EQUAL EMPLOYMENT OPPORTUNITY PLAN 2013
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Part I.

DEFINITIONS

**Adverse Impact:** a statistical measure that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, disability, or other protected class status.

**Diversity** — the condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse population recognizes and appreciates the benefits derived from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics.

**Equal Employment Opportunity** — means that all qualified individual have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment within the City. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to all genders, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination.

**Equal Employment Opportunity Plan (EEOP)** - a written document in which an organization’s workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

**Ethnic Group Identification** — an individual's identification in one or more of the ethnic groups reported to the City.
Section 1
Description

The City of Stockton is a California municipal corporation located in the County of San Joaquin. Founded in June of 1849, the City of Stockton was incorporated in 1850. As of July 31, 2013, the City of Stockton employs 1,305 full-time employees and 395 part-time employees in thirteen operating departments, and provides services to the public in financial administration, streets and highways, police protection, fire protection, parks and recreation, housing, community development, utilities and transportation, sanitation and sewage, and library services.

Stockton is currently the 13th largest city in California with a dynamic, multi-ethnic and multicultural population of over 291,000.

Section 2
Purpose of the Equal Employment Opportunity Plan

Equal employment opportunity is the City of Stockton’s goal that all personnel activities will be conducted in a manner to ensure fair and equitable treatment of all persons who participate in, or seek entrance to, the City’s workforce, and that artificial, non-job related barriers to public employment are eliminated. Equal Employment in the City of Stockton is a planned, on-going management program to accomplish the concept of equal employment.

The City values the ethnic and cultural diversity of our community, and recognizes the importance of reflecting that diversity in our workforce as critical to providing the best possible service to the community we serve.

Equal Employment goals respect and value differences (e.g., race, age, disability, economic status, etc.) and individual rights (e.g., privacy, religious faith, political affiliation, sexual orientation, etc.) in the work place. The City of Stockton is respectful of our citizens’ differences, both in the work place and in the community.

This EEO has been designed to promote equal employment opportunities to all genders, members of minority groups, covered veterans, and persons with disabilities into all levels and segments of the City’s workforce, and specifically seeking gender and ethnic diversity in proportion to their representation in the qualified relevant labor market. Consequently, this EEO is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people.

The important concepts of this EEO are:

1. Where we stand now,
2. Where we must go, and
3. How best to get there.

Together these three concepts are the Equal Employment Plan.
SECTION 3
EQUAL EMPLOYMENT POLICY

It is the policy of the City of Stockton that all recruitment, hiring, placements, transfers, promotions, and all other personnel actions by the City of Stockton, such as compensation, benefits, layoffs, returns from layoff, terminations, training, and social and recreational programs, shall be administered regardless of: ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language citizenship status, gender identification, parental status, marital status, economic status, veterans status, or medical condition. No person shall be subject to discrimination on the basis of these characteristics or perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The opportunity for equal employment is the law of the land and the public policy of the City of Stockton. All persons are afforded equal access to positions of public service in the City of Stockton.

It is the continuing policy of the City of Stockton to recruit and retain the best qualified individuals; and the City will make every effort to ensure that its work force is representative of the population from which it is obtained.

This EEOP has been adopted in good faith, in conformance with, and in reliance upon the Equal Employment Opportunity Commission’s guidelines, and the City of Stockton relies upon the interpretations and guidance afforded by such guidelines.

Dated: __________, 2013

City of Stockton
(a municipal corporation)

By: ______________________
Its: City Manager
As part of its efforts to ensure equal employment opportunity to all individuals, the City of Stockton has designated specific responsibilities to various staff to ensure the EEOP focuses on all components of the employment system. To that end, the City Manager, Deputy City Manager(s), Director of Human Resources, and those employed as supervisors and managers have undertaken the responsibilities described below.

**The City Manager**

The primary responsibility and accountability for implementing this EEOP rests with the City Manager. The City Manager is responsible, through the Deputy City Manager(s) and Director of Human Resources, for adherence to the City of Stockton’s policy of equal employment opportunity.

**The Director of Human Resources**

The Director of Human Resources, as the designated EEO Officer, is responsible for overall supervision of the EEOP. The Director of Human Resources ensures that department managers and supervisors are adhering to all relevant policies and procedures. Successful implementation of this program is a critical work performance goal.

