(1)

DEPARTMENT OF PERSONNEL

DONNA L. GILES
DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

921 TENTH STREET
ROOM 401
SACRAMENTO, CA
95814-2713

916-264-5270

DIVISION:
ADMINISTRATION
PERSONNEL SERVICES
OCCUPATIONAL HEALTH
SAFETY & RETIREMENT

May 19, 1994

Personnel and Public Employees Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: AFFIRMATIVE ACTION PLAN ANNUAL DEPARTMENT REVIEW

LOCATION AND 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 a plan for approval within 60 - 90 days.

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

FOR COMMITTEE MEETING OF: May 25, and June 1, 1994

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 initiates our annual review of each department's efforts to comply with the City's Affirmative Action Plan goals.

COMMITTEE/COMMISSION ACTION

This process was reviewed and approved by the Affirmative Action Advisory Committee on December 10, 1993.

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 1990 census figures. The goals require that we adopt a more aggressive posture in our recruitment and hiring practices.

At the direction of the City Manager staff developed a tool which would assist managers in accomplishing the AA Plan goals. That process was approved by the City's Affirmative Action Advisory Committee in December of 1993. These hearings are a culmination of our efforts to build accountability into our AA Plan and to achieve the goal of equal employment opportunity.

Respectfully submitted,

Kenneth M. Fleming

KENNETH M. FLEMING
Affirmative Action Officer

RECOMMENDATION APPROVED:

Jack Crist

JACK CRIST
Deputy City Manager

APPROVED:

Donna L. Giles

DONNA L. GILES
Director of Human Resources

POLICE

EMPLOYMENT GOALS :

Overall:

Hispanic and Filipino males are at parity. All other groups are underutilized. Overall minorities and females are underutilized

By Occupation:

Hispanic males are at parity in four categories, Filipino males in three, and Black males in two. White females are at parity in three categories, Hispanic and Asian females have achieved parity in two categories.

EMPLOYMENT ACTIVITY :

Minority hiring activity was at an acceptable level. Overall the hiring rate for females was acceptable however, the rate for female professionals was below target. Minority promotion rates are below target. The promotion rate for females was acceptable.

SPECIAL EFFORTS :

No indication efforts to encourage career development. Department utilizes a variety of student training programs. No information provided on efforts to enhance service delivery to persons with disabilities.

RECOMMENDATIONS :

Initiate career development program all for employees which should include training to enhance the promotability of current employees. Develop strategies and provide training to employees on providing services to persons with disabilities.

COMMENDATIONS :

DEPARTMENT GOAL STATUS

POLICE

	MALES	FEMALES
WHITE	N/A	/
BLACK	U	U
HISPANIC	P	U
ASIAN	U	U
NAT. AMER.	/	/
FILIPINO	P	U
	MINORITY	FEMALE
OVERALL GOAL	U	U

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	U	U	N/A	P	N/A	P	/	U	/
HISPANIC	P	P	N/A	U	N/A	P	/	U	P
ASIAN	U	U	N/A	P	N/A	U	U	U	/
NAT. AMER	/	P	N/A	/	N/A	/	/	/	/
FILIPINO	/	P	N/A	/	N/A	/	P	U	P

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	P	U	N/A	U	N/A	U	P	P	U
BLACK	U	U	N/A	U	N/A	/	U	P	U
HISPANIC	U	U	N/A	U	N/A	U	P	P	U
ASIAN	U	U	N/A	P	N/A	U	P	P	/
NAT. AMER	/	U	N/A	/	N/A	/	/	/	P
FILIPINO	/	U	N/A	P	N/A	/	/	/	/

U = Underutilization
P = Parity
/ = Underutilized But Not Significant
N/A = Not Applicable

CITY OF SACRAMENTO
AFFIRMATIVE ACTION PLAN
ANNUAL DEPARTMENT REVIEW

REVISED 2/94

Submitting Department: POLICE

Review for Year: 1993

Return to AA Office by:

Dates To Be Reviewed By:

City Manager:

P & PE Committee:

AA PARITY GOALS BASED ON 1990 CENSUS DATA:			DEPARTMENT'S STATISTICS FOR CURRENT YEAR:		
Caucasian	Male	25.54%	Caucasian	Male	47.13
	Female	27.83%		Female	23.28
Black	Male	7.03%	Black	Male	4.63
	Female	7.76%		Female	3.20
Hispanic	Male	8.17.%	Hispanic	Male	8.71
	Female	8.08%		Female	4.30
Asian	Male	7.22%	Asian	Male	4.52
	Female	5.23%		Female	1.76
Native American	Male	0.47%	Native American	Male	0.44
	Female	0.48%		Female	0.33
Filipino	Male	1.13%	Filipino	Male	1.32
	Female	0.82%		Female	0.33
Other	Male	0.12%	Other	Male	0.00
	Female	0.12%		Female	0.00

categ	white		black		hisp		asian		nta		fil		totl		f
	m	f	m	f	m	f	m	f	m	f	m	f	m	f	m
sup	9	13	1	1	3	0	0	0	0	0	0	0	13	14	0
	33.33	48.15	3.70	3.70	11.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.15	51.85	0.00
pol	405	64	32	6	68	9	38	2	3	1	10	1	556	83	10
	63.38	10.02	5.01	0.94	10.64	1.41	5.95	0.31	0.47	0.16	1.56	0.16	87.01	12.99	1.56
svsc	7	0	3	1	5	0	0	0	0	0	0	0	15	1	0
	43.75	0.00	18.75	6.25	31.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.75	6.25	0.00
prof	14	9	3	0	2	2	5	3	0	0	0	1	24	15	0
	35.90	23.08	7.69	0.00	5.13	5.13	12.82	7.69	0.00	0.00	0.00	2.56	61.54	38.46	0.00
tech	6	13	2	1	2	3	1	3	0	0	1	0	12	20	1
	18.75	40.63	6.25	3.13	6.25	9.38	3.13	9.38	0.00	0.00	3.13	0.00	37.50	62.50	3.13
clerk	20	168	5	24	3	29	2	15	0	2	1	1	31	239	1
	7.41	62.22	1.85	8.89	1.11	10.74	0.74	5.56	0.00	0.74	0.37	0.37	11.48	88.52	0.37
exemp	22	8	3	0	6	2	3	2	0	1	1	0	35	13	1
	45.83	16.67	6.25	0.00	12.50	4.17	6.25	4.17	0.00	2.08	2.08	0.00	72.92	27.08	2.08
totl	476	275	46	32	84	45	49	25	3	4	13	3	671	384	13
	45.12	26.07	4.36	3.03	7.96	4.27	4.64	2.37	0.28	0.38	1.23	0.28	63.60	36.40	1.23
ethtl	71.18		7.39		12.23		7.01		0.66		1.52		100.0		1.52
	751		78		129		74		7		16		1055		16

categ	white		black		hisp		asian		nta		fil		totl		f
	m	f	m	f	m	f	m	f	m	f	m	f	m	f	m
sup	9	13	1	1	3	0	0	0	0	0	0	0	13	14	0
	33.33	48.15	3.70	3.70	11.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.15	51.85	0.00
pol	405	64	32	6	68	9	38	2	3	1	10	1	556	83	10
	63.38	10.02	5.01	0.94	10.64	1.41	5.95	0.31	0.47	0.16	1.56	0.16	87.01	12.99	1.56
svsc	7	0	3	1	5	0	0	0	0	0	0	0	15	1	0
	43.75	0.00	18.75	6.25	31.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.75	6.25	0.00
prof	14	9	3	0	2	2	5	3	0	0	0	1	24	15	0
	35.90	23.08	7.69	0.00	5.13	5.13	12.82	7.69	0.00	0.00	0.00	2.56	61.54	38.46	0.00
tech	6	13	2	1	2	3	1	3	0	0	1	0	12	20	1
	18.75	40.63	6.25	3.13	6.25	9.38	3.13	9.38	0.00	0.00	3.13	0.00	37.50	62.50	3.13
clerk	20	168	5	24	3	29	2	15	0	2	1	1	31	239	1
	7.41	62.22	1.85	8.89	1.11	10.74	0.74	5.56	0.00	0.74	0.37	0.37	11.48	88.52	0.37
exemp	22	8	3	0	6	2	3	2	0	1	1	0	35	13	1
	45.83	16.67	6.25	0.00	12.50	4.17	6.25	4.17	0.00	2.08	2.08	0.00	72.92	27.08	2.08
totl	476	275	46	32	84	45	49	25	3	4	13	3	671	384	13
	45.12	26.07	4.36	3.03	7.96	4.27	4.64	2.37	0.28	0.38	1.23	0.28	63.60	36.40	1.23
ethtl	71.18		7.39		12.23		7.01		0.66		1.52		100.0		1.52
	751		78		129		74		7		16		1055		16

	WHITE		BLACK		HISPANI		ASIAN		NT AM		FILIPINO		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
SUPV	8	13	1	3	3	0	0	0	0	0	0	0	12	16
%	0.8%	1.3%	0.1%	0.3%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.2%	1.6%
POLICE	393	55	35	5	66	7	40	2	3	2	10	2	547	73
%	40.1%	5.6%	3.6%	0.5%	6.7%	0.7%	4.1%	0.2%	0.3%	0.2%	1.0%	0.2%	55.8%	7.4%
SVSC	5	0	4	1	1	0	0	0	0	0	0	0	10	1
%	0.5%	0.0%	0.4%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%	0.1%
PROF	11	5	0	0	1	0	0	1	0	0	0	0	12	6
%	1.1%	0.5%	0.0%	0.0%	0.1%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	1.2%	0.6%
TECH	6	13	2	1	2	3	1	3	0	0	1	0	12	20
%	0.6%	1.3%	0.2%	0.1%	0.2%	0.3%	0.1%	0.3%	0.0%	0.0%	0.1%	0.0%	1.2%	2.0%
CLERK	20	162	5	25	4	28	2	11	0	2	1	1	32	229
%	2.0%	16.5%	0.5%	2.5%	0.4%	2.9%	0.2%	1.1%	0.0%	0.2%	0.1%	0.1%	3.3%	23.3%
EXEMPT	11	5	0	0	4	0	1	1	0	0	0	0	16	6
%	1.1%	0.5%	0.0%	0.0%	0.4%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	1.6%	0.6%
TOTAL	449	253	43	34	80	38	44	18	3	4	12	3	631	350
%	45.8%	25.8%	4.4%	3.5%	8.2%	3.9%	4.5%	1.8%	0.3%	0.4%	1.2%	0.3%	64.3%	35.7%

	WHITE		BLACK		HISPANI		ASIAN		NT AM		FILIPINO		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
SUPV	9	13	1	1	3	0	0	0	0	0	0	0	13	14
%	0.9%	1.4%	0.1%	0.1%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.4%	1.5%
POLICE	381	57	32	5	63	9	40	1	3	2	11	2	530	76
%	39.8%	5.9%	3.3%	0.5%	6.6%	0.9%	4.2%	0.1%	0.3%	0.2%	1.1%	0.2%	55.3%	7.9%
SVSC	5	0	4	1	1	0	0	0	0	0	0	0	10	1
%	0.5%	0.0%	0.4%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%	0.1%
PROF	10	5	0	0	1	0	0	1	0	0	0	0	11	6
%	1.0%	0.5%	0.0%	0.0%	0.1%	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	1.1%	0.6%
TECH	6	13	2	1	2	3	1	3	0	0	1	0	12	20
%	0.6%	1.4%	0.2%	0.1%	0.2%	0.3%	0.1%	0.3%	0.0%	0.0%	0.1%	0.0%	1.3%	2.1%
CLERK	20	157	5	24	3	28	2	11	0	2	1	1	31	223
%	2.1%	16.4%	0.5%	2.5%	0.3%	2.9%	0.2%	1.1%	0.0%	0.2%	0.1%	0.1%	3.2%	23.3%
EXEMPT	11	5	0	0	4	0	1	1	0	0	0	0	16	6
%	1.1%	0.5%	0.0%	0.0%	0.4%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	1.7%	0.6%
TOTAL	437	250	40	31	76	40	44	17	3	4	13	3	613	345
%	45.6%	26.1%	4.2%	3.2%	7.9%	4.2%	4.6%	1.8%	0.3%	0.4%	1.4%	0.3%	64.0%	36.0%

ANNUAL DEPARTMENT REVIEW

Review of Previous Year's Action Plan

Department: POLICE

Prepared by: D. MICHAEL BUSCH, PERSONNEL SERVICES DIVISION

1. Please state whether previous year's recommendations (attached) of the Affirmative Action Advisory Committee were implemented. If so, explain when, how, etc., and, if not, why. Also indicate whether the intended results were achieved.

   The department made progress toward the goals, but has not yet achieved them. The department made significant progress using the student trainee classification by designating 13 of the 26 positions for additional recruitment and support toward the police officer class. Nine positions were filled with seven minority candidates including five females hired. The department anticipates additional hiring in 1994 using new eligible lists which will improve our progress.

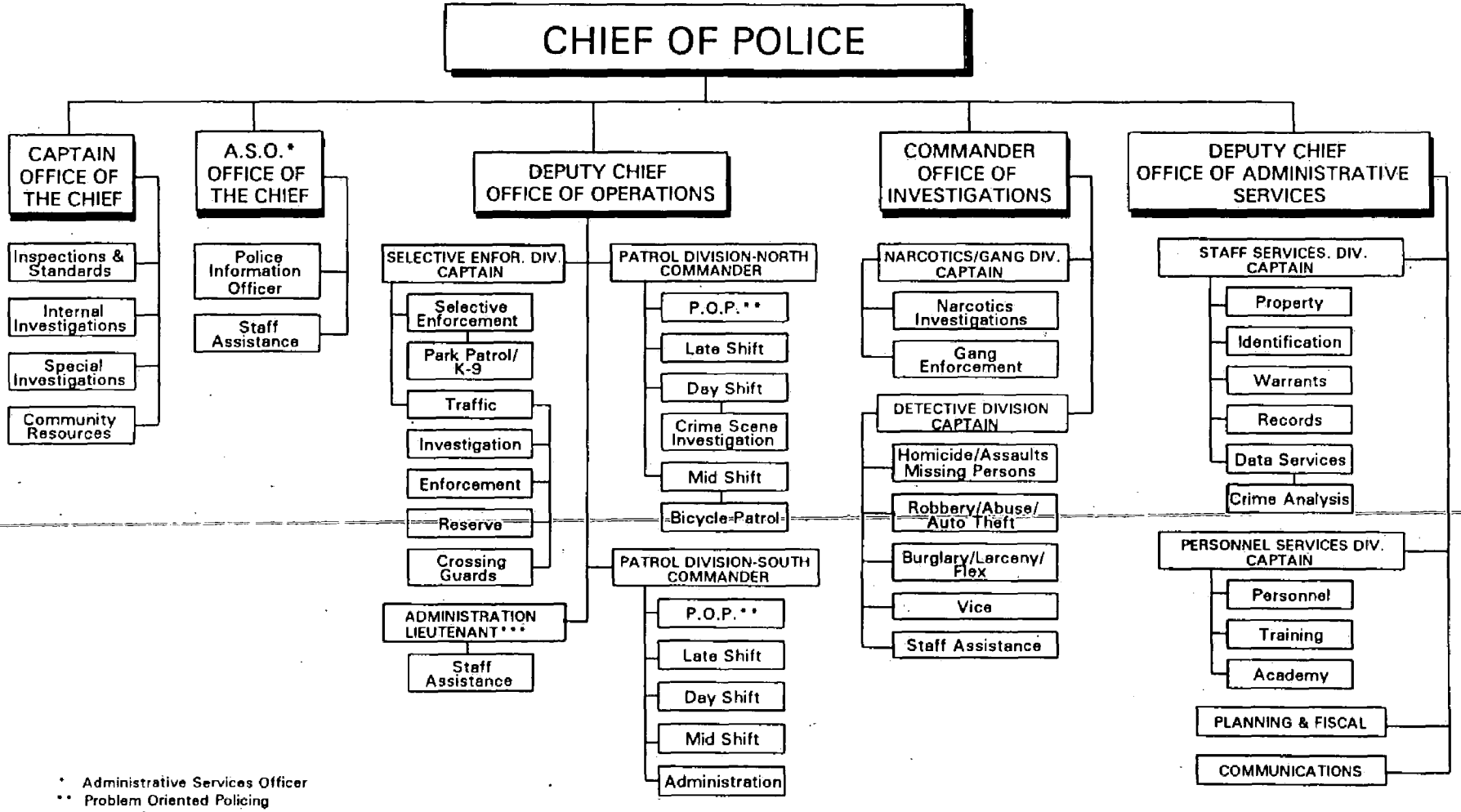
2. Please advise how you monitor the hiring process.

   Each appointment is reviewed by the Personnel Services Division of the department prior to completion of the process.

3. Please attach a copy of your department's organization chart and career development plan.

   SEE ATTACHED

SACRAMENTO POLICE DEPARTMENT



* Administrative Services Officer
** Problem Oriented Policing
*** Field Training Coordination

(5/92)

ANNUAL DEPARTMENT REVIEW
ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

YES	NO		RECRUITMENT
X			Have you had any employment activity in your department? If so, complete all of the following sections, if no activity do not complete the Recruitment and Selection sections.
X		1.	Recruited applicants from high school? Community colleges? Universities? Specialized schools?
X		2.	Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?
X		3.	Established programs for recruiting minorities, women and disabled persons?
X		4.	Monitored results of recruitment efforts to ensure that all sources are effectively reached?
X		5.	Participated in career/job fair or other outreach efforts?

SELECTION AND APPOINTMENT

X		1.	Do hiring panels include minorities, female and disabled persons?
X		2.	Have all supervisors responsible for hiring undergone selection interview training?
X		3.	Are all reachable candidates interviewed before a hiring decision is made?
X		4.	Is the hiring authority required to report the reason why candidates were not hired?
X		5.	Is the affirmative action implication of appointments considered?

PERSONNEL ACTIVITY

X		1.	Are training programs publicized to all employees?
X		2.	Are training opportunities made available equally?

YES	NO	PERSONNEL ACTIVITY (Continued)
X		3. Does this department make use of Career Development Trainee (CDT)) or other programs to provide a means for women, minority or disabled persons to gain entry into the workforce?
X		4. Are promotional opportunities equally made available to all employees?
X		5. Are training opportunities for promotions available to all employees?
X		6. Do you have a comprehensive career development plan?
X		7. Is information on career development provided to all employees?
	X	8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals?
X		9. Are you aware of bridging classes available for use in your department?
X		10. Have you identified areas where bridging classes can be developed?

SPECIAL EMPHASIS

X ___ 1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s).

Dispatchers and a variety of clerical positions throughtout the department can accommodate disabled persons. Some professional positions are also available.

X ___ 2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts.

Every building includes access for persons with disabilities. The main has two elevators to facilitate access to all floors. Special devices are available for hearing impared to allow telephonic requests. Translation services include "signing".

X ___ 3. Has this department participated in an intern or mentor program?

The dept. has an Explorer Post for "Police Cadets"; School year and summer R.O.P. programs, summer youth employment program and a magnate school program for high school age students. A student trainee and a police trainee program are available for college age students along with a variety of intern programs from technical and two and four years colleges.

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1

DEPARTMENT: POLICE

REPORT PERIOD: FROM JULY 93 **TO** DEC 93

1. Total New Employees Hired (does not include promotions of existing employees);

	Supervisory
11	Police
	Fire
12	Professional
	Skilled Craft
	Service Maintenance
	Technicians
16	Clercial
	Exempt

Of the **new** employees hired, the following shows the number of instances where **minorities** were reachable and hired.

	Minority Was Reachable	Minority Was Hired #	Minority Was Hired %
Supervisory			
Police	1	1	100 %
Fire			
Professional	9	7	78%
Skilled Craft			
Service Maintenance			
Technicians			
Clerical	8	5	63%
Exempt			

Of the **new** employees hired, the following shows the number of instances where a **female** was reachable and hired.

	Female Was Reachable	Female Was Hired #	Female Was Hired %
Supervisory			
Police	4	4	100 %
Fire			
Professional	9	4	44%
Skilled Craft			
Service Maintenance			
Technicians			
Clerical	14	13	93%
Exempt			

Annual Department Review - Worksheet #2

2. Total Number of Employees Promoted:

(This includes positions reallocated through flexible staffing under Civil Service Rule 3.5(c)(4).

1	Supervisory
	Police
	Fire
	Professional
	Skilled Craft
	Service Maintenance
	Technicians
2	Clerical
1	Exempt

Of the employees **promoted** the following shows the number of instances where **minorities** were reachable and promoted.

	Minority Was Reachable	Minority Was Hired	
		#	%
Supervisory	0		
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical	2	0	
Exempt	0	0	

Of the employees **promoted**, the following shows the number of instances where a **female** was reachable and promoted.

	Female Was Reachable	Female Was Hired	
		#	%
Supervisory	0		
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt	2	2	100%
	1	1	100%

Annual Department Review - Worksheet #1 (Continued)

3. Annual Vacancy Factor By Category:

	Total Positions	Vacancies Asked To Be Filled
Supervisory	27	
Police	591	14
Professional	17	3
Skilled Craft		
Service Maintenance	11	
Technicians	32	
Clerical	254	17
Exempt	22	

The average annual vacancy factor is computed as follows:

$$\frac{\text{vacancies filled per year}}{\text{total positions}} = \text{Annual Vacancy Factor}$$

NOTE: If the % of new hires or promotions are below parity goals for an occupational category, please complete Worksheet #2 for Promotions or New Hires for that occupational category.

ANNUAL DEPARTMENT REVIEW WORKSHEET #4 - NEW HIRES

DEPARTMENT: Police

OCCUPATIONAL CATEGORY: Police

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Police Officer	1 *03	1	4	4	Most Qualifed

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #4 - NEW HIRES

DEPARTMENT: Police

OCCUPATIONAL CATEGORY: Professional

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Admin Analyst	2	0	2	0	Hired For Speical Skills
Student Trainee	7 * 02 - 1 03 - 2 04 - 4	7	3	3	Most Qualified
Programmer Analyst	0		1	1	Most Qualified

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #4 - NEW HIRES

DEPARTMENT: POLICE

OCCUPATIONAL CATEGORY: CLERICAL

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Dispatcher Recruit	8 * 02 - 1 03 - 2 04 - 2	5	14	13	Most Qualified

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: Police

OCCUPATIONAL CATEGORY: Supervisory

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**
Supv. I.D. Tech	0	0	0	0	

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: Police

OCCUPATIONAL CATEGORY: Clerical

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**
Dispatcher III	2 * 03	0	2	2	Most Qualified

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: Police

OCCUPATIONAL CATEGORY: Exempt

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**
Records Manager	0	0	1	1	

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

OCCUPATIONAL CATEGORY _____

DEPARTMENT: Police

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:	25	32
Hispanic:	0	35
Native American:	1	2
Black:	22	42
Filipino:	0	5
Total Minority:	164	Total Female: 154

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)
The Police Dept. has made two classification adjustments (permanent CSO and Police Trainee) and collaborated with community organizations and colleges to conduct our most focused and successful recruitment yet. The percent of qualified candidates remains low, but is indicative of the area's labor force (statisticly, the dept exceeds parity in all minority and gender groups compared to county and MSA labor forces).
Dept has a potential for a turn-over of 150-200 sworn personnel in '94 based upon pending tax assessment, grant applications and retirement legislation. If any of these contingencies occurs, the Dept will be able to significantly shorten the timetable assuming recruitment efforts are broadened enough to obtain sufficient qulified candidates.

TIMETABLE: Check length of time in which above goal may be reasonably met.

	1 Year	2 Years	3 or more Years
Minority:	____	____	x
Female:	____	____	x

OCCUPATIONAL CATEGORY SUPERVISORY

DEPARTMENT: POLICE

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Caucasian:		Ø
Black:	Ø	1
Hispanic:	Ø	2
Asian:	2	1
Native Amer:	0	0
Filipino:	0	0
Other:	0	0
Total Minority:	6	Total Female: 4

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

The asian goals are being met in both the exempt and supervisory categories if the totals are combined. The asian employees have continued to progress and have left this category for exempt positions. The female parity goals are expected to be met if additional positions are authorized in the next fiscal year.

TIMETABLE: Check length of time in which above goal may be reasonable met.

	1 Year	2 Years	3 or more Years
Minority:	____	____	X
Female:	____	X	____

OCCUPATIONAL CATEGORY POLICE

DEPARTMENT: POLICE

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Caucasian:		109
Black:	10	41
Hispanic:	Ø	40
Asian:	3	30
Native Amer:	Ø	1
Filipino:	Ø	3
Other:	Ø	Ø
Total Minority:	128	Total Female: 115

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)
The department expects to reach parity for the male minority groups in 1994. The Police Dept. has made two classification adjustments (permanent CSO and Police Trainee) and collaborated with community organizations and college to conduct our most focused and successful recruitment yet. The percent of qualified candidates remains low, but is indicative of the area's labor force (statistically, the dept. exceeds parity in all minority and gender groups compared to county and MSA labor forces). Dept. has a potential for a turn-over of 150-200 sworn personnel in '94

TIMETABLE: Check length of time in which above goal may be reasonable met.

	1 Year	2 Years	3 or more Years
Minority:	____	____	X
Female:	____	____	X

based upon pending tax assessment, grant applications and retirement legislation. If any of these contingencies occurs, the department will be able to significantly shorten the timetable assuming recruitment efforts are broadened enough to obtain sufficient qualified candidates.

