

**MEMORANDUM**

April 20, 2017

TO: ALL DEPARTMENT HEADS

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

SUBJECT: **2017 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION REPORT  
SUBMISSION CALENDAR – Revised**

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 Opportunity Commission (EEOC) 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
Community Development	June 01	June 15
Economic Development	July 06	July
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
Information Technology (New)	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

Concurrent Civil Service/Equal Employment Opportunity 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 EEOC 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/EEOC Agenda Coordinator, Gerardo Ponce, at extension 7325.

DEANNA L. SOLINA, ESQ  
DIRECTOR OF HUMAN RESOURCES

DS:gp

Attachment – EEC Report Template

emc: Executive Assistants

*(Date of Meeting)*

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: DEPARTMENT HEAD'S NAME, Title

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT**

### **Introduction**

*The introduction should be a summary of the complete progress report on the status of the equal employment goals achieved, and should identify problem areas and provide needed information to establish and meet department equal employment goals and objectives.*

### **Organizational Structure and Responsibilities**

*Note: As the Commissioners may not always be familiar with the functions of each of the 13 City departments, it is very important to provide them with adequate information about the department that is giving the report.*

*(Enter the department's "Mission Statement" here, if any, followed by a more elaborate explanation). Below is a sample of a City department's mission statement and its departmental composition, describing the primary function of each section or division)*

#### **\*MISSION STATEMENT**

*"To expand and diversify the City of Stockton's economic base; to aid in the elimination of slum and blight; to provide real property services to City and Agency staff; to provide adequate parking facilities downtown; and to facilitate the preservation and production of affordable housing."*

*The Economic Development Department is comprised of four divisions/sections, namely:*

- 1. Economic Development - (Identify the primary function and responsibilities of this division/section)*

2. *Housing - (Same Entry Here As Above)*

3. *Real Property/Asset Management - (Same Entry Here As Above)*

4. *Redevelopment - (Same Entry Here As Above)*

(\*Sample Source: Economic Development Department 2011 EEC Report)

*The closing paragraph in this section may provide information, e.g., the department's organizational chart to better illustrate how the department functions and concurrently showcase the reporting department to the Commissioners and the general public.*

*Providing the annual departmental budget information is optional, as well as any information relating to revenues generated by the reporting department. However, the Commissioners sometimes take a general interest in finding out if a department is an income-generating City department. Therefore, giving the financial picture of each department, which includes its revenues, may help to justify why on occasion, filling full-time vacancies with temporary or provisional staff in the interim is more cost-effective.)*

### **Workforce Composition**

*(Data on the exact ethnic and gender breakdown of employees in the reporting departments should be provided. Current statistics should be compared to the previous departmental report and to City of Stockton and San Joaquin County population.*

*Note: As in the past, Human Resources will continue to provide each department with demographic reports comprised of the department's ethnicity compared to City and County employable populations. This tool should aid the department with identifying their hiring patterns and will assist them in devising future action plans geared towards tapping into qualified candidates coming from underrepresented groups and minority.)*

*The size of the department will always dictate the quantity of data in this section. Below is a sample taken from the report submitted by a City department:*

*"Since May 1, 2010, the Department has filled two positions; (1) Administrative Analyst I and (1) Parking District Supervisor. The Economic Development positions were filled by one white male and one black male. During this time period, there were no promotional appointments within the Department.*

The Economic Development Department currently has 26 full-time positions, 4 of which are vacant including the following classifications:

- (1) Director
- (1) Senior Housing Financial Advisor
- (1) Parking Attendant Supervisor
- (1) Housing Financial Advisor

The Department also employs 31 part-time Parking Lot Attendants and has one employee from a temporary agency.

The Department is comprised primarily of female employees, 55%, as compared to 49.2% within Stockton, and 48.7% within San Joaquin County. About one-third of the Department's female employees occupy supervisor or management level positions. 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		San Joaquin County	
					(Figures Reflect Employable Population Only)		(Figures Reflect Employable Population Only)	
					<i>Taken from the 2010 U.S. Census Bureau</i>		<i>Taken from the 2010 U.S. Census Bureau</i>	
White			855	59.13%	66,836	23%	246,025	36%
Hispanic			347	24.00%	117,590	40%	266,584	39%
Black			74	5.11%	33,507	12%	48,657	7%
Asian			143	9.89%	61,945	21%	97,999	14%
American Indian			16	1.11%	1,237	0%	3,427	1%
Two or More Races			11	0.76%	0	0	0	0
Other			0	0%	10,592	4%	22,614	3%
Total			1446	100%	291,707	100%	685,306	100%

