

RESOLUTION NO. 2014-250

RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF ROCKLIN
APPROVING THE CITY OF ROCKLIN EQUAL EMPLOYMENT OPPORTUNITY PLAN

The City Council of the City of Rocklin does resolve as follows:

Section 1. The City Council of the City of Rocklin hereby approves the Equal Employment Opportunity Plan in the form attached hereto as Exhibit A and by this reference incorporated herein.

PASSED AND ADOPTED this 12th day of November 12, 2014, by the following vote:

AYES: Councilmembers: Magnuson, Ruslin, Butler, Janda, Yuill

NOES: Councilmembers: None

ABSENT: Councilmembers: None

ABSTAIN: Councilmembers: None



Scott Yuill, Mayor

ATTEST:



Barbara Ivanusich, City Clerk

EXHIBIT A

Equal Employment Opportunity Plan

CITY OF ROCKLIN

EQUAL EMPLOYMENT OPPORTUNITY PLAN

PURPOSE:

The purpose of the City's Equal Employment Opportunity Plan (EEO) is to ensure that all people are provided equal opportunity in all employment decisions. The City of Rocklin takes its equal employment opportunity obligations seriously. In adopting this EEO, the City's intention is to comply with all applicable state and federal laws and regulations pertaining to equal employment opportunities.

POLICY:

The City is committed to ensuring that all qualified individuals have a full and fair opportunity to compete in all phases of the hiring process and promotion, and to enjoy the benefits of employment with the City. It is the policy of the City Council to create an environment in which all employees and applicants shall receive equal consideration and treatment in employment regardless of race, creed, color, national origin, ancestry, age, gender, pregnancy, disability, medical condition, genetic information, sexual orientation, marital status, veteran status, political or religious affiliation, or other status (collectively hereinafter "protected characteristics"), protected by state or federal laws regarding discrimination.

The City recognizes the need to adopt, implement, and maintain policies to ensure the achievement of equal employment opportunity ("EEO") whereby employment decisions are made equally with regard to all persons on the basis of open competition and advancement according to relative ability.

To achieve these goals and objectives, the City's EEO policies require that:

- A. In establishing qualifications for employment, no provision or requirement shall be adopted which would be discriminatory on the basis of protected characteristics, except where a bona fide occupational qualification, or qualification standards which are job-related and consistent with business necessity exist.
- B. No questions in any examination, application form, or other personnel proceeding, shall be so framed as to elicit information concerning protected characteristics from an applicant, eligible candidate, or employee.
- C. No appointment to, or removal from a position shall be affected in any manner by the person's protected characteristics; and further that it shall be the responsibility of all employees to abide by and carry out the provisions of the City's EEO policies.

APPLICABILITY:

The provisions of the City's EEOP are applicable to all full-time and part-time employees and volunteers. The policies and principals of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on City premises who are employed by temporary agencies, and any other persons or firms doing business for or within the City.

DISCRIMINATORY PROHIBITIONS:

It is prohibited for any employee of the City to refuse to hire, train, promote, or provide equitable employment conditions (including compensation) to any employee or applicant, or to discipline or dismiss an employee in whole or part on the basis of such person's protected characteristics, except where the doctrine of business necessity or a bona fide occupational qualification can reasonably be established by the City Manager.

It shall further be prohibited for an employee, contractor, or agent of the City to engage in conduct which interferes with a person's work or work environment through unwelcome, offensive, or harassing behavior based on the person's protected characteristics.

NONLIMITATION OF THIS CHAPTER:

Nothing in this chapter limits the City's authority to reasonably regulate nepotism standards and work place relationships for reasons of supervision, safety, security, or morale.

EEOP RESPONSIBILITIES:

The Human Resources Manager will serve as the EEO officer for the City and shall be responsible for the day-to-day implementation of the City's EEOP, and shall have primary responsibility for the administration of the policies, to include but not limited to the following:

- Developing and recommending policies, programs, and procedures to implement the City's equal employment action objectives set forth by policy and resolution as well as by all applicable laws and legal decisions.
- Utilizing recruitment sources which would provide information of City employment opportunities to all sectors of the available labor market.
- Representing the City in meetings with enforcement agencies in addition to coordinating efforts towards equal employment opportunity with minority organizations and similar community action groups.
- Investigating equal opportunity complaints, including those within the structural organization of the City and/or through state or federal channels.
- Developing and ensuring compliance with approved testing methods and techniques while meeting current standards.