OCCUPATIONAL CATEGORY PROFESSIONAL

DEPARTMENT: POLICE

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Caucasian:		Ø
Black:	1	1
Hispanic:	1	1
Asian:	1	Ø
Native Amer:		
Filipino:		
Other:		
Total Minority:	5	Total Female: 2

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)
The goal is difficult based on the size (16) of the category and the perception of law enforcement as a male oriented occupation. Recruitment of administrative personnel can be improved using the administrative trainee class which will be done as vacancies occur. As the department increases its use of Community Service Officer's, job analysis will be done on all existing Administrative Analyst and Community Service Representative positions to identify where

TIMETABLE: Check length of time in which above goal may be reasonable met.

Minority:	1 Year ____	2 Years ____	3 or more Years X
Female:	1 Year ____	2 Years ____	3 or more Years ____

professional classifications are appropriate. Removal of CSO positions from the police category and CSR's from technician category into more appropriate categories will improve our diversity within two years. Improvement in the data processing classes will take longer.

OCCUPATIONAL CATEGORY SERVICE MAINTENANCE

DEPARTMENT: POLICE

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Caucasian:		2
Black:		
Hispanic:		
Asian:		
Native Amer:		
Filipino:		
Other:		
Total Minority:	Ø	Total Female: 2

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)
The department employs a combination of career and part-time positions including black and hispanic males and a black female. As more career positions become necessary, it is expected that some of the part-time employees will be reachable and assist in meeting our goals.

TIMETABLE: Check length of time in which above goal may be reasonable met.

Minority:	1 Year ____	2 Years ____	3 or more Years ____
Female:	1 Year ____	2 Years X	3 or more Years ____

OCCUPATIONAL CATEGORY TECHNICAL

DEPARTMENT: POLICE

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Caucasian:		Ø
Black:	Ø	1
Hispanic:	Ø	Ø
Asian:	1	Ø
Native Amer:	Ø	Ø
Filipino:	Ø	Ø
Other:	Ø	Ø
Total Minority:	2	Total Female: 1

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)
This category will probably shrink next year with the removal of Community Service Representative's from the category. The size and specialization of the category will make goal attainment difficult; but if civilianization of the field Crime Scene Investigation Unit can be accomplished, the goals can be achieved in two years.

TIMETABLE: Check length of time in which above goal may be reasonable met.

	1 Year	2 Years	3 or more Years
Minority:	____	X	____
Female:	____	X	____

OCCUPATIONAL CATEGORY CLERICAL

DEPARTMENT: POLICE

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Caucasian:		Ø
Black:	13	Ø
Hispanic:	17	Ø
Asian:	16	Ø
Native Amer:	1	Ø
Filipino:	1	1
Other:		
Total Minority:	49	Total Female: 1

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Achievement of female parity will occur in 1994. 75% of the positions are located either in the Records Section or the Communication Center which both experience high turnover rates as employees transition to other higher paying or day shift jobs. Shift work and high rates of computer keyboard skills make recruitment difficult. As these sections increase their use of computer technology our need and ability to recruit from specialized schools should provide more opportunity to increase the diversity of our units.

TIMETABLE: Check length of time in which above goal may be reasonable met.

Minority:	1 Year ____	2 Years ____	3 or more Years X
Female:	1 Year X	2 Years ____	3 or more Years ____

OCCUPATIONAL CATEGORY EXEMPT

DEPARTMENT: POLICE

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Caucasian:		Ø
Black:	1	1
Hispanic:	Ø	1
Asian:	Ø	Ø
Native Amer:	Ø	Ø
Filipino:	Ø	Ø
Other:	Ø	Ø
Total Minority:	3	Total Female: 2

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

The parity goal has already been met for the males in 1994. The department currently has no sworn female personnel who are black or hispanic at the lieutenant's rank, but a test is scheduled in 1994, and there is a viable candidate. Additional female candidates are possible within 3-5 years based upon the results of the sergeant's promotional exam from January '94. Female minority candidates for other exempt positions in the civilian classifications are very limited due to the small number of positions in this category. Additional civilianization and

TIMETABLE: Check length of time in which above goal may be reasonable met.

	1 Year	2 Years	3 or more Years
Minority:	____	____	____
Female:	____	____	X

reclassification of technical positions will assist us in broadening the pool of candidates and the number of positions available over the next three years.

OFFICE OF THE CITY CLERK

EMPLOYMENT GOALS :

Overall:

There are only eleven employees in this department. White, Black, and Asian females are at parity. Overall females are at parity, but minorities are underutilized.

By Occupation:

White females are at parity in three categories, Black and Asian females in one. There are no significant underutilizations in any category.

EMPLOYMENT ACTIVITY :

No hiring or promotional activity during this review period. The department does not anticipate any vacancies during the coming year.

SPECIAL EFFORTS :

Providing training to staff in the area of team building. Encourages staff to take advantage of independent training opportunities, but no formal career development program. Department had an intern from CSUS.

RECOMMENDATIONS :

Initiate career development program for all employees. Develop a formalized intern or student training program to facilitate placements at the entry level. Develop a strategy and plan to ensure that services and information is accessible to persons with disabilities.

COMMENDATIONS :

DEPARTMENT GOAL STATUS

CITY CLERK

	MALES	FEMALES
WHITE	N/A	P
BLACK	/	P
HISPANIC	/	/
ASIAN	/	P
NAT. AMER.	/	/
FILIPINO	/	/
	MINORITY	FEMALE
OVERALL GOAL	U	P

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	/	N/A	N/A	/	N/A	N/A	N/A	/	/
HISPANIC	/	N/A	N/A	/	N/A	N/A	N/A	/	/
ASIAN	/	N/A	N/A	/	N/A	N/A	N/A	/	/
NAT. AMER	/	N/A	N/A	/	N/A	N/A	N/A	/	/
FILIPINO	/	N/A	N/A	/	N/A	N/A	N/A	/	/

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	P	N/A	N/A	/	N/A	N/A	N/A	P	P
BLACK	/	N/A	N/A	/	N/A	N/A	N/A	P	/
HISPANIC	/	N/A	N/A	/	N/A	N/A	N/A	/	/
ASIAN	/	N/A	N/A	/	N/A	N/A	N/A	/	P
NAT. AMER	/	N/A	N/A	/	N/A	N/A	N/A	/	/
FILIPINO	/	N/A	N/A	/	N/A	N/A	N/A	/	/

U = Underutilization
P = Parity
/ = Underutilized But Not Significant
N/A = Not Applicable

CITY OF SACRAMENTO
AFFIRMATIVE ACTION PLAN
ANNUAL DEPARTMENT REVIEW

REVISED 2/94

Submitting Department: Office of the City Clerk

Review for Year: 1993

Return to AA Office by: _____

Dates To Be Reviewed By:

City Manager: _____

P & PE Committee: _____

AA PARITY GOALS BASED ON 1990 CENSUS DATA:

Caucasian	Male	25.54%
	Female	27.83%
Black	Male	7.03%
	Female	7.76%
Hispanic	Male	8.17.%
	Female	8.08%
Asian	Male	7.22%
	Female	5.23%
Native American	Male	0.47%
	Female	0.48%
Filipino	Male	1.13%
	Female	0.82%
Other	Male	0.12%
	Female	0.12%

DEPARTMENT'S STATISTICS FOR CURRENT YEAR:

Caucasian	Male	9.09
	Female	72.72
Black	Male	0
	Female	9.09
Hispanic	Male	0
	Female	0
Asian	Male	0
	Female	9.09
Native American	Male	0
	Female	0
Filipino	Male	0
	Female	0
Other	Male	0
	Female	0

Office of the City Clerk

ANNUAL DEPARTMENT REVIEW
COMPARATIVE UTILIZATION ANALYSIS

Year July, 1993 | Year December, 1993

		WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA	WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA
		M	F	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F	M	F	M	F	
SUP.	#		1													1											
	%		100													100											
POLICE	#																										
	%																										
FIRE	#																										
	%																										
PROF.	#	1													1												
	%	100													100												
SK. CRAFT	#																										
	%																										
SER. MAINT.	#																										
	%																										
TECH.	#																										
	%																										
CLERK	#		5		1											5		1									
	%		83.3		16.6											83.3		16.6									
EXEMPT	#		2						1							2						1					
	%		66.6						33.3							66.6						33.3					

ANNUAL DEPARTMENT REVIEW

Review of Previous Year's Action Plan

Department: Office of the City Clerk

Prepared by: Virginia Henry and Valerie Burrowes

1. Please state whether previous year's recommendations (attached) of the Affirmative Action Advisory Committee were implemented. If so, explain when, how, etc., and, if not, why. Also indicate whether the intended results were achieved.

   Not applicable

2. Please advise how you monitor the hiring process.

   There have been no new hires in the department since May, 1992.

3. Please attach a copy of your department's organization chart and career development plan.

   See attached.

Page 3 Question #3 Please attach a copy of your department's organization chart and career development plan.

Because there are no promotional opportunities within the department, we have strived to offer and make available to our staff independednt opportunities to train and cross train in order to increase their personal and technical skills.

In addition, we have investigated programs that would offer our staff personal growth opportunities in order to adapt more quickly to changing technologies and economic conditions.

1. Janice Beaman, the Deputy City Clerk, has been encouraged to expand her technical and personal skills in a variety of ways. We enrolled her in a 40 hour in-house training course: "Frontline Leadership", in order to strengthen her skills in teamwork, managing change, initiative and building relationships.

In addition, she attended technical training seminars conducted by the Northern California City Clerk's Association, as well as an intensive residential week-long training program for three consecutive years. The program, entitled Continuing Education for Professionals and Organizations (CEPO), provides positive learning and growth opportunities both professionally and personally by combining lecture, discussion and directed exercises. Participants include City Clerks and other government administrative managers throughout the public sector.

Janice was also encouraged to obtain her Notary Public license, and periodically attends National Notary Association seminars to review notarial practices, new laws, and pending legislative changes.

2. Marylou Silva, the Office Supervisor, has also attended Frontline Leadership, as she was promoted to Office Supervisor from a clerical position, and needed to receive formal training on supervisory skills. She has attended training courses offered by the Human Resources Department in the areas of conducting interviews, and the Employee Assistance Program, and outside training in the area of composition and writing skills.

3. Dorothy Sanders, Typist Clerk III, is a 1993 graduate of a 40 hour training program, "Working", offered by the department of Human Resourses. Dorothy has also been given time on an on-going basis to develop her skills in the City's Career Development Program.

4. Nancy Allen, Typist Clerk III, has attended National Notary Association seminars to review notarial practices, new laws and pending legislative changes.

5. Lynne Price, Typist Clerk III, has also been given time to work with the City's Career Development Program. Lynne periodically attends National Notary Association seminars to review notarial

practices, new laws, and pending legislative changes. In addition, Lynne requested and received training related to the enhancement of time management skills.

6. Stephanie Armstrong, Typist Clerk III, has attended various training programs related to her major responsibilities of Elections and Fair Political Practice Commission (FPPC) filings.

Stephanie has attended New Election Law Seminars sponsored by the City Clerks Association of California, as well as training on filing requirements for both elected and appointed City officials sponsored by the FPPC. In addition, Stephanie has attended training on effective grammar and writing skills.

7. Kathy Howard, Typist Clerk III, has attended FPPC training related to Statements of Economic Interests, in order to more effectively respond to public inquiries related to these duties as a support staff to Stephanie. Kathy has also attended "Citylink" training offered by the League of California Cities. Citylink is an electronic network, facilitated by the League, which links subscribing cities throughout California. Cities can communicate on-line about fiscal, administrative, legislative, etc. matters. The Office of the City Clerk houses, trains and transfers Citylink information to various departments throughout the City. Kathy is our in-house "specialist".

8. Fred Bennett, Departmental Data Analyst II, attends monthly training meetings of the Novell Users Group and the Automated Services Team. Fred has also attended training on Microsoft Windows for work groups.

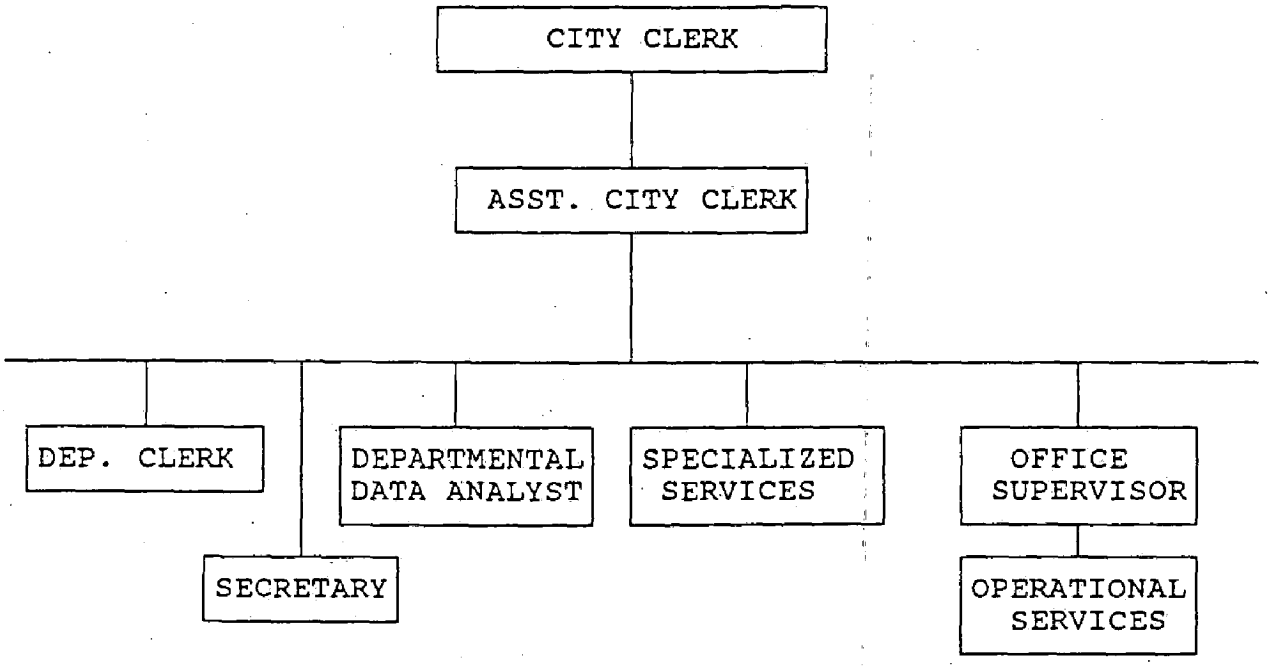
9. Virginia Henry, the Assistant City Clerk has attended two sessions of CEPO; Notary Training; New Election Law seminars; FPPC training; California City Clerk Association seminars; and monthly Records Management training. In addition, Virginia is enrolled in a 2½ year Certificate Program on Total Quality Management, sponsored by the County of Sacramento Training Office through American River College.

10. Valerie Burrowes, City Clerk. As City Clerk, I attend monthly training sessions on Records Management, as well as seminars and training programs sponsored by the City Clerks Association of California; the International City Clerk's Association; and the National Career Workshops. I am also enrolled in the 2½ year Certificate Program on Total Quality Management offered by American River College.

For the past 6 months, the office has been actively training in the area of team building. A consultant was hired to assess the office as a team and to facilitate two, 4-hour training sessions on team building. This opportunity was offered to staff in an effort to help address weaknesses; build on strengths and relationships; and produce an efficient and effective team, capable of dealing with stress, time management, and ever-increasing work loads.

ORGANIZATIONAL CHART

OFFICE OF THE CITY CLERK



ANNUAL DEPARTMENT REVIEW

ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

YES	NO	RECRUITMENT
___	X	Have you had any employment activity in your department? If so, complete all of the following sections, if no activity do not complete the Recruitment and Selection sections.
___	___	1. Recruited applicants from high school? Community colleges? Universities? Specialized schools?
___	___	2. Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?
___	___	3. Established programs for recruiting minorities, women and disabled persons?
___	___	4. Monitored results of recruitment efforts to ensure that all sources are effectively reached?
___	___	5. Participated in career/job fair or other outreach efforts?

SELECTION AND APPOINTMENT

___	___	1. Do oral panels include minorities, female and disabled persons?
___	___	2. Are all reachable candidates interviewed before a hiring decision is made?
___	___	3. Is the hiring authority required to report the reason why candidates were not hired?
___	___	4. Is the affirmative action implication of appointments considered?

PERSONNEL ACTIVITY

X	___	1. Are training programs publicized to all employees?
X	___	2. Are training opportunities made available equally?
X	___	3. Does this department make use of Career Development Trainee (CDT) or

YES	NO	PERSONNEL ACTIVITY (Continued)
		other programs to provide a means for women, minority or disabled persons to gain entry into the workforce.
X		4. Are promotional opportunities equally made available to all employees?
X		5. Are training opportunities for promotions available to all employees?
	X	6. Do you have a comprehensive upward mobility plan? See attached.
X		7. Is information on career development provided to all employees?
X		8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals?
X		9. Have you identified areas where bridging classes can be developed? It is our contention that several tasks in the office would qualify for "bridging" classes. However, we have found it difficult in the past to convince the Human Resources department to grant our requests.

SPECIAL EMPHASIS

	X	1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s).
X		2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts.

Shortly after arriving in the department, I requested the Facility Management Division to construct a passage way between the two sections of the office wide enough to accommodate handicapped access. Prior to that request, there were two distinct offices, making it difficult for handicapped persons.

X		3. Has this department participated in an intern or mentor program?

Yes. We have had a minority intern from the government class from CSUS.

Page 5, question #6 Do you have a comprehensive upward mobility plan?

For several years the Office of the City Clerk had a constant turn over of support staff. When I was appointed to the position of City Clerk, I was directed by the Council to effect change in the Office as well as to create a stable working environment.

The current Assistant Clerk and I spent many hours analyzing and dissecting our operation in an attempt to create a positive, efficient, and less stressful environment. We tore down walls, restructured tasks, upgraded automation and documented procedures.

We strongly believe that the complexity of the work and degree of independence expected from our support staff demands technically skilled and experienced "entry level" personnel, comparable to at **least** the Typist Clerk III classification. Therefore, all of our support staff are hired at the Typist Clerk III level, and are expected to learn multiple, complex tasks.

For these employees to have any upward mobility, they have to promote out of the Office. There is no opportunity to grow within our department, or to bridge the gap from clerical to technical or management; and several former employees have wanted to do just that.

Needless to say, this situation has, and continues to create instability within our department, and burdens both staff and management, by causing more time to be spent on training new employees than cross training existing employees. In an effort to correct this situation, we requested an audit of our department in January, 1992.

The department of Human Resources stated that we were looking to "create artificial room to grow". We feel that the audit was inadequate in its analysis. To state that our support staff's responsibilities and duties do not grow dramatically as we expect them to constantly cross train and work within critical and demanding deadlines, is just not to understand our operation. We are not "looking for artificial room to grow", but rather to adequately compensate a support staff for the skills and responsibilities required of their position.

In the light of severe budget constraints these past two years, we put our request "on hold", but would like to pursue it at this time for the good of our office and our employees.

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1

DEPARTMENT: Office of the City Clerk

REPORT PERIOD: FROM Jan. 1993 **TO** Dec. 1993

1. Total New Employees Hired (does not include promotions of existing employees);

_____	Supervisory	
_____	Police	
_____	Fire	
_____	Professional	None
_____	Skilled Craft	
_____	Service Maintenance	
_____	Technicians	
_____	Clercial	
_____	Exempt	

Of the **new** employees hired, the following shows the number of instances where **minorities** were reachable and hired.

	Minority Was Reachable	**Minority Was Hired**	
		#	**%**
Supervisory			
Police			
Fire	Not applicable		
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Of the **new** employees hired, the following shows the number of instances where a **female** was reachable and hired.

	Female Was Reachable	**Female Was Hired**	
		#	**%**
Supervisory			
Police			
Fire	Not applicable		
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Annual Department Review - Worksheet #2 Office of the City Clerk

2. Total Number of Employees Promoted:

(This includes positions reallocated through flexible staffing under Civil Service Rule 3.5(c)(4).

_____	Supervisory	
_____	Police	
_____	Fire	None
_____	Professional	
_____	Skilled Craft	
_____	Service Maintenance	
_____	Technicians	
_____	Clerical	
_____	Exempt	

Of the employees **promoted** the following shows the number of instances where **minorities** were reachable and promoted.

	Minority Was Reachable	**Minority Was Hired**	
		#	**%**
Supervisory			
Police			
Fire			
Professional	Not applicable		
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Of the employees **promoted**, the following shows the number of instances where a **female** was reachable and promoted.

	Female Was Reachable	**Female Was Hired**	
		#	**%**
Supervisory			
Police			
Fire			
Professional	Not applicable		
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Annual Department Review - Worksheet #3

3. Annual Vacancy Factor By Category:

	Total Positions	Vacancies Asked To Be Filled
Supervisory		
Police		
Fire		
Professional	None	
Skilled Craft		
Service Maintenance		
Technicians		
Clerical		
Exempt		

The average annual vacancy factor is computed as follows:

$$\frac{\text{vacancies filled per year}}{\text{total positions}} = \text{Annual Vacancy Factor}$$

Not applicable

NOTE: If the % of new hires or promotions are below parity goals for an occupational category, please complete Worksheet #4 for New Hires or #5 for Promotions for that occupational category.

ANNUAL DEPARTMENT REVIEW WORKSHEET #4 - NEW HIRES

DEPARTMENT: Office of the City Clerk

OCCUPATIONAL CATEGORY: Not applicable

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: Office of the City Clerk

OCCUPATIONAL CATEGORY: Not applicable

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

OCCUPATIONAL CATEGORY _____

DEPARTMENT: Office of the City Clerk

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:		
Hispanic:		
Native American:		
Black:		
Filipino:		
Total Minority:		Total Female:

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Staff is very small. Hiring is less frequent than with larger departments. However, with any new staffing or promotional opportunity, we have, and will continue to proactively work toward meeting our goal. It should be noted, that due to our size, reaching parity would require hiring a position (or less) in almost every category.

Note: Current City Clerk has hired two minority employees since August, 1989.

TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year ____	2 Years ____	3 or more Years X
Female:	1 Year ____	2 Years ____	3 or more Years ____

FIRE

EMPLOYMENT GOALS :

Overall:

Black, Hispanic, and Native American males are at parity.Overall minorities and females are underutilized.

By Occupation:

Black, Hispanic, and Native American males have achieved parity in two categories. White females and Black females have achieved parity in two categories.

EMPLOYMENT ACTIVITY :

Hiring rates for minorities and females are slightly below target. The promotional rate for minorities and females is acceptable.

SPECIAL EFFORTS :

The department utilizes cash incentives to encourage employees to pursue studies to attain certificates and degrees. Department contracts externally for strength and conditioning instruction. No indication of other efforts in this area.

RECOMMENDATIONS :

Develop a comprehensive strategy to implement a career development program for all employees. Develop a plan to ensure that information and services are accessible to persons with disabilities. Develop a comprehensive strategy to enhance the recruitment and hiring and potential of success for females in the fire occupational category.

