

June 17, 2021

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: WILLIAM CREW, DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT**

Introduction

This report covers the Community Development Department's (CDD) employee demographics for the period of May 22, 2020, to May 18, 2021. CDD is committed on hiring and maintaining a diversified workforce.

The department's Equal Opportunity goals are consistently implemented during recruitments and job opportunities are advertised in a variety of periodicals (printed and online) that are marketed towards increasing diversity, such as Minority Times, Asian Pacific Careers, Black Careers Now, Hispanic Hotline, The Stockton Post and Latino Times. We also advertise positions in the Stockton Record to reach out to our own diverse community as well as a number of industry organizations such as the American Planning Association, California Building Officials, and Municipal Management Association of Northern California. CDD also utilizes the Human Resources Department's social media pages (Facebook and Twitter) for recruitment advertising.

Organizational Structure and Responsibilities

The Department is composed of three divisions: Business Operations, Building & Life Safety, and Planning & Engineering Services. The operational center of the department is the Permit Center. The purpose of the department is to:

- Plan for future growth, infrastructure needs, and service demands of the greater community
- Review and process permit applications for development activities; large and small
- Provide emergency operations inspection and action plan support
- Coordinate floodplain management efforts
- Assist other departments and agencies in the areas of economic development, climate action planning, design review, historic building analysis, environmental impact review, and geographic information mapping and analysis

These three divisions consist of 48 budgeted full-time employees. Staff support is provided to the City Council as well as various boards and commissions, such as the Planning Commission, Climate Action Plan Advisory Committee, Building Board of Appeals, Cultural Heritage Board, and the Handicapped Access Board of Appeals.

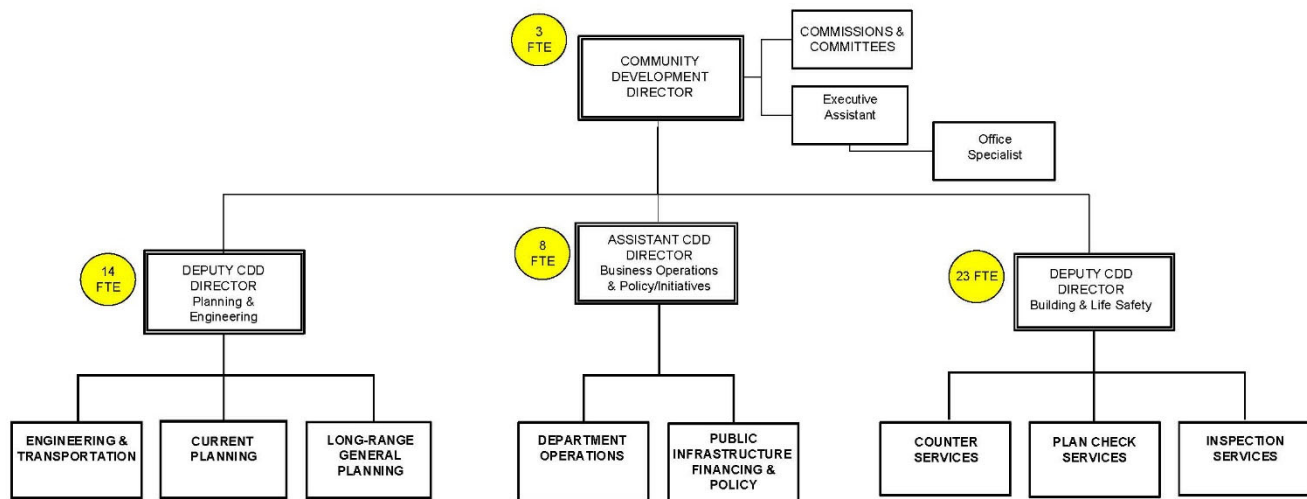
MISSION STATEMENT

The City of Stockton Community Development Department serves residents and businesses in their desire to successfully grow, build and enhance quality of life by providing dedicated customer service to facilitate solutions for thoughtful urban planning and safe building.

Departmental Divisions

1. Business Operations – The primary function of Business Operations is to help improve the customer's experience at the City of Stockton's Permit Center. Business Operations manages all support functions, including financial systems and budget, fee studies, records management, permit management system and technology optimization and support, mapping, agenda preparation, and clerical support functions. Additional functions include initiatives/policy development, program development/implementation, and GIS analysis.
2. Building & Life Safety – The primary function of Building & Life Safety is the issuance of building permits, conducting plan check and building inspections, code enforcement assistance, and supporting emergency rescue and recovery operations where structural damage has occurred.
3. Planning & Engineering Services – The primary function of Planning & Engineering Services is to process applications for land use permits and entitlements, home occupation permits, and encroachment permits. Additionally, this division manages General Plan implementation and policy, Housing Element, Municipal Service Review, FEMA/Senate Bill 5 (SB5) floodplain management program, and administration of the Development Code.

In addition to the functional services mentioned above, the following organization chart illustrates the department's current reporting structure to support our mission.



The Community Development Department is an income-generating department with a FY 2020-21 budget of \$12,657,591. CDD is primarily self-funded with a FY 2020-21 General Fund contribution of \$800,000 (6.3% of Department budget).

