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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

October 16, 1980

CITY MANAGER'S OFFICE
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Housing Authority of the
City of Sacramento
915 "I" Street
Sacramento, CA 95814

CITY GOVERNING BOARD

- PHILLIP L. ISENBERG, MAYOR
- LLOYD CONNELLY
- BLAINE H. FISHER
- THOMAS R. HOEBER
- DOUGLAS N. POPE
- JOHN ROBERTS
- LYNN ROBIE
- ANNE RUDIN
- DANIEL E. THOMPSON

Honorable Members in Session:

SUBJECT: Establishing Policy Relating to Hiring
Bilingual Employees at River Oaks, New
Helvetia and Dòs Rios Housing Developments

SUMMARY

COUNTY GOVERNING BOARD

- ILLA COLLIN
- C. TOBIAS (TOBY) JOHNSON
- JOSEPH E. (TED) SHEEDY
- SANDRA R. SMOLEY
- FRED G. WADE

In response to the request of the River Oaks Residents' Committee to hire bilingual staff, the Sacramento Housing and Redevelopment Commission on July 21, 1980, requested a job study of positions throughout the Agency which may be designated as bilingual. The Commission Personnel Committee subsequently redefined the parameters and requested that the study be confined to the area offices serving River Oaks, New Helvetia and Dos Rios.

EXECUTIVE DIRECTOR
WILLIAM G. SELINE

After various meetings with the Residents' Committees and Agency staff, affected positions were identified and agreement was reached on criteria for hiring bilingual employees in the area offices.

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SACRAMENTO, CA 95809
630 I STREET
SACRAMENTO, CA 95814
(916) 444-9210

BACKGROUND INFORMATION

The River Oaks Residents' Committee requested that permanent bilingual staff be hired at the River Oaks housing development to interpret for Chinese- and Spanish-speaking residents. The Residents' Committee stated that many residents of the housing areas are unable to communicate in English. This language barrier presents a problem for those individuals and the area office staff.

Due to pending layoffs and lack of funds, the Commission Tenant Relations Committee has recommended that no additional permanent employees be hired at this time.

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 10-14-80

10-14-80

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City of Sacramento

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The Committee's recommendation, as confirmed by the Commission, requested that the Personnel Department perform a study of positions that may be designated as bilingual.

ANALYSIS

The present non-management office positions, both permanent and CETA, at River Oaks, New Helvetia and Dos Rios were identified as were the bilingual persons in each office. A number of CETA employees have been bilingual, which has helped ease the communications difficulties. At the present time, the area office employment statistics are as follows:

<u>Non-Management Office Staff</u>	<u>Permanent</u>	<u>CETA</u>	<u>Bilingual</u>		<u>TOTAL</u>
			<u>Spanish</u>	<u>Chinese</u>	
River Oaks	2.5	2	*	(1) CETA	4.5
New Helvetia	2.5	1		(1) perm.	3.5
Dos Rios	1	1	*		2

*In addition to the above office employees, the housing managers at River Oaks and Dos Rios are Spanish-speaking. Also, the Area Manager is Spanish-speaking.

The ethnic groups with language difficulty as of August, 1980:

	<u>TOTAL UNITS</u>	<u>Mexican/American</u>		<u>Asian</u>	
		<u>Occupancy</u>		<u>Occupancy</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
River Oaks	400	118	29.5	83	20.8
New Helvetia	350	78	22.3	103	29.4
Dos Rios	370	95	25.7	29	7.8

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Six meetings were held with the River Oaks Residents' Committee and the Asian Legal Services, and contact was made with the Residents' Committees of New Helvetia and Dos Rios. Agreement was reached on the bilingual need in the housing areas, the intent of the Agency to move toward meeting this need, the positions in which bilingual persons would be most helpful, and the criteria or occupancy ratio for determining the need for a bilingual employee. The criteria for determining when this need exists will be when an ethnic group occupies 20% of the total units or 80 units, whichever is greater, within the housing area.

Although agreement was reached to fill positions as they become vacant, the River Oaks Residents' Committee and the Asian Legal Services stated that "the need is immediate and the residents request a consideration to establish additional positions as soon as possible".

FINANCIAL DATA

The recommendation does not carry financial impact. Contingent upon adoption of the attached policy, the bilingual requirement will be added to a present permanent position as needed at the time a designated position becomes vacant.

VOTE OF COMMISSION

At its regular meeting of October 6, 1980, the Sacramento Housing and Redevelopment Commission approved the attached resolution. The vote was recorded as follows:

AYES: Coleman, Kneprath, Luevano, Teramoto,
B. Miller

NOES: None

ABSENT: Fisher, A. Miller, Serna, Walton

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

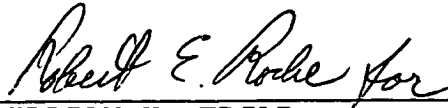
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RECOMMENDATION

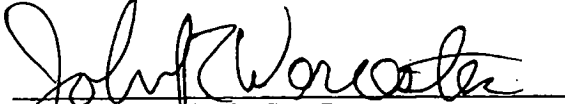

It is recommended that the attached resolution, as agreed upon with the River Oaks Residents' Committee, be adopted.

Respectfully submitted,



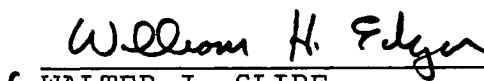
WILLIAM H. EDGAR
Interim Executive Director

APPROVED:


JOHN R. WORCESTER
Personnel Management
Administrator
DONNA L. GILES
Director of Personnel

Attachment

TRANSMITTAL TO COUNCIL:


WALTER J. SLIPE
City Manager

Contact Persons: Jerry T. Sykes
Michael R. Capitano

RESOLUTION NO. 1845

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

October 14, 1980

ESTABLISHING POLICY RELATING TO HIRING BILINGUAL EMPLOYEES
AT RIVER OAKS, NEW HELVETIA AND DOS RIOS
HOUSING DEVELOPMENTS

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE
CITY OF SACRAMENTO:

It is the objective of the Sacramento Housing and Redevelopment Agency to provide bilingual interpretative services to ethnic groups which may have difficulty communicating in English within the housing areas of River Oaks, New Helvetia and Dos Rios.

In order to achieve this objective, the Agency will fill a vacant permanent position with a person who is bilingual and also literate in the required languages.

The position to be filled in satisfying the bilingual requirement may be any one of the following:

Tenant Services Clerk
Housing Aide
General Clerk
Typist Clerk

The criteria for determining when this need exists will be when an ethnic group occupies 20% of the total units, or 80 units, whichever is greater, within the housing area.

CHAIRPERSON

ATTEST:

Robert E. Roche
SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 10-14-80

