

May 21, 2015

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: TERESIA ZADROGA-HAASE, Director of Human Resources



SUBJECT: ANNUAL EQUAL EMPLOYMENT REPORT

Introduction

The Human Resources Department is pleased to present our Equal Employment Report. In the past year, Human Resources representatives have attended recruitment and outreach events in the region to increase diversity within the City. Most recently, staff attended the 13th Annual SJ Worknet & Resource Fair at the Arena. The City of Stockton was also one of the co-sponsors of the 23RD Annual Diversity Hire Event at the Waterfront Hotel. This annual event is free for job seekers in our community and offers a one-stop shop for information on jobs in both the public and private sectors.

The department's Equal Opportunity goals have always been important when creating outreach plans in every job recruitment. Job opportunities are advertised in periodicals and on websites geared towards increasing diversity in our applicant pools, such as Minority Times, The Post, Asian Pacific Careers, Black Careers Now, and the Hispanic Hotline. We also advertise positions in the Stockton Record in an effort to reach out to our diverse community.

Organizational Structure and Responsibilities

City Manager Kurt Wilson is the Personnel Officer and administrative head of the Department. He directs the work of the department and is the final appointing authority for all employees of the City of Stockton.

The Director of Human Resources, Teresia Zadroga-Haase, manages all areas of the Human Resources function and administers the day-to-day operations of the department. The Director is the designated representative of the Personnel Officer in all employee matters and serves as the Equal Employment Officer and the Employee Relations Officer.

The Assistant Director of Human Resources/Chief Examiner, DeAnna Solina oversees Employee Relations and Workforce Planning. The Deputy Director of Human Resources, Employee Benefits and Risk Management was vacated in September of last year and is currently being filled by a Program Specialist. Human Resources plans to conduct a recruitment to fill this position within the next six months.

The responsibilities of the Human Resources Department are far-ranging and include all aspects of the human resources function. Employees assigned to Human Resources provide a connection to management and employees through Workforce Planning, Employee/Labor Relations, Employee Benefits and Risk Management Services all of which are run and managed by the human resources professional staff.

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MISSION STATEMENT

"Human Resources is a cohesive, collaborative team of professionals dedicated to attracting, recruiting, hiring and developing a qualified diverse workforce. We take pride in providing quality and innovative customer driven services and programs to support organizational goals, and to create a healthy and positive work environment for City employees to deliver high quality service to the citizens of Stockton."

The Human Resources Department is comprised of various sections, namely:

1. HR Administration
2. Employee Benefits
3. Employee/Labor Relations
4. Risk Management Services
5. Workforce Planning

Workforce Composition

The Department currently has 25 full-time employees on the staff. It is comprised of twenty-three (23) females and two (2) males self-identifying with the associated ethnic groups. A breakdown of the ethnicity for the department as it compares to City of Stockton full-time workers, Stockton and San Joaquin County employable work force is detailed below:

Ethnicity	Human Resources		City Employees		City of Stockton (Figures Reflect Employable Population Only) <small>Taken from the 2010 U.S. Census Bureau</small>		San Joaquin County (Figures Reflect Employable Population Only) <small>Taken from the 2010 U.S. Census Bureau</small>	
White	15	60.0%	832	61%	66,836	23%	246,025	36%
Black	1	4.0%	64	5%	33,507	12%	48,657	7%
Hispanic	4	16.0%	310	23%	117,590	40%	266,584	39%
Asian	4	16.0%	135	10%	61,945	21%	97,999	14%
Native American	1	4.0%	15	1%	1,237	0%	3,427	1%
Other					10,592	4%	22,614	3%
Total	25	100%	1,356	100%	291,707	100%	685,306	100%

The Human Resources Department continually seeks to recruit and retain employees of all genders and races. As a whole, it strives to create a better workforce by improving recruitment efforts, providing adequate training, and by hiring the best qualified staff.

Since the last report, Human Resources has experienced the following changes: a decrease in the white population from 78.3% to 60.0%, for a difference of 18.3%. In the Black and Native American ethnicities, a minimal decrease of .3% from 4.3% to 4.0% in both categories. In regard to the Hispanic group, an increase from 8.8% to 16.0% a

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result of 7.2% difference. The highest change was in the Asian group which resulted in a 11.7% increase that was reported as 4.3% in 2014 to 16% in this report.