- Measuring the effectiveness of the EEO policies and indicating the need for remedial action when necessary.
- Maintaining and reporting all information required for the advancement of the EEO policies, including EEO reports, employment statistics, and hiring data.
- Conducting periodic reviews of the EEO policies for the purpose of reevaluation and updating as appropriate.
- Ensuring the dissemination of the City's EEO policies.
- Providing training to employees on the EEOP including the City's harassment and discrimination policies.

Department Heads shall be responsible for making a good faith effort to achieve and maintain a diverse workforce ensuring equal employment opportunity within their respective departments, and ensuring that managers, supervisors, and other employees in their respective departments understand and comply with the City's EEOP.

Management and supervisory personnel are to assist in the auditing and evaluation of hiring and promotional patterns, to cooperate in the development of job-related test standards, to be responsible for making employment decisions that are consistent with the objectives of the EEO policies, and to ensure that all contracts for services bear an equal employment opportunity clause.

Every employee of the City shall be responsible and held accountable for supporting a work environment that embraces diversity, is supportive of equal employment opportunities, and is free from any form of discrimination or harassment. Employees are responsible for reading and understanding City policies and procedures that prohibit discrimination and harassment, and for attending or completing related City-sponsored training.

EEOP COMMUNICATION:

Internal Dissemination-The following steps will be taken to ensure the EEO policies are disseminated City-wide:

- The City's EEOP shall be published on the City's website.
- The EEOP shall be distributed to all current employees via email and to all new employees at time of hire.

External Dissemination-In order to ensure that applicants for employment, officials of state and federal agencies, contractors, and others are aware that the City is an equal opportunity employer, and of its official policies on equal employment opportunity, the following steps will be taken:

- The City's EEO shall be published on the City's website.
- An equal employment opportunity clause will be included in all job announcements, contracts, and similar public documents.
- The City of Rocklin's standard job application form shall bear the notice "An Equal Opportunity Employer."

COPY OF POLICY: Employees, members of the public and other interested parties may obtain a paper or electronic copy by contacting the City of Rocklin's Human Resources Office.

CITY PRACTICES IN SUPPORT OF EQUAL EMPLOYMENT OPPORTUNITY:

The practices implemented by the City to carry out its commitment to equal employment opportunity include:

- A. Displaying posters regarding equal employment opportunity in areas highly visible to employees.
- B. Job specifications shall be maintained current in terms of the relationship between duties and responsibilities to requisite minimum employment standards. Where such standards are found to represent an artificial barrier, the standards will either be eliminated or altered to reflect appropriate levels of required skills, knowledge, and abilities. Job specifications shall be updated at regular intervals, but not less than every five years.
- C. Employment applications shall be written in compliance with established standards of lawful employment inquiry, and shall include a confidential form containing questions to ensure compliance with the EEO policies.
- D. Ads and notices of job vacancies shall be made available to the widest variety of applicants through the use of appropriate and reasonable communication media, local bulletin boards, and related organizations which have knowledge of interested candidates. Notations of "Equal Opportunity Employer" shall be shown on all job announcements.
- E. All testing of candidates shall be done in the same manner, until candidates are either placed on an eligibility list or disqualified for not meeting the specified requirements. All tests must be job related and shall consist of, but not limited to at least one of the following: written exam, oral interview, oral examination, performance exam, training and experience exam, background check, physical examination, and any other test measure deemed appropriate.
- F. Selection examinations shall be valid, job related, and non-discriminatory.
- G. All employees shall be given an orientation upon commencement of employment with the City. The purpose of such orientation is to furnish each employee with information relating to the City personnel rules and regulations,

