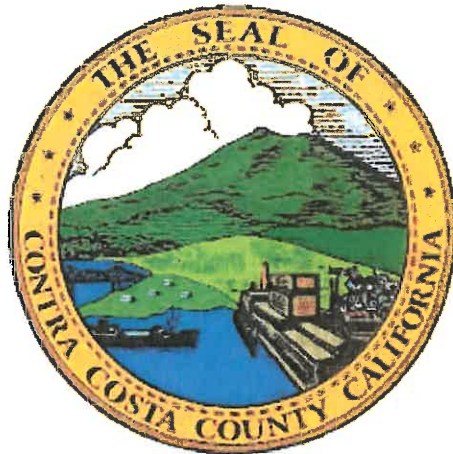


# CONTRA COSTA COUNTY



## OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

### FY 2015-2016 OUTREACH REPORT

### FY 2016-2017 OUTREACH PLANS

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## BACKGROUND

In April of 2014, the Human Resources (HR) Department convened a Recruitment Opportunities Work Group consisting of representatives from the Human Resources Department, Office of the County Counsel, and the Office of Equal Employment Opportunity (EEO). The County Administrator tasked the group with establishing a post-Consent Decree framework to ensure that the County's workforce reflected the demographics of the communities we serve. The goal was to provide equal employment opportunities for all qualified persons seeking employment with the County and special districts governed by the Board of Supervisors. Outreach was created to explore new and innovative ways to reach people who are under-represented<sup>1</sup> in the County's workforce.

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

## METHODOLOGY

In order to determine under-representation in each department, the EEO Officer annually compares the County's workforce data to the availability of qualified people who reside in the local labor market and are 16 years or older<sup>2</sup>. The County's workforce data within this report is derived from employment records from the Human Resources database. The local labor market data is compiled by the 2010 United States Department of Census Bureau (Census) using the Equal Employment Opportunity Tabulation (EEO Tabulation), which is a benchmark for comparing the gender and racial makeup of an organization's workforce. It examines labor force diversity using Census data and is produced for federal agencies responsible for monitoring employment practices and enforcing civil rights laws for the workforce.

The current County reporting format showcases the use of statistical data to determine under-representation within the department as a whole. In an effort to provide more specific information to identify where under-representation manifests within each department, EEO conducted utilization analysis by race and gender as defined by the occupational categories within each department<sup>3</sup>. An occupational category is a broad grouping of job classes which require similar levels of skill and training. The County's job classes are determined by HR and assigned to an occupational category based upon the United States Equal Employment Opportunity Commission's definitions<sup>4</sup>.

## OUTREACH

Each department with underrepresentation of 10% or more in race/ethnicity<sup>5</sup> and gender categories is required to create a strategic outreach and recruitment plan which addresses the deficiencies and outreach needed. Representation rates, which are presented in percentages, are estimated indicators of whether or not a particular racial/ethnic or gender group is represented at a level comparable to the

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<sup>1</sup> Dictionary.com defines underrepresentation as giving inadequate representation to; represent in numbers that are disproportionately low.

<sup>2</sup> Beginning in 2017, EEO will compare the County's workforce to the 2010 Census data local labor demographics.

<sup>3</sup> The data sheets provided in this report are broken into two categories. At the top of each page is the departmental under-representation data. The remaining data is the information as it appears using the occupational categories within each department.

<sup>4</sup> See Page 12 of this report for the definitions of the 8 occupational categories.

<sup>5</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably.

group's existence in the labor market. Departments provide steps that will be taken to assist in increasing the applicant flow of qualified individuals for the under-represented group(s).

Applicant flow is the analysis of selection rate adjustments for a particular job and is used for record keeping and statistical purposes<sup>6</sup>. Employers are to provide applicants the option to self-identify or decline to submit the supplemental classification information which identifies gender, race and/or ethnicity. If an individual declines to self-identify, the individual's reporting data will not be included in the final tally.

The departments are required to reach out to males, females, whites, blacks, Hispanics and Asians depending on where their under-representation exists. Each racial/ethnic and gender category is separate from the other and requires departments to participate in outreach to all groups where it has been determined that low representation exists.

As the County's EEO Officer, I am responsible for conducting outreach efforts to Community Based Organizations (CBO's). The outreach efforts place an emphasis on attracting under-represented groups within the County's workforce through ongoing marketing efforts. It is designed to meet CBO'S at the transaction level in order to provide County employment information to management teams, rank and file employees and the agency's clientele.

The ongoing outreach efforts have produced a partnership between Human Resources (HR) and the Office of EEO. HR often accompanies EEO to onsite meetings with local CBO's to explain the hiring process, answer recruitment questions and provide in-person tutorials on completing the County's online application.

Outreach is specific to organizations whose clientele consists of veterans, women, disabled, re-entry, low income, faith-based, Hispanics, blacks, Asians, and the homeless. EEO has met with agency staff and/or clients from organizations listed on the following page.

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<sup>6</sup> All institutions receiving federal contracts are obligated by federal law to track gender and race data for all candidates submitting applications for employment to the business. By law, the information cannot be a component of the employment determination, nor can it be used for consideration.

## COMMUNITY BASED ORGANIZATIONS

1. Education	Contact	Meetings Held
<ul style="list-style-type: none"> <li>• Diablo Valley Community College</li> </ul>	Tina Dodson, Workforce Development Manager	2
2. Faith Based	Contact	Meetings Held
<ul style="list-style-type: none"> <li>• Contra Costa County Interfaith Council</li> <li>• Grace Bible Fellowship</li> <li>• Shepherd's Gate</li> </ul>	Donnell Jones, Interim Executive Director  Pastor Kirkland Smith  Confidential Contact	2  1  2
3. Re-Entry	Contact	Meetings Held
<ul style="list-style-type: none"> <li>• Bay Area Chaplains</li> <li>• East Bay Goodwill</li> <li>• Family Justice Center</li> <li>• Men and Women of Purpose</li> <li>• Rubicon Programs</li> </ul>	Mike Lafferty, President and CEO Lance Marshall, Senior Chaplain  Devon Powers, Senior Director of Contracts  Susun Kim, Executive Director  Rick Fortenberry, CEO Antwain Cloird, Chief Operating Officer  Traci Rodarte, Workforce Services Manager	3  1  6  2  3
4. Social Services	Contact	Meetings Held
<ul style="list-style-type: none"> <li>• Bay Area Rescue Mission</li> <li>• Beat The Streets Inc.</li> <li>• Dream Catchers</li> <li>• Food Bank</li> <li>• Hispanic Chamber of Commerce</li> <li>• Laos Family Community Development</li> <li>• Men and Women of Valor</li> <li>• Monument Crises Center</li> <li>• Monument Impact</li> <li>• East County NAACP</li> <li>• Radio Fusion Latina</li> <li>• Shelter Inc.</li> <li>• SOFTECH</li> <li>• STAND!</li> </ul>	Tim Hammack, Vice President of Programs  Tracy Tate-Jones, Founder and President  Leslie Descans, Employment Specialist  Larry Sly, Executive Director  Raymundo Villanueva, President  Brad Meyer, Executive Director  Pamela Bilbo-Saucer, CEO  Sandra Scherer, Executive Director  Mike Van Hofwegen, Executive Director Maribel Delgado, Success Coordinator  Odessa LeFrancois, President  Diana Trujillo, Commentator  Lindsey Drolette, Project Manager  Elaine LaVan, Director  Confidential Contact	1  3  2  2  3  6  4  1  5  1  2  2  1  5

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5. Veterans	Contact	Meetings Held
• Employer Support of the Guard	Michael E. Donnellan, Employer Outreach Coordinator	1
• Swords to Plowshares	David Cascante, Employment and Outreach Specialist	1
• Vietnam Veterans of Diablo Valley	John Reese, Director of Public Relations	1
• Wounded Warrior Project	Regina Prasad, Coordinator	1

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## FY 2015- 2016 OUTREACH PLAN

Applicant flow is an important tool the County uses to measure how fair and inclusive our outreach programs are. It helps the County to review and determine ways that outreach can be proactive, strategic, and effective to our constituents. It also assists the County in removing barriers. For FY 15- 16, the County's applicant flow pipeline is broken into 5 categories listed below. The County received 28,621 applicants for FY 2015-2016. Table 1 indicates where the applicant heard about the job opportunity.

**OUTREACH DISTRIBUTION**  
**FY 15- 16**  
**TABLE 1**

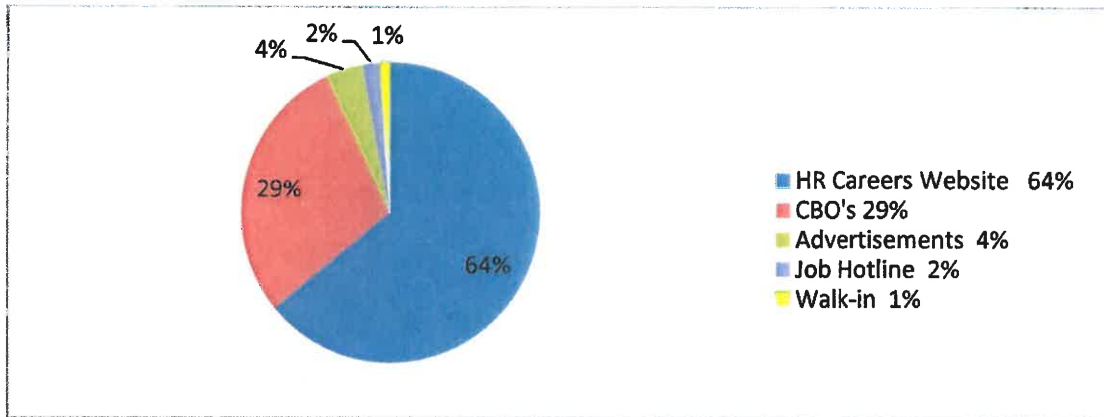


Table 1 indicates that outreach is the second most effective means for the County to reach citizens who are interested in employment. The percentages have remained almost identical over the last two fiscal years.

The number of applicants who self-identified their gender, race and/or ethnicity for FY14-15 was 37,984. For FY15-16, the total number of applicants who self-identified was 27,217. This is a decrease of 10,767 self-identified applications over the last two fiscal years. We believe the decrease in applicant flow can partially be attributed to the County's hiring freeze during FY15-16. The decrease can also be attributed to the number of applications HR received for large recruitments which ran during the relevant timeframe for the following departments:

- In FY14-15 HR received 8,750 applications for EHSD positions. In FY15-16 HR received 5,430 applications for EHSD positions.
- In FY14-15 HR received 2,387 applications for the Fire District. In FY15-16, HR received 463 applications.
- In FY14-15 HR received 6,249 applications for Office of the Sheriff's positions. In FY15-16, HR received 5,096.

