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# CITY OF SACRAMENTO

## DEPARTMENT OF PERSONNEL

**DONNA L. GILES**  
Director of Personnel

ADMINISTRATION  
EMPLOYEE SERVICES DIVISION  
PERSONNEL MANAGEMENT SERVICES  
WORKERS' COMPENSATION DIVISION

September 26, 1985

Personnel and Public Employees Committee  
Sacramento, California

Honorable Members in Session:

**SUBJECT: AFFIRMATIVE ACTION PROGRAM REVIEW - DEPARTMENT OF PUBLIC WORKS  
AND DEPARTMENT OF GENERAL SERVICES**

The Personnel and Public Employees Committee has requested special hearings on the affirmative action program, specifically focusing on department employment practices. The first hearing, held on July 3, 1985, covered the Planning & Development and Library Departments. At the August 21, 1985 meeting the Committee covered the City Clerk's Office. After reviewing this Office the Committee decided to hear only the larger departments such as Public Works, General Services, Parks and Community Services, Police and Fire.

The following information provides the Committee with employment statistics on the full-time career workforce in the Departments of Public Works and General Services. Part-time employees, non-career employees and individuals employed in limited-term positions are not counted toward the affirmative action goals.

### PUBLIC WORKS

The Department of Public Works is presently composed of seven major divisions: Administration, Streets, Engineering, Solid Waste, Parking, Animal Control and Water & Sewer. According to a September 26, 1985 Employment Statistics Report, the Department has 654 career employees of which 282 (43.11%) are minorities and 68 (10.39%) are females. The department is at parity in minority employment and under parity in female employment (parity = 37.72% minority and 42.00% female).

The following is a breakdown of the September 26, 1985 Department of Public Works employment statistics in comparison with the October 1980 figures.

**PUBLIC WORKS EMPLOYMENT STATISTICS**

<u>ETHNICITY/SEX</u>	<u>10/80</u>		<u>9/85</u>		<u>CHANGE</u>
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>
White Male	474	53.41	326	49.84	-148
White Female	40	4.78	46	7.03	+ 6
Black Male	178	21.27	131	20.03	-47
Black Female	7	0.84	7	1.07	No Change
Hispanic Male	110	13.14	99	15.13	-11
Hispanic Female	5	0.60	10	1.52	+ 5
Asian Male	37	4.42	23	3.51	-14
Asian Female	6	0.72	3	0.45	- 3
American Indian Male	4	0.48	5	0.76	+ 1
American Indian Female	0	0.00	0	0.00	No Change
Filipino Male	1	0.12	1	0.15	No Change
Filipino Female	1	0.12	2	0.30	+ 1
Other Male	1	0.12	1	0.15	No Change
Other Female	0	0.00	0	0.00	No Change
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Total Minority	350	41.82	282	43.11	-68
Total Female	59	7.05	68	10.39	+ 9
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TOTAL EMPLOYED	837		654		-183
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**Administration Division**

16.666% Minority

66.666% Female

There are 12 individuals employed in this Division, 2 (16.666%) are minorities and 8 (66.666%) are females. Three of the employees are classified as "Professional" (3 White Females), five are "Clerical" (1 White Male, 3 White Females, 1 Black Female) and four are "Exempt" (2 White Males, 1 White Female, 1 Black Male).

**Streets Division**

34.328% Minority

7.462% Female

Sixty-seven individuals are employed in the Streets Division. Twenty-three (34.328%) are minorities and five (8.823%) are females. Thirteen individuals are employed in "Supervisory" positions (11 White Males, 1 Hispanic Male and 1 Asian Male); 14 are in "Skilled Crafts" jobs (9 White Males, 1 Black Male, 1 Black Female, 3 Hispanic Males; 26 are in "Service Maintenance"

(12 White Males, 1 White Female, 6 Black Males, 6 Hispanic Males, 1 Hispanic Female); 11 are employed as "Technicians" (9 White Males, 1 Black Male, 1 Hispanic Male); 2 are "Clerical" employees (1 White Female, 1 Hispanic Female); and, 1 is in an "Exempt" positions (1 White Male).

