faith based organizations, colleges, cities, employment placement services, including our own county offices, such as the Contra Costa County Library, Veterans Services and the Employment and Human Services Department. In addition, the Human Resources Department will focus on targeting males for positions in the department.

Our plan is to post vacancies on websites to include: Monster, Hot Jobs, Craigs List, CareerBuilder, Dice, Indeed, Bay Area Careers, SimplyHired, etc. and social media sites such as LinkedIn and Twitter. We will also reach out to select universities including Brigham Young University, Dixie State, Snow College and Southern Virginia University. We will continue to post on sites geared toward human resources professionals such as SHRM, CalPelra and IPMA. Other organizations that we can include are Kiwanis, Elks Clubs and Chambers of Commerce.

Contact: Nancy Zandonella, Human Resources Department, 335-1751

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping males find employment.	Personal Contact	Attend at least 3 job and career fairs during the fiscal year to distribute information on the department's vacancies.
Partner with community/faith based organizations to outreach to males	Personal Contact	Create professional relationships and partner with Randy Bloomfield and Brad Yoder of Veterans Employment Services to assist in determining job posting sites to further our outreach to recruit veterans of all ethnicities.
Research employment websites and register to join the online community.	Internet/Computer	Advertise employment opportunities on websites such as National Coalition for Men, ncfm.org ; Hispanic and Latino Professionals Association, hlpa.com ; the National Association of Asian American Professionals, naaapsf.org .

Outreach Activities for FY 15-16 resulted in decreasing our under-representation for males from 34% to 27%.

Contact: Nancy Zandonella, Human Resources Department, 335-1751



CONTRA COSTA COUNTY LIBRARY OUTREACH AND RECRUITMENT PLAN FY 2016-2017

- 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, 2015 Contra Costa County Under-Representation Data report, males are underrepresented in the Library Department at 35%.
- 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 within the workforce.
- Message:** The Library will conduct targeted outreach efforts to males in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions. This effort will be included in the Library's overall Marketing Communications Plan with the strategic goal of promoting the Library's value, programs and opportunities to the community.
- Measurement:** The Library will conduct an annual review of applicants as well as employees hired and promoted.
- Tools:** Local job fairs and career days
Local community based events
Websites geared towards helping men find employment.
Informational bookmarks

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs, attend community events, and staff employer recruiter booth.	Personal Contact	Participate in 2017 Diablo Valley Career Fair, 2017 San Jose State Public Service Career Fair, and 2016 California Library Association conference. Attend 2017 John Muir Days community event.
Update promotional bookmark explaining outreach objective for each external recruitment.	Personal Contact	Distribute and promote recruitments at all 26 Library locations.
Update and expand existing list of websites where job vacancies are posted to include websites that are geared towards males.	Internet/Computer	Review and update attached outreach list. Continue searching for untapped websites that cater to males.

Contact: Beth A. Kilian, Administrative Services Officer
bkilian@ccclib.org

**Contra Costa County Library
Recruitment and Outreach List**

American Library Association Jobmart
Asian Pacific American Librarians Association (APALA)
Baynet mailing list
Black Caucus of the American Library Association, Inc. (BCALA)
California City News
California Library Association JobMart
California Information Exchange (CALIX) listserve
CALIBACA for Carl
California State Association of Counties (CSAC)
Contra Costa County HR
Diablo Valley College • Los Medanos College • Contra Costa College
Library Website (internal)
Pacific Northwest Library Association
Reforma - The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking
SpartaJobs: San Jose State Career Center
Cal State Long Beach
University of California, Los Angeles
University of North Texas, Denton Library and Information Science
University of Southern Mississippi - Library and Information Science, College of Education and Psych
University of Texas at Austin: School of Information Technology: Job Web
Urban Libraries Council



