RESOLUTION NO. 2024

A RESOLUTION OF THE CITY OF EL PASO DE ROBLES AFFIRMATIVE ACTION PROGRAM AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

WHEREAS, the City Council is committed to the practice of equal employment opportunity for all without regard to race, religion, national origin, sex or age; and

WHEREAS, the City Council does wish to ensure equal employment opportunity to all qualified persons unfettered by artificial restrictions.

NOW, THEREFORE, BE IT RESOLVED that the following Affirmative Action Program and Equal Employment Opportunity Policy be given full force and effect:

CITY OF EL PASO DE ROBLES
AFFIRMATIVE ACTION PROGRAM AND
EQUAL EMPLOYMENT OPPORTUNITY POLICY

I. POLICY STATEMENT

The City Council of the City of Paso Robles has been committed to, and here reaffirms its commitment to provide equal opportunity for all without regard to race, religion, national origin, sex or age. The City recognizes the right of all persons to work and to advance on the basis of merit, ability and potential.

It is the City's intention to take aggressive steps to increase the utilization of ethnic minorities and women at all job levels and in all segments of the work force where deficiencies may exist. The adoption of this policy is to further insure that affirmative action concepts will apply to all employment practices, such as recruitment, selection, transfers, promotions, training, compensation, benefits and terminations.

In order to obtain full compliance with the City's Equal Opportunity Policy, the City Council does require the full cooperation from all City employees.

II. ORIGIN OF AFFIRMATIVE ACTION

A. The concept of Affirmative Action was developed and became law through the enactment of the following laws:

Title VI and VII of the Civil Rights Act of 1964, Equal Employment Opportunity Act of 1972, Executive Order 11246 (as amended by Executive Order 11375), Equal Pay Act of 1963, Age Discrimination in Employmen Act of 1967, National Labor Relations Act, California Fair Employment Practices Act.

B. The enforcement of Affirmative Action laws has been charged to the following agencies:

Federal-Justice Department (EEOC)
State-Fair Employment Practices Commission (FEPC)

III. DELEGATION OF RESPONSIBILITY

A. City Council: The City Council will serve as the Affirmative Action Advisory Council, charged with the responsibility for appointing an Affirmative Action Officer, funding the Affirmative Action Program within realistic budgetary limitations and promoting both the cooperation

and support of the program throughout the community.

B. Affirmative Action Officer: The City Manager, or his delegated representative, has the overall responsibility of planning, coordinating, implementing, evaluating and reporting on all phases of the Affirmative Action Program. The duties of the Affirmative Action Officer are to (but are not limited to):

1. Communicate the goals, objectives and timetables of the program.

2. Assist management personnel in setting their departmental goals and objectives

3. Establishment of personnel practices which provide equal employment opportunity.

4. Recommend disciplinary action for violation of the City's Equal Employment Opportunity Policy for obstruction or inadequate cooperation.

5. Prepare annual reports evaluating the program's effectiveness to the City Council/Affirmative Action Advisory Council.

C. Management Personnel: Management personnel and first line supervisors are responsible for making employment decisions which are consistent with the objectives of the Affirmative Action program. The duties of management personnel are to (but are not limited to):

1. Take necessary actions to assure understanding and cooperation with the Affirmative Action Program by all employees within their departments.

2. Work in cooperation with the Affirmative Action Officer to develop departmental goals and objectives to assure program compliance.

3. Make employment decisions which are consistent with established objectives.

D. All City Employees: All employees are responsible for creating a work climate conductive to achieving the City's goals.

IV. UTILIZATION ANALYSIS

The utilization analysis compares the availability of the relevant labor market (San Luis Obispo County) with the current labor force employed by the City of Paso Robles. It demonstrates the underutilization or concentration and hires needed by race and sex.

