



# Agenda

## HIRING OUTREACH OVERSIGHT COMMITTEE

September 26, 2022  
10:00 A.M.

To slow the spread of COVID-19, in lieu of a public gathering, the meeting will be accessible via Zoom to all members of the public as permitted by Government Code section 54953(e).

Join from PC, Mac, Linux, iOS or Android:

<https://ccccounty-us.zoom.us/j/5330249145?pwd=NEJWVE9XQm9NWFpTN0xrUG53RlFSdz09>

Password: 361102

Or Telephone:

Dial:

USA 214 765 0478

USA 8882780254 (US Toll Free)

Conference code: 492708

Supervisor John Gioia, Chair  
Supervisor Federal D. Glover, Vice Chair

### Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Records of Action for the December 9, 2021, and the March 24, 2022, Hiring Outreach Oversight meetings. *(Antoine Wilson, Staff)*
4. ACCEPT the resignation of Kelli Collins (Labor Trade seat) on the Advisory Council on Equal Employment Opportunity (ACEEO) and DECLARE a vacancy on the ACEEO with the term expiration date of November 30, 2023. DIRECT the Clerk of the Board to post the vacancy as recommended by the ACEEO. *(Antoine Wilson, Staff)*
5. RECEIVE and ACCEPT the 2021 Annual Report of the Advisory Council on EEO. *(Antoine Wilson, Staff)*
6. RECEIVE the updated report for the ACEEO recommendations to the Public Works SBE program. *(Antoine Wilson, Staff)*
7. RECEIVE and ACCEPT the County's most recent EEO Plan. *(Antoine Wilson, Staff)*
8. The next meeting is currently scheduled for December 5, 2022, at 10:30 a.m.
9. Adjourn

---

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

---

*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Hiring Outreach Oversight Committee less than 96 hours prior to that meeting are available for public inspection at 2530 Arnold Drive, Suite 140, Martinez CA, during normal business hours.*

---

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

---

For Additional Information Contact:

Antoine J. Wilson  
Equal Employment Opportunity Officer  
Phone (925) 335-1455, Fax (925) 335-1799  
antoine.wilson@riskm.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

3.

**Meeting Date:** 09/26/2022  
**Subject:** Record of Actions  
**Submitted For:** Karen Caoile, Director of Risk Management  
**Department:** Risk Management  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:**

---

#### **Referral History:**

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

#### **Referral Update:**

Attached are the Records of Action for the April 11, 2022 IOC meeting.

#### **Recommendation(s)/Next Step(s):**

RECEIVE and APPROVE the Records of Action for the December 9, 2021, and the March 24, 2022, H2O meetings.

#### **Fiscal Impact (if any):**

None

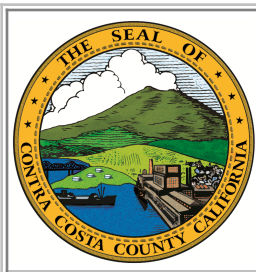
---

#### **Attachments**

December 9, 2021 Minutes

March 24, 2022 Minutes

---



## HIRING OUTREACH OVERSIGHT COMMITTEE

RECORD OF ACTION FOR  
December 9, 2021

Supervisor John Gioia, Chair  
Supervisor Federal D. Glover, Vice Chair

---

Present: Federal D. Glover, Chair  
John Gioia, Vice Chair

Staff Antoine Wilson, EEO Officer  
Present:

Attendees: Gita Bahramipour, Anonymous Caller

1. Introductions

**Chair Glover called the meeting to order at 9:30 a.m. and received introductions from attendees.**

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

**The anonymous caller stated that employees should be qualified to be hired. The caller suggested that the County should train the public on how to understand the hiring practices.**

3. Staff recommends approval of the Record of Action for the September 13, 2021 meeting.

AYE: Chair Federal D. Glover  
Vice Chair John Gioia

4. CONSIDER accepting the annual EEO Outreach and Recruitment Report from the Office of Equal Employment Opportunity.

**The caller suggested that the County should focus on hiring more males.**

AYE: Chair Federal D. Glover  
Vice Chair John Gioia

5. ACCEPT the resignations of George Carter (Veterans Seat), Marilyn Schuyler (Business Seat), and Tracey Walker (Union Seat #1) for the Advisory Council on Equal Employment Opportunity (ACEEO) and DECLARE the vacancies on the Council. DIRECT the Clerk of the Board to post the vacancies as recommended by the ACEEO.

