

ANNUAL EQUAL EMPLOYMENT REPORT – CITY CLERK’S OFFICE

RECOMMENDATION

Accept by motion the Annual Equal Employment Report for the Office of the City Clerk.

Introduction

In January 2016, the Clerk’s Office hired a Deputy City Clerk I, making the department fully staffed. As in previous years, training continues to be in the forefront of daily activities. The training direction for staff in the 2016 year was primarily focused on elections. In March of 2016, the nomination period opened allowing for the full Clerk staff to see the Election process from pre-candidacy to the June Primary Election, and then to the completion of the election cycle in November 2016 General Election.

Organizational Structure and Responsibilities

The City Clerk is appointed by the City Council and serves at its pleasure in the following ways:

Elections Official: The City Clerk administers federal, state and local procedures through which local government representatives are selected. The Clerk assists candidates in meeting their legal responsibilities before, during, and after an election. From election pre-planning to certification of election results and filing of final campaign disclosure documents, the City Clerk manages the process which forms the foundation of our democratic system of government;

Legislative Administrator: The City Clerk plays a critical role in the decision-making process of the local legislature. As the key staff for Council meetings, the Clerk prepares the legislative agenda, verifies legal notices have been posted or published, and completes the necessary arrangements to ensure an effective meeting. The Clerk is entrusted with the responsibility of recording the decisions of the legislative body which constitutes the building blocks of our representative government; and

Records Manager: The City Clerk oversees the preservation and protection of public records. By statute, the Clerk is required to maintain and index the minutes, ordinances and resolutions adopted by the legislative body. The City Clerk also ensures that other municipal records are readily accessible to the public. The City Clerk provides control over public records that is fundamental to the integrity of the democratic structure.

The City Clerk is currently representing the City of Stockton by serving on the Administrative Services Policy Committee through the League of California Cities and also serves as Trustee for the Central Division of the City Clerk’s Association.

Mission Statement

"The mission of the Office of the City Clerk is to act as a partner in the democratic process by effectively managing the City's official records, providing open access to this information, and serving as the community's public information resource to the Council."

Workforce Composition

The City Clerk's Office currently has seven full-time employees on staff. It is comprised of four females (1 Hispanic, and 3 White) and three males (1 Asian and 2 White).

Ethnicity	Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>	
White	5	72%	831	61%	66,836	23%	246,025	36%
Black	0	0%	64	5%	33,507	12%	48,657	7%
Hispanic	1	14%	308	23%	117,590	40%	266,584	39%
Asian	1	14%	131	10%	61,945	21%	97,999	14%
Native American	0	0%	15	1%	1,237	0%	3,427	1%
Other	0	0%	0		10,592	4%	22,614	3%
Total	7	100%	1349	100%	291,707	100%	685,306	100%

Gender	Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2010 U.S. Census Bureau</i>	
Male	3	43%	924	68%	142,925	49%	341,230	50%
Female	4	57%	425	32%	148,782	51%	344,076	50%
Total	7	100%	1349	100%	291,707	100%	685,306	100%

Personnel Changes in the Department

With the hiring of a Deputy City Clerk I in January 2016, the City Clerk's Office is fully staffed and there have been no other personnel changes for the department.

Professional and Diversity Training

City Clerk staff has attended, or provided training in the following areas during this reporting period:

Clerk Staff Attended:

Harassment Awareness and Prevention - City of Stockton
Completed Staff Work – City of Stockton

Microsoft Outlook – City of Stockton
400 Series Technical Track for Clerks (June 2016) – Kane and Associates
Nuts & Bolts (July 2016) – City Clerk's Association of California
200 Series Technical Track for Clerks (September 2106) – Kane and Associates
New Law and Election Seminar (December 2016) – League of California Cities

Clerk Staff Provided:

Citywide Legistar training (Agenda Management)
Legistar User Group (Agenda Management)
Department Records Indexing & Retrieval

Recruitment Efforts

It is the practice of the Clerk's Office to work closely with Human Resources staff to recruit diverse candidates for any vacancies that may develop. These efforts have included recruitment through college and university placement centers, posting job announcements on the City's website and Cablevision Channel 97, advertising in diverse publications such as the Stockton Record, Modesto Bee, Public Sector Job Bulletin, Hispanic Hotline, Black Careers Now, and Asian Pacific Careers, and by participating in special City projects (i.e., Annual Diversity Hire Event). Through these recruitment efforts, the Clerk's Office successfully recruited and re-appointed two members to fill upcoming vacancies on the Civil Service/Equal Employment Commission.

Summary

The City Clerk is committed to providing continued support to the City Council and Civil Service Commission/Equal Employment Commission to ensure the goals established by these legislative bodies are carried out to the fullest and successfully implemented. This department will continue to take advantage of the excellent training workshops that have been provided by the Human Resources Department, as well as any free workshops and/or webinars to encourage and promote staff development. Staff will also be encouraged to attend offsite training as the budget allows increasing their knowledge base and keeping their skills at a competitive level.