



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: October 15, 2013

Board Meeting Date: December 10, 2013

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director
Michelle Park, EEO Manager
Michael Bolander, Chair of EEO Advisory Committee
Irma Compton, Vice-Chair of EEO Advisory Committee

Subject: 2014-2017 County Equal Employment Opportunity Plan

RECOMMENDATION:

Accept the 2014-2017 San Mateo County Equal Employment Opportunity Plan

BACKGROUND:

Every several years the Equal Employment Opportunity (EEO) Advisory Committee completes an Equal Employment Opportunity Plan for the County. The Board of Supervisors last approved the 2009-2013 EEO Plan on December 1, 2009. The purpose of the plan is to:

- Reaffirm the County's philosophy and commitment to equal employment opportunity efforts in its employment practices.
- Promote a work environment that is free from all forms of discrimination and harassment,
- Eliminate unnecessary, arbitrary or artificial practices that affect applicants and employees,
- Provide opportunities for career development and advancement for all employees, and
- Recommend recruitment, retention and career development strategies to support the County's diversity and community we serve.

As a result of collaborative efforts between recruitment analysts, the County Manager, department heads and EEO advisory committee members, several accomplishments of the 2002-2005 plan are highlighted in the areas of Recruitment and Selection, Training and Diversity and Career Development and Retention:

- (1) The County expanded outreach efforts to attract applicants who are representative of the community. Minority representation growth is consistent with the changing community demographics and has increased the County's ability to better serve customers;
- (2) An online application and requisition system was implemented to simplify and streamline the recruitment process for applicants and departments;
- (3) The County provided updated training on harassment and sexual harassment to 450 managers and supervisors and 1,680 line staff;
- (4) The County's non-discrimination policy was updated and distributed to every County employee including procedures on how to resolve or file a complaint;
- (5) The County implemented on-line mandated sexual harassment training to 900 managers and supervisors;
- (6) The County's Americans with Disabilities Act Reasonable Accommodations Procedures were updated and distributed to all managers and supervisors and training was provided to 300 supervisors;
- (7) Department specific training programs were designed and provided;
- (8) The diversity training program was expanded to broaden the focus on generations, communications and conflict resolution;
- (9) A Management Development and Mentoring program was developed and implemented; and
- (10) Training in Human Resources Administration and Finance was developed and provided to staff.

DISCUSSION:

Our Equal Employment Opportunity efforts continue to focus on retention and career development issues. Changing demographics present special challenges in retaining the qualified employees that represent the diverse community we serve. Through special efforts like the Career Opportunities Program, Work out of Classification assignments and implementation of the advanced degree program we will retain our employees. Action steps identified for the next four years include:

- countywide efforts to achieve a broad candidate pool and balanced representation for all EEO job categories;
- increased training opportunities for managers and employees on leadership development, management responsibilities, non-discrimination policies and employee relations; and

- career development and retention programs such as formal coaching and mentoring, job swapping or rotation, special assignments and pilot a succession planning program.
- championing the County's initiatives surrounding employee engagement.
- championing the opportunities of an agile workforce to maintain and enhance our County's diversity.
- Partnering with Santa Clara County to promote the Two County Next Generation Committee
- a partnership with CAL-ICMA's Coaching Program to explore new and creative opportunities for individual advancement and talent growth.
- Promote the retiree job skills bank to capitalize on the talent afforded by former employees who no longer want to work full time, but who continue to provide valuable services to the County mission.

The EEO Advisory Committee also recognizes EEO Manager Steve Rossi (retiring) for his foresight, dedication, and hard work, and having been the driving force in what we have accomplished these past four years.

The 2014-2017 EEO Plan reinforces San Mateo County's commitment and goal to realize the potential of our diverse population to build strong communities, effective government and a prosperous economy. Through equal employment opportunity for all employees we can ensure building and retaining a workforce best able to serve our diverse community.

FISCAL IMPACT:

There is no direct fiscal impact associated with the report.