The gender and racial makeup for applications received are:

**APPLICANT FLOW**  
**FY14-15 and FY15-16**  
**TABLE 2**

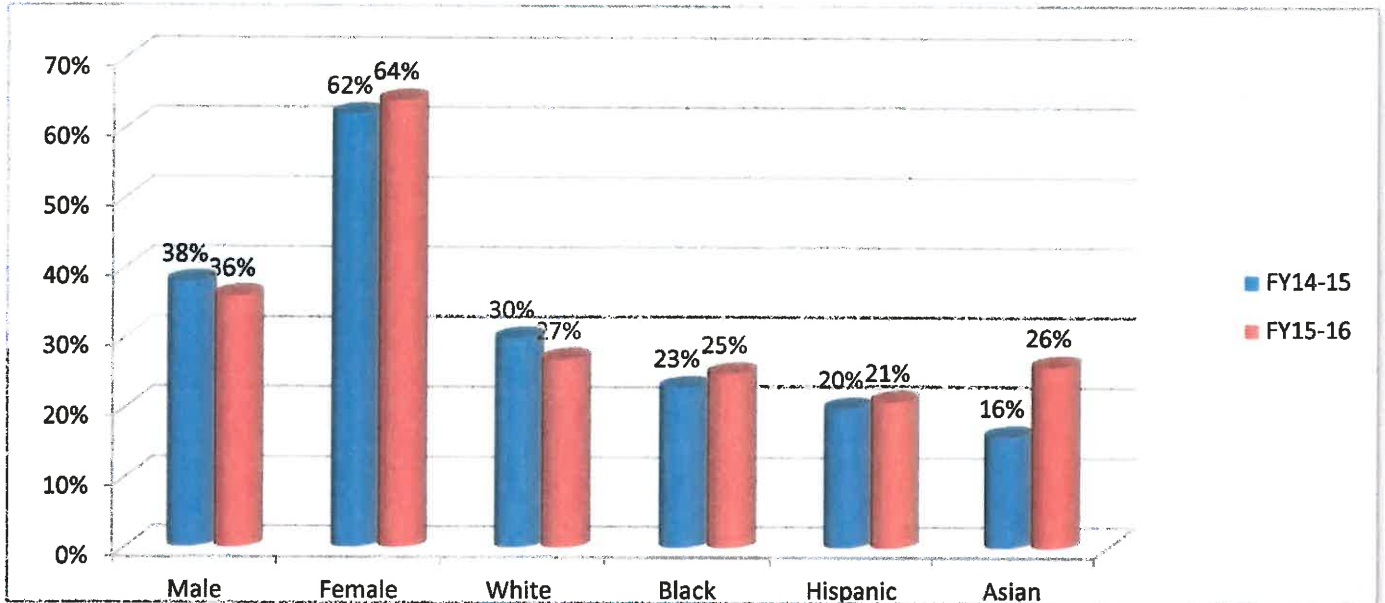


Table 2 illustrates the applicant flow activity level by gender and race and reveals the following:

- The participation of males who submitted applications decreased from 38% in FY14-15 to 36% in FY15-16.
- The participation of females who submitted applications increased from 62% in FY14-15 to 64% in FY15-16.
- The participation of whites who submitted applications decreased from 30% in FY14-15 to 27% in FY15-16.
- The participation of blacks who submitted applications increased from 23% in FY14-15 to 25% in FY15-16.
- The participation of Hispanics who submitted applications increased from 20% in FY14-15 to 21% in FY15-16.
- The participation of Asians who submitted applications increased from 16% in FY14-15 to 26% in FY15-16.

The County hired 633 new employees during FY14-15 and 374 new employees during FY15-16. Table 3 illustrates the percentage of males and females hired during this time. The statistical data is listed below:

- The hiring of male employees increased by 4% from FY 14-15 to FY 15-16.
- The hiring of female employees decreased by 4% from FY 14-15 to FY 15-16.

**CONTRA COSTA COUNTY NEW HIRE DATA  
BY GENDER  
FY 14-15 AND FY 15-16  
TABLE 3**

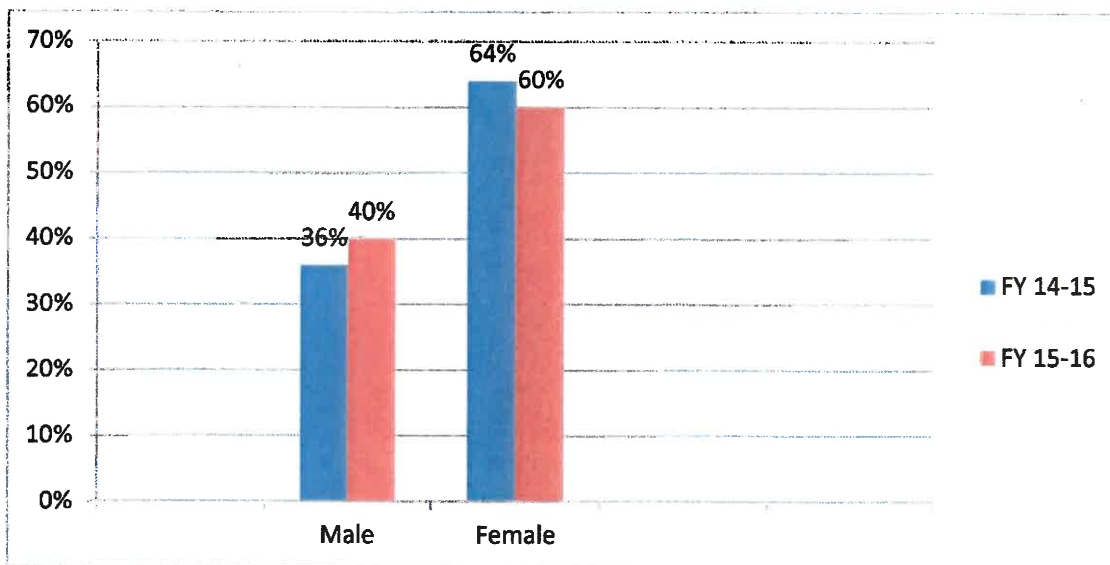
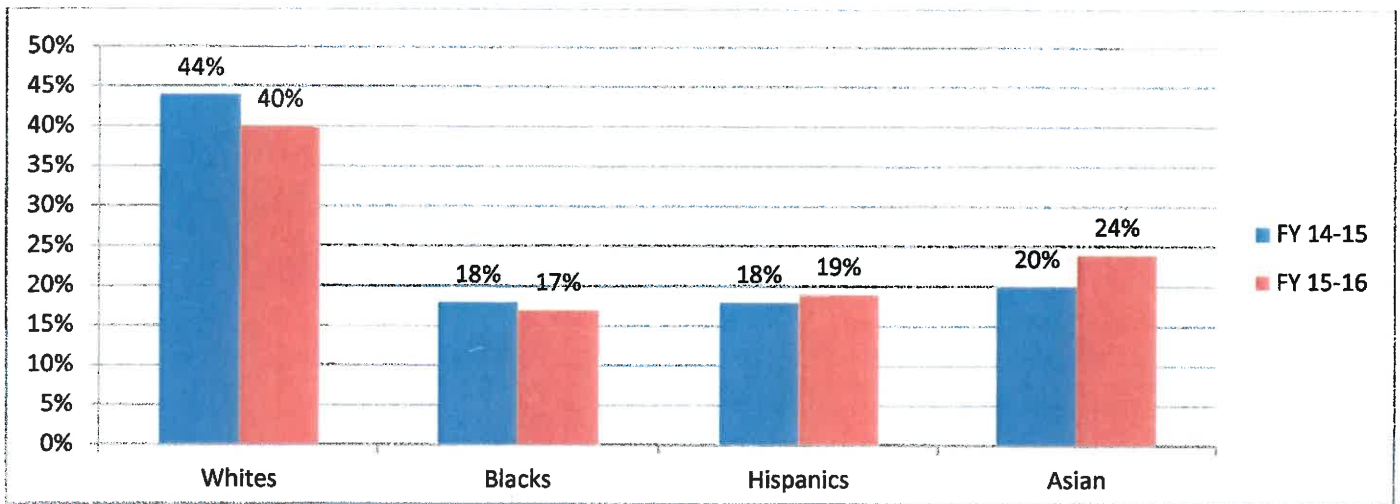


Table 4 which is on the following page illustrates the percentages of people hired during FY 14-15 and FY 15-16 based on race/ethnicity. The statistical analysis is listed below:

- The hiring of Whites has decreased by 4% when comparing FY 14-15 and FY 15-16.
- The hiring of Blacks has decreased by 1% when comparing FY 14-15 and FY 15-16.
- The hiring of Hispanics has increased by 1% when comparing FY 14-15 and FY 15-16.
- The hiring of Asians has increased by 4% when comparing FY 14-15 and FY 15-16.



**CONTRA COSTA COUNTY NEW HIRE DATA  
BY RACE  
FY 14-15 AND FY 15-16  
TABLE 4**



These trends indicate the importance for EEO to continue its outreach efforts to the aforementioned groups in order to become equitable. EEO will continue to identify and increase our outreach efforts to reach all under-represented groups within our workforce. EEO is researching ways to increase the participation and hiring rates of under-represented groups. The areas of opportunities and improvement which EEO wants to pursue in 2017 are listed below:

- Capturing employees who self-identify as two or more races. EEO will also capture individuals who identify as Native Hawaiian/Philippine Islands (NHPI) and American Indian/Alaskan Native (AIAN). In order for our records to be consistent with the Census Bureau, it is important that we track these populations to give us an accurate total of those who self-identified within these populations.
- Continue to use County workforce data acquired from HR to determine underrepresentation by focusing outreach efforts on underrepresentation for the 8 job categories as defined by the EEOC<sup>5</sup>. We are using all available data which provides a more complete picture of underrepresentation within the departments.
- Continue working with CCTV to establish a social media page.
- Conducting more outreach to professional organizations, universities, community colleges and faith based organizations to increase participation in the County's hiring process.
- Create additional marketing tools such as brochures and power point presentations which are designed to reach under-represented groups.
- Continue developing partnerships with EHSD's Welfare to Work Program and Workforce Development Board to help advertise the County's outreach and recruitment program.

<sup>5</sup> See Attached EEO Outreach Data sets



- Provide training to the EEO Coordinators and Administrative Services Officers in an effort to help them to become more knowledgeable of outreach, and hiring. The trainings will occur at the EEO's quarterly meetings.
  - Implicit Bias Training
  - EEO will provide more in-depth training for creating outreach plans, conducting outreach so that it is more than sending job announcements to CBO'S and professional organizations.

## **CONCLUSION**

The data presented in this report provides the County stakeholders, managers, employees and the public detailed information regarding the County's outreach and recruitment efforts. Although we have made some strides towards achieving workforce equity, there are areas that still need to be addressed. One area of note is the equitable distribution of jobs. For example, as of December 31, 2015, the County employed 8470 employees within our workforce. Females made-up 66% of the workforce or 5,590 employees while males made-up 34% of the workforce or 2,880 employees.

