



## INFORMATION REPORT

COUNCIL MEETING

MAR - 8, 2016

DATE: February 16, 2016

TO: City Manager

DEPARTMENT: Human Resources

SUBJECT: Equal Employment Opportunity Committee 2015 Annual Report

APPROVED:

DATE:

2/19/16

Attached please find the Equal Employment Opportunity Committee Annual Report for Calendar Year 2015.

Submitted by:

Joe McMullen

Principal Human Resources Analyst

Attachments:

Equal Employment Opportunity Committee Annual Report for Calendar Year 2015

M:\trailer



Equal Employment Opportunity Committee

2015 Annual Report

February 11, 2016



# City of Santa Cruz Equal Employment Opportunity Committee 2015 Annual Report

February 11, 2016

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## EEO Committee Members and Staff – 2015

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Amy Chirman, 9/30/15  
City Manager's Appointment



Katherine Donovan, 3/27/12  
Management Association Appointment



Jim Frawley, 7/1/15  
City Manager's Appointment (Director)



Rachel Kaufmann, 8/9/13  
Non-Management Association Appointment



Heather Sawyer, 8/9/13  
City Manager's Appointment



Valerie Simmons, 9/10/13  
City Council Appointment



Adam Spickler, 7/22/14  
City Council Appointment



Arturo Villaseñor, 10/13/15  
SEIU Local #521 Appointment



Filipina Warren, 8/17/12  
City Manager's Appointment

### Staff Support (not pictured)

Nico Megevand, Human Resources Administrative Assistant II  
Janice Lum, Human Resources Analyst II/Training Manager

Diana Martinez, Human Resources Technician  
Joe McMullen, Principal Human Resources Analyst



# City of Santa Cruz Equal Employment Opportunity Committee 2015 Annual Report

February 11, 2016

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## Table of Contents

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	<u>Page</u>
1. Overview of Committee and 2015 Activities	<b>1</b>
2. Statement of EEO Committee 2016 Goals & Objectives	<b>3</b>
3. Training & Employee Development	<b>5</b>
4. Sub-Committee and Other Reports	<b>9</b>
4.1. Access to Employment Job Fair Representative	11
4.2. Outreach Ad Hoc Sub-Committee	13
4.3. Respectful Workplace Policy Development Standing Sub-Committee	15
5. Appendices	<b>17</b>
5.1. Calendar Year 2015 Harassment/Discrimination Complaints	19
5.2. Fiscal Year 2015 City Workforce & Census Demographics Analysis	21
5.3. United States Department of Labor Contractor Program Veterans' Employment Report ("VETS-100 Report")	31
5.4. United States Equal Employment Opportunity Commission State & Local Government Information ("EEO-4 Report")	33

*The 2015 Equal Employment Opportunity Committee Annual Report was created by  
Chris Atkinson, Katherine Donovan, Jim Frawley, Rachel Kaufman, Janice Lum,  
Joe McMullen, Valerie Simmons, Adam Spickler, and Filipina Warren  
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# City of Santa Cruz Equal Employment Opportunity Committee 2015 Annual Report

February 11, 2016

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## **Section 1:** Overview of Committee and 2015 Activities

Rachel Kaufman and Jim Frawley

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The purpose of the EEO Committee is to serve as a communication channel between City employees, the community, the City Manager, the City Council and the EEO Coordinator on equal employment opportunity concerns. The EEO Committee meets quarterly on the second Thursday of February, May, September, and November at 1:30pm in the City Council Chambers. The EEO Committee consists of nine members. The City Council appoints two members of the public; the City Manager appoints one executive and three employee representatives; the service employees bargaining unit (SEIU Local 521) appoints one member; and the other bargaining units take turns appointing two members.

