

August 21, 2025

TO: CIVIL SERVICE/EQUAL EMPLOYMENT COMMISSION

FROM: KATHERINE ROLAND, CITY CLERK

SUBJECT: **ANNUAL EQUAL EMPLOYMENT REPORT**

### **Introduction**

The City Clerk's Office presents the 2025 Annual Equal Employment Report. This report covers the City Clerk's Office employee demographics and activity for the period of August 1, 2024, through July 31, 2025

### **Organizational Structure and Responsibilities**

The City Clerk is appointed by the City Council and serves at its pleasure in the following ways:

Elections Official: The City Clerk administers federal, state and local procedures through which local govern representatives are selected. The Clerk assists candidates in meeting their legal responsibilities before, during, and after an election. From election pre-planning to certification of election results and filing of final campaign disclosure documents, the City Clerk manages the process which forms the foundation of our democratic system of government; and

Legislative Administrator: The City Clerk plays a critical role in the decision-making process of the local legislature. As the key staff for Council meetings, the Clerk prepares the legislative agenda, verifies legal notices that have been posted or published, and completes the necessary arrangements to ensure an effective meeting. The Clerk is entrusted with the responsibility maintaining the legislative record of the meeting body which constitutes the building blocks of our representative government; and

Records Manager: The City Clerk oversees the preservation and protection of public records. By statute, the Clerk is required to maintain and index the minutes, ordinances and resolutions adopted by the legislative body. The City Clerk also ensures that other municipal records are readily accessible to the public. The City Clerk provides control over public records that is fundamental to the integrity of the democratic structure.

Note regarding significant change to Records Management duties: Effective May 17, 2025, the responsibility of responding to California Public Records Act requests was transferred to the City Clerk's Office.

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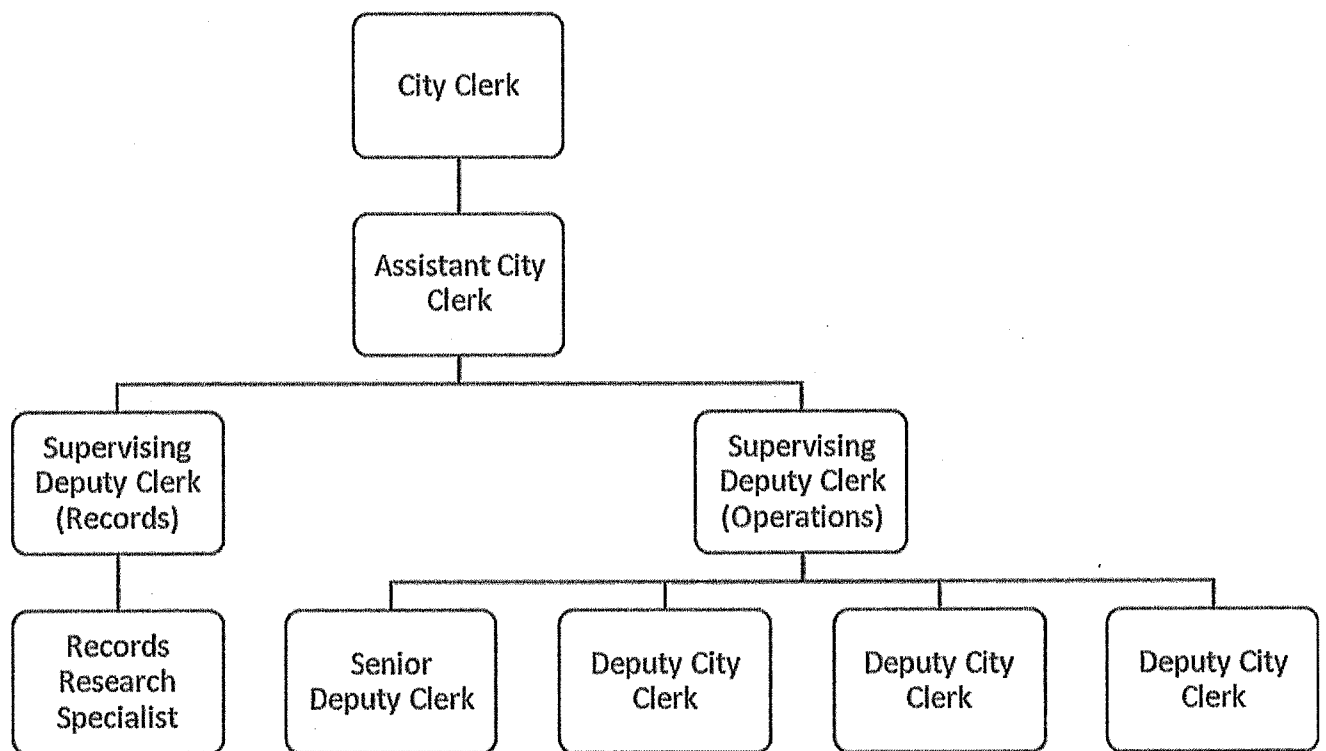
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In addition to the functional services mentioned above, the following organizational chart illustrates the City Clerk's Office current reporting structure in support of our Mission Statement.

