

MEMORANDUM

December 15, 2016

TO: ALL DEPARTMENT HEADS

FROM: DEANNA L. SOLINA, ESQ, Director of Human Resources

SUBJECT: **2017 EEC REPORTS SUBMISSION CALENDAR**

You are hereby notified that all *Annual Equal Employment* reports for this calendar year shall be prepared and submitted to the Concurrent Civil Service/Equal Employment Commission by the following schedule:

Department	Deadline for Submission of Electronic Agenda Items to HR (Before Noon)	Meeting Date (Starts at 3:00 p.m.)
Police Department	February 02	February 16
Administrative Services	March 02	March 16
City Auditor	April 06	April 20
Human Resources	May 04	May 18
Community Development	June 01	June 15
Economic Development	July 06	July 20
Fire Department	August 03	August 17
City Clerk	August 03	August 17
City Attorney	September 07	September 21
City Manager	September 07	September 21
Municipal Utilities	October 05	October 19
Community Services	November 02	November 16
Public Works	November 02	November 16

Your written reports, attachments, and resolutions, if applicable, must be entered into Legistar on or before the deadline noted above.

Workforce Planning Staff

Debbie Shipp	Supervising Human Resources Analyst	x8147
Sharon Fite	Senior Human Resources Analyst	x5120
Pamela Summerville	Human Resources Analyst	x7159
Naydee Rosette	Human Resources Analyst	x8094
Anne Simpson	Human Resources Analyst	x7570
Gerardo Ponce	Human Resources Specialist	x7325

2017 EEC REPORTS SUBMISSION CALENDAR

December 15, 2016

Page 2 of 2

Concurrent Civil Service/Equal Employment Commission Resolution No. CS 11-067 adopted on December 15, 2011, authorizes the use of a template standardizing the format for Annual Equal Employment reports by all departments effective January 1, 2012. In compliance with this resolution, all departments shall continue to prepare their annual reports utilizing the attached template.

Human Resources will continue to furnish your department with demographic information for the County and City, along with your department information. As part of the EEC report submission process, you or your designated representative must be present at the meeting in the event the Commission will have any questions about the contents of your report.

If you have any questions, you may contact the CSC/EEC Agenda Coordinator, Gerardo Ponce, at extension 7325.

DEANNA L. SOLINA, ESQ
DIRECTOR OF HUMAN RESOURCES

DS:gp

Attachment – EEC Report Template

emc: Executive Assistants