During 2015, the EEO Committee continued its work on equal pay in the workplace. Beginning the study in 2014, this is the first time the City has looked at the question of compensation differences between men and women. The study mirrors a climate in California emphasizing equal pay in the workplace as the "California Fair Pay Act" (SB 358) was just signed into law and will become effective on January 1, 2016. The Committee compiled and evaluated data regarding pay by gender for employees of the City. This effort was led by members Guevara and Warren and analyzed by member Simmons. Initial findings did support further inquiry into pay inequality between males and females at the City. The Committee brought its findings to Director Murphy of the Human Resources Department. In studying the research, Director Murphy had further questions regarding the method of analysis. The committee will continue to refine its research through a sub-committee comprised of members Simmons, Spickler and Warren. Studying gender pay equality will continue to be a goal of the committee during 2016.

The adoption of a Respectful Workplace policy continued as a goal of the committee in 2015. The policy was completed and brought to the City Department Heads for review. Assistant City Manager Tina Shull is gathering input from the Department Heads for final review by the sub-committee prior to them bringing it to the full EEO Committee. The goal of the policy, once adopted, is to provide for a better work environment and serve as a tool for Supervisors and Managers to continue to cultivate a climate of respect in the workplace.

The EEO Committee said goodbye to three dedicated members this year. Chair Landers retired from the City after serving three years on the Committee. Member Hubling also stepped down after serving close to six years on the Committee. Lastly, member Guevara stepped down this year after serving almost two years on the Committee. We thank all of these members for their dedicated work and passion toward equality in the workplace.



The Committee elected member Donovan as the new 2015-2016 Chair of the committee and member Kaufman as the new Vice-Chair. The Committee welcomed new member Jim Frawley, Fire Chief, to serve as the department head representative, Amy Chirman, Library Specialist, as a City Manager Appointment, and Arturo Villaseñor, Library Information Specialist, as the SEIU appointment. In conclusion, the EEO Committee would like to thank the Human Resources Department for the administrative and logistical support they have provided.

City Contact and EEO Committee Coordinator:

Joe McMullen – Principal Human Resources Analyst

Human Resources Department – City of Santa Cruz

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# City of Santa Cruz Equal Employment Opportunity Committee 2015 Annual Report

February 11, 2016

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## **Section 2:** Statement of EEO Committee 2016 Goals & Objectives

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**Goal #1:** Be more vigilant and committed to a non-discriminatory and respectful work environment

**Objective(s):**

- Review and make recommendations from City's Discrimination/Harassment Complaint logs to address recurring issues
- Maintain a full membership and attendance of the Committee
- Remain current in knowing EEO-related city, state, and federal laws and policies
- Complete implementation of the new Respectful Workplace Conduct policy

**Goal #2:** Be visible and raise awareness about the Committee in the City of Santa Cruz workplace

**Objective(s):**

- Be creative and innovative about using the City's Intranet, social media, and the Internet
- Reach out to departments at departmental staff meetings and at quarterly Supervisors/Managers meetings
- Provide workshops, speakers, and other media at Committee meetings and other City events
- Send out periodic announcements and content changes made to the EEOC web page

**Goal #3:** Be more proactive in Committee's outreach

**Objective(s):**

- Take opportunities to build relationships with the public (community outreach)
- Be a resource to the community as a whole
- Work more intentionally with vendors and partnering agencies to ensure they support the City's Equal Employment Opportunity policies

**Goal #4:** Help the City achieve pay equity

**Objective(s):**

- Continue to refine the analysis of, and develop a research methodology for, pay equity data including the additional factors of sex, age, and ethnicity, and accounting for starting pay and length of time in position
- Make recommendations to the City Council on addressing pay equity issues
- Continue to monitor Federal legislation on Pay Equity

