

APPENDIX C: ACTIVITIES DEMONSTRATING ONGOING COMMITMENT TO EEO/EMPLOYMENT DIVERSITY

Implementation → Selected Methods ↓	Who	What/When	Effectiveness Metrics & Review
PRE-HIRING			
<p>Provide training to employees, students, & trustees</p>	<p>All employees who will serve on screening committees</p>	<p>The Office of Human Resources will provide comprehensive screening committee training that aligns with any District findings of underrepresentation. The training is provided to all employees prior to serving on a screening committee. This training is presented District wide via Zoom to provide consistency. Trainings are held at least once per month. Employees are required to re-certify every two (2) years.</p> <p>Y1</p> <ul style="list-style-type: none"> - Review and identify gaps in the hiring process; screening committee training was identified as a gap in providing diversity and implicit bias training. - Develop comprehensive training and rollout requirement to all serving on screening committees. - Identify professional development and training opportunities for Equal Employment Opportunity Committee members and trustees <p>Y2</p> <ul style="list-style-type: none"> - Review survey feedback and update training based on survey - Send EEOC members and trustees to professional development and DEAI events for training <p>Y3</p> <ul style="list-style-type: none"> - Review all hiring data pre-standardized training versus post 	<p>Online surveys are distributed by Human Resources via email to all attendees of the training to collect feedback. This information is reviewed by Human Resources for purposes of improving the training.</p> <p>Conduct online surveys of applicants who have experiences the hiring process to include quantitative and qualitative response options for comprehensive feedback.</p>

		<p>to determine improvements in diversity results</p> <ul style="list-style-type: none"> - Provide condensed version for employees in need of recertification 	
HIRING			
<p>Maintain updated job descriptions and job announcements. (53024.1(f))</p>	<p>Job Description Review Committee made up of administrators and classified employees of the District</p>	<p>The Office of Human Resources will initiate a review of all job descriptions to ensure that underrepresentation and adverse impact data is addressed.</p> <p>Y1</p> <ul style="list-style-type: none"> - The Office of Human Resources will establish a committee of administrative and classified constituents - Human Resources will acquire an external consultant to serve as committee lead - The committee will develop a scope of review, survey, and provide recommendations for updates and edits <p>Y2</p> <ul style="list-style-type: none"> - The Office of Human Resources will provide recommendations to District and Classified negotiating teams for negotiation of updates and edits based on review of data identifying underrepresentation and adverse impact <p>Y3</p> <ul style="list-style-type: none"> - The District will implement negotiated updates to affected job descriptions, salary schedule, and classifications, as needed 	<p>Human Resources will conduct surveys in Y1 and use results to guide the review and recommendation process.</p> <p>Human Resources will conduct surveys of management and classified employees after implementation to determine satisfaction with the process.</p> <p>Process repeated every 5 years to ensure currentness of job descriptions.</p>
POST-HIRING			
<p>Conduct exit interviews & use this information. (53024.1(b))</p>	<p>All employees resigning, retiring, terminated, or separating</p>	<p>Y1</p> <ul style="list-style-type: none"> - Human Resources will review exit interview surveys to possibly implement EEO questions. - Human Resources will conduct exit interviews with all exiting employees, regardless of form of separation - The tool used will be paper format followed by one-on-one interview conducted by Human 	<p>Comprehensive surveys conducted by Human Resources with exiting employees for the fiscal year. Results reviewed by Human Resources to develop</p>

		<p>Resources. Interviews are held in person or via Zoom to accommodate the exiting employees.</p> <p>Y2</p> <ul style="list-style-type: none"> - Human Resources will record interview responses and track data for fiscal year. - Human Resources will review the exit interview form to ensure alignment with underrepresented groups. <p>Y3</p> <ul style="list-style-type: none"> - Human Resources will analyze data for previous year; share with the appropriate stakeholders. 	strategies for retention.
--	--	--	---------------------------