

COUNTY OF SACRAMENTO

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

County Administration Building
700 H Street, 1st Floor
Hearing Room #1
Sacramento, CA 95814

August 22, 2016
3:30 pm

MINUTES

I. Roll Call

The meeting was brought to order by Chairperson Michael Craft. Roll was called. A quorum was present.

Members Present

Jennifer Avalo, Michael Burk, Michael Craft, Jenine Jenkins, Brandon Luke, Michael Peterson, Terrie Porter, Diane Rodriguez, Eugene Willis, Jr., and Rami Zakaria

Members Excused

Rita Gallardo, and Jill LaVine

Members Absent

Patrick Hunter

Staff Present

Ellen Humphrey

II. Approval of Minutes

Mr. Craft entertained a motion to approve the Minutes of the June 27, 2016 meeting. It was so moved by Mr. Burk and seconded by Ms. Rodriguez. The motion was carried and approved by the Committee.

III. Workforce Statistics Reports

Probation

Ms. Humphrey presented the 2016 Probation's Workforce Statistics Report to the Committee. Discussion ensued. Mr. Craft shared that Probation department has become more active on the recruitment side, and you see a good level of diversity in the entry level positions, but the diversity is much less you get into the management job classifications. There were no further questions or comments from the Committee.

County Counsel

Ms. Humphrey presented the 2016 County Counsel's Workforce Statistics Report to the Committee. Discussion ensued. The Committee noted that positions in the County Counsel's office are specialized and recruitment would have to focus on qualifications and requirements specifically for the fields of law. There were no further questions or comments from the Committee.

Personnel Services

Ms. Humphrey presented the 2016 Personnel Services' Workforce Statistics Report to the Committee. Discussion ensued. There were no further questions or comments from the Committee.

Environmental Management

Ms. Humphrey presented the 2016 Environmental Management's Workforce Statistics Report to the Committee. Discussion ensued. There were no further questions or comments from the Committee.

District Attorney

Ms. Humphrey presented the 2016 District Attorney's Workforce Statistics Report to the Committee. Discussion ensued. There were no further questions or comments

from the Committee.

Voter Registration

Ms. Humphrey presented the 2016 Voter Registration's Workforce Statistics Report to the Committee. Discussion ensued. Due to the election happening in three months, the department is beginning a mass hiring of 300+ employees. There were no further questions or comments from the Committee.

Human Assistance

Ms. Humphrey presented the 2016 Department of Human Assistance Workforce Statistics Report to the Committee. Discussion ensued. The Committee noted that on Table 3.1, there were a large number of minorities hired this past year. Discussion ensued regarding the lack of minorities promoting into higher level management positions. There were no further questions or comments from the Committee.

Mr. Craft entertained a motion to approve the 2016 Workforce Statistics Reports for Probation, County Counsel, Personnel Services, Environmental Management, District Attorney, Voter Registration, and Human Assistance. The motion was so moved by Ms. Avalo and seconded by Mr. Willis. The motion was carried and approved by the Committee

IV. Report Preparation

The Committee continued their discussion on subject matter to include in their report preparation and determined they wanted to research specifically management positions and promotions into those job classes. Some of the ideas shared were:

- Getting facts and not opinion regarding the diversity seen in the County;
- Sending out a survey to see if employees wanted to promote, and if so, the positions they were interested in promoting into;
- Preparing employees to be successful in interviewing by learning better communication skills;
- Having managers and supervisors support their staff who want to promote by providing professional development/career planning ideas and opportunity.

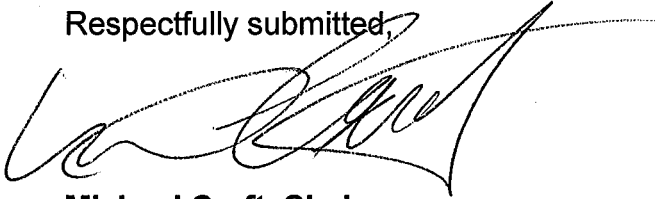
IV. Open Discussion

The Committee reviewed the stats for the Human Services Program Manager List

and were concerned about the lack of diversity in the candidates that promoted into that job class. Discussion ensued regarding management level positions. The Committee asked staff to get a list of management positions from departments over the past 3 years in order to review hiring stats for those positions, showing the breakdown of gender/ethnicity on applicants, candidates, applicants who did not meet the MQ's to be candidates, ranking and hiring data.

With no further questions or comments, Mr. Craft entertained a motion to adjourn the meeting. The motion was so moved by Ms. Rodriguez and seconded by Mr. Willis. The meeting adjourned at 4:57 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Michael Craft', written over a horizontal line.

Michael Craft, Chair

Equal Employment Opportunity Advisory Committee to the Sacramento County Board of Supervisors

MC/eh

cc: David Devine, Director, Department of Personnel Services