



# CITY OF SACRAMENTO

## DEPARTMENT OF PERSONNEL

DONNA L. GILES  
Director of Personnel

ADMINISTRATION  
EMPLOYEE SERVICES DIVISION  
PERSONNEL MANAGEMENT SERVICES  
WORKERS' COMPENSATION DIVISION

June 26, 1985

Personnel and Public Employees Committee  
of the City Council

Honorable Members in Session:

SUBJECT: REPORT BACK RE: SACRAMENTO COUNTY'S MINORITY RECRUITER

At the June 11, 1985 meeting of the Personnel and Public Employees Committee of the City Council, a request was made for staff to provide information to the Committee on Sacramento County's Minority Recruiter.

The following is in response to that request.

### COUNTY RECRUITMENT PRACTICES

Prior to September 1984, Sacramento County's recruitment efforts were the responsibility of the individual departments. The County Personnel Department's recruitment activities were limited primarily to the distribution of job announcements to various organizations, agencies and individuals.

In September 1984, the County reassigned a Senior Personnel Analyst to coordinate affirmative action recruitment activities. The Analyst is responsible for helping departments develop recruitment plans and assisting them in their recruitment efforts. Duties include: putting on workshops aimed at preparing minorities and females for examinations; compiling and updating a list of possible recruitment sources; performing outreach activities (for example, attending job fairs); and, related activities. It should be noted that the position is not limited solely to recruiting Blacks, Hispanics or other single race or ethnicity.

In comparison, City departments assist in recruiting target group members but are not the primary responsible party. That responsibility rests with the Personnel Department (for civil service classifications) and with the City Manager (for exempt positions).

All City Personnel Analysts are required to confer with the Affirmative Action Officer prior to conducting a recruitment drive. When appropriate, focus recruitment campaigns are initiated (sometimes jointly with departments) or

additional recruitment sources are contacted. In addition, City staff from the Personnel, Police and Fire departments have for the past several years conducted special training and recruitment workshops aimed at increasing minority and female success rates on target examinations.

Similar to the County, the City actively participates in outreach activities, attending job fairs, meeting with community organizations and engaging in other related activities.

RECOMMENDATION

This report is an informational item presented in response to a P & PE Committee request. No action is recommended.



GARY L. LITTLE  
Affirmative Action Officer

REPORT APPROVED FOR SUBMISSION:



DONNA L. GILES  
Director of Personnel