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DEPARTMENT OF
HUMAN RESOURCES

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DIVISION:
ADMINISTRATION
PERSONNEL SERVICES
RISK MANAGEMENT

September 18, 1996

Personnel and Public Employees Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: DEPARTMENT AFFIRMATIVE ACTION PLAN REVIEWS

LOCATION & COUNCIL DISTRICT: City Wide

RECOMMENDATION

It is recommended that the Personnel and Public Employees Committee endorse Affirmative Action staff recommendations for departments and request each department to submit an updated plan for approval within 60 days.

CONTACT PERSON: Kenneth M. Fleming, Affirmative Action Officer, 264-5270

FOR COMMITTEE MEETING OF: September 24, 1996

SUMMARY

The City of Sacramento established a formal Affirmative Action Plan in January 1981. The plan outlines actions that are required to meet the equal employment opportunity and affirmative action plan goals. This process is our second review of each department's individual effort to comply with the City's Affirmative Action Plan goals.

COMMITTEE/COMMISSION ACTION

Departmental submissions were reviewed by the Affirmative Action Advisory Committee on August 26, 1996.

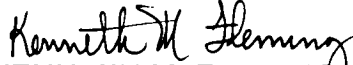
BACKGROUND INFORMATION

The City of Sacramento established its first formal Affirmative Action Plan in January 1981. That Plan established goals and objectives required to ensure that equal employment opportunity and affirmative action would become a reality within the City of Sacramento. The Plan is updated via an annual status report.

In May of 1993 the Council modified the Plan goals to reflect the 1980 census figures. Those goals required a more aggressive approach to recruitment and hiring.

At the direction of the City Manager, staff developed a tool to assist managers in accomplishing the AA Plan goals. This departmental assessment tool was developed to build accountability into our AA Plan. The process was approved by the City's Affirmative Action Advisory Committee in December of 1993, and the first cycle of reviews were held in May and July of 1994. Departments submitted 18-month plans that set forth their plans to achieve the City's goal of equal employment opportunity. This process completes our first review cycle and provides an opportunity to assess departments' success in accomplishing their plan goals.

Respectfully submitted,


KENNETH M. FLEMING
Affirmative Action Officer


DONNA L. GILES
Director of Human Resources

RECOMMENDATION APPROVED:


BETTY MASUOKA
Deputy City Manager