AYE: Chair Federal D. Glover  
Vice Chair John Gioia

6. ACCEPT the 2021 Annual Report from the Advisory Council on Equal Employment Opportunity.

**Gita Bahramipour suggested that the ACEEO conduct outreach to the medical community to fill vacancies.**

AYE: Chair Federal D. Glover  
Vice Chair John Gioia

7. The next meeting has not been scheduled but should occur in early 2022.

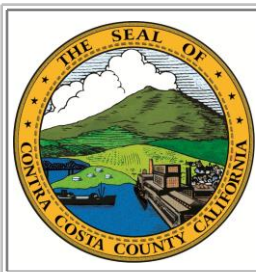
8. Adjourn

**Chair Glover adjourned the meeting at 10:05 a.m.**

---

For Additional Information Contact:

Antoine J. Wilson, Equal Employment Opportunity Officer  
Phone (925) 335-1455, Fax (925) 335-1421  
antoine.wilson@riskm.cccounty.us



# HIRING OUTREACH OVERSIGHT COMMITTEE

RECORD OF ACTION FOR  
March 24, 2022  
**SPECIAL MEETING**

Supervisor John Gioia, Chair  
Supervisor Federal D. Glover, Vice Chair

---

Present: John Gioia, Chair

Federal D. Glover, Vice Chair

Antoine Wilson, Staff

Karen Caoile, Director of Risk Management

Miguel Mauricio, Applicant for the Community Seat #3

Leonard Ramirez, Applicant for the Veterans Seat

Fabiola Quintero, Applicant for the Union Seat

Unidentified Caller

1. Introductions  
**The meeting was called to order at 1:00 p.m.**
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).  
**There was no public comment.**
3. INTERVIEW applicants for the vacant Business, Community, Veterans, and Union seats on the Advisory Council on Equal Employment Opportunity.  
**There were two applicants who applied for the vacant Community Seat #3. Miguel Mauricio was the only candidate who appeared before the committee. Chair Gioia and Vice Chair Glover interviewed him, approved his nomination and instructed staff to forward his application to the BOS for final approval.**
4. INTERVIEW applicants for the vacant Veteran's seat, Leonard Ramirez and Union Seat #1, Fabiola Quintero, for the Advisory Council on EEO and RECOMMEND to the Board of Supervisors for approval. The terms for both seats expire on November 30, 2024. (*Antoine Wilson, Staff/H2O Committee*)  
**Leonard Ramirez and Fabiola Quintero were interviewed by Chair Gioia and Vice Chair Glover. The nominations were approved, and staff was instructed to forward their applications to the BOS for final approval.**
5. The next meeting is currently scheduled for June 6, 2022, at 10:30 a.m.
6. Adjourn

---

For Additional Information Contact:

Antoine J. Wilson, Equal Employment Opportunity Officer  
Phone (925) 335-1455, Fax (925) 335-1421  
antoine.wilson@riskm.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

4.

**Meeting Date:**

09/26/2022

**Subject:**

**Department:**

County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

---

**Referral History:**

The Board makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats:

Type 1: Supervisorial District Appointments Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office. Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board.

Type 2: At Large/Countywide Appointments Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. With the exception of the Planning Commission and the Treasury Oversight Committee, bodies may generally conduct their own interviews of applicants, unless provided direction by a Board Committee. When an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review, along with all applications received for the applicable seat. In all cases, the Board Committee decides which applicants to nominate for full Board action.

**Referral Update:**

For many years, the IOC served as the reviewing committee for ACEEO nominations/resignations; however, the mission of the ACEEO is more consistent with the Board's Hiring Outreach and Oversight Committee, which is now designated as the reviewing committee for ACEEO nominations/resignations to the following seats:

Community 1, 2, 3, & 4  
Education  
Business  
Labor Involved in Training  
Veterans  
Disabled  
Union Seats 1 & 2  
Management Seats 1 & 2

**Recommendation(s)/Next Step(s):**

ACCEPT the resignation of Kelli Collins (Labor Trade seat) on the Advisory Council on Equal Employment Opportunity (ACEEO) and DECLARE a vacancy on the ACEEO with the term expiration date of November 30, 2023.

