

March 20,2025

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: COURTNEY CHRISTY, DEPUTY CITY MANAGER

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT**

Introduction

The Administrative Services Department is pleased to be in the process of hiring new employees to fill existing vacancies that closely mirror the diverse population in Stockton. Continuing to build a diverse workforce remains a high priority for the department. The department's fifteen new hires demonstrate successful recruiting and hiring practices implemented to increase and encourage the diversity of our workforce.

Organizational Structure and Responsibilities

MISSION STATEMENT

Provide financial, administrative, and technical support to residents, business partners, decision-makers, and other City departments; and to safeguard and facilitate the optimal use of City resources for strategic financial planning.

The Administrative Services Department serves as a trusted, respected advisor providing vital systems and services administered through five divisions: Administration, Budget, Financial and Accounting Operations, Treasury, and Revenue and Collection Services (including Utility Billing).

Administration Division directs the activities of the Administrative Services Department, which includes monitoring revenue, billing, collections, investments, audits, disbursement of funds; reporting on accounting and financial activities; processing City payroll; coordinating purchasing activities, and managing long-term debt.

Budget Division is responsible for the development and monitoring of the City's annual budget. Throughout the fiscal year, the division supports City management and departments by analyzing and evaluating financial performance and budget projections. The division coordinates financial planning and management, reports financial outcomes as compared to budgets, monitors citywide budgets, including capital, fees, and revenues. Budget also maintains the Long-Range Financial Plan and position control for all departments.

Financial and Accounting Operations Division is responsible for Citywide procurement, finance, and accounting operations as follows:

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- Procurement is responsible for the procurement of all supplies and services necessary for the operation of City departments. Purchasing includes centralized printing and high volume reprographic and mail services to departments.
- Finance provides financial services to all City departments and stakeholders. They are responsible for the recording and reporting of financial transactions, reporting financial positions in accordance with generally accepted accounting principles, and the preparation of the Annual Comprehensive Financial Report and other financial reports.
- Accounting operation services include payroll processing for approximately 1,800 employees, payroll tax compliance, employee benefit reporting for retirement systems, and accounts payable.

Debt and Treasury Division manages the City's pooled investment portfolio and seventeen debt issues. Services include investment management of the cash and investment portfolio of over \$800 million, investor relations, market disclosures, and financing/refinancing programs.

Revenue Services Division is responsible for City-wide revenue services as follows:

- Customer Services Unit is responsible for providing customer service for 97,000 accounts at the counter and over the phone. There are 57,000 City of Stockton utility accounts for water, sewer, and stormwater charges. The unit also assists 40,000 sewer, and stormwater customers in the California Water Service Company serviceable area. In addition to billing customers, the Customer Services Unit also assists with 14,200 business license tax accounts.
- Revenue Operations Unit is comprised of multiple billing functions, cash handling, and business license processing. It is responsible for the enforcement and audit of the business license tax, hotel/motel tax, utility user's tax, improvement district assessments, and other fees/charges owed to the City. The unit also accurately records, reconciles, receipts, controls, and deposits all monies received by City departments.
- Collection, Compliance & Revenue Reporting Unit is responsible for the recovery of City Revenue generated from delinquent utility billings, business licenses, transient occupancy tax, utility user tax, and miscellaneous accounts receivables. It promotes compliance through the audit of Business License tax, Transient Occupancy Tax, and Utility User's Tax. The unit also manages uncollectible accounts to outside collection agencies for collections and provides revenue reporting functions such as cash collections and deposits, quarterly receivables, and write-offs.

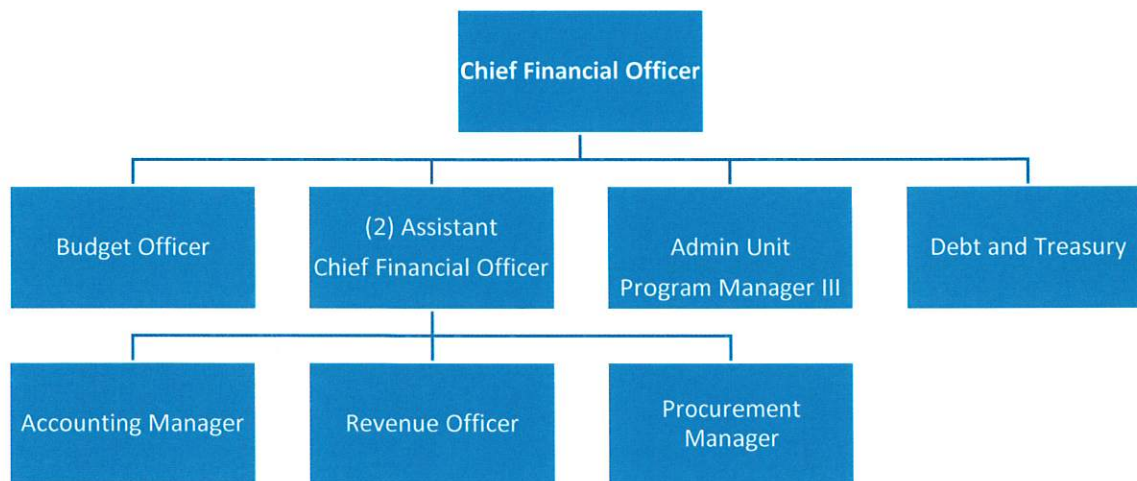
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In addition to the functional services mentioned above, the organization chart illustrates the department's reporting structure to support its mission.