COMMENDATIONS :

DEPARTMENT GOAL STATUS

FIRE

	MALES	FEMALES
WHITE	N/A	U
BLACK	P	U
HISPANIC	P	U
ASIAN	U	U
NAT. AMER.	P	/
FILIPINO	U	U
	MINORITY	FEMALE
OVERALL GOAL	U	U

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	N/A	N/A	P	/	N/A	N/A	/	/	P
HISPANIC	N/A	N/A	P	P	N/A	N/A	U	/	/
ASIAN	N/A	N/A	U	/	N/A	N/A	/	/	U
NAT. AMER	N/A	N/A	P	/	N/A	N/A	/	P	/
FILIPINO	N/A	N/A	U	/	N/A	N/A	/	/	/

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	U	P	N/A	N/A	U	P	U
BLACK	N/A	N/A	U	/	N/A	N/A	P	P	U
HISPANIC	N/A	N/A	U	/	N/A	N/A	U	/	U
ASIAN	N/A	N/A	U	/	N/A	N/A	/	/	/
NAT. AMER	N/A	N/A	/	/	N/A	N/A	/	/	/
FILIPINO	N/A	N/A	U	/	N/A	N/A	/	/	/

U = Underutilization
P = Parity
/ = Underutilized But Not Significant
N/A = Not Applicable

CITY OF SACRAMENTO
AFFIRMATIVE ACTION PLAN
ANNUAL DEPARTMENT REVIEW

REVISED 2/94

Submitting Department: FIRE

Review for Year: 7-1-93 to 12-31-93

Return to AA Office by: February 25, 1994

Dates To Be Reviewed By:

City Manager: _____

P & PE Committee: _____

AA PARITY GOALS BASED ON 1990 CENSUS DATA:			DEPARTMENT'S STATISTICS FOR CURRENT YEAR:		
Caucasian	Male	25.54%	Caucasian	Male	316 = 65.97%
	Female	27.83%		Female	39 8.14%
Black	Male	7.03%	Black	Male	37 = 7.72%
	Female	7.76%		Female	3 0.62%
Hispanic	Male	8.17.%	Hispanic	Male	51 = 10.64%
	Female	8.08%		Female	1 0.20%
Asian	Male	7.22%	Asian	Male	22 = 4.59%
	Female	5.23%		Female	1 0.20%
Native American	Male	0.47%	Native American	Male	7 = 1.46%
	Female	0.48%		Female	1 0.20%
Filipino	Male	1.13%	Filipino	Male	1 0.20%
	Female	0.82%		Female	0 0.00%
Other	Male	0.12%	Other	Male	0 = 0.00%
	Female	0.12%		Female	0 0.00%

ANNUAL DEPARTMENT REVIEW
COMPARATIVE UTILIZATION ANALYSIS

Year 7-1-93 | Year 12-31-93

		WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA	WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA
		M	F	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F	M	F	M	F	
SUP.	#																										
	%																										
POLICE	#																										
	%																										
FIRE	#	285	30	36	1	47	1	21		7	1	1			287	31	35	1	49	1	22		7	1	1		
	%	66.27	6.97	8.37	.23	10.93	.23	4.88		1.62	.23	.23			65.97	7.12	8.04	.23	11.26	.23	5.05		1.61	.23	.23	X	
PROF.	#	2	2			1									2	3			1								
	%	40	40			20									33.33	50			16.66								
SK. CRAFT	#																										
	%																										
SER. MAINT.	#																										
	%																										
TECH.	#	11	1												12			1									
	%	91.66	8.33												92.3			7.69									
CLERK	#	1	2		2					1						3		2					1				1
	%	16.66	33.33		33.33					16.66						50		33.33					16.67				6
EXEMPT	#	14	2	2		1									14	2	2		1								
	%	73.68	10.52	10.52		5.26									73.68	10.52	10.52		5.26								

ANNUAL DEPARTMENT REVIEW

Review of Previous Year's Action Plan

Department: FIRE

Prepared by: Larry Paladini, Deputy Chief

ANNUAL DEPARTMENT REVIEW

ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

YES	NO		RECRUITMENT
XX			Have you had any employment activity in your department? If so, complete all of the following sections, if no activity do not complete the Recruitment and Selection sections.
X		1.	Recruited applicants from high school? Community colleges? Universities? Specialized schools?
X		2.	Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?
X		3.	Established programs for recruiting minorities, women and disabled persons?
X		4.	Monitored results of recruitment efforts to ensure that all sources are effectively reached?
X		5.	Participated in career/job fair or other outreach efforts?

SELECTION AND APPOINTMENT

X		1.	Do oral panels include minorities, female and disabled persons?
	X	2.	Are all reachable candidates interviewed before a hiring decision is made? SEE APPENDIX "SELECTION & APPOINTMENT"
X		3.	Is the hiring authority required to report the reason why candidates were not hired?
X		4.	Is the affirmative action implication of appointments considered?

PERSONNEL ACTIVITY

X		1.	Are training programs publicized to all employees?
X		2.	Are training opportunities made available equally?
	X	3.	Does this department make use of Career Development Trainee (CDT) or SEE APPENDIX

YES	NO	PERSONNEL ACTIVITY (Continued)
		other programs to provide a means for women, minority or disabled persons to gain entry into the workforce.
X		4. Are promotional opportunities equally made available to all employees?
X		5. Are training opportunities for promotions available to all employees?
	X	6. Do you have a comprehensive upward mobility plan? SEE APPENDIX #3
X		7. Is information on career development provided to all employees?
	X	8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals? SEE APPENDIX #8
N/A		9. Have you identified areas where bridging classes can be developed?

SPECIAL EMPHASIS

X		1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s). SEE APPENDIX "SPECIAL EMPHASIS #1"
X		2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts. SEE APPENDIX "SPECIAL EMPHASIS #2"
X		3. Has this department participated in an intern or mentor program? SEE APPENDIX "SPECIAL EMPHASIS #3"

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1

DEPARTMENT: FIRE

REPORT PERIOD: FROM 7-1-93 **TO** 12-31-93

1. Total New Employees Hired (does not include promotions of existing employees);

	Supervisory
	Police
22	Fire
2	Professional
	Skilled Craft
	Service Maintenance
	Technicians
	Clercial
	Exempt

Of the **new** employees hired, the following shows the number of instances where **minorities** were reachable and hired.

	Minority Was Reachable	Minority Was Hired	
		#	%
Supervisory			
Police			
Fire	5	3	60%
Professional	1	0	0
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Of the **new** employees hired, the following shows the number of instances where a **female** was reachable and hired.

	Female Was Reachable	Female Was Hired	
		#	%
Supervisory			
Police			
Fire	4	2	50%
Professional	2	2	100%
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Annual Department Review - Worksheet #2

2. Total Number of Employees Promoted:

(This includes positions reallocated through flexible staffing under Civil Service Rule 3.5(c)(4).

_____	Supervisory
_____	Police
29	Fire
_____	Professional
_____	Skilled Craft
_____	Service Maintenance
_____	Technicians
_____	Clerical
_____	Exempt

Of the employees **promoted** the following shows the number of instances where **minorities** were reachable and promoted.

	Minority Was Reachable	**Minority Was Hired**	
		#	**%**
Supervisory			
Police			
Fire	5	5	100%
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Of the employees **promoted**, the following shows the number of instances where a **female** was reachable and promoted.

	Female Was Reachable	**Female Was Hired**	
		#	**%**
Supervisory			
Police			
Fire			
Professional	2	2	100%
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Annual Department Review - Worksheet #3

3. Annual Vacancy Factor By Category:

	Total Positions	Vacancies Asked To Be Filled
Supervisory		
Police		
Fire	3	1 BC & 2 Capts (ALS)
Professional	4 Nurse/ Safety Spec.	2 AAs
Skilled Craft		
Service Maintenance		
Technicians	1 (FPO-I)	
Clerical	1 (ALS)	
Exempt		

The average annual vacancy factor is computed as follows:

$$\frac{\text{vacancies filled per year}}{\text{total positions}} = \text{Annual Vacancy Factor}$$

$$\frac{2}{9} = .222$$

NOTE: If the % of new hires or promotions are below parity goals for an occupational category, please complete Worksheet #4 for New Hires or #5 for Promotions for that occupational category.

ANNUAL DEPARTMENT REVIEW WORKSHEET #4 - NEW HIRES

DEPARTMENT: FIRE

OCCUPATIONAL CATEGORY: Professional

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Administrative Analyst	1 (02)		2	2	Less qualified than her competitors

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: _____

OCCUPATIONAL CATEGORY: _____

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

OCCUPATIONAL CATEGORY FIRE

DEPARTMENT: Fire

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:	13	24
Hispanic:	-	38
Native American:	-	1
Black:	-	34
Filipino:	4	4
Total Minority:	17	Total Female: 101

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

1. Budget reductions.
2. Unavailability of qualified candidates in the job market.
3. Contracting for fire service where we hire their employees.

TIMETABLE: Check length of time in which above goal may be reasonably met.

	1 Year	2 Years	3 or more Years
Minority:	____	____	X
Female:	____	____	X

APPENDIX

Selection and Appointment

2. Due to the large number of Firefighter candidates on the eligible list, it is not feasible to interview all candidates.

   Applications are reviewed to determine most qualified candidates. This same process is used on the three selective certification lists (Regular, minority and female).

Personnel Activity

3. The Fire Department does not use the Career Development Trainee (CDT) program; however we provide Staff Development which we call Career Development. Upward mobility is attained by the examination process. Fire Apparatus Operator, Fire Investigator and Fire Captain examinations are given every two years on an alternating basis.

   To establish the Battalion Chief eligible list, an assessment center is held at the Fire Chief's discretion. Successful candidates are placed in administrative positions such as Fire Prevention, Hazardous Materials Division, Emergency Medical Division and the Training Division for a period of two years. At the conclusion of two years, each Captain is evaluated on their administrative skills which is used to determine whether a Battalion Chief candidate is appointed to the position.

8. Because of the organizational structure, individual career development plans are not feasible. Again, upward mobility is encouraged through incentives and promotional examinations. In order to take a promotional examination the employee must have three years seniority and have a 30 college unit certificate in Fire Technology. The subject matter in the certificate program serves as the basis for the promotional test questions.

Special Emphasis

1. In most cases, the rigid physical standards for a Firefighter preclude most physical disabilities. However there are civilian positions in Fire Administration that are suitable for disabled persons. Presently, we employ a handicapped person (paralyzed from the waist down) as a Clerk II.

2. City Human Resources is aware of the positions that can accommodate disabled persons.

If a program is created and if it is applicable to disabled persons, a conscientious effort is made to include and/or advise these groups.

3. The Fire Department does not have a "Mentor Program" per se. We have, however, developed a Paramedic/Firefighter Trainee program that is designed to meet our affirmative action goals. This program is designed to accommodate ten people of color including females. The trainees are enrolled in a comprehensive academic program consisting of approximately 30 college units which takes about 18 months to complete. In addition to their schooling the Fire Department employs them for 20 hours per week. The employment is structured to introduce the trainee to all aspects of the Fire Service. Upon the successful completion of their academic courses, and the acceptable "on the job performance", the trainees are enrolled in the Fire Academy for 12 weeks. Success is rewarded by full time employment with the Sacramento Fire Department as a Firefighter/Paramedic.

APPENDIX

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CITY ATTORNEY

EMPLOYMENT GOALS :

Overall:

All positions within this department are exempt appointments. Only White, Black, and Filipino females have achieved parity. Overall females are at parity, but minorities are underutilized.

By Occupation:

Only Hispanic and Asian male show a significant underutilization. All other groups are at parity are sightly below.

EMPLOYMENT ACTIVITY :

No hiring or promotional activity during this period.

SPECIAL EFFORTS :

Department participates in summer youth employment and law student intern programs. Employees receive some training but no formal career development plan. Steps are taken as required to ensure that services are available to persons with disabilities.

RECOMMENDATIONS :

Develop and implement a comprehensive career development plan. All employees who are involved with hiring should under go selection interview training. Explore the possibility of expanding the options for entry level clerical positions.

COMMENDATIONS :

DEPARTMENT GOAL STATUS

CITY ATTORNEY

	MALES	FEMALES
WHITE	N/A	P
BLACK	/	P
HISPANIC	U	/
ASIAN	U	/
NAT. AMER.	/	/
FILIPINO	/	P
	MINORITY	FEMALE
OVERALL GOAL	U	P

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/
HISPANIC	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	U
ASIAN	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	U
NAT. AMER	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/
FILIPINO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P
BLACK	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P
HISPANIC	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/
ASIAN	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/
NAT. AMER	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	/
FILIPINO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P

U = Underutilization
P = Parity
/ = Underutilized But Not Significant
N/A = Not Applicable

CITY OF SACRAMENTO
AFFIRMATIVE ACTION PLAN
ANNUAL DEPARTMENT REVIEW

Submitting Department: CITY ATTORNEY'S OFFICE

Review for Year: 1993

Return to AA Office by: 2/25/94

Dates To Be Reviewed By:

City Manager: _____

P & PE Committee: _____

AA PARITY GOALS BASED ON 1990 CENSUS DATA:			DEPARTMENT'S STATISTICS FOR CURRENT YEAR:		
Caucasian	Male	25.54%	Caucasian	Male	25.00%
	Female	27.83%		Female	45.83%
Black	Male	7.03%	Black	Male	4.16%
	Female	7.76%		Female	8.33%
Hispanic	Male	8.17.%	Hispanic	Male	0.00%
	Female	8.08%		Female	4.16%
Asian	Male	7.22%	Asian	Male	0.00%
	Female	5.23%		Female	4.16%
Native American	Male	0.47%	Native American	Male	0.00%
	Female	0.48%		Female	0.00%
Filipino	Male	1.13%	Filipino	Male	0.00%
	Female	0.82%		Female	8.33%
Other	Male	0.12%	Other	Male	0.00%
	Female	0.12%		Female	0.00%

ANNUAL DEPARTMENT REVIEW
COMPARATIVE UTILIZATION ANALYSIS

Year 7/1/93 | Year 12/31/93

	WHITE		BLACK		HISP		ASIAN		NT.AM		FILI.		DISA	WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA
	M	F	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F	M	F	M	F	
SUP. #																										
%																										
POLICE #																										
%																										
FIRE #																										
%																										
PROF. #																										
%																										
SK. CRAFT #																										
%																										
SER. MAINT. #																										
%																										
TECH. #																										
%																										
CLERK #																										
%																										
EXEMPT #	6	11	1	2	0	1	0	1	0	0	0	2	0	6	11	1	2	0	1	0	1	0	0	0	2	0
%	25	45.8	4.16	8.33		4.16		4.16				8.33		25	45.8	4.16	8.33		4.16		4.16				8.33	

REPORT NUMBER PAYR7520-A — EMPLOYMENT STATISTICS — PROCESSING DATE 08/11/93

CITY ATTORNEY

CATEGORY 9 - EXEMPT POSITIONS

CLASSIFICATION CODE	DESCRIPTION	BUDGETED POSITIONS	EMPLOYED TOTAL	EMPLOYED PERCENT	MINORITIES TOTAL	MINORITIES PERCENT	WOMEN TOTAL	WOMEN PERCENT	HANDICAPPED TOTAL	HANDICAPPED PERCENT
01004	ASST CITY ATTORNEY	2	2	100.000	0	0.000	0	0.000	0	0.000
0104B	DEP CITY ATTORNEY I	2	2	100.000	0	0.000	2	100.000	0	0.000
0104B	DEP CITY ATTORNEY II	3	3	100.000	1	33.333	1	33.333	0	0.000
01050	DEP CITY ATTORNEY III	1	1	100.000	0	0.000	1	100.000	0	0.000
01110	DEP CITY ATTORNEY IV	5	5	100.000	0	0.000	3	60.000	0	0.000
01301	SR DEPUTY CITY ATTORNEY	1	1	100.000	1	100.000	0	0.000	0	0.000
01321	CITY ATTORNEY	1	1	100.000	0	0.000	1	100.000	0	0.000
10049	LEGAL SECRETARY II (EX)	7	6	85.714	3	50.000	6	100.000	0	0.000
10069	TYPIST CLERK II (EXEMPT)	2	2	100.000	2	100.000	2	100.000	0	0.000
10072	CITY ATTYS OFFC ADMN CLERK									
	CATEGORY TOTALS	~~24~~ 25	~~23~~ 24	95.833	7	30.434	16	69.565	0	.000

		AFFIRMATIVE ACTION PLAN PARITY GOALS		SACRAMENTO COUNTY LABOR FORCE	M.S.A. LABOR FORCE	SACRAMENTO COUNTY LABOR FORCE BY JOB CATEGORY	M.S.A. LABOR FORCE BY JOB CATEGORY	CATEGORY CURRENT EMPLOYMENT	
TOTAL		369,365		244,280	309,567	73,624	102,731	~~20~~ 24	
WHITE	MALE	94,353	25.54	39.65	41.23	42.22	44.75	6	~~28.08~~ 25
	FEMALE	102,804	27.83	34.16	35.45	37.95	38.19	11 ~~10~~	~~49.47~~ 45.83
BLACK	MALE	25,950	7.03	3.69	2.77	2.73	2.11	1	~~4.34~~ 4.16
	FEMALE	28,659	7.76	3.67	2.75	3.16	2.35	2	~~8.69~~ 8.33
HISPANIC	MALE	30,172	8.17	5.82	5.94	2.99	2.94	0	0.00
	FEMALE	29,835	8.08	4.50	4.45	3.41	3.19	1	~~4.34~~ 4.16
ASIAN	MALE	25,670	7.22	3.29	2.80	2.97	2.46	0	0.00
	FEMALE	19,320	5.23	3.13	2.69	2.71	2.31	1 ~~2~~	~~8.69~~ 4.16
NATIVE AMERICAN	MALE	1,726	0.47	0.49	0.42	0.44	0.37	0	0.00
	FEMALE	1,766	0.48	0.47	0.40	0.40	0.34	0	0.00
FILIPINO	MALE	4,165	1.13	0.51	0.50	0.38	0.37	0	0.00
	FEMALE	3,030	0.82	0.51	0.49	0.58	0.53	2 ~~2~~	~~4.34~~ 8.33
OTHER	MALE	437	0.12	0.05	0.05	0.05	0.04	0	0.00
	FEMALE	478	0.12	0.08	0.04	0.06	0.05	0	0.00

DEPARTMENT TOTALS	25	24	96.000	7	29.166	16	66.666	0	.000

CITY OF SACRAMENTO
PAYROLL/PERSONNEL SYSTEM

REPORT NUMBER PAYR7520-A — EMPLOYMENT STATISTICS — PAGE 6

PROCESSING DATE 12/29/93

CITY ATTORNEY

CATEGORY 9 - EXEMPT POSITIONS

CODE	CLASSIFICATION DESCRIPTION	BUDGETED POSITIONS	EMPLOYED TOTAL	EMPLOYED PERCENT	MINORITIES TOTAL	MINORITIES PERCENT	WOMEN TOTAL	WOMEN PERCENT	HANDICAPPED TOTAL	HANDICAPPED PERCENT
01004	ASST CITY ATTORNEY	2	2	100.000	0	0.000	0	0.000	0	0.000
01048	DEP CITY ATTORNEY I	2	2	100.000	0	0.000	2	100.000	0	0.000
01049	DEP CITY ATTORNEY II	3	3	100.000	1	33.333	1	33.333	0	0.000
01050	DEP CITY ATTORNEY III	1	1	100.000	0	0.000	1	100.000	0	0.000
01110	DEP CITY ATTORNEY IV	5	5	100.000	0	0.000	3	60.000	0	0.000
01301	SR DEPUTY CITY ATTORNEY	1	1	100.000	1	100.000	0	0.000	0	0.000
01321	CITY ATTORNEY	1	1	100.000	0	0.000	1	100.000	0	0.000
10049	LEGAL SECRETARY II (EX)	7	6	85.714	3	50.000	6	100.000	0	0.000
10069	TYPIST CLERK II (EXEMPT)	2	2	100.000	2	100.000	2	100.000	0	0.000
10072	CTY ATTYS OFFC ADMIN. OFFCR	~~1~~	~~1~~	100.00						
	CATEGORY TOTALS	~~24~~ 25	~~23~~ 24	95.833	7	30.434	16	69.565	0	.000

		AFFIRMATIVE ACTION PLAN PARITY GOALS		SACRAMENTO COUNTY LABOR FORCE	M.S.A. LABOR FORCE	SACRAMENTO COUNTY LABOR FORCE BY JOB CATEGORY	M.S.A. LABOR FORCE BY JOB CATEGORY	CATEGORY CURRENT EMPLOYMENT	
TOTAL		369,365		244,280	309,567	73,624	102,731	23	
WHITE	MALE	94,353	25.54	39.65	41.23	42.22	44.75	6	~~26.08~~ 25
	FEMALE	102,804	27.83	34.16	35.45	37.95	38.19	11 ~~10~~	~~43.47~~ 45.83
BLACK	MALE	25,950	7.03	3.69	2.77	2.73	2.11	1	~~4.34~~ 4.16
	FEMALE	28,659	7.76	3.67	2.75	3.16	2.35	2	~~8.69~~ 8.33
HISPANIC	MALE	30,172	8.17	5.82	5.94	2.99	2.94	0	0.00
	FEMALE	29,835	8.08	4.50	4.45	3.41	3.19	1	~~4.34~~ 4.16
ASIAN	MALE	25,670	7.22	3.29	2.80	2.97	2.46	0	0.00
	FEMALE	19,320	5.23	3.13	2.09	2.71	2.31	1 ~~2~~	~~8.69~~ 4.16
NATIVE AMERICAN	MALE	1,726	0.47	0.49	0.42	0.44	0.37	0	0.00
	FEMALE	1,766	0.48	0.47	0.40	0.40	0.34	0	0.00
FILIPINO	MALE	4,165	1.13	0.51	0.50	0.38	0.37	0	0.00
	FEMALE	3,030	0.82	0.51	0.49	0.58	0.53	2 ~~1~~	~~4.34~~ 8.33
OTHER	MALE	437	0.12	0.05	0.05	0.05	0.04	0	0.00
	FEMALE	478	0.12	0.06	0.04	0.06	0.05	0	0.00

DEPARTMENT TOTALS	24	23	95.833	7	30.434	16	69.565	0	.000

ANNUAL DEPARTMENT REVIEW

Review of Previous Year's Action Plan

Department: CITY ATTORNEY'S OFFICE

Prepared by: Kathy Widmer

1. Please state whether previous year's recommendations (attached) of the Affirmative Action Advisory Committee were implemented. If so, explain when, how, etc., and, if not, why. Also indicate whether the intended results were achieved.

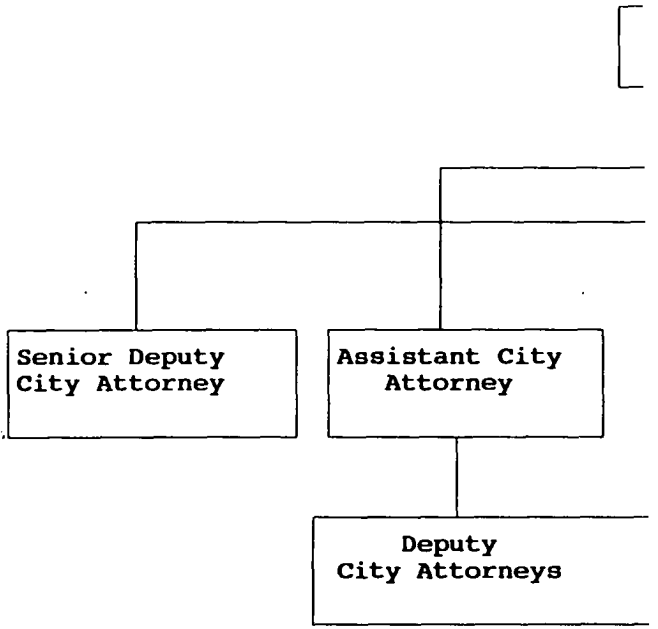
   N/A

2. Please advise how you monitor the hiring process.

   The City Attorney is the appointing authority and monitors the hiring process for every recruitment. With the assistance of the Personnel Department, we target minority bar associations, professional organizations and publications for all attorney recruitments. The City Attorney interviews all final applicants and makes all hiring decisions.

3. Please attach a copy of your department's organization chart and career development plan.

   See Attached.


Senior Deputy City Attorney
Assistant City Attorney
Deputy City Attorneys

City Attorney's Office Employee Career Development

Deputy City Attorneys follow a career progression from Deputy City Attorney I through IV. To assist in this progression, attorney's receive supervision and direction from Assistant City Attorney's, handle progressively more complex legal assignments, and attend continuing legal education classes and seminars.

The Office Administrator career development plan includes obtaining Certified Network Engineer training and responsibility for more administrative and legal assignments. As part of the career path for this position, we would like the position itself to be classified as a management position within the City.

Legal Secretaries follow a career progression from Legal Secretary I through II. Currently, we are proposing to expand this career path to include incentives for: a) obtaining California Certified Legal Secretary certificate, b) paralegal certificate and c) longevity in the City Attorney's Office.

Typist Clerks follow a career progression from Typist Clerk I through II. For this class, we are proposing incentives for: a) legal training and b) longevity. Also, we would like to expand the career path for Typist Clerks to include the Administrative Technician position for promotion.

ANNUAL DEPARTMENT REVIEW
ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

YES	NO	RECRUITMENT
___	_X_	Have you had any employment activity in your department? If so, complete all of the following sections, if no activity do not complete the Recruitment and Selection sections.
___	___	1. Recruited applicants from high school? Community colleges? Universities? Specialized schools?
___	___	2. Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?
___	___	3. Established programs for recruiting minorities, women and disabled persons?
___	___	4. Monitored results of recruitment efforts to ensure that all sources are effectively reached?
___	___	5. Participated in career/job fair or other outreach efforts?

SELECTION AND APPOINTMENT

_X_	___	1. Do oral panels include minorities, female and disabled persons?
___	_X_	2. Have all supervisors responsible for hiring undergone selection interview training? See Attached.
_X_	___	3. Are all reachable candidates interviewed before a hiring decision is made?
___	_X_	4. Is the hiring authority required to report the reason why candidates were not hired? See Attached.
_X_	___	5. Is the affirmative action implication of appointments considered?

PERSONNEL ACTIVITY

_X_	___	1. Are training programs publicized to all employees?
_X_	___	2. Are training opportunities made available equally?

Selection and Appointment

2. Some have received training. We will continue to take advantage of this training.

4. We are not aware of any reporting requirements.

YES	NO	PERSONNEL ACTIVITY (Continued)
___	_X_	3. Does this department make use of Career Development Trainee (CDT)) or other programs to provide a means for women, minority or disabled persons to gain entry into the workforce? See Attached.
_X_	___	4. Are promotional opportunities equally made available to all employees?
_X_	___	5. Are training opportunities for promotions available to all employees?
_X_	___	6. Do you have a comprehensive career development plan? See Career Development Plan, attached to Page 3.
_X_	___	7. Is information on career development provided to all employees?
___	_X_	8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals? See Attached.
_X_	___	9. Are you aware of bridging classes available for use in your department?
_X_	___	10. Have you identified areas where bridging classes can be developed?

SPECIAL EMPHASIS

_X_ ___ 1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s).

Any position in the City Attorney's Office could be accommodated for a disabled person, depending on the disability and if special facilities and equipment, as needed, are available.

_X_ ___ 2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts.

Yes, if necessary, meetings or deposition are moved to a first floor or another location. When necessary, City resources for TDD calls or sign language interpreters can be used.