**Fiscal Impact (if any):**

None

---

---

**Attachments**

ACEEO Roster

---

---



## ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY MEMBERS

### LABOR-TRADE MEMBER SEAT

Kelli Collins  
Appointed: October 20, 2020  
Expires: November 30, 2023

### BUSINESS MEMBER SEAT

**VACANT**  
Appointed:  
Expires: November 30, 2024

### COMMUNITY MEMBER SEAT #1

Allwyn Brown  
Appointed: February 9, 2021  
Expires: November 30, 2023

### EDUCATION MEMBER SEAT

Roosevelt Gipson, Jr  
Appointed: December 1, 2019  
Expires: November 30, 2022

### COMMUNITY MEMBER SEAT #2

Angela Malala  
Appointed: July 28, 2020  
Expires: November 30, 2023

### DISABILITY SEAT

Mark Pighin  
Appointed: December 1, 2019  
Expires: November 30, 2022

### COMMUNITY MEMBER SEAT #3

Eric Maldonado  
Appointed: June 7, 2021  
Expires: November 30, 2022

### UNION MEMBER SEAT #1

Fabiola Quintero  
Appointed: April 12, 2022  
Expires: November 30, 2024

### COMMUNITY MEMBER SEAT #4

Miguel Mauricio  
Appointed: April 12, 2022  
Expires: November 30, 2024

### UNION MEMBER SEAT #2

**VACANT**  
Appointed:  
Expires: November 30, 2022

### MANAGEMENT MEMBER SEAT #1

Lara Delaney  
Appointed: September 13, 2021  
Expires: November 30, 2022

### VETERAN'S SEAT

Leonard Ramirez  
Appointed: April 12, 2022  
Expires: November 30, 2024

### MANAGEMENT MEMBER SEAT #2

Amrita Kaur  
Appointed: September 13, 2021  
Expires: November 30, 2024

### STAFF TO ACEEO

Antoine Wilson  
Equal Employment Opportunity Officer  
2530 Arnold Drive #140  
(925) 335-1455  
[Email Antoine Wilson](mailto:Antoine.Wilson@aceeo.org)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

5.

**Meeting Date:** 09/26/2022  
**Subject:** ACEEO Annual Report  
**Submitted For:** Karen Caoile, Director of Risk Management  
**Department:** Risk Management  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:**

---

#### **Referral History:**

On January 7, 2020, the Board of Supervisors adopted Resolution No. 2020/1 which requires that each advisory board, commission, or committee report annually on its activities, accomplishments, membership attendance, required training/certification, and proposed work plan or objectives for the following year.

#### **Referral Update:**

Attached is the ACEEO 2021 Annual Report.

#### **Recommendation(s)/Next Step(s):**

Receive and accept the 2021 Annual Report of the Advisory Council on EEO.

#### **Fiscal Impact (if any):**

None

---

#### **Attachments**

ACEEO Annual Report

---



## ADVISORY BODY ANNUAL REPORT

Advisory Body Name: Advisory Council on Equal Employment Opportunity

Advisory Body Meeting Time/Location: 4th Friday at 9:30 a.m.

Staff Person (during the reporting period): Antoine Wilson, Piedad Fracasso

Chair (during the reporting period): Angela Malala

Reporting Period: 2021

### I. Activities

(estimated response length: 1/2 page)

*Describe the activities for the past year including areas of study, work, special events, collaborations, etc.*

- Discussions on COVID-19 vaccine mandates and exceptions
- Discuss and review of the Small Business Enterprise (SBE), Outreach, and Local Bid Programs Report Alycia Leach, Human Resources. Discussed the 2020 Countywide Promotional Data.
- Lara Delaney, Legislative Analyst. Discussed Assembly Bills introduced to address open and public meetings due to Covid-19 & update on Office of Racial Equity and Social Justice.
- George Carter gave an update on Contra Costa WorkForce Collaborative, One Stop Career Center System and EDD operations due to Covid restrictions.
- Antoine Wilson, Equal Employment Opportunity Officer. Presented Contra Costa County's Annual Outreach and Recruitment Report.
- George Carter gave an update on the reopening of the America's Job Center of California on September 14, 2021
- Gilbert Salinas, Chief Equity Officer, Health Services, discussed the County's efforts to bring equity in health care to all.
- Tamia Brown, Executive Director of the Workforce Development Board. Asked for ACEEO recommendations to ensure their work in the Workforce Development Board is achieving equity for the marginalized populations.