The Officials and Administrators<sup>6</sup> job category employed 276 individuals and women held 66% or 182 of these positions. Of those 66%, white women held 40% or 73 of the positions. Overall white employees were employed in 62% of the jobs in the Officials and Administrators classification which equals to 171 positions.

It is important that we continue to promote and enforce equal employment opportunities for all who apply for vacant positions. EEO and the departments will continue to work with CBO's, colleges, universities and professional organizations to attract qualified candidates to help the County attain equity and inclusion within our workforce.

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<sup>6</sup> Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual

**CONTRA COSTA COUNTY**

Under the **old reporting format**, Contra Costa County (County) was under-represented in the following area:

- **Males at 19%**

Under the **new reporting format**, the County is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>	<b>16%</b>					
• <b>Professionals</b>	<b>17%</b>		<b>11%</b>			
• <b>Technicians</b>	<b>15%</b>		<b>12%</b>			
• <b>Administrative Support</b>	<b>24%</b>		<b>14%</b>			
• <b>Service Maintenance</b>		<b>14%</b>			<b>13%</b>	
• <b>Skilled Craft</b>					<b>14%</b>	
• <b>Protective Services (Sworn)</b>						
• <b>Protective Services (Non-Sworn)</b>		<b>13%</b>	<b>17%</b>			

**CONTRA COSTA COUNTY  
2015 OUTREACH AND RECRUITMENT DATA  
8470 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>7</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>8</sup>	X <sup>9</sup>	X	53	47	X	526,145
County Workforce	X	8,470	34	66	X	X
Underrepresentation	X	X	19	X	X	X
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	276	X	34	66	X	X
Underrepresentation	X	X	16	X	X	X
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	3062	X	29	71	X	X
Underrepresentation	X	X	17	X	X	X
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	1605	X	36	64	X	X
Underrepresentation	X	X	15	X	X	X
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	2239	X	14	86	X	X
Underrepresentation	X	X	24	X	X	X
<b>Service Maintenance</b>						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	372	X	72	28	X	X
Underrepresentation	X	X	X	14	X	X
<b>Skilled Craft</b>						
Working-Age Population	X	X	95	5	41,025	X
Service Maintenance	72	X	100	0	X	X
Underrepresentation	X	X	X	5	X	X
<b>Protective Services (Sworn)</b>						
Working-Age Population	X	X	82	18	9,480	X
Protective Services (Sworn)	633	X	86	14	X	X
Underrepresentation	X	X	X	4	X	X
<b>Protective Services (Non-Sworn)</b>						
Working-Age Population	X	X	54	46	810	X
Protective Services (Non-Sworn)	211	X	67	33	X	X
Underrepresentation	X	X	X	13	X	X

See next page for job category information.

<sup>7</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>8</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor participation rate, unemployment.

<sup>9</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** 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.

**CONTRA COSTA COUNTY  
2015 OUTREACH AND RECRUITMENT DATA  
8470 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>10</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	8470	46	17	19	18	X	X
Underrepresentation	X	5	X	3	X	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	276	62	13	11	10	X	X
Underrepresentation	X	4	X	X	5	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	3062	49	15	13	24	X	X
Underrepresentation	X	11	X	X	X	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	1605	39	22	18	22	X	X
Underrepresentation	X	12	X	X	6	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	2239	39	20	27	16	X	X
Underrepresentation	X	14	X	X	X	X	X
<b>Service Maintenance</b>							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	372	36	19	29	16	X	X
Underrepresentation	X	X	X	13	X	X	X
<b>Skilled Craft</b>							
Working-Age Population	X	49	6	35	8	41,025	X
Service Maintenance	72	64	4	21	11	X	X
Underrepresentation	X	X	2	14	X	X	X
<b>Protective Services (Sworn)</b>							
Working-Age Population	X	53	15	15	13	9,480	X
Protective Services (Sworn)	633	70	7	14	10	X	X
Underrepresentation	X	X	8	1	3	X	X
<b>Protective Services (Non-Sworn)</b>							
Working-Age Population	X	65	1	22	8	810	X
Protective Services (Non-Sworn)	211	48	25	19	8	X	X
Underrepresentation	X	17	X	3	0	X	X

See next page for job category information.

<sup>10</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** 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.

**DEPARTMENT OF AGRICULTURE/WEIGHTS & MEASURES**

Under the **old reporting format**, the Department of Agriculture/Weights & Measures was under-represented in the following area:

- **Females at 15%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>		<b>42%</b>			<b>10%</b>	<b>13%</b>
• <b>Professionals</b>		<b>54%</b>				<b>21%</b>
• <b>Technicians</b>		<b>20%</b>				<b>18%</b>
• <b>Administrative Support</b>	<b>38%</b>			<b>10%</b>	<b>19%</b>	
• <b>Service Maintenance</b>					<b>20%</b>	



**DEPARTMENT OF AGRICULTURE/WEIGHTS & MEASURES**  
**2015 OUTREACH AND RECRUITMENT DATA**  
**47 EMPLOYEES**  
**GENDER**

Demographics By Gender	Total Department Workforce <sup>11</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>12</sup>	X <sup>13</sup>	X	53	47	X	526,145
County Workforce	X	8,470	68	32	X	X
<b>Underrepresentation</b>	X	X	X	15	X	X
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	2	X	100	0	X	X
<b>Underrepresentation</b>	X	X	X	42	X	X
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	3	X	100	0	X	X
<b>Underrepresentation</b>	X	X	X	54	X	X
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	21	X	71	29	X	X
<b>Underrepresentation</b>	X	X	X	20	X	X
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	3	X	0	100	X	X
<b>Underrepresentation</b>	X	X	38	X	X	X
<b>Service Maintenance</b>						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	18	X	67	33	X	X
<b>Underrepresentation</b>	X	X	X	9	X	X

- **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 such as Department Heads
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks;
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>11</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>12</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>13</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.



**DEPARTMENT OF AGRICULTURE/WEIGHTS & MEASURES**  
**2015 OUTREACH AND RECRUITMENT DATA**  
**47 EMPLOYEES**  
**RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>14</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	59	9	17	15	X	X
Underrepresentation	X	X	X	5	1	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	68	7	10	13	82,930	X
Officials and Administrators	2	100	0	0	0	X	X
Underrepresentation	X	X	7	10	13	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	3	100	0	0	0	X	X
Underrepresentation	X	X	7	9	21	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	21	57	14	19	10	X	X
Underrepresentation	X	X	X	X	18	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	3	67	0	0	33	X	X
Underrepresentation	X	X	10	19	X	X	X
<b>Service Maintenance</b>							
Working-Age Population	X	33	10	43	13	122,730	X
Service Maintenance	18	50	6	23	22	X	X
Underrepresentation	X	X	4	20	X	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks;
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>14</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
AGRICULTURE/WEIGHTS & MEASURES  
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 Department of Agriculture/Weights & Measures statistical data for female underrepresentation 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. When we are recruiting for our Biologists, Inspectors and Supervisors, job announcements are sent to every qualified and licensed individual, which ensures that we are reaching the broadest qualified candidate pool possible. We get this list from the California Department of Food and Agriculture County Liaison office every time we have an opening. For job positions where state licensing is not required we will do more outreach in the community.
- 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 Agriculture / Weights and Measures Department will target outreach efforts to online websites 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:** The Agriculture department will disseminate information to the general public through our website as well as local community colleges and universities to get more people aware of what the Agriculture department does and what they need to do to be qualified to apply to the department. We have been, and will continue to utilize websites geared towards helping women find employment when possible. When hiring for our licensed positions, the department gets a list of all licensees and ensures that everyone who is qualified receives notification of the job opening and how to apply.

## Message Distribution

STRATEGY	ELEMENT	TASKS
Research employment websites and register to join the online community.	Internet/Computer	Register with websites such as <a href="http://womenforhire.com">womenforhire.com</a>
Increase awareness about the different positions in our department and what the job qualifications for those positions are and how to get those qualifications.	Internet/Computer	Add information about job qualifications, job descriptions, and licensing information to our department's website.
Target all females that possess a state inspector/biologist license, weights and measures inspector license, and supervisory licensing.	Personal contact	Mail or email all job announcements to all qualified individuals in order to expand the opportunity for qualified females.
Network with local Community Colleges and Universities to increase the applicant pool and explain the Department of Agriculture and Weights recruitment mission and goals.	Personal contact/publications	Develop content that highlights what the department does and the employment opportunities. Reach out to Academic Career Advisors and Alumni Relations at Cal State East Bay, UC Davis, Cal State San Luis Obispo.

**Contact:** Ralph Fonseca - Agricultural Biologist/Weights and Measures Inspector III

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**DEPARTMENT OF ANIMAL SERVICES**

Under the **old reporting format**, the Department of Animal Services was under-represented in the following areas:

- **Males at 11%**
- **Asians at 10%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>			<b>66%</b>			<b>15%</b>
• <b>Professionals</b>		<b>42%</b>				<b>21%</b>
• <b>Technicians</b>	<b>18%</b>					<b>28%</b>
• <b>Administrative Support</b>	<b>32%</b>					
• <b>Service Maintenance</b>					<b>19%</b>	
• <b>Protective Services (Non-Sworn)</b>					<b>10%</b>	



**DEPARTMENT OF ANIMAL SERVICES  
2015 OUTREACH AND RECRUITMENT DATA  
67 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>15</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>16</sup>	X <sup>17</sup>	X	53	47	X	526,145
County Workforce	X	8,470	42	58	X	X
Underrepresentation	X	X	11	X	X	X
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	2	X	100	0	X	X
Underrepresentation	X	X	X	42	X	X
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	2	X	50	50	X	X
Underrepresentation	X	X	X	4	X	X
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	6	X	33	67	X	X
Underrepresentation	X	X	18	X	X	X
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	18	X	6	94	X	X
Underrepresentation	X	X	32	X	X	X
<b>Service Maintenance</b>						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	31	X	55	45	X	X
Underrepresentation	X	X	3	X	X	X
<b>Protective Services (Non-Sworn)</b>						
Working-Age Population	X	X	54	46	810	X
Protective Services (Non-Sworn)	8	X	62	38	X	X
Underrepresentation	X	X	X	8	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Non-Sworn):** 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.