**Managers and Supervisors**

In their direct day-to-day contact with employees, managers and supervisors have assumed certain responsibilities to help the City ensure compliance with equal employment opportunity programs and effective implementation of the EEOP.

**Civil Service Commission/Equal Employment Commission**

The Civil Service Commission/Equal Employment Commission strives to ensure equal employment opportunities are offered to all City employees and applicants for classified employment on the basis of merit, and to prohibit discrimination in every phase of the personnel policy and practice in employment, development, advancement and/or treatment of its employees.
Part III.

EQUAL EMPLOYMENT LAW

Equal Employment Opportunity is referred to as “The Law” wherein every individual has equal rights and access to employment opportunity. In addition, the City is subject to federal laws that mandate equal employment opportunity programs. The City’s position on equal employment opportunity is supported by federal and state laws and regulations, which provide the legal basis for equal employment opportunity. These include, but are not limited to the following:

- **Title VII of the Civil Rights Act of 1964 (Title VII)** - This law makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants' and employees' sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the employer's business.

- **The Pregnancy Discrimination Act**—This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

- **The Equal Pay Act of 1963 (EPA)** - This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

- **The Age Discrimination in Employment Act of 1967 (ADEA)** - This law protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

- **Title I of the Americans with Disabilities Act of 1990 (ADA)** - This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

- **Sections 102 and 103 of the Civil Rights Act of 1991**—Among other things, this law amends Title VII and the ADA to permit jury trials and compensatory and punitive damage awards in intentional discrimination cases.

- **Sections 501 and 505 of the Rehabilitation Act of 1973**—This law makes it illegal to discriminate against a qualified person with a disability in the federal government. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

- **The Genetic Information Nondiscrimination Act of 2008 (GINA), effective - November 21, 2009**—This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual’s family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

- **Proposition 209**—The California Civil Rights Initiative (upon approval in November 1996), amended the state constitution to prohibit state government institutions from discriminating against, or granting preferential treatment to any individual or group on the basis of race, color, national origin, sex, or ethnicity, specifically in the areas of public employment, public contracting or public education.

- **California Government Code 12940 Subdivision (j) (1)** - Protects employees from harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.
Part IV.

EQUAL EMPLOYMENT POLICIES

SECTION 1

HIRING AND RETENTION

Human Resources Directive (HR-12) - EQUAL OPPORTUNITY

It is the purpose of the City of Stockton to provide for equal consideration and treatment of all City of Stockton employees and applicants for employment, and establish policies and goals for promoting equal opportunity in its work force.

It is the continuing policy of the City of Stockton to recruit and retain the best qualified individuals without regard to race, color, creed, national origin, age, gender, sexual orientation, disability, or status as a disabled veteran. The City will make every effort to ensure that its work force is representative of the population from which it is obtained. The City of Stockton Equal Employment Commission shall be responsible for monitoring the implementation of this equal opportunity policy concerning employment practices. The Director of Human Resources is designated the Equal Employment Officer and shall administer this policy.

SECTION 2

DISABILITY

Human Resources Directive (HR-36) - DISABILITY DISCRIMINATION POLICY AND COMPLAINT

This directive prohibits any discrimination in employment against a qualified individual with a disability.

Discrimination against an applicant or an employee on the basis of disability who is a qualified individual with a disability, by a supervisor, management employee, or co-worker is not condoned and will not be tolerated. This policy applies to the job application process and to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training.

SECTION 3

WHISTLE BLOWING

Human Resources Directive (HR-44) - WHISTLE BLOWER PROTECTION POLICY

This directive defines and affirms the protection an employee from being disciplined, discharged, or subjected to threats thereof, or otherwise discriminated against in retaliation for bringing forth, in good faith, charges of unlawful conduct or conduct in violation of any City policy, directive, ordinance, or Charter provision by any officer or employee of the City of Stockton.