A. Job Categories: The utilization analysis was determined by making an Affirmative Action breakdown of the City's work force by "job categories" which were defined by the Equal Employment Opportunity Commission as (see attached "Numerical Job Categories Analysis"):

1. Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

2. Technicians: Occupations which require a combination of basic scientific or technical and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

3. Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

4. Office and Clerical: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paper work required in an office.

5. Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

6. Service/Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.

7. Contract/Part-time/Temporary

B. Affirmative Action Objective Analysis: The objective of the Affirmative Action Program is to increase the utilization of qualified minorities and women where deficiencies may exist. The analysis was made by comparing the City's work force with the relevant labor market (relevant labor market availability statistics were furnished by the State of California's Employment Development Department) by job categories as determined by the Equal Employment Opportunity Commission (see attached "Numerical Affirmative Action Objectives"):

1. The "Underutilization (-)/Concentration (+)" column is obtained by subtracting availability of the relevant labor market percentage from the current employees percentage within a given category. For example: Under Job Category; Administration/Official, there are 2 Caucasian females currently employed which equates to 14% of the total 14 employed in this category. Subtracting 37.8% (relevant labor market for Female Caucasian) from 14% current employed, equals a -23.8% Underutilization for Female Caucasian.

2. Affirmative Action Objective Column is obtained by multiplying the Underutilization percentage by the number of current employees listed by category. For example: 23.8% (Female Caucasian underutilization percentage) times 14 (current employees) equals 3.33 or 3. Therefore, Affirmative Action Objective for Female Caucasian is 3.

V. CORRECTIVE ACTION

Remedial steps will be taken by the City's Personnel Officer to accomplish Affirmative Action objectives. The remedial steps are to be implemented as soon as possible, but, in no event should they be implemented later than six (6) months after the adoption of this resolution. The corrective action steps to be taken are:

A. Revisions of personnel recruitment and selection procedures.

B. Removal of irrelevant inquiries from job application forms.

C. Revision of minimum qualifications on job specifications.

D. Revision of wage and salary structure as relates to equitable compensation for females.

E. Elimination of sex-tied job titles.

F. Stepped-up recruitment.

VI. GOALS AND TIMETABLES

The City of Paso Robles recognizes that the underlying purpose of an affirmative action program is to increase job opportunities for those traditionally excluded, has established that the County of San Luis Obispo is the relevant labor market which is reasonable and at the same time will create the greatest number of job opportunities.

Because the turnover rate and proposed new positions budgeted for, it is difficult to predict during the present economic conditions where force reductions may be demanded, the Affirmative Action goal is to eradicate the embalance of Affirmative Action objectives cited above (IV,B) between the City's labor force and the relevant labor market within five (5) years. It is proposed that in the next five (5) years, the underutilization, in all job categories, be reduced by 10%; 15%; 20%; 25%; and 30% respectively.

VII. AUDIT AND MONITORING

To assess and monitor the progress toward reaching proposed goals, the Affirmative Action Officer will present yearly, to the City Council in January, a revised utilization analysis, including the percentage of change over the previous year and since the program was adopted, which will include: New hires; promotions; and terminations. Revisions to the goals and objectives may become warranted due to the changes in the relevant labor market.

PASSED AND ADOPTED this 5th day of April, 1976.

Barney Schwartz
MAYOR

ATTEST:

Donald B. Leeper
CITY CLERK

AFFIRMATIVE ACTION PROGRAM
NUMERICAL JOB CATEGORIES ANALYSIS

Refer to: IV. Utilization Analysis
A. Job Categories

JOB CATEGORY: OFFICIALS & ADMINISTRATORS

EMPLOYED BY CITY OF EL PASO de ROBLES: 12

DATE: MARCH 29, 1976

		TOTAL	RACE				TOTAL CAUC.	TOTAL MIN.
			SPAN.	BLACK	OTHER	CAUC.		
MALE	No.	10				10	10	0
	%	83				83	83	0
FEMALE	No.	2				2	2	0
	%	17				17	17	0

JOB CATEGORY: TECHNICIANS

EMPLOYED BY CITY OF EL PASO de ROBLES: 5

DATE: MARCH 29, 1976

		TOTAL	RACE				TOTAL CAUC.	TOTAL MIN.
			SPAN.	BLACK	OTHER	CAUC.		
MALE	No.	5				5	5	0
	%	100				100	100	0
FEMALE	No.	0				0	0	0
	%	0					0	0

