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## AFFIRMATIVE ACTION ADVISORY COMMITTEE

921 Tenth Street, Room 401  
Sacramento, CA 95814  
(916) 264-5270

August 13, 1993

Personnel & Public Employees Committee  
Sacramento, California

Honorable Members in Session:

**SUBJECT: REPORT FROM THE AFFIRMATIVE ACTION ADVISORY COMMITTEE  
ON STAFFING**

**LOCATION/COUNCIL DISTRICT:**

City

**RECOMMENDATION**

It is recommended that action be taken to supplement the staffing of the Affirmative Action Unit.

**CONTACT PERSON:**

Kenneth M. Fleming, Affirmative Action Officer, 264-5270

**FOR COMMITTEE MEETING OF:**

August 24, 1993

**SUMMARY:**

At the May 11, 1993 Personnel and Public Employee Committee meeting representatives of the City's Affirmative Action Advisory Committee expressed a need for more staff within the Affirmative Action Unit to enhance our abilities to effectively implement AA/EEO policy. At that time the P. & P.E. Committee requested that the Advisory Committee provide a recommendation for a suggested staffing level.

**COMMITTEE/COMMISSION ACTION:**

Amend the Human Resources Department Budget to supplement the Affirmative Action Unit's staff.

**BACKGROUND INFORMATION**

At the May 11th meeting of the Personnel & Public Employees Committee members of the City's Affirmative Action Advisory Committee expressed the need for additional staff for the AA Unit. Councilmember Pannel, Chair of the P. & P.E. Committee requested that the Committee provide a report back with a recommendation for staffing this Unit.

Staff surveyed eighteen (18) major jurisdictions to compare staffing levels and salaries with those of the City. Of the eighteen jurisdictions surveyed, eight (8) were deemed most comparable to the City, based on responsibility and service population. The average staffing level for the AA Units of those jurisdictions was 3.5 employees. Staffing levels ranged from two (2) to eight (8) employees. This compares to a City staffing level of one (1).

The average salary range of the Affirmative Action Officers for the surveyed jurisdictions was \$4,558 - \$5,680 per month compared to the City range of \$3,677 - \$4,470. Although the City's function has the responsibility for areas not required of some units in the surveyed jurisdictions, the salary range for the City was below that of all surveyed jurisdictions.

During 1992 there was a 140% increase in formal discrimination complaints filed against the City. City efforts to comply with the Americans with Disabilities Act as well as heightened AA/EEO program efforts have resulted in an increased work load for AA staff. The current staffing level is not sufficient to address program demands. These demands are not cyclical, but on-going thus it is not prudent to address them by utilizing contractors.

Based on these findings it is recommended that the Affirmative Action Unit staff be increased by two positions.

**FINANCIAL CONSIDERATIONS**

This action will require an increase in appropriations. The dollar amount should range from \$81,530 to \$99,107 annually. This expenditure would fund one Analyst position with a salary range of \$3,376 - \$4,104 with benefits \$50,640 to \$61,560 annually, and a clerical position with a salary range of \$1,921 - \$2,335 with benefits \$30,890 - \$37,547 annually.

The fiscal consequences of maintaining current staffing level could be substantial. The current level does not allow staff to respond timely to all pressing program or committee issues. This could result in outside litigation or other potential costs.

**POLICY CONSIDERATIONS**

This action would be consistent with existing policy and would enable staff to enhance our efforts to implement City Policy in this area.

The current level does not allow staff to respond timely to all pressing program or committee issues. This could result in outside litigation or other potential costs.

**MBE/WBE**

No impact.

Respectfully submitted,

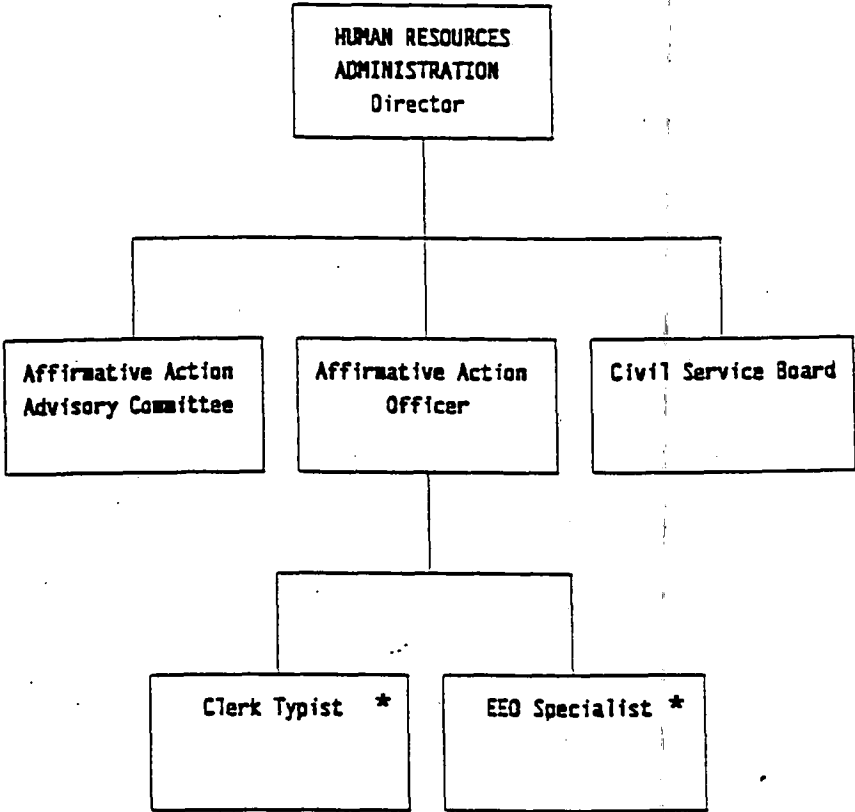


WINDIE O. SCOTT

Chair

Affirmative Action Advisory Committee

DEPARTMENT OF HUMAN SERVICES



\*Proposed Positions

## LISTING OF ENTITIES SURVEYED

SURVEYED ENTITIES

1. City of Anaheim\*
2. City of Fresno
3. City of Long Beach\*
4. City of Oakland\*
5. City of San Francisco
6. City of Santa Ana\*
7. Sacramento County
8. City of Auburn
9. City of Chico
10. City of Davis
11. City of Stockton
12. City of San Jose\*
13. City of Woodland
14. Placer County
15. Regional Transit\*
16. City of Modesto
17. SMUD\*
18. Yolo County

\* Entities deemed most comparable based on areas of responsibility and size of work force

ENTITIES DEEMED MOST COMPARABLESTAFF SIZE

1. City of Anaheim	2
2. City of Long Beach	3
3. City of Oakland	2
4. City of Santa Ana	2 1/2
5. Sacramento County	4
6. City of San Jose	8
7. Regional Transit	3
8. SMUD	3
City of Sacramento	1