

CITY OF OAKLAND
AGENDA REPORT

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OFFICE OF THE CITY CLERK
OAKLAND

2010 JAN 13 PM 6:02

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Department of Human Resources Management
DATE: January 26, 2010

RE: **A Follow up Report and on the Findings and Recommendations from
Phase II of a Race and Gender Disparity Study of the City's Workforce
Diversity in Comparison to the Relevant Labor Pool**

SUMMARY

At the December 1, 2009 meeting of the Finance and Management Committee, staff was directed to provide the following information: 1) An expansion of staff recommendations on the role of Human Resources Management in Fire and Police Recruitment; 2) Any necessary changes to the screening process for the Police and Fire Department sworn positions in comparison with other cities, and any changes to the sworn staff selection process; 3) Development of an Internship Task Force Program to recruit at the schools and throughout the community to hire Oakland residents and; 4) Changes to selective and focused recruitment (particularly for Fire, Maintenance Workers and Police) to address disparities.

Staff was further directed to provide an ethnic/gender workforce breakdown and provide the following information: who are the applicants, what the final pool is, and who is getting hired to ensure a balanced fair hiring process. Finally, staff was directed to come back twice a year to give updates on workforce diversity.

FISCAL IMPACT

At this time there are no immediate fiscal impacts.

DISCUSSION

(1) Updated disparity data - The Department of Information Technology is currently analyzing and up dating the data from 2005 that was the basis of the initial recommendations in the Race and Gender Disparity Study. We anticipate sharing the preliminary results of our efforts with the Committee at the March 23, 2010 meeting.

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(2) Role of Human Resources Management in Police and Fire Recruitments – The following efforts were made to enhance and expedite recruitment of police officers to meet the staffing goals related to Measure Y (We will be discussing these strategies with the Fire Department to determine their applicability to the Fire Department and/or if similar programs or approaches exist in the Fire Department): a) offering a pre-academy physical fitness enrichment program; b) developing a Grow the Cadet Program; and c) implementing the OPD Internship Program. Strategic recruitment of women for the police and fire departments, will also focus on “best practices” identified by the National Institute for Women in Trades, Technology & Science, and include workshops that focus on issues around non-traditional career choices for women, mentoring programs for women, and will include current women in the police and fire departments in the further development of outreach and recruitment strategies.

Following our meetings with the Police and Fire Department we will propose that the respective departments and the Department of Human Resources Management jointly launch these programs in the spring of 2010. The role of the Department of Human Resources Management would be to **facilitate** establishment of these programs based upon the feasibility and cooperation of the respective departments, and to **monitor** the success of the programs in attracting, retaining, and promoting women throughout the Police and Fire Departments.

In addition, staff is currently surveying other cities on “best practices”, and has designed a survey that asks the following questions:

- 1) What effective methods has your organization utilized to attract and retain a qualified, diverse, candidate pool for entry level police officers and firefighters?
- 2) Are special efforts made to attract local residents as applicants for police officer and firefighter positions? Please explain.
- 3) Which department(s) or agency (ies) is responsible for recruiting and developing / administering employment examinations for police officers and firefighters? If this is a shared responsibility, please explain the roles and responsibilities from advertising and recruiting to screening and testing applicants.
- 4) If an eligibility list is established, how are candidates made available to be considered for hiring by the fire or police departments? (Is there a Rule of 4, Rule of List, no rankings, score banding, etc?)
- 5) Please describe the background check process for your agency when hiring police officers and firefighters?

(3) Screening of applicants-Staff will present the results of the above survey which includes a question on background checks to the Committee at the March 23, 2010 meeting. In addition, meetings are scheduled with the Police and Fire Chiefs and their staff to develop further recommendations.

(4) Development of an Internship Task Force Program - The Human Resources Director met with departmental Special Point of Contact (SPOC's) representatives, and requested they provide the Department with information regarding their respective department's internship program. In addition to the Mayor's Office, which has an extensive Internship/Volunteer Program, the following agencies and departments provided information regarding their programs: Community and Economic Development Agency, Department of Human Services, Fire Service Agency, Library Agency, and Public Works Agency.

An Internship Task Force made up of staff from those departments who have internship programs, and those departments who may be interested in establishing internship programs, will meet by the end of January. The purpose of the meeting will be to present the recommendations from the Race and Gender Disparity Study, and explore ways in which the City departments can improve the programs currently offered to meet the additional goals of recruiting at the schools and throughout the community to address the issues raised by the Committee. The Committee will be presented with the results of the meeting and an action plan at the March 23, 2010 meeting.

(5) Strategies for focused recruitment to address disparities

The underutilization analysis in Phase I of the Mason Tillman Associates report regarding Fairness in Hiring and Employment Disparity Study, documented six traditionally segregated job classifications for women, one for African Americans, three for Asian Americans, three for Hispanic Americans, and two for Native Americans. The degree of under representation may change based upon the updated workforce data.

Strategies for gender equity - The Department is establishing a "focus" group of city employees to explore barriers to gender equity in the City of Oakland. The results of the focus group discussion will hopefully provide two areas for further development. One is to serve as starting point for looking at gender issues, and the second is to establish one or more "resource" groups to address the barriers. Individuals have been contacted, and it is anticipated the focus group meeting will be held by the end of January or early February. The results of the focus group discussion will be provided to the Committee at the March 23, 2010 meeting.

Strategies for ethnic/race equity - Staff is working to develop additional strategies. We are continuing our efforts to incorporate additional approaches to supplement what is currently being done, and based upon our analysis of the workforce data, will return to the Committee at it March 23, 2010 meeting.

SUSTAINABLE OPPORTUNITIES

Economic:

The Charter requirement provides economic opportunities for the City's relevant labor pool.

Environmental:

There are no environmental opportunities associated with this report.

Social Equity:

The Charter requirement provides social equity opportunities for the City's relevant labor pool.


DISABILITY AND SENIOR CITIZEN ACCESS

There is no senior citizen access issues related to this report. Federal guidance requires affirmative action for veterans and disabled veterans.

ACTION REQUESTED OF THE CITY COUNCIL

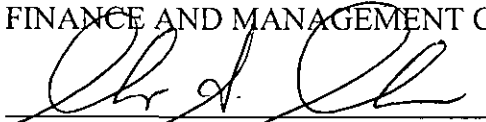
Staff recommends that the Council accept this Follow up Report on the Fairness in Hiring and Employment Disparity Study-Phase II Report findings.

Respectfully submitted,



Wendell Pryor, Director
Department of Human Resources Management

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:


Office of the City Administrator

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