### II. Accomplishments

(estimated response length: 1/2 page)

*Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.*

- Discussed and recommended improvement to the Human Resources webpage for those that are visually impaired. It is difficult to find the Accessibility button on the webpage. The committee reported these issues to Human Resources and Risk Management.
- Discussed and recommended to Human Resources to make the reasonable accommodation contact information more visible to applicants on their web page. DOIT will be updating the webpage with input from HR.
- Updated and recommended the Advisory Council on EEO by-laws to the Hiring Outreach Oversight (H2O) committee. The updates recommended that the CAO will recommend represented and unrepresented management employees to serve on the council when a Management Seat vacancy occurs.
- Recommended to the H2O committee that they want to provide input into the formation of the Office of Racial Equity and Social Justice.
- Participated in the ZOOM Public Forum listening session for the Office of Racial Equity and Social Justice.
- Discussed and provided recommendation to the H2O Committee regarding vacant ACEEO seats & how the vacancies should be filled. The ACEEO recommended that they vet potential applicants who have applied for one of the vacant seats prior to meeting with the H2O committee.

III. Attendance/Representation

(estimated response length: 1/4 page)

*Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.*

The membership of the Council is very diverse. We have two members with disabilities, over half are racial minorities, and over half are female. We have good attendance at meetings, and have had a quorum at each one this year.

IV. Training/Certification

(estimated response length: 1/4 page)

*Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.*

All members of the ACEEO have completed the required Ethics and Brown Act training.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

*Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*

- Continue review of the County's REENTRY Program
- Develop and provide the county with information on hiring to eliminate unnecessary barriers
- Provide County with links to EEOC Training on EEO issues
- Continue to advertise and promote the ACEEO open seats Ensure EEO Strategic Plan is fully implemented
- Support development of new Contra Costa Office of Racial Equity & Social Justice



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

6.

**Meeting Date:** 09/26/2022  
**Subject:** SBE  
**Submitted For:** Karen Caoile, Director of Risk Management  
**Department:** Risk Management  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Antoine Wilson **Contact:**

---

#### **Referral History:**

Each year, the Advisory Council on EEO reviews the Equal Employment Opportunities Programs within Contra Costa County and recommends actions to facilitate the attainment of the County's goals for equal employment opportunities.

#### **Referral Update:**

In 2022, the ACEEO elected to partner with Public Works Small Business Enterprise (SBE) program to help them attain their program goals and also review best practices within the other nine Bay Area Counties.

#### **Recommendation(s)/Next Step(s):**

Accept the updated report on the ACEEO's SBE program recommendations.

#### **Fiscal Impact (if any):**

None

---

#### **Attachments**

H20 Presentation

---

## ADVISORY COUNCIL ON EQUAL EMPLOYMENT OPPORTUNITY

The Board of Supervisors referred this matter to the IOC on September 15, 2009. In November 2010, the IOC adopted staff recommendations to raise SBE Program thresholds as outlined below:

(1) Increase certain SBE Program Thresholds as follow:

- Purchasing Transactions – from \$50,000 to \$100,000
- Service Contracts – from \$50,000 to \$100,000
- Construction Contracts – from \$25,000 to \$100,000

(2) Grant a 5% bid preference for SBE bidders on County construction contracts and grant a 5% bid preference to bidders who meet participation goals for SBE subcontractors.

(3) Adopt a pre-award, two-step appeal procedure for all services contracts exceeding \$100,000. Appeals would be first to the Department Head and then to the County Administrator. The procedure would require pre-award notice to service providers of the appeal procedure and the intended contract award.

(4) Establish a policy for review of the SBE Program threshold once every two years.

The above changes require amendment of the SBE and Outreach Program documents. On November 8, 2011, the Board of Supervisors approved the above changes to the SBE Outreach program with an effective date of January 1, 2012. The 2011 IOC considers work on this matter to be complete and recommends termination of this referral.