<sup>15</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>16</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>17</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**DEPARTMENT OF ANIMAL SERVICES  
2015 OUTREACH AND RECRUITMENT DATA  
67 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>18</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	70	7	17	6	X	X
Underrepresentation	X	X	2	5	10	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	2	0	50	50	0	X	X
Underrepresentation	X	66	X	X	15	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	2	100	0	0	0	X	X
Underrepresentation	X	X	7	9	21	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	6	83	0	17	0	X	X
Underrepresentation	X	X	7	X	28	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	18	77	6	11	6	X	X
Underrepresentation	X	X	4	8	9	X	X
<b>Service Maintenance</b>							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	31	65	6	23	6	X	X
Underrepresentation	X	X	4	19	7	X	X
<b>Protective Services (Non-Sworn)</b>							
Working-Age Population	X	65	1	22	8	810	X
Protective Services (Non-Sworn)	8	63	13	12	12	X	X
Underrepresentation	X	2	X	10	X	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Non-Sworn):** 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.

<sup>18</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



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

- Issue:** As of December 31, 2015, the Department of Animal Services statistical data presented an underrepresentation 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.
  - Utilize Animal Services Social Media websites.
  - Attend and participate in local job and community events.
  - Distribute department brochures and literature.

Message Distribution

STRATEGY	ELEMENT	TASKS
Participate in community events and job fairs.	Outreach & Engagement	<p>ASD will continue to participate in local community events that target underserved populations. Recently, ASD has created a dog running club with our sheltered animals through Road Runner Inc. Our sheltered dogs participate in these runs with staff and volunteers to promote ASD and employment, along with volunteer opportunities.</p> <p><u>Community Events:</u></p> <ul style="list-style-type: none"> <li>• Bark in the Park, Brentwood CA</li> <li>• Safety Fairs, County Wide</li> <li>• Road Runner Run Club, Pleasant Hill CA</li> <li>• Monument Health Fair</li> <li>• Unity in the Community</li> </ul> <p><u>Job Fairs:</u></p> <ul style="list-style-type: none"> <li>• Contra Costa County Workforce Development Board Job Fairs</li> <li>• Police Academies</li> </ul>
Establish competitive salaries for Animal Services Field Operations unit.	Economic	<p>The Animal Services Department (ASD) will be researching and establishing competitive compensation salaries for Animal Services Officer. Establishing competitive salaries for our Animal Services Officers will increase the department's staffing retention.</p>
Distribute brochures and employment opportunities for outreach and recruitment to minorities.	Recruitment	<p>The Animal Services Department (ASD) will continue to collaborate with local community based organizations and agencies on employment recruitments. ASD has continuously promoted employment opportunities to these organizations.</p> <p><u>Community Based Organizations:</u></p> <ul style="list-style-type: none"> <li>• Workforce Development Board: East Bay Works</li> <li>• Opportunity Junction, Antioch CA</li> <li>• Contra Costa Community College District</li> <li>• Lao Family Community Development, Inc.</li> </ul>



<p>Register and post Animal Services Department vacancies online, to reach a broad section of minorities</p>	<p>Electronic</p>	<p>Register and post vacancies on websites that cater to minorities such as:</p> <ul style="list-style-type: none"> <li>• Asian-jobs.com</li> <li>• Diversity.com</li> </ul> <p>Animal Services has also expanded its employment recruitment efforts through social media:</p> <ul style="list-style-type: none"> <li>• Facebook</li> <li>• Twitter</li> </ul>
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**Contact:** Arturo Castillo - Administrative Services Officer

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**OFFICE OF THE ASSESSOR**

Under the old reporting format, the Office of the Assessor was under-represented in the following area:

- **Hispanics at 15%**

Under the new reporting format, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>					<b>10%</b>	
• <b>Professionals</b>		<b>17%</b>				
• <b>Technicians</b>	<b>15%</b>				<b>10%</b>	<b>10%</b>
• <b>Administrative Support</b>	<b>27%</b>					

**OFFICE OF THE ASSESSOR  
2015 OUTREACH AND RECRUITMENT DATA  
93 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>19</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>20</sup>	X <sup>21</sup>	X	53	47	X	526,145
County Workforce	X	8,470	45	55	X	X
Underrepresentation	X	X	8	X	X	X
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	8	X	62	38	X	X
Underrepresentation	X	X	X	4	X	X
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	48	X	63	37	X	X
Underrepresentation	X	X	X	17	X	X
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	11	X	36	64	X	X
Underrepresentation	X	X	15	X	X	X
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	26	X	11	89	X	X
Underrepresentation	X	X	27	X	X	X

- **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 such as Department Head.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>19</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>20</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>21</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**OFFICE OF THE ASSESSOR  
2015 OUTREACH AND RECRUITMENT DATA  
93 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>22</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	65	6	7	22	X	X
<b>Underrepresentation</b>	X	X	3	15	X	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	8	75	0	0	25	X	X
<b>Underrepresentation</b>	X	X	7	10	X	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	48	67	2	6	25	X	X
<b>Underrepresentation</b>	X	X	5	3	X	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	11	73	9	0	18	X	X
<b>Underrepresentation</b>	X	X	X	10	10	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	26	55	15	15	15	X	X
<b>Underrepresentation</b>	X	X	X	4	0	X	X

- **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 such as Department Head.
- **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 such as HR professionals, accountants, and attorneys.
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- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>22</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**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 underutilization statistical data for Hispanics is 15%.
- Objective:** Expand outreach and recruitment efforts to increase the visibility of Hispanic individuals in the workforce. The department will create and nurture partnerships with Community Based Organizations (CBOs) to ensure that we keep them informed about job vacancies and other resources within the County.
- Message:** The Department will conduct strategic and targeted outreach efforts to 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
<p>Create informative job announcement explaining the Assessor's office</p> <p>Connect with El Observador which is a Hispanic newspaper organization based in the Bay Area.</p>	<p>Announcement distribution</p> <p>Periodical/Newspaper</p>	<p>Distribute information to Community Based Organizations; provide distribution for diversity career fairs when available.</p> <p>Post job announcements</p>
<p>Connect with Community Based Organizations target for specific community group</p> <p>Connect with Labor Council for Latin American Advancement Frank Martin Del Campo SF Chapter President 415-407-7117</p>	<p>Partner with HR Central for targeted outreach:</p> <p>La Clinica De La Raza Contra Costa College - La Raza Studies Department</p>	<p>Connect with:</p> <p>Hispanic Chamber of Commerce of Contra Costa County <a href="mailto:president@h5c.org">president@h5c.org</a></p> <p>Monument Impact <a href="mailto:nati@monumentimpact.org">nati@monumentimpact.org</a></p> <p>East Bay Economic Development Alliance <a href="mailto:anne@eastbayeda.org">anne@eastbayeda.org</a></p> <p><a href="http://Opportunity Junction">Opportunity Junction</a> <a href="mailto:eric@opportunityjunction.org">eric@opportunityjunction.org</a></p> <p>Labor Council for Latin American Advancement <a href="http://www.lclaa.org">www.lclaa.org</a></p>
<p>Recruitment</p>	<p>Coordinating recruitment efforts with HR Department</p>	<p>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.</p>

**Contact:** Michelle Cabrera – Administrative Services Assistant III  
[Michelle.Cabrera@assr.cccounty.us](mailto:Michelle.Cabrera@assr.cccounty.us)

**AUDITOR-CONTROLLER'S OFFICE**

Under the **old reporting format**, the Office of the Auditor-Controller was under-represented in the following areas:

- **Males at 29%**
- **Whites at 13%**
- **Hispanics at 12%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>			<b>66%</b>			
• <b>Professionals</b>	<b>15%</b>		<b>29%</b>			
• <b>Technicians</b>		<b>49%</b>			<b>10%</b>	<b>28%</b>
• <b>Administrative Support</b>	<b>28%</b>					



**AUDITOR – CONTROLLER’S OFFICE  
2015 OUTREACH AND RECRUITMENT DATA  
50 EMPLOYEES**

**RACE**

Demographics By Gender	Total Department Workforce <sup>23</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>24</sup>	X <sup>25</sup>	X	53	47	X	526,145
County Workforce	X	8,470	24	76	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>29</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	2	X	50	50	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>8</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	26	X	31	69	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>15</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	1	X	100	0	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>49</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	21	X	10	90	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>28</b>	<b>X</b>	<b>X</b>	<b>X</b>

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>23</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>24</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>25</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.



**AUDITOR – CONTROLLER’S OFFICE  
2015 OUTREACH AND RECRUITMENT DATA  
50 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>26</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	38	12	10	40	X	X
Underrepresentation	X	13	X	12	X	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	2	0	0	50	50	X	X
Underrepresentation	X	66	7	X	X	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	26	31	15	0	54	X	X
Underrepresentation	X	29	X	9	X	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	1	100	0	0	0	X	X
Underrepresentation	X	X	7	10	28	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	21	48	10	19	23	X	X
Underrepresentation	X	5	X	X	X	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>26</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**AUDITOR – CONTROLLER’S OFFICE  
OUTREACH AND RECRUITMENT PLAN  
FY 2016-17**

- Issue:** As of December 31, 2015, the Auditor-Controller’s Office statistical data for Males underrepresentation is 29%, Whites are 13%, and Hispanics are 12%.
- Objective:** To obtain qualified diversified applicant pools to fill vacancies within the Auditor-Controller’s Office. To increase outreach efforts to the under-represented groups within the Auditor-Controller’s Office.
- Message:** The Auditor-Controller’s Office will continue to work with the Human Resources Department to strengthen its outreach efforts. We are committed to conducting strategic and targeted outreach to meet both the county and departmental outreach goals as determined by the Office of Equal Employment Opportunity.
- Tools:** Community Organizations such as the Hispanic Chamber of Commerce  
Professional websites such as the California Auditor-Controller’s State Association  
Local junior colleges and universities  
Internship Program

## Message Distribution

STRATEGY	ELEMENT	TASKS
Post job notices to the State Association of County Auditor's website	Publication/Print Media/Electronic	When notified of job announcements post to website
Notify the Hispanic and Walnut Creek Chamber of Commerce and request they post job announcements	Publication/Print Media/Electronic	When notified of job announcements email
Email job vacancies to local colleges and universities and to career counselors within the local college and university system	Publication/Print Media/Electronic	When notified of job announcements email
Implement an Internship Program	Personal Contract	Develop an internship program to attract college students interested in a career in public accounting/auditing

Contact: Robert Campbell - Auditor-Controller

[Bob.Campbell@ac.cccounty.us](mailto:Bob.Campbell@ac.cccounty.us)

**DEPARTMENT OF CHILD SUPPORT SERVICES**

Under the **old reporting format**, the Department of Child Support Services was under-represented in the following area:

- **Males at 32%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>	<b>58%</b>				<b>10%</b>	
• <b>Professionals</b>	<b>27%</b>					<b>16%</b>
• <b>Technicians</b>	<b>28%</b>					<b>16%</b>
• <b>Administrative Support</b>	<b>20%</b>					

**DEPARTMENT OF CHILD SUPPORT SERVICES  
2015 OUTREACH AND RECRUITMENT DATA  
150 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>27</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>28</sup>	X <sup>29</sup>	X	53	47	X	526,145
County Workforce	X	8,470	21	79	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>32</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	3	X	0	100	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>58</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	21	X	19	81	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>27</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	87	X	23	77	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>28</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	39	X	18	82	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>20</b>	<b>X</b>	<b>X</b>	<b>X</b>

- **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 such as Department Head;
- **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 such as HR professionals, accountants, and attorneys;
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>27</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>28</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>29</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.