_X_ ___ 3. Has this department participated in an intern or mentor program?

As mentioned above, this office participates in the summer youth employment program and provides internships for law school students.

Personnel Activity

3. The City Attorney's Office participates in the summer youth employment programs to give high school students the opportunity to get work experience. Also, in conjunction with local law schools, we provide internships to law students for school credit and work experience. We also have budgeted part-time law clerk positions for law students.

8. In the past, career development plans were handled on an individual basis. We would like to formalize this practice so that each employee would have a written career development plan and the support of management to reach their goals.

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1

DEPARTMENT: CITY ATTORNEY'S OFFICE
REPORT PERIOD: FROM 7/1/93 TO 12/31/93

1. Total New Employees Hired (does not include promotions of existing employees);

0	Supervisory
0	Police
0	Fire
0	Professional
0	Skilled Craft
0	Service Maintenance
0	Technicians
0	Clercial
0	Exempt

Of the **new** employees hired, the following shows the number of instances where **minorities** were reachable and hired.

	Minority Was Reachable	Minority Was Hired	
		#	%
Supervisory	N/A		
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Of the **new** employees hired, the following shows the number of instances where a **female** was reachable and hired.

	Female Was Reachable	Female Was Hired	
		#	%
Supervisory	N/A		
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Annual Department Review - Worksheet #2

2. Total Number of Employees Promoted:

(This includes positions reallocated through flexible staffing under Civil Service Rule 3.5(c)(4).

__0__	Supervisory
__0__	Police
__0__	Fire
__0__	Professional
__0__	Skilled Craft
__0__	Service Maintenance
__0__	Technicians
__0__	Clerical
__0__	Exempt

Of the employees **promoted** the following shows the number of instances where **minorities** were reachable and promoted.

	Minority Was Reachable	Minority Was Hired	
		#	%
Supervisory	N/A		
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Of the employees **promoted**, the following shows the number of instances where a **female** was reachable and promoted.

	Female Was Reachable	Female Was Hired	
		#	%
Supervisory	N/A		
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Annual Department Review - Worksheet #3

3. Annual Vacancy Factor By Category:

	Total Positions	Vacancies Asked To Be Filled
Supervisory		
Police		
Fire		
Professional		
Skilled Craft		
Service Maintenance		
Technicians		
Clerical		
Exempt	25	0

The average annual vacancy factor is computed as follows:

$$\frac{\text{vacancies filled per year}}{\text{total positions}} = \text{Annual Vacancy Factor}$$

NOTE: If the % of new hires or promotions are below parity goals for an occupational category, please complete Worksheet #4 for New Hires or #5 for Promotions for that occupational category.

ANNUAL DEPARTMENT REVIEW WORKSHEET #4 - NEW HIRES

DEPARTMENT: CITY ATTORNEY'S OFFICE

OCCUPATIONAL CATEGORY: _____

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
N/A					

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: CITY ATTORNEY'S OFFICE

OCCUPATIONAL CATEGORY: _____

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**
N/A					

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

EHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

OCCUPATIONAL CATEGORY _____

DEPARTMENT: _____

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:	_____	_____
Hispanic:	_____	_____
Native American:	_____	_____
Black:	_____	_____
Filipino:	_____	_____
Total Minority:	_____	Total Female: _____

****
****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year ____	2 Years ____	3 or more Years ____
Female:	1 Year ____	2 Years ____	3 or more Years ____

PUBLIC WORKS

EMPLOYMENT GOALS :

Overall:

Black, Hispanic, and Native American males are at parity.Overall minorities and females are underutilized.

By Occupation:

Hispanic males are at parity in five categories, Native American males in three, and Black males in two categories.White and Filipino females achieved parity in two categories. Black males and all female groups show substantial occupational underutilizations.

EMPLOYMENT ACTIVITY :

Hiring rate for minorities was acceptable, the rate for females was below target. (NOTE: Offer was made to a female who declined). The promotion rate for minorities was acceptable. The rate for females was acceptable in all categories with the exception of the Exempt category.

SPECIAL EFFORTS :

Department has utilized interns in the three divisions. Department has participated in several job fairs during the year. Currently developing a comprehensive aa strategy.

RECOMMENDATIONS :

Implement department aa plan strategy. Develop plan to ensure that department information and services are available to persons with disabilities. Develop goals and timetables.

COMMENDATIONS :

Department has had a leading role in implementing actions to ensure City facilities are accessible to persons with disabilities.

DEPARTMENT GOAL STATUS

PUBLIC WORKS

	MALES	FEMALES
WHITE	N/A	U
BLACK	P	U
HISPANIC	P	U
ASIAN	U	U
NAT. AMER.	P	U
FILIPINO	U	U
	MINORITY	FEMALE
OVERALL GOAL	U	U

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	P	N/A	N/A	U	U	P	U	U	U
HISPANIC	P	N/A	N/A	U	P	P	P	U	P
ASIAN	/	N/A	N/A	P	/	U	/	U	/
NAT. AMER	P	N/A	N/A	/	P	P	/	/	/
FILIPINO	/	N/A	N/A	/	P	/	/	/	/

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	U	N/A	N/A	U	U	U	U	P	P
BLACK	U	N/A	N/A	U	U	U	U	P	U
HISPANIC	U	N/A	N/A	U	U	U	U	P	U
ASIAN	U	N/A	N/A	U	U	U	U	U	P
NAT. AMER	/	N/A	N/A	/	/	/	/	/	/
FILIPINO	/	N/A	N/A	/	P	/	/	P	/

U = Underutilization
P = Parity
/ = Underutilized But Not Significant
N/A = Not Applicable

CITY OF SACRAMENTO
AFFIRMATIVE ACTION PLAN
ANNUAL DEPARTMENT REVIEW

REVISED 2/94

Submitting Department: Public Works

Review for Year: 7/1/93 - 12/31/94

Return to AA Office by: _____

Dates to be Reviewed By:

City Manager: _____

P & PE Committee: _____

AA PARITY GOALS BASED ON 1990 CENSUS DATA:			DEPARTMENT'S STATISTICS FOR CURRENT YEAR:		
Caucasian	Male	25.54%	Caucasian	Male	44.13%
	Female	27.83%		Female	13.48%
Black	Male	7.03%	Black	Male	15.83%
	Female	7.76%		Female	1.75%
Hispanic	Male	8.17%	Hispanic	Male	15.68%
	Female	8.08%		Female	2.93%
Asian	Male	7.22%	Asian	Male	3.66%
	Female	5.23%		Female	.58%
Nat. Amer.	Male	0.47%	Nat. Amer.	Male	1.02%
	Female	0.48%		Female	0%
Filipino	Male	1.13%	Filipino	Male	.43%
	Female	0.82%		Female	.43%
Other	Male	0.12%	Other	Male	Less than 1%
	Female	0.12%		Female	Less than 1%

COMPARATIVE UTILIZATION ANALYSIS

Year 7/1/93 - 12/31/93

	White		Black		Hisp		Asian		Nt.Am.		Fili.		Disa			White		Black		Hisp		Asian		Nt.Am.		Fili.		Disa	
	M	F	M	F	M	F	M	F	M	F	M	F				M	F	M	F	M	F	M	F	M	F	M	F		
Sup. #	26	5	9	0	9	0	3	0	1	0	0	0																	
%	49	9	17	0	17	0	6	0	2	0	0	0																	
Police #																													
N/A %																													
Fire #																													
N/A %																													
Prof. #	40	5	2	0	2	3	4	0	0	0	0	0	1																
%	71	9	4	0	4	5	7	0	0	0	0	0																	
Sk. #	55	4	3	0	19	0	5	0	1	0	1	1																	
Craft %	62	5	3	0	21	0	6	0	1	0	1	1																	
Ser. #	108	25	91	7	66	7	8	0	5	0	2	0	5																
Maint. %	34	8	29	2	21	2	3	0	1	0	Less Than 1%	0																	
Tech. #	47	7	2	0	8	1	4	0	0	0	0	0	1																
%	67	10	3	0	12	1	6	0	0	0	0	0																	
Clerk #	1	36	1	5	0	8	0	1	0	0	0	1	1																
%	2	68	2	9	0	15	0	2	0	0	0	2																	
Exempt #	22	3	0	0	3	0	2	1	0	0	0	0																	
%	71	10	0	0	10	0	6	3	0	0	0	0																	

DEPARTMENT OF PUBLIC WORKS

ANNUAL DEPARTMENT REVIEW

Review of Previous Year's Action Plan

Department: Public Works

Prepared By: Beverly Howard, Administrative Services Officer

1. Please state whether previous year's recommendations (attached) of the Affirmative Action Advisory Committee were implemented. If so, explain when, how, etc., and, if not, why. Also indicate whether the intended results were achieved.

   N/A.

2. Please advise how you monitor the hiring process.

   New hiring and promotions are reviewed for compliance with Affirmative Action Plan and approved by Division Managers, the appropriate Deputy, and the Director.

3. Please attach a copy of your department's organization chart and career development plan.

   The Department organization chart is attached. The Department will work closely, with the Career Development Coordinator within the Department of Human Resources, to formulate an enhanced department Career Development Plan for all employees.

ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

YES	NO		RECRUITMENT
X			Have you had any employment activity in your department? If so, complete all of the following sections, if no activity, do not complete the Recruitment and Selection sections.
X		1.	Recruited applicants from high school? Community colleges? Universities? Specialized schools? ***Through career faires and intern programs. See Attachment A.***
X		2.	Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled? ***See Attachment B for a listing of organizations receiving recruitment announcements.***
X		3.	Established programs for recruiting minorities, women and disabled persons? ***Through career faires and specialized mailings.***
X		4,	Monitored results of recruitment efforts to ensure that all sources are effectively reached?
X		5.	Participated in career/job fair or other outreach efforts?
			SELECTION AND APPOINTMENT
X		1.	Do oral panels include minorities, female and disabled persons?
X		2.	Are all reachable candidates interviewed before a hiring decision is made?
X		3.	Is the hiring authority required to report the reason why candidates were not hired?
X		4.	Is the affirmative action implication of appointments considered?
			PERSONNEL ACTIVITY
X		1.	Are training programs publicized to all employees?
X		2.	Are training opportunities made available equally?
X		3.	Does this department make use of Career Development Trainee (CDT) or other programs to provide a means for women, minority or disabled persons to gain entry into the work force?

YES	NO	PERSONNEL ACTIVITY (Continued)
X		4. Are promotional opportunities equally made available to all employees?
X		5. Are training opportunities for promotions available to all employees?
X		6. Do you have a comprehensive upward mobility plan? ***Flex staffing and career ladder expansions.***
X		7. Is information on career development provided to all employees?
X		8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals? ***Through performance appraisal process and on an as-needed basis.***
X		9. Have you identified areas where bridging class can be developed?

SPECIAL EMPHASIS

X _____ 1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s).

Position (Disability Code)
Parking Lot Attendant (5)
Parking Lot Attendant (5)
Typist Clerk II (8)
Parking Lot Attendant (3)
Parking Lot Attendant (7)
Architect Technician (11)
Animal Control Officer (2)
Administrative Analyst (5)

X _____ 2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts.

Buildings built by facilities are accessible to the handicapped. The Department complies with ADA requirements.

X _____ 3. Has this department participated in an intern or mentor program?

We currently utilize 2 student interns within the Engineering Division, 1 student intern in Special Services, and 2 student interns in Transportation. Three of the 5 interns are minorities; 3 are female.

ANNUAL DEPARTMENT REVIEW -- WORKSHEET #1

Department: Public Works

Report Period: From 7/1/93 To 12/31/93

1. Total New Employees Hired (does not include promotions of existing employees);

1	Supervisory
N/A	Police
N/A	Fire
0	Professional
1	Skilled Craft
20	Service Maintenance
1	Technicians
0	Clerical
0	Exempt
23	Total

Of the new employees hired, the following shows the number of instances where minorities were reachable and hired.

	Minority Was Reachable	Minority Was Hired	
		#	%
Supervisory	4 out of 4	1 of 1 positions available	100%
Police	N/A	N/A	
Professional	N/A	N/A	
Skilled Craft	2 out of 7	1 of 1	100%
Service Maintenance	35 out of 55	16 of 20	80%
Technicians	0 out of 6	0	
Clerical	N/A	N/A	
Exempt	N/A	N/A	

Of the new employees hired, the following shows the number of instances where a female was reachable and hired.

	Female Was Reachable	Female Was Hired	
		#	%
Supervisory	0 out of 4	0	
Police	N/A	N/A	
Professional	N/A	N/A	
Skilled Craft	0 out of 7	0	
Service Maintenance	3 out of 35	1 out of 3	33%
Technicians	0 out of 6	0	
Clerical	N/A	N/A	
Exempt	N/A	N/A	

Annual Department Review - Worksheet #1 (Continued)

2. Total number of employees promoted/transferred:

(This includes promotions where an employee "replaced himself" under Civil Service Rule 3.5[c][4]).

1	Supervisory
N/A	Police
N/A	Fire
2	Professional
3	Skilled Craft
4	Service Maintenance
4	Technicians
1	Clerical
3	Exempt
18	Total

Of the new employees promoted, the following shows the number of instances where minorities were reachable and promoted.

	Minority Was Reachable	Minority Was Hired	
		#	%
Supervisory	0	0	0%
Police	N/A	N/A	
Fire	N/A	N/A	
Professional	0	0	0%
Skilled Craft	2 out of 4	2 out of 4	50%
Service Maintenance	3 out of 4	3 out of 4	75%
Technicians	2 out of 4	2 out of 4	50%
Clerical	0 out of 1	0	0%
Exempt	1 out of 3	0	0%

Of the new employees promoted, the following shows the number of instances where a female was reachable and promoted.

	Female Was Reachable	Female Was Hired	
		#	%
Supervisory	2 out of 2	2 out of 2	100%
Police	N/A	N/A	
Fire	N/A	N/A	
Professional	1 out of 1	1 out of 1	100%
Skilled Craft	2 out of 4	2 out of 4	50%
Service Maintenance	0 out of 4	0 out of 4	0%
Technicians	1 out of 4	1 out of 4	100%
Clerical	1 out of 2	1 out of 1	100%
Exempt	3	1 out of 3	33%

Annual Department Review - Worksheet #1 (Continued)

3. Annual vacancy factor by category:

	Total Positions	Vacancies Asked to Be Filled
Supervisory	3	2
Police	N/A	N/A
Professional	6	2
Skilled Craft	8	4
Service Maintenance	33	24
Technicians	10	5
Clerical	3	2
Exempt	4	3
TOTAL	67	42

The average annual vacancy factor is computed as follows:

7/93 --> 12/93

$$\frac{\text{Vacancies filled per year} = 42}{\text{Total positions } 682}$$

Semi-annual vacancy factor 6%

NOTE: If the % of new hires or promotions are below parity goals for an occupational category, please complete Worksheet #2 for promotions or new hires for that occupational category.

ANNUAL DEPARTMENT REVIEW -- WORKSHEET #2 -- NEW HIRES

)epartment: Public Works

)ccupational Category: Service Maintenance

Class	Instances Minority Reachable*	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons for Action or Waiver**
Equipment Operator			3	1	A second female was offered a position, but declined.

'lease use ethnic codes to identify each minority. **This information is for Affirmative Action staff use.

'HIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ADDENDUM

The Department of Public Works is currently developing an aggressive and comprehensive Affirmative Action Plan which will emphasize the following areas:

- **Recruitment**

  The Department will continue to participate in career faires designed to attract females into non-traditional jobs and to attract minorities to areas of underutilization.

  The Department will also establish liaisons with universities, state colleges, and trade schools to develop student co-ops, other intern programs, and specialized training programs for trade positions.

- **Classification**

  The Department is currently developing recommendations for bridging classifications to establish new career paths for advancement from technical into professional classes.

- **Upward Mobility**

  The department's current program of career development through the annual evaluation process will be expanded. In addition to annual reviews, the department will work closely with the City's Career Development Coordinator to establish a department-wide career development plan for all employees.

  A cooperative relationship with the Department of Utilities has been established to create a program to recruit minority interns who will be able to transition into Career Development and Apprenticeship programs. These individuals will gain on-the-job experience which will be invaluable in obtaining City employment in career classifications.

ATTACHMENT A

CAREER FAIRES ATTENDED FROM 7/1/93 THROUGH 12/31/94

1. February 1993

   American Society of Civil Engineers -- Public outreach at the Sunrise Mall.

2. April 1993 American River Junior College

   Career faire aimed at junior college and high school students -- CANCELLED by college.

3. September 23, 1993 University of the Pacific

   Estimated over 1,000 students attended the UOP 5th Annual Career Faire. Many were minorities and females.

Affirmative Action
Advisory Committee
1576 9th Avenue
Sacramento CA 95818

Agora Development Services
P.O. Box 1304
Healdsburg CA 95448-1304

Air Force Education Services
323 MSSQ/MSE
Mather AFB CA 95655

American Protective Services, Inc.
7770 Pardee Lane
Oakland CA 94621-1454
Attn: Tina T. Hinnant

American River College
Student Employment Office
4700 College Oak Drive
Sacramento CA 95841

American River College
Attn: Joyce Bell
4700 College Oak Drive
Sacramento, CA 95841

Area 4 Agency On Aging
2862 Arden Way, Suite 101
Sacramento CA 95825

Asian Bar Association, Editor
10351 Garden Hwy
Sacramento CA 95837

Asian Resources, Inc.
2251 Florin Road, Suite E
Sacramento CA 95822

Beale Air Force Base
9 MSSF/MSF
CA 95903

Black Advocates in State Service
1529 I Street
Sacramento CA 95814

Cal-State University, Chico
Career Placement Office
Chico CA 95929-0700

California Conservation Corps
P.O. Box 4128
Santa Clara CA 95056
Attn: Salvador Sandoval

California Conservation Corps
1530 Capitol Avenue
Sacramento CA 95814

California Energy Commission
1516 9th Street, M.S. #3
Sacramento CA 95814

California Indian Manpower
Consortium, Inc.
4153 Northgate Blvd.
Sacramento CA 95816
Attn: Steve Watson

California Maritime Academy
P O Box 1392
Vallejo CA 94590

California Conservation Corps
P.O. Box 12060
San Luis Obispo CA 93403

California Conservation Corps
P.O. Box 12060, Const. Unit
San Luis Obispo CA 93406

Campos Verdes Business
Technologies Center
3701 Stephen Drive
North Highlands CA 95660

Canterbury Career Schools
114 North Sunrise Avenue, B-2
Roseville CA 95660

Career Com College of Business
Attn: Director of Employer Relations
7667 Folsom Blvd., Suite 201
Sacramento CA 95826

Career Development Center
College of Notre Dame
1500 Ralston Avenue
Belmont CA 94002

Central Contra Costa
Sanitary District
5019 Imhoff Place
Martinez CA 94553

Citizens for Better Government
2140 Professional Drive, Suite 200
Roseville CA 96666
Attn: Mr. Frank I. Ford

City Picnics
1131 K Street
Sacramento CA 95814

City of Morgan Hill
17555 Peak Avenue
Morgan Hill CA 95037

City of Ventura
Personnel Department
501 Poli Street
P.O. Box 99
Ventura, CA 93002-0099

City of Vallejo
Dept. of Human Resources
P.O. Box 3068
Vallejo CA 94590

City of Salinas
Personnel Office
200 Lincoln Avenue
Salinas CA 93901

City of Berkeley
Personnel Department
2180 Milvia Street
Berkeley CA 94704

City of Davis
Personnel Department
23 Russell Blvd.
Davis CA 95616

City of Roseville
Personnel Department
311 Vernon Street
Roseville CA 95678

City of Tracy
Personnel Department
325 E 10th Street
Tracy CA 95376

City of Newark
Personnel Department
6066 Civic Terrace Ave., Suite 8
Newark CA 94560

City of Modesto
Personnel Department
P.O. Box 642
Modesto CA 95353

Community Partnership Agency
112 West Main Street
Woodland CA 95695

Consumnes River College
Job Placement
8401 Center Parkway
Sacramento CA 95823

Contra Costa County
Personnel Department
651 Pine Street, 2nd Floor
Martinez CA 94553

Crawford Rehabilitation Services
10411 Old Placerville Road #200
Sacramento CA 95827

Criket Consultants
P.O. Box 6191
Folsom CA 95763-6191

Crossroads Employment Services
1330 21st Street, Suite 100
Sacramento CA 95814

CSUS, CTR 201
Student Employment
6000 "J" Street
Sacramento CA 95819-6064

Mike Brown
EDD
7001-A East Parkway
Sacramento, CA 95823

Dept. of Rehabilitation
470 Rio Lindo, Suite 4
Chico CA 95926

Dept. of Veterans Affairs
Outpatient Clinic
4600 Broadway, Room 63
Sacramento CA 95820

E.A. Fairbairn Water Treatment Plant
7501 Collegetown Drive
Sacramento CA 95826

EBM Business Institute
Job Placement Director
6024-C San Juan Avenue
Citrus Heights CA 95610

EDD Experience Unlimited
P.O. Box 239000
Sacramento CA 95823-9000

El Dorado Hills
Community Services District
1021 Harvard Way
El Dorado Hills CA 95762

Employment Development Dept
801-Z Riverside Avenue
P O Box 1328
Roseville CA 95661

Employment Development Dept
629 12th Street, P.O. Box 3227
Modesto CA 95353
Attn: Veteran's Dept.

Employment Development Dept
4695 Watt Avenue
North Highlands CA 95660-5592

Employment Development Dept
Sacramento South #025
7001 A East Parkway
Sacramento CA 95823

Employment Development Dept
State Fair Office
P.O. Box 15649
Sacramento CA 95852

F.C.E.O.C. Refugee Services
1920 Mariposa Mall #220
Fresno CA 93721

Family Support Center
Attn: Employment Specialist
323 MSSQ/MSF
Mather AFB CA 95655-5000

Gary Nibbelink Associates
P.O. Box 162138
Sacramento CA 95816

Golden Sierra
Job Training Agency
11532 "B" Avenue
Auburn CA 95603

Goodwill Industry of Sacramento
Job Placement
6648 Franklin Blvd.
Sacramento CA 95823

Grant District Skills Center
577 Las Palmas Avenue
Sacramento CA 95815

Heald College
2910 Prospect Park Drive
Rancho Cordova CA 95670

Hi Sierra Communications
P O Box 1383
Rocklin CA 95677

Holmes, Huppert and Associates
2407 J Street, #204
Sacramento CA 95816-4805

Human Rights/
Fair Housing Commission
2131 Capitol Avenue, Suite 206
Sacramento CA 95816

Integrated Employment Services
3205 Hurley Way
Sacramento CA 95864

IUOE Stationary Eng., Local #39
2211 Royale Road
Sacramento CA 95815

Japanese American Citizens
2124 10th Street
Sacramento CA 95818

JDTD
825 9th Street
Marysville, CA 95901

JERPF
Reserve Operations/Sgt. Parker
5303 Franklin Blvd.
Sacramento CA 95820

Job-Out
Rio Consumnes Corr. Facility
12500 Bruceville Rd.
Elk Grove, CA 95758

Job Training Office
713 Main Street
Colusa CA 95932

L.D.S. Employment Services
3000 Auburn Blvd.
Sacramento CA 95821

La Verne Public Library
3640 'D' Street
La Verne CA 91750

Legal Services of No. California
512 12th Street
Sacramento CA 95814
Attn: Karen Wells

Lincoln Training Center
2620 21st Street
Sacramento CA 95818

Local 340 IBEW
Chuck Cake, Business Manager
2840 El Centro Road, Suite 115
Sacramento CA 95833

Los Rios Community College
1919 Spanos Court
Sacramento CA 95825

MACDUFFIE Manhattan Publishing
P O Box 428
Ione CA 95640

Mare Island Naval Shipyard
Attn: Recruitment Branch
Code 1117.2
Vallejo CA 94592

Meadowview Community Action
2251 Florin Road, Suite A
Sacramento CA 95822

MTI Western Business College
Placement Office
2731 Capitol Avenue
Sacramento CA 95816

National Education Center
8475 Jackson Road
Sacramento CA 95826

Nelson's Vocational Consulting
1329 Howe Avenue, Suite 100
Sacramento CA 95825-3363

Nero and Associates, Inc.
Job Corps Placement Agency
1451 River Park Drive, Suite 275
Sacramento CA 95815-4504

New Hope Baptist Church
3700 32nd Street
Sacramento CA 95817
Attn: Announcement Clerk

Oak Park United Methodist Church
P.O. Box 5133
Sacramento CA 95817

Office of Housing and Redevelopment
Vacaville Resource Center
40 Eldridge, Suites 1-5
Vacaville CA 95688

Old Marshall School/IRAP/TAP
2718 "G" STreet
Sacramento CA 95816

Ormsby Public Library
900 North Roop Street
Carson City NV 89701

Packard Rehabilitation
9700 Business Park Dr. Suite 207
Sacramento CA 95827

Personnel Pool
2862 Arden Way, Suite 230
Sacramento CA 95825
Attn: Kevin Reaves/Gwen Simpson

Placer County Welfare Department
P.O. Box 487
Penryn CA 95663

Placer County
Personnel Department
175 Fulweiler Avenue
Auburn CA 95603

Private Industry Council
21720 S. Wilmington Ave, Suite 308
Carson, CA 90810
Attn: Beverly Barberi