## **Activities Planned in Support of Goals & Objectives**

<b>ACTIONS</b>	<b>WHO</b>	<b>TIMELINE</b>
E-mail complaint logs to Committee members with Agendas ( <u>Goal #1</u> )	Staff	Two weeks prior to regular Committee meetings
Discuss issues on Complaint Logs ( <u>Goal #1</u> )	All	At regular Committee meetings
Meet deadline to fill any Committee vacancy ( <u>Goal #1</u> )	All	By subsequent meeting held
Provide EEOC update at Supervisors/Managers quarterly meeting ( <u>Goal #2</u> )	Rotating	At least once a year
Select Subcommittee members and develop Annual Report ( <u>Goal #2</u> )	Annual Report Ad Hoc Subcommittee	Draft to Committee in November; Final approval by Committee in February; FYI to City Council in March
Offer resources to present at EEOC meetings ( <u>Goal #2</u> )	All	Ongoing
Inform members of updated EEO laws ( <u>Goal #1</u> )	Staff	Ongoing
Review Committee's Goals and Action Items ( <u>Goals #1, #2, &amp; #3</u> )	All	September and November meetings
Recommend adoption of changes to Council Policy 25.2 about Respectful Workplace Conduct (Goal #1)	All	City Council meeting
Explore methods of educating vendors and City staff about new policies (Goals #3 & #4)	All	Following final approval of new Respectful Workplace Conduct policy
Update vendor contract as needed to reflect new Respectful Workplace Conduct policy. (Goal #1)	All	Following final approval of new Respectful Workplace Conduct policy
Review contents of Respectful Workplace Conduct policy. (Goal #1)	All	One year from date of adoption

# City of Santa Cruz Equal Employment Opportunity Committee

## 2015 Annual Report

February 11, 2016

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### **Section 3: Training & Employee Development**

Janice Lum, Human Resources Analyst II - Training & Development Manager

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In order to comply with City requirements and State mandates, the City continues to provide Harassment Prevention and Cultural Diversity trainings to employees, including elected officials (Councilmembers). Both of these trainings are provided twice a year in classroom format, and Harassment Prevention training is also offered in webinar format.

#### **Harassment Prevention Training**

Employees who are new hires or have never met their initial Harassment Prevention Training requirements are provided with three-hour 'live' classroom training. The curriculum is designed to satisfy the requirements of AB1825 (supervisory training) and is presented by a certified attorney. In July 2015, the City provided one 'live' session of Harassment Prevent Training presented by Kelly Tuffo, an attorney with Liebert Cassidy Whitmore, a law firm based in San Francisco. There were 25 employees in attendance.

We also offer refresher training to supervisory and management employees (except for the groups mentioned above) in an online format presented by TargetSolutions as an alternative option to 'live' classroom training. Their two-hour online course, 'Sexual Harassment for Supervisors,' meets the State mandate for a two-year refresher course for regular managers and supervisors and all other employees with ongoing supervisory responsibilities. Their one-hour online course, 'Sexual Harassment,' is offered to temporary employees who do not have supervisory responsibilities. The Human Resources Department also provides another option for seasonal temporary employees in the Parks and Recreation Department—a one-hour 'live' large group presentation training. In June 2015, one session of Harassment Prevention training was offered to temporary beach lifeguards and summer day camp employees.

#### **Cultural Diversity Training**

In August 2015, the City provided one 'live' session of Cultural Diversity Training presented by Patty Sapone, retired Deputy Police Chief for the City of Santa Cruz. The training received high evaluation ratings. There were 26 employees in attendance.

#### **Employee Training Program**

The Human Resources Department provided a 2015 Training Calendar to all City employees with a variety of training opportunities in several categories, including Mandatory Training for New Employees (Harassment Prevention and Cultural Diversity), Professional Development, In the Workplace, Communication Skills, and Technical Training. The calendar also incorporated

courses offered by the Monterey Bay Employment Relations Consortium (ERC), which are listed in the section below. The calendar covered the period from February through December 2015.

“Professional Development” courses included: Project Management; Building Successful Teams; Making the Leap to Leadership; Résumés, Cover Letters, and Interview Skills; What’s Your Emotional IQ?; and Managing Multiple Priorities at Work.

“In the Workplace” classes included: Generations @ Work; Taming Tech and Time; Avoiding Burnout; Benefitting from Office Ergonomics; and Improving Processes.