**Engineering Division**

**24.000% Minority**

**13.333% Female**

Seventy-five individuals are employed in the Engineering Division. Eighteen (24.00%) are minorities and ten are females. Seven individuals are "Supervisory" personnel (4 White Males, 1 White Female, and 2 Asian Males). Eighteen employees are "Professionals" (14 White Males, 1 White Female, 1 Hispanic Male and 2 Asian Males). Nine are "Service Maintenance" employees (4 White Males, 2 Hispanic Males, 2 Asian Males and 1 Filipino Male). Twenty-eight are "Technical" employees (19 White Males, 1 White Female, 4 Hispanic Males, 2 Asian Males, 1 Asian Female and 1 American Indian Male). Six are "Clerical" employees (6 White Females). The seven remaining personnel are in "Exempt" classifications (7 White Males).

**Solid Waste Division**

**78.461% Minority**

**3.589% Female**

There are 195 individuals employed in this division, 153 (78.461%) are minorities and 7 (3.589%) are females. Thirteen of the employees are "Supervisory" (2 White Males, 1 White Female, 9 Black Males, 1 Hispanic Male); one individual is "Professional" (1 Black Female); 173 are employed in "Service Maintenance" positions (33 White Males, 97 Black Males, 38 Hispanic Males, 1 Hispanic Female, 2 Asian Males, 1 American Indian Male and 1 "Other" Male); one individual is employed as a "Technician" (1 White Male); 5 employees are "Clerical" (3 White Females; 1 Black Female; 1 Hispanic Male); and 2 are in "Exempt" positions (2 White Males).

**Parking Division**

**39.393% Minority**

**31.818% Female**

There are 66 employees in the Parking Division. Twenty-six (39.393%) of these employees are minorities and 21 (31.818%) employees are female. Twelve individuals are "Supervisory" (5 White Males, 4 White Females, 2 Hispanic Males, and 1 Asian Male). Two employees are "Professional" (1 White Male and 1 White Female). Forty-one employees are "Service Maintenance" (16 White Males, 7 White Females, 3 Black Males, 1 Black Female, 7 Hispanic Males, 4 Hispanic Females and 3 Asian Males); 3 employees are "Technicians" (2 White Males and 1 Hispanic Male); 6 are "Clerical" employees (2 White Males, 1 White Female, 1 Black Female, 1 Filipino Female); and 2 are in "Exempt" positions (1 White Male, 1 Hispanic Male).

**Water & Sewer Division**

**23.214% Minority**

**5.803% Female**

The Water and Sewer Division employs 224 people of which 52 (23.214) are minorities and 13 (5.803%) are female. Fourteen individuals are "Supervisory" (14 White Males); 5 are "Professionals" (4 White Males, 1 Asian Male); 28 individuals are "Skilled Crafts" workers (24 White Males, 3 Black Males, 1 American Indian Male); 155 are employed in "Service Maintenance" positions (107 White Males; 4 White Females; 9 Black Males; 1 Black Female; 24 Hispanic Males; 1 Hispanic Female; 7 Asian Males; 2 American Indian Males). Six employees are "Technicians" (5 White Males, 1 White Female); Seven are "Clerical" employees (1 White Male, 3 White Females, 1 Hispanic Female, 1 Asian Female, 1 Filipino Female); and 9 are in "Exempt" positions (9 White Males).

**Animal Control Division****53.333% Minority****26.666% Female**

There are 15 individuals employed in this division. Eight (53.333%) are minorities and 4 (26.666%) are females. One individual is classified as "Supervisory" (1 Hispanic Male); 11 employees are in "Service Maintenance" positions (4 White Males, 2 White Females, 1 Black Male, 4 Hispanic Males); 2 individuals are "Clerical" employees (1 White Female and 1 Asian Female); and 1 employee is in an "Exempt" position (1 Hispanic Male).

**GENERAL SERVICES**

The Department of General Services provides interdepartmental support for all City operations. The department is divided into six divisions: Administration, Communications, Facility Management, Fleet Management, Risk Management and Support Services. The department was not in existence when the Affirmative Action Plan was adopted in January 1981. The following compares the Department of General Services September 24, 1985 Statistics with their November 1981 figures.

