



CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

DONNA L. GILES
Director of Personnel

ADMINISTRATION
EMPLOYEE SERVICES DIVISION
PERSONNEL MANAGEMENT SERVICES
WORKERS' COMPENSATION DIVISION

August 29, 1985

Personnel and Public Employees Committee
Sacramento, California

Honorable Members in Session:

**SUBJECT: AFFIRMATIVE ACTION PROGRAM REVIEW - CITY CLERK, CITY ATTORNEY,
CITY TREASURER, CITY MANAGER, MAYOR/COUNCIL OFFICES, DEPARTMENT
OF PERSONNEL**

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. The September 4, 1985 meeting will review the employment practices in the Department of Personnel and the Offices of the City Clerk, City Attorney, City Treasurer, City Manager and Mayor/Council.

The following information provides the Committee with employment statistics on the full-time career workforce in the above department and offices. Part-time employees, non-career employees and individuals employed in limited-term positions are not counted toward the affirmative action goals.

CITY CLERK

Under Sacramento City Charter Section 70, the City Council appoints a City Clerk to be the custodian of the City records. In addition, the City Clerk acts as Secretary of the City Council and is designated the custodian of the official seal.

The City Clerk's Office, for affirmative action reporting purposes, is organized as one unit, there are no major divisions. According to an employment statistics report issued on August 23, 1985, there are nine (9) full-time career employees in the Clerk's Office. The Office has reached parity in minority employment (4 minorities, 44.44%) and female employment (8 females, 88.88%). The following compares the City Clerk's Office August 23, 1985 statistics with the October 1980 figures.

CITY CLERK'S OFFICE EMPLOYMENT STATISTICS

<u>ETHNICITY/SEX</u>	<u>10/80</u>		<u>8/85</u>		<u>CHANGE</u>
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>
White Male	1	20.00	1	11.11	No Change
White Female	2	40.00	4	44.44	+2
Black Male	0	0.00	0	0.00	No Change
Black Female	1	20.00	0	0.00	-1
Hispanic Male	0	0.00	0	0.00	No Change
Hispanic Female	0	0.00	1	11.11	+1
Asian Male	0	0.00	0	0.00	No Change
Asian Female	0	0.00	1	11.11	+1
American Indian Male	0	0.00	0	0.00	No Change
American Indian Female	0	0.00	1	11.11	+1
Filipino Male	0	0.00	0	0.00	No Change
Filipino Female	1	20.00	1	11.11	No Change
Other Male	0	0.00	0	0.00	No Change
Other Female	0	0.00	0	0.00	No Change
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Total Minority	2	40.00	4	44.44	+2
Total Female	4	80.00	8	88.88	+4
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TOTAL EMPLOYED	5		9		+4
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Four of the staff are employed in "Clerical" positions (1 White Male and 3 White Females). The remaining five employees are "Exempt" (1 White Female, 1 Hispanic Female, 1 Asian Female, 1 American Indian Female & 1 Filipino Female).

CITY ATTORNEY

Also under Sacramento City Charter Section 70, the City Council appoints a City Attorney to serve as legal counsel to the city government and all of its officers, departments, boards, commissions and agencies. In addition, the office serves as a lobbyist for the City in legislative matters before other jurisdictions.

The Attorney's office is organized as a single unit without major divisions. The August 23, 1985 Employment Statistics Report shows the Attorney's Office with a total of 10 employees of which 3 (30.00%) are minorities and 4 (40.00%) are female. Technically, the City Attorney's Office is under parity in the employment of minorities and females, however, the small number of staff should be considered.

The following information is a breakdown of the August 23, 1985 City Attorney's Office employment statistics in comparison with the October 1980 figures.