“Communication Skills” classes included: The Power of Presentation Zen; Making Meetings Work – The Essentials; Dealing with Communication Challenges in the Field; Dealing with Communication Challenges at the Public Counter; Effective Visual Communication/Graphic Design 101; and Effective Government Writing.

“Technical Training” courses included: Eden Budget Preparation; Council Chambers Media Equipment; City Council Agenda Reports and Sire AgendaPlus; Vision Internet Content Management System; Microsoft Office 2010; Intermediate Excel; PowerPoint; Adobe Acrobat Basics and PDF Forms; Increasing Your Productivity with The Secret Weapon; Effective Visual Communication/Graphic Design Lab; and Introduction to Social Media.

#### Monterey Bay Employment Relations Consortium (ERC)

The City is a member of the ERC which annually provides up to ten different workshops chosen by its members. All employees of the member agencies are eligible to attend free of charge. All of the workshops were presented by attorneys from the Liebert Cassidy Whitmore law firm.

The 2015 workshops included: Supervisory Skills for the First-Line Supervisor/Manager; Understanding Public Employees Retirement Issues for California’s Public Employers; Managing Performance through Evaluation; The Art of Writing the Performance Evaluation; Difficult Conversations; Advanced FLSA (includes FLSA: Hot Topics and New Developments); Employee Due Process Rights and ‘Skelly’: A Guide to Implementing Public Employee Discipline; Badda Bing, Badda Boom: Don’t Delay in Creating a High Performance Department and Agency; and Prevention and Control of Absenteeism and Abuse of Leave.

#### Learning Lunch Workshops

During 2015, several Learning Lunch workshops were offered as enrichment opportunities for City employees. Classes included: Essential Oils and Aromatherapy, Purpose Workshop; Essential Oils: Nature’s Medicine; The Art of Feng Shui; The Benefits of a Plant-Based Diet; Green Tips for the Home; Discover Your Personality Type and Working Style; Sleep and Wellness; Eat Healthy; and Prevention.

## Employee and Leadership Development Program

In May 2015, the Human Resources Department re-launched the Employee and Leadership Development (E&LD) Program, one of the major components of the City's Succession Planning Program. As designed, the E&LD Program comprised eight class modules designed to develop participants' leadership skills and job competencies. Upon completion of all eight modules, participants received a Certificate of Completion that counts toward one year of supervisory experience in meeting the minimum qualifications for internal job opportunities.

In its original format, the program required participants to take eight class modules, including: 'Communication Skills for Facilitating Effective Meetings'; 'Planning & Organizing Your Work'; 'Customer Service'; 'Motivating Your Team'; 'Performance Evaluations'; 'Addressing Performance Concerns'; 'Decision Making & Problem Solving'; and 'Project Management'. Three rounds of these courses were previously offered to City employees.

With the re-launch of the program, HR staff made the decision to give employees the flexibility to choose from a broader selection of "qualifying courses" geared toward meeting their own career goals and areas of interest/focus. Each year, the "qualifying courses" for the E&LD Program Certificate will be notated on the annual training calendar. This year, "qualifying courses" included Presentation Zen; Difficult Conversations; Managing Performance through Evaluation; Effective Government Writing; Making the Leap to Leadership; Making Meetings Work – the Essentials; and Supervisory Skills for the First-Line Supervisor/Manager. Employees who participated in prior rounds of the program may choose from any of the qualifying courses to complete their certificates as long as the course topics are different.

This Program is an important component of the City's succession planning efforts in that it will help employees grow both personally and professionally, and provide tools designed to help prepare them for supervisory and management roles. Even if participants have no desire to become a supervisor or manager, many of these courses are geared toward developing their personal effectiveness and leadership skills. The City recognizes that leadership occurs at all levels, and this Program is designed to maintain leadership continuity throughout the organization as a whole.