There shall be no retaliatory discipline, discharge, or threats thereof in violation of this policy by the City of Stockton or any of its officers or employees against any employee who makes a good-faith report of reasonable charges of unlawful conduct by any officer or employee of the City of Stockton, even if an investigation shows that no violation occurred.
SECTION 4
HARASSMENT

Human Resources Directive (HR-15) - DISCRIMINATION AND HARASSMENT POLICY

It is the purpose of the City of Stockton to demonstrate respect for all individuals by strictly prohibiting harassment, including sexual harassment, and discrimination in the workplace.

The City of Stockton prohibits harassment and discrimination in employment on the bases of race, religion, color, national origin, ancestry, disability, marital status, pregnancy, medical condition, gender, sexual orientation, political affiliation, age, or any other category or attribute as consistent with state or federal law. The prohibition applies to all officers, employees, volunteers, agents, or contractors of the City.

SECTION 5
LACTATION ACCOMMODATION

Human Resources Directive (HR-54) - LACTATION POLICY:

The City provides this policy and procedure for the City of Stockton to comply with Labor Code sections 1030 et seq., and to assist women in achieving the American Academy of Pediatrics recommendation that women breastfeed until children are at least one year of age.

It shall be the policy of the City of Stockton to promote optimum growth and development of infants by accommodating mothers who choose to continue breastfeeding after returning to work and to protect an employee’s right to breastfeed in public.

SECTION 6
MILITARY STATUS

Human Resources Directive (HR-53) - MILITARY LEAVE

The City acknowledges and allows all eligible employees military leave consistent with the provisions of federal and state laws.

In accordance with section 395.01 of the California Military and Veterans Code and the “Military Leave” sections of the Memoranda of Understanding between the City and its various bargaining units, employees who have completed at least one year of service with the City are entitled to receive up to 30 calendar days of paid military leave in a calendar year. Such paid leave shall not include leave taken for inactive duty, such as scheduled reserve drill periods.

SECTION 7
ADA ACCOMMODATION

Human Resources Directive (HR-35) - DISABILITY ACCOMMODATION

This policy provides a reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee, including enabling disabled employees to perform the essential function of the job and enabling disabled employees to enjoy employment benefits and privileges equal to those of other non-disabled employees.

Making reasonable accommodation is an individualized process through which the City and the disabled applicant or employee discuss and arrange for the necessary (and reasonable) changes that would permit an employee to perform the essential duties of their job.
SECTION 8
TRAINING

Human Resources Directive (HR-29) - CITYWIDE TRAINING AND DEVELOPMENT

It is the City’s policy to make available to all its employees a program of continuous training and career development. It is the responsibility of department heads, managers/supervisors, and the Human Resources Department to provide City employees an opportunity to broaden their experiences and enhance their job skills.

It is the policy of the City to make available to all its employees a program of continuous training and career development in a manner free from discrimination.

SECTION 9
SICK LEAVE

Human Resources Directive (HR-20) - SICK LEAVE

This policy provides sick leave to employees for illness or injury; medical, dental, or optical care; or exposure to contagious disease, which incapacitates an employee from performing normal work duties, and for preventative health care services. This includes disabilities caused by or attributed to pregnancy, miscarriage, abortion, childbirth and recovery therefrom.

It is the further policy of the City of Stockton, consistent with negotiated Memoranda of Understanding, to provide family sick leave to employees in the case of illness or injury in the immediate family for the time reasonably necessary to make other health care arrangements. Such leave is restricted to immediate family members referenced in applicable Memoranda of Understanding.

Downtown Marina
Part V.

MONITORING EQUAL EMPLOYMENT

SECTION 1

THE EQUAL EMPLOYMENT COMMISSION

The City Council, through its adoption of Resolution 97-0393, authorized the Civil Service Commission to act as the Equal Employment Commission and to monitor the implementation of the Equal Employment Opportunity Plan as it relates to the City’s employment practices. The City’s Equal Employment Plan is updated to reflect current population demographics or trends or new laws and regulations.

The Equal Employment Commission does not possess any legislative authority and has no independent power to act. It does, however, possess oversight of the City’s progress in equal employment. The Commission identifies and recommends positive steps that can be taken by the Civil Service Commission to contribute toward greater opportunities for underrepresented groups.