### **\*MISSION STATEMENT**

*"The mission of the Office of the City Clerk is to act as a partner in the democratic process by effectively managing the City's official records, providing open access to this information, and serving as the community's public information resource to the Council."*



### **Workforce Composition**

The City Clerk's Office currently has nine (9) full-time budgeted allocated positions, one (1) of which is currently vacant:

- 1 Deputy City Clerk

For the period covered by this report August 1, 2024, through July 31, 2025, two (2) positions were filled. Recruitment is currently underway to fill the position of Deputy City Clerk.

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During this time period, there were five (5) promotional appointments within the Department. The interim City Clerk was appointed City Clerk and the City Clerk appointed her leadership team through promotional appointments leaving one deputy City Clerk position open which is currently onboarding. Additionally, one (1) new position was added to facilitate the addition of Public Records Act management. That position was filled by promotional appointment, resulting in the current vacancy which is under recruitment.

The Department is comprised primarily of female employees, 86%, as compared to 51% within Stockton, and 50% within San Joaquin County. Note: the eighth (8<sup>th</sup>) staff member is currently onboarding, and demographics are not yet available. A breakdown of Ethnicity for the Department as it compares to City Employees, Stockton residents and San Joaquin County residents is as follows:

Ethnicity	City Clerk's Office		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2019 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2019 U.S. Census Bureau</i>	
White	3	43%	675	45%	59,410	19%	228,644	30%
Hispanic	2	29%	76	5%	134,738	43%	320,102	42%
Black	0	0%	512	34%	31,268	10%	54,825	7%
Asian	0	0%	177	12%	68,790	22%	121,944	16%
American Indian	0	0%	6	0%	2,517	1%	2,336	0%
Two or More Races	2	29%	51	3%	12,832	4%	30,486	4%
Other	0	0%	14	1%	3,127	1%	3,811	1%
<b>Total</b>	<b>7</b>	<b>100%</b>	<b>1511</b>	<b>100%</b>	<b>312,682</b>	<b>100%</b>	<b>762,148</b>	<b>100%</b>

Gender	Department		City Employees		City of Stockton (Figures Reflect Employable Population Only) <i>Taken from the 2019 U.S. Census Bureau</i>		San Joaquin County (Figures Reflect Employable Population Only) <i>Taken from the 2019 U.S. Census Bureau</i>	
Male	1	14%	993	66%	159,468	51%	381,074	50%
Female	6	86%	518	34%	153,214	49%	381,074	50%
<b>Total</b>	<b>7</b>	<b>100%</b>	<b>1511</b>	<b>100%</b>	<b>312,682</b>	<b>100%</b>	<b>762,148</b>	<b>100%</b>

The City Clerk's Office 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

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During this reporting period there have been no departures. There is one position, Deputy City Clerk, currently onboarding and we have added and filled a ninth (9<sup>th</sup>) position, Supervising Deputy Clerk (Records).

### **Professional and Diversity Training**

The City Clerk's Office staff has received training including, but not limited to the following areas during this reporting period:

1. Transparency and the Public Records Act
2. Customer Service
3. Reasonable Suspicion of Drugs for Supervisors
4. Reasonable Suspicion of Alcohol for Supervisors
5. Local Democracy – Institutions, Trust, and Public Policy
6. Sexual Harassment
7. Cyber Security

### **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, Asian-Pacific Careers, Central Valley Jobs website, and newspapers in the Bay Area. The intent of this extensive outreach is to continue the City of Stockton's 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. The Human Resources Department works with the University of the Pacific, California State University Stanislaus-Stockton Center, and San Joaquin Delta Junior College. These opportunities frequently result in contacts with people of diverse backgrounds, experiences and cultures interested in pursuing a career with the City of Stockton

It is the practice of the City Clerk's Office to extend the efforts of the Human Resources Department and work directly with community stakeholders when seeking out diverse candidates to fill positions. The City Clerk's Office works with the Greater Stockton Chamber of Commerce, San Joaquin Delta College Business Records Management Program as well as other area agencies to continue to develop connections that lead to diverse staffing.

### **Summary**

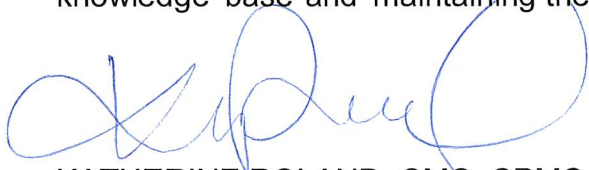
The City Clerk staff is committed to providing continued support to the City Council and Civil Service Commission/Equal Employment Commission to ensure the goals

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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 workshops and/or webinars to encourage and promote staff development. Staff are also encouraged to attend offsite training as the budget allows, increasing their knowledge base and maintaining their skills at a competitive level.

A handwritten signature in blue ink, appearing to read 'K. Roland', is positioned above the printed name.

KATHERINE ROLAND, CMC, CPMC  
CITY CLERK