



# The County of Monterey

*is inviting applications for  
the position of*

## Diversity, Equity, and Inclusion Analyst (Senior Equal Opportunity Analyst)



**Final Filing Date: March 3, 2022**

**Exam # 22/14B49/02KM**



**The County of Monterey  
is an Equal Opportunity Employer**





## The County of Monterey

Monterey County encompasses California's most stunning scenery and offers an ideal year-round Mediterranean climate. Miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and scenic valleys are characteristics that contribute to the quality of life enjoyed by over 446,000 residents and the numerous tourists who visit the area year-round.

Monterey County boasts world-renowned attractions such as the spectacular Big Sur Coast, Monterey Bay Aquarium, Cannery Row, and the Steinbeck Center. It is also home to Laguna Seca Raceway and many world-famous golf courses, including Pebble Beach. The County hosts annual events, including the Monterey Jazz Festival, California Roots Music and Arts Festival, Sea Otter Classic, Concourse D'Elegance, and the California Rodeo.

Encompassing a total land area of 3,324 square miles, Monterey is the 16<sup>th</sup> largest of California's 58 counties. It has an economy primarily based on agriculture and tourism. The Salinas Valley, known as the "salad bowl of the nation," is abundant with lush produce fields and thriving vineyards. There are several major educational institutions in the area, such as California State University, Monterey Bay, Middlebury Institute of International Studies at Monterey, the Defense Language Institute (DLI) and Presidio of Monterey, Naval Postgraduate School (NPS), Monterey Peninsula College, and Hartnell College.

## The County Organization

Monterey County has over 5,402 employees with an approximate \$1.6 billion operating budget. Monterey is a general law county. The governing body is the Board of Supervisors, which comprises an elected representative from each of the five voting districts within the County. The Board is elected to alternating four-year terms with elections conducted in even-numbered years. The Board appoints the County Administrative Officer, who oversees county operations. County operations include 25 departments or agencies and have five elected department heads including Assessor-County Clerk-Recorder, Auditor-Controller, District Attorney, Sheriff-Coroner, and Treasurer-Tax Collector.

*The mission of Monterey County is to excel at providing quality services for the benefit of all Monterey County residents, while developing, maintaining, and enhancing the resources of the area. As a values-based learning organization, our focus is to continually improve County systems, processes, and management practices through an environment of empowerment and innovation.*



## The Civil Rights Office

The Civil Rights Officer is a Board of Supervisors appointed official. The Civil Rights Office (CRO) works closely with elected officials to achieve its mission of helping the County respect civil rights, provide equal opportunity for all, and pursue equity in all County operations by developing a culture of diversity and inclusion.



## Civil Rights Office (Continued)

The CRO trains the workforce, advises County departments on diversity, equity, and inclusion tools, and enforces Titles VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) of 1990, the California Fair Employment and Housing Act (FEHA), the County of Monterey civil rights and nondiscrimination ordinances, related policies (Nondiscrimination, Sexual Harassment, Language Access and Effective Communication, and Reasonable Accommodation). It works with County departments and commissions to develop the County's Equal Opportunity Plan (EOP) and Title VI Plan. The Office develops and provides two mandatory trainings: the State-mandated Harassment and Discrimination Prevention training and the Civil Rights training. The Civil Rights Office advises departments on applying equal opportunity laws and policies, developing and using equitable tools to support fair recruitment efforts, community engagement, and workplace diversity, equity, and inclusion practices in their operations. The CRO receives, investigates, and resolves complaints of unlawful discrimination, harassment, and retaliation, violating Federal and State civil rights statutes and internal policies. The Office also helps residents address issues of equity, diversity, and inclusion, as established by Title VI of the Civil Rights Act, to ensure access to County services free of discrimination.

## The Position

The Diversity, Equity and Inclusion Analyst (Senior Equal Opportunity Analyst) is responsible for performing complex and specialized technical, analytical, and professional equal opportunity work and serving as a lead-worker to staff. The Diversity, Equity and Inclusion Analyst will work under the direction of the County Civil Rights Officer to coordinate the development and implementation of diversity, equity, and inclusion (DE&I) action plan, through project management and facilitation of a multi-stakeholder planning process; develop DE&I framework, standards, and sustainability plan to ensure that the principles of DE&I are institutionalized in the County's organizational framework; guide the delivery of County services through an equity lens and deepens current DE&I efforts by coordinating activities with County departments and our residents. In addition, the Senior Equal Opportunity Analyst will help plan, coordinate, and organize the development, implementation, and maintenance of the County's Equal Opportunity Plan, civil rights ordinance, and related policies; receive, investigate, and resolve complaints of discrimination, harassment, and discrimination; provide technical assistance, advice, and training in the areas of DE&I, including implicit biases, cultural competence and humility, and civil rights; analyze programs, evaluate program effectiveness, and develop and implement solutions; meet as required with various governmental agencies, community and employee groups, committees and commissions; as well as coordinate and direct the work of other staff, and perform other related duties as required. As required, the Analyst may represent the Civil Rights Officer before various committees, community groups, State and Federal agencies, the Board of Supervisors, and others.

## The Ideal Candidate

The ideal candidate is knowledgeable and has experience regarding:

- Diversity, equity, and inclusion research base and best practices for organizations striving to become more diverse, equitable, and inclusive.
- Social, political, and environmental issues influencing equity program development and implementation.
- Principles and practices of community and public relations.
- Cultural competencies and humility and intercultural communication to facilitate dialogue and cooperation with diverse groups of community members.
- Group facilitation and effective communication techniques to thoughtfully engage in conversations about race, anti-racism, sexism, diversity, equity, and inclusion.
- Policy analysis and methods of developing and advocating for public policies specific to equity issues.
- Knowledge or familiarity with Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to civil rights and diversity, equity, and inclusion.