Although this Commission has limited authority to enact policy, it can monitor and make recommendations regarding:

- Federal, state, and local laws that relate to equal opportunity in the City’s work force;
- The equal consideration and treatment by operating department of all employees and applicants for City employment;
- The promotion of equal employment opportunities by operating departments through the use of the City’s Equal Employment Plan;
- Recruitment, hiring, placements, transfers, promotions and all other personnel actions as they relate to the fair and equal treatment of all employees and applicants;
- Review the City’s Equal Employment Plan, recommend revisions or additions, and formulate methods for monitoring its implementation; and
- Provide annual reports to the City Council on the Commission’s activities.

Each department head, manager, and supervisor is held accountable for achieving equal opportunity for employees within their individual work groups. The City of Stockton encourages its employees and all applicants for employment who believe that an act of discrimination, or any violation of the equal employment policy, has occurred to contact the Director of Human Resources in his/her official capacity as the Equal Employment Officer for the City of Stockton.

Annual reports from departments to the Equal Employment Commission should be complete progress reports on the status of equal employment goals achieved by the department. The reports should identify problem areas and provide needed information to establish and meet department equal employment goals and objectives.
The Civil Service Commission is created by the City Charter, which establishes the Civil Service System for the Fire Department and the Police Department. While the City Charter creates the system for Police and Fire employees, chapter 2 of the Stockton Municipal Code creates a similar system for Miscellaneous Employees. This chapter provides for the creation of the Human Resources Department, which includes the Civil Service Commission. The Commission is authorized to oversee classified service which involve both Miscellaneous and Sworn employees.

The Civil Service Commission is the legislative arm of the City’s Personnel System, fully authorized to establish rules and regulations, make investigations, advise the City Manager on personnel administration, and hear appeals and protests from affected employees in the classified service. The Commission is given broad functions by the City Charter and the Stockton Municipal Code in the recruitment, hiring, and retention of the City’s employees. The Commission implements such rules and regulations as it deems necessary to carry out the City’s Equal Employment Plan and administer its Personnel System in conjunction with the City Manager. Specifically, the Commission is authorized to:

- Monitor all phases of the City’s employee selection process in the classified service to ensure that all applicants for employment or promotion are treated fairly;
- Receive, investigate, and resolve problems related to equal employment practices and to identify problem areas within the work force to assist management in arriving at solutions;
- Design and implement an annual audit and reporting system to measure the effectiveness of the Equal Employment Plan and implement remedial action;
- Serve as liaison between employees and City management in resolving personnel issues;
- Revise the Civil Service Rules to reflect current practices and procedures and adopt new rules that achieve Commission objectives in hiring and retention of under represented groups;
- Implement the full authority of the Commission in administering the Personnel System; and
- Provide an annual report to the City Council.
Part VI
WORKFORCE ANALYSIS

SECTION 1
WORKFORCE STATISTICS—BY ETHNICITY

Number of Employees
As of July 31, 2013, the City of Stockton employed 1,305 full-time employees. Of the 1,305 employees, 62.5% were white, 4% Black, 21.8% Hispanic, 9.9% Asian, 1.1% Native American and under 1% are in an other category. (See chart below.)

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Employees</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>816</td>
<td>62.5%</td>
</tr>
<tr>
<td>Black</td>
<td>55</td>
<td>4%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>285</td>
<td>21.8%</td>
</tr>
<tr>
<td>Asian</td>
<td>129</td>
<td>9.9%</td>
</tr>
<tr>
<td>Native American</td>
<td>15</td>
<td>1.1%</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>0.4%</td>
</tr>
<tr>
<td>TOTAL POPULATION</td>
<td>1,305</td>
<td>100%</td>
</tr>
</tbody>
</table>

Number of Employees - Ethnicity

Total City Population*
The total city population (as of the 2010 Census) was 291,707. The largest ethnic group in the City is the Hispanic population at 40%, followed by Whites at 23%, then Asian at 21%, Blacks 11%, Other ethnic groups at 4% and Native American less than 1%. See chart below:

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>City Population</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>66,836</td>
<td>23%</td>
</tr>
<tr>
<td>Black</td>
<td>33,507</td>
<td>11%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>117,590</td>
<td>40%</td>
</tr>
<tr>
<td>Asian</td>
<td>61,945</td>
<td>21%</td>
</tr>
<tr>
<td>Native American</td>
<td>1,237</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>10,592</td>
<td>4%</td>
</tr>
<tr>
<td>TOTAL POPULATION</td>
<td>291,707</td>
<td>100%</td>
</tr>
</tbody>
</table>