**DEPARTMENT OF CHILD SUPPORT SERVICES  
2015 OUTREACH AND RECRUITMENT DATA  
150 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>30</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	50	19	16	15	X	X
Underrepresentation	X	1	X	6	1	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	3	67	0	0	33	X	X
Underrepresentation	X	X	7	10	X	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	21	85	5	5	5	X	X
Underrepresentation	X	X	2	4	16	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	87	44	24	20	12	X	X
Underrepresentation	X	7	X	X	16	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	39	44	18	12	26	X	X
Underrepresentation	X	9	X	7	X	X	X

- **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 such as Department Head;
- **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 such as HR professionals, accountants, and attorneys;
- **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. They include jobs such as laboratory analysts and civil engineering assistants;
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>30</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**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 underrepresentation 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. Specific outreach will be towards organizations who serve mostly male clientele. We will also outreach to organizations who serve all races in an attempt to mitigate current trends of underutilization. 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.
- 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 brochures which explain the Department of Child Support Services outreach, 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 YOU TUBE video of incumbent employees in the under-represented 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. We will target Shelter, Inc. and the 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 bill board 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  
[adrienne.todd@dcss.cccounty.us](mailto:adrienne.todd@dcss.cccounty.us)

**CLERK-RECORDER-ELECTIONS DEPARTMENT**

Under the **old reporting format**, the Clerk-Recorder-Elections Department was under-represented in the following area:

- **Males at 22%**

Under the **new reporting format**, the department is under-represented in the occupational categories

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>	<b>33%</b>					<b>15%</b>
• <b>Professionals</b>		<b>21%</b>	<b>27%</b>			
• <b>Technicians</b>		<b>24%</b>	<b>26%</b>			
• <b>Administrative Support</b>	<b>13%</b>					

**CLERK- RECORDER- ELECTIONS DEPARTMENT  
2015 OUTREACH AND RECRUITMENT DATA  
62 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>31</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>32</sup>	X <sup>33</sup>	X	53	47	X	526,145
County Workforce	X	8,470	31	69	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>22</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	4	X	25	75	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>33</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	3	X	67	33	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>21</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	4	X	75	25	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>24</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	51	X	25	75	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>13</b>	<b>X</b>	<b>X</b>	<b>X</b>

- **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 such as Department Head;
- **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 such as HR professionals, accountants, and attorneys;
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>31</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>32</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>33</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**CLERK RECORDER – ELECTIONS DEPARTMENT  
2015 OUTREACH AND RECRUITMENT DATA  
61 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>34</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	53	11	24	12	X	X
<i>Underrepresentation</i>	X	X	X	X	4	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	4	75	0	25	0	X	X
<i>Underrepresentation</i>	X	X	X	X	15	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	3	33	33	0	34	X	X
<i>Underrepresentation</i>	X	27	X	9	X	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	4	25	25	25	25	X	X
<i>Underrepresentation</i>	X	26	X	X	3	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	51	55	10	25	10	X	X
<i>Underrepresentation</i>	X	X	0	X	5	X	X

- **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 such as Department Head;
- **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 such as HR professionals, accountants, and attorneys;
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>34</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
CLERK-RECORDER-ELECTIONS DEPARTMENT  
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 underrepresentation 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 conduct 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 list serves.	Internet/Computer	Register recruitments with websites such as CountyNews.com, ElecNet, and RecNet.

**Contact:** Debi Cooper -Deputy County Clerk-Recorder  
[debi.cooper@cr.cccounty.us](mailto:debi.cooper@cr.cccounty.us)



**COUNTY ADMINISTRATOR'S OFFICE**

Under the **old reporting format**, the County Administrator's Office was under-represented in the following areas:

- **Males at 12%**
- **Hispanics at 12%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>	<b>16%</b>					
• <b>Professionals</b>	<b>27%</b>					
• <b>Technicians</b>		<b>20%</b>				
• <b>Administrative Support</b>	<b>34%</b>				<b>15%</b>	
• <b>Skilled Craft</b>					<b>35%</b>	



**COUNTY ADMINISTRATOR'S OFFICE**  
**2015 OUTREACH AND RECRUITMENT DATA**  
**120 EMPLOYEES**  
**GENDER**

Demographics By Gender	Total Department Workforce <sup>35</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>36</sup>	X <sup>37</sup>	X	53	47	X	526,145
County Workforce	X	8,470	41	59	X	X
Underrepresentation	X	X	12	X	X	X
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	19	X	42	58	X	X
Underrepresentation	X	X	16	X	X	X
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	27	X	19	81	X	X
Underrepresentation	X	X	27	X	X	X
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	48	X	71	29	X	X
Underrepresentation	X	X	X	20	X	X
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	25	X	4	96	X	X
Underrepresentation	X	X	34	X	X	X
<b>Skilled Craft</b>						
Working-Age Population	X	X	95	5	41,025	X
Protective Services	1	X	100	0	X	X
Underrepresentation	X	X	X	5	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Craft:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.

<sup>35</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>36</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>37</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**COUNTY ADMINISTRATOR'S OFFICE  
2015 OUTREACH AND RECRUITMENT DATA  
120 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>38</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	55	13	10	22	X	X
Underrepresentation	X	X	X	12	X	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	19	63	11	16	10	X	X
Underrepresentation	X	3	X	X	5	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	27	63	7	11	19	X	X
Underrepresentation	X	X	0	X	2	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	48	42	19	10	29	X	X
Underrepresentation	X	9	X	0	X	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	25	64	12	4	20	X	X
Underrepresentation	X	X	X	15	X	X	X
<b>Skilled Craft</b>							
Working-Age Population	X	49	6	35	8	41,025	X
Protective Services (Non-Sworn)	1	100	0	0	0	X	X
Underrepresentation	X	X	6	35	8	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Craft:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.

<sup>38</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**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 underrepresentation data, the County Administrator's Office's (CAO) statistical data for male and Hispanic underrepresentation within our workforce is 12% for each category. This workforce underrepresentation data includes data for the following departments within the County Administrator's agency: Clerk of the Board; CCTV; Department of Information Technology, including the Telecommunications division; Law and Justice Systems; and the administrative office of the County Administrator, including the Labor Relations unit.
- Objective:** Increase the applicant flow of 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 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 underrepresentation data categories. Therefore, we expect next year's data to demonstrate improvement in our underrepresentation 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
<p>Conduct outreach with community based organizations to seek potential male and Hispanic candidates.</p>	<p>Personal/Computer Contact</p>	<p>Reach out to community based organizations that serve diverse populations, including males and Hispanics:</p> <ul style="list-style-type: none"> <li>• Latina Center</li> <li>• <a href="http://www.hirelatinos.org">www.hirelatinos.org</a></li> <li>• <a href="http://www.lulac.org">www.lulac.org</a>,</li> <li>• Men and Women of Purpose</li> <li>• Lao Family Community Development.</li> <li>• Monument Community Partnership</li> <li>• Hispanic Chamber of Commerce</li> <li>• Goodwill of the Eastbay</li> <li>• LatPro</li> </ul> <p>Post job announcements with these partner agencies when positions are being recruited.</p>
<p>Conduct nationwide outreach, as appropriate</p>	<p>Contractor/Internet/Computer</p>	<p>Utilize authorized contractors that can facilitate nationwide recruitment efforts to males and Hispanics, as well as, support the department's selection efforts. They are listed below:</p> <ul style="list-style-type: none"> <li>• Teri Black and Company</li> <li>• Bob Murray &amp; Associates</li> <li>• Alliance</li> </ul>
<p>Partner with Human Resources Department to strengthen recruitments with Alumni Associations and associations geared towards helping males and Hispanics find employment.</p>	<p>Personal/Computer Contact</p>	<p>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.</p>

Partner with local CBOs and e-mail department vacancies to them as they occur.	Electronic	<ul style="list-style-type: none"><li>• Monument Community Partnership</li><li>• Hispanic Chamber of Commerce</li><li>• Goodwill</li></ul>
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**Contact:** Enid Mendoza - Senior Management Analyst  
[enid.mendoza@cao.cccounty.us](mailto:enid.mendoza@cao.cccounty.us)

**OFFICE OF THE COUNTY COUNSEL**

Under the **old reporting format**, the Office of the County Counsel was under-represented in the following areas:

- **Males at 20%**
- **Hispanics at 20%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>	<b>25%</b>				<b>10%</b>	<b>15%</b>
• <b>Professionals</b>	<b>14%</b>					
• <b>Administrative Support</b>					<b>11%</b>	



OFFICE OF THE COUNTY COUNSEL  
 2015 OUTREACH AND RECRUITMENT DATA  
 46 EMPLOYEES

**GENDER**

Demographics By Gender	Total Department Workforce <sup>39</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>40</sup>	X <sup>41</sup>	X	53	47	X	526,145
County Workforce	X	8,470	33	67	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>20</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	6	X	33	67	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>25</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	28	X	32	68	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>14</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	12	X	32	68	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>6</b>	<b>X</b>	<b>X</b>	<b>X</b>

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>39</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>40</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>41</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**OFFICE OF THE COUNTY COUNSEL  
2015 OUTREACH AND RECRUITMENT DATA  
46 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>42</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	70	15	2	13	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>20</b>	<b>3</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	6	83	17	0	0	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>10</b>	<b>15</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	28	71	11	0	18	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>9</b>	<b>3</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	12	58	25	8	8	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>11</b>	<b>7</b>	<b>X</b>	<b>X</b>

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>42</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



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

- Issue:** The Office of the County Counsel 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 underrepresentation 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](mailto:wanda.mcadoo@cc.cccounty.us)

**Office of the County Counsel  
Recruitment and Outreach 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



**THE DISTRICT ATTORNEY'S OFFICE**

Under the **old reporting format**, the District Attorney's Office was under-represented in the following area:

- **Hispanics at 12%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>					<b>10%</b>	<b>15%</b>
• <b>Professionals</b>						
• <b>Technicians</b>		<b>49%</b>	<b>16%</b>			
• <b>Administrative Support</b>	<b>16%</b>					

**THE DISTRICT ATTORNEY'S OFFICE  
2015 OUTREACH AND RECRUITMENT DATA  
168 EMPLOYEES  
RACE**

Demographics By Gender	Total Department Workforce <sup>43</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>44</sup>	X <sup>45</sup>	X	53	47	X	526,145
County Workforce	X	8,470	49	51	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>4</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	11	X	64	36	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>6</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	90	X	53	47	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>7</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	17	X	100	0	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>49</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	50	X	22	78	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>16</b>	<b>X</b>	<b>X</b>	<b>X</b>

- **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 such as Department Head.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries.