## Mentoring Program

The City's Mentoring Program is another component of our Succession Planning initiative and provides a professional development opportunity for participating Mentors and Mentees. The Training and Development Manager has developed a draft booklet of "Guidelines for Mentors and Mentees" that is intended to provide a more robust structure for the program and the mentoring relationship and process, including useful resources for both mentors and mentees. In addition, the Training and Development Manager will be developing an initial training presentation on how to be an effective mentor and mentee. The Human Resources Department anticipates launching the next round of the Mentoring Program in Fall 2015 or in early 2016.

## Competency Model

The current Employee and Leadership Development Program and Mentoring Program are geared toward developing employees based on the City's current leadership competency model, which includes 12 competencies. The Human Resources Department is proposing to both simplify and refine the competency model and to broaden its applications so that it is threaded throughout all employee programs and initiatives including recruitment, training and development, organizational health/culture, the mentoring program, succession planning, talent management, performance evaluations, and individual development plans. On September 2, 2015, Human Resources Department staff presented a potential updated job competency model to the department heads at a Managed Meeting. The executive team saw the value of a simplified competency model with a broadened scope beyond the current model, which focuses on developing employee leadership skills specifically as part of the succession planning program that would apply to all City employees. Over the next year, HR staff will be leading efforts to develop and implement a redefined competency model.

**City of Santa Cruz Equal Employment Opportunity Committee**  
**2015 Annual Report**  
February 11, 2016

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**Section 4:** Sub-Committee Reports

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**4.1** Access to Employment Job Fair Representative

**4.2** Outreach Ad Hoc Sub-Committee

**4.3** Respectful Workplace Policy Development Standing Sub-Committee





# City of Santa Cruz Equal Employment Opportunity Committee 2015 Annual Report

February 11, 2016

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## **4.1: Report of the Access to Employment Job Fair Representative**

Chris Atkinson, Human Resources Analyst II - Recruiting

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The City of Santa Cruz supports the annual Access to Employment Job Fair with a representative from the EEO Committee or HR Department (<http://www.access2employment.com/>).

The mission of the Job Fair is “to inform the public about local employers, job opportunities, and community resources; and to facilitate access to community resources for both job seekers and employers to achieve a diverse workforce.” The representative from the City of Santa Cruz for the current year was the Human Resources Analyst for Recruitment Chris Atkinson.

The Job Fair committee consisted of representatives from various agencies from around the County, including University of California at Santa Cruz, the County of Santa Cruz, Manpower, the California State Department of Rehabilitation, Shoreline/Goodwill Industries, and Profile. Committee members worked during the year to find sponsors, employers and agencies to participate in the March Fair. This was the first time that there were two fairs within a 12 month period with the last fair being in October 2014. The aim was to attract more of the student population - high school and college - and seasonal companies such as hotels.

The March 2015 Job Fair took place at the Cocoanut Grove. Two representatives from Human Resources staffed the City of Santa Cruz table – HR Recruitment Analyst Chris Atkinson and HR Technician Elysa Jauregui.

Survey results were very positive from the evaluations received from job seekers, employers and agencies.

After the March Job Fair, Lance Vera resigned from President of the committee and Benjamin Slade from Manpower Staffing stepped into the President position.



**City of Santa Cruz Equal Employment Opportunity Committee**  
**2015 Annual Report**  
February 11, 2016

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**4.2: Report of the Outreach Ad Hoc Sub-Committee**

Adam Spickler

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As reported February 2015 in the City of Santa Cruz Equal Employment Opportunity Committee (EEOC) 2014 Annual Report, the Outreach Ad-Hoc Subcommittee, originally called the Goals & Objectives Sub-Committee, began in February 2014 as a vehicle to promote two of the EEOC's 2014 Goals, "Be visible and raise awareness about the Committee in the City of Santa Cruz Workplace" and "Be more proactive in the Committee's outreach."