City Population - Ethnicity

When comparing the City of Stockton Workforce to the 2010 U.S. Census Bureau - Total Population, we find that whites are over represented by almost +40% and Native Americans are over +1.1%. All other categories are under represented as follows: Black ~7%, Hispanic -18.2%, Asian -11.1%. Human Resources is aware of these discrepancies and is working toward creating a more balanced environment through education, outreach programs, training, and by continuing to focus on recruitments efforts.

*Numbers provided by the 2010 US Census Bureau
San Joaquin County Demographics

<table>
<thead>
<tr>
<th>San Joaquin County - Ethnicity</th>
<th>Population*</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>246,025</td>
<td>36%</td>
</tr>
<tr>
<td>Black</td>
<td>48,657</td>
<td>7%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>266,584</td>
<td>39%</td>
</tr>
<tr>
<td>Asian</td>
<td>97,999</td>
<td>14%</td>
</tr>
<tr>
<td>Native American</td>
<td>3,427</td>
<td>1%</td>
</tr>
<tr>
<td>Other</td>
<td>22,614</td>
<td>3%</td>
</tr>
<tr>
<td><strong>TOTAL POPULATION</strong></td>
<td><strong>685,306</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

City Employee Demographics

<table>
<thead>
<tr>
<th>City Employee - Ethnicity</th>
<th>Employees</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>816</td>
<td>62.5%</td>
</tr>
<tr>
<td>Black</td>
<td>55</td>
<td>4%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>285</td>
<td>21.8%</td>
</tr>
<tr>
<td>Asian</td>
<td>129</td>
<td>9.9%</td>
</tr>
<tr>
<td>Native American</td>
<td>15</td>
<td>1.1%</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>0.4%</td>
</tr>
<tr>
<td><strong>TOTAL POPULATION</strong></td>
<td><strong>1,305</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

The City draws its labor force from the entire County, therefore in comparing the County demographics to the City of Stockton Employee population, the pattern of over representation in the white category continues to occur with all other categories continuing to be under represented. Although the City of Stockton has made good faith efforts to better represent the Community Labor Force in the past, there are two primary factors contributing to the cause of over/under representation of population groups. Each factor affects one or more of the groups above. These factors are competition for a scarce commodity and equal employment awareness.

It is the focus of many employers, both public and private, to build diversity in the workforce. The competition for qualified candidates is high, especially in the public safety fields. The City must develop ways to become an employer of choice while staying within our fiscal objectives. Career development, growth potential, and opportunities to make a difference must become part of the marketing message we disseminate through our outreach efforts.

Through City-wide training and departmental collaboration the Human Resource Department is working to improve City-wide awareness of equal employment and our workforce.

*Numbers provided by the 2010 US Census Bureau
SECTION 2
WORKFORCE STATISTICS—BY GENDER

City Employees

As of July 31, 2013, of the 1,305 employees, 897 (69%) were male and 408 (31%) were female.

<table>
<thead>
<tr>
<th>Gender</th>
<th>Number of Employees</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>897</td>
<td>68.7%</td>
</tr>
<tr>
<td>Female</td>
<td>408</td>
<td>31.3%</td>
</tr>
<tr>
<td>Total</td>
<td>1305</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

City of Stockton Population

The City population (as of the 2010 Census) was 291,707. Of that population, females make up 51% of the population with 148,782 whereas males make up 49% of the population with a total of 142,925.

<table>
<thead>
<tr>
<th>Gender</th>
<th>City Population*</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>142,925</td>
<td>49%</td>
</tr>
<tr>
<td>Female</td>
<td>148,782</td>
<td>51%</td>
</tr>
<tr>
<td>TOTAL POPULATION</td>
<td>291,707</td>
<td>100%</td>
</tr>
</tbody>
</table>

San Joaquin County Population

San Joaquin County population* was 685,306. Of that population, the male and female population are both at 50%, with females slightly higher in numbers.

