

# COUNTY OF SAN BERNARDINO

## EEOP Utilization Report 2019

### Objectives to Address Underutilization & Steps to Achieve Objectives

1. **In accordance with the Countywide Vision statement, we envision a complete county that capitalizes on the diversity of its people. The County will continue to engage in recruitment, promotional, and development efforts to address the under-represented categories.**
  - a. Identify and utilize local and regional recruitment sources to increase applicants in all job categories where underrepresentation exists.
  - b. Place recruitment advertisements in newspapers, publications and web-based job boards in an attempt to increase applicants in all job categories where underrepresentation exists.
  - c. Increase contacts with colleges, universities, and other educational institutions, including student job boards (e.g. Handshake.com) as sources for outreach recruitment of qualified candidates.
  - d. Continue to identify and implement initiatives that introduce local youth to the County workforce (e.g. [GenerationGo!](#)). Please note that this program was suspended in March of 2020 due to COVID 19.
  - e. Centralize the County of San Bernardino Internship program within Human Resources to potentially increase qualified applicants.
  - f. Increase Human Resources Employment Division participation and involvement with various Department Diversity Committees (DDC)<sup>1</sup> to support outreach and provide employment resources to underrepresented populations through cultural organizations, events, job fairs, etc., where the County can be established as a viable employer for all qualified candidates.
    - i. Department Diversity Committees (DDC), a group of dedicated employees from various departments and who represent multiple backgrounds, working together to promote diversity and inclusion in their respective departments.
  - g. Examine all testing methods available to the County to ensure selection instruments remain equitable, reliable and mitigate adverse impact.
  - h. Continue Equal Opportunity Commission (EOC)<sup>2</sup> involvement in:

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<sup>1</sup> Department Diversity Committees (DDC) are a group of dedicated employees from within each county departments who represents multiple backgrounds, working together to promote diversity and inclusion in their respective departments.

<sup>2</sup> The Board of Supervisors of the County of San Bernardino established the EOC to monitor and review the

- i. Analyzing departmental equal employment opportunity programs
  - ii. Reviewing employment policies and practices, including those pertaining to hiring, recruitment, examination, selection, promotion, and career development opportunities
  - iii. Making recommendations to department heads and administrators in the implementation of equal employment opportunity programs
2. **In addition to recruitment efforts, the County will also continue to provide employee training and develop awareness of equal employment opportunity, diversity and inclusion.**
  - a. The County EOC hosts an annual Diversity and Inclusion Forum to reinforce the message of Diversity and Inclusion. However, future events will be reevaluated based on the safety of attendees and public health social gathering guidelines.
  - b. Succession planning efforts will continue to be priority. The Human Resources Department will continue to partner with departments to develop a plan to prepare for upcoming retirements which create promotional opportunities.
  - c. Continue to train employees, supervisors, and managers on prevention of discrimination, harassment and retaliation.
  - d. Implementation of Countywide sexual harassment training for all County employees.
  - e. HR EEO will continue to provide trainings specific to diversity and inclusion topics to the DDCs. During 2018/2019, HR EEO provided the following trainings to DDCs:
    - i. Disability Awareness
    - ii. Understanding Generations
    - iii. Organizational Culture
    - iv. Gender and Work
    - v. County Pride and Allies
    - vi. Cultural CompetencyDue to COVID 19, HR had suspended training but currently has plans to resume in a virtual format in November 2020.
  - f. DDCs will continue to facilitate department specific diversity and inclusion initiatives including mentorship programs, recruitment, outreach and staff training

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County's EEO program; to ensure the program is administered in accordance with the policies established by the Board of Supervisors; to advise the Board of Supervisors about any necessary changes to the EEO program; and, to advise the Chief Executive Officer on the progress of the County's achievements in EEO.