In February of 2015, the EEOC reaffirmed its outreach commitment by approving goals and objectives for the Committee that included the goals noted above. Additionally, after a presentation to the full EEOC in late 2014 by the Outreach Sub-Committee of its partial analysis of the City-wide pay and gender data it had received from Human Resources, the EEOC added a goal for 2015 to include a commitment to "Help the City Achieve Pay Equity." As part of this commitment, a new iteration of the Outreach Sub-Committee was created as an ad-hoc sub-committee to further examine additional City data on and make recommendations regarding ethnic and gender pay equity for the City of Santa Cruz.

The initial Gender Pay Equity report, included in the 2014 EEOC Annual Report to the City Council on April 14, 2015, and available online at: <http://www.cityofsantacruz.com/home/showdocument?id=43382>, demonstrated that differences in pay between female and male City employees range from 3% to 19% less for female employees. This variance decreased when the male-dominated public safety positions in Fire and Police were removed. With a desire to further analyze and understand the 2014 data analysis showing varying levels of wage disparity potentially related to gender, the EEOC's Outreach Sub-Committee committed to further analysis of additional data prior to determining any recommendations that may be valuable to consider.

The reformed ad-hoc Outreach Sub-Committee on Pay Equity first met in September of 2015 to review the previous year's Gender Pay Equity report, as well as the methodology of feedback provided to the report's author, J. Guevara (a former member of the EEOC and Outreach Sub-Committee) by the City of Santa Cruz Human Resources Director. It was determined that in order to make current year recommendations to the City Council on the pay equity of the City's workforce, a current year collection and an expanded examination of data would be needed. Included here in Appendix 5.2 of this 2015 EEO Committee Annual Report are the results of data analysis for the fiscal year (FY) 2014-15, that examines the ethnic and gender diversity of the City's workforce by full and part-time/temporary employees, by job categories, for recently hired employees, and by salary ranges. The analysis is drawn from data reported bi-annually to the US Equal Employment Opportunity Commission on the "EEO-4 Form" included in this 2015 EEO Committee Annual Report as Appendix 5.4.

The FY 2014-15 data analysis demonstrates that the diversity of the full-time City workforce varies considerably by job category, with men and women clustering in traditional job categories. As shown, currently men make up the majority of all job categories except

Administrative Support, and the proportion of women among temporary and part-time employees is larger than among full-time employees. The ethnicity of employees in all job categories shows that the majority are white, with the greatest numbers of Hispanic City employees in Service/Maintenance and Skilled Crafts.

The analysis also reveals that during FY 2014-15 there were 48 new permanent, full-time employees hired, of which two-thirds are white, and just over two-thirds are male. Additionally, white employees look to have earned 80% of the City's salaries that pay over \$70,000.

To further evaluate the City of Santa Cruz's EEO efforts and better understand the City's hiring patterns, the Sub-Committee is planning to conduct further analysis of data in several capacities; to review sex and ethnicity of applicants for jobs in each category for comparison to sex and ethnicity in hiring rates; collecting and comparing the diversity of the City's workforce to the population of the available workforce in the City and County of Santa Cruz; and by comparing City employee salaries in order to determine if ethnic and gender inequities relating to both pay and opportunity, across bargaining units and throughout management and administration, actually exist and, if so, to see if pay equity trends have changed over time. To ensure an objective and non-discriminatory analysis, the Outreach Sub-Committee will incorporate recommendations for study and analysis methodology made by the Human Resources Director regarding the 2014 Gender Pay Equity report, and may seek a third party, independent recommendation on methodology as well.

With ethnic and gender pay equity continuing to be an issue debated at the state and national level, the commitment of the EEOC and the Outreach Sub-Committee on Pay Equity is to continue its analysis and assessment, and make recommendations on potential improvements in the arena of ethnic and gender pay equity. The sub-committee looks forward to communicating successes determined and achieved in this arena for the City of Santa Cruz.