<table>
<thead>
<tr>
<th>San Joaquin County</th>
<th>County Population*</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>341,230</td>
<td>50%</td>
</tr>
<tr>
<td>Female</td>
<td>344,076</td>
<td>50%</td>
</tr>
<tr>
<td>TOTAL POPULATION</td>
<td>685,306</td>
<td>100%</td>
</tr>
</tbody>
</table>

When comparing the City of Stockton Workforce to the 2010 U.S. Census Bureau - Stockton and San Joaquin County, we find that under representation of females occurs in all areas of the City's workforce. The under representation occurs mostly in the Police and Fire Departments who have employees within the sworn ranks, which is predominately male oriented. The City is aware of this discrepancy and makes every effort to reach out to the female population when conducting these types of recruitments. A more detailed workforce analysis is available in the City’s Human Resources Department and on the website.

*Numbers provided by the 2010 US Census Bureau
The Equal Employment Commission requires each operating department to formally report on their program's effectiveness and submit recommendations to improve any unsatisfactory performance. During the EEOP review process, emphasis is placed on the results (i.e., the areas of under representation) from the data previously described. Consideration is also given to new and relevant laws, guidelines, regulations, and court decisions. Data is reviewed and updated when possible.

** Steps to Achieve a Diverse Workforce **

**Outreach and Community Partnerships**

HR has identified local, ethnic based organizations and publications to partner with in an effort to increase diversity in the applicant pool. The increased communication and advertising includes weekly postings in the areas major print newspaper, The Record (both print and website), Cal Jobs and other Employment Development Department websites to keep the community informed of vacancies in the City. Advertisements are also placed with Minority Times, Hispanic Hotline, Black Careers Now, and Asian Pacific Careers. The “Employment Opportunities” mailing list has also been expanded to include local schools, colleges, universities and community organizations such as the Stockton Chamber of Commerce, Hispanic Chamber of Commerce, African American Chamber of Commerce, LAO Family Community, Child Abuse Prevention Council, and Operation Peacekeepers. HR continues to collaborate with City departments and the community to identify organizations for outreach.

Further outreach has come through a local presence at hiring events including the California Job Journal’s 21st Annual Stockton Job Fair Hirevent, San Joaquin County’s 11th Annual Job Resources Fair, and Career Day at Cesar Chavez High School, where representatives from Human Resources, Community Development, Information Technology Division, City Attorney’s Office, Police, and Fire were available to speak to potential applicants and provide information on careers within the City.

**Training**

In an effort to further develop new ideas and seek current and best practices for attracting and successfully recruiting a diverse workforce, HR has attended and hosted targeted training courses in this area. Specifically, Human Resources Staff attended a 21st Century Diversity recruitment workshop hosted by Firefighter’s ABC’s in Vallejo (April, 2013). This workshop was designed to embrace and support diversity in the Fire, EMS and Public Safety Field and to provide tools of support for agencies struggling with diversity within public service agencies. All City staff were invited by HR to attend a class offered by law firm Liebert Cassidy Whitmore on Embracing Diversity (June 2013). The focus of this class was on the value of diversity in the workplace and included topics on generational, ethnic, and gender diversity.

HR has also attended various training sessions offered by Fire 20/20. Some of the trainings include: Fire Cadet and Explorer Programs (Nov. 2011), Lesbian Gay Bisexual Transgender (LGBT) Recruitment and Retention (Dec. 2012), and Preventing Lawsuits & Discrimination (Feb. 2013). As new classes are offered, it is HR’s intention to continue to attend and promote training for managers and supervisors in order to understand trends in the current market.

**Amending Current Recruiting Practices**

As part of this outreach, considerable thought and attention was conducted to research a new concept of “ban the box.” “Ban the box” removes the criminal history question from employment applications in an effort to encourage candidates with a prior criminal record that have now shown rehabilitation to apply.