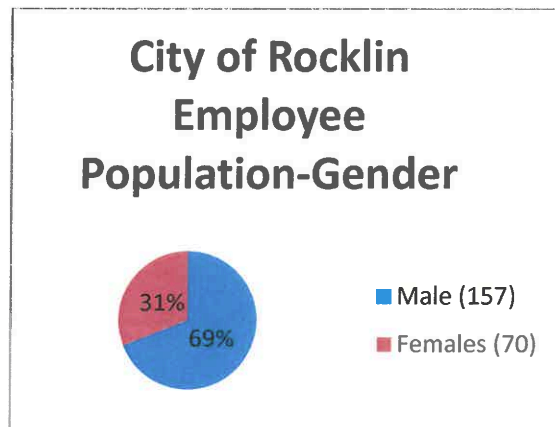
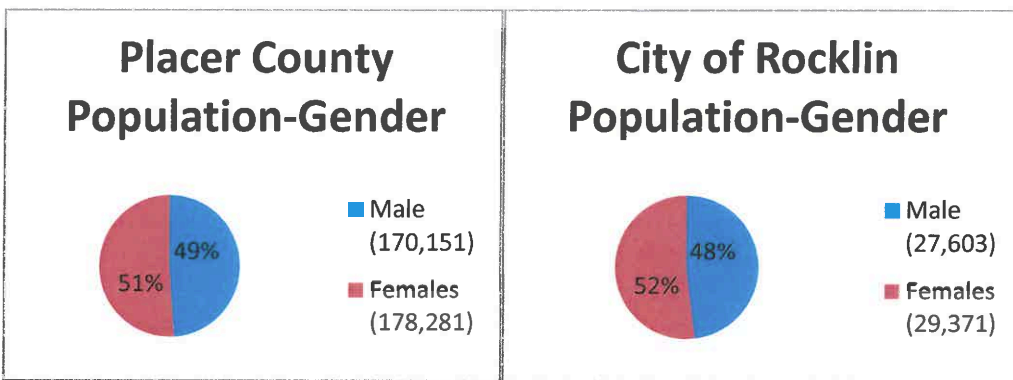
employment conditions, and to respond to any questions or discuss individual concerns.

- H. All employees shall be given equal opportunities to participate in approved training programs which will enable them to do assigned jobs more efficiently and/or to prepare for promotions.
- I. All transfers and promotions shall be processed without discrimination, providing every qualified employee equal opportunity to compete for available positions.
- J. Each appointing authority shall follow these rules and regulations to process terminations and layoffs to ensure fairness and nondiscrimination to any employee involved in a layoff or termination.

ANALYSIS OF CITY WORKFORCE AND APPLICANT POOL

The survey of the City workforce shall be measured against the available workforce within the geographic boundaries of Placer County. The data source for the composition of the available workforce shall be the most current U.S. Census statistics. The charts on the following pages illustrate the City of Rocklin employee demographics by gender and ethnicity compared to the City of Rocklin and Placer County demographics. The City of Rocklin employee demographics are current thru October 17, 2014.

Workforce Statistics By Gender



When comparing the City of Rocklin Workforce to the 2010 U.S. Census Bureau-Rocklin and Placer County, we find that under representation of females occurs in the City's workforce. The under representation occurs mostly in the Police and Fire Departments as well as in the trades and maintenance classifications. The City is aware of the discrepancy and makes every effort to reach out to the female population when conducting these types of recruitments.

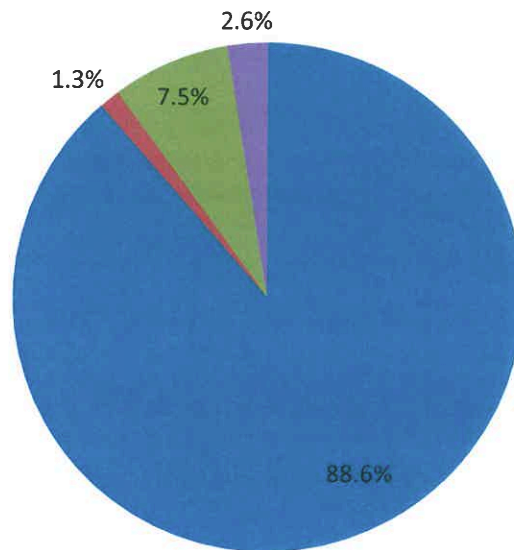
Workforce Statistics By Ethnicity

Number of Employees

As of October 17, 2014 the City of Rocklin employed 227 full-time employees. Of the 227 employees, 88.6% are White, 1.3% Black, 7.5% Hispanic, 2.6% Asian or Pacific Islander, and 0 are American Indian/Alaskan Natives. (See charts below).