CONTRA COSTA COUNTY OFFICE OF THE PUBLIC DEFENDER OUTREACH AND RECRUITMENT PLAN FY 2016-2017

- Issue:** As of December 31, 2015, the Office of the Public Defender showed a 20% under-representation of males in its workforce. The Department met or came close to the target goals in all other demographics.
- Objective:** Increase the number of males in the department's workforce and maintain a diverse workforce within our office.
- Message:** The Department will conduct strategic and targeted outreach efforts to males, as well as to traditionally under-represented racial minorities, in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions
- Tools:** We have attempted to increase the pool of eligible applicants for positions in the department by (1) targeting outreach to local colleges, universities and law schools with our diversity goals in mind; (2) expanding internship opportunities at the high-school, college and law school levels. The internship opportunities are a useful tool to expand our applicant pool for permanent positions when they become available. All of our programs can be found on our department website.

Accomplishments: Our Department is primarily financed through the general fund; therefore, we are limited in the number of positions that we are able to fill through attrition vacancies. However, we have recently been successful in securing outside grant funding for some positions. We strive to hire into these positions from a broad applicant pool with a focus on our under-represented category (male).

Recent hiring patterns have shown an improvement in reducing the under-representation of males in the department. Of the 14.5 permanent hires since January 1, 2015, 8 (55%) were male. Of the 10 temporary hires (Special Assignment Attorneys) hired since January 1, 2015, 7 (70%) were male, of

whom 3 (30%) were minority male. Because the employees in the Special Assignment attorney category provide the applicant pool for permanent attorney hires, these recent trends will ensure progress toward increasing the number of males in the attorney workforce.

Finally, in order to maintain the diversity of our workforce, the Department Head has formed a diversity committee to actively recruit minority attorney 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's EEO and Recruitment targets

Message Distribution

STRATEGY	ELEMENT	TASKS
Network with Universities such as and local Community Colleges 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 at Cal State East Bay, UCLA, USC, UC Davis, SF State, USF; and Golden Gate University
Attend local job and diversity fairs to explain department goals to attain diversity and gender-balance in the workforce	Personal Contact	Attend and provide flyers that can be distributed at job and diversity fairs at UC Hastings; Cal State East Bay, UC Davis, SF State, USF; Golden Gate University.
Email job vacancies to local colleges, universities and law schools to reach a greater applicant pool	Electronic	Send job announcements of vacancies via email including the department goals of attracting a workforce that is diverse and gender-balanced.

Contact: Donna Broussard, donna.broussard@pd.cccounty.us (925) 335-8065



CONTRA COSTA COUNTY DEPARTMENT OF PUBLIC WORKS OUTREACH AND RECRUITMENT PLAN FY 2016-2017

- 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, 2015, the Public Works Department statistical data for underrepresentation of women is 20%.
- Objective:** Increase the visibility of women in the workforce. The Department will increase and nurture partnerships with Community Based Organizations, Trade Schools, colleges, and universities to ensure that we keep women informed of job opportunities and other resources within the County.
- Message:** The Public Works Department will conduct strategic and targeted outreach and recruitment efforts to create a more diverse applicant pool of qualified candidates for vacant positions, particularly for women in trades occupations (i.e. Facilities Maintenance) as well as Road Maintenance, and Fleet positions. The department has historically struggled in recruiting women for these positions. As a result, there is significant under-representation of women in these jobs.
- Tools:**
- Create and distribute informational brochures to CBOs, colleges, and trade schools
 - Attend and participate in local job and diversity fairs.
 - Advertise in university journals and with alumni associations.
 - Post job vacancies on websites that are geared toward our target audience.
 - Reinstitute Student Aide-Engineer program for 3rd year Engineering students
 - Continue to participate on Delta Diablo Corridor project. Work with education sector to identify female student workers who are interested in engineering.