## **CONTRA COSTA COUNTY SBE PROGRAM**

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

The objective of the program is to award at least 50% or more of the total eligible dollar base amounts to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation;
- The principal office of which is located in California, the officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees;
- And have average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

### **SBE, Outreach, and Local Business Report September 20, 2021**

While the County did not achieve the 50% goal, the County -directed more than \$12.1 million in qualifying transactions to SBE firms during the six-month reporting period, achieving a 43.5% award rate for professional/personal services transactions and a 30.4% award rate for purchasing transactions. No construction contracts were reported in this period.



	<b>SBE PROGRAM</b>	<b>PREFERENCE POINTS</b>	<b>CRITERIA</b>
<b>Alameda County</b>	Small, Local Emerging Business (SLEB)	5% for local	Departmental discretionary spending for items \$25,000 and under is directed towards SLEBS.
		5% for certified businesses	Departmental/Agency Goals for Contracts over \$25,000. Businesses not meeting the definition of a local small or emerging business are required to subcontract a minimum of 20% of the estimated contract amount with a SLEB in order to be eligible for contract award.
			Construction Projects over \$125,000
			Preferred vendor status: The county has a designated database for certified SLEBs and local businesses. These are the businesses that County departments turn to when we need goods and services under \$100k, and construction projects under \$25k.
<b>City &amp; County of SF</b>	<b>No response</b>		
<b>Marin County</b>	Local Preference	5% preference for local companies	Preference can not exceed 15%.
		5% percent bidding preference to contractors who certify that at least fifty percent of the workforce under the service contract will be County residents.	

	<b>SBE PROGRAM</b>	<b>PREFERENCE POINTS</b>	<b>CRITERIA</b>
<b>Santa Clara County</b>	<b>No SBE Program</b>	Local bid preference for formal solicitations	For contracts \$100,000 and above. Contracts less than \$100,000 are not given a local bid preference.
			Currently conducting a disparity study that will identify who was awarded contracts within the last 5 years. This will give them an idea of which communities are underserved and can focus on outreach plans to reach them.
<b>Santa Cruz</b>	<b>No SBE program</b>	None	The County of Santa Cruz does not currently provide special treatment in awarding agreements or Purchase Orders to vendors based on the type of ownership
<b>Solano County</b>	Local Business Enterprise	5% preference points	\$7500 to \$50,000 informal bids Over \$50,000 are formal bids
<b>Sonoma County</b>	<b>No response</b>		

### **ADVISORY COUNCIL ON EEO SUB-COMMITTEE RECOMMENDATIONS**

- Increase local bid preferences from 5% to a higher percentage
- Create a guide for applicants to make it easier to apply for county contracts
- Increase the contract limit for qualifying small businesses to \$200,000 or higher to capture more small businesses
- Analyze the e-outreach program to guarantee maximum coverage
- Include census tract data in the analysis of contracts awarded

### **Santa Clara County**

The County of Santa Clara (“County”) has embarked upon its first comprehensive Disparity Study, led by MGT Consulting Group. The disparity study will evaluate procurement and contracting by the County and will be conducted within California’s legal framework as established by court rulings. It is the County’s intent to collect baseline data identifying any disparities between the availability of diverse business enterprises and the utilization of diverse business enterprises as contractors and subcontractors on County contracts. The County endeavors to determine the factors that lead to any identified disparities including, but not limited to, existing policies, processes, technologies, and programs. The Study will further serve to augment the County’s outreach efforts with strategic approaches to remedy any identified disparities.

This disparity study will include the following:

- 24/7 Email, Voicemail, and Website Comment Form which allows the community to submit their comments, in English, Chinese (Mandarin), Filipino, Korean, Spanish, and Vietnamese regarding their experiences doing business, or attempting to do business, with the County
- Community Engagement Meetings- MGT Consulting Group will host five virtual public engagement meetings to present the Study’s objectives and gather feedback from business owners on their experiences doing business, or attempting to do business, with the County of Santa Clara or their prime vendors.
- Interviews, Surveys, and Direct Input in which businesses in all procurement categories and business owner classifications will be randomly selected and invited to participate in in-depth interviews and business surveys.