Ethnicity	Employees	Percent
White	201	88.6%
Black	3	1.3%
Hispanic	17	7.5%
Asian/Pacific Islander	6	2.6%
American Indian/Alaskan	0	0%
Total	227	100%

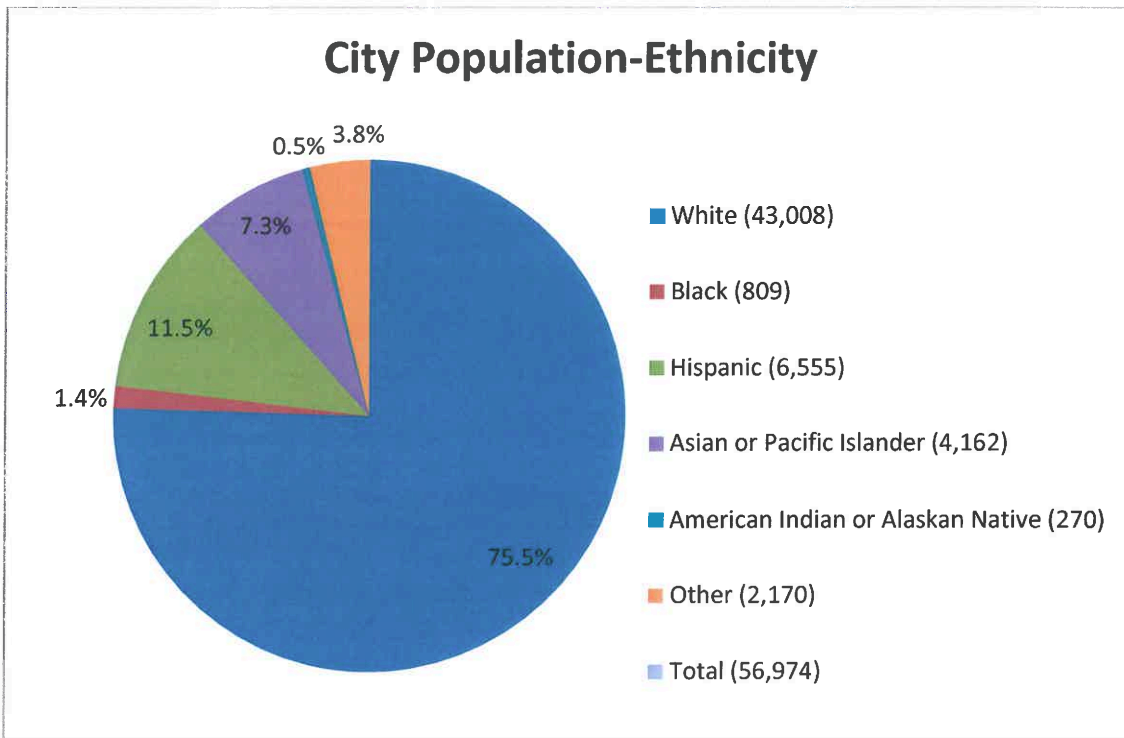
Number of City Employees- Ethnicity



Total City Population

The total City population as of the 2010 Census was 56,974. The largest ethnic group in the City is the White population at 75.5%, followed by Hispanics at 11.5%, Asians/Pacific Islanders at 7.3%, Other at 3.8%, Blacks at 1.4%, and American Indians/Alaskan Natives at 0.5%. (See charts below):