CITY ATTORNEY'S OFFICE EMPLOYMENT STATISTICS

<u>ETHNICITY/SEX</u>	<u>10/80</u>		<u>8/85</u>		<u>CHANGE</u>
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>
White Male	4	40.00	5	50.00	+1
White Female	5	50.00	2	20.00	-3
Black Male	1	10.00	1	10.00	No Change
Black Female	0	0.00	1	10.00	+1
Hispanic Male	0	0.00	0	0.00	No Change
Hispanic Female	0	0.00	1	10.00	+1
Asian Male	0	0.00	0	0.00	No Change
Asian Female	0	0.00	0	0.00	No Change
American Indian Male	0	0.00	0	0.00	No Change
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
Total Minority	1	10.00	3	30.00	+2
Total Female	5	50.00	4	40.00	-1
TOTAL EMPLOYED	10		10		No Change

Two individuals are employed in "Clerical" positions (1 White Female and 1 Black Female). The remaining 8 employees are "Exempt" (5 White Males, 1 White Female, 1 Black Male and 1 Hispanic Female).

CITY TREASURER

The City Treasurer is appointed by the City Council under the provisions of Charter Section 70. The City Treasurer is responsible for the deposit and investment of City funds as specified by the Charter and City Council.

The Treasurer's Office is organized into a single unit without major divisions. Based on the August 23, 1985 Employment Statistics Report, the Treasurer's Office employs eight individuals of which 2 (25.00%) are minorities and 5 (62.50%) are female. Technically, the Treasurer's Office is below parity in the employment of minorities but has reached parity in the employment

of females. The small size of this office should also be taken into consideration when reviewing its affirmative action status.

The following information is a breakdown of the August 23, 1985 City Treasurer Office employment statistics in comparison with the October 1980 figures.

CITY TREASURER'S OFFICE EMPLOYMENT STATISTICS

<u>ETHNICITY/SEX</u>	<u>10/80</u>		<u>8/85</u>		<u>CHANGE</u>
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>
White Male	4	80.00	2	25.00	-2
White Female	0	0.00	4	50.00	+4
Black Male	0	0.00	0	0.00	No Change
Black Female	0	0.00	1	12.50	+1
Hispanic Male	0	0.00	0	0.00	No Change
Hispanic Female	0	0.00	0	0.00	No Change
Asian Male	1	20.00	1	12.50	No Change
Asian Female	0	0.00	0	0.00	No Change
American Indian Male	0	0.00	0	0.00	No Change
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
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Total Minority	1	20.00	2	25.00	+1
Total Female	0	0.00	5	62.50	+5
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TOTAL EMPLOYED	5		8		+4
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One individual is employed in a "Professional" position (1 White Female), three are employed in "Clerical" jobs (2 White Females & 1 Black Female), and the remaining four are "Exempt" employees (2 White Males, 1 White Female & 1 Asian Male).

CITY MANAGER

Under Sacramento City Charter Section 60, the City Council appoints a City Manager who among other things, sees that all laws and ordinances are enforced, appoints all department heads & subordinate officers and employees of the City and provides service and information to the City Council.

The City Manager's Office is organized as a single unit without any major divisions. According to the August 23, 1985 Employment Statistics Report, there are six individuals employed in the Manager's Office of which 1 (16.66%) is a minority and 3 (50.00%) are female. The City Manager's Office is

technically under parity in the employment of minorities but has reached parity in the female workforce. However, the small size of the Office should be considered when evaluating the affirmative action status.

The following information is a breakdown of the August 23, 1985 City Manager's Office employment statistics in comparison with the October 1980 figures.

CITY MANAGER'S OFFICE EMPLOYMENT STATISTICS

<u>ETHNICITY/SEX</u>	<u>10/80</u>		<u>8/85</u>		<u>CHANGE</u>
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>
White Male	7	63.63	2	33.33	-5
White Female	2	18.18	3	50.00	+1
Black Male	2	18.18	1	16.66	-1
Black Female	0	0.00	0	0.00	No Change
Hispanic Male	0	0.00	0	0.00	No Change
Hispanic Female	0	0.00	0	0.00	No Change
Asian Male	0	0.00	0	0.00	No Change
Asian Female	0	0.00	0	0.00	No Change
American Indian Male	0	0.00	0	0.00	No Change
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
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Total Minority	2	18.18	1	16.66	-1
Total Female	2	18.18	3	50.00	+1
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TOTAL EMPLOYED	11		6		+4
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The entire staff of the City Manager's Office are employed in "Exempt" positions.

