

June 19, 2025

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: STEPHANIE OCASIO, Director of Community Development

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT – 2025**

Introduction

This report covers the Community Development Department's (CDD) employee demographics for the period from June 1, 2024 to May 5, 2025. CDD is committed to hiring and maintaining a diversified workforce.

The Department's Equal Opportunity goals are consistently implemented during recruitment. Job opportunities are advertised in a variety of periodicals (printed and online) that are selected with a focus on increasing the diversity of the hiring pool, such as Minority Times, Asian Pacific Careers, Black Careers Now, Hispanic Hotline, The Stockton Post, and Latino Times. We also advertise positions in the Stockton Record to reach out to our own diverse community as well as industry organizations such as the American Planning Association, California Building Officials, and Municipal Management Association of Northern California. CDD also utilizes the Human Resources Department's social media pages (Facebook and LinkedIn) for recruitment advertising.

Organizational Structure and Responsibilities

The Community Development Department is comprised of the Building and Life Safety, Planning and Engineering, and Business Operations Work Groups. The Department operates from the City Permit Center. The purpose of the Department is to:

- Plan for the City's future growth, infrastructure needs, and service demands
- Review and process land use permit applications for development activity
- Deliver permit and life safety inspections of buildings, storage tanks, mechanical equipment lines, and other structures
- Provide emergency inspection services and action plan support
- Coordinate floodplain management efforts
- Assist in economic development, design review, historic building analysis, environmental impact review, and geographic information mapping and analysis
- Provide development engineering services
- Administer the Public Facilities Fee Program
- Support the City Council, Planning Commission, Cultural Heritage Board, Building and Housing Board of Appeals, and the Handicap Access Board of Appeals.

The Department consists of 51 budgeted full-time employees who provide support to the Public, City Council, Planning Commission, Cultural Heritage Board as well as various , review committees and stakeholder groups.

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***MISSION STATEMENT**

The City of Stockton Community Development Department serves residents and businesses in their desire to successfully grow, build and enhance quality of life by providing dedicated customer service to facilitate solutions for thoughtful urban planning and safe building.

The Community Development Department's three (3) work groups are described as follows.

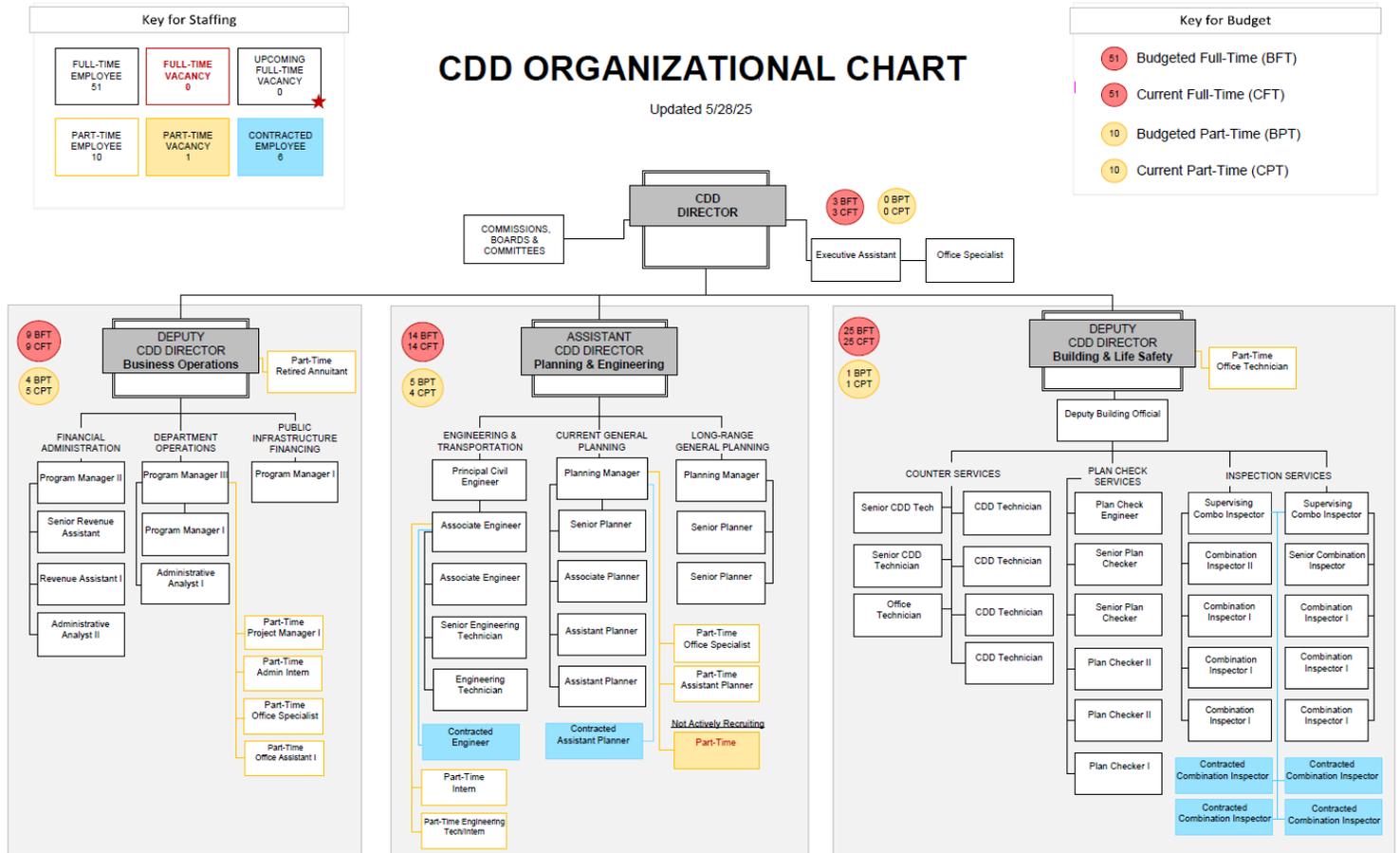
1. Business Operations - The primary function of Business Operations is to help improve the customer's experience at the City of Stockton's Permit Center. Business Operations manages all support functions, including financial systems and budget, fee studies, records management, technology optimization and support, mapping, agenda preparation, clerical support functions, initiatives/policy development, program development/implementation, and GIS analysis.
2. Building & Life Safety - The primary function of Building & Life Safety is the issuance of building permits, conducting plan check, and building inspections, code enforcement assistance, and supporting emergency rescue and recovery operations where structural damage has occurred.
3. Planning & Engineering Services - The primary function of Planning & Engineering Services is to process applications for land use permits and entitlements, home occupation permits, and encroachment permits. Additionally, this division manages General Plan implementation and policy, Housing Element, Municipal Service Review, FEMA/Senate Bill 5 (SB5) floodplain management program, and administration of the Development Code.

