

MEMORANDUM

October 21, 2021

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: C. Mel Lytle, Ph.D., Director of Municipal Utilities

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT**

Introduction

This report describes the demographics of the Municipal Utilities Department (MUD) for the period of October 1, 2020, through September 17, 2021. The predominant challenges for the Department over the past year have primarily been to quickly fill positions vacated by retirements and/or separations. The Department interacts regularly with the public, and it is important our department's demographics reflect that of our community.

Organizational Structure and Responsibilities

MISSION STATEMENT

The mission of the City of Stockton's Municipal Utilities Department is to provide high quality potable water on demand; collect, treat, and dispose of wastewater; and collect and dispose of storm water, all in accordance with applicable regulations and responsible business practices.

The MUD provides administration, planning, operations, and maintenance for the three utilities owned by the City of Stockton; Water, Sanitary Sewer, and Storm Water. These services are provided to the residential, commercial, and industrial customers within the City of Stockton. The MUD also furnishes wastewater services to several San Joaquin County service areas and special districts outside the City of Stockton.

The MUD consists of 12 divisions that support three utilities as illustrated in the attached organization chart:

- Administration
- Financial Services
- Engineering
- Water Resources
- Water Distribution
- Water Treatment
- Wastewater Treatment
- Collection Systems
- Storm Water
- Maintenance
- Laboratory
- Environmental Control

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The Municipal Utilities Department budget for Fiscal Year 2020-2021 was composed of four (4) funds; the Water Fund with \$57.45 million in expenditures, the Wastewater Fund with \$145.41 million in expenditures, the Storm Water Fund with \$7.14 million in expenditures, and the Storm Districts Fund with \$360,478 in expenditures for a total of \$210.37 million in annual budgeted expenditures.

Workforce Composition

The MUD currently has a total of 218 full-time budgeted allocated positions, of which 21 of the following classifications are vacant:

- Assistant MUD Director
- CMMS/SCADA Systems Manager
- Office Assistant II (2)
- Principal Civil Engineer
- Senior Civil Engineer
- Associate Civil Engineer
- Program Manager III/Water Treatment
- Senior Plant Operator/Wastewater (2)
- Plant Operator-in-Training (3)
- Chief Water Systems Operator
- Senior Water Systems Operator
- Water Systems Operator
- Senior Hydrant Worker
- Program Manager III/Collection Systems
- Collection Systems Operator (2)
- Water/Sewer Equipment Operator

For the period covered by this report September 30, 2020 through September 17, 2021 a total of 34 positions were filled. The following is a list of positions filled during this time:

- Director of Municipal Utilities
- Deputy MUD Director/Maintenance & Collection Systems
- Office Specialist (3)
- Plant Operator/Water
- Water Systems Operator
- Environmental Control Officer
- Assistant Engineer
- Chief Plant Operator/Wastewater
- Program Manager III (2)
- Collection Systems Operator (5)
- Senior Electrical Technician (2)
- Plant Operator-in-Training (3)
- Engineering Services Manager
- Senior Water Systems Operator

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- Chemist
- Plant Operator/Wastewater
- Laboratory Technician (2)
- Associate Engineer
- Electrical Technician (2)
- Senior Collection Systems Operator (3)

These positions were filled by 13 White males, 3 White females, 8 Hispanic males, 2 Hispanic females, 1 Black male, 1 Black female, 4 Asian males, 1 Asian female, and 1 Native Hawaiian/OP! female. During this time, there were 15 promotional appointments within the Department.

The Department is comprised primarily of male employees, 85%, as compared to 49% within Stockton, and 50% within San Joaquin County. Ten 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 (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	99	50%	797	53%	68,838	30%	246,025	35%
Hispanic	63	32%	441	29%	17,550	8%	266,518	39%
Black	9	5%	81	5%	33,507	12%	48,657	17%
Asian	18	9%	156	10%	61,945	21%	97,999	14%
American Indian	2	1%	10	1%	1,237	0%	3,427	1%
Two or More Races	6	3%	22	1%	0	0	0	0
Other	0	0	6	1%	10,592	4%	22,614	3%
Total	197	100%	1513	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	167	85%	1023	68%	142,925	49%	341,230	50%
Female	30	15%	490	32%	148,782	51%	344,076	50%
Total	197	100%	1513	100%	291,707	100%	685,306	100%

The MUD 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

All MUD employees are aware they are often the first point of contact for many City residents, either with billing questions, sewer back-ups, or street flooding. To best represent the community, MUD employees participate in the City's Multilingual Certification Program. There are multiple languages spoken fluently among staff, including Spanish, Tagalog, Chinese, and Persian dialects. In addition, staff continues to expand their professional and personal capabilities by participating in training classes covering a variety of topics including:

- Fundamental Security Awareness Training Q1 2021
- Annual Illicit Discharge Detection & Elimination Training
- Bloodborne Pathogen Training
- May 2021 Summer Leadership Speaker Series
- June 2021 Summer Leadership Speaker Series
- July 2021 Summer Leadership Speaker Series
- August 2021 Summer Leadership Speaker Series
- Cyber Security Awareness Training
- Harassment Awareness Training
- Customer Service Training
- Safe Driver Training

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, Modesto Bee, Black Careers, Hispanic Hotline, and Asian-Pacific Careers. The intent of this extensive outreach is to continue MUD's climate of diversity while attracting the most qualified candidates.

The MUD also advertises to the community by participating in coordination with the Human Resources Department the following events:

- UOP - Spring School of Engineering and Computer Science Career Fair
- CSU Stanislaus - Spring 2021 Virtual Career Expo
- San Joaquin Delta College Career Fair
- CSU Stanislaus -All Majors Career Fair
- UOP - School of Engineering and Computer Science Virtual Meet-Up
- State of the City

Summary

In the upcoming year, MUD will continue with its efforts to fill staffing needs with the most qualified personnel while best reflecting the cultural diversity of the community. Recruiting for management positions has been difficult, and the Department has found it necessary to broaden our scope to attract the most qualified candidates. The Department's goals within the next year are two-fold: 1) fill the key management positions to provide strong leadership for staff, and 2) recruit qualified and diverse staff to operate the three utilities. Both goals are essential to continue providing exceptional customer service to our community.

A handwritten signature in black ink, appearing to read 'C. Mellytle', followed by a horizontal line.

C. MELLYTLE, Ph.D.
DIRECTOR OF MUNICIPAL UTILITIES

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