



COUNTY of VENTURA

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Human Resources Director
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February 27, 2024

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, California 93003

Subject: Adoption of County of Ventura's Equal Employment Opportunity Plan ("EEOP") Policy Statement and Approval of EEOP Utilization Report 2023-2025.

Recommendations

It is recommended that your Board:

1. Adopt the County of Ventura's EEOP Policy Statement (Exhibit 1) and authorize the Chair of the Board of Supervisors to sign the Policy Statement on behalf of the County.
2. Approve the EEOP Utilization Report (Exhibit 1) for submission to the Department of Justice, Office of Justice Programs (DOJ-OJP).

Fiscal/Mandates Impact:

Mandatory:	Yes
Source of Funding:	None
Funding Match:	None
Required:	None
Impact on other Departments:	None

There are no costs associated with this recommendation.

Strategic Priority

This agenda item supports the County's strategic priority to attract, hire, develop, and retain a diverse workforce empowered to meet the needs of our customers.

Discussion

We recommend that your Board adopt the attached County of Ventura EEOP, a comprehensive Policy Statement and Utilization Report that analyzes the County's

workforce in comparison to relevant labor market data (using market data provided by the Department of Justice and derived from 2020 United States Census data). Upon adoption, the EEOP will be submitted to the Department of Justice, Office of Justice Programs (DOJ-OJP), in compliance with federal assistance eligibility requirements. In addition, the County EEOP Policy Statement and Utilization Report must be filed with the DOJ-OJP following approval by your Board.

The EEOP Policy Statement and Utilization Report describes the County's commitment to assuring equal employment opportunities as provided in California and federal law, and the steps to be taken to achieve the objective by closing areas of underutilization. The utilization analysis provides an overview of County workforce areas of statistically significant underutilization by race and gender when compared with 2020 U.S. Census Community Labor Statistics. The table below provides a summary comparison overview by ethnicity of Community Labor Statistics versus the County of Ventura Workforce. This is the first EEOP tabulated using 2020 Census data.

Overview by Ethnicity Only
Ventura County Workforce & Community Labor Statistics Comparison

	EEO Category	*Community Statistics	County of Ventura Workforce	Variance
B/AA	Black/African American	1.86%	2.81%	0.95%
W	White	43.86%	38.62%	-5.24%
H/L	Hispanic/Latino	44.40%	48.98%	4.58%
AI/AN	American Indian or Alaskan Native	1.77%	0.55%	-1.22%
A	Asian	7.89%	8.10%	0.21%
NH/PI	Native Hawaiian or Pacific Islander	0.21%	0.93%	0.72%

Data from: data.census.gov/profile/Ventura_County,_California?g=050XX00US06111#race-and-ethnicity

* Community Statistics do not reflect those identifying as "other" or "two or more race".

Commitment to Equal Employment Opportunity

The County is committed to ensuring that our workforce is reflective of our community's workforce. The County Executive Office and the CEO-Human Resources Division are dedicated to fulfilling the vision of the County Strategic Plan, which has been an ongoing

priority of your Board, to attract, hire, develop, and retain an effective, diverse, professional, dedicated, and responsive team of employees.

The utilization analysis (Exhibit 1 – Table 3) indicates that while demographic over-representations and under-representations do exist in some occupational categories, on the whole, the County workforce is reflective of the community we serve. While there is work ahead, we are committed to ongoing efforts and initiatives that promote diversity, equity, and inclusion in all aspects of our practices, with the goal of narrowing the over/underutilizations and improving outcomes for Ventura County communities in compliance with California and federal law.

County Outreach and Recruitment Practices

As an employer, the County is committed to conducting comprehensive and inclusive strategic recruiting outreach campaigns to advertise our job opportunities, through social and print media and various other outlets. We recognize the need to reach all segments of our community, and on a national level, for many of our vacancies and leadership positions. We continue to host and participate in job fairs that engage all sectors of our community, including areas that may be underserved, underrepresented, or disadvantaged. Our goal is to illustrate that we welcome all in the community to compete for an opportunity to become a public servant.