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 Rubicon, St. Vincent de Paul of Alameda and Contra Costa Counties, Job Train, and Green Job Corps, so they can share with their customers. Brochures will also be distributed at job and diversity fairs and other events we attend.
Attend job and diversity fairs that serve women and people of color.	Personal contact	Participate in job fairs hosted by colleges, universities, community based organizations and professional organizations that serve women. Attempt to attend at least three (3) job fairs this year.
Register and post job vacancies online to reach a broad section of women	Electronic	Register and post job opportunities on websites that cater to women such as tradeswomen.com and womenforhire.com.
Develop relationships with organizations that have apprentice and training programs for trades occupations.	Personal contact	Partner with local CBOs, apprenticeship and training programs for trades occupations (i.e. Green Job Corps, Treasure Island Job Corps, and Job Train), to assist us in identifying women candidates that may be interested in applying for positions in fields that are traditionally male dominated (i.e. facilities, fleet and maintenance positions).
Develop relationships with colleges, trade schools and universities to participate in job fairs and advertise job	Personal contact	Partner with community colleges, trade schools and local universities to attend their sponsored job fairs and post on their job boards (i.e.

opportunities		Contra Costa Community Colleges, DeVry, Universal Technical Institute, IBT Tech)
Ensure that oral board and interview panels reflect the diversity of the applicant pool	Personal contact	When contacting potential oral board raters and identifying interview panels, ensure there is appropriate diversity on the panels.
Utilize and promote student worker program with a goal of hiring women and people of color. Work with Labor Relations and Teamsters to develop student worker program/internship for Fleet Division	Electronic and Personal Contact	Continue to advertise summer student worker program and identify female students who are interested in engineering occupations, or are currently engineering students. Execute contract with Contra Costa County Office of Education for Summer Student Worker program to hire youth between the ages of 18 – 24 who have barriers to obtaining employment. Meet and confer with Teamsters to implement Student Worker program for Fleet. The purpose of the program will be to build a future pool of qualified candidates for Equipment Mechanic and Service Worker positions. Target women for these internship opportunities.
Partner with the Workforce Development Board to assist us in identifying women candidates for Trades positions.	Personal Contact and Electronic	Develop a relationship with the Workforce Development Board and the Board's Career Counselors to post positions and identify potential candidates.
Continue to participate in the Delta Diablo Corridor project and identify outgoing seniors who are interested in working at Public Works as summer student workers.	Personal Contact	Continue to participate on this committee and work with the other organizations and educators on the committee in identifying female students that are interested in the

		summer student worker program, particularly students that will be studying Engineering in college.
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Contact: Kelli Zenn
Kelli.Zenn@pw.cccounty.us



**CONTRA COSTA COUNTY
OFFICE OF THE SHERIFF
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

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, 2015, the Office of the Sheriff statistical data for female under-representation within our workforce is 15%.

Objective: Increase the visibility of law enforcement job opportunities for females.

Message: The Office will conduct strategic and targeted outreach efforts to females in order to create a more diverse applicant pool of qualified candidates to apply for and be successful in the law enforcement recruitment process.

Tools: Create and distribute brochures, flyers and posters that represent a diverse workforce, to include females wearing Office of the Sheriff uniforms.
Erect recruiting billboards throughout Northern California which includes uniformed female Deputy Sheriffs.
Attend and participate in job fairs and career days at schools, colleges and military bases throughout California.
Advertise on employment websites geared toward the female population and law enforcement.

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochures, flyers, posters and billboards that demonstrate the diverse workforce of the Office of the Sheriff.	Publication Print Media Websites	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, and Deputy Sheriff Association Websites. Place recruitment billboards throughout Northern California.
Attend job fairs and career days that serve a large female population	Personal Contact	Set up class presentations, working job fairs, and workshops at female-dominated high school, colleges, and universities.
Increase exposure in the local communities served by participating in local and community events.	Personal Contact	Set up recruiting stations at events such as Art and Wine Festivals, Music in the Park, Farmer's Markets, etc. Also canvass shopping centers, strip malls, local down-town shopping areas, fitness centers, etc.