In addition, the Police Department and HR have been in contact with other local municipalities with a greater workforce diversity in an effort to solicit ideas and best practices advice for improving our current practices. Through this contact HR and the Police Department are continuing to discuss possible reforms to our Civil Service Rules and our current practices to streamline and become more effective in increasing diversity in our applicant pool and workforce.
These discussions specifically include the evaluation of the internal process for referring names to the Department, preference points (e.g., residency and military), and evaluation of the impacts of the Civil Service System. Because these discussions include major areas of reform or have legal implications, considerable time and analysis must be expended before any change can be recommended; and these discussions continue to be an integral and ongoing part of this process. In evaluating the current practices and processes, with special emphasis on our Police Department recruitment and hiring process, HR prepared detailed statistical analysis by ethnicity relevant to our Police Officer recruitments (i.e., Lateral, Academy Graduate, Recruit, and Trainee).

In evaluating these statistics the Trainee applicants represent a high percentage of our diverse applicant pool. Therefore, HR identified that an internal process of frequent recruiting and merging ranked candidates, which had unintended adverse impact on some ethnic groups. After reviewing this process, it was determined that this method was not effective, and the process has since been amended. The overall result will give the department the ability to utilize the entire list with the greatest potential to reach all applicants and thereby improve the ability to diversify the department.

In an effort to communicate with potential Police Officer Trainee applicants, HR developed an “interest card” and refers names to the Police Department on a weekly basis. A member of the Police Department then makes initial contact to answer questions and provide recruitment information. Information is also shared with interested individuals to educate them on the recruitment process. Orientation sessions have been scheduled to provide potential applicants the ability to prepare for the physical agility exam. Police Department staff will also give pointers on techniques and provide website information on how to prepare for the written test. This will allow potential applicants to become involved in activities to educate and foster interest in the department and help prepare for the physical and written examinations.

**Progress of Deliverables and Next Steps**

While considerable progress has been made in the initial areas of outreach, communication and research pertaining to focused areas of concentration, the changes are relatively recent and the results of these efforts will be analyzed over time. The initial focus was to understand the important factors in the process and create a targeted plan of improvement. HR is continuing to engage in discussions with the all City departments, community leaders, our local leaders, other municipalities and jurisdictions for ideas, recommendations and best practice improvements. HR will continue to do outreach within our community, maintain diverse oral board panels, and ensure that diversity awareness training is offered to all City employees.

Human Resources will continue to build on internal relationships with departments, but also partner with the community and educational institutions when conducting recruitments. For instance, when internships and positions become available, information regarding the recruitment will be relayed to the community organizations and continued to be advertised on-line and placed in local newspapers.

Another area of progress is updating policies and rule changes to further promote diversity and/or remove unfair barriers to equal opportunity. It is important that all policies are up to date and follow current laws and regulations. Finally, Human Resources will continue to report to Council on the progress through the annual Equal Employment Report from the Commission.
PART VII.
SUMMARY

SECTION 1
DISSEMINATION

To ensure that all employees, applicants for employment, and the public are aware of the City of Stockton’s official policy on Equal Employment and its commitment to nondiscrimination, the following steps will be taken:

- The Equal Employment Commission will hold periodic meetings to receive the annual reports of each operating department and to disseminate information on the City of Stockton Equal Employment Program.

- The City of Stockton policy on Equal Employment and the federal and state Notice of Equal Employment Opportunity, Harassment or Discrimination in Employment is Prohibited by Law, have been posted on each department bulletin boards and at locations where applications are received for employment.

- City of Stockton department heads and supervisors who have a responsibility for interviewing, hiring, promoting, transferring, disciplining, and terminating employees, will continue to receive instructions in and review of the City’s Equal Employment Policy, and our legal and contractual obligations and the resources available to assist them in meeting performance objectives set forth in the City’s Equal Employment Opportunity Plan.

A discussion of Equal Employment and the Equal Employment Plan is included in the orientation of all new employees. The phrase, “The City of Stockton is an Equal Opportunity Employer.” is included on all job announcements and posted on department bulletin boards.

A copy of the City of Stockton Equal Employment Plan will be made available to all managers and supervisors. Review copies for employees will be available in the Human Resources Department, on the Human Resources website, and with the Office of the City Clerk.

The City of Stockton will continue to encourage recruitment resources to refer applicants from a diverse cross section of the community, including minorities, women, persons with disabilities, and veterans from all age groups.

The City of Stockton will notify a broad range of organizations, include minority and women’s organizations, community agencies, community leaders, secondary schools, and colleges and universities of its policy on Equal Employment.