MAYOR/COUNCIL

The Mayor, under Section 74 of the City Charter, appoints individuals to serve on the Mayor's staff. In addition, the Council under Section 70 appoints officers and employees as it deems necessary.

The Mayor/Council Office provides administrative, secretarial and general assistance to the Mayor and Councilmembers. At the time of this writing, the Mayor/Council Office consisted of a single unit without any major divisions.

The following information is a breakdown of the August 23, 1985 Mayor/Council Office employment statistics in comparison with the October 1980 figures.

MAYOR/COUNCIL OFFICE EMPLOYMENT STATISTICS

<u>ETHNICITY/SEX</u>	<u>10/80</u>		<u>8/85</u>		<u>CHANGE</u>
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>
White Male	0	0.00	0	0.00	No Change
White Female	3	60.00	1	100.00	-2
Black Male	1	20.00	0	0.00	-1
Black Female	1	20.00	0	0.00	-1
Hispanic Male	0	0.00	0	0.00	No Change
Hispanic Female	0	0.00	0	0.00	No Change
Asian Male	0	0.00	0	0.00	No Change
Asian Female	0	0.00	0	0.00	No Change
American Indian Male	0	0.00	0	0.00	No Change
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
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Total Minority	2	40.00	0	0.00	-2
Total Female	4	80.00	1	100.00	-3
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TOTAL EMPLOYED	5		1		-4
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The sole career employee listed on the August 23, 1985 report is "Exempt".

DEPARTMENT OF PERSONNEL

The Department of Personnel works with all City Departments in developing a productive workforce. Although for Affirmative Action reporting purposes the department is viewed as a single unit, it is actually functionally divided into four divisions.

The August 23, 1985 Employment Statistics Report lists the Department of Personnel with a total of 35 employees of which 12 (34.285%) are minorities and 27 (77.142%) are female. The Department is under parity in employment of minorities.

The following is a breakdown of the August 23, 1985 Department of Personnel employment statistics in comparison with the October 1980 figures.

PERSONNEL EMPLOYMENT STATISTICS

<u>ETHNICITY/SEX</u>	<u>10/80</u>		<u>8/85</u>		<u>CHANGE</u>
	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>
White Male	6	20.68	6	17.14	No Change
White Female	9	34.48	17	48.57	+8
Black Male	1	3.44	2	5.71	+1
Black Female	5	17.24	5	14.28	No Change
Hispanic Male	1	3.44	0	0.00	-1
Hispanic Female	3	6.89	4	11.42	+1
Asian Male	0	0.00	0	0.00	No Change
Asian Female	4	13.79	1	2.85	-3
American Indian Male	0	0.00	0	0.00	No Change
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
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Total Minority	14	48.27	12	34.28	-2
Total Female	21	72.41	27	77.142	+6
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TOTAL EMPLOYED	29		35		+6
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Two of the employees are "Supervisory" personnel (1 Black Female and 1 Asian Female). Eight employees are "Professionals" (2 White Males & 6 White Females). Five are employed as "Technicians" (1 White Male, 3 White Females and 1 Black Female). Twelve are "Clerical" employees (6 White Females, 1 Black Male, 1 Black Female and 4 Hispanic Females). The remaining eight personnel are in "Exempt" classifications (3 White Males, 2 White Females, 1 Black Male and 1 Black Female).

RECOMMENDATION

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

Gary L. Little

GARY L. LITTLE
Affirmative Action Officer

REPORT APPROVED FOR SUBMISSION

Donna L. Giles

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