Contact: Mary Jane Robb, Sheriff's Chief of Management Services at (925) 335-1557
mrobb@so.cccounty.us



**CONTRA COSTA COUNTY
OFFICE OF THE TREASURER – TAX COLLECTOR
OUTREACH AND RECRUITMENT PLAN
FY 2016-2017**

- 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, 2015, the Office of Treasurer – Tax Collector statistical data for male under-representation within our workforce is 23% and the Caucasian under-representation is 21%.
- Objective:** Increase the visibility of males and Caucasians within the workforce. The department will create 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 male and Caucasians in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.
- Tools:** Distribute information to CBOs
Attend and participate in local job and diversity fairs
Post job vacancies on websites that are geared toward males

Message Distribution

STRATEGY	ELEMENT	TASKS
Attend job and career fairs geared towards helping males find employment.	Personal Contact	Partner with CBOs and professional organizations in order to attend their sponsored job and diversity fairs.
Register and post job vacancies online to reach a broad section of males	Electronic	Register and post job vacancies on websites such as sfbay.craigslist.org , bayareacareer.com , simplyhired.com , bayarea.jobs-to-careers.com , monster.com/Bay Area , and bayareajobfinder.com .

Contact: Danielle Goodbar
danielle.goodbar@tax.cccounty.us



CONTRA COSTA COUNTY VETERANS SERVICE OFFICE OUTREACH AND RECRUITMENT PLAN FY 2016-2017

Issue: As of February 8, 2016, the Veterans Service Department's statistical data for Asians under-representation is 16%.

Objective: Increase the visibility of Asians within our 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 Asians in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.

Outreach Tools: Create and distribute informational brochures to CBOs

Attend and participate in local job and diversity fairs

Post job vacancies on websites that are geared toward the Asian population.

Message Distribution

STRATEGY	ELEMENT	TASKS
Create brochure which explains the Veterans Service Department's outreach and recruitment mission and goals	Publication Print Media	Mail brochures to CBOs that serve the Asian population so they can share with their clientele. Brochures will also be distributed at job and diversity fairs; events that we will attend.
Mail employment recruitments for current Veterans Service Department vacancies to CBOs	Personal Contact	Partner with The Shiva Murugan Temple, API Cultural Center & ASNC Young Professionals Group in order to encourage their applications for employment opportunities.
Register and post job vacancies online to reach a broad section of Asians	Electronic	Register and post job vacancies on websites that cater to Asians such as http://www.asian-jobs.com/ or http://jobs.asiamedia.com/

Contact: Susan Ferguson, Executive Secretary
Susan.ferguson@vs.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

5.

Meeting Date: 08/08/2016

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter: **Contact:**

Referral History:

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.

Referral Update:

On February 8, 2016, the Bridge to Success proposal was presented to the Hiring Outreach Oversight Committee for their approval and direction. The proposal was approved and staff was directed to work with Kate Rauch to develop a focus group consisting of members who had extensive history and experience working within the disabled community. On March 23, 2016, Kate Rauch met with the focus group and reported the results of that meeting. On April 7, 2015 we also toured the County of Alameda to meet some of the participants in the program.

In May 2016, the committee requested that Risk Management and HR convene a meeting in order to determine roles as we move forward with the project.

Recommendation(s)/Next Step(s):

ACCEPT the BTS revised proposal as presented by Allison Picard.

Fiscal Impact (if any):

None

Attachments

BTS Proposal

County Administrator

County Administration Building
651 Pine Street, 10th Floor
Martinez, California 94553-1229
(925) 335-1080
(925) 335-1098 FAX

David J. Twa
County Administrator

Contra Costa County



Board of Supervisors

John M. Gioia
1st District

Candace Andersen
2nd District

Mary N. Piepho
3rd District

Karen Mitchoff
4th District

Federal D. Glover
5th District

August 2, 2016

To: Supervisors Karen Mitroff and John Gioia

From: Allison Picard *AP*
Chief Assistant County Administrator

Subject: "Bridges to Success" Pilot Program

Attached is a draft description for this program which looks to further promote the hiring of individuals with disabilities. It will be discussed at the August 8, 2016 meeting of the Hiring Outreach Oversight Committee.