Gender	Department		City Employees		City of Stockton		San Joaquin County	
					(Figures Reflect Employable Population Only)		(Figures Reflect Employable Population Only)	
					<i>Taken from the 2010 U.S. Census Bureau</i>		<i>Taken from the 2010 U.S. Census Bureau</i>	
Male			982	67.91%	142,925	49%	341,230	50%
Female			464	32.09%	148,782	51%	344,076	50%
Total			1446	100%	291,707	100%	685,306	100%

The Economic Development Department continually seeks to recruit and retain employees of all genders and races. The Department as a whole strives to create a better workforce by improving recruitment efforts, providing adequate training, and by hiring qualified, educated staff.”

### **Personnel Changes in the Department**

*(Staffing changes since the last report must be reported. Personnel gains and losses due to retirements, resignations, and terminations need to be identified. Statistical reports on recent employee gains, both promotional and new hires, must indicate the breakdown in gender and ethnicity.*

*Larger departments (at or near 100 employees) may need to allocate hiring statistics into relevant categories, e.g., sworn, non-sworn, at-will, and classified employees. Hiring patterns of the department in the preceding year must be clearly established.*

*Note: Identifying the names that correspond to personnel gains and losses in this section is not necessary and must be avoided.)*

### **Professional and Diversity Training**

*(Training in diversity programs to reach all communities, including the disabled and general outreach efforts may be included in the report. A departmental chart showing a breakdown of the ethnic and gender percentages by managers, supervisors and subordinate employees may be included. Ideally, course titles may be included in the report. Examples of professional and diversity training that employees in each department should be encouraged or required to satisfactorily complete are courses on Customer Service, Training for Supervisors, Sexual Harassment, and Succession Planning.)*

*The following is an excerpt taken from a section of the EEC report pertaining to the professional and diversity courses completed by employees in a City department:*

“City Attorney staff has received training in the following areas during this reporting period:

1. Effective Employment Policies and the Importance of Timing
2. Customer Service
3. Ethical Duties in the Legal Profession
4. Legal Advocacy for Lesbian, Gay, Bisexual and Transgender (LGBT) Clients
5. Public Contracts and Procurement Regulations
6. Sexual Harassment
7. Substance Abuse”

### **Recruitment Efforts**

*(Any existing outreach programs in place or any departmental efforts to recruit underrepresented groups, such as women and minority, especially in larger departments that employ public safety employees should be reported.*

*Ways and means to attract qualified individuals for employment with the City and efforts to make the department and the City to be more competitive so as to avoid loss of already trained City employees to neighboring cities and agencies must be identified.*

*Describe department’s efforts to reach out to various communities, avenues to place job announcements in order to disseminate information on employment opportunities within the department and the utilization of various forms of mass media must be included in this section. Focus on expanding the awareness of opportunities available within the department through special City projects and partnering with community programs must be mentioned as well.)*

*Below is a sample taken from a recent report submitted by a City department relevant to this section of the report:*

“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, Public Sector Job Bulletin ANG, Black Careers, Hispanic Hotline, Asian-Pacific Careers, Central Valley Jobs website, EDD website, and newspapers in the Bay Area. The intent of this extensive outreach is to continue MUD’s climate of diversity while attracting the most qualified candidates.

The Human Resources Department also advertises to the community by participating in events such as Ag Expo, State of the City, Earth Day Festival, Cinco de Mayo, Black Family Day, National Pollution Prevention Week, Family Literacy Day in the Park, and Make a Difference Day. MUD works with the County Office of Education, the University of the Pacific, and San Joaquin Delta Junior College. These opportunities frequently result in contacts with people of diverse backgrounds, experiences and cultures interested in pursuing a career with MUD.”

**Summary**

*This paragraph should lay out the department's Equal Employment plans and goals for the ensuing year. It may be necessary for the department head to share with the Commission his/her vision with respect to the future of the department under the existing climate within the City and the State, and at the national level. Lastly, this paragraph must state as to whether the reporting department was able to meet the objectives and goals it set in the previous year, and if not, identify the problem areas and how the department is working to find solutions to address the aforementioned problems.*

NAME OF THE DEPARTMENT HEAD

TITLE