Purple Heart Services
615 "S" Street
Sacramento CA 95814-7019

Regional Transit
Attn: Human Resources Dept.
P.O. Box 2110
Sacramento CA 95814

Rizal Community Center
7320 Florin Mall Drive
Sacramento CA 95823

Sacramento Army Depot
SDSSA-CP-CSSA (FOCUS)
Sacramento CA 95813-5067

Sacramento City College
Career Plan & Placement
3835 Freeport Blvd.
Sacramento CA 95822

Sacramento County
Human Assistance Dept.
257 South Lincoln Way
Galt CA 95632

Sacramento County
Office of Education
2040 Ethan Way
Sacramento CA 95825

Sacramento ET Agency
Private Industry Council
1217.5 Del Paso Blvd.
Sacramento CA 95815

Sacramento Fire Department
Station 1
624 Q Street
Sacramento CA 95814

Sacramento Fire Department
Station 2
1229 I Street
Sacramento CA 95814

Sacramento Fire Department
Station 3
7208 W. Elkhorn Blvd
Sacramento CA 95837

Sacramento Fire Department
Station 4
3145 Granada Way
Sacramento CA 95816

Sacramento Fire Department
Station 5
731 Broadway
Sacramento CA 95818

Sacramento Fire Department
Station 6
3301 Martin Luther King Blvd
Sacramento CA 95817

Sacramento Fire Department
Station 7
6500 Wyndham Drive
Sacramento CA 95823

Sacramento Fire Department
Station 8
5990 H Street
Sacramento CA 95819

Sacramento Fire Department
Station 9
5801 Florin-Perkins Road
Sacramento CA 95828

Sacramento Fire Department
Station 10
5642 66th Street
Sacramento CA 95824

Sacramento Fire Department
Station 11
785 Florin Road
Sacramento CA 95831

Sacramento Fire Department
Station 12
4500 24th Street
Sacramento CA 95822

Sacramento Fire Department
Station 13
1100 43rd Avenue
Sacramento CA 95822

Sacramento Fire Department
Station 14
1341 North C Street
Sacramento CA 95814

Sacramento Fire Department
Station 15
1591 Newborough Drive
Sacramento CA 95833

Sacramento Fire Department
Station 16
7363 24th Street
Sacramento CA 95822

Sacramento Fire Department
Station 17
1311 Bell Avenue
Sacramento CA 95838

Sacramento Fire Department
Station 18
746 North Market Street
Sacramento CA 95834

Sacramento Fire Department
Station 19
1700 Challenge Way
Sacramento CA 95815

Sacramento Fire Department
Station 20
300 Arden Way
Sacramento CA 95815

Sacramento Fire Department
Station 21
3301 Julliard Drive
Sacramento CA 95826

Sacramento Fire Department
Station 22
3720 47th Avenue
Sacramento CA 95824

Sacramento Fire Department
Station 23
7927 East Parkway
Sacramento CA 95823

Sacramento Fire Department
Station 25
1910 Arica Way (Reserves)
Sacramento CA 95822

Sacramento Job Corps
Placement Office
3100 Meadowview Road
Sacramento CA 95832

SOAR, Inc.
Employment & Training Project
5450-B Power Inn Road
Sacramento CA 95820

Sacramento Reemployment Center
5007 Broadway
Sacramento CA 95820

Sacramento Tradeswomen
1551 36th Street
Sacramento CA 95816

Sacramento Women's Center
2306 J Street, Suite 200
Sacramento CA 95816

Sacramento Urban League, Inc.
3928 Volunteer Lane, Suite 220
Sacramento CA 95817

Safety Center
3909 Bradshaw Road
Sacramento CA 95827

San Joaquin Delta College
Office of Affirmative Action
5151 Pacific Avenue
Stockton CA 95207

San Diego Urban Corps
1864 National Avenue
San Diego CA 92113

School of Agriculture
CSU, Chico
Chico CA 95929-0310

Skills & Business Education Center
Counseling Office
2751 Stockton Blvd.
Sacramento CA 95817

Solano County
Human Resources
580 Texas Street
Fairfield CA 94533

St. Paul Baptist Church
4020 12th Avenue
Sacramento CA 95817

Stanford Home for Children
4144 Winding Way
Sacramento CA 95841

Stanford Settlement
450 West El Camino Avenue
Sacramento CA 95833

State of California
Department of Rehabilitation
5777 Madison Avenue, Suite 1050
Sacramento CA 95841

State of California
Department of Rehabilitation
7011 Sylvan Road, Suite C
Citrus Heights CA 95610

Stockton Police Department
22 East Market Street
Stockton CA 95202

Sunkist Library
840 North Puente Avenue
La Puente CA 91744

Sutter County Schools
Career Placement Center
P.O. Box F
Yuba City CA 95991

Sutter County
Personnel Department
P.O. Box 1555
Yuba City CA 95992

The Effort, Inc.
P.O. Box 162397
Sacramento CA 95816

Unified School District
Classified Personnel Box 53
1619 "N" Street, Room 102
Sacramento CA 95814

University of California, Davis
Student Employment Center
114 South Hall
Davis CA 95616

V.F.W. Post 8985
Employment Officer
1515 Fourth Street
Sacramento CA 95814

Veterans of Foreign Wars
Post 1267
7576 Stockton Blvd.
Sacramento CA 95823

Veterans of Foreign Wars
Post 3045
P. O. Box 336
Orangevale CA 95662

Western Career College
8909 Folsom Boulevard
Sacramento CA 95826-3203

Williams Memorial
Church of God in Christ
4495 Martin Luther King Blvd.
Sacramento CA 95820

Winterstein Adult School
900 Morse Avenue
Sacramento CA 95864

Yolo County
Personnel Services
625 Court Street, Room 101
Woodland CA 95695

Yuba County Job Development
and Training Department
825 9th Street #C
Marysville CA 95901-5246

YWCA of San Francisco
Job Data Service
620 Sutter Street, 7th Floor
San Francisco CA 94102

Excel Managed Care
8300 Fair Oaks Blvd., Suite 404
Sacramento, CA 95608
Attn: Alex Marshall

Skills & Business Education Center
Attention: Susanne Sommer
2751 Stockton Blvd.
Sacramento, CA 95817

North Company File Department
315 E. Ivy Street
Fallbrook, CA 92028

EDD
Attention: Chuck Blair
7001 A East Parkway
Sacramento, CA 95823

St. Andrews AME Church
2131 8th Street
Sacramento, CA 95814

Women's Civic Improvement Center
3555 Third Avenue
Sacramento, CA 95817

Vietnam Veterans of
California, Inc.
111 Howe Avenue, Suite 125
Sacramento, CA 95825

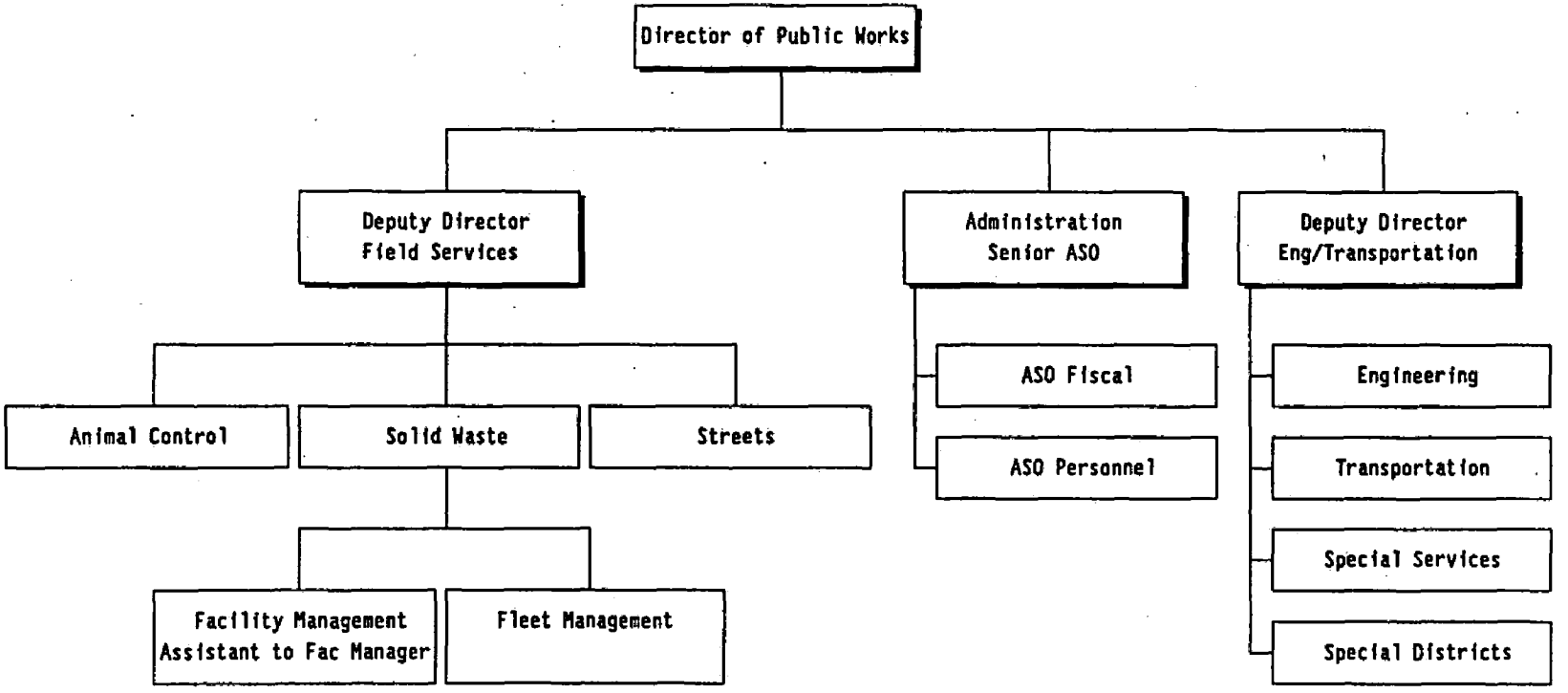
Experience Unlimited
Redlands Organization
814 West Colton Avenue
Redland, CA 92374

Church of the Living God
Worship Center
7201 Florin Road
Sacramento, CA 95834

L.A. County Metro. Trans. Auth.
Human Resources Department
818 West 7th Street - 2nd Floor
Los Angeles, CA 90017

Out of City Labels
Last Update
October 15, 1993
JR-01

PUBLIC WORKS DEPARTMENT



ATTACHMENT C

PLANNING & DEVELOPMENT

EMPLOYMENT GOALS :

Overall:

White and Filipino females are at parity. Overall minorities and females are underutilized.

By Occupation:

Asian males are at parity in one category. White female at parity in four, Filipino females two, and Hispanic in one occupational category. All other areas reflect some degree of underutilization.

EMPLOYMENT ACTIVITY :

No hiring activity during this review period. The promotional rate for minorities was below target, however the rate for females exceeded that bench mark.(NOTE: These action were a result of flex staff promotions)

SPECIAL EFFORTS :

Department is developing a career development plan. Department has participated in intern program. No detail information provided regarding other activity in this area.

RECOMMENDATIONS :

Develop and implement a comprehensive career development plan. Develop a focused recruitment plan to allowing adequate lead time to identify potential sources and applicants to fill anticipated vacancies. Take steps to insure that department information and services are accessible to persons with disabilities.

COMMENDATIONS :

DEPARTMENT GOAL STATUS

PLANNING & DEVELOPMENT

	MALES	FEMALES
WHITE	N/A	P
BLACK	U	U
HISPANIC	U	U
ASIAN	U	U
NAT. AMER.	/	/
FILIPINO	U	P
	MINORITY	FEMALE
OVERALL GOAL	U	U

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	/	N/A	N/A	U	N/A	N/A	U	U	/
HISPANIC	/	N/A	N/A	U	N/A	N/A	/	U	/
ASIAN	/	N/A	N/A	U	N/A	N/A	U	U	P
NAT. AMER	/	N/A	N/A	/	N/A	N/A	/	/	/
FILIPINO	/	N/A	N/A	/	N/A	N/A	/	/	/

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	P	N/A	N/A	P	N/A	N/A	U	P	P
BLACK	/	N/A	N/A	U	N/A	N/A	U	/	U
HISPANIC	/	N/A	N/A	U	N/A	N/A	U	P	U
ASIAN	/	N/A	N/A	/	N/A	N/A	U	/	/
NAT. AMER	/	N/A	N/A	/	N/A	N/A	/	/	/
FILIPINO	/	N/A	N/A	/	N/A	N/A	P	P	/

U = Underutilization
P = Parity
/ = Underutilized But Not Significant
N/A = Not Applicable

CITY OF SACRAMENTO
AFFIRMATIVE ACTION PLAN
ANNUAL DEPARTMENT REVIEW

REVISED 2/94

Submitting Department: Planning and Development

Review for Year: July - December 1993

Return to AA Office by: 2/25/94

Dates To Be Reviewed By:

City Manager: _____

P & PE Committee: _____

AA PARITY GOALS BASED ON 1990 CENSUS DATA:			DEPARTMENT'S STATISTICS FOR CURRENT YEAR:		
Caucasian	Male	25.54%	Caucasian	Male	52.10%
	Female	27.83%		Female	31.93%
Black	Male	7.03%	Black	Male	0.84% -1
	Female	7.76%		Female	1.68% -2
Hispanic	Male	8.17.%	Hispanic	Male	4.20% -5
	Female	8.08%		Female	4.20% -5
Asian	Male	7.22%	Asian	Male	2.52% -3
	Female	5.23%		Female	0.84% -1
Native American	Male	0.47%	Native American	Male	0
	Female	0.48%		Female	0
Filipino	Male	1.13%	Filipino	Male	0
	Female	0.82%		Female	1.68% -2
Other	Male	0.12%	Other	Male	0
	Female	0.12%		Female	0

ANNUAL DEPARTMENT REVIEW
COMPARATIVE UTILIZATION ANALYSIS

Year July 1993

		WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA
		M	F	M	F	M	F	M	F	M	F	M	F	
SUP.	#		2											
	%		100											
POLICE	#													
	%													
FIRE	#													
	%													
PROF.	#	14	16		1	1	1	2						
	%	40	46		2.8	2.8	2.8	5.6						
SK. CRAFT	#													
	%													
SER. MAINT.	#													
	%													
TECH.	#	36	5			3							1	
	%	80	11			6.8							2.2	
CLERK	#	1	13		1		4		1				1	1
	%	4.7	62		4.7		19.1		4.7				4.7	
EXEMPT	#	9	6	1		1		2						1
	%	47.4	31.6	5.3		5.3		10.5						

Year December 1993

		WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DIS
		M	F	M	F	M	F	M	F	M	F	M	F	
SUP.	#		2											
	%		100											
POLICE	#													
	%													
FIRE	#													
	%													
PROF.	#	16	13		1	1	1	1						
	%	48.5	39.4		3	3	3	3						
SK. CRAFT	#													
	%													
SER. MAINT.	#													
	%													
TECH.	#	36	5			3							1	
	%	80	11			6.8							2.2	
CLERK	#	1	13		1		4		1				1	1
	%	4.7	62		4.7		19.1		4.7				4.7	
EXEMPT	#	9	5	1		1		2						1
	%	50	27.8	5.6		5.6		11						

ANNUAL DEPARTMENT REVIEW

Review of Previous Year's Action Plan

Department: Planning and Development

Prepared by: Nancy Killian & Jean Rose

1. Please state whether previous year's recommendations (attached) of the Affirmative Action Advisory Committee were

ANNUAL DEPARTMENT REVIEW

ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

YES	NO		RECRUITMENT
___	X		Have you had any employment activity in your department? If so, complete all of the following sections, if no activity do not complete the Recruitment and Selection sections.
___	___	1.	Recruited applicants from high school? Community colleges? Universities? Specialized schools?
___	___	2.	Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?
___	___	3.	Established programs for recruiting minorities, women and disabled persons?
___	___	4.	Monitored results of recruitment efforts to ensure that all sources are effectively reached?
___	___	5.	Participated in career/job fair or other outreach efforts?

SELECTION AND APPOINTMENT

___	___	1.	Do oral panels include minorities, female and disabled persons?
___	___	2.	Are all reachable candidates interviewed before a hiring decision is made?
___	___	3.	Is the hiring authority required to report the reason why candidates were not hired?
___	___	4.	Is the affirmative action implication of appointments considered?

PERSONNEL ACTIVITY

X	___	1.	Are training programs publicized to all employees?
X	___	2.	Are training opportunities made available equally?
X	___	3.	Does this department make use of Career Development Trainee (CDT) or

YES	NO	PERSONNEL ACTIVITY (Continued)

other programs to provide a means for women, minority or disabled persons to gain entry into the workforce.

X ___ 4. Are promotional opportunities equally made available to all employees?

X ___ 5. Are training opportunities for promotions available to all employees?

___ X 6. Do you have a comprehensive upward mobility plan?

X ___ 7. Is information on career development provided to all employees?

X ___ 8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals?

X ___ 9. Have you identified areas where bridging classes can be developed?
Yes -Building Technician - Building Inspector and
Clerical - Generic Counter Technician

SPECIAL EMPHASIS

X ___ 1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s).

Yes -Accounting Technician
Planner Series
Clerical Series
Office Supervisor
Building Technician
Account Clerk
Exempt Classes
Building Inspector (depending on disability)
Secretary
Admin Analyst

X ___ 2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts.

Handicapped access to building
Emergency rescue chairs

X ___ 3. Has this department participated in an intern or mentor program?

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1

DEPARTMENT: Planning & Development

REPORT PERIOD: FROM July 1993 **TO** December 1993

1. Total New Employees Hired (does not include promotions of existing employees);

_____ Supervisory
_____ Police
_____ Fire
_____ Professional
_____ Skilled Craft
_____ Service Maintenance
_____ Technicians
_____ Clercial
_____ Exempt

Of the **new** employees hired, the following shows the number of instances where **minorities** were reachable and hired.

	Minority Was Reachable	Minority Was Hired	
		#	%
Supervisory			
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Of the **new** employees hired, the following shows the number of instances where a **female** was reachable and hired.

	Female Was Reachable	Female Was Hired	
		#	%
Supervisory			
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Annual Department Review - Worksheet #2

2. Total Number of Employees Promoted:

(This includes positions reallocated through flexible staffing under Civil Service Rule 3.5(c)(4).

_____	Supervisory
_____	Police
_____	Fire
4	Professional
_____	Skilled Craft
_____	Service Maintenance
2	Technicians
_____	Clerical
_____	Exempt

Of the employees **promoted** the following shows the number of instances where **minorities** were reachable and promoted.

	Minority Was Reachable	**Minority Was Hired**	
		#	**%**
Supervisory			
Police			
Fire			
Professional	0	0	
Skilled Craft			
Service Maintenance			
Technicians	0	0	
Clerical			
Exempt			

Of the employees **promoted**, the following shows the number of instances where a **female** was reachable and promoted.

	Female Was Reachable	**Female Was Hired**	
		#	**%**
Supervisory			
Police			
Fire			
Professional	3	75%	
Skilled Craft			
Service Maintenance			
Technicians	2	100%	
Clerical			
Exempt			

Annual Department Review - Worksheet #3

3. Annual Vacancy Factor By Category:

	Total Positions	Vacancies Asked To Be Filled
Supervisory	2	
Police		
Fire		
Professional	35	5
Skilled Craft		
Service Maintenance		
Technicians	45	5
Clerical	21	1
Exempt	19	0

The average annual vacancy factor is computed as follows:

$$\frac{\text{vacancies filled per year}}{\text{total positions}} = \text{Annual Vacancy Factor}$$

11/122 9.01%

NOTE: If the % of new hires or promotions are below parity goals for an occupational category, please complete Worksheet #4 for New Hires or #5 for Promotions for that occupational category.

ANNUAL DEPARTMENT REVIEW WORKSHEET #4 - NEW HIRES

DEPARTMENT: _____

OCCUPATIONAL CATEGORY: _____

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: Planning and Development

OCCUPATIONAL CATEGORY: Technicians

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**
Planning Technician	0	0	2	2	Flex staff promotions

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: Planning and Development

OCCUPATIONAL CATEGORY: Professional

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**
Planner	0	0	3	3	Flex Staff Promotions

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

OCCUPATIONAL CATEGORY Professional

DEPARTMENT: Planning and Development

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:	1	
Hispanic:		
Native American:		
Black:		
Filipino:		
Total Minority:	1	Total Female:

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)
Based on existing eligible list established in November 1993.

TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year X	2 Years ____	3 or more Years ____
Female:	1 Year ____	2 Years ____	3 or more Years ____

OCCUPATIONAL CATEGORY Technical

DEPARTMENT: Planning and Development

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:		
Hispanic:	1	
Native American:		
Black:		
Filipino:		
Total Minority:	1	Total Female:

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Need to establish eligibility list when current one expires in June

TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year X	2 Years ____	3 or more Years ____
Female:	1 Year ____	2 Years ____	3 or more Years ____

OCCUPATIONAL CATEGORY Exempt

DEPARTMENT: Planning and Development

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:		
Hispanic:		
Native American:		
Black:	1	1
Filipino:		
Total Minority:	1	Total Female: 1

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Budget constraints may require leaving 1 position vacant through the next Fiscal year.

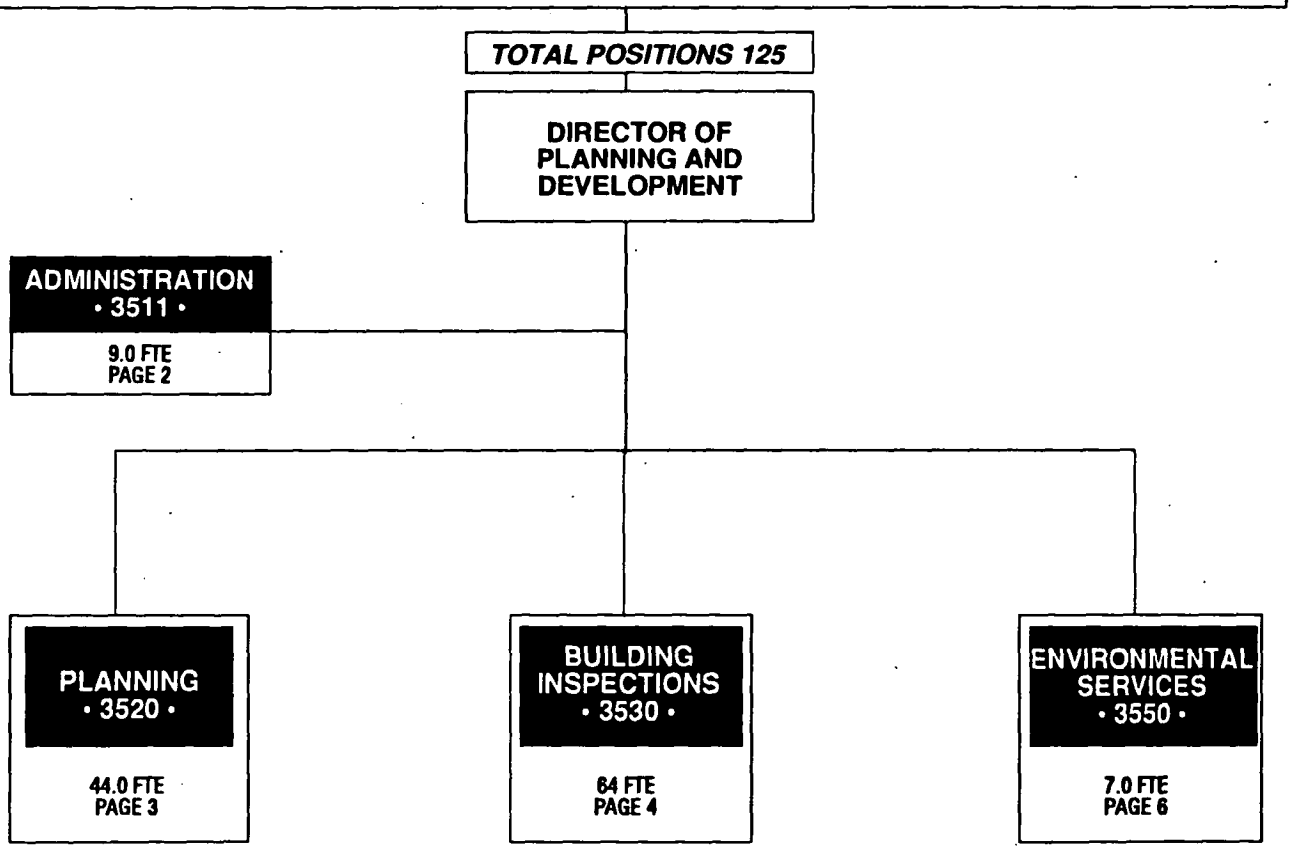
TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year x	2 Years ____	3 or more Years ____
Female:	1 Year X	2 Years ____	3 or more Years ____

DEPARTMENT OF PLANNING AND DEVELOPMENT
• 3510 •

The Planning and Development Department's primary mission is to manage the growth and development of the City and to seek compliance with zoning policies/regulations in existing neighborhoods.

The misssion includes proposing and carrying out policies for the growth and preservation of the City in ways which ensure the quality of life for those who live and work in the community - both now and in the future.