<sup>43</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>44</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>45</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**THE DISTRICT ATTORNEY'S OFFICE  
2015 OUTREACH AND RECRUITMENT DATA  
168 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>46</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	65	10	10	15	X	X
Underrepresentation	X	X	X	12	1	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	11	100	0	0	0	X	X
Underrepresentation	X	X	7	10	15	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	90	76	5	4	15	X	X
Underrepresentation	X	X	2	5	6	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	17	35	12	29	24	X	X
Underrepresentation	X	16	X	X	4	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	50	50	18	16	16	X	X
Underrepresentation	X	3	X	3	X	X	X

- **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 such as Department Head.
- **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 such as HR professionals, accountants, and attorneys.
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- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries.

<sup>46</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
THE DISTRICT ATTORNEY'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 December 31, 2015, the District Attorney's (DA's) Office statistical data for Hispanic underrepresentation 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 DA's Office.
- Message:** The DA's Office will conduct strategic and targeted outreach efforts to community/faith based organizations and online websites that serve 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 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	<p>Recruiting committee will actively seek opportunities to speak to law school clubs and organizations whose members consist of individuals from diverse backgrounds to discuss a career path. Examples of groups the committee has reached out to include:</p> <ul style="list-style-type: none"> <li>• Armenian Law Student Association</li> <li>• Vietnamese American Law Society</li> <li>• Pilipino American Law Society</li> <li>• La Raza Law Students Association</li> <li>• Korean American Law Student Association</li> <li>• Black Law Students Associations</li> <li>• Asian Pacific American Law Student Association</li> </ul>
Post job vacancies on websites and in publications geared toward Hispanics.	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	<p>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:</p> <ul style="list-style-type: none"> <li>• Asian Pacific Bar Association – Silicon Valley</li> <li>• Asian American Bar Association</li> <li>• Charles Houston Bar Association</li> <li>• Bay Area Black Prosecutors Association</li> <li>• San Francisco La Raza Lawyers</li> <li>• Asian American Prosecutors Association</li> <li>• Filipino Bar Association of Northern California</li> <li>• Black Women Lawyers Association of Northern California</li> <li>• East Bay La Raza Lawyers Association</li> <li>• Korean American Bar Association of Northern California</li> <li>• La Raza Lawyers of Santa Clara County</li> <li>• South Asian Bar Association of Northern California</li> </ul>



		<ul style="list-style-type: none"> <li>• Vietnamese American Bar Association of Northern California</li> </ul>
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.

Contact: Cherie Mathisen - Equal Employment Opportunity Coordinator  
[cmathisen@contracostada.org](mailto:cmathisen@contracostada.org)

**FIRE PROTECTION DISTRICT**

Under the **old reporting format**, the Fire Protection District was under-represented in the following areas:

- **Females at 33%**
- **Hispanics at 10%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>						<b>15%</b>
• <b>Professionals</b>		<b>51%</b>				<b>16%</b>
• <b>Technicians</b>		<b>22%</b>				
• <b>Protective Services (Sworn)</b>		<b>12%</b>		<b>10%</b>		
• <b>Protective Services (Non-Sworn)</b>	<b>21%</b>				<b>22%</b>	
• <b>Administrative Support</b>	<b>14%</b>					<b>11%</b>
• <b>Service Maintenance</b>		<b>42%</b>			<b>42%</b>	

**FIRE PROTECTION DISTRICT  
2015 OUTREACH AND RECRUITMENT DATA  
299 EMPLOYEES**

**RACE**

Demographics By Gender	Total Department Workforce <sup>46</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>47</sup>	X <sup>48</sup>	X	53	47	X	526,145
County Workforce	X	8,470	86	14	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>33</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	8	X	62	38	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>4</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	92	X	97	3	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>51</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	22	X	73	27	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>22</b>	<b>X</b>	<b>X</b>
<b>Protective Services (Sworn)</b>						
Working-Age Population	X	X	82	18	9,480	X
Protective Services (Sworn)	145	X	94	6	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>12</b>	<b>X</b>	<b>X</b>
<b>Protective Services (Non-Sworn)</b>						
Working-Age Population	X	X	54	46	810	X
Protective Services (Non-Sworn)	3	X	33	67	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>21</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	25	X	24	76	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>14</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Service Maintenance</b>						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	4	X	100	0	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>42</b>	<b>X</b>	<b>X</b>

- **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 such as Department Head.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** 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.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public which include maintenance workers and custodians.

<sup>46</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>47</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>48</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**FIRE PROTECTION DISTRICT  
2015 OUTREACH AND RECRUITMENT DATA  
299 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>49</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	69	8	12	11	X	X
Underrepresentation	X	X	1	10	5	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	8	75	12	13	0	X	X
Underrepresentation	X	X	X	X	15	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	92	70	12	13	5	X	X
Underrepresentation	X	X	X	X	16	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	22	68	0	9	23	X	X
Underrepresentation	X	X	7	1	5	X	X
<b>Protective Services –Sworn</b>							
Working-Age Population	X	53	15	15	13	9,480	X
Protective Services Sworn	145	69	5	12	14	X	X
Underrepresentation	X	X	10	3	X	X	X
<b>Protective Services -Non-Sworn</b>							
Working-Age Population	X	65	1	22	8	810	X
Protective Service Non-Sworn	3	67	33	0	0	X	X
Underrepresentation	X	X	X	22	8	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	25	72	8	16	4	X	X
Underrepresentation	X	X	2	3	11	X	X
<b>Service Maintenance</b>							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	4	50	25	0	25	X	X
Underrepresentation	X	X	X	42	X	X	X

- **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 such as Department Head.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** 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.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public which include maintenance workers and custodians.

<sup>49</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.





**CONTRA COSTA COUNTY  
FIRE PROTECTION DISTRICTS  
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 <a href="http://womenforhire.com">womenforhire.com</a> and <a href="http://careerwomen.com">careerwomen.com</a>

**Contact:** Denise Cannon -HR Administrator, CCC Fire Protection District

[dcann@cccfd.org](mailto:dcann@cccfd.org)



## HEALTH SERVICES DEPARTMENT

Under the **old reporting format**, the Health Services Department was under-represented in the following areas:

- **Males at 30%**
- **Whites at 13%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>	<b>43%</b>		<b>15%</b>			
• <b>Professionals</b>	<b>23%</b>		<b>15%</b>			
• <b>Technicians</b>	<b>25%</b>		<b>25%</b>			
• <b>Administrative Support</b>	<b>24%</b>		<b>20%</b>			
• <b>Service Maintenance</b>					<b>16%</b>	
• <b>Protective Services (Non-Sworn)</b>			<b>15%</b>			

**DEPARTMENT OF HEALTH SERVICES  
2015 OUTREACH AND RECRUITMENT DATA  
3335 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>52</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>53</sup>	X <sup>54</sup>	X	53	47	X	526,145
County Workforce	X	8,470	23	77	X	X
Underrepresentation	X	X	30	X	X	X
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	78	X	15	85	X	X
Underrepresentation	X	X	43	X	X	X
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	1679	X	24	76	X	X
Underrepresentation	X	X	22	X	X	X
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	660	X	26	74	X	X
Underrepresentation	X	X	25	X	X	X
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	796	X	14	86	X	X
Underrepresentation	X	X	24	X	X	X
<b>Service Maintenance</b>						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	118	X	55	45	X	X
Underrepresentation	X	X	3	X	X	X
<b>Protective Services (Non-Sworn)</b>						
Working-Age Population	X	X	54	46	810	X
Service Maintenance	4	X	50	50	X	X
Underrepresentation	X	X	4	X	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Non-Sworn):** Occupations that perform support work in law enforcement work such as animal control officers.

<sup>52</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>53</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>54</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**DEPARTMENT OF HEALTH SERVICES  
2015 OUTREACH AND RECRUITMENT DATA  
3335 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>55</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	38	17	19	26	X	X
Underrepresentation	X	13	X	3	X	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	78	51	17	9	23	X	X
Underrepresentation	X	15	X	1	X	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	1679	45	13	12	30	X	X
Underrepresentation	X	15	X	X	X	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	660	26	23	20	31	X	X
Underrepresentation	X	25	X	X	X	X	X
<b>Administrative Services</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	796	33	19	35	13	X	X
Underrepresentation	X	20	X	X	2	X	X
<b>Service Maintenance</b>							
Working-Age Population	X	33	10	42	13	122,7730	X
Service Maintenance	118	29	22	26	23	X	X
Underrepresentation	X	4	X	16	X	X	X
<b>Protective Services (Non-Sworn)</b>							
Working-Age Population	X	65	1	22	8	810	X
Service Maintenance	4	50	0	25	25	X	X
Underrepresentation	X	15	1	X	X	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.
- **Protective Service Workers (Non-Sworn):** 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.

<sup>55</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



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

**Issues:** As of December 31, 2015, the Health Services Department's (HSD) statistical data showed underrepresentation of 30% for Males and 13% for Whites within our workforce. HSD has eight divisions providing health care and emergency response services to the residents of Contra Costa County. The majority of our professional classifications are predominantly held by women. The United States Department of Labor stated that there is a disproportionate representation of women in certain professions such as Registered Nurse, Social Worker, Medical and Health Services Manager, Counselor, and Human Resources Manager.

The Department conducts its own recruitment and strives to reach a diverse applicant pool by utilizing the County's outreach mailing list consistently in addition to posting our job announcements online to popular websites such as Craigslist, Indeed and Monster.

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

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

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



## Message Distribution

STRATEGY	ELEMENT	TASKS
Utilize the County's community/faith based organization list	Print Media/Internet	Send job announcements thru General Services to ALL community/faith based organizations
Expand outreach to focused websites and organizations	Internet/Electronic	Work with SPIN Recruitment Agency to identify websites and organizations geared toward Males and Whites and post job announcements online
Expand outreach to publications	Print/Publication	Work with SPIN Recruitment Agency to identify publications geared toward Males and Whites and post job announcements
Attend local job and career fairs.	Personal Contact	Attend job fairs to distribute information on the department's vacancies and reach out to candidates in person
Expand outreach to colleges and universities	Internet/Computer/Personal Contact	Work with Division Managers who have affiliations with local colleges/universities such as UC Davis, UC Berkeley, UCSF, Holy Names, Mills, Kaiser Allied Health, etc...
Expand outreach to professional organizations	Internet/Computer/Personal Contact	Work closely with Division Managers who have affiliations with professional organizations and send job announcements electronically

Contact: Jo-Anne Linares - Administrator

[Jo-Anne.Linares@hsd.cccounty.us](mailto:Jo-Anne.Linares@hsd.cccounty.us)

## HUMAN RESOURCES DEPARTMENT

Under the old reporting format, the Human Resources Department was under-represented in the following areas:

- Males at 27%
- Whites at 17%

Under the new reporting format, the department is under-represented in the occupational categories listed below.