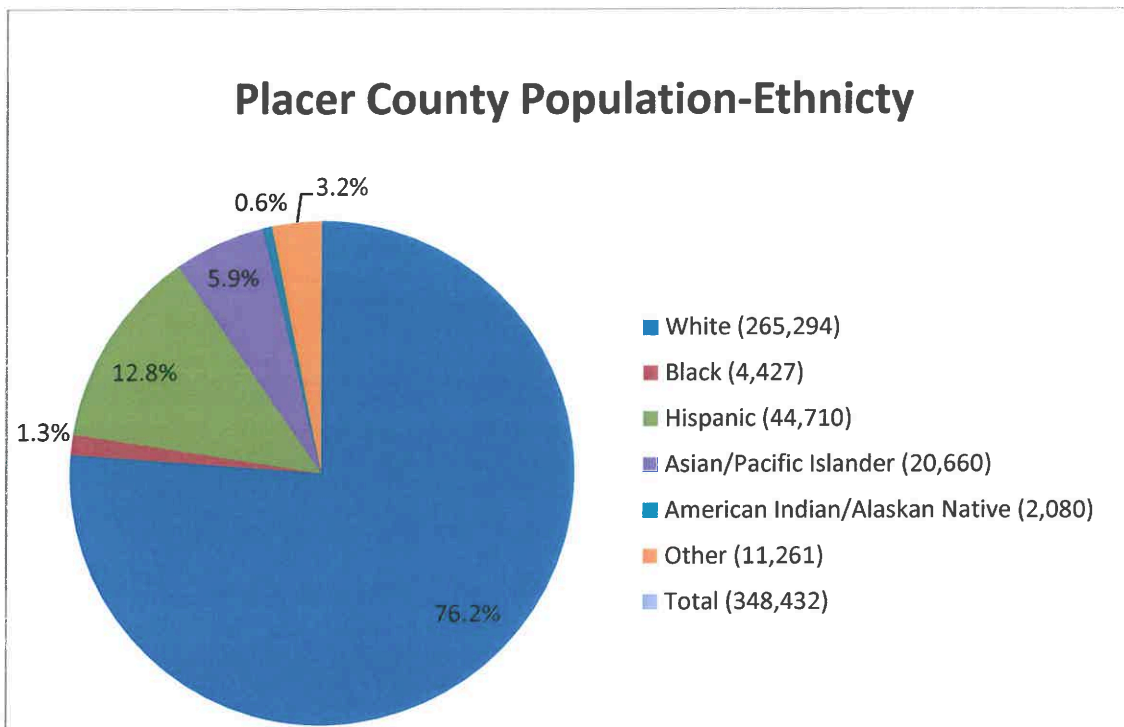
Ethnicity	City Population	Percent
White	43,008	75.5%
Black	809	1.4%
Hispanic	6,555	11.5%
Asian/Pacific Islander	4,162	7.3%
American Indian/Alaskan	270	0.5%
Other	2,170	3.8%
Total	56,974	100%



When comparing the City of Rocklin Workforce to the 2010 U.S. Census Bureau-Total City Population we find that whites are overrepresented by 13.1%, and all other categories are underrepresented as follows: Black (0.1%), Hispanic (4.0%), Asian/Pacific Islander (4.7%), and American Indian/Alaskan Native (0.5%). The discrepancies are minimal, Human Resources is aware of them, and will attempt to narrow these discrepancies by targeting these groups as appropriate for recruitments.

Placer County Demographics

Ethnicity	County Population	Percent
White	265,294	76.2%
Black	4,427	1.3%
Hispanic	44,710	12.8%
Asian/Pacific Islander	20,660	5.9%
American Indian/Alaskan	2,080	0.6%
Other	11,261	3.2%
Total	348,432	100%



When comparing the City of Rocklin Workforce to the U.S. Census Bureau-Placer County Population we find that Whites are overrepresented by 12.4%, Blacks are appropriately represented at 1.3%, and all other categories are underrepresented as follows: Hispanic (5.3%), Asian/Pacific Islander (3.3%), and American Indian/Alaskan Native (0.6%). The discrepancies are minimal, Human Resources is aware of them, and will attempt to narrow these discrepancies by targeting these groups as appropriate for recruitments.

GOOD FAITH STEPS TO IMPROVE UNDERUTILIZATION

The City of Rocklin will increase its marketing and recruitment efforts to promote equal employment opportunity for females and for those ethnic categories that are underrepresented in comparison to Placer County by the following steps:

- Evaluate current marketing, recruitment, and internal selection efforts to ensure equal opportunity for employment exists.
- Focus recruitment efforts where economically feasible by posting job announcements on online and printed publications that target females and the underrepresented ethnic categories.
- Analyze all steps in the recruitment process to determine where inequities may exist.
- Research local events or meetings where underutilized groups attend and increase outreach/marketing at these events.
- Continue training for all employees involved in the hiring and promotion of job candidates.
- Utilize existing employment information databases to create a report every other year that summarizes progress towards reducing underutilization of the underrepresented categories.
- Focus on promoting the importance of Equal Employment Opportunity both internally and externally on all printed and online materials.