



DEPARTMENT OF
PERSONNEL

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June 12, 1990

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DONNA L. GILES
DIRECTOR OF
PERSONNEL

Personnel & Public Employees Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: UPDATE ON FURTHER ISSUES RAISED AND RECOMMENDATIONS MADE BY
AFFIRMATIVE ACTION ADVISORY COMMITTEE AT MAY 8 MEETING

SUMMARY

The Affirmative Action Advisory Committee (AAAC) raised further issues and made recommendations to the Personnel and Public Employees Committee at the May 8 meeting. These issues and recommendations are contained in the attached April 27 memo. This report responds to those items in the order in which they are covered in the April 27 memo.

BACKGROUND AND ANALYSIS

I. Statistics and Retention

- A. Establish better accountability for achievement of affirmative action goals, particularly in exempt positions.
- B. Encourage commitment of policy makers to affirmative action goals.

Staff Response: The AAAC has offered its assistance in achieving accountability and commitment through meetings with the Committee, management, staff, and community group representatives. The AAAC is considering meeting first with the City Manager. The staff will work with the AAAC in these efforts.

- C. Expand the City's affirmative action goals to include a commitment to the hiring of disabled persons.

Staff Response: The City's Equal Employment Opportunity Policy supports hiring the disabled, removing barriers to disabled hiring, and providing reasonable accommodations. And, we are committed to this. However, we don't support establishing an Affirmative Action goal at this time because the current Affirmative Action goals were created to concentrate on minority and women differences first.

II. Testing and Recruitment

- A. Join with school districts to establish mentor program in secondary schools.

Staff Response: The AAAC proposes that mentor programs be identified in Northern California, recommendations made regarding jobs targeted for minorities, a coordinator identified, and special funding sought. The new Career Development Officer can work with the AAAC on this project.

- B. Scrutinize tests with statistically significant adverse impact.

Staff Response: The staff will work with the AAAC to review such tests.

- C. Request development of additional pre-employment workshops.

Staff Response: The staff conducts pre-employment workshops where they are likely to have the biggest payoff, for example, for entry Fire and Police recruitments. The workshops consume a considerable amount of time, and due to our backlog in exams, we must use workshops carefully. At the workshops, we discuss the employment process, preparation for written, oral, and physical agility tests, and related matters. One of the proposed Recruitment Officer position's jobs would be to conduct more workshops.

III. Image and Recognition

- A. Develop program recognizing EEO achievements.

Staff Response: The AAAC proposes to survey EEO achievement programs in the public and private sectors and to work with staff and the Committee to integrate a program into the City. The staff will work with the AAAC on this item.

- B. Encourage affirmative action community outreach.

Staff Response: The AAAC wants to have staff publicize its activities through notification to local newspapers, articles in the City Insider, and to have periodic press releases on affirmative action issues. The staff will work with the AAAC on these items. The AAAC also recommends that the Committee encourage the AAAC to have contact with employee and community groups, and that the Committee consider recommending a joint City and County affirmative action advisory group meeting.

- C. Review how City promotes cultural diversity and prevents sexual harassment.

Staff Response: The AAAC would like to review the City's materials on these matters and consult on enhancements. The staff will assist the AAAC.

- D. Improve upward mobility.

Staff Response: The AAAC wishes to review the City's policies and procedures, compare them with other employers, and report to the Committee. The staff will assist the AAAC.

E. Expand the Career Development Training Program.

Staff Response: The AAAC asked that the Committee request staff to look into and report on ways that the Career Development Training Program can be expanded. A Career Development Officer position is in the proposed budget This position will be conducting a comprehensive review of career development in the City, and developing an expanded program. Increased use of the Career Development Trainee and Apprentice classes will be included.

F. Increase use of Culturally Sensitive Recruitment Teams.

Staff Response: The City currently uses recruitment teams which have representatives of the groups targeted for recruitment. One of the jobs of the proposed Recruitment Officer will be to organize recruitment teams, and we would continue to have representation from the groups targeted for hire.

RECOMMENDATION

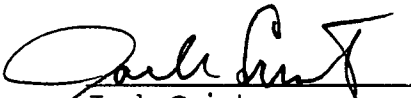
This information is offered for your review, discussion, and appropriate action.

Respectfully Submitted,



Donna L. Giles
Director of Personnel

Approved for Transmittal:



Jack Crist
Deputy City Manager