The Community Development Department is an income-generating department with a FY 2024-25 expenditure budget of \$16 million. CDD is primarily self-funded with a FY 2024-25 General Fund contribution of \$800,000 (5% of Department budget).

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Workforce Composition

The Department is comprised primarily of male employees, 65%, as compared to 61% employed by the City, 51% within Stockton, and 50% within San Joaquin County. A breakdown of Ethnicity for the Department as it compares to City Employees, Stockton residents and San Joaquin County residents is as follows:

Gender	Community Development Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2019 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2019 U.S. Census Bureau</i>	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Male	32	65%	810	61%	159,468	51%	381,074	50%
Female	17	35%	518	39%	153,214	49%	381,074	50%
Total	49	100%	1328	100%	312,682	100%	762,148	100%

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Ethnicity	Community Development Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2019 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2019 U.S. Census Bureau</i>	
White	20	41%	551	41%	59,410	19%	228,644	30%
Hispanic	18	37%	472	36%	134,738	43%	320,102	42%
Black	4	8%	74	6%	31,268	10%	54,825	7%
Asian	4	8%	174	13%	68,790	22%	121,944	16%
American Indian	1	2%	6	0%	2,517	1%	2,336	0%
Two or More Races	2	4%	43	3%	12,832	4%	30,486	4%
Other	0	0%	8	1%	3,127	1%	3,811	1%
Total	49	100%	1328	100%	312,682	100%	762,148	100%

2024 vs. 2025 Comparison

Ethnicity	2024		2025		% Change
White	16	35%	20	41%	↑ 6%
Hispanic	19	41%	18	37%	↓ 4%
Black	3	7%	4	8%	↑ 1%
Asian	5	11%	4	8%	↓ 3%
American Indian	1	2%	1	2%	No Change
Two or More Races	2	4%	2	4%	No Change
Other	0	0%	0	0%	No Change
Total	46	100%	49	100%	

Gender	2024		2025		% Change
Male	28	61%	32	65%	↑ 4%
Female	18	39%	17	35%	↓ 4%
Total	46	100%	49	100%	