### **Alameda County Small Local Emerging Business (SLEB) Program.**

The Small, Local and Emerging Business (SLEB) program is a Board mandated race and gender-neutral program designed to enhance goods and services contracting and procurement opportunities for small, local and emerging businesses within Alameda County. The program's priorities were developed to promote and foster inclusiveness, diversity and economic development; as well as on-going evaluation to assure all businesses including SLEBs are provided equal opportunities in County contracting and procurement activities. The SLEB Program described is for Goods and Services Only. The goals of the program are listed below:

- To develop and promote economic growth or Alameda County
- To foster the growth of small, local & emerging businesses
- The County will ensure the process is inclusive for all residents and be race and gender neutral



# Contra Costa County Board of Supervisors

## Subcommittee Report

### HIRING OUTREACH OVERSIGHT COMMITTEE

7.

**Meeting Date:**

09/26/2022

**Subject:**

**Department:**

County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

---

**Referral History:**

Over the last 15 years, the County has been a recipient of a federal grant that requires us to follow certain guidelines in order to be eligible for the grant. A recipient is any entity organization that receives financial assistance, either directly or through another entity as a sub-recipient, from the Department of Justice (Office of Justice Programs (OJP), Office on Violence Against Women (OVW), the Office of Community Oriented Policing Services (COPS)) under the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), or the Victims of Crime Act (VOCA) or otherwise subject to the civil rights provisions of the Safe Streets Act.

**Referral Update:**

In order to maintain the federal grant, the County must create and submit an Equal Employment Opportunity (EEO) Plan. It is a comprehensive workforce report that the County must develop and implement in an ongoing manner as a condition of receiving Department of Justice funding subject to the civil rights provisions of the Safe Streets Act. A written EEO Plan is a component of a recipient's EEO Program which describes in detail the recipient's efforts to ensure equal employment opportunities to men and women regardless of sex, race or national origin.

**Recommendation(s)/Next Step(s):**

RECEIVE and ACCEPT the County's most recent EEO Plan

**Fiscal Impact (if any):**

None

---

**Attachments**

DOJ Report

---

### **Department of Justice**

On May 13, 2022, EEO submitted the County's EEO Utilization Report to the Department of Justice (DOJ). An Equal Employment Opportunity plan (EEOP) is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin.

As a recipient of Department of Justice funding for the Safe Streets Act, the County is required to submit a Certification Report or the Utilization Report portion of our plan to the Office for Civil Rights. The EEOP is required by a federal regulation that implements the provision prohibiting employment discrimination in the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act).