If approved by the Committee to recommend to the full Board, staff will schedule this Board action. The proposed pilot is tentatively planned for launch by January 1, 2017 to allow sufficient time to conclude the meet and confer process with the impacted unions as well as for Human Resources to modify job descriptions, create appropriate forms, and for the County EEO Officer to publicize the program.

Please contact me if you have any questions at 925-335-1096.

C: David Twa, County Administrative Officer
Human Resources
Risk Management

Attachment

CONTRA COSTA COUNTY

BRIDGE TO SUCCESS PILOT PROGRAM

Submitted by: Human Resources Department



SECTION I: PROGRAM OVERVIEW

The Bridge to Success (BTS) program is an alternative employment process 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 two-year pilot on January 1, 2017. During the pilot, Human Resources (HR) and Risk Management will evaluate the program and make recommendations for its future.

The Human Resources Department will act as lead for the program and will designate a BTS Coordinator to oversee its implementation and provide assistance to County departments and applicants. BTS outreach, within the County and to community partners, will be led by the EEO Officer within Risk Management.

Positions in the BTS Program are non-Merit System positions within Contra Costa County (the County). These positions are classified as Project positions and are governed by Administrative Bulletin 416.3 (attached). Candidates filling the BTS positions are subject to a one-year 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 approval by the Board of Supervisors.

Most adults with developmental disabilities receive job placement and coaching services through state programs, called Supported Employment. The HR/BTS Coordinator will partner with these programs including the State of California Department of Rehabilitation (DOR) and local Community-Based Organizations (CBO's) serving people with developmental disabilities. The job coach's function is to support the employee as-needed, including helping he or she master job skills and functions, as well as assisting the manager/supervisor regarding the needs of the employee. The County does not pay for the job coach; the coach is paid through the DOR or the Regional Center, the state agency that manages services for people with developmental disabilities.

The BTS Program is consistent with the County's overall commitment to equal opportunity and diversification of our workforce by ensuring people with developmental disabilities are offered opportunities for employment. This program was modeled on similar successful programs such as in Alameda County, and with input from Supported Employment experts in this field.

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 by a DOR Counselor as having a developmental disability. The DOR certification documentation must be signed by both a DOR counselor and the person seeking to participate in the program. The candidate must also meet the minimum qualifications for the position.

SECTION III: HIRING PROCESS

The following guidelines explain the proposed selection process and program design.

A. Designation of Positions

The classifications that have been identified for the pilot program are: Institutional Services Worker and Institutional Services Aide in the Health Department, and Library Aide in the County Library. During the pilot program, two BTS project positions will be created for each classification and they may be filled on either a full or part-time basis. Human Resources will develop job specifications for these project classifications which are specific to the eligibility requirements of the BTS program.

If during the pilot, vacancies in these classifications become available in permanent positions, additional BTS positions may be authorized by County Administration upon request of the hiring department. However, existing permanent employees must first be given the opportunity to request reassignment to the vacant permanent positions in the same classification or in the same level of their deep classification pursuant to the appropriate Memoranda of Understanding (MOU) with County employee organizations. If no permanent employee chooses to bid on the vacancies, the hiring process identified in this section may be followed for a BTS appointment.

B. Requesting Applications

When a BTS vacancy is available to be filled, HR will inform the DOR and CBO's and request that they identify any candidates who may meet the minimum qualifications, and notify the HR/BTS Coordinator. These individuals will be asked to complete a County application and submit it to the HR/BTS Coordinator within 10 business days of the notification. If no applications are received, the EEO Officer and HR/BTS Coordinator will continue outreach efforts.

C. Application Review

The HR/BTS Coordinator will screen all applicants for minimum qualifications and eligibility for participation. If more than 5 qualified applicants are identified for a

vacancy, the HR/BTS Coordinator will work with the department (and job coaches as appropriate) to determine if additional screening criteria should be applied. Departments will interview all BTS candidates referred by HR.

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 the County ADA Coordinator and the departmental ADA representative to address accommodation requests, as is the current practice.

