

COUNTY OF SACRAMENTO

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE

Skype Meeting (connect by computer or phone)
Conference ID: 92703472
<https://meet.saccounty.net/changr/WWPF2D5C>

June 22, 2020
3:30 pm

MINUTES

I. **Call to Order**

Rami Zakaria, Chairperson, brought the meeting to order. Quorum present.

Members Present

Kimberly Gin, Chris Jenkins, Kristy Lac, Brandon Luke, Cindy Nichol, Patrice Pratt, Robert Reisig, Amar Shergill, and Rami Zakaria

Members Excused

Peter Beilenson and Jerry Yamashita

Members Absent

Monica Stephens

Staff Present

Cori Stillson and Richard Chang

Visitors

General Services: Jeff Gasaway

Employment Services Division: Carla Honey and Rebecca Stuckert

II. **Guest Speakers**

Mr. Gasaway discussed General Services' (DGS) overall recruitment efforts for various jobs. DGS has advertised with Craigslist, University of California Davis, California State University Sacramento, and professional organizations, and participated in the County of Sacramento's job fair over the last 2-3 years. When there has been low application numbers for trades' positions DGS has worked with and advertised with Travis Air Force to generate interest. DGS has reach out to the Mechanical & Electrical Training (M. E. T.) Board to seek out students in the MET programs; a DGS staff member is also a local community college MET professor and does outreach, informing students of internships and job opportunities with the County of Sacramento. Also recently, of three electrical engineering field interns, two have become permanent County employees.

Ms. Honey and Ms. Stuckert discussed Employment Services Division's Classification Study and Compensation Process; a flowchart outlined. The process is governed by the Sacramento County Charter, Civil Services Commission (CSC) Rules, Personnel & Employee Relations Ordinance, Labor Agreements, Standards for a Merit System of Personnel Administration, Prevailing Rate Resolution, and Board of Supervisors (BOs) Adopted Pay Plan/Philosophy. The Analysis/Recommendation includes jobs grouped by functions with an analysis of the duties and responsibilities (knowledge, skills, and abilities) to perform the core functions, which help determine education and/or experience required. The written result is a Job Class Specification sent to the CSC for review/approval. After approval, a Salary Survey/Determination occurs using similar market, local, and state jurisdiction's job classes to identify the mean/median salary, while ensuring internal alignment. Salary negotiation with Represented Employee Organizations occurs and with agreement, the job class Classification Study and Compensation report goes before the BOS for approval. After Ms. Stuckert described the process, discussion ensued, members asked questions, and the following are highlights:

- Job Class Specifications offer duties, knowledge, skills, abilities, scope/level of work, experience or education minimum qualifications and possibly requirements of job.
- Referral of eligible lists to departments offer candidate name, rank, and online application that may note how the applicant heard about the job posting, yet provides no demographic detail.
- Employees start at the entry-level pay scale; advance step requests made are reviewed/approved by ESD.
- ESD does not include race/gender on candidates as they are referred to departments for the selection and interview process.
- ESD does not conduct a racial/gender analysis to determine if systemic discrimination exists.

III. Approval of Meeting Minutes

Mr. Zakaria entertained a motion to approve the May 26, 2020 Meeting Minutes. Ms. Gin moved to approve the minutes and Mr. Jenkins seconded. The motion carried by the Committee.

IV. Communications (from EEO Office or Chair)

Mr. Zakaria asked about EEOAC Rules and Procedures and about whether the committee could communicate to the Board of Supervisor. Mr. Chang read Section 14, Official actions of the Committee and Section 15, Statements from the Committee. Mr. Shergill expressed the committee's obligation to not "rubber stamp approve" workforce statistics reports when the workforce composition numbers and percentages do not correspond with the County's population, and instead not approve, and make recommendations to departments when numbers do not coincide. Discussion ensued and the topic moved to the unfinished business topic of Reporting to the Board of Supervisors.

V. Unfinished Business

1. Quarterly/Annual Report to Board of Supervisors

Continued discussion ensued about reporting to the Board of Supervisors. Areas to highlight include comments/patterns observed in workforce statistics reports, accomplishments, quorum issues, and possibly invite the Chiefs of Staff to quarterly meetings offering a platform to report to the Board. Mr. Shergill noted his unofficial presentation to the Board of Supervisors and asked the Commission to adopt the report; Mr. Shergill motioned the committee to adopt the report, and seconded by Ms. Nicol. Through a roll call vote with four (4) approvals (Mr. Jenkins, Ms. Nichol, Ms. Pratt, & Mr. Shergill), four (4) opposing (Ms. Gin, Ms. Lac, Mr. Luke, & Mr. Zakaria) and one (1) abstention (Mr. Reisig stated he was not a member of the Board); the motion failed. Mr. Zakaria and Ms. Nichol acknowledged an annual Report to the Board of Supervisors would be helpful to present challenges departments may face, and potentially offer recommendations. Mr. Zakaria asked if it would be possible to compile Countywide Workforce Composition data for the last three (3) years. Ms. Stillson stated the EEO Office could compile the data.

2. Workforce Statistics Reports (Discussion limited to 5 minutes)

a. Sheriff's (2019 & 2020)

Mr. Chang presented the 2019 & 2020 Sheriff's Workforce Statistics Reports. Discussion ensued. Mr. Shergill highlighted the exhaustive outreach done, yet noted room for improvement exists. Mr. Luke noted he did not believe recruitment would get people to apply; he highlighted a mentor explore program with several local law enforcement targeting youth (ages 14 to 20) to work alongside officers which is a great opportunity to engage/interest youth in careers in law enforcement. Mr. Shergill motioned to hold on a vote for the reports, as the numbers remained low. Mr. Zakaria noted having representatives attend meeting. Mr. Luke stated he would review and reach out to two individuals to speak at next meeting.

VI. Open Discussion & Public Comment

- a) Mr. Zakaria asked the committee if there were any other items of discussion; none were heard. Mr. Zakaria noted to place the Annual Report to the Board of Supervisors on the next agenda and to conduct other local jurisdiction research to learn how other entities address recruitment/retention, especially with departments or job classes with low women/minority numbers.

Mr. Zakaria entertained a motioned to adjourn the meeting at 5:03 pm. Mr. Shergill motioned and Ms. Nichol seconded. The motion carried with all in favor.

Respectfully submitted,

DocuSigned by:
Rami Zakaria
11408137255158
Rami Zakaria, Chair

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

RZ/eh

cc: David Devine, Director, Department of Personnel Services