	Males	Females	Whites	Blacks	Hispanics	Asians
• Officials and Administrators	38%					15%
• Professionals	37%		23%			
• Technicians		16%	34%			
• Administrative Support	13%		22%			



**HUMAN RESOURCES DEPARTMENT  
2015 OUTREACH AND RECRUITMENT DATA  
38 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>56</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>57</sup>	X <sup>58</sup>	X	53	47	X	526,145
County Workforce	X	8,470	26	74	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>27</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	5	X	20	80	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>38</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	106,045	X
Professionals	11	X	9	91	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>37</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	6	X	67	33	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>16</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	16	X	25	75	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>13</b>	<b>X</b>	<b>X</b>	<b>X</b>

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>56</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>57</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>58</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**HUMAN RESOURCES DEPARTMENT  
2015 OUTREACH AND RECRUITMENT DATA  
38 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>59</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	34	26	19	21	X	X
Underrepresentation	X	17	X	3	X	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	5	60	20	20	0	X	X
Underrepresentation	X	6	X	X	15	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	106,045	X
Professionals	11	37	27	18	18	X	X
Underrepresentation	X	23	X	X	3	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	27	13,265	X
Technicians	6	17	33	17	33	X	X
Underrepresentation	X	34	X	X	X	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	16	31	25	19	25	X	X
Underrepresentation	X	22	X	0	X	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>59</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
HUMAN RESOURCES DEPARTMENT  
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 underrepresentation is 27% and Caucasian underrepresentation is 13% within our workforce.
- Objective:** Increase outreach to male and Caucasian candidates of 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.

**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, hpa.com; the National Association of Asian American Professionals, naaapsf.org.

**Contact:** Nancy Zandonella -Human Resources Department

[Nancy.zandonella@hr.cccounty.us](mailto:Nancy.zandonella@hr.cccounty.us)

**CONTRA COSTA COUNTY LIBRARY**

Under the **old reporting format**, the Library was under-represented in the following area:

- **Males at 35%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>	<b>58%</b>					<b>15%</b>
• <b>Professionals</b>	<b>37%</b>					<b>12%</b>
• <b>Technicians</b>	<b>23%</b>					<b>16%</b>
• <b>Administrative Support</b>	<b>23%</b>					



**CONTRA COSTA COUNTY LIBRARY  
2015 OUTREACH AND RECRUITMENT DATA  
241 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>60</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>61</sup>	X <sup>62</sup>	X	53	47	X	526,145
County Workforce	X	8,470	18	82	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>35</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	3	X	0	100	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>58</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	69	X	9	91	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>37</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	97	X	28	72	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>23</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	72	X	15	85	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>23</b>	<b>X</b>	<b>X</b>	<b>X</b>

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>60</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>61</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>62</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.



**CONTRA COSTA COUNTY LIBRARY  
2015 OUTREACH AND RECRUITMENT DATA  
241 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>63</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	71	5	13	11	X	X
Underrepresentation	X	X	4	9	5	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	3	67	0	33	0	X	X
Underrepresentation	X	X	7	X	15	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	69	84	0	7	9	X	X
Underrepresentation	X	X	7	2	12	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	97	68	5	15	12	X	X
Underrepresentation	X	X	2	X	16	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	72	61	11	18	10	X	X
Underrepresentation	X	X	X	1	5	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>63</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**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 underrepresentation data report, males are under-represented 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](mailto:bkilian@ccclib.org)

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

American Library Association JobMart

Asian Pacific American Libraries Association (APALA)

Baynet mailing list

Black Caucus of the American Library Association, Inc. (SCALA)

California City News

California Library Association JobMart

California Information Exchange (CALIX) listserv

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

**OFFICE OF THE PUBLIC DEFENDER**

Under the **old reporting format**, the Office of the Public Defender was under-represented in the following area:

- **Males at 20%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>	<b>58%</b>				<b>10%</b>	<b>15%</b>
• <b>Professionals</b>						<b>11%</b>
• <b>Technicians</b>						<b>19%</b>
• <b>Administrative Support</b>	<b>30%</b>		<b>29%</b>			<b>11%</b>

**OFFICE OF THE PUBLIC DEFENDER  
2015 OUTREACH AND RECRUITMENT PLANS  
107 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>64</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>65</sup>	X <sup>66</sup>	X	53	47	X	526,145
County Workforce	X	8,470	33	67	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>20</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	3	X	0	100	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>58</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	106,045	X
Professionals	67	X	40	60	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>6</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	12	X	50	50	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>1</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	25	X	8	92	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>30</b>	<b>X</b>	<b>X</b>	<b>X</b>

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>64</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>65</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>66</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.



**OFFICE OF THE PUBLIC DEFENDER  
2015 OUTREACH AND RECRUITMENT PLANS  
107 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>67</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	57	15	19	9	X	X
Underrepresentation	X	X	X	3	7	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	3	67	33	0	0	X	X
Underrepresentation	X	X	X	10	15	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	106,045	X
Professionals	67	70	9	9	10	X	X
Underrepresentation	X	X	X	0	11	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	27	13,265	X
Technicians	12	50	25	17	8	X	X
Underrepresentation	X	1	X	X	19	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	25	24	24	48	4	X	X
Underrepresentation	X	29	X	X	11	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>67</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**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% underrepresentation 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 underrepresentation 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
<p>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</p>	<p>Publication Print Media</p>	<p>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</p>
<p>Attend local job and diversity fairs to explain department goals to attain diversity and gender-balance in the workforce</p>	<p>Personal Contact</p>	<p>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.</p>
<p>Email job vacancies to local colleges, universities and law schools to reach a greater applicant pool</p>	<p>Electronic</p>	<p>Send job announcements of vacancies via email including the department goals of attracting a workforce that is diverse and gender-balanced.</p>

**Contact:** Donna Broussard – Administrative Services Officer  
[donna.broussard@pd.cccounty.us](mailto:donna.broussard@pd.cccounty.us)

**PUBLIC WORKS DEPARTMENT**

Under the **old reporting format**, the Public Works Department was under-represented in the following area:

- **Females at 20%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>		<b>18%</b>				
• <b>Professionals</b>						
• <b>Technicians</b>		<b>22%</b>				
• <b>Administrative Support</b>				<b>10%</b>		
• <b>Skilled Craft</b>					<b>14%</b>	
• <b>Service Maintenance</b>		<b>31%</b>				

**PUBLIC WORKS DEPARTMENT  
2015 OUTREACH AND RECRUITMENT DATA  
414 EMPLOYEES**

**GENDER**

Demographics By Gender	Total Department Workforce <sup>68</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>69</sup>	X <sup>70</sup>	X	53	47	X	526,145
County Workforce	X	8,470	73	27	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>20</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	17	X	76	24	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>18</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	106,045	X
Professionals	85	X	49	51	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>3</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	55	X	73	27	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>22</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	49	X	29	71	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>9</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Skilled Craft</b>						
Working-Age Population	X	X	95	5	41,025	X
Skilled Craft	71	X	100	0	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>5</b>	<b>X</b>	<b>X</b>
<b>Service Maintenance</b>						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	137	X	89	11	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>31</b>	<b>X</b>	<b>X</b>

- **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 such as Department Head.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians

<sup>68</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>69</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>70</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.



**PUBLIC WORKS DEPARTMENT  
2015 OUTREACH AND RECRUITMENT DATA  
414 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>71</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	56	9	20	15	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	X	65	6	12	17	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>1</b>	<b>1</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	106,045	X
Professionals	85	65	5	12	18	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>2</b>	<b>X</b>	<b>3</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>							
Working-Age Population	X	51	7	10	27	13,265	X
Technicians	X	67	4	5	24	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>X</b>	<b>X</b>
<b>Administrative Services</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	49	61	0	15	24	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>10</b>	<b>4</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Skilled Craft</b>							
Working-Age Population	X	49	6	35	7	X	X
Skilled Craft	137	63	5	21	11	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>1</b>	<b>14</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Service Maintenance</b>							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	71	40	20	33	7	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>9</b>	<b>6</b>	<b>X</b>	<b>X</b>

- **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 such as Department Head.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
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- **Service-Maintenance:** Occupations in which workers perform duties that result in on contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

<sup>71</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**CONTRA COSTA COUNTY  
PUBLIC WORKS DEPARTMENT  
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 females is 20%.
- Objective:** Increase the visibility of females 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 trade 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 underrepresentation 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 3<sup>rd</sup> 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 <a href="http://tradeswomen.com">tradeswomen.com</a> and <a href="http://womenforhire.com">womenforhire.com</a> .
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 opportunities	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. Contra Costa Community Colleges, DeVry, Universal Technical Institute, IBT Tech)
Ensure that oral board and interview panels reflect the diversity of the applicant	Personal contact	When contacting potential oral board raters and identifying interview panels, ensure there is appropriate diversity

pool		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	<p>Continue to advertise summer student worker program and identify female students who are interested in engineering occupations, or are currently engineering students.</p> <p>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.</p> <p>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.</p>
Partner with the Workforce Development Board to assist us in identifying women candidates for trade 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.

**Contact:** Kelli Zenn – Administrative Services Officer

[kelli.zenn@pw.cccounty.us](mailto:kelli.zenn@pw.cccounty.us)

**OFFICE OF THE SHERIFF**

Under the **old reporting format**, the Office of the Sheriff was under-represented in the following area:

- **Females at 15%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>					<b>10%</b>	<b>15%</b>
• <b>Professionals</b>		<b>16%</b>				<b>13%</b>
• <b>Technicians</b>		<b>27%</b>				<b>17%</b>
• <b>Administrative Support</b>	<b>20%</b>					
• <b>Service Maintenance</b>		<b>19%</b>	<b>15%</b>			
• <b>Protective Services (Non-Sworn)</b>		<b>22%</b>				



**OFFICE OF THE SHERIFF  
2015 OUTREACH AND RECRUITMENT DATA  
994 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>72</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>73</sup>	X <sup>74</sup>	X	53	47	X	526,145
County Workforce	X	8,470	68	32	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>15</b>	<b>X</b>	<b>X</b>
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	8	X	62	38	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>4</b>	<b>X</b>	<b>X</b>
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	69	X	62	38	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>16</b>	<b>X</b>	<b>X</b>
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	111	X	78	22	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>27</b>	<b>X</b>	<b>X</b>
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	195	X	18	82	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>20</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Service Maintenance</b>						
Working-Age Population	X	X	58	42	122,730	X
Service Maintenance	34	X	77	23	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>19</b>	<b>X</b>	<b>X</b>
<b>Protective Services (Sworn)</b>						
Working-Age Population	X	X	82	18	9,480	X
Protective Services (Sworn)	488	X	84	16	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>2</b>	<b>X</b>	<b>X</b>
<b>Protective Services (Non-Sworn)</b>						
Working-Age Population	X	X	54	46	810	X
Protective Services (Non-Sworn)	89	X	76	24	X	X
<b>Underrepresentation</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>22</b>	<b>X</b>	<b>X</b>

\*See next page for job category information.

