



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

DONNA L. GILES
Director of Personnel

ADMINISTRATION
EMPLOYEE SERVICES DIVISION
PERSONNEL MANAGEMENT SERVICES
WORKERS' COMPENSATION DIVISION

June 4, 1985

Personnel and Public Employees Committee
of the City Council

Honorable Members in Session:

SUBJECT: STAFF REPORT ON PROPOSED HEARINGS RE: DEPARTMENTAL
AFFIRMATIVE ACTION ACTIVITIES

At the May 15, 1985 meeting of the Personnel and Public Employees Committee, a request was made for staff to provide the committee with a proposed schedule for holding special hearings on the affirmative action program. Specifically, the hearings would be used to evaluate the status of the affirmative action program at the department level.

Staff has tentatively arranged for five two-hour sessions commencing on July 24, 1985 and terminating on September 18, 1985. The following are the proposed dates for the hearings and a recommended schedule of departments/divisions to cover on those dates:

<u>DATE</u>	<u>DEPARTMENTS/DIVISIONS</u>
Wednesday, July 3, 4:00 - 6:00 P.M.	Planning & Community Development Administration Division Planning Division Inspections Division Library Department Finance Department Administration & Budget Revenues Division Accounting Division

DATE

DEPARTMENT/DIVISION

Wednesday, July 17, 4:00 - 6:00 P.M.

Public Works Department
Administration Division
Transportation Division
Waste Removal Division
Water and Sewer Division
Animal Control Division

City Clerk

City Attorney

City Treasurer

City Manager

Mayor/Council

Wednesday, August 7, 4:00 - 6:00 P.M.

General Services Department
Administration Division
Support Services Division
Facility Maintenance Division
Risk Management Division

Personnel Department

Employee Relations Department

Data Processing Department

Wednesday, August 21, 3:00 - 6:00 P.M.

Parks & Community Services Department
Administration Division
Recreation Division
Parks Division
Golf Division
Zoo Division
Crocker Art Division
Metropolitan Arts Division
Museum and History Division

Wednesday, September 4, 4:00 - 6:00 P.M. Police Department

Fire Department

Specific topics for review may include:

1. A review of department recruitment/employment practices. Issues: What activities are individual departments engaged in relative to the recruitment of women and minorities for employment in areas of underutilization?. What have been the successes and failures? What new recruitment activities are planned for the future?. Are any of the employment standards artificial barriers for minorities and women? Do any laws, rules or policies hinder department affirmative action efforts? How are employment decisions made by appointing authorities when minorities and women are eligible to be considered?
2. Upward mobility. Issues: How are individual departments helping minorities and women prepare themselves for possible promotions into the supervisory, professional, technical and management ranks? What obstacles are blocking the path to advancement for minorities and women? What obstacles have been eliminated?
3. Minority retention. Issues: Previous Affirmative Action Status Reports have indicated that minority terminations offset minority new hires in traditional and nontraditional occupations. What departments have been negatively affected by minority terminations especially in occupations where minorities are underutilized? What were the causes behind the minority terminations? What actions have those departments taken to reverse the trend? Are exit interviews conducted? Do past employees allege that they were victims of discrimination?
4. Alternative employment techniques. Issues: Are there any alternative employment programs (i.e. the Career Development Trainee Program, Selective Certification, etc.) being used to assist women and minorities find employment in areas of underutilization?
5. Employment opportunities. Issues: What types of employment opportunities have been available over the past years. Based on turnover rates and the expected minority and female hiring percentages, when do departments project that they will have a minority and female workforce at parity in all occupational categories?
6. Affirmative Action Commitment. Issues: What activities occur on the department level to ensure that affirmative action is an intergral part of a department's employment program?

RECOMMENDATION

The above issues are samples of topics which could be discussed with department personnel. It is recommended that department heads and their staff

be invited to address these and other issues in accordance with the above schedule.

Gary L. Little

GARY L. LITTLE
Affirmative Action Officer

APPROVED:

Gary L. Little for

DONNA L. GILES
Director of Personnel