

MEMORANDUM

September 20, 2018

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: LAURIE MONTES, DEPUTY CITY MANAGER

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT - OFFICE OF THE CITY
MANAGER**

Introduction

The Office of the City Manager is dedicated to establishing a comprehensive effort to support workplace diversity and equity for a rich work environment. An additional top priority is to ensure the City's workforce is representative of the community's diverse population.

Organizational Structure and Responsibilities

MISSION STATEMENT

'To provide direction and oversight of all phases of City operations, including City departments and programs, and to ensure Council goals, policy and established administrative practices are effectively carried out within the fiscal and physical abilities of the various City departments during normal operations, as well as emergency situations.'

The Office of the City Manager is committed to the strategic targets adopted by City Council: public safety, fiscal sustainability, economic development, and infrastructure.

The City Manager is appointed by the City Council to direct the administration and operations of the City under the policy direction of the City Council. The City Manager's Office supervises the operations of the City departments, prepares reports to the City Council on City activities, makes recommendations to Council on policy matters, and carries out the implementation of Council policy. Other functions within the Office of the City Manager include: Legislative Analysis, Operation Peacekeeper, Office of Violence Prevention, Grants, Public Information, and Channel 97.

Workforce Composition

For the period of time covered by this report (September 2017 through September 2018) the Office of the City Manager was staffed with 28 full-time positions.

The Office of the City Manager is comprised of a fairly balanced workforce reflective of the City and County population ratio. In the department, 50% are female employees. By way of comparison, Citywide, 31% of employees are female. In comparison to the greater community, the Office of the City Manager ratio of 50% is slightly below the

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51% of the population within Stockton, and equal to the population within San Joaquin County. One of the five department senior management positions is held by a female. The following table is a comparative summary of gender percentages in the department and greater community:

Gender Composition

	City Manager's Office		City Employees		City of Stockton*		San Joaquin County*	
Male	14	50%	1,063	69%	149,925	49%	341,230	50%
Female	14	50%	482	31%	148,782	51%	344,076	50%
Total	28	100%	1,545	100%	291,707	100%	685,306	100%

**(Figures Reflect Employable Population Only) Taken from the 2010 U.S. Census Bureau*

The following table is a breakdown of ethnicity which compares the department to City employees, Stockton residents, and San Joaquin County residents:

Ethnic Composition

	City Manager's Office		City Employees		City of Stockton*		San Joaquin County	
White	11	39%	874	56.6%	66,836	23%	246,025	36%
Hispanic	5	18%	385	24.9%	117,590	40%	266,584	39%
Black	9	32%	85	5.5%	33,507	12%	48,657	7%
Asian	3	11%	163	10.6%	61,945	21%	97,999	14%
Native American	0	0%	16	1%	1,237	0%	3,427	1%
Two or More Races	0	0%	18	1.2%	0	0	0	0
Other	0	0%	4	0.3%	10,592	4%	22,614	3%
Total	28	100%	1,545	100%	291,707	100%	685,306	100%

**(Figures Reflect Employable Population Only) Taken from the 2010 U.S. Census Bureau*

The Office of the City Manager employs a diverse workforce, including 39% white, 32% black, 18% Hispanic, and 11% Asian employees. The composition of the senior management positions is 80% white and 20% black.

The Office of the City Manager 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 qualified, educated staff.

Personnel Changes in the Department

The department hired three (3) positions. All positions were hired to fill vacant positions due to attrition or separation. The department hired two Program Manager III positions

that were filled by one (1) white female and one (1) Asian female, and one (1) Peacekeepers Outreach Worker that was filled by a Hispanic male.

Professional and Diversity Training

The Office of the City Manager promotes training and continuing education as opportunities to enhance personal growth and organizational awareness of current workplace diversity issues. City Manager staff received training, attended professional development and conferences in the following areas during this reporting period:

1. League of California Cities Annual Conference
2. League of California Cities – Municipal Finance Institute
3. International City/County Management Association (ICMA) Conference
4. ICMA Local Government 101 – Ethics and Inclusion
5. Preventing Workplace Harassment, Discrimination, and Retaliation for Supervisors/Managers
6. Grants Workshop
7. Municipal Managers Association of Northern California (MMANC) Winter Forum
8. MMANC Annual Conference
9. CAPIO Annual Conference
10. CALPELRA Annual Conference
11. CALPELRA Core Labor Relations Academy
12. CALPELRA Core Academy
13. Leadership Academy
14. Bloomberg Harvard City Leadership Initiative

Recruitment Efforts

The Office of the City Manager seeks to recruit, employ, and retain men and women of all races. The department establishes a strong, diverse team through extensive recruiting, soliciting community input during the recruitments process when appropriate, and hiring qualified staff.

Summary

The Office of the City Manager will continue to strengthen equal employment goals, address barriers or challenges as they arise, and establish plans to improve employment opportunities for all to better meet the needs of the community.



LAURIE MONTES
DEPUTY CITY MANAGER