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

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	75/22%	11/3%	11/3%	1/0%	10/3%	0/0%	7/2%	0/0%	120/35%	30/9%	45/13%	1/0%	17/5%	1/0%	14/4%	0/0%
CLS #/%	21,850/40%	2,930/5%	1,045/2%	65/0%	3,485/6%	100/0%	325/1%	230/0%	15,330/28%	2,710/5%	2,230/4%	200/0%	3,360/6%	85/0%	495/1%	215/0%
<b>Utilization #/%</b>	<b>-18%</b>	<b>-2%</b>	<b>1%</b>	<b>0%</b>	<b>-3%</b>	<b>0%</b>	<b>1%</b>	<b>0%</b>	<b>7%</b>	<b>4%</b>	<b>9%</b>	<b>0%</b>	<b>-1%</b>	<b>0%</b>	<b>3%</b>	<b>0%</b>
<b>Professionals</b>																
Workforce #/%	524/14%	137/4%	119/3%	7/0%	187/5%	10/0%	82/2%	0/0%	966/27%	422/12%	417/11%	12/0%	526/14%	25/1%	207/6%	0/0%
CLS #/%	20,800/27%	2,530/3%	2,035/3%	110/0%	6,260/8%	40/0%	660/1%	285/0%	27,670/36%	4,475/6%	3,425/4%	75/0%	8,055/10%	145/0%	580/1%	400/1%
<b>Utilization #/%</b>	<b>-12%</b>	<b>1%</b>	<b>1%</b>	<b>0%</b>	<b>-3%</b>	<b>0%</b>	<b>1%</b>	<b>0%</b>	<b>-9%</b>	<b>6%</b>	<b>7%</b>	<b>0%</b>	<b>4%</b>	<b>0%</b>	<b>5%</b>	<b>-1%</b>
<b>Technicians</b>																
Workforce #/%	179/18%	65/6%	33/3%	3/0%	79/8%	13/1%	29/3%	0/0%	158/16%	151/15%	114/11%	4/0%	132/13%	9/1%	33/3%	0/0%
CLS #/%	2,915/29%	480/5%	350/3%	0/0%	1,040/10%	0/0%	110/1%	110/1%	2,320/23%	770/8%	355/4%	40/0%	1,365/14%	10/0%	120/1%	60/1%
<b>Utilization #/%</b>	<b>-11%</b>	<b>2%</b>	<b>0%</b>	<b>0%</b>	<b>-2%</b>	<b>1%</b>	<b>2%</b>	<b>-1%</b>	<b>-7%</b>	<b>7%</b>	<b>8%</b>	<b>0%</b>	<b>0%</b>	<b>1%</b>	<b>2%</b>	<b>-1%</b>
<b>Protective Services: Sworn</b>																
Workforce #/%	414/51%	127/16%	52/6%	2/0%	31/4%	6/1%	33/4%	0/0%	82/10%	35/4%	27/3%	0/0%	5/1%	1/0%	3/0%	0/0%
CLS #/%	2,340/44%	680/13%	470/9%	35/1%	320/6%	150/3%	265/5%	50/1%	550/10%	170/3%	230/4%	0/0%	80/1%	0/0%	0/0%	30/1%
<b>Utilization #/%</b>	<b>7%</b>	<b>3%</b>	<b>-2%</b>	<b>0%</b>	<b>-2%</b>	<b>-2%</b>	<b>-1%</b>	<b>-1%</b>	<b>0%</b>	<b>1%</b>	<b>-1%</b>	<b>0%</b>	<b>-1%</b>	<b>0%</b>	<b>0%</b>	<b>-1%</b>
<b>Protective Services: Non-sworn</b>																
Workforce #/%	54/27%	20/10%	37/19%	0/0%	9/5%	2/1%	1/1%	0/0%	23/12%	22/11%	21/11%	2/1%	4/2%	1/1%	3/2%	0/0%
Civilian Labor Force #/%	325/61%	0/0%	4/1%	0/0%	0/0%	0/0%	0/0%	0/0%	135/26%	65/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Utilization #/%</b>	<b>-34%</b>	<b>10%</b>	<b>18%</b>	<b>0%</b>	<b>5%</b>	<b>1%</b>	<b>1%</b>	<b>0%</b>	<b>-14%</b>	<b>-1%</b>	<b>11%</b>	<b>1%</b>	<b>2%</b>	<b>1%</b>	<b>2%</b>	<b>0%</b>



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

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Administrative Support</b>																
Workforce #/%	208/7%	130/4%	66/2%	4/0%	83/3%	4/0%	24/1%	0/0%	859/28%	771/25%	473/16%	12/0%	246/8%	43/1%	103/3%	0/0%
Utilization #/%	-12%	-2%	-1%	0%	-3%	0%	0%	0%	-6%	12%	10%	0%	0%	1%	2%	-1%
<b>Skilled Craft</b>																
Workforce #/%	45/57%	14/18%	6/8%	2/3%	9/11%	0/0%	1/1%	0/0%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,110/48%	9,250/34%	1,385/5%	15/0%	1,365/5%	200/1%	385/1%	230/1%	905/3%	205/1%	250/1%	0/0%	210/1%	10/0%	0/0%	0/0%
Utilization #/%	9%	-16%	3%	2%	6%	-1%	0%	-1%	-1%	-1%	-1%	0%	-1%	0%	0%	0%
<b>Service/Maintenance</b>																
Workforce #/%	62/19%	72/21%	41/12%	2/1%	38/11%	1/0%	7/2%	0/0%	30/9%	54/16%	16/5%	2/1%	8/2%	1/0%	1/0%	0/0%
CLS #/%	16,200/18%	21,915/25%	3,785/4%	135/0%	5,320/6%	235/0%	715/1%	340/0%	14,845/17%	14,890/17%	3,595/4%	170/0%	5,765/6%	290/0%	505/1%	510/1%
Utilization #/%	0%	-3%	8%	0%	5%	0%	1%	0%	-8%	-1%	1%	0%	-4%	0%	0%	-1%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators	✓				✓									
Professionals	✓				✓			✓						
Technicians	✓				✓			✓						
Protective Services: Sworn			✓		✓	✓						✓		
Protective Services: Non-sworn	✓							✓						
Administrative Support	✓	✓	✓		✓			✓						
Skilled Craft		✓												
Service/Maintenance								✓				✓		