ADMINISTRATION • 3511 •

The Directors Office provides departmental administration and serves as a resource for managers and supervisors in the daily administration of departmental functions; interpretation of City administrative policies; quality and consistency in compliance with regulations and policies.

TOTAL POSITIONS 9

DIRECTOR OF PLANNING AND DEVELOPMENT
Dianne Guzman - 11198

SUPPORT SERVICES

Provides secretarial help to the Director and clerical support of unit.

1.0 Secretary
Alice Ortiz - 13087

MANAGEMENT SERVICES

Management Services provides budgetary, fiscal, purchasing, contract administration, personnel / payroll / benefits services, and coordination/review of Council & Council Committee reports.

1.0 Office Supervisor
Jean Rose - 16039
1.0 Accounting Tech.
Ruth Gregory - 15325
1.0 Account Clerk I
Angelina De La Rosa - 15324

Administrative Analyst II
Nancy Killian - 19547

Administrative Analyst II
John Kreft - 12204

DATA/ COMMUNICATIONS SERVICES

Data/Communications provides planning, coordination and technology support for the design, acquisition priorities, installation and maintenance of all hardware and software for data and communications systems.

1.0 Department Data Tech.
Florian Tria - 16125

GRAPHICS

1.0 Graphic Designer
Shirley Bittante - 11570

PLANNING DIVISION • 3520 •

Responsible for managing the physical development of the City through establishment of general and community plans and review of development proposals to ensure compliance with City plans, codes and ordinances. Provides staff support to the City Council, city Planning Commission and Design Review/Preservation Board.

TOTAL POSITIONS 44

1.0 PLANNING DIRECTOR
Gary Stonehouse - 11540

CITY PLANNING COMMISSION

DESIGN REVIEW PRESERVATION BOARD

ADMINISTRATIVE AND CLERICAL STAFF

1.0 Secretary to Planning Commission
Suzanne Gilmstad - 11371
1.0 Typist Clerk III
Valerie Rael - 10124

3.0 Typist Clerk I/II
Eme Iturralde - 19545
Hawea Pedersen - 10702
Denise Fisher - 11552
2.0 Clerk II
Rosemary Pierce - 11151
Jeanette Irving -18135

1.0 PRINCIPAL PLANNER
Art Gee - 12430

1.0 PRINCIPAL PLANNER
Will Weitman - 21547

1.0 PRINCIPAL PLANNER
Dick Hastings - 11834

CITYWIDE

1.0 Senior Planner
VACANT - 10737
4.0 Associate Planner
Gary Ziegenfuss - 13104
Patricia Mendoza - 15333
Doug Holmen - 13383
Sharon Caudle - 10360

CENTRAL CITY/SP

1.0 Senior Planner
Steve Peterson - 15335
3.0 Associate Planner
Jeff Archuleta - 12262
Don Smith - 12643
Jean Corcoran - 11554
3.0 Assistant Planner
Mike Dale - 21668
Laura Matteoli - 12975

NORTH

1.0 Senior Planner
Scot Mende - 10706
4.0 Associate Planner
Bridgette Williams - 10563
Carol Shearly - 19544
Dawn Holm - 16520
Jim McDonald - 11555
1.0 Assistant Planner
Hilary Perry - 21666

SOUTH

1.0 Senior Planner
Barbara Wendt - 17451
3.0 Associate Planner
Cindy Gnos - 10200
Don Lockhart - 17342
Mark Kraft - 18136
2.0 Assistant Planner
Lisa Burke - 21667
Colleen Carollo - 22118
1.0 Eco. Dev. Specialist
Sarah Thomas (LT) - 25192
1.0 Grad Student Trainee
(LT) VACANT

ZONING ADMIN.

1.0 Senior Planner
Joy Patterson - 11728
1.0 Assistant Planner
Sandra Yope - 11561
2.0 Planning Technician I/II
Lorie Souza - 16043
Monica Tintinger - 16124
2.0 Building Technician
Wesley Jigour - 16020
Gary Spross - 16038

DESIGN REVIEW

1.0 Associate Planner
Randy Lum - 11464
1.0 Assistant Architect
Luis Sanchez - 19546

PRESER-VATION

BUILDING INSPECTIONS • 3530 •

The Building Inspections Division's primary mission is to ensure that construction in the City complies with various codes, local ordinances and project conditions. In addition, the division responds to citizen complaints.

TOTAL POSITIONS 64

1.0 BUILDING INSPECTION MGR.
Tim Sullivan - 12305

- *Construction Code Advisory and Appeals Board • Meets as needed •*
- *Housing Code Advisory and Appeals Board • Meets monthly •*
- *City / County Accommodation for Physically Handicapped Persons Appeals Board • Meets as needed •*
- *City Board of Plumbing Examiners • Meets as needed •*

ADMINISTRATIVE • 3531 •

Building Inspections Administration provides direction and coordinates the activities of various division sections.

1.0 Office Supervisor
Judy Petraill - 13541

COMMERCIAL PLAN CHECK

9 FTE
PAGE 4A

FIELD INSPECTIONS

28.5 FTE
PAGE 4B

PERMIT SERVICES

14 FTE
PAGE 4C

HOUSING/DANGEROUS BUILDINGS

28.5 FTE
PAGE 4D

COMMERCIAL PLAN CHECK • 3532 •

Commercial Plan Checking reviews commercial construction plans for compliance with applicable codes.

TOTAL POSITIONS 9

1.0 SENIOR CIVIL ENGINEER
Yang Lim - 10754

STRUCTURAL/ LIFE SAFETY

Review commercial and multiple residential plans for compliance with City Building Code, State Title 24, Uniform Fire Code and City Fire Department requirements.

3.0 Associate Civil Engineers
Sal Kaddorah - 19553
George Thomas - 19551
VACANT - 19552
1.0 Fire Protection Engineer
Elaine Clark - 10073

PLUMBING/MECHANICAL

Review commercial and multiple residential plans for compliance with City Plumbing and Mechanical codes.

1.0 Associate Mechanical Engineer
Brian Reilly - 11687
2.0 Building Inspector III
Gene Petralli - 12376
Bob Diebel - 10732

ELECTRICAL

Review commercial and multiple residential plans for compliance with City Electrical codes.

1.0 Building Inspector III
Pete Charles - 11176

FIELD INSPECTIONS • 3533 •

Field Inspections conducts on-site inspections of buildings under construction for compliance with various codes and conditions.

TOTAL POSITIONS 28.5

FIELD BUILDING INSPECTORS

Enforces structural life safety, handicapped access and energy regulations for commercial buildings and provide combination inspection of one and two family dwellings

1.0 Chief Building Inspector
Dick Mortensen - 10798
1.0 Building Inspector III
Don Nelson - 11006
7.0 Building Inspectors I/II
Mike Beals - 11593
Jim Flanagan - 12361
William Henry - 12777
Vern Freitas - 13633
Michael Wilhelm - 11454
Bob Beardsley - 18138
Don Dumford - 19558

FIELD ELECTRICAL INSPECTORS

Enforce City and State electrical code regulations for commercial buildings and provide combination inspection for one and two family dwellings.

1.0 Chief Electrical Inspector
Bill Clark - 10785
1.0 Building Inspector III
Gary McDowell - 13411
6.0 Building Inspectors I/II
Jim Gilpin - 10824
Ella Kentera - 11805
Dick Crowder - 13700
Don Verga - 17452
Roger Heatherly - 10947
Tom Melavic - 19559

FIELD PLUMBING/ MECHANICAL INSPECTORS

Enforce City and State plumbing and mechanical regulations for commercial buildings and provide combination inspection for one and two family dwellings.

1.0 Chief Plumbing Inspector
Ron Pecci - 11331
6.0 Building Inspectors I/II
Ron O'Connor - 13697
John Gorman - 13698
Ed Swasey - 10996
Nick Buchberger - 11413
Tom Rogers - 18139
Ronald Freitas - 19560

FIELD CLERICAL

Receive and prepare inspection requests, provide record research, assist public in inspection process.

0.5 Typist Clerk III
Maureen McAleer
4.0 Typist Clerks I/II
Carolyn Cooper - 13694
Patti Holmes - 17450
Victoria Rondone - 11179
Erlinda Weeks - 19548

PERMIT SERVICES • 3537 •

Permit Services reviews residential plans for code compliance and coordinates the processing and tracking of all permits.

TOTAL POSITIONS 14

1.0 SENIOR ENGINEER
Bill Nagel - 19557

PERMIT CLERICAL

Prepares applications and plans for issuance of permits, collects fees and aid public with process.

1.0 Clerk III
Andi Murphy - 19549
1.0 Cashier
John Bond - 10571
3.0 Typist Clerks I/II
Gayla Parent - 13262
Margaret Gunnarson - 19556
VACANT - 17343

CLEARINGHOUSE

Provides public counter service for residential and commercial applicants, reviews residential plans, coordinates all permits.

2.0 Building Inspector III
David Hay - 11073
Jim DeCosta - 13070
1.0 Building Inspector II
Greg Johnson - 13416
5.0 Building Technicians
(Counter)
David Brock - 12203
Barbara Larsen - 12580
Steven Reed - 19554
VACANT - 19555
(Signs)
Juan Trevino - 10929

HOUSING/DANGEROUS BUILDINGS • 3538 •

Housing and Dangerous Buildings enforces the City's Housing Code and Dangerous Building Code.

TOTAL POSITIONS 11

1.0 HOUSING ADMINISTRATOR
Max Fernandez - 19562

HOUSING CLERICAL

Provide clerical support to Housing staff, three Boards of Appeal and to Division Manager.

1.0 Steno Clerk III
Sharon Copley - 12861
2.5 Typist Clerk II
Simi Kreft - 17346
Mae Leong - 12576
Olga Brooker - 25009

HOUSING INSPECTIONS

Enforce City and State Housing Codes resulting in the abatement of substandard housing conditions throughout the City.

2.0 Building Inspector III
Todd Hamilton - 19561
Jim Zimmerman -10792
4.0 Building Inspector I/II
James Riordan - 18137
Martin Macken - 16547
Donald Marcheschi - 11796
Frederick Wagner - 13699

ENVIRONMENTAL SERVICES • 3550 •

Manages the preparation of environmental documents for private and public projects. Ensures compliance with the California Environmental Quality Act (CEQA) and provides environmental services for both the City and the private sector.

TOTAL POSITIONS 7

1.0 ENVIRONMENTAL SERVICES MANAGER
Carol Branan - 21316

CLERICAL SUPPORT

Provide clerical support to Environmental staff.

1.0 Typist Clerk III
Grace Garcia - 21319

EIR PRODUCTION

Manages the preparation of EIRs and long term environmental mitigation monitoring. Assists other City departments in obtaining permits from responsible and trustee agencies.

1.0 Senior Planner
Holly Keeler - 19542
2.0 Associate Planner
Joe Broadhead - 12442
Fred Buderi - 15334
2.0 Assistant Planner
David Mohlenbrok - 21665
Grace Hovey - 13531

FINANCE

EMPLOYMENT GOALS :

Overall:

Filipino males, White, Black, Asian, and Filipino females are at parity. Overall females are at parity but, minorities are underutilized.

By Occupation:

No male groups have achieved parity in more than one occupational category. White females have achieved parity in all categories. There are no significant underutilization for any other female groups in any category.

EMPLOYMENT ACTIVITY :

No hiring or promotion activity during this review period.
Department will initiate a hiring procedure that requires department manager to review aa statistics prior to taking final action on any new hire or promotion.

SPECIAL EFFORTS :

No indication of career development efforts. Department participates in intern programs. No indication of efforts to ensure adequacy of service delivery to persons with disabilities.

RECOMMENDATIONS :

Initiate career development program all for employees. Ensure that all employees are notified of training opportunities. Develop a strategy and plan to ensure that services and information is accessible to persons with disabilities. Modify goals to identify the applicable occupational category to which they are targeted and specify a reasonable time period for accomplishment.

COMMENDATIONS :

DEPARTMENT GOAL STATUS

FINANCE

	MALES	FEMALES
WHITE	N/A	P
BLACK	U	P
HISPANIC	U	/
ASIAN	U	P
NAT. AMER.	/	/
FILIPINO	P	P
	MINORITY	FEMALE
OVERALL GOAL	U	P

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	/	N/A	N/A	U	N/A	/	/	U	U
HISPANIC	/	N/A	N/A	/	N/A	/	P	U	/
ASIAN	/	N/A	N/A	U	N/A	/	/	U	P
NAT. AMER	/	N/A	N/A	/	N/A	/	/	/	/
FILIPINO	/	N/A	N/A	/	N/A	/	P	/	/

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	P	N/A	N/A	P	N/A	P	P	P	P
BLACK	/	N/A	N/A	/	N/A	P	P	P	/
HISPANIC	/	N/A	N/A	/	N/A	/	P	P	P
ASIAN	/	N/A	N/A	P	N/A	/	P	P	P
NAT. AMER	/	N/A	N/A	/	N/A	/	/	/	/
FILIPINO	P	N/A	N/A	/	N/A	/	/	/	/

U = Underutilization
P = Parity
/ = Underutilized But Not Significant
N/A = Not Applicable

CITY OF SACRAMENTO
AFFIRMATIVE ACTION PLAN
ANNUAL DEPARTMENT REVIEW

Submitting Department: FINANCE

Review for Year: 1993

Return to AA Office by: _____

Dates To Be Reviewed By:

City Manager: _____

P & PE Committee: _____

AA PARITY GOALS BASED ON 1990 CENSUS DATA:			DEPARTMENT'S STATISTICS FOR CURRENT YEAR:		
Caucasian	Male	25.54%	Caucasian	Male	20.51% 16
	Female	27.83%		Female	41.02% 32
Black	Male	7.03%	Black	Male	1.28% 1
	Female	7.76%		Female	14.10% 11
Hispanic	Male	8.17.%	Hispanic	Male	3.85% 3
	Female	8.08%		Female	7.69% 7
Asian	Male	7.22%	Asian	Male	1.28% 1
	Female	5.23%		Female	7.69% 5
Native American	Male	0.47%	Native American	Male	0.00
	Female	0.48%		Female	0.00
Filipino	Male	1.13%	Filipino	Male	1.28% 1
	Female	0.82%		Female	1.28% 1
Other	Male	0.12%	Other	Male	0.00
	Female	0.12%		Female	0.00

2/2/94

ANNUAL DEPARTMENT REVIEW
COMPARATIVE UTILIZATION ANALYSIS

Year August 1993 | Year December 1993

		WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA	WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA
		M	F	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F	M	F	M	F	
SUP.	#	1								1						1										1	
	%	50								50						50										50	
POLICE	#																										
	%																										
FIRE	#																										
	%																										
PROF.	#	8	5		1	1		2							9	5		1	1	1		1					
	%	47.1	29.4		5.9	5.9		11.7							50	27.8		5.6	5.6	5.6		5.6					
SK. CRAFT	#																										
	%																										
SER. MAINT.	#		1		1										1	1		1									
	%		50		50										33.3	33.3		33.3									
TECH.	#	1	4		1	1	1		1			1			1	4		2	1	1		1			1		
	%	10	40		10	10	10		10			10			9.1	36.4		18.2	9.1	9.1		9.1			9.1		
CLERK	#	3	19	1	8	1	3		2						3	19	1	7	1	3		2					
	%	8.1	51.4	2.7	21.6	2.7	8.1		5.4						8.3	52.8	2.8	19.4	2.8	8.3		5.6					
EXEMPT	#	2	2	1			2	1	1						2	2				2	1	1					
	%	22.2	22.2	11.1			22.2	11.1	11.1						25	25				25	12.5	12.5					

ANNUAL DEPARTMENT REVIEW

Review of Previous Year's Action Plan

Department: FINANCE

Prepared by: KEN NISHIMOTO

1. Please state whether previous year's recommendations (attached) of the Affirmative Action Advisory Committee were implemented. If so, explain when, how, etc., and, if not, why. Also indicate whether the intended results were achieved.

   The Finance Department has not achieved the goals set by the Affirmative Action Committee. Positions reductions as a result of the budget cuts have limited the opportunity to do much hiring. There are currently two positions that the department is currently recruiting to fill. The Human Resources Department has been requested to assisted in targeting recruitment to achieve the goals.

2. Please advise how you monitor the hiring process.

   The Affirmative Actions statistic will be updated as vacancies are filled and will be utilized in developing recruitment strategies and selection processes as vacancies occur. On new hires and promotions a modified version of the "Assessment of Department Affirmative Action Efforts", Worksheet #1 and Worksheet #2 forms will be completed at time of hiring or promotion. The Finance Division Managers and the Director will review the worksheets and current statisticc prior to taking final action on new hires or promotions.

3. Please attach a copy of your department's organization chart and career development plan.

ANNUAL DEPARTMENT REVIEW
ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

YES NO

RECRUITMENT

___ X Have you had any employment activity in your department? If so, complete all of the following sections, if no activity do not complete the Recruitment and Selection sections.

___ ___ 1. Recruited applicants from high school? Community colleges? Universities? Specialized schools?

___ ___ 2. Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?

___ ___ 3. Established programs for recruiting minorities, women and disabled persons?

___ ___ 4. Monitored results of recruitment efforts to ensure that all sources are effectively reached?

___ ___ 5. Participated in career/job fair or other outreach efforts?

SELECTION AND APPOINTMENT

___ ___ 1. Do hiring panels include minorities, female and disabled persons?

___ ___ 2. Have all supervisors responsible for hiring undergone selection interview training?

___ ___ 3. Are all reachable candidates interviewed before a hiring decision is made?

___ ___ 4. Is the hiring authority required to report the reason why candidates were not hired?

___ ___ 5. Is the affirmative action implication of appointments considered?

PERSONNEL ACTIVITY

X ___ 1. Are training programs publicized to all employees?

___ X 2. Are training opportunities made available equally?

YES	NO	PERSONNEL ACTIVITY (Continued)
X		3. Does this department make use of Career Development Trainee (CDT)) or other programs to provide a means for women, minority or disabled persons to gain entry into the workforce?
X		4. Are promotional opportunities equally made available to all employees?
X		5. Are training opportunities for promotions available to all employees?
	X	6. Do you have a comprehensive career development plan?
X		7. Is information on career development provided to all employees?
	X	8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals?
	X	9. Are you aware of bridging classes available for use in your department?
X		10. Have you identified areas where bridging classes can be developed?

SPECIAL EMPHASIS

X		1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s).

All positions

	X	2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts.
X		3. Has this department participated in an intern or mentor program?

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1

DEPARTMENT: FINANCE

REPORT PERIOD: FROM 8/93 TO 12/93

1. Total New Employees Hired (does not include promotions of existing employees);

_____ Supervisory
_____ Police
_____ Fire
_____ Professional
_____ Skilled Craft
_____ Service Maintenance
_____ Technicians
_____ Clercial
_____ Exempt

N/A

Of the new employees hired, the following shows the number of instances where minorities were reachable and hired.

	Minority Was Reachable	Minority Was Hired	
		#	%
Supervisory			
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

N/A

Of the new employees hired, the following shows the number of instances where a female was reachable and hired.

	Female Was Reachable	Female Was Hired	
		#	%
Supervisory			
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

N/A

Annual Department Review - Worksheet #2

2. Total Number of Employees Promoted:

(This includes positions reallocated through flexible staffing under Civil Service Rule 3.5(c)(4).

_____ Supervisory
_____ Police
_____ Fire
_____ Professional
_____ Skilled Craft
_____ Service Maintenance
_____ Technicians
_____ Clerical
_____ Exempt

N/A

Of the employees promoted the following shows the number of instances where minorities were reachable and promoted.

	Minority Was Reachable	Minority Was Hired	
		#	%
Supervisory			
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

N/A

Of the employees promoted , the following shows the number of instances where a female was reachable and promoted.

	Female Was Reachable	Female Was Hired	
		#	%
Supervisory			
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

N/A

Annual Department Review - Worksheet #3

3. Annual Vacancy Factor By Category:

	Total Positions	Vacancies Asked To Be Filled
Supervisory		
Police		
Fire		
Professional		
Skilled Craft		
Service Maintenance		
Technicians		
Clerical		
Exempt		

The average annual vacancy factor is computed as follows:

$$\frac{\text{vacancies filled per year}}{\text{total positions}} = \text{Annual Vacancy Factor}$$

It is estimated that the annual vacancy factor is 5%. This equates to 4 - 5 positions becomining vacant each year.

NOTE: If the % of new hires or promotions are below parity goals for an occupational category, please complete Worksheet #4 for New Hires or #5 for Promotions for that occupational category.

ANNUAL DEPARTMENT REVIEW WORKSHEET #4 - NEW HIRES

DEPARTMENT: _____

OCCUPATIONAL CATEGORY: _____

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

<u>ETHNIC CODES</u>: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: _____

OCCUPATIONAL CATEGORY: _____

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

Department Wide

D E P A R T M E N T : F i n a n c e Department_____

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:	3	
Hispanic:	5	
Native American:		
Black:	4	
Filipino:		
Total Minority:	12	Total Female:

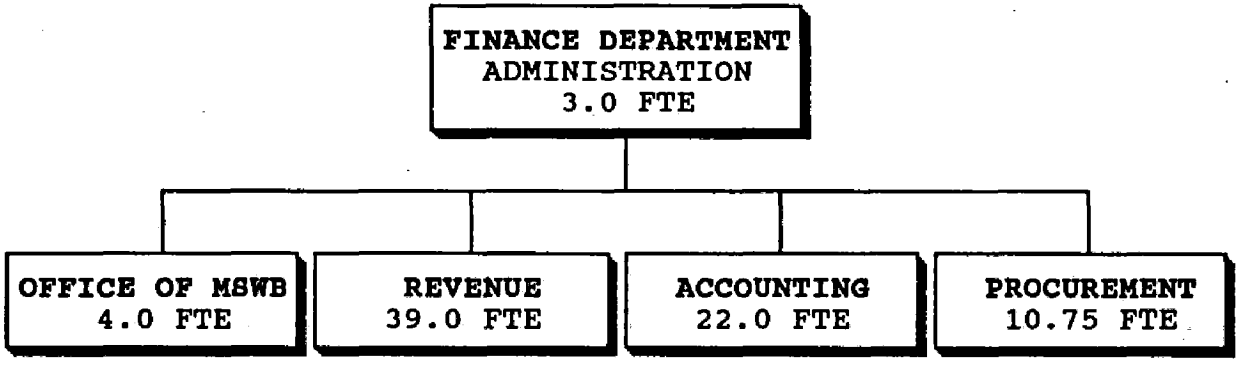
****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Key to meeting the goal will be the vacancies that occur. The largest number of the Finance Department employess are in clerical category. Women make up 86% of this category. A goal of the department is achieve a balance between the employment categories. Recruitment for the clerical categories will be targeted for minority males. The Department has requested the assistance of the Human Resources Department in developing entry programs with the local colleges for individuals interested in the accounting profession.

TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year ____	2 Years ____	3 or more Years __x__
Female:	1 Year ____	2 Years ____	3 or more Years ____


FINANCE DEPARTMENT
ADMINISTRATION
3.0 FTE
OFFICE OF MSWB
4.0 FTE
REVENUE
39.0 FTE
ACCOUNTING
22.0 FTE
PROCUREMENT
10.75 FTE

	1992-93 APPROVED	INC/DEC	TRANSFERS	1993-94 APPROVED
TAXES AND PERMITS				
REVENUE SUPERVISOR	1.00	0.00	0.00	1.00
SR TAX AND PERMITS REP	1.00	0.00	0.00	1.00
TAX AND PERMITS REP	5.00	0.00	0.00	5.00
TOTAL	7.00	0.00	0.00	7.00
ENFORCEMENT AND COLLECTION				
ACCOUNT CLERK II	1.00	0.00	0.00	1.00
CLAIMS COLLECTOR	2.00	0.00	0.00	2.00
ENFORC & COLLEC SUPVR	1.00	-1.00	0.00	0.00
REVENUE REP II	1.00	0.00	0.00	1.00
SR CLAIMS COLLECTOR	1.00	0.00	0.00	1.00
TYPIST CLERK II	1.00	-1.00	0.00	0.00
TYPIST CLERK III	1.00	0.00	0.00	1.00
UTILITY SVCS INSP	2.00	0.00	0.00	2.00
TOTAL	10.00	-2.00	0.00	8.00
DIVISION TOTAL	43.00	-5.00	1.00	39.00
ACCOUNTING DIVISION				
ACCOUNTING ADMINISTRATION				
ACCOUNTANT-AUD I	1.00	0.00	0.00	1.00
ACCOUNTING MANAGER	1.00	0.00	0.00	1.00
ASST ACCOUNTING MANAGER	2.00	0.00	0.00	2.00
TYPIST CLERK II	1.00	-1.00	0.00	0.00
TOTAL	5.00	-1.00	0.00	4.00
FINANCIAL ACCOUNTING				
ACCOUNT CLERK II	5.00	-1.00	0.00	4.00
ACCOUNTING TECHNICIAN	1.00	0.00	0.00	1.00
ACCOUNTANT-AUD III	5.00	0.00	0.00	5.00
TOTAL	11.00	-1.00	0.00	10.00
PAYROLL				
ACCT CLERK II (CONF)	3.00	-1.00	0.00	2.00
ACCOUNT TECHNICIAN	1.00	0.00	0.00	1.00
SR ACCOUNTING TECH	1.00	0.00	0.00	1.00
TOTAL	5.00	-1.00	0.00	4.00
SPECIAL DISTRICT ACCOUNTING				
ACCOUNT CLERK II	2.00	-1.00	0.00	1.00
ACCOUNTANT-AUD III	1.00	0.00	0.00	1.00
ACCOUNTING TECHNICIAN	1.00	0.00	0.00	1.00
SR ACCOUNTING TECH	1.00	0.00	0.00	1.00
TOTAL	5.00	-1.00	0.00	4.00
DIVISION TOTAL	26.00	-4.00	0.00	22.00

* POSITIONS ARE LISTED AS FULL TIME EQUIVALENT (FTE). LISTING REFLECTS ALL APPROVED REDUCTIONS AND ADDITIONS.