## City of Santa Cruz Equal Employment Opportunity Committee 2015 Annual Report

February 11, 2016

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### 4.3: Report of the *Respectful Workplace Policy Development* Standing Sub-Committee

Katherine Donovan

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The Respectful Workplace subcommittee was formed at the September 2014 EEOC meeting in response to concerns that the City has very specific procedures in place to handle complaints related to the many protected classes, however, there are situations that involve a workplace being uncomfortable due to behaviors that have no relationship to a protected class. The subcommittee met in November 2014, January 2015, and September 2015. The original members of the subcommittee were Teresa Landers, J. Guevara, Katherine Donovan, and Adam Spickler with Joe McMullen serving as staff. Chair Landers presented a policy that she helped develop while working in Corvallis, OR. Everyone agreed that policy provided a very solid foundation on which to build a Santa Cruz-specific Respectful Workplace Policy.

The subcommittee presented a draft policy to the full EEOC on February 12, 2015. It was brought to the Department Heads for review March 11, 2015. The Department Heads made comments at the March 11<sup>th</sup> meeting and provided further comments prior to the Policy being scheduled for consideration by the City Council. Chair Landers, who had taken on the responsibility of bringing the policy to City Council, retired at the end of May 2015, prior to obtaining approval of the policy from the City Manager's Office. Assistant City Manager Tina Schull then committed to taking the policy to the Council; as of this writing (October 6, 2015) it has not yet been scheduled for City Council review.

Prior to the Policy being taken to the Council, the subcommittee will review changes made by department heads and the City Manager's office. Schull plans to meet with the sub-committee to share the Department Head feedback sometime in November 2015. As Chair Landers retired and J. Guevara resigned from the EEOC, members Sawyer and Warren volunteered to replace them and are now serving on the subcommittee with members Donovan and Spickler.

When the Policy is taken before City Council, it will be recommended for adoption by the City Manager as an Administrative Procedure Order implementing edits to Council Policy 25.2 *Harassment & Discrimination Policy* (proposed to be re-named *Discrimination, Harassment & Respectful Workplace Conduct Policy*). Once the Policy changes have been adopted, the EEOC will work to promulgate the new policy to all staff and make sure everyone understands their right to work in an environment in which respect for each other is valued and required.



**City of Santa Cruz Equal Employment Opportunity Committee  
2015 Annual Report**

February 11, 2016

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**Section 5:** Appendices

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**5.1** Calendar Year 2015 Harassment/Discrimination Complaints

**5.2** Fiscal Year 2015 City Workforce & Census Demographics Analysis

**5.3** United States Department of Labor Contractor Program Veterans' Employment Report ("VETS-100 Report")

**5.4** United States Equal Employment Opportunity Commission State & Local Government Information ("EEO-4 Report")





**City of Santa Cruz Equal Employment Opportunity Committee  
2015 Annual Report**

February 11, 2016

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**5.1: Calendar Year 2015 Summary & Analysis of  
Harassment & Discrimination Complaints**

Valerie Simmons

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In Calendar Year 2015, all open complaints from 2014 were either resolved or dropped by the complainant. There were only two new complaints in 2015.

**Table 1**

**Discrimination/Harassment/Retaliation Complaints, Calendar Year 2015**

Date	Basis	Type	Department	Findings
5/28/2015	Gender	Harassment, hostile work environment	Fire	Interviews conducted by outside investigator. No violation of policy found, but training mandated for workgroup; disciplinary action issued for misconduct.
6/30/2015	Gender and retaliation	Discrimination	Public Works	Investigated by HR; no violation found.

Both complaints were investigated, with no violation of policy found. In one case, training was recommended for the workgroup and there was one disciplinary action initiated. The committee attributes the low number of complaints to effective training.