<sup>72</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>73</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>74</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.



- **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 such as Department Heads.
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- **Protective Service Workers (Sworn)**: Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn)**: 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.
- **Administrative Support**: Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.
- **Skilled Crafts**: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance**: Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.

**OFFICE OF THE SHERIFF  
2015 OUTREACH AND RECRUITMENT DATA  
994 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>75</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	65	9	15	11	X	X
Underrepresentation	X	X	0	7	5	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	8	100	0	0	0	X	X
Underrepresentation	X	X	7	10	15	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	69	83	3	6	8	X	X
Underrepresentation	X	X	4	3	13	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	111	68	6	15	11	X	X
Underrepresentation	X	X	1	X	17	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	195	55	18	14	13	X	X
Underrepresentation	X	X	X	5	2	X	X
<b>Service Maintenance</b>							
Working-Age Population	X	33	10	42	13	122,730	X
Service Maintenance	34	18	6	44	32	X	X
Underrepresentation	X	15	4	X	X	X	X
<b>Protective Services (Sworn)</b>							
Working-Age Population	X	53	15	15	13	9,480	X
Protective Services (Sworn)	488	70	8	15	7	X	X
Underrepresentation	X	X	7	0	6	X	X
<b>Protective Services (Non-Sworn)</b>							
Working-Age Population	X	65	1	22	8	810	X
Protective Services (Non-Sworn)	89	62	11	16	11	X	X
Underrepresentation	X	3	X	6	X	X	X

\*See next page for job category information

<sup>75</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.

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- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** 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.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks;
- **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved such as electricians and tree trimmers.
- **Service-Maintenance:** Occupations in which workers perform duties that result in or contribute to the comfort, convenience, hygiene or safety of the general public such as maintenance workers and custodians.



**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 underrepresentation 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
<p>Create brochures, flyers, posters and billboards that demonstrate the diverse workforce of the Office of the Sheriff.</p>	<p>Publication Print Media Websites</p>	<p>Distribute brochures throughout local and statewide colleges, universities, military bases and East Bay Works. Place advertisements on the SO Law Enforcement Training Center Website, Facebook, Twitter, Claycord.com, and Deputy Sheriff Association Websites. Place recruitment billboards throughout Northern California.</p>
<p>Attend job fairs and career days that serve a large female population</p>	<p>Personal Contact</p>	<p>Set up class presentations, working job fairs, and workshops at female-dominated high school, colleges, and universities.</p>
<p>Increase exposure in the local communities served by participating in local and community events.</p>	<p>Personal Contact</p>	<p>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.</p>

Contact: Mary Jane Robb - Sheriff’s Chief of Management Services

[mrobb@so.cccounty.us](mailto:mrobb@so.cccounty.us)

**OFFICE OF THE TREASURER/TAX COLLECTOR**

Under the **old reporting format**, the Treasurer/Tax Collector was under-represented in the following areas:

- **Males at 23%**
- **Whites at 21%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>			<b>16%</b>		<b>10%</b>	
• <b>Professionals</b>	<b>26%</b>		<b>20%</b>			
• <b>Technicians</b>	<b>51%</b>		<b>51%</b>		<b>10%</b>	<b>28%</b>
• <b>Administrative Support</b>			<b>30%</b>			



**OFFICE OF THE TREASURER/TAX COLLECTOR  
2015 OUTREACH AND RECRUITMENT DATA  
27 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>76</sup>	Total County Workforce	Male (%)	Female (%)	Working Age Population by Job Category	Working Age Population
Working-Age Population <sup>77</sup>	X <sup>78</sup>	X	53	47	X	526,145
County Workforce	X	8,470	30	70	X	X
Underrepresentation	X	X	23	X	X	X
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	4	X	50	50	X	X
Underrepresentation	X	X	8	X	X	X
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	5	X	20	80	X	X
Underrepresentation	X	X	26	X	X	X
<b>Technicians</b>						
Working-Age Population	X	X	51	49	13,265	X
Technicians	1	X	0	100	X	X
Underrepresentation	X	X	51	X	X	X
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	17	X	29	71	X	X
Underrepresentation	X	X	9	X	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
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- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
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<sup>76</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>77</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>78</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.

**OFFICE OF THE TREASURER/TAX COLLECTOR  
2015 OUTREACH AND RECRUITMENT DATA  
27 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>79</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	30	26	15	29	X	X
Underrepresentation	X	21	X	7	X	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	4	50	0	0	50	X	X
Underrepresentation	X	16	7	10	X	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	5	40	0	20	40	X	X
Underrepresentation	X	20	7	X	X	X	X
<b>Technicians</b>							
Working-Age Population	X	51	7	10	28	13,265	X
Technicians	1	0	100	0	0	X	X
Underrepresentation	X	51	X	10	28	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	17	23	35	18	24	X	X
Underrepresentation	X	30	X	1	X	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Protective Service Workers (Sworn):** Occupations in which workers are entrusted with public safety, security and protection from destructive forces.
- **Protective Service Workers (Non-Sworn):** 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.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>79</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



**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 the Treasurer – Tax Collector statistical data for male underrepresentation within our workforce is 23% and the Caucasian underrepresentation 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 males 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 - Accountant  
[danielle.goodbar@tax.cccounty.us](mailto:danielle.goodbar@tax.cccounty.us)

## VETERANS SERVICE OFFICE

Under the **old reporting format**, the Veterans Service Office was under-represented in the following area:

- **Asians at 16%**

Under the **new reporting format**, the department is under-represented in the occupational categories listed below.

	<b>Males</b>	<b>Females</b>	<b>Whites</b>	<b>Blacks</b>	<b>Hispanics</b>	<b>Asians</b>
• <b>Officials and Administrators</b>		<b>42%</b>			<b>10%</b>	<b>15%</b>
• <b>Professionals</b>		<b>14%</b>				<b>21%</b>
• <b>Administrative Support</b>		<b>12%</b>			<b>19%</b>	<b>15%</b>

**VETERANS SERVICE OFFICE  
2015 OUTREACH AND RECRUITMENT DATA  
8 EMPLOYEES  
GENDER**

Demographics By Gender	Total Department Workforce <sup>80</sup>	Total County Workforce	Male (%)	Female (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population <sup>81</sup>	X <sup>82</sup>	X	53	47	X	526,145
County Workforce	X	8,470	62	38	X	X
Underrepresentation	X	X	X	9	X	X
<b>Officials and Administrators</b>						
Working-Age Population	X	X	58	42	82,930	X
Officials and Administrators	1	X	100	0	X	X
Underrepresentation	X	X	X	42	X	X
<b>Professionals</b>						
Working-Age Population	X	X	46	54	108,045	X
Professionals	5	X	60	40	X	X
Underrepresentation	X	X	X	14	X	X
<b>Administrative Support</b>						
Working-Age Population	X	X	38	62	141,985	X
Administrative Support	2	X	50	50	X	X
Underrepresentation	X	X	X	12	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
- **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. They include jobs such as laboratory analysts and civil engineering assistants.
- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>80</sup> The total number of people who had worked for the County at least one day during the 2015 calendar year.

<sup>81</sup> The County's population which is 16 years old or older and prescribed for the measurement of economic characteristics, such as active population, labor force participation rate, unemployment.

<sup>82</sup> X denotes that either there is no information to be entered into the cell or there is no underrepresentation.



**VETERANS SERVICE OFFICE  
2015 OUTREACH AND RECRUITMENT DATA  
8 EMPLOYEES  
RACE AND ETHNICITY**

Demographics by Race and Ethnicity <sup>83</sup>	Total County Workforce	White (%)	Black (%)	Hispanic (%)	Asian (%)	Working-Age Population by Job Category	Working-Age Population
Working-Age Population	X	51	9	22	16	X	526,145
County Workforce	X	75	12	13	0	X	X
<i>Underrepresentation</i>	X	X	X	9	16	X	X
<b>Officials and Administrators</b>							
Working-Age Population	X	66	7	10	15	82,930	X
Officials and Administrators	1	100	0	0	0	X	X
<i>Underrepresentation</i>	X	X	7	10	15	X	X
<b>Professionals</b>							
Working-Age Population	X	60	7	9	21	108,045	X
Professionals	5	80	0	20	0	X	X
<i>Underrepresentation</i>	X	X	7	X	21	X	X
<b>Administrative Support</b>							
Working-Age Population	X	53	10	19	15	141,985	X
Administrative Support	2	50	50	0	0	X	X
<i>Underrepresentation</i>	X	3	X	19	15	X	X

- **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 such as Department Heads.
- **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 such as HR professionals, accountants, and attorneys.
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- **Administrative Support:** Occupations in which workers are responsible for internal and external communications, recording, and retrieval of data and/or information and other paperwork required in an office such as secretaries, administrative office assistants, and police clerks.

<sup>83</sup> The Census Bureau categorizes ethnicity into two categories: Hispanic or Latino OR not Hispanic or Latino. The terms "Hispanic," "Latino," and "Spanish" are used interchangeably. Some respondents identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms "Hispanic," "Latino," or "Spanish" are those who classify themselves in one of the specific Hispanic, Latino, or Spanish categories as Mexican, Puerto Rican, or Cuban. People who do not identify with one of the specific origins listed indicate that they are "another Hispanic, Latino, or Spanish origin" are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic.



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

- Issue:** As of February 8, 2016, the Veterans Service Office's statistical data for Asians underrepresentation is 16%.
- Objective:** Increase the visibility of Asians within the workforce. The department will create and nurture partnerships with Community Based Organizations (CBOs) to ensure that we keep them informed about job vacancies and other resources within the County.
- Message:** The Department will conduct strategic and targeted outreach efforts to Asians in order to create a more diverse applicant pool of qualified candidates to apply for vacant positions.
- Note:** Our Department currently closed a Veterans Service Representative position. This position was extended an additional 2 weeks to ensure that we reached out to a more diverse population. We are limited in our ability to reach specific ethnic populations given the strict education requirements. Once oral boards are completed and our vacant position is filled we will be at our maximum FTE level. We do not anticipate additional positions within the department being available within the next 3 years. However, once positions become available we will utilize the strategies outlined below.
- 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.
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 <a href="http://www.asian-jobs.com">www.asian-jobs.com</a> and <a href="http://www.jobs.asiamedia.com">www.jobs.asiamedia.com</a>

Contact: Susan Ferguson - Equal Employment Opportunity Officer

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