	1992-93 APPROVED	INC/DEC	TRANSFERS	1993-94 APPROVED
FINANCE ADMINISTRATION DIVISION				
FINANCE ADMINISTRATION				
CONFIDENTIAL SECRETARY	1.00	0.00	0.00	1.00
DIR OF FINANCE	1.00	0.00	0.00	1.00
ACCOUNTANT-AUD III	0.00	0.00	1.00	1.00
TOTAL	2.00	0.00	1.00	3.00
INTERNAL AUDIT				
ACCOUNTANT-AUD III	2.00	0.00	-2.00	0.00
INTERNAL AUDIT ADMIN	1.00	0.00	-1.00	0.00
TOTAL	3.00	0.00	-3.00	0.00
ASSET MANAGEMENT				
SR MGMT ANALYST	1.00	0.00	-1.00	0.00
TOTAL	1.00	0.00	-1.00	0.00
OFFICE OF MSWB				
MIN WMN & SM BUS COORD	0.00	0.00	1.00	1.00
ASST REVENUE MANAGER	0.00	0.00	1.00	1.00
TYPIST CLERK	0.00	0.00	1.00	1.00
ADMINISTRATIVE ANALYST	0.00	0.00	1.00	1.00
TOTAL	0.00	0.00	4.00	4.00
DIVISION TOTAL	6.00	0.00	1.00	7.00
REVENUE DIVISION				
REVENUE ADMINISTRATION				
ADMIN ANALYST I	1.00	0.00	0.00	1.00
REVENUE MANAGER	1.00	0.00	0.00	1.00
ACCOUNTANT-AUD III	0.00	0.00	1.00	1.00
TYPIST CLERK III	1.00	0.00	0.00	1.00
TOTAL	3.00	0.00	1.00	4.00
CASHIERING				
ACCOUNTANT-AUD II	1.00	0.00	0.00	1.00
ACCOUNTANT-AUD III	1.00	0.00	0.00	1.00
SR CASHIER	3.00	0.00	0.00	1.00
SUPV CASHIER	1.00	0.00	0.00	3.00
TOTAL	6.00	0.00	0.00	6.00
UTILITY SERVICES				
ACCOUNT CLERK II	2.00	0.00	0.00	2.00
CUSTOMER SERVICE REP	11.00	-3.00	0.00	8.00
REVENUE SUPERVISOR	1.00	0.00	0.00	1.00
SR CUSTOMER SERVICE REP	2.00	0.00	0.00	2.00
TYPIST CLERK II	1.00	0.00	0.00	1.00
TOTAL	17.00	-3.00	0.00	14.00

	1992-93 APPROVED	INC/DEC	TRANSFERS	1993-94 APPROVED
BUDGET DIVISION				
BUDGET MANAGER	1.00	0.00	-1.00	0.00
BUDGET TECHNICIAN	1.00	0.00	-1.00	0.00
SR MGMT ANALYST	6.00	-3.00	-3.00	0.00
DIVISION TOTAL	8.00	-3.00	-5.00	0.00
RISK MANAGEMENT DIVISION				
RISK MANAGEMENT ADMIN				
CLAIMS REP	1.00	0.00	-1.00	0.00
RISK MANAGER	1.00	-1.00	0.00	0.00
TYPIST CLERK II	1.00	0.00	-1.00	0.00
TYPIST CLERK III	1.00	0.00	-1.00	0.00
DIVISION TOTAL	4.00	-1.00	-3.00	0.00
PROCUREMENT SERVICES DIVISION				
PROCUREMENT SERVICES ADMIN				
PROCUREMENT SERVICES MANAGER	0.00	0.00	1.00	1.00
TYPIST CLERK II	0.00	0.00	1.75	1.75
TYPIST CLERK III	0.00	0.00	1.00	1.00
TOTAL	0.00	0.00	3.75	3.75
PURCHASING				
SENIOR BUYER	0.00	0.00	1.00	1.00
BUYER	0.00	0.00	2.00	2.00
ACCOUNT CLERK II	0.00	0.00	1.00	1.00
TOTAL	0.00	0.00	4.00	4.00
CENTRAL STORES				
CENTRAL STORES SUPVR	0.00	0.00	1.00	1.00
STORES CLERK I	0.00	0.00	2.00	2.00
TOTAL	0.00	0.00	3.00	3.00
DIVISION TOTAL	0.00	0.00	10.75	10.75
DEPARTMENT TOTAL	87.00	-13.00	4.75	78.75

24-Feb-94

Finance Department Total

		AA Parity goals Based On 1990 Census Data		Department Statistic Current Year		Recruitment Goals
		%	#	%	#	#
Caucasian	Male	25.54%	20	20.51%	16	4
	Female	27.83%	22	41.03%	32	(10)
Black	Male	7.03%	5	1.28%	1	4
	Female	7.76%	6	14.10%	11	(5)
Hispanic	Male	8.17%	6	3.85%	3	3
	Female	8.08%	6	7.69%	6	0
Asian	Male	7.22%	6	1.28%	1	5
	Female	5.23%	4	7.69%	6	(2)
Native Amer	Male	0.47%	0	0.00%	0	0
	Female	0.48%	0	0.00%	0	0
Filipino	Male	1.13%	1	1.28%	1	(0)
	Female	0.82%	1	1.28%	1	(0)
Other	Male	0.12%	0	0.00%	0	0
	Female	0.12%	0	0.00%	0	0
Subtotal	Male	49.68%	39	28.21%	22	17
	Female	50.32%	39	71.79%	56	(17)
Subtotal	Minority	46.63%	36	38.46%	30	6
Total			78		78	

24-Feb-94

Finance Department Total-Supervisory Category

		AA Parity goals Based On 1990 Census Data		Department Statistic Current Year		Recruitment Goals
		%	#	%	#	#
Caucasian	Male	25.54%	1	0.00%	0	1
	Female	27.83%	1	50.00%	1	(0)
Black	Male	7.03%	0	0.00%	0	0
	Female	7.76%	0	0.00%	0	0
Hispanic	Male	8.17%	0	0.00%	0	0
	Female	8.08%	0	0.00%	0	0
Asian	Male	7.22%	0	0.00%	0	0
	Female	5.23%	0	0.00%	0	0
Native Amer	Male	0.47%	0	0.00%	0	0
	Female	0.48%	0	0.00%	0	0
Filipino	Male	1.13%	0	0.00%	0	0
	Female	0.82%	0	50.00%	1	(1)
Other	Male	0.12%	0	0.00%	0	0
	Female	0.12%	0	0.00%	0	0
Subtotal	Male	49.68%	1	0.00%	0	1
	Female	50.32%	1	100.00%	2	(1)
Subtotal	Minority	46.63%	1	50.00%	1	(0)
Total			2		2	

24-Feb-94

Finance Department Total-Professionals Category

		AA Parity goals Based On 1990 Census Data		Department Statistic Current Year		Recruitment Goals
		%	#	%	#	#
Caucasian	Male	25.54%	5	50.00%	9	(4)
	Female	27.83%	5	27.78%	5	0
Black	Male	7.03%	1	0.00%	0	1
	Female	7.76%	1	5.56%	1	0
Hispanic	Male	8.17%	1	5.56%	1	0
	Female	8.08%	1	5.56%	1	0
Asian	Male	7.22%	1	0.00%	0	1
	Female	5.23%	1	5.56%	1	(0)
Native Amer	Male	0.47%	0	0.00%	0	0
	Female	0.48%	0	0.00%	0	0
Filipino	Male	1.13%	0	0.00%	0	0
	Female	0.82%	0	0.00%	0	0
Other	Male	0.12%	0	0.00%	0	0
	Female	0.12%	0	0.00%	0	0
Subtotal	Male	49.68%	9	55.56%	10	(1)
	Female	50.32%	9	44.44%	8	1
Subtotal	Minority	46.63%	8	22.22%	4	4
Total			18		18	

24-Feb-94

Finance Department Total-Service Maintenance Category

		AA Parity goals Based On 1990 Census Data		Department Statistic Current Year		Recruitment Goals
		%	#	%	#	#
Caucasian	Male	25.54%	1	33.33%	1	(0)
	Female	27.83%	1	33.33%	1	(0)
Black	Male	7.03%	0	0.00%	0	0
	Female	7.76%	0	33.33%	1	(1)
Hispanic	Male	8.17%	0	0.00%	0	0
	Female	8.08%	0	0.00%	0	0
Asian	Male	7.22%	0	0.00%	0	0
	Female	5.23%	0	0.00%	0	0
Native Amer	Male	0.47%	0	0.00%	0	0
	Female	0.48%	0	0.00%	0	0
Filipino	Male	1.13%	0	0.00%	0	0
	Female	0.82%	0	0.00%	0	0
Other	Male	0.12%	0	0.00%	0	0
	Female	0.12%	0	0.00%	0	0
Subtotal	Male	49.68%	1	33.33%	1	0
	Female	50.32%	2	66.67%	2	(0)
Subtotal	Minority	46.63%	1	33.33%	1	0
Total			3		3	

24-Feb-94

Finance Department Total-Technical Category

		AA Parity goals Based On 1990 Census Data		Department Statistic Current Year		Recruitment Goals
		%	#	%	#	#
Caucasian	Male	25.54%	3	9.09%	1	2
	Female	27.83%	3	36.36%	4	(1)
Black	Male	7.03%	1	0.00%	0	1
	Female	7.76%	1	18.18%	2	(1)
Hispanic	Male	8.17%	1	9.09%	1	(0)
	Female	8.08%	1	9.09%	1	(0)
Asian	Male	7.22%	1	0.00%	0	1
	Female	5.23%	1	9.09%	1	(0)
Native Amer	Male	0.47%	0	0.00%	0	0
	Female	0.48%	0	0.00%	0	0
Filipino	Male	1.13%	0	0.00%	0	0
	Female	0.82%	0	9.09%	1	(1)
Other	Male	0.12%	0	0.00%	0	0
	Female	0.12%	0	0.00%	0	0
Subtotal	Male	49.68%	5	18.18%	2	3
	Female	50.32%	6	81.82%	9	(3)
Subtotal	Minority	46.63%	5	54.55%	6	(1)
Total			11		11	

24-Feb-94

Finance Department Total-Clerical Category

		AA Parity goals Based On 1990 Census Data		Department Statistic Current Year		Recruitment Goals
		%	#	%	#	#
Caucasian	Male	25.54%	9	8.33%	3	6
	Female	27.83%	10	52.78%	19	(9)
Black	Male	7.03%	3	2.78%	1	2
	Female	7.76%	3	19.44%	7	(4)
Hispanic	Male	8.17%	3	2.78%	1	2
	Female	8.08%	3	8.33%	3	(0)
Asian	Male	7.22%	3	0.00%	0	3
	Female	5.23%	2	5.56%	2	(0)
Native Amer	Male	0.47%	0	0.00%	0	0
	Female	0.48%	0	0.00%	0	0
Filipino	Male	1.13%	0	0.00%	0	0
	Female	0.82%	0	0.00%	0	0
Other	Male	0.12%	0	0.00%	0	0
	Female	0.12%	0	0.00%	0	0
Subtotal	Male	49.68%	18	13.89%	5	13
	Female	50.32%	18	86.11%	31	(13)
Subtotal	Minority	46.63%	17	38.89%	14	3
Total			36		36	

24-Feb-94

Finance Department Total-Exempt Category

		AA Parity goals Based On 1990 Census Data		Department Statistic Current Year		Recruitment Goals
		%	#	%	#	#
Caucasian	Male	25.54%	2	25.00%	2	0
	Female	27.83%	2	25.00%	2	0
Black	Male	7.03%	1	0.00%	0	1
	Female	7.76%	1	0.00%	0	1
Hispanic	Male	8.17%	1	0.00%	0	1
	Female	8.08%	1	25.00%	2	(1)
Asian	Male	7.22%	1	12.50%	1	(0)
	Female	5.23%	0	12.50%	1	(1)
Native Amer	Male	0.47%	0	0.00%	0	0
	Female	0.48%	0	0.00%	0	0
Filipino	Male	1.13%	0	0.00%	0	0
	Female	0.82%	0	0.00%	0	0
Other	Male	0.12%	0	0.00%	0	0
	Female	0.12%	0	0.00%	0	0
Subtotal	Male	49.68%	4	37.50%	3	1
	Female	50.32%	4	62.50%	5	(1)
Subtotal	Minority	46.63%	4	50.00%	4	(0)
Total			8		8	

INFORMATION & COMMUNICATION SERVICES

EMPLOYMENT GOALS :

Overall:

Hispanic and Filipino females are at parity. Overall minorities and females are underutilized.

By Occupation:

Hispanic males are at parity in three categories, Black and Asian males in one. Hispanic females have achieved parity in three categories, White and Filipino females in two.

EMPLOYMENT ACTIVITY :

The hire and promotion rate for minorities and females was acceptable.

SPECIAL EFFORTS :

Department has initiated a strategy of converting full-time positions into student trainee slots.

RECOMMENDATIONS :

Implement a career development program. Ensure that all employees involved in hiring attend the selection interview training course. Participate in career fair and outreach efforts to identify potential candidates.

COMMENDATIONS :

DEPARTMENT GOAL STATUS

INFORMATION & COMPUTER SERVICES

	MALES	FEMALES
WHITE	N/A	U
BLACK	U	U
HISPANIC	/	P
ASIAN	U	U
NAT. AMER.	/	/
FILIPINO	/	P
	MINORITY	FEMALE
OVERALL GOAL	U	U

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	/	N/A	N/A	/	N/A	/	/	P	/
HISPANIC	P	N/A	N/A	U	N/A	/	/	P	P
ASIAN	/	N/A	N/A	P	N/A	/	/	/	/
NAT. AMER	/	N/A	N/A	/	N/A	/	/	/	/
FILIPINO	/	N/A	N/A	/	N/A	/	/	/	/

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	U	N/A	N/A	U	N/A	/	U	P	P
BLACK	/	N/A	N/A	U	N/A	/	/	/	/
HISPANIC	/	N/A	N/A	P	N/A	P	/	P	/
ASIAN	/	N/A	N/A	P	N/A	/	/	/	/
NAT. AMER	/	N/A	N/A	/	N/A	/	/	/	/
FILIPINO	P	N/A	N/A	/	N/A	/	/	P	/

U = Underutilization
P = Parity
/ = Underutilized But Not Significant
N/A = Not Applicable

CITY OF SACRAMENTO
AFFIRMATIVEACTION PLAN
ANNUAL DEPARTMENT REVIEW

Submitting Department: Information/Communication Services

Review for Year: 1993

Return to AA Office by: February 25, 1994

Dates To Be Reviewed By:

City Manager: _____

P & PE Committee: _____

AA PARITY GOALS BASED ON 1990 CENSUS DATA:			DEPARTMENT'S STATISTICS FOR CURRENT YEAR:		
Caucasian	Male	25.54%	Caucasian	Male	48.97
	Female	27.83%		Female	18.36
Black	Male	7.03%	Black	Male	4.08
	Female	7.76%		Female	0
Hispanic	Male	8.17.%	Hispanic	Male	6.12
	Female	8.08%		Female	12.24
Asian	Male	7.22%	Asian	Male	4.08
	Female	5.23%		Female	2.04
Native American	Male	0.47%	Native American	Male	0
	Female	0.48%		Female	0
Filipino	Male	1.13%	Filipino	Male	0
	Female	0.82%		Female	4.08
Other	Male	0.12%	Other	Male	0
	Female	0.12%		Female	0

2/2/94

ANNUAL DEPARTMENT REVIEW
COMPARATIVE UTILIZATION ANALYSIS

Year 7/93

		WHITE		BLACK		HISP		ASIAN		NT.AM.		FILL		DISA
		M	F	M	F	M	F	M	F	M	F	M	F	
SUP.	#	3				1							1	
	%	60				20							20	
POLICE	#													
	%													
FIRE	#													
	%													
PROF.	#	9	4	1			1	2	1					1
	%	47	21	5			5	11	5					5
SK. CRAFT	#													
	%													
SER. MAINT.	#						1							
	%						100							
TECH.	#	9	2											
	%	82	18											
CLERK	#		2	1		1	3						1	
	%		25	13		13	38						13	
EXEMPT	#	3	2			1								
	%	50	33			17								

Year 12/93

		WHITE		BLACK		HISP		ASIAN		NT.AM.		FILL		DISA
		M	F	M	F	M	F	M	F	M	F	M	F	
SUP.	#	3				1							1	
	%	60				20							20	
POLICE	#													
	%													
FIRE	#													
	%													
PROF.	#	8	3	1			2	2	1					1
	%	44	17	5.5			11	11	5.5					5.5
SK. CRAFT	#													
	%													
SER. MAINT.	#						1							
	%						100							
TECH.	#	9	2											
	%	82	18											
CLERK	#		2	1		1	3						1	
	%		25	13		13	38						13	
EXEMPT	#	3	2			1								
	%	50	33			17								

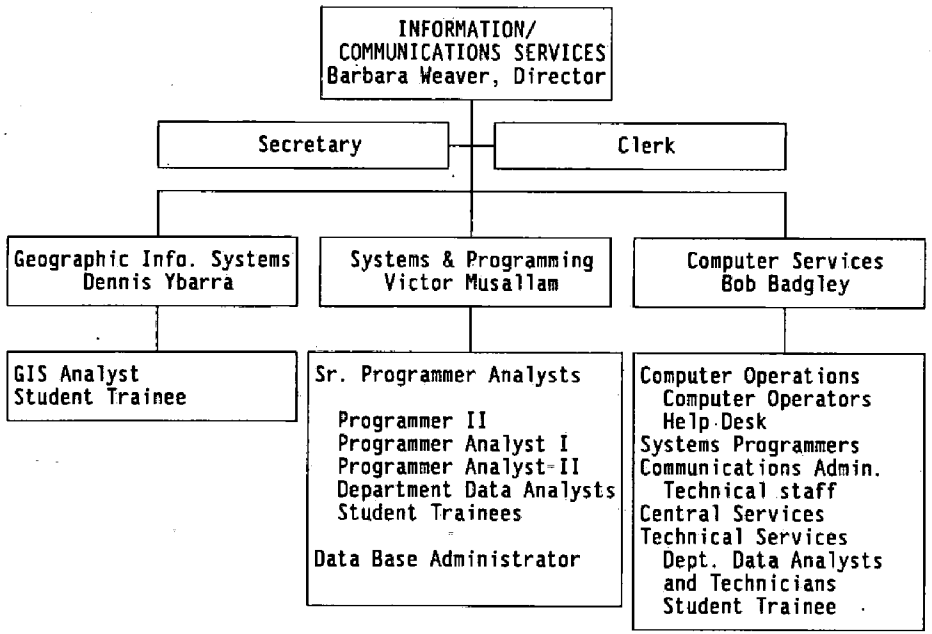
ANNUAL DEPARTMENT REVIEW

Review of Previous Year's Action Plan

Department: Information/Communication Services

Prepared By: Barbara Weaver

INFORMATION/COMMUNICATIONS SERVICES



ANNUAL DEPARTMENT REVIEW
ASSESSMENT OF DEPARTMENT AFFIRMATIVEACTION EFFORTS

YES	NO	RECRUITMENT
_X_	___	Have you had any employment activity in your department? If so, complete all of the following sections, if no activity do not complete the Recruitment and Selection sections.
_X_	___	1. Recruited applicants from high school? Community colleges? Universities? Specialized schools?
_X_	___	2. Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?
_X_	___	3. Established programs for recruiting minorities, women and disabled persons?
_X_	___	4. Monitored results of recruitment efforts to ensure that all sources are effectively reached?
_X_	___	5. Participated in career/job fair or other outreach efforts?

SELECTION AND APPOINTMENT

_X_	___	1. Do hiring panels include minorities, female and disabled persons?
___	_X_	2. Have all supervisors responsible for hiring undergone selection interview training?
_X_	___	3. Are all reachable candidates interviewed before a hiring decision is made?
_X_	___	4. Is the hiring authority required to report the reason why candidates were not hired?
_X_	___	5. Is the affirmative action implication of appointments considered?

PERSONNEL ACTIVITY

_X_	___	1. Are training programs publicized to all employees?
_X_	___	2. Are training opportunities made available equally?

YES	NO	PERSONNEL ACTIVITY(Continued)
_X_	___	3. Does this department make use of Career Development Trainee (CDT)) or other programs to provide a means for women, minority or disabled persons to gain entry into the workforce?
_X_	___	4. Are promotional opportunities equally made available to all employees?
_X_	___	5. Are training opportunities for promotions available to all employees?
___	_X_	6. Do you have a comprehensive career development plan?
_X_	___	7. Is information on career development provided to all employees?
_X_	___	8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals?
_X_	___	9. Are you aware of bridging classes available for use in your department?
_X_	___	10. Have you identified areas where bridging classes can be developed?

SPECIAL EMPHASIS

___ _X_ 1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s).
ANY OF THIS DEPARTMENT'S POSITIONS COULD BE PERFORMED BY A DISABLED PERSON DEPENDING UPON THE JOB RESTRICTIONS AND REQUIREMENTS.

_X_ ___ 2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts.
HAVE REVIEWED SOFTWARE AND HARDWARE FOR VISION AND HEARING IMPAIRED AS WELL AS VOICE RECOGNITION. HAVE INSTALLED SPECIAL PHONE AMPLIFICATION FOR AN EMPLOYEE WHO WAS HEARING IMPAIRED.

_X__ ___ 3. Has this department participated in an intern or mentor program?

BEFORE ALLOF THE BUDGET REDUCTIONS THIS DEPARTMENT PARTICIPATEDIN THE MEP PROGRAM TO ALLOW A MINORITY ENGINEERING STUDENT TO GAIN PRACTICAL WORK EXPERIENCE , EARN A SALARY AND THE POTENTIAL OF FULL TIME EMPLOYMENT AFTER GRADUATION. THIS DEPARTMENT ALSO PARTICIPATES ANNUALLYIN THE SETA PROGRAM SO AS TO EXPOSE YOUTH TO COMPUTER OPERATIONS AND OTHER POTENTIAL CAREER PATHS IN COMPUTERS.

DUE TO THE CONTINUING PROBLEM OF RECEIVING ONLY A SMALL NUMBER OF QUALIFIED MINORITIES' AND WOMEN'S APPLICATIONS FOR PROFESSIONAL POSITIONS, WE HAVE TAKEN ONE AUTHORIZED VACANT POSITION IN THE DEPARTMENT AND PLAN TO FILL IT WITH TWO PART TIME MINORITY STUDENTS. BY DOING THIS WE CAN GROW OUR OWN PROFESSIONAL STAFF FOR THE PROGRAMMING RANKS AND ACCOMPLISH AFFIRMATIVE ACTION IMPROVEMENTS. WE ARE CURRENTLY DOING OUTREACH TO FILL THOSE POSITIONS. THROUGH PRIOR OUTREACH EFFORTS WE HAVE BEEN ABLE TO FILL A VACANT DEPARTMENTAL DATA ANALYST POSITION WITH AN AFRICAN AMERICAN MALE WHILE DEVELOPING A NEW LIST. THIS LIMITED TERM EMPLOYEE WILL BE ABLE TO COMPETE FOR THE POSITION AND BECOME A FULL TIME EMPLOYEE.

IN ADDITION TO THE EFFORTS IN CORRECTING THE LACK OF PARITY IN THE PROFESSIONAL RANKS, THE TECHNICAL CATEGORY IS ALSO RECEIVING ATTENTION. WHILE THIS CATEGORY CONSISTS OF 82% WHITE MALES, WE HOPE TO BE ABLE TO IMPROVE THE STATISTICS BY SEVERAL ACTIONS.