Since the last report in 2021, we pivoted our recruitment efforts to utilize opportunities to engage candidates through virtual methods. We introduced virtual platforms for written and oral examinations, ensuring that the County's recruitment processes are fair, valid, and reliable, while simultaneously focusing on removing potential barriers that keep interested candidates from being able to apply and test for our vacancies.

As the community returned to in-person events in 2022 and 2023, CEO-HR staff represented the County at thirty-seven (37) job fairs in addition to hosting an annual Career Expo at the Government Center. The CEO-HR Health Care Agency division successfully conducted eleven (11) job fairs and hiring events, and the CEO-HR Human Services Agency division conducted their first hiring event and is planning another for this Spring.

Some successful examples of extensive outreach aimed at reducing demographic under-representations in various job categories have included:

- The Ventura County Sheriff's Office's Women's Empowerment and Recruitment Campaign, first launched in 2019, has sponsored events and speakers, as well as outreach and marketing campaigns on social media, demonstrating successful Sheriff's Office career paths and opportunities. The Sheriff's Office has also formed a committee of professional and sworn staff members who work together to promote women's recruitment, retention, engagement, satisfaction, and advancement. As a result, the Sheriff's Office

has expanded job-share and part-time options and assignments that offer more certainty in work schedules. These endeavors continue in 2024.

- The Ventura County Fire Department also continues to design and implement recruitment strategies to interest females in a fire service career, including fire camps geared to girls ages 14 to 18, female-focused fitness events, and outreach to female collegiate athletic programs. The enormous success of the 2022 Firefighter Trainee recruitment allowed the department to fill two complete academy classes with top tier candidates diverse in age, gender, and ethnicity.
- The CEO-HR Learning and Organizational Development team continues to administer training promoting Diversity, Equity, and Inclusion, to enhance employees' ability to work effectively in cross-cultural situations, and to recognize implicit bias. We are currently managing the sixth cohort of the Mentorship Program designed to help prepare professional staff members to become successful candidates for management and senior management positions by providing participants with one-on-one time with effective senior managers.
- CEO-HR recently hired a full-time employee dedicated to recruitment outreach. With a background in organizational development, this professional will coordinate outreach with job fairs and collaborate with community partners to enhance recruitment efforts. The initial goal is to study the various agencies of the County to identify needs. Then, they will engage various local educational institutions and stakeholder groups to identify sources of talent. With knowledge of both these areas, mutually beneficial talent pipelines will be constructed in the form of student employment searches, internships, and/or fellowships.
- We administer a full-scope executive (at-will) recruitment program for competitive nationwide customized searches that focus on locating and recruiting highly qualified candidates who match the agency/department's unique needs while being mindful of the County's commitment to diversity, equity, and inclusion. Interview panels are comprised of a diverse array of subject matter experts, County leaders, and community stakeholders who engage candidates in dialogue that promotes collaboration and demonstrates a commitment to the principles of a fair and competitive process.

Your Board and County leadership are committed to having a truly inclusive workforce in which we have invested in and developed the talents of our diverse County employees who improve outcomes for community members, deliver culturally responsive services, and reflect the community in which we live and do business.

Summary

Your Board's adoption of the attached EEOP Policy Statement and Utilization Report will fulfill the requirements necessary to receive federal funding for a variety of programs. Once approved and filed, the EEOP Policy Statement and Utilization Report will be posted on our Human Resources webpage and will be sent to all County agencies and departments.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel. If you have any questions regarding this item, please contact me at (805) 654-2561.

Respectfully,



Shawn Atin
Assistant County Executive Officer/Human Resources Director



Sevet Johnson, PsyD
County Executive Officer

c: Jeffery S. Burgh, Auditor-Controller
Tiffany N. North, County Counsel
Mike Petit, Assistant County Executive Officer
Kaye Mand, Assistant County Executive Officer/Chief Financial Officer

Attachment: Exhibit 1 EEOP Policy Statement and Utilization Report