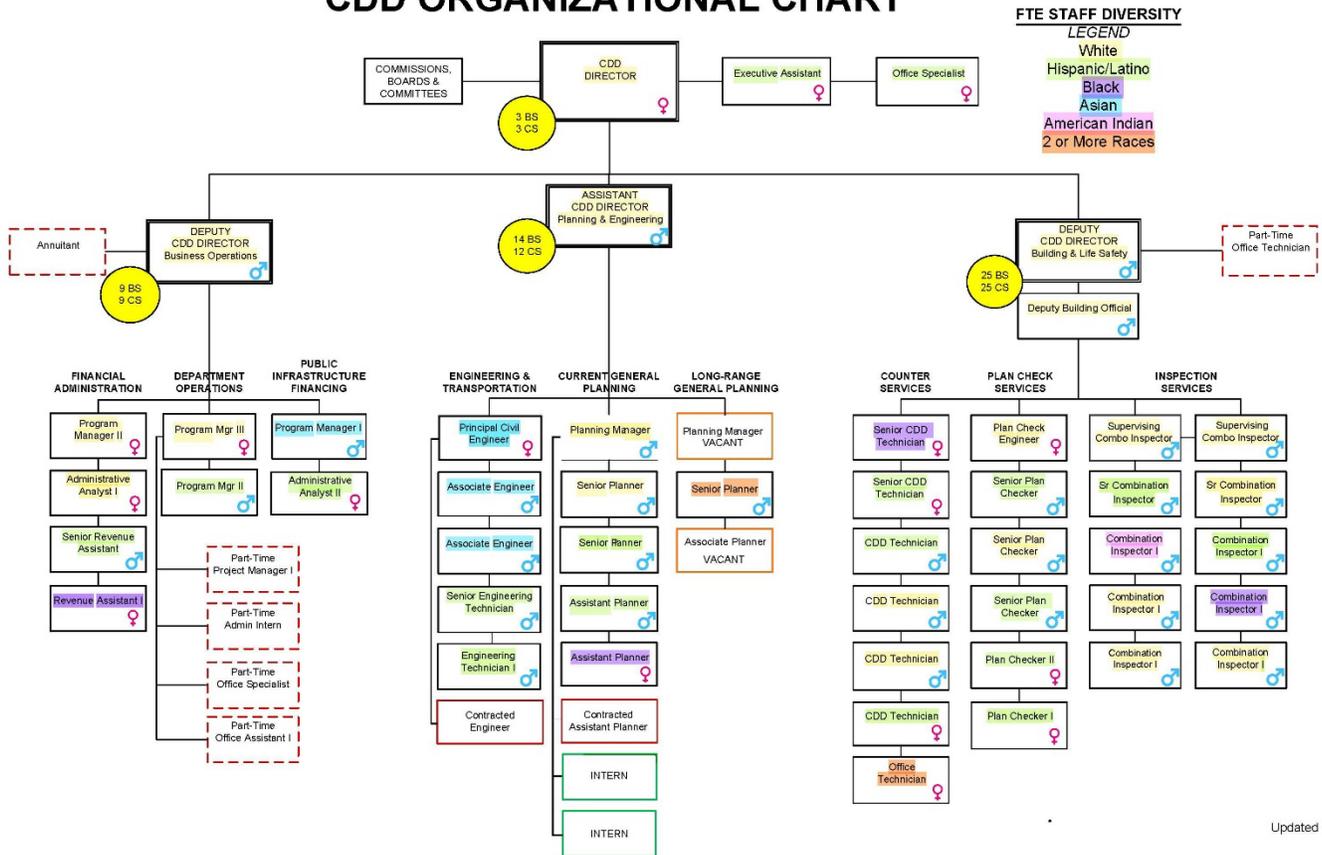
The Community Development Department is comprised of a diverse staff, the following is a breakdown of the ethnic and gender percentages by managers, supervisors, and subordinate employees:

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CDD ORGANIZATIONAL CHART



Updated 06

The Department also employs 10 part-time employees, consisting of various clerical and administrative support classifications, interns, and contract staff.

The Department currently has 51 full-time budgeted allocated positions, 2 of which are currently vacant (new hires pending background):

- (1) Planning Manager
- (1) Associate Planner

For the reporting period June 1, 2024, to May 5, 2025, a total of 17 positions were filled. The following is a list of positions filled during this time:

- (1) Administrative Analyst
- (2) Assistant Planner
- (3) Combination Inspector I
- (3) Community Development Technician
- (1) Engineering Technician I
- (1) Plan Checker I
- (1) Planning Manager
- (1) Principal Civil Engineer

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- (1) Senior Community Development Technician
- (1) Senior Planner
- (1) Supervising Combination Inspector

During this time period, there were 11 promotional appointments within the Department.

The Community Development Department continually seeks to recruit and retain employees of all genders and races. The Department as a whole strives to create a better workforce by improving recruitment efforts, providing adequate training, and by hiring qualified, educated staff.

Personnel Changes in the Department

Since the EEC report was presented in Fiscal Year 2023-2024, there have been staff departures. The vacant positions as of May 5, 2024, include the following classifications:

- (1) Planning Manager
- (1) Associate Planner

Candidates for both positions are currently undergoing the background process.

