

PERSONNEL AND PUBLIC EMPLOYEES COMMITTEE AGENDA

MAY 8, 1990

1:00 p.m.

**City Council Chambers
915 I Street
Sacramento, CA**

- 1. Further Recommendations by the Affirmative Action Advisory Committee (D-ALL)**

RECOMMENDATION OF STAFF:

FOR COMMITTEE REVIEW

- 2. Articles on City's Affirmative Action Efforts and Update to the Personnel and Public Employees Committee per Councilmember Robie (D-ALL)**

RECOMMENDATION OF STAFF:

FOR COMMITTEE INFORMATION

COMMITTEE MEMBERS: Ferris (Chair), Kastanis, Mueller, Fargo

April 27, 1990

Personnel and Public Employees Committee
Council of the City of Sacramento
Sacramento, California

Honorable Members in Session:

The Affirmative Action Advisory Committee met on April 25, 1990, and selected as its new meeting date the fourth Tuesday of each month, at 4:00 p.m. We extend to all members of the Personnel and Public Employees Committee an open invitation to attend any of our meetings.

We request that you include on your agenda for May 8, 1990, as action items, the recommendations we made to the Personnel and Public Employees Committee by letter dated May 9, 1989.

In addition, we request that you place on your agenda for action the further recommendations set forth below. These recommendations have been developed during the past six months by our three sub-committees.

FURTHER RECOMMENDATIONS

I. Statistics and Retention Subcommittee (Dean Lan, Chair; Jorge Morgan, member)

- A. Establish better accountability for the achievement of affirmative action goals, particularly in the exempt positions:

We recommend that the City hold decision-makers accountable for achieving affirmative action goals. Accountability is, of course, a necessary predicate to a credible recognition system. Ways of accomplishing accountability can be discovered through meetings with the city manager and department heads, discussions with staff, and meetings with representatives of concerned community groups. We offer our assistance in the discovery process.

- B. Encourage commitment of policy makers to affirmative action goals:

We recommend that members of the Personnel and Public Employees Committee and/or the Affirmative Action Advisory Committee meet annually with the city manager and each department chief to discuss relevant affirmative action statistics, commitment to affirmative action goals, focused recruitment, retention, and any perceived barriers to affirmative action. We would be happy to work with staff to start scheduling such meetings.

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

We recommend that the Personnel and Public Employees Committee direct staff and the Affirmative Action Advisory Committee to develop suggested goals for consideration by the Personnel and Public Employees Committee and ultimately for adoption by the City Council.

II. Testing and Recruitment Subcommittee

(Pam King, Chair; Yardley Griffin, Frances Oda, and Windie Scott, members)

- A. Join with the school districts in Sacramento County to establish a mentor program in the secondary schools:

We recommend that the City work with school districts to establish a mentor program for youth in secondary schools, for recruiting and retention purposes. Members of the Affirmative Action Advisory Committee would like to work with staff to research existing mentor programs in Northern California, to develop recommendations concerning which jobs should be targeted for mentoring, to suggest an appropriate coordinator for the program, and to seek special funding for a mentor program.

- B. Scrutinize tests used by the City on which the scores of people of color and minorities are low to a statistically significant degree:

The Affirmative Action Advisory Committee would like to: (1) work with staff to select appropriate tests for study; (2) review selected tests; (3) analyze the tests in relation to their job descriptions; (4) research the issue of test bias; and (5) bring the results of this work to the Personnel and Public Employees Committee for consideration and action.

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

We recommend that the Personnel and Public Employees Committee direct staff and the Affirmative Action Advisory Committee to review current use of pre-employment workshops, identify additional positions where pre-employment workshops might assist in the recruitment of people of color and minorities, and present the results of their findings to the Personnel and Public Employees Committee for consideration and action.

III. Image and Recognition Subcommittee

(Carol Hisatomi, Chair; Karen Wells, member)

- A. Develop a program for recognizing EEO achievements of City department chiefs:

The Affirmative Action Advisory Committee would like to (1) survey EEO recognition programs used by state agencies, federal agencies and private employers; (2) work with staff to determine how the City's evaluation process can integrate an EEO recognition mechanism; (3) work with staff to develop a proposed recognition program for the City; and (4) present the proposed program to the Personnel and Public Employees Committee for consideration and action.

- B. Encourage outreach to the community with regard to affirmative action:

We recommend that the Personnel and Public Employees Committee direct staff to publicize the activities of the Affirmative Action Advisory Committee by sending to local newspapers timely announcements of the meetings of the Affirmative Action Advisory Committee; by featuring an article about the Affirmative Action Advisory Committee in the next issue of the City's own employee newsletter, with additional articles and announcements thereafter; by submitting to local newspapers an article about the Affirmative Action Advisory Committee and its activities; and by working with the Affirmative Action Advisory Committee to prepare and issue press releases at regular intervals concerning affirmative action issues. We also recommend that the Personnel and Public Employees Committee encourage the Affirmative Action Advisory Committee to establish and maintain contact with concerned employee and community groups. In addition, we ask the Personnel and Public Employees Committee to consider proposing to the City Council a joint meeting of the City's Affirmative Action Advisory Committee and

the County's affirmative action advisory group.

- C. Review the ways in which the City promotes cultural diversity and prevents sexual harassment:

The Affirmative Action Advisory Committee would like to review cultural diversity and sexual harassment materials now in use, consult with staff to determine whether use of current programs can be enhanced, and report back to the Personnel and Public Employees Committee.

- D. Improve upward mobility in City employment:

The Affirmative Action Advisory Committee would like to review, with the help of staff, all of the City's current policies and procedures relevant to upward mobility, compare these policies and procedures to those followed by other employers, and report to the Personnel and Public Employees Committee. We recommend an open discussion with community groups.

- E. Expand the Career Development Training Program:

We recommend that the Personnel and Public Employees Committee request staff to present information about the Career Development Training Program and ways in which it can be expanded.

- F. Increase use of culturally sensitive recruitment teams:

We recommend that the Personnel and Public Employees Committee ask staff and the Affirmative Action Advisory Committee to investigate and report on ways in which the City can insure that recruiting teams reflect the minority groups the City hopes to hire.

Finally, we request that your agenda include the status of the reappointments of those members of the Affirmative Action Advisory Committee whose appointments expired last fall.

We look forward to working with you to assist the City in moving more quickly toward its affirmative action goals.

Respectfully submitted,



Karen A. Wells
Chairperson
Affirmative Action Advisory Committee