

Discrimination Complaint Procedure

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any Contra Costa County Public Works Department program or activity. This prohibition applies to all branches of the Contra Costa County Public Works Department, its contractors, consultants, and anyone else who act on behalf of the Contra Costa County Public Works Department.

Federal law requires that the Contra Costa County Public Works Department investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty days of submission. If you need assistance to file your complaint or need interpretation services, please contact:

Carrie Ricci, Deputy Director Administrative Services
Title VI Coordinator/Affirmative Action Coordinator
Contra Costa County Public Works Department
carrie.ricci@pw.cccounty.us
925-313-2235 phone
925-313-2333 fax

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Contra Costa County Public Works Department program or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

How do you file a complaint?

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact Carrie Ricci, Deputy Director of Administrative Services if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact Carrie Ricci, Deputy Director of Administrative Services.

Complaints may be submitted via mail, email, fax, or in person to:

Carrie Ricci, Deputy Director Administrative Services
Title VI/Affirmative Action Coordinator
255 Glacier Drive
Martinez, CA 94553
carrie.ricci@pw.cccounty.us
925-313-2235 phone
925-313-2333 fax

What happens after a complaint is filed?

Title VI complaints must be investigated within sixty (60) days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, complaints will be forwarded to the County's Equal Opportunity Officer, California Department of Transportation, or the Federal Highway Administration for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.