Candidates may utilize an advocate or job coach for the interview and selection process. This individual must be identified at the time of application with contact information (telephone, email address) for the HR/BTS Coordinator. The HR/BTS Coordinator will manage communication with the candidate and his or her designated advocate or job coach, and the department.

At this stage, the advocate or job coach may serve in one or more of the following ways:

- Provide interview preparation assistance
- 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.

The BTS candidates, along with their identified advocate or job coach, will be provided with interview questions at least one day prior to the interview. This provides the candidate time to prepare for the interview, working with their job coach or advocate, as needed.

After the completion of scheduled interviews, departments may select a qualified candidate and will advise the HR/BTS Coordinator who will assist the departmental Personnel Officer in notifying candidates who were not selected. Since this is a project position specifically created for the BTS pilot, if not filled, the department will maintain the opening until a suitable BTS candidate is found.

E. Placement

The department will make an offer of employment to the selected candidate and inform the HR/BTS Coordinator who will assist in facilitating any accommodation needs for the candidate with the County and department ADA Coordinators as needed.

SECTION IV: EMPLOYMENT STATUS

All individuals selected under this program will be appointed to positions as project employees. The project appointment status will last for the duration of the evaluation period, which is one year unless ended sooner if the appointment is not deemed successful by County standards. During the evaluation period, BTS employees will receive the same salary and benefits as any other similarly situated project employee.

If the BTS employee successfully passes his or her evaluation period, the project position will be converted to a classified Merit System position. If a permanent position vacancy does not exist at that time for this purpose, the department will request approval from the Board of Supervisors to convert the project position under the BTS program to a permanent position.

SECTION V: EVALUATION PERIOD

The purpose of the one year on-the-job performance evaluation period is to assess the knowledge, skills and abilities of individuals who have been selected for 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 HR/BTS Coordinator will work with Risk Management to create a form for this purpose.

Many BTS employees will be working with a job coach through the DOR or a CBO. The job coach will work directly with the supervisor and the employee, and may also receive assistance from the County ADA Coordinator in Risk Management.

The supervisor is responsible for monitoring the progress of the candidate during the evaluation period. The supervisor must evaluate the BTS candidate every month during the evaluation period and document this on the evaluation form. The evaluation will contain the supervisor's assessment of the candidate's performance, including skills and abilities as well as behaviors appropriate for the position such as attendance.

Problematic areas should be discussed with the candidate and the job coach who will assist the employee in understanding the nuances of the job and evaluate potential solutions. Additional training can be provided as well as needed reasonable accommodations for the employee. Job coaches can also assist departments in communicating with employees if a placement is deemed unsuccessful and will be concluded.

SECTION VI: TERMINATION PROCESS

The termination process for BTS project employees is the same as it is for other project employees pursuant to Administrative Bulletin 416.3. Terms and conditions of employment expressed in the Salary Regulations, resolution No. 2015/3 or applicable Memoranda of Understanding shall apply as the general rules of employment in project positions.

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 416.3
Date: 9-1-15
Section: Personnel

SUBJECT: Project Positions

I. APPLICABILITY

This bulletin is applicable to all County departments regarding creating project positions.

II. PURPOSE:

Establish a policy for the creation and administration of project positions.

III. AUTHORITY:

In accordance with the provisions of Contra Costa County Ordinance Code Section 24-4.008, the County Administrator has the authority and the responsibility to establish and enforce personnel policies in County departments and agencies, including project positions.

IV. POLICY:

Departments shall confer with the Office of the County Administrator and the Human Resources Director, or designee, on all matters pertaining to project positions.

County Ordinance Code No. 33-5.323 exempts project positions from the merit system as follows:

"Employees in positions (project positions) established by the board for a specific limited period as part of an approved project are excluded. The county administrator and the director of personnel shall develop procedures, to be approved by the board, for designating these positions and employing persons to fill them."

Project positions shall be designated by the County Administrator upon request of the department head when such positions are created to implement a specific project of limited duration financed in whole or in part by grants from federal, state, or private agencies.

