

May 17, 2018

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: LAURIE MONTES, Deputy City Manager II/Interim Director of Human Resources

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT**

Introduction

The Human Resources Department is pleased to present its Annual Equal Employment Report. This report provides departmental equal employment information for the period of May 1, 2017, to April 30, 2018. The Human Resources Department is focused on hiring and maintaining a diversified workforce that reflects the Stockton community. In the past year, Human Resources representatives attended numerous local and regional recruitment and outreach diversity events to support this objective. Most recently, staff attended the San Joaquin County Worknet 16th Annual Job & Resource Fair at the Arena, as well as, over 14 other local and regional job events within the last year.

To support organizational diversity efforts, job opportunities are advertised in periodicals and on websites marketed towards increasing diversity, such as Minority Times, Asian Pacific Careers, Black Careers Now, Hispanic Hotline, The Stockton Post and Latino Times. The department also advertises positions in the Stockton Record to attract applicants within the local community.

Organizational Structure and Responsibilities

City Manager Kurt Wilson is the Personnel Officer and administrative head of the Department. He is overall responsible for the department and provides general oversight on personnel actions for all employees of the City of Stockton. Currently, the Director of Human Resources, is vacant, and Deputy City Manager Laurie Montes is serving as the Interim Director. As such, Ms. Montes manages all areas of the Human Resources Department in addition to her Deputy City Manager duties. The Assistant Director of Human Resources/Chief Examiner oversees Employee Relations and Workforce Planning is vacant, and the Deputy Director of Human Resources, Gail Kiyomura, oversees Risk Services and Employee Benefits.

***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.”

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The responsibilities of the Human Resources Department are broad and include all aspects of human resources and risk management. Employees assigned to the Human Resources Department provide services to management, employees, and citizens through the following key areas:

1. Workforce Planning – Assists City departments with refining their organizational structures to meet organizational needs, maximize efficiency and effectiveness, and to provide equal employment opportunities by hiring, retaining and developing a skilled and diverse workforce.
2. Labor and Employee Relations – Develops, negotiates, implements, and administers policies, procedures and labor agreements that support and promote workplace diversity, fairness, and quality for City employees.
3. Benefits – Assists in developing, coordinating, and administering employee benefits that are in compliance with a myriad of rules and regulations, and provide quality health care to plan participants.
4. Risk Management – Protects the City's resources by working proactively to limit liability exposures and by providing cost-effective risk management programs including employee safety, workers' compensation, and liability insurance monitoring and administration.

Attached for your review is an organization chart for the Human Resources Department (Attachment A).

Workforce Composition

The Human Resources Department currently has 30 full-time and two part-time positions. All positions are currently filled except for the following full-time positions:

- Director of Human Resources
- Human Resources Analyst II

Human Resources staff is comprised of 24 females and six males who have self-identified their ethnic group. A breakdown of the gender and ethnicity for the department as compared to City employee demographics, City of Stockton residents, and San Joaquin County residents is detailed below:

GENDER COMPARISON

Gender	Human Resources 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	6	20.00%	1060	69.24%	142,925	49.01%	341,230	49.79%
Female	24	80.00%	471	30.76%	148,782	51.99%	344,076	50.21%
Total	30	100%	1531	100%	291,707	100%	685,306	100%

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ETHNICITY COMPARISON

Ethnicity	Human Resources 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	15	50.00%	874	57.09%	66,836	22.91%	246,025	35.90%
Hispanic	7	23.34%	376	24.56%	117,590	40.31%	266,584	38.90%
Black	1	3.33%	84	5.49%	33,507	11.49%	48,657	7.10%
Asian	5	16.67%	162	10.55%	61,945	21.24%	97,999	14.30%
American Indian	1	3.33%	16	1.05%	1,237	0.42%	3,427	0.50%
Two or More Races	1	3.33%	19	1.24%	0	0%	0	0%
Other	0	0	0	0	10,592	3.63%	22,614	3.30%
Total	30	100%	1531	100%	291,707	100%	685,306	100%

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

Since the last report, Human Resources has experienced the following changes:

- An increase in white population of 1.72% (from 48.28% to 50.00%),
- A decrease in the Hispanic population of -4.26% (from 27.59% to 23.33%),
- An increase in the Asian population of 2.88% (from 13.79% to 16.67%),
- A decrease in the Black, Native American and Two or More Races populations of -0.12%(from 3.45% to 3.33%),

Personnel Changes in the Department

The Human Resources Department experienced four employee separations during the reporting period. Since the last report was submitted to the Commission on May 18, 2017, the following positions have been vacated as a result of employee resignations:

- One Director of Human Resources
- One Assistant Director of Human Resources
- One Human Resources Analyst II
- One Human Resources Assistant II

The diversity breakdown of these separations are: one White Female, one White Male, one Black Female, and one Hispanic Female.

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The department filled two of the vacant positions listed above in addition to two positions that were vacant on the previous report. The four positions filled during this rating period as follows:

- One Human Resources Analyst II
- One Risk Analyst II
- One Human Resources Technician
- One Human Resources Assistant II

The diversity breakdown of the new staff are: one Asian Female, one White Male, one White Female, and one Black Female.