AFFIRMATIVE ACTION PROGRAM
NUMERICAL JOB CATEGORIES ANALYSIS

Refer to: IV. Utilization Analysis
A. Job Categories

JOB CATEGORY: PROTECTIVE SERVICE WORKERS

EMPLOYED BY CITY OF EL PASO de ROBLES: 16

DATE: MARCH 29, 1976

		TOTAL	RACE				TOTAL CAUC.	TOTAL MIN.
			SPAN.	BLACK	OTHER	CAUC.		
MALE	No.	16				16	16	0
	%	100				100	100	0
FEMALE	No.	0				0	0	0
	%	0				0	0	0

JOB CATEGORY: OFFICE & CLERICAL

EMPLOYED BY CITY OF EL PASO de ROBLES: 10

DATE: MARCH 29, 1976

		TOTAL	RACE				TOTAL CAUC.	TOTAL MIN.
			SPAN.	BLACK	OTHER	CAUC.		
MALE	No.	1				1	1	0
	%	10				10	10	0
FEMALE	No.	9	1		1	7	7	2
	%	90	10		10	70	70	20

AFFIRMATIVE ACTION PROGRAM
NUMERICAL JOB CATEGORIES ANALYSIS

Refer to: IV. Utilization Analysis
A. Job Categories

JOB CATEGORY: SKILLED CRAFT WORKERS

EMPLOYED BY CITY OF EL PASO de ROBLES: 9

DATE: MARCH 29, 1976

		TOTAL	RACE				TOTAL CAUC.	TOTAL MIN.
			SPAN.	BLACK	OTHER	CAUC.		
MALE	No.	9	2			7	7	2
	%	100	22			78	78	22
FEMALE	No.	0					0	0
	%	0					0	0

JOB CATEGORY: SERVICE/MAINTENANCE

EMPLOYED BY CITY OF EL PASO de ROBLES: 16

DATE: MARCH 29, 1976

		TOTAL	RACE				TOTAL CAUC.	TOTAL MIN.
			SPAN.	BLACK	OTHER	CAUC.		
MALE	No.	15				15	15	0
	%	94				94	94	0
FEMALE	No.	1				1	1	0
	%	6				6	6	0

AFFIRMATIVE ACTION PROGRAM
NUMERICAL JOB CATEGORIES ANALYSIS

Refer to: IV. Utilization Analysis
A. Job Categories

JOB CATEGORY: CONTRACT/PART-TIME/TEMPORARY

EMPLOYED BY CITY OF EL PASO de ROBLES: 6

DATE: MARCH 29, 1976

		TOTAL	RACE				TOTAL CAUC.	TOTAL MIN.
			SPAN.	BLACK	OTHER	CAUC.		
MALE	No.	4				4	4	0
	%	67				67	67	0
FEMALE	No.	2				2	2	0
	%	33				33	33	0

JOB CATEGORY: C.E.T.A.

EMPLOYED BY CITY OF EL PASO de ROBLES: 3

DATE: MARCH 29, 1976

		TOTAL	RACE				TOTAL CAUC.	TOTAL MIN.
			SPAN.	BLACK	OTHER	CAUC.		
MALE	No.	2		1		1	1	1
	%	67		33		33	33	33
FEMALE	No.	1				1	1	0
	%	33				33	33	0

AFFIRMATIVE ACTION PROGRAM
NUMERICAL JOB CATEGORIES ANALYSIS

Refer to: IV. Utilization Analysis
B. Affirmative Action Objective Analysis

JOB CATEGORY: OFFICIALS & ADMINISTRATORS

EMPLOYED BY CITY OF EL PASO de ROBLES: 12

		CITY		AVAILABILITY		UNDERUTILIZE - CONCENTRATION+		AFFIRMATIVE ACTION OBJECTIVE		
		CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	TOTAL
MALE	NO.	10	0	49.3	8.7	+33.7	-8.7	0	1	1
	%	83	0							
FEMALE	NO.	2	0	37.8	4.2	-20.8	-4.2	2	1	3
	%	17	0							