Administrative Services Department
Organization Plan



Workforce Composition

The Administrative Services Department currently has 91 full-time budgeted allocated positions, 16 of which are currently vacant in the following classifications:

Current vacant positions in the Department are:

- Chief Financial Officer
- Assistant Chief Financial Officer (2)
- Administrative Analyst
- Grants Manager
- Sr. Budget Analyst
- Supervising Accountant
- Payroll Supervisor
- Sr. Finance Assistant
- Finance Assistant
- Procurement Officer
- Procurement Specialist
- Materials Specialist (2)
- Revenue Collector
- Revenue Assistant

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For the period of time covered by this report (February 2024 through February 2025) a total of 21 positions were filled. The following is a list of positions filled during this time:

- Admin Aide II
- Office Technician
- Accounting Manager
- Accountant (2)
- Senior Accountant
- Supervising Accountant
- Administrative Analyst (2)
- Sr. Budget Analyst
- Procurement Specialist II
- Procurement Specialist I (4)
- Revenue Assistant I (6)

A breakdown of gender and 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) <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	18	24%	572	41%	59,410	19%	228,644	30%
Hispanic	24	32%	499	36%	134,738	43%	320,102	42%
Black	12	16%	82	6%	31,268	10%	54,825	7%
Asian	17	23%	176	13%	68,790	22%	121,944	16%
American Indian	0	0%	6	0%	2,517	1%	2,336	0%
Two or More Races	3	4%	44	3%	12,832	4%	30,486	4%
Native Hawaiian/OPI	0	0%	8	1%	3,127	1%	3,811	1%
Total	74	100%	1387	100%	312,682	100%	762,148	100%

Gender	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>	
Male	19	26%	838	60%	159,468	51%	381,074	50%
Female	55	74%	549	40%	153,214	49%	381,074	50%
Total	74	100%	1472	100%	312,682	100%	762,148	100%

The Administrative Services Department continually seeks to recruit and retain employees of all genders and races. The Department strives to create a better workforce

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by improving recruitment efforts, providing adequate training, and hiring qualified, educated staff.

Personnel Changes in the Department

The Department hired twenty-one new hires, six of those hired are male, and fifteen are female. Of the males, two are Asian, one is Hispanic, and three are White. Of the females, eight are Hispanic, four are Asian, and three are Black.

The vacant positions in the department were due to the following personnel changes: one Hispanic female, one Black female, two White female, three Asian female, three Hispanic male and four Asian male resignations. One Hispanic female, one White male, and one Asian male transferred to other City departments, one Hispanic female promoted positions within the department. One White female retired from the City.

Professional and Diversity Training

The Administrative Services Department utilizes advanced training and seminars to network with colleagues, attract qualified professionals, and encourage diversity in our workforce. The Department's supervisory and management staff continue skill enhancement through training, conferences, and seminars. These learning opportunities allow management staff to keep abreast of innovative technologies and financing methods available now and in the future. To maintain a good understanding of our diverse employees and citizens, Harassment Awareness and Customer Service training is provided to all our staff.

Recruitment Efforts

With the support and assistance of Human Resources as well as recruitment placement centers, City website job announcements, diversity publications, websites, and internal transfers, support our efforts to fill the department's vacancies.

Additionally, the Department expanded awareness through marketing in financial publications, professional organizations, and educational institutions, including the following entities:

California Society of Municipal Finance Officers
Government Finance Officer Association
Municipal Management Association of Northern California
Sacramento State University
Stanislaus State University
University of the Pacific

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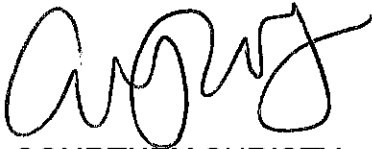
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In the future, the Department plans to market employment opportunities to the NIGP- The Institute for Public Procurement and the California Association of Public Procurement Officials.

Summary

Through our outreach and recruitment efforts (both within and outside of our immediate community), the Administrative Services Department will continue to hire the best candidates who represent the diversity of Stockton's residents.



COURTNEY CHRISTY
DEPUTY CITY MANAGER

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