**GENERAL SERVICES EMPLOYMENT STATISTICS**

ETHNICITY/SEX	<u>11/81</u>		<u>9/85</u>		<u>CHANGE</u>
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>
White Male	84	57.93	95	65.97	+11
White Female	15	10.35	9	6.25	-6
Black Male	14	9.66	7	4.86	-7
Black Female	1	0.69	2	1.38	+1
Hispanic Male	12	8.28	10	6.94	-2
Hispanic Female	1	0.69	4	2.77	+3
Asian Male	16	11.03	15	10.41	-1
Asian Female	2	1.38	1	0.69	-1
American Indian Male	0	0.00	1	0.69	+1
American Indian Female	0	0.00	0	0.00	No Change
Filipino Male	0	0.00	0	0.00	No Change
Filipino Female	0	0.00	0	0.00	No Change
Other Male	0	0.00	0	-0.00	No Change
Other Female	0	0.00	0	0.00	No Change
<b>Total Minority</b>	<b>46</b>	<b>31.72</b>	<b>40</b>	<b>27.78</b>	<b>-6</b>
<b>Total Female</b>	<b>19</b>	<b>13.10</b>	<b>16</b>	<b>11.11</b>	<b>-3</b>
<b>TOTAL EMPLOYED</b>	<b>145</b>		<b>144</b>		<b>-1</b>

**Administration Division**

66.666% Minority

66.666% Female

There are 3 individuals employed in this Division, 2 (66.66%) are minorities and 2 (66.66%) are females. One of the employees is classified as "Clerical" (1 White Female) and two are "Exempt" (1 Hispanic Male and 1 Black Female).

**Support Services**

50.000% Minority

42.857% Female

There are 14 individuals employed in this Division; 7 (50.00%) are minorities and 6 (42.85%) are female. One employee is classified "Supervisory" (1 White Male); four employees are "Professionals" (1 White Male, 1 White Female, 1 Hispanic Male and 1 Asian Male); four employees are "Service Maintenance" (1 White Male, 2 Hispanic Males, and 1 Hispanic Female); four employees are "Clerical" (1 White Male, 1 White Female and two Hispanic Females); and one employee is classified "Exempt" (1 White Female).

**Facility Management**

17.777% Minority

8.888% Female

There are 45 individuals employed in this Division, 8 (17.77%) are minorities and 4 (8.8%) are female. Two of the employees are classified "Supervisory" (2 White Males); 20 employees are classified as "Skilled Craft" (16 White Males, 2 Hispanic Males, 1 Asian Male, 1 Native American Male); 8 employees are classified "Service Maintenance" (7 White Males and 1 Black Male); 6 employees are "Technicians" (5 White Males and 1 Black Male); 4 employees are "Clerical" (2 White Females, 1 Black Female and 1 Asian Female); and 5 employees are "Exempt" (5 White Males).

**Fleet Management**

28.571% Minority

3.896% Female

There are 77 individuals employed in this Division, 22 (28.57%) are minorities and 3 (3.89%) are female. Six of these employees are classified "Supervisory" (4 White Males and 2 Asian Males); 1 employee is classified as "Professional" (1 White Male); 34 are classified "Skilled Crafts" (26 White Male, 1 Black Male, and 7 Asian Males); 30 employees are classified as "Service Maintenance" (19 White Males, 4 Black Males, 4 Hispanic Males, and 3 Asian Males); 1 employee is a "Technician" (1 Asian Male); 3 employees are classified as "Clerical" (3 White Females); and 2 employees are "Exempt" (2 White Males).

**Risk Management**

33.333% Minority

33.333% Female

There are three individuals employed in this Division, 1 (33.33%) minority and 1 (33.33%) female. One employee is classified as a "Technician" (1 White Male); one employee is "Clerical" (1 Hispanic Female); and 1 employee is "Exempt" (1 White Male).

Communications

0.000% Minority

0.000% Female

There are two individuals employed in this Division, there are no minorities or females. One individual is in a "Technical" position (1 White Male) and one is a "Exempt" employee (1 White Male).

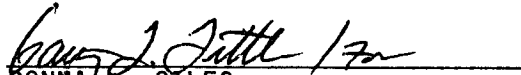
RECOMMENDATIONS

This is an informational report for the Committee's review. No specific action is recommended.



GARY L. LITTLE  
Affirmative Action Officer

Report Approved for Submission:



DONNA E. GILES  
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