JOB CATEGORY: TECHNICIANS

EMPLOYED BY CITY OF EL PASO de ROBLES: 5

		CITY		AVAILABILITY		UNDERUTILIZE - CONCENTRATION+		AFFIRMATIVE ACTION OBJECTIVE		
		CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	TOTAL
MALE	NO.	5	0	49.3	8.7	+50.7	-8.7	0	0	0
	%	100	0							
FEMALE	NO.	0	0	37.8	4.2	-37.8	-4.2	2	0	2
	%	0	0							

AFFIRMATIVE ACTION PROGRAM
NUMERICAL JOB CATEGORIES ANALYSIS

Refer to: IV. Utilization Analysis
B. Affirmative Action Objective Analysis

JOB CATEGORY: PROTECTIVE SERVICE WORKERS

EMPLOYED BY CITY OF EL PASO de ROBLES: 16

		CITY		AVAILABILITY		UNDERUTILIZE - CONCENTRATION+		AFFIRMATIVE ACTION OBJECTIVE		
		CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	TOTAL
MALE	NO.	16	0	86.4	9.6	+13.6	-9.6	0	2	2
	%	100	0							
FEMALE	NO.	0	0	3.6	0.4	-3.6	-0.4	1	0	1
	%	0	0							

JOB CATEGORY: OFFICE & CLERICAL

EMPLOYED BY CITY OF EL PASO de ROBLES: 10

		CITY		AVAILABILITY		UNDERUTILIZE - CONCENTRATION+		AFFIRMATIVE ACTION OBJECTIVE		
		CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	TOTAL
MALE	NO.	1	0	11	0	-1	0	0	0	0
	%	10	0							
FEMALE	NO.	7	2	65	24	+5	-4	0	0	0
	%	70	20							

AFFIRMATIVE ACTION PROGRAM
NUMERICAL JOB CATEGORIES ANALYSIS

Refer to: IV. Utilization Analysis
B. Affirmative Action Objective Analysis

JOB CATEGORY: SKILLED CRAFT WORKERS

EMPLOYED BY CITY OF EL PASO de ROBLES: 9

		CITY		AVAILABILITY		UNDERUTILIZE - CONCENTRATION+		AFFIRMATIVE ACTION OBJECTIVE		
		CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	TOTAL
MALE	NO.	7	2	85.3	12.7	-7.3	+9.3	1	0	1
	%	78	22							
FEMALE	NO.	0	0	2	0	-2	0	0	0	0
	%	0	0							

JOB CATEGORY: SERVICE/MAINTENANCE

EMPLOYED BY CITY OF EL PASO de ROBLES: 16

		CITY		AVAILABILITY		UNDERUTILIZE - CONCENTRATION+		AFFIRMATIVE ACTION OBJECTIVE		
		CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	TOTAL
MALE	NO.	15	0	76.3	16.7	+17.7	-16.7	0	3	3
	%	94	0							
FEMALE	NO.	1	0	4.2	2.8	+1.8	-2.8	0	0	0
	%	6	0							

AFFIRMATIVE ACTION PROGRAM
NUMERICAL JOB CATEGORIES ANALYSIS

Refer to: IV. Utilization Analysis
B. Affirmative Action Objective Analysis

JOB CATEGORY: CONTRACT/PART-TIME/TEMPORARY

EMPLOYED BY CITY OF EL PASO de ROBLES: 6

		CITY		AVAILABILITY		UNDERUTILIZE - CONCENTRATION+		AFFIRMATIVE ACTION OBJECTIVE		
		CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	TOTAL
MALE	NO.	4	0	54	9	+13	-9	0	1	1
	%	67	0							
FEMALE	NO.	2	0	32	5	+1	-5	0	0	0
	%	33	0							

JOB CATEGORY: C.E.T.A.

EMPLOYED BY CITY OF EL PASO de ROBLES: 3

		CITY		AVAILABILITY		UNDERUTILIZE - CONCENTRATION+		AFFIRMATIVE ACTION OBJECTIVE		
		CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	CAUC.	MIN.	TOTAL
MALE	NO.	1	1	54	9	-21	+24	1	0	1
	%	33	33							
FEMALE	NO.	1	0	32	5	+1	-5	0	0	0
	%	33	0							