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Workforce Composition

The Community Development Department as of 5/18/2021 has 43 of 48 full-time positions filled (see Organizational Chart), as of May 18, 2021 the Department currently has 5 vacancies. CDD staff is composed of 29 male and 14 female employees belonging to five different ethnic groups. Our workforce consists of primarily male employees, 67%, as compared to 49% within Stockton, and 50% within San Joaquin County. 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 Pop. Only) <i>Taken from 2010 U.S. Census Bureau</i>		San Joaquin Co. (Figures Reflect Employable Pop. Only) <i>Taken from 2010 U.S. Census Bureau</i>	
Asian	3	7%	157	10%	61,945	21%	97,999	14%
Black	2	5%	86	6%	33,507	12%	48,657	7%
Hispanic	18	42%	450	29%	117,590	40%	266,587	39%
Native American	1	2%	11	1%	1,237	0%	3,427	1%
White	19	44%	806	52%	66,836	23%	246,025	36%
Other	0	0%	32	2%	10,592	4%	22,614	3%
Total	43	100%	1,542	100%	291,707	100%	685,306	100%

Gender	Department		City Employees		City of Stockton (Figures Reflect Employable Pop. Only) <i>Taken from 2010 U.S. Census Bureau</i>		San Joaquin Co. (Figures Reflect Employable Pop. Only) <i>Taken from 2010 U.S. Census Bureau</i>	
Male	29	67%	1,045	68%	142,925	49%	341,230	50%
Female	14	33%	497	32%	148,782	51%	344,076	50%
Total	43	100%	1,542	100%	291,707	100%	685,306	100%

Personnel Changes in the Department

Since the EEC report was presented in Fiscal Year 2019-20, there have been staff departures, as well as new positions added to the department. The vacant positions as of May 18, 2021 include the following classifications:

VACANCIES	
<i>All currently under recruitment/interview/background process, or a planned future recruitment.</i>	
Business Operations	(1) Associate Planner
	(1) Deputy Building Official
Building & Life Safety	(1) Plan Check Engineer
	(1) Plan Checker I
Planning & Engineering	(1) Senior Planner

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In Fiscal Year 2020-21, eight (8) positions were filled, they include:

DIVISION	#	TITLE	GENDER / ETHNICITY
Building & Life Safety	1	Deputy CDD Director – Building & Life Safety	M/W
	1	Senior Plan Checker	M/W
	1	Supervising Combination Inspector	M/W
	1	Senior Combination Inspector	M/W
	1	Combination Inspector I	M/N
	1	Community Development Technician	F/H
Planning & Engineering	1	Planning Manager	F/W
	1	Assistant Planner	F/H

The Community Development 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 qualified, educated staff.

Professional and Diversity Training

The Department facilitates training workshops in professional standards, customer service, and organizational development. Skill refreshers, such as courses, trainings, and conferences, are routinely provided in industry subject matter content areas as well. Off-site trainings have decreased due to cancellations as a result of COVID-19; however, online trainings/courses have been utilized whenever possible.

Ongoing internal system(s) training and updates have also been provided to all staff in Fiscal Year 2020-21 on the features and operations of our Permit Tracking System, Accela. This system allows for web-based application submittals, tracking of permit review, plan check review, online issuances or permits, Certificates of Occupancy, Notices of Completion, and Acceptance of Public Improvements. As of this report, customers can schedule inspections online, pay for permits, submit plans digitally, and apply for certain permit types online.

The various training programs that are provided to our staff are not limited to those provided by the City of Stockton. Employees are encouraged to seek outside accredited institutions for further training, as well as web-based training programs. Employees are also encouraged to obtain college degrees and credentials to advance themselves. Taken in combination, these programs and opportunities provide an ongoing learning environment where employees' morale and growth opportunities are fostered.

Recruitment Efforts

We coordinate our recruitment with the help of the Human Resources Department. Additional recruitment efforts for high-level positions within the department are coordinated via consulting firms when necessary. There is emphasis placed on communication opportunities that reach a multitude of elements within the community. Employment openings are posted in publications and with agencies such as The Record, Modesto Bee, Public Sector Job Bulletin, Black Careers, Hispanic Hotline, Asian-Pacific Careers, Central Valley Jobs website, EDD website, industry associations, such as the

American Planning Association and California Building Officials, and newspapers in the region, including the Bay Area. CDD also utilizes e-mail "blasts" to various outreach lists.

The intent of this extensive outreach is to continue CDD's climate of diversity while attracting the most qualified candidates.

The Human Resources Department also advertises to the community by participating in events and various college and university meet and greet events.

Further, the Community Development Department works with the University of the Pacific, California State University Stanislaus-Stockton Center, and San Joaquin Delta Junior College to recruit interns and provide valuable job training and potential job opportunities to new graduates. These opportunities frequently result in contacts with people of diverse backgrounds, experiences and cultures interested in pursuing a career with CDD.

Summary

The Permit Center will continue to support the goals of the City Council and the Civil Service Commission/Equal Opportunity Employment Commission and to make certain that every aspect of the development services function is administered in a fair-minded and equitable manner. We are committed to recognizing and appreciating the unique beliefs, values, skills, attributes, and characteristics of all employees; our environment fosters and celebrates individual and collective achievement. This is CDD's objective on an ongoing basis.

We provide equal opportunity to all customers and job applicants. Personnel selections are based on the most qualified individuals without regard to race, religion, color, national origin, gender, sexual orientation, veteran status, age, disability, or political affiliation/influence. All hiring decisions are based solely on job-related criteria and demonstrated ability to perform.



WILLIAM CREW
DIRECTOR OF COMMUNITY DEVELOPMENT

CDD Organizational Chart

As of 5/18/2021

VACANT /
UNDER
RECRUITMENT

(4)

VACANT /
TENTATIVE
RECLASS

(1)

48
FTE

Budgeted Staff FY 2021-22

43
FTE

Current FTE Staff Count

