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CITY OF SACRAMENTO

DEPARTMENT OF PERSONNEL

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ADMINISTRATION
EMPLOYEE SERVICES DIVISION
PERSONNEL MANAGEMENT SERVICES
WORKERS' COMPENSATION DIVISION

June 6, 1985

Personnel and Public Employees Committee
of the City of Sacramento

Honorable Members in Session:

SUBJECT: Staff Report on the Proposal to Create an Affirmative
Action Advisory Committee

SUMMARY

The Personnel and Public Employees Committee is currently in the process of determining the feasibility of creating a formal Affirmative Action Advisory Committee for the City of Sacramento. The P & PE Committee has requested a staff report to them, addressing the following issues: 1) What role could an advisory committee have in the affirmative action employment process? 2) What would be a proposed structure for an advisory committee? 3) What would be the fiscal impact of creating an affirmative action advisory committee.

The following report is staff's response to the Committee's request for information.

ROLE OF AN AFFIRMATIVE ACTION ADVISORY COMMITTEE

In order to respond to the Personnel and Public Employees Committee's (P & PE Committee) request, staff disseminated a questionnaire to the Equal Employment Opportunity Officers in several jurisdictions throughout the state and across the country. It was felt that the EEO Officers in the six Sacramento survey cities and the members of the National Association of Public Sector EEO Officers could provide information which would be appropriate for any discussion on the subject of affirmative action advisory committees.

Only 23.08% of the EEO Officers who responded to the survey indicated that they use formal affirmative action advisory committees. Another 23.08% reported that their jurisdictions had previously utilized advisory committees but the committees disbanded because they were "not productive" or fell apart due to "internal dissension". The largest group, 46.15% have never used formal affirmative action advisory committees and many of those "cannot foresee a need" for an advisory committee.

For those agencies who utilize affirmative action advisory groups, one of the questions asked the EEO Officers to describe the role of their committees.

According to the responses the role of an advisory committee fall primarily into the following categories:

1. Be a resource to inform the community on the progress of the Affirmative Action Program.
2. Review and evaluate:
 - a. The development of affirmative action programs.
 - b. Proposed changes in affirmative action plans.
 - c. Policies relative to the implementation of affirmative action plans.
 - d. Reports relating to affirmative action (i.e. status reports).
 - e. Personnel practices that relate to the implementation of affirmative action plans.

Some jurisdictions have advisory committees which are involved in all of the above issues. Sacramento County's advisory committee for example, addresses most if not all of the above items in reference to their department affirmative action programs.

Staff contends that it would be unnecessary for a City affirmative action advisory committee to have an active role in each of the above areas. In some cases the use of an advisory committee would duplicate current activities which benefit the affirmative action program more than an advisory committee review would. A good example is the review of personnel practices. Under the current system, the P & PE Committee and the Civil Service Board are responsible for reviewing the affirmative action program and other employment related issues, taking into consideration any input from the public. To delegate that activity to an advisory committee would weaken the review process or result in duplicate sessions for public input.

Staff recommends that if an advisory committee is formed, the role of the committee should be restricted to advising the Personnel Department, on the following:

1. An advisory committee should be a resource available to the Personnel Department when soliciting input on proposed policy changes in regards to the affirmative action program.
2. An advisory committee should be used as a resource for increasing contacts in the community for recruitment and testing purposes.

PROPOSED STRUCTURE FOR AN ADVISORY COMMITTEE

According to the results of the survey, there are different approaches being used by jurisdictions in the formation of their advisory committees. One EEO Officer for a state agency responded that their advisory committee (which they refer to as an Equal Employment Opportunity Committee) is made up of members of management and representatives of state employee advocate groups. Another

EEO Officer for a City responded that his/her advisory committee consists of eleven (11) members. The composition of the advisory committee seats are: two Blacks, two Hispanics, one Asian, one other ethnic group (American Indian or Filipino), two female, one handicapped, one Director of Personnel and one City employee organization. (Note: The Community seats are organization seats rather than individual seats.)

Sacramento County uses a similar approach. They have a 15-member advisory committee appointed by the Board of Supervisors. Four members represent department heads, four members are union representatives and seven are public members.

In staff's opinion, the best structure for an advisory committee is one which is based on the goals of the affirmative action plan. For the City of Sacramento, it would mean that there be an almost equal representation of minorities and females with a good cross section of ethnicities. In addition, it is important to have the membership be actual representatives of recognized and respected community organizations rather than general members of the public. In this way, a broader constituency would have input into the process.

In addition to the above, staff recognizes the need for having an advisory committee appointment process provide for the immediate filling of vacancies. In this regard, appointments should be made by the users (staff) with reports back to the Council regarding the membership.

Staff therefore recommends that in the event the Council adopts the advisory committee concept, the membership should be appointed by the City Manager and meet the following composition: two Blacks, two Hispanics, one Asian, Filipino or American Indian, and six representatives from women organizations. The meetings would be held on an as needed basis, with a minimum of quarterly meetings.

FISCAL IMPACT OF AN ADVISORY GROUP

None of the respondents to the questionnaire indicated that the startup of their advisory committee had a fiscal impact, although all those who have advisory groups stated that the committee is given staff support. Presumably, those agencies had sufficient staff to pick up the additional duties.

If an advisory committee is created using the staff recommendations on role and structure as indicated above, it is not anticipated that there will be any additional costs to the City and that the staff support could be assumed by the current staff. In the event the Council adopts a larger role for an advisory committee, it is anticipated that there will be some additional costs.

According to a Sacramento County official, their advisory committee "takes a lot of staff time". They projected that it requires the equivalent of .5 FTE of clerical/professional staff to prepare minutes, provide research and other duties for the committee. The development of a "Sacramento County model" advisory committee would tax the smaller City affirmative action staff. It would be difficult at best for the City affirmative action officer who has no staff, to continue to monitor the affirmative action program, conduct investigations, prepare reports, develop new programs, recruit target group members, and conduct other activities while providing staff support to an

advisory group on a monthly basis. If the Sacramento County model is adopted, than it is projected that the following staff would need to be added to the affirmative action program staff:

.25	FTE Personnel Technician	\$6,814
.25	FTE Typist Clerk I/II	<u>5,182</u>
TOTAL		\$11,996

RECOMMENDATION

Staff still contends that the City of Sacramento does not need an affirmative action advisory group at this time. However, if the Council is supportive of the concept, than staff recommends:

1. That an advisory committee be appointed by the City Manager and be under the direction and guidance of the Personnel Department.
2. That an advisory committee be used only to assist the Personnel Director and the Affirmative Action Officer on reviewing proposed affirmative action policy changes and in helping to identify community resources for recruitment and testing activities.



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APPROVED:



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