Professional and Diversity Training

Human Resources Department offered and attended the follow training sessions during this reporting period:

CITY-WIDE TRAINING	
Spring 2017	
06/13/17	Preventing Workplace Harassment (Supervisors/Managers)
06/19/17	Building a Workplace of Mutual Respect

CITY-WIDE TRAINING	
Fall 2017	
08/15/17	Customer Service
08/22/17	Safety for Supervisors
09/12/17	Social Media
10/04/17	Performance Management: Evaluation, Documentation and Discipline
10/18/17	Supervisor's Role in Workers' Compensation
10/25/17	Preventing Workplace Harassment, Discrimination, and Retaliation for General Workforce
11/02/17	Leave Benefits
11/14/17	Managing Work/Life Balance, Time, and Priorities
11/28/17	Diversity and Social Equity
11/29/17	Workplace Violence to include Workplace Bullying
11/30 - 12/1/17	Completed Staff Work (2-day course)
12/04/17	Emotional Intelligence
12/06/17	Preventing Workplace Harassment, Discrimination, and Retaliation for Supervisors
12/13/17	Substance Abuse Awareness
12/13/17	Coping with Stress

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LIEBERT CASSIDY WHITMORE	
San Joaquin Valley ERC Workshops	
09/20/17	Risk Management Skills for the Front-Line Supervisor
09/20/17	Exercising Your Management Rights
10/19/17	The Future is Now - Embracing Generational Diversity and Succession Planning
10/19/17	Difficult Conversations

CITY-WIDE TRAINING	
Spring 2018	
03/06/18	Preventing Workplace Harassment, Discrimination, and Retaliation for General Workforce
03/15/18	Substance Abuse Awareness
03/20/18	Effective Writing Skills
03/22/18	Supervisor's Guide to Public Sector Employment Law
03/27/18	Customer Service
04/11/18	Supervisor's Role to Worker's Compensation
04/17/18	Supervisory Skills for the First Line Supervisor
04/18/18	Preventing Workplace Harassment, Discrimination, and Retaliation for Supervisors/Managers
04/24/18	Building a Workplace of Mutual Respect
05/02/18	Safety for Supervisors
05/09/18	Mandated Reporting
05/10/18	Emotional Intelligence
05/15/18	Workplace Safety
05/17/18	ADA Employee Accommodations

LIEBERT CASSIDY WHITMORE	
San Joaquin Valley ERC Workshops	
03/14/18	Workplace Bullying: A Growing Concern
03/14/18	Issues and Challenges Regarding Drugs and Alcohol in the Workplace
04/19/18	Managing the Marginal Employee
04/19/18	Moving into the Future

Recruitment Efforts

Human Resources Workforce Planning Division staff conducts a variety of outreach efforts to help all departments recruit a qualified, diverse candidate pool. Opportunities are posted in publications and with agencies such as The Record, Modesto Bee, Black Careers Now, Hispanic Hotline, Asian-Pacific Careers, Central Valley Jobs website, and newspapers in Sacramento, Manteca, Lodi, Tracy, and the Bay Area. 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), Society of Professional Management Association (SHRM), 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 provides outreach to the community by participating in events such as the Worknet Job Fair and various college meet and greet events. Human Resources staff also participated in the 50th Annual Cinco De Mayo Celebration at Weber Point on May 6, 2018 and staff is planning to participate in the 43rd Annual Juneteenth celebration on June 16, 2018 at the San Joaquin County Fair Grounds.

Summary

The Human Resources Department continues to support and assist the City Council, the Concurrent Civil Service Commission/Equal Employment Commission, and the Salary Setting Commission; ensuring that every function of the Human Resource Department is administered in a fair and equitable manner. This year, staff assisted and provided administrative support for the Salary Setting Commission on City Council salaries.

Human Resources Department continues to communicate job opportunities in a broad variety of publications that reach a wide-array of diverse groups within the local and regional areas for all positions in the City. As noted, job opportunities are posted in publications and with agencies such as The Record, Modesto Bee, Black Careers, Hispanic Hotline, Asian-Pacific Careers, Central Valley Jobs website, The Stockton Post, Latino Times, California Cities, Western Cities and various Bay Area newspapers. The objective of this extensive outreach endeavor is to attract a diverse and qualified candidate pool that reflects the local Stockton community.

The Human Resources Department also promotes City employment to the local community by participating in events such as State of the City, Cinco de Mayo, Black Family Day, Juneteenth, and the Pride Festival. Staff work closely with the University of the Pacific, California State University Stanislaus-Stockton Center, and San Joaquin Delta Junior College as well to provide opportunities to students seeking career opportunities in the City of Stockton. The Human Resources Department has established the following diversity goals for the ensuing year:

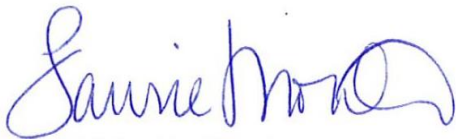
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- Continue to work with City management staff and consultants to identify and implement recruiting methods for attracting and retaining a more diverse workforce that resembles the local community,
- Provide recommendations for Civil Service Rule updates as needed to clarify existing language and streamline recruitment and selection processes that promote best management practices,
- Increase recruitment outreach efforts with local non-profit organizations in the Stockton community that service diverse members of the public, and
- Strengthen participation and outreach efforts with local schools and education centers to increase the visibility of the City as an employer of choice.

Thank you for the opportunity to provide the Human Resources' Annual Equal Employment Report. Please let me know if you have any questions regarding this information.



LAURIE MONTES

DEPUTY CITY MANAGER/INTERIM DIRECTOR OF HUMAN RESOURCES

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Attachment A – Human Resources Organization Chart