

September 20, 2018

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION
FROM: JOHN M. LUEBBERKE, CITY ATTORNEY
SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT**

Introduction

I appreciate the opportunity to provide this report on the City Attorney's Office's diversity program for the period August 1, 2017, to the present.

Organizational Structure and Responsibilities

The City Attorney is a Council appointee. The functions of the City Attorney's Office include:

- Providing legal advice to City Councilmembers, officials, boards, commissions, and City departments regarding legal and regulatory matters of concern to the City and its operations;
- Working with other City departments and divisions on legal matters to defend the City from legal action(s) brought against it, initiating lawsuits, code enforcement compliance, collection of monies owed to the City, and eminent domain proceedings;
- Drafting and reviewing ordinances, resolutions, contracts, bonds, deeds, and other legal documents as requested by the City Council or other officials; and
- Prosecuting violations of the Stockton Municipal Code.

MISSION STATEMENT

"It's the City Attorney's Office mission to provide professional, quality legal services that ultimately protect the interests of the City of Stockton, its departments, the City Council, and the citizens of the community."

Workforce Composition

The City Attorney's Office currently has 12 full-time budgeted allocated positions, two of which are currently vacant including the following classifications:

- Two Deputy City Attorney positions

CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

September 20, 2018

Page 2

These positions are filled by nine females and one male. During this time period, we had one promotion appointment from Deputy City Attorney to Assistant City Attorney within our Department.

The Department also employs one part-time employee, an Office Assistant/Legal Secretary, who currently works one day a week to assist our support staff with litigation matters.

The Department is comprised primarily of female employees. 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 (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	50.00%	874	56.57%	66,836	23%	246,025	36%
Hispanic	4	40.00%	385	24.92%	117,590	40%	266,584	39%
Black			85	5.50%	33,507	12%	48,657	7%
Asian	1	10.00%	163	10.55%	61,945	21%	97,999	14%
American Indian			16	1.03%	1,237	0%	3,427	1%
Two or More Races			18	1.17%	0%	0%	0%	0%
Other			4	.26	10,592	4%	22,614	3%
Total	10	100%	1545	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	1	10.00%	1063	68.80%	142,925	49%	341,230	50%
Female	9	90.00%	482	31.20%	148,782	51%	344,076	50%
Total	10	100%	1545	100%	291,707	100%	685,306	100%

The City Attorney's 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

Since the last report, three staff left; one Assistant City Attorney and two Deputy City Attorneys. The Assistant City Attorney was filled with an internal candidate and we are currently working with the Human Resources Department to fill the remaining two positions.

Professional and Diversity Training

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

- 2017 Employment Law Update
- 2017 CalPelra Annual Conference
- CalPelra Disability Retirement
- Current Legal Issues For Same Sex Couples
- Emotional Intelligence
- Ethics In Public Service
- How To Respond Effectively To EEOC Charges
- Labor and Employment Legal Update
- League Of California Cities Municipal Law Symposium
- Leave Benefits (formerly FMLA)
- Legal Aspect Of Violence In The Workplace (To Include Workplace Bullying)
- Lessons Learned From The Year's Biggest Employment Verdicts
- Mental Health: Know The Signs
- Preventing Workplace Harassment, Discrimination, and Retaliation for General Workforce
- Substance Abuse, General Wellness, Stress Management
- Supervisor's Role in Workers' Compensation
- The Retaliation Tsunami (Staying Afloat In The Midst Of A Tidal Wave Of Potential Liability)

Recruitment Efforts

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, San Francisco Daily Journal, McGeorge School of Law, and several online websites (ie: Governmentjobs.com, and Indeed.com). The intent of this extensive outreach is to continue City Attorney Office climate of diversity while attracting the most qualified candidates.

The Human Resources Department also advertises to the community by participating in events such as State of the City, Cinco de Mayo, Black Family Day, Juneteenth, and the Pride Festival. City Attorney's Office works with the University of the Pacific. These

CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

September 20, 2018

Page 4

opportunities frequently result in contacts with people of diverse backgrounds, experiences, and cultures interested in pursuing a career with our Legal Department.

Summary

The City Attorney 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.



JOHN LUEBBERKE
CITY ATTORNEY