A total of 17 full-time positions were filled with the gender and ethnicities indicated in the following table:

POSITIONS FILLED			
Work Group	Position Title	Gender	Ethnicity
Business Operations	ADMINISTRATIVE ANALYST I	F	CAUCASIAN
Building & Life Safety	COMMUNITY DEVELOPMENT TECHNICIAN	F	BLACK
	SENIOR COMMUNITY DEVELOPMENT TECHNICIAN	F	BLACK
	COMBINATION INSPECTOR I	M	CAUCASIAN
	COMBINATION INSPECTOR I	M	CAUCASIAN
	COMMUNITY DEVELOPMENT TECH	M	CAUCASIAN
	COMMUNITY DEVELOPMENT TECH	M	CAUCASIAN
	SUPERVISING COMBINATION INSPECTOR	M	CAUCASIAN
	COMBINATION INSPECTOR I	M	CAUCASIAN
	PLAN CHECKER I	F	HISPANIC OR LATINO
Planning & Engineering	PRINCIPAL CIVIL ENGINEER	F	ASIAN
	ASSISTANT PLANNER	F	BLACK
	PLANNING MANAGER	M	CAUCASIAN
	ENGINEERING TECHNICIAN I	M	HISPANIC OR LATINO
	SENIOR PLANNER	M	HISPANIC OR LATINO
	ASSISTANT PLANNER	M	HISPANIC OR LATINO

Professional and Diversity Training

The Department facilitates training workshops in professional standards, customer service, and organizational development. Skill refreshers, such as courses, trainings, and conferences, are routinely provided in industry subject matter content areas as well. CDD also utilizes online trainings/courses whenever possible.

Ongoing internal system(s) training and updates have also been provided to all staff in Fiscal Year 2024-25 on the features and operations of our Permit Tracking System, Accela. This system allows for web-based application submittals, tracking of permit

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review, plan check review, online issuances or permits, Certificates of Occupancy, Notices of Completion, and Acceptance of Public Improvements. As of this report, customers can schedule inspections online, pay for permits, submit plans digitally, and apply for certain permit types online.

The various training programs that are provided to our staff are not limited to those provided by the City of Stockton. Employees are encouraged to seek outside accredited institutions for further training, as well as web-based training programs. Employees are also encouraged to obtain college degrees and credentials to advance themselves. Taken in combination, these programs and opportunities provide an ongoing learning environment where employees' morale and growth opportunities are fostered.

Recruitment Efforts

The Department coordinates its recruitment with the help of the Human Resources Department. Additional recruitment efforts for high-level positions within the department are coordinated via consulting firms when necessary.

There is emphasis placed on the communication and outreach regarding CDD employment opportunities that reach a multitude of audiences within the community. Employment openings are posted in publications and with agencies/organizations such as:

- The Record
- Modesto Bee
- Black Careers
- Hispanic Hotline
- Asian-Pacific Careers
- Central Valley Jobs website
- EDD website
- Public Sector Job Bulletin
- Municipal Management Association of Northern California
- Municipal Management Association of Southern California
- American Planning Association
- Young and Emerging Planning Professionals (Los Angeles)
- Young Planners Group (Sac Valley)
- County Building Officials Association
- California Building Officials
- International Code Council
- American Society of Civil Engineers
- Society of Hispanic Professional Engineers
- Society of Women Engineers
- National Society of Professional Engineers
- National Society of Black Engineers
- Structural Engineers Association of California
- California American Planning Association
- Sacramento Valley Section American Planning Association
- California City News
- Sacramento Valley Building Officials
- Indeed
- LinkedIn

CDD also utilizes the Human Resources Department's social media pages (Facebook, LinkedIn and X) for recruitment advertising. The intent of this extensive outreach is to continue CDD's climate of diversity while attracting the most qualified candidates. The Human Resources Department also advertises to the community by participating in events and various college and university meet and greet events.

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Further, the Community Development Department works with the University of the Pacific, California State University Stanislaus-Stockton Center, and San Joaquin Delta Junior College to recruit interns and provide valuable job training and potential job opportunities to new graduates. These opportunities frequently result in contacts with people of diverse backgrounds.

Summary

The Community Development Department will continue to support the goals of the City Council and the Civil Service Commission/Equal Opportunity Employment Commission and to make certain that every aspect of the development services function is administered in a fair-minded and equitable manner. We are committed to recognizing and appreciating the unique beliefs, values, skills, attributes, and characteristics of all employees; our environment fosters and celebrates individual and collective achievement. This is CDD's objective on an ongoing basis, regardless of political climate.

We provide equal opportunity to all customers and job applicants. Personnel selections are based on the most qualified individuals without regard to race, religion, color, national origin, gender identity, sexual orientation, veteran status, age, disability, or political affiliation/influence. All hiring decisions are based solely on job-related criteria and demonstrated ability to perform.



STEPHANIE OCASIO
DIRECTOR OF COMMUNITY DEVELOPMENT