

November 29, 2018

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: JOHN ALITA, DIRECTOR OF COMMUNITY SERVICES

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT**

Introduction

This report describes the employee demographics of the Community Services Department for the period November 1, 2017, through October 31, 2018.

This year the Department filled several budgeted vacancies, and funds from Strong Communities have allowed both the Library and Recreation divisions to fill many new positions. In addition, Community Centers held Ultra Friday Nights and were open extended hours during the summer; Ultra Friday nights is continuing on the last Friday of each month. In 2017, Saturday hours were reinstated at the Chavez Library. With the hiring of additional staff, service hours and programs increased in both divisions. Most libraries and community centers are now open 6 days per week. The Department also opened the first Micro-Library at the Arnold Rue Community Center this year. Management and staff are excited about combining Recreation and Library services in one location and are planning other locations for the future.

Organizational Structure and Responsibilities

OUR MISSION

Building resilient communities by cultivating healthy bodies and curious minds.

OUR VISION

Healthy and inquisitive communities that invest in one another's success and honor each individual's intrinsic worth.

OUR VALUES

Integrity, Innovation, Inclusion, Collaboration, Service Excellence, Stewardship of Resources, Encouraging the Heart.

The Community Services Department serves residents of all age levels, from preschool to seniors, and provides programs and services to meet community needs. The Department also provides programs for individuals who are economically disadvantaged, speak little or no English, have special needs, or are at risk as youth, teens, and young adults. The Department is divided into two areas of concentration: Library Services and Recreation Services.

1. Library Services Division – Core Functions

The Library Division, known as the Stockton-San Joaquin County Public Library, is jointly funded by the City of Stockton and San Joaquin County and serves all of San Joaquin County through an arrangement to provide a regional, multi-branch system.

The Library Division is comprised of the Chavez Central Library, 13 branch libraries (Angelou, Fair Oaks, Escalon, Lathrop, Linden, Manteca, Mountain House, Ripon, Rue Micro-Library, Thornton, Tracy, Troke, and Weston Ranch), and two Bookmobiles. The Division circulates over 1.3 million books, magazines, and audio-visual materials annually.

In addition to circulating books and other materials, the Library Division offers many online services such as materials renewal, e-books and e-audiobooks, research databases, Rosetta Stone Language Learning, online tutoring for students, and online training videos in business skills, software, technology, and design. Our libraries play a crucial role as community centers focusing on literacy and education by providing lifelong learning opportunities through programs for children, teens, and adults. The library's dedicated employees use their knowledge to bring together library customers and the information they need by providing resources, programs, and reference services.

2. Recreation Services Division – Core Functions

Recreation is comprised of programs that improve the lives of Stockton residents. Recreation programs are known to foster physical health, promote social equity, build life skills and strengthen community bonds. Through neighborhood facilities, the City offers youth and adult sports leagues, special events, meals for seniors, day camps, after-school programs, instructional classes and a variety of other leisure events and activities. The Recreation Division also provides coordination and planning for the development and improvement of communities by empowering the citizens to make a difference through volunteerism and partnerships. Beginning earlier this year, facility reservations and program registrations can be done online.

Recreation facilities include community centers, sport complexes, swimming pools and special event venues including the Civic Auditorium, Weber Point Events Center, and Pixie Woods children's theme park. Some facilities and programs are operated by the City directly, some are jointly used with other agencies, and others are contracted out to private and non-profit agencies for full or partial management.

In addition to operational areas, the department provides oversight to the Parks and Recreation Commission, Stockton Arts Commission, and Teen Leadership Council.

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Workforce Composition

Community Services consists of two divisions with 112 full-time budgeted allocated positions including those funded by Strong Communities. The Department has a total of 105 employees on the job. There are currently 7 vacancies, and the Department is working with Human Resources to prioritize, recruit, establish lists, and hire employees for these vacancies. Positions where vacancies remain are:

Division	Number	Position
Library	1	Supervising Librarian
Library	1	Librarian I/II
Library	1	Senior Library Assistant
Library	1	Library Assistant I/II
Library	1	Library Driver/Clerk
Library	1	Library Aide
Recreation	1	Recreation Program Coordinator

For the period of time covered by this report (11/1/17 – 10/31/18), a total of 32 positions were filled. Please see the Personnel Changes section for a list of positions filled with ethnicity and gender information.

The Department is comprised primarily of female employees, 69% as compared to 2010 Census figures of 51% in Stockton and 50% in 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:

Ethnicity	Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) Taken from the 2010 U.S. Census Bureau		San Joaquin County (Figures Reflect Employable Population Only) Taken from the 2010 U.S. Census Bureau	
White	56	53%	869	56%	66836	23%	246025	36%
Black	12	11%	88	6%	33507	11%	48657	7%
Hispanic	19	18%	391	25%	117590	40%	266584	39%
Asian	14	13%	163	11%	61945	21%	97999	14%
Native American	1	1%	16	1%	1237	0%	3427	1%
Two or More Races	3	3%	19	1%	0	0%	0	0%
Other	0	0%	4	0%	10592	4%	22614	3%
Total	105	100%	1,550	100%	291,707	100%	685,306	100%

Gender	Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) Taken from the 2010 U.S. Census Bureau		San Joaquin County (Figures Reflect Employable Population Only) Taken from the 2010 U.S. Census Bureau	
Male	33	31%	1063	69%	142925	49%	341230	50%
Female	72	69%	487	31%	148782	51%	344076	50%
Total	105	100%	1,550	100%	291,707	100%	685,306	100%

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

Personnel Changes in the Department

The department had the following separations and promotions during the reporting period:

Division	Position	Number	Ethnicity	Gender	Reason
Library	Librarian I	1	White	Female	Internal promotion
Library	Librarian II	1	White	Female	Service retirement
Library	Library Assistant I	1	Black	Female	Internal promotion
Library	Library Assistant I	1	White	Female	Internal promotion
Library	Library Assistant I	1	White	Male	Internal promotion
Library	Library Driver/Clerk	1	Black	Male	Service retirement
Library	Office Specialist	1	White	Female	Internal promotion
Recreation	Recreation Assistant II	1	American Indian/Alaskan	Female	Internal promotion
Recreation	Recreation Assistant II	1	White	Female	Internal promotion
Recreation	Recreation Program Coordinator	1	Asian	Female	Internal promotion
Recreation	Recreation Program Coordinator	1	Hispanic	Female	Voluntary resignation
Recreation	Recreation Program Coordinator	1	White	Female	Inter-departmental transfer
Recreation	Sr. Recreation Assistant	1	White	Female	Internal promotion

The department filled the following positions during the reporting period:

Division	Position		Ethnicity	Gender	Reason
Library	Librarian I	1	Black	Female	Internal promotion
Library	Librarian I	1	Hispanic	Female	Open recruitment
Library	Librarian I	1	White	Female	Internal promotion
Library	Librarian I	1	White	Male	Internal promotion
Library	Librarian II	1	White	Female	Internal promotion
Library	Library Assistant I	1	White	Male	Open recruitment
Library	Library Assistant I	2	Hispanic	Female	Open recruitment
Library	Library Assistant I	1	White	Female	Open recruitment
Library	Office Specialist	1	Hispanic	Female	Open recruitment
Library	Circulation Assistant I	1	Black	Female	Open recruitment
Library	Library Aide I	1	Asian	Female	Open recruitment
Library	Library Aide I	1	White	Male	Open recruitment
Recreation	Administrative Analyst II	1	Hispanic	Male	Open recruitment
Recreation	Administrative Analyst II	1	Two or more races	Male	Open recruitment
Recreation	Recreation Superintendent	1	White	Female	Open recruitment
Recreation	Recreation Supervisor	1	Asian	Female	Internal promotion
Recreation	Senior Recreation Assistant	1	American Indian/Alaskan	Female	Internal promotion
Recreation	Senior Recreation Assistant	1	White	Female	Internal promotion
Recreation	Senior Recreation Assistant	1	Hispanic	Male	Open Recruitment
Recreation	Senior Recreation Assistant	1	White	Female	Open recruitment
Recreation	Senior Recreation Assistant	2	White	Male	Open recruitment
Recreation	Recreation Assistant II	1	American Indian/Alaskan	Female	Open recruitment
Recreation	Recreation Assistant II	1	Black	Female	Open recruitment
Recreation	Recreation Assistant II	1	Hispanic	Female	Open recruitment
Recreation	Recreation Assistant II	2	Hispanic	Male	Open recruitment
Recreation	Recreation Program Coordinator	1	Asian	Female	Open recruitment
Recreation	Recreation Program Coordinator	2	White	Female	Internal promotion
Recreation	Supervising Office Assistant	1	White	Female	Internal promotion

All Community Services employees are aware that they are often the first point of contact for City residents for their cultural, recreational, and informational needs, whether for rental of parks, inquiries about recreation programs, literacy services, instructional classes, or booking a public computer. To best represent the community, several Community Services employees participate in Human Resources' bilingual certification program. Our certified bilingual staff speak Spanish, Tagalog, Vietnamese, and Farsi.

The Community Services Department promotes training and continuing education as opportunities to enhance personal growth and organizational awareness of current workplace diversity issues. Community Services staff take advantage of free trainings on a wide variety of topics as scheduling will allow. This year, in addition to required diversity training, staff also received Implicit Bias training from the Stockton Police Department at the request of the Director of the Community Services department. Staff also attend various professional conferences and trainings in both the library and recreation fields. These trainings and conferences allow participants to stay current with national recreation and library trends and to bring back important materials and information for the Department. In addition, there is training on topics such as innovative business practices, navigating politics in local governments, and creating programs and services to serve a diverse population. Workshops at these conferences provide opportunities to learn, discuss, and network with fellow staff on common issues, challenges, and opportunities facing recreation and library professions. Most important is the opportunity to learn the current best practices.

Recruitment Efforts

Recruitment outreach efforts are coordinated through the Human Resources Department and place emphasis on communication opportunities that reach a multitude of elements within the community. Opportunities are posted in publications and with agencies such as *The Record*, *Modesto Bee*, Black Careers Now, Hispanic Hotline, Asian Pacific Careers, and newspapers in the Bay Area. Additionally, recruitment ads are placed with recreation and library professional publications and websites and shared on social media. The intent of this extensive outreach is to enhance the Department's diversity while attracting the most qualified candidates. Community Services also works with the San Joaquin County Office of Education, the University of the Pacific, and San Joaquin Delta College. These opportunities frequently result in contacts with people of diverse backgrounds, experiences, and cultures interested in pursuing a career with the Community Services Department.

Summary

The Community Services Department continually strives for ethnic and cultural diversity while maintaining a high level of skill and professionalism. Our department is committed to recognizing and appreciating the unique beliefs, values, skills, attributes, and characteristics of all employees in an environment that promotes and celebrates

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individual and collective achievement. In the upcoming year, the Department will continue with its efforts to fill staffing needs with the most qualified personnel while best reflecting the cultural diversity of the community.

A handwritten signature in blue ink, appearing to read "John Alita". The signature is fluid and cursive, with the first name "John" and last name "Alita" clearly distinguishable.

JOHN ALITA
DIRECTOR OF COMMUNITY SERVICES

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