- OVERALL STRATEGY TO CREATE MORE ENTRY-LEVEL, TECHNICAL POSITIONS

- WE RECENTLY TOOK AN VACANT SUPERVISORY POSITION AND DOWNGRADED IT TO A DEPARTMENT DATA TECHNICIAN SO THAT WE CAN SEEK A QUALIFIED MINORITY FROM THE LIST BEING DEVELOPED NOW TO FILL THAT POSITION

- WE HAVE FILLED ONE TECHNICIAN POSITION DURING FEBRUARY 1994 WITH A NATIVE AMERICAN AS A STUDENT TRAINEE--AGAIN WITH THE INTENTION OF GROWING OUR OWN TECHNICAL STAFF

- WE ANTICIPATE HIRING ANOTHER MINORITY OR FEMALE IN AN ELECTRONIC MAINTENANCE POSITION TRAINEE TO FILL AN ANTICIPATED VACANCY IN APRIL 1994

- WE ALSO HAVE UTILIZED MINORITY STUDENTS IN THE CITY'S GEOGRAPHIC INFORMATION SYSTEM EFFORTS, THE MOST RECENT OF WHICH IS A PART-

TIME EMPLOYEE AND EVEN THOUGH HE MAY NOT STAY WITH THIS DEPARTMENT WOULD CONSIDER REMAININGIN THE CITY'S EMPLOYMENT UPON GRADUATION

SEVERAL YEARS AGO, AN EFFORT WAS MADE TO ENHANCE THE BRIDGE CLASSIFICATIONS FROM ENTRY LEVEL TECHNICAL THROUGH PROFESSIONAL, WHICH ULTIMATELY WOULD CREATE MORE OPPORTUNITIES FOR CAREER ADVANCEMENT. AT THE TIME THE IDEA WAS NOT WELL RECEIVED BY SOME EMPLOYEES, BUT MOST LIKELYWE WILLBRING THE CONCEPT FORWARD AGAIN

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1

DEPARTMENT: INFO/COMMUNICATION SERVICES

REPORT PERIOD: FROM ___1/93_____ **TO** __12/93_____

1. Total New Employees Hired (does not include promotions of existing employees);

_____	Supervisory
_____	Police
_____	Fire
_____	Professional
_____	Skilled Craft
_____	Service Maintenance
_____	Technicians
___1___	Clerical
_____	Exempt

Of the **new** employees hired, the following shows the number of instances where **minorities** were reachable and hired.

	Minority Was Reachable	**Minority Was Hired**	
		#	%
Supervisory			
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical	1	1	100
Exempt			

Of the **new** employees hired, the following shows the number of instances where a **female** was reachable and hired.

	Female Was Reachable	**Female Was Hired**	
		#	%
Supervisory			
Police			
Fire			
Professional			
Skilled Craft			
Service Maintenance			
Technicians			
Clerical	1	1	100
Exempt			

Annual Department Review - Worksheet #2

2. Total Number of Employees Promoted:

(This includes positions reallocated through flexible staffing under CivilService Rule 3.5(c)(4).

_____	Supervisory
_____	Police
_____	Fire
___6___	Professional
_____	Skilled Craft
_____	Service Maintenance
___1___	Technicians
_____	Clerical
_____	Exempt

Of the employees **promoted** the following shows the number of instances where **minorities** were reachable and promoted.

	Minority Was Reachable	**Minority Was Promoted**	
		#	%
Supervisory			
Police			
Fire			
Professional	4	3	75
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Of the employees **promoted** , the following shows the number of instances where a **female** was reachable and promoted.

	Female Was Reachable	**Female Was Promoted**	
		#	%
Supervisory			
Police			
Fire			
Professional	3	3	100
Skilled Craft			
Service Maintenance			
Technicians			
Clerical			
Exempt			

Annual Department Review - Worksheet #3

3. Annual Vacancy Factor By Category:

	Total Positions	Vacancies Asked To Be Filled
Supervisory	5	1
Police		
Fire		
Professional	20	3
Skilled Craft		
Service Maintenance	1	
Technicians	12	
Clerical	8	1
Exempt	6	

The average annual vacancy factor is computed as follows:

$$\frac{\text{vacancies filled per year}}{\text{total positions}} = \text{Annual Vacancy Factor}$$

$$\frac{5}{52} = 10\%$$

NOTE: If the % of new hires or promotions are below parity goals for an occupational category, please complete Worksheet #4 for New Hires or #5 for Promotions for that occupational category.

ANNUALDEPARTMENT REVIEW WORKSHEET #5- PROMOTIONS

DEPARTMENT: _____I/CS_____

OCCUPATIONALCATEGORY: TECHNICIAN_____

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
DEPARTMENT DATA TECHNICIAN	0	0	0	0	THE JOB SCOPE OF THIS PARTICULAR INDIVIDUALOVER TIME, AFTER TAKINGOVER THE RESPONSIBILITY FOR THE HELP DESK CHANGED. WAS REALLOCATED TO MORE APPROPRIATE JOB CLASS AFTER STUDY

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUALDEPARTMENT REVIEW WORKSHEET #5- PROMOTIONS

DEPARTMENT: I/CS

OCCUPATIONALCATEGORY: PROFESSIONAL

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
GIS ANALYST	1 (03)	1	1	1	MOST QUALIFIED
DEPT. DATAANALYST	1 (02)	1	1	1	MET THE CRITERIA FOR FLEXIBLE STAFFING FROM I TO A II
SR. PROGRAMMER ANALYST	1 (04)	0	0	0	AN INTERNAL CANDIDATEWAS PROMOTED IN LIEU OF AN OUTSIDE CANDIDATEBECAUSE HE WAS JUDGED TOBE THE MOST QUALIFIED
PROGRAMMER ANALYST	1 (04)	1	1	1	THE INDIVIDUALSMET THE CRITERIA FOR FLEXIBLE STAFFING FROM A PROGRAMMER II TO CURRENT POSITION

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

OCCUPATIONAL CATEGORY__SUPERVISORY - 1_____

DEPARTMENT: _I/CS_____

ANALYSIS: (Prepared by the Affirmative Action Office)

OCCUPATIONAL CATEGORY___Professional - 4___

DEPARTMENT: _____I/CS_____

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:	_____1_____	_____
Hispanic:	_____	_____
Native American:	_____	_____
Black:	_____	_____1_____
Filipino:	_____	_____
Total Minority:	_____2_____	Total Female: ____1_____

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

AGGRESSIVE RECRUITING IN THE TRAINEE RANKS WILL HAVE TO OCCUR OVER THE FOLLOWING YEARS TO BEGIN REACHING PARITY. THAT DOES NOT PRECLUDE CONTINUING THE OUTREACH TO DIRECTLY RECRUIT MINORITIES AND WOMEN INTO THIS CATEGORY, BUT, TO DATE, THE LATTER HAS NOT BEEN SUCCESSFUL. THROUGH GROWING OUR OWN EMPLOYEES WE CAN CREATE CAREER PATHS INTO PROFESSIONAL CLASSIFICATIONS.

TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year _____	2 Years __X__	3 or more Years _____
Female:	1 Year _____	2 Years _____	3 or more Years __X__

OCCUPATIONAL CATEGORY__TECHNICIAN_____

DEPARTMENT: _____**I/CS**_____

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:	_____	_____
Hispanic:	_____1_____	_____
Native American:	_____	_____
Black:	_____	_____
Filipino:	_____	_____
Total Minority:	_____1_____	Total Female: _____

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

THIS IS ONE OF THE CATEGORIES WHICH HAS THE FURTHEREST TO GO TO MEET PARITY AND HAS VERY LITTLE TURNOVER. WE HAVE CREATED TWO MORE TECHINCAL POSITIONS FROM OTHER EXISTING CLASSIFICATIONS. WE HAVE STARTED RECRUITING MORE MINORITY STUDENT TRAINEES TO ENABLE THEM TO WORK THEIR WAY INTO THE TECHNICAL RANKS AS THEY FINISH COLLEGE AND HAVE ACQUIRED THE NECESSARY JOB EXPERIENCE AT THE CITY.

TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year __X__	2 Years _____	3 or more Years ____
Female:	1 Year _____	2 Years _____	3 or more Years _____

OCCUPATIONAL CATEGORY__CLERICAL- 8_____

DEPARTMENT: _____**I/CS**_____

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:	_____	_____
Hispanic:	_____	_____
Native American:	_____	_____
Black:	_____	_____1_____
Filipino:	_____	_____
Total Minority:	_____1_____	Total Female: ____1_____

****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

IT IS ANTICIPATED THAT ALTHOUGH THERE WILL MOST LIKELY NOT BE ANY GROWTH IN POSITIONS IN THIS CATEGORY, VACANCIES DUE TO PROMOTIONS AND TRANSFERS WILL ALLOW THE DEPARTMENT TO ACHIEVE PROGRESS IN PARITY BY SELECTING A PERSON OF COLOR TO FILL AN EXPECTED VACANCY

TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year _____	2 Years _____	3 or more Years _____
Female:	1 Year __X___	2 Years _____	3 or more Years _____

OCCUPATIONAL CATEGORY____EXEMPT_____

DEPARTMENT: _____I/CS_____

ANALYSIS: (Prepared by the Affirmative Action Office)

Minority:	1 Year _____	2 Years _____	3 or more Years _____
Female:	1 Year _____	2 Years _____	3 or more Years _____

(revised 2/94)

CITY TREASURER

EMPLOYMENT GOALS :

Overall:

Only twelve employees in this department. White and Black females and Asian males are at parity. All other groups are underutilized. Overall females are at parity and minorities are underutilized.

By Occupation:

White females are at parity in three categories, Asian and Black females in one category. No significant underutilizations exist in the other categories.

EMPLOYMENT ACTIVITY :

Employment activity was at an acceptable level.

SPECIAL EFFORTS :

No indication of current efforts in this area.

RECOMMENDATIONS :

Initiate career development plan for employees. Develop a intern program for high school and college students. Increase participation in recruitment and career fairs. Complete review of position classification structure implement any recommendations that enhance career development.

COMMENDATIONS :

DEPARTMENT GOAL STATUS

CITY TREASURER

	MALES	FEMALES
WHITE	N/A	P
BLACK	/	P
HISPANIC	U	U
ASIAN	P	/
NAT. AMER.	/	/
FILIPINO	/	/
	MINORITY	FEMALE
OVERALL GOAL	U	P

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	N/A	N/A	N/A	/	N/A	N/A	N/A	/	/
HISPANIC	N/A	N/A	N/A	/	N/A	N/A	N/A	/	/
ASIAN	N/A	N/A	N/A	/	N/A	N/A	N/A	/	P
NAT. AMER	N/A	N/A	N/A	/	N/A	N/A	N/A	/	/
FILIPINO	N/A	N/A	N/A	/	N/A	N/A	N/A	/	/

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	N/A	N/A	N/A	P	N/A	N/A	N/A	P	P
BLACK	N/A	N/A	N/A	/	N/A	N/A	N/A	P	/
HISPANIC	N/A	N/A	N/A	/	N/A	N/A	N/A	/	/
ASIAN	N/A	N/A	N/A	/	N/A	N/A	N/A	/	/
NAT. AMER	N/A	N/A	N/A	/	N/A	N/A	N/A	/	/
FILIPINO	N/A	N/A	N/A	/	N/A	N/A	N/A	/	/

U = Underutilization
P = Parity
/ = Underutilized But Not Significant
N/A = Not Applicable

CITY OF SACRAMENTO
AFFIRMATIVE ACTION PLAN
ANNUAL DEPARTMENT REVIEW

REVISED 2/94

Submitting Department: Office of City Treasurer

Review for Year: 1993

Return to AA Office by: February 25, 1994

Dates To Be Reviewed By:

City Manager: _____

P & PE Committee: _____

AA PARITY GOALS BASED ON 1990 CENSUS DATA:			DEPARTMENT'S STATISTICS FOR CURRENT YEAR:		
Caucasian	Male	25.54%	Caucasian	Male	25.00
	Female	27.83%		Female	50.00
Black	Male	7.03%	Black	Male	0.00
	Female	7.76%		Female	8.33
Hispanic	Male	8.17.%	Hispanic	Male	0.00
	Female	8.08%		Female	0.00
Asian	Male	7.22%	Asian	Male	16.66
	Female	5.23%		Female	0.00
Native American	Male	0.47%	Native American	Male	0.00
	Female	0.48%		Female	0.00
Filipino	Male	1.13%	Filipino	Male	0.00
	Female	0.82%		Female	0.00
Other	Male	0.12%	Other	Male	0.00
	Female	0.12%		Female	0.00

ANNUAL DEPARTMENT REVIEW
COMPARATIVE UTILIZATION ANALYSIS

Year 1992 | Year 1993

		WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA	WHITE		BLACK		HISP		ASIAN		NT.AM.		FILI.		DISA
		M	F	M	F	M	F	M	F	M	F	M	F		M	F	M	F	M	F	M	F	M	F	M	F	
SUP.	#																										
	%																										
POLICE	#																										
	%																										
FIRE	#																										
	%																										
PROF.	#	1	2												1	1											
	%	33	66												50	50											
SK. CRAFT	#																										
	%																										
SER. MAINT.	#																										
	%																										
TECH.	#																										
	%																										
CLERK	#		3		1											3		1									
	%		75		25											75		25									
EXEMPT	#	3	1	1				1							2	2					2						
	%	50	16	16				16							33	33					33						

ANNUAL DEPARTMENT REVIEW

Review of Previous Year's Action Plan

Department: Office of City Treasurer

Prepared by: Thomas P. Friery

1. Please state whether previous year's recommendations (attached) of the Affirmative Action Advisory Committee were implemented. If so, explain when, how, etc., and, if not, why. Also indicate whether the intended results were achieved.

   N/A

2. Please advise how you monitor the hiring process.

   All Office of City Treasurer appointments are reviewed and approved in advance by City Treasurer.

3. Please attach a copy of your department's organization chart and career development plan.

   Attachment 1 - Organization Chart
   Attachment 2 - Career Development Plan

ANNUAL DEPARTMENT REVIEW

ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

YES	NO		RECRUITMENT
X			Have you had any employment activity in your department? If so, complete all of the following sections, if no activity do not complete the Recruitment and Selection sections.
	X	1.	Recruited applicants from high school? Community colleges? Universities? Specialized schools?
X		2.	Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?
X		3.	Established programs for recruiting minorities, women and disabled persons?
	X	4.	Monitored results of recruitment efforts to ensure that all sources are effectively reached?
	X	5.	Participated in career/job fair or other outreach efforts?

SELECTION AND APPOINTMENT

X		1.	Do oral panels include minorities, female and disabled persons?
X		2.	Are all reachable candidates interviewed before a hiring decision is made?
	X	3.	Is the hiring authority required to report the reason why candidates were not hired?
X		4.	Is the affirmative action implication of appointments considered?

PERSONNEL ACTIVITY

X		1.	Are training programs publicized to all employees?
X		2.	Are training opportunities made available equally?
	X	3.	Does this department make use of Career Development Trainee (CDT) or

YES	NO	PERSONNEL ACTIVITY (Continued)
		other programs to provide a means for women, minority or disabled persons to gain entry into the workforce.
X		4. Are promotional opportunities equally made available to all employees?
X		5. Are training opportunities for promotions available to all employees?
	X	6. Do you have a comprehensive upward mobility plan?
X		7. Is information on career development provided to all employees?
	X	8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals?
X		9. Have you identified areas where bridging classes can be developed? (Attachment 1)

SPECIAL EMPHASIS

	X	1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s). All positions with the Office of the City Treasurer require audio, visual and written communication ability. All other disabilities could readily be accommodated.
X		2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts. Physical office is accessible to the handicapped. Communication equipment does not permit use by persons with audio or visual handicaps.
X		3. Has this department participated in an intern or mentor program? A volunteer intern program existed from 1990 through 1992. The program is inactive at this time due to lack of interest. A paid intern program would be well received by students at CSUS and University of California, Davis. However, funds have not been budgeted due to City downsizing effort during the last 3 fiscal years.

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1

DEPARTMENT: Office of City Treasurer

REPORT PERIOD: FROM 1/1/93 **TO** 12/31/93

1. Total New Employees Hired (does not include promotions of existing employees);

_____	Supervisory
_____	Police
_____	Fire
_____	Professional
_____	Skilled Craft
_____	Service Maintenance
_____	Technicians
_____	Clercial
1	Exempt

Of the **new** employees hired, the following shows the number of instances where **minorities** were iin application pool and hired.

	Minority Was Reachable	**Minority Was Hired**	
		#	**%**
Supervisory	N/A	N/A	
Police	"	"	
Fire	"	"	
Professional	"	"	
Skilled Craft	"	"	
Service Maintenance	"	"	
Technicians	"	"	
Clerical	"	"	
Exempt	1	100%	

Of the **new** employees hired, the following shows the number of instances where a **female** was in application pool and hired.

	Female Was Reachable	**Female Was Hired**	
		#	**%**
Supervisory	N/A	N/A	
Police	"	"	
Fire	"	"	
Professional	"	"	
Skilled Craft	"	"	
Service Maintenance	"	"	
Technicians	"	"	
Clerical	"	"	
Exempt	2	N/A	

Annual Department Review - Worksheet #2

2. Total Number of Employees Promoted:

(This includes positions reallocated through flexible staffing under Civil Service Rule 3.5(c)(4).

_____	Supervisory
_____	Police
_____	Fire
_____	Professional
_____	Skilled Craft
_____	Service Maintenance
_____	Technicians
_____	Clerical
2	Exempt

Of the employees **promoted** the following shows the number of instances where **minorities** were in application pool and hired.

	Minority Was Reachable	**Minority Was Hired**	
		#	**%**
Supervisory	N/A	N/A	
Police	"	"	
Fire	"	"	
Professional	"	"	
Skilled Craft	"	"	
Service Maintenance	"	"	
Technicians	"	"	
Clerical	"	"	
Exempt	1	Ø	N/A

Of the employees **promoted**, the following shows the number of instances where a **female** was in application pool and hired.

	Female Was Reachable	**Female Was Hired**	
		#	**%**
Supervisory	N/A	N/A	
Police	"	"	
Fire	"	"	
Professional	"	"	
Skilled Craft	"	"	
Service Maintenance	"	"	
Technicians	"	"	
Clerical	"	"	
Exempt	4		50%

Annual Department Review - Worksheet #3

3. Annual Vacancy Factor By Category:

	Total Positions	Vacancies Asked To Be Filled
Supervisory	-0-	-0-
Police	-0-	-0-
Fire	-0-	-0-
Professional	-0-	-0-
Skilled Craft	-0-	-0-
Service Maintenance	-0-	-0-
Technicians	-0-	-0-
Clerical	4	-0-
Exempt	7	3

The average annual vacancy factor is computed as follows:

$$\frac{\text{vacancies filled per year}}{\text{total positions}} = \text{Annual Vacancy Factor}$$

$$\frac{3}{14} = 21.4\%$$

NOTE: If the % of new hires or promotions are below parity goals for an occupational category, please complete Worksheet #4 for New Hires or #5 for Promotions for that occupational category.

ANNUAL DEPARTMENT REVIEW WORKSHEET #4 - NEW HIRES

DEPARTMENT: Office of City Treasurer

OCCUPATIONAL CATEGORY: Exempt

Class	Instances Minority* Reachable	Instances Minority* Hired	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Investment Officer I/II	1 (04)	1 (04)	2 (01)	0 (01)	Minority male most qualified for equity investment officer position.

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #5 - PROMOTIONS

DEPARTMENT: Office of City Treasurer

OCCUPATIONAL CATEGORY: Exempt

Class	Instances Minority* Reachable	Instances Minority* Promoted	Instances Female Reachable	Instances Female Promoted	Reasons For Action or Waiver**
Investment Officer I/II	1 (04)	N/A	4 (01)	1 (01)	Minority male appointed to vacant Investment Officer I/II from outside organization. Female appointed most qualified for Investment Officer position.
Deputy City Treasurer Banking & Operations	1 (02) 1 (03)	N/A N/A	1 (01) 1 (03)	1 (01)	Minority male (02) waived. Female (01) appointed most qualified for Deputy City Treasurer/Banking & Operations. Note: Minority Female (03) appointed Deputy City Treasurer /Financing effective 1/3/94.

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

OCCUPATIONAL CATEGORY_____

DEPARTMENT: _____

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Additional number of persons required to meet parity (based on current number of positions).

	MALE	FEMALE
Asian:	_____	_____
Hispanic:	_____	_____
Native American:	_____	_____
Black:	_____	_____
Filipino:	_____	_____
Total Minority:	_____	Total Female: _____

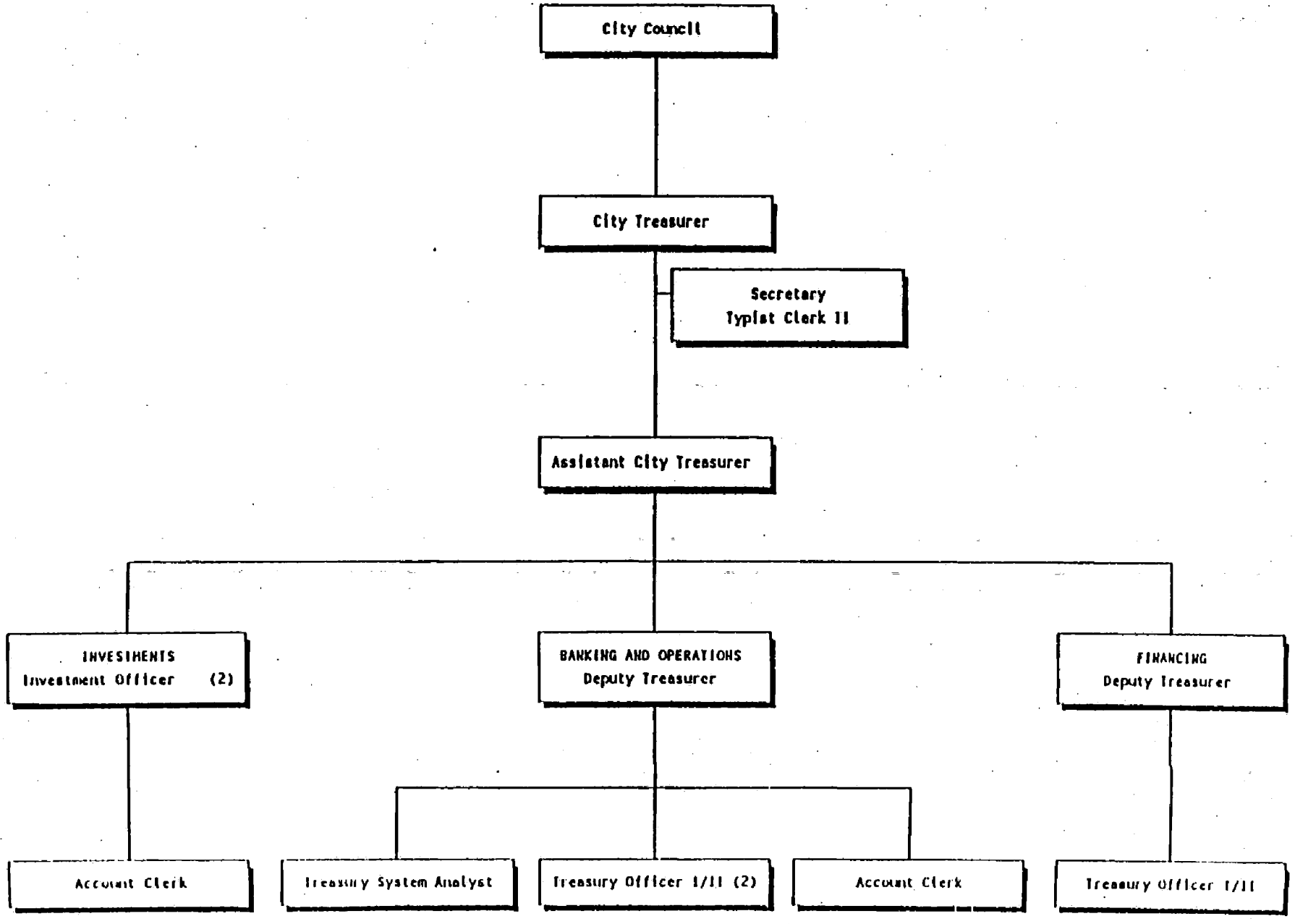
****

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

TIMETABLE: Check length of time in which above goal may be reasonably met.

Minority:	1 Year ____	2 Years ____	3 or more Years ____
Female:	1 Year ____	2 Years ____	3 or more Years ____

CITY OF SACRAMENTO
TREASURY
ORGANIZATIONAL CHART



ATTACHMENT 1

ATTACHMENT 2

OFFICE OF THE
CITY TREASURER

THOMAS P. FRIERY
TREASURER

CITY OF SACRAMENTO
CALIFORNIA

March 1, 1994

926 J STREET
SUITE 300
SACRAMENTO, CA
95814-2709

PH 916-264-5168
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CAREER DEVELOPMENT PLAN

The current position classification structure for the Office of the City Treasurer has nine different classifications. This structure hinders the ability of the Treasurer to attract at the entry level, retain and promote qualified women and minority employees.

Specifically, the current position classification structure:

- Does not lend itself to recruiting recent college graduates without experience to begin in the Operations area (Account Clerk I/II level) with an opportunity to promote to higher levels;
- Does not provide a career ladder;
- Does not reflect the responsibility of the assignments;
- Places City Treasury staff at a competitive disadvantage in competing with similarly classified employees on promotional examinations since treasury assignments are radically different than accounting assignments.

The banking and investment business is unique and highly specialized. Account clerks currently working in the office of the City Treasurer do not receive the training and experience of other account clerks in the City. Therefore they do not have the same opportunity to develop the skills necessary to pass promotional examinations for non-Treasury positions. In private industry, new employees begin their careers learning the basic accounting and reporting operations of the banking and investment business. This provides a solid background for promotion into the specialized skill positions such as investment manager, bank operations manager, etc. The current entry level positions in the Treasurer's office do not attract college graduates seeking a career in the banking and investment business. In fact, the position titles and limited opportunity to advance based on job performance discourage college graduates.

The Treasurer intends during the next six months to pursue a classification structure which will remove this barrier. The concept is to retitle and structure the positions to provide a three- to four-step ladder. Qualified persons would be appointed at the entry level and progress, based on performance and continuing education requirements, as opportunities become available. This proposal will also remove the competitive disadvantage for promotions for Treasury staff.

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