Project positions shall be created and allocated to class titles by resolution (generally Position Adjustment Request Form P300) of the Board of Supervisors as recommended by the County Administrator.

Terms and conditions of employment expressed in the Salary Regulations, Resolution No. 2015/3 or applicable Memoranda of Understanding shall apply as the general rules of employment in project positions.

V. PROCEDURE:

I. In requesting the creation of a project position, the department and the County Administrator will provide the Board with specific information identifying the purpose and duration of the project, the funding sources for the project, the expected outcome and cost/benefit of the project, the specific duties of the project position and the method in which the project position is

to be filled. This information will be provided with the Position Adjustment Request in accordance with instructions entitled "Request for Project Positions" on the reverse of the P300 form.

II. In recommending to the Board of Supervisors the manner in which a project position is to be filled, departments and the County Administrator, in consultation with the Director of Human Resources, or designee, shall address the following questions:

a. Are circumstances present which support exemption from the normal testing procedures and use of a direct appointment? Considerations should include:

Is the staff time needed to formulate and administer a competitive examination justifiable for the position(s) in question?

Would the eligible list resulting from the examination be used to fill several positions and/or be used by several departments?

How many candidates are expected to apply? (Difficult to recruit project positions may be best filled by direct appointment and the administration of an examination to fill a project position that will attract several hundred applicants may not be practical.)

Can a project position requiring unique skills and abilities that are not readily available in the job market be filled by placing a current merit system employee on leave of absence into the project position?

Will the continuity of a project be disrupted by hiring an individual(s) who is unfamiliar with the scope, organization and work being performed in the project?

How quickly does the project position(s) need to be filled? Do the funding conditions of the project position(s) require that it be filled immediately?

What is the likelihood that the project position(s) will be transferred into the merit system? (If it is highly likely that the position would be transferred, consideration should be given to administering an examination.)

What are the Affirmative Action implications, including representation in the current workforce, representation in the available marketplace, representation in the job class(es) in question and timetables and goals for the job class(es)?

b. If a direct appointment is requested by a department, such direct appointment shall be in accordance with Resolution No. 96/293 "Policy on Avoiding Conflicts of Interest in Appointments by Department Heads to Authorized Positions," adopted by the Board of Supervisors on June 11, 1996.

III. The department head shall provide the Board of Supervisors with an updated cost/benefit analysis of each project position at the halfway point of the project duration. The reporting date for each position shall be estimated and established by the department in which the position is located at the time it is created by the Board of Supervisors. The Human Resources Department shall monitor the timely submittal of the report.

IV. The Human Resources Director shall maintain a classification plan and administer competitive examinations and selection processes for employment in project positions similar to those for positions in the merit service. The County's Affirmative Action commitments shall apply. At least three identified persons shall be interviewed for any project position, unless this requirement is waived in writing by the Director of Human Resources, with documentation on

the outcome of selection interviews to fill project positions, including the names of all interviewees, the names of all persons who waived an interview and the name(s) of the person(s) appointed.



David Twa
County Administrator

Orig. Dept.: Human Resources Department

References: Ordinance Code 33-5.323
Salary Regulations
Resolution No. 2015/3



Contra Costa County Board of Supervisors

Subcommittee Report

HIRING OUTREACH OVERSIGHT COMMITTEE

6.

Meeting Date: 08/08/2016

Subject:

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

In the past twelve months the HOO committee was canceled 6 out of 10 times. This does not include December 2015 and January 2016 as the meetings are typically not held. Due to the infrequency of the meetings, it was suggested that the committee discuss the issue and decide if the meetings should be held bi-monthly or quarterly.

Referral Update:

Since the first of the year, 50% of the meetings were canceled. Most recently the June and July meetings were canceled. Given this, it would be productive to consider meeting bi-monthly or quarterly.

Recommendation(s)/Next Step(s):

CONSIDER adopting a bi-monthly or quarterly meeting schedule of the Hiring Outreach Oversight Committee to allow more time to research and develop reports for presentation to the Committee.

Attachments

No file(s) attached.