Personnel Changes in the Human Resources

The Human Resources Department saw the departure of seven (7) team members last year. Since the last report was submitted to the Commission on May 15, 2014, the following positions have been vacated as a result of retirements or resignations:

- (1) Deputy Director of Human Resources/Employee Benefits & Risk Management
- (1) Human Resources Manager/Safety Officer
- (2) Senior Human Resources Analysts
- (1) Human Resources Specialist
- (1) Human Resources Program Assistant/Risk Analyst
- (1) Liability Claims Investigator II

The breakdown of these departures, are two (2) white females, one (1) hispanic male, and four (4) white males.

Also, one (1) Human Resources Technician, white male, promoted internally to a Risk Analyst I which created another vacancy.

The department was able to use the following existing eligibility lists to fill (2) two of the positions:

- Human Resources Technician
- Human Resources Specialist

In addition, the following recruitments were completed as a result of vacancies or new positions added to the budget. They are follows:

- Liability Claims Investigator I/II
- Human Resources Analyst/Senior
- Risk Analyst I/II
- Human Resources Manager/Safety Officer

Professional and Diversity Training

Human Resources staff has received training in the following areas during this reporting period:

Citywide Training Courses:

1. Supervisor's Role in Workers' Comp
2. Family Medical Leave Act (FMLA)
3. Harassment Awareness & Prevention

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- a. New Supervisors
 - b. Refresher Course for Supervisors
 - c. General Workforce
4. Safety for Supervisors
5. Substance Abuse Awareness
6. Cash Handling
7. Emotional Intelligence
8. Safety for Supervisors
9. Effective Writing Skills
10. Personal Effectiveness in the Workplace
11. Why Zebras don't get Ulcers (IBH – Stress Management)
12. Editing and Proofreading
13. Building a Workplace of Mutual Respect
14. Managing your Work Life, Time, and Priorities
15. Conflict Resolution

Liebert Cassidy Whitmore Workshops:

1. Supervisory Skills for the First Line Supervisor
2. Advanced Investigation of Harassment Complaints
3. Legal Aspects of Violence in the Workplace (to include Workplace Bullying)
4. Social Media
5. Supervisor's Guide to Employment Relations
6. Art of Writing the Performance Evaluation
7. Creating a High Performance Department and Agency
8. Embracing Diversity in the Workplace
9. Finding the Facts: Disciplinary and Harassment Investigations
10. Mandated Reporting – For employees who direct and/or supervise Children
11. Managing Performance through Evaluation
12. Managing City Employee Injuries, Disability, and Occupational Safety
13. Customer Service
14. Understanding Roles and Responsibilities of Public Servants
15. Supervisors Survival Guide
16. Ethics and Public Service
17. Difficult Conversations

Specialized Training:

1. CPS – Completed Staff Work
2. CPS – Employee Relations
3. Shaw Valenza – Preventing and Reducing Employment Law Liability with Effective Internal Investigations

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Recruitment Efforts

Human Resources Workforce Planning Division staff conducts a variety of outreach efforts to help all departments, including their own, recruit a qualified diverse candidate pool. Opportunities are posted in publications and with agencies such as The Record, Modesto Bee, Minority Times, Black Careers Now, Hispanic Hotline, Asian-Pacific Careers, Central Valley Jobs website, Employment Development Department (EDD) website, and newspapers in the Bay Area and Sacramento. In addition, staff conducts outreach for positions within Human Resources by participating in professional organizations such as the International Public Management Association (IPMA-Mother-Lode Chapter), California Public Employers Labor Relations Association (CalPELRA), Public Agency Risk Managers Association (PARMA) and Western Cities/League of California Cities.

The Human Resources Department also advertises to the community by participating in events such as the Annual Diversity Hire Event and Worknet Job Fairs. In previous years, staff has participated in a variety of community outreach events to increase awareness of the City's job opportunities; and we are signed up to participate in the 40th Annual Juneteenth celebration on June 19, 2015.

Summary

The Human Resources Department will continue to support and assist the City Council, the Concurrent Civil Service Commission/Equal Employment Commission, the Salary Setting Commission, and the Ad Hoc Committee in ensuring that every phase of the human resource function is administered on Diversity in the Workplace in a fair and equitable manner. For the coming year, the Human Resources Department will endeavor to accomplish strategic goals designed to enhance the human resource experience for our employees, retirees, and the public we serve. The following are the goals the department has set for the ensuing year:

- Continue efforts of Equal Employment in all recruitments by reaching out to diverse communities with more focus on the underrepresented employable groups within the city and county;
- Update all contacts and increase outreach approaches for local non-profit organizations which service diverse members of the public to include notification of all upcoming vacancies; and
- Participate in outreach with local schools and other non-profit organizations to increase visibility of Stockton as an employer of choice.