

Memorandum

Date: January 10, 2008

To: All County Employees

From: Ariana Alvarez, EEO Manager
Susan Paul, Assistant CEO/HR Director

Subject: County Equal Employment Opportunity Complaints & Investigations



The County of Santa Barbara is dedicated to keeping the workplace free of unlawful harassment, discrimination, retaliation and workplace violence. For this reason, it is important for all employees to be aware of process available to them if they believe such unlawful practices have occurred. This updated correspondence is to provide the appropriate information regarding Equal Employment Opportunity (EEO) complaints and investigations to all employees.

Should any employee have a concern or complaint related to possible instances of unlawful discrimination, harassment, or retaliation, please follow these steps:

- Report the incident or behavior immediately to one of the following individuals:
 - Supervisor
 - Manager
 - Human Resource Advisory Committee (HRAC)
 - Department Human Resource Manager
 - Department Head
 - County Equal Employment Opportunity (EEO) Office
 - County Counsel
- The recipient should forward the complaint to the County EEO Manager, Ms. Ariana Alvarez, who evaluates and investigates each EEO complaint by applicants and employees. This process is designed to remove any potential conflict of interest, ensure a fair and thorough investigation and fulfill the County's responsibility for appropriately addressing such issues.
- Depending on the complexity and severity of the presented claim, the County EEO Manager may also use the assistance of County Counsel, the County Human Resources Department and/or outside consultants.
- When the investigation is complete, the appropriate recommendations will be forwarded to the associated department. If the complaint was filed on the EEO complaint form (available in the County EEO office), a factual report will also be submitted to the Civil Service Commission.

Attached please find a copy of the County's EEO policies. If you have any questions or suggestions related to this updated process, please contact Ms. Alvarez at the EEO Office or visit our website at www.countyofsb.org/eoo.

County of Santa Barbara Equal Employment Opportunity Office
105 East Anapamu Street, Room 104, Santa Barbara, CA 93101
(805) 568-3410 phone (805) 568-3426 fax
www.countyofsb.org/eoo