## The Ideal Candidate (Continued)

- Ability to effectively represent the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Cultural competencies and humility and intercultural communication to facilitate dialogue and cooperation with diverse groups of community members.
- Principles and practices of community and public relations.
- Communicating effectively orally and in writing.

## Qualifications

The top candidates typically will possess a bachelor's degree from an accredited college or university in one of the following disciplines: ethnic studies, human resources management, public administration, labor relations, economics, industrial and organizational psychology, sociology, or another related field; and, two (2) years of progressively responsible professional experience in a public or private agency performing personnel, equity, diversity, or equal opportunity duties which included the development of programs to enhance employment of people of color, women, persons with disabilities, and veterans. Additional years of directly related professional experience may be substituted for education on a year for year basis. Master's degree in one of the following disciplines: ethnic studies, human resources management, public administration, labor relations, economics, industrial and organizational psychology, sociology, or another related field may substitute for two years of professional experience.

## Compensation and Benefits

The County of Monterey offers a competitive salary and benefits package. The salary range for this position is approximately \$82,656 to \$112,896 annually, depending on qualifications. The benefits package includes:

- ❖ Retirement: CalPERS, 2% @ 55 for classic members (employee pays 7% of member share) or 2% @ 62 for new members (employee pays 7% of member share). The County also participates in Social Security.
- ❖ Annual Leave: 23 days of annual leave are allowed in the first year; up to 37 days annually after 25 years.
- ❖ Holidays: 13 paid holidays per year plus 1 floating holiday.
- ❖ Health Insurance: Cafeteria-style benefits plan offers a variety of pre- and post-tax options including medical, dental and vision insurance for employees and dependents.
- ❖ Health Flexible Spending Accounts: May contribute up to \$2,750 annually to a flexible spending account and up to \$5,000 annually to a dependent care assistance program.
- ❖ Life Insurance: \$50,000 Term Life Insurance Policy is provided.
- ❖ Management Allowance: \$45.84 per month.
- ❖ Professional Leave: 10 days per year, non-accruable.
- ❖ Deferred Comp: Voluntary program available.
- ❖ Employee Physical Examination once a year.
- ❖ Professional Development Stipend: \$400 per calendar year.
- ❖ Employee Assistance Program.

## Equal Opportunity

Monterey County is a drug-free workplace and an equal opportunity employer. The County seeks a candidate who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for people with disabilities. If you require special arrangements to participate in the selection process, please contact Kim Moore, Assistant Director of Human Resources, at [moorek@co.monterey.ca.us](mailto:moorek@co.monterey.ca.us) or 831-755-5353.

# Application Process and Selection Procedures

Apply On-Line at: <https://www.governmentjobs.com/careers/montereycounty> by 11:59 PM (PST)

Hard copy applications may also be obtained from and submitted during normal business hours,

Monday – Friday, 8:00 AM - 5:00 PM by contacting:

County of Monterey Human Resources Department

Attn: Kim Moore, Assistant Director of Human Resources

168 W. Alisal Street, 3rd Floor

Salinas, CA 93901

Email: [moorek@co.monterey.ca.us](mailto:moorek@co.monterey.ca.us) | Phone: 831-755-5353

Initial review of applications and responses to Supplemental Questions is scheduled for the week of March 3, 2022.

The selection process is tentative, and applicants will be notified if changes are made. The competitive process includes submittal of required application materials, a completed Monterey County Application, and response to the Supplemental Questions. Resumes may be submitted but will not be accepted in lieu of the required application materials. Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicants' possession of required qualification this examination may include an oral examination, pre-exam exercise, performance examination, and/or written examination. The Eligible List established by this recruitment process will be used to fill the current vacancy and may be used to fill future vacancies as they arise.

On July 30, 2021, the County of Monterey Board of Supervisors took action to mandate COVID-19 vaccination for all employees to include new hires. The vaccination requirement is in accordance with Section 25 of the [County of Monterey Emergency Response Manual and COVID-19 Prevention Program](#). Applicants who accept employment with the County of Monterey, will be required to be fully vaccinated. However, individuals may request medical or religious exemptions and will be required to complete the appropriate request and certification forms for review and approval no later than their start date. For additional information, you may also visit our website at <http://www.co.monterey.ca.us>.

## Supplemental Questions

1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete. Note: All application materials submitted will be reviewed along with your supplemental questions and County of Monterey application.
2. Please describe your education, experience, or training that demonstrates how you have prioritized diversity, inclusion, and equity in your professional career. Include in your response detailed examples of how you may have collaborated and engaged with culturally diverse groups.
3. Please describe your education, experience, or training that demonstrates your ability to assess policies, procedures, and practices through an equity lens and to make recommendations for improvements to ensure fair and equitable treatment.
4. Please describe your education, experience, or training that demonstrates your ability to engage in conversations or trainings centered on inclusive practices, cultural competency, unconscious biases, and other issues related to diversity, equity, and inclusion.
5. Please describe your education, experience, or training that demonstrates your knowledge of gathering and analyzing information and preparing a report of your analysis. Examples can include a research and assessment of a new program, an informational or analytical report, or a workplace investigation report.