# City of Santa Cruz Equal Employment Opportunity Committee 2015 Annual Report

February 11, 2016

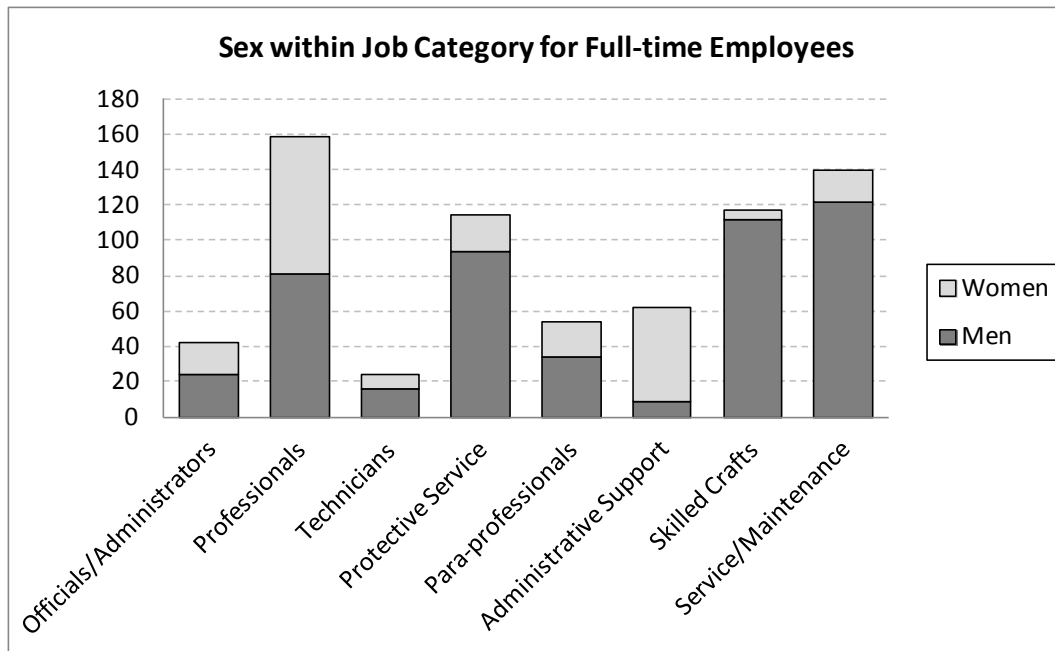
## 5.2: Fiscal Year 2015 City Workforce & Census Demographics Analysis

Valerie Simmons

The diversity of the full-time city workforce varies considerably by job category, with men and women clustering in traditional job categories. Men are the majority of all job categories except Administrative Support, where women are the majority (85.5%). Both Officials/Administrators and Professionals are more evenly divided between men and women. Categories below are as reported to the US EEOC (see Appendix 5.4).

Table 2  
Full-time Employees by Sex and Job Category

	Total		Men		Women	
Officials/Administrators	42	5.9%	24	57.1%	18	42.9%
Professionals	159	22.3%	81	50.9%	78	49.1%
Technicians	24	3.4%	16	66.7%	8	33.3%
Protective Service	114	16.0%	94	82.5%	20	17.5%
Para-professionals	54	7.6%	34	63.0%	20	37.0%
Administrative Support	62	8.7%	9	14.5%	53	85.5%
Skilled Crafts	117	16.4%	112	95.7%	5	4.3%
Service/Maintenance	140	19.7%	122	87.1%	18	12.9%
Total	712		492		220	
Percentage of Total			69.1%		30.9%	



Employees in all job categories are majority white. The greatest numbers of Hispanics are in Service/Maintenance and Skilled Crafts.

Table 3  
Full-time Employees by Ethnic Group and Job Category

	Native Amer.	Asian Amer.	Hispanic/Latino	Black	White	Total
Officials/Administrators	0	2	4	0	36	42
Professionals	2	10	12	3	132	159
Technicians	0	4	1	0	19	24
Protective Service	0	8	17	2	87	114
Para-professionals	0	1	8	2	43	54
Administrative Support	0	3	12	1	46	62
Skilled Crafts	2	4	27	3	81	117
Service/Maintenance	0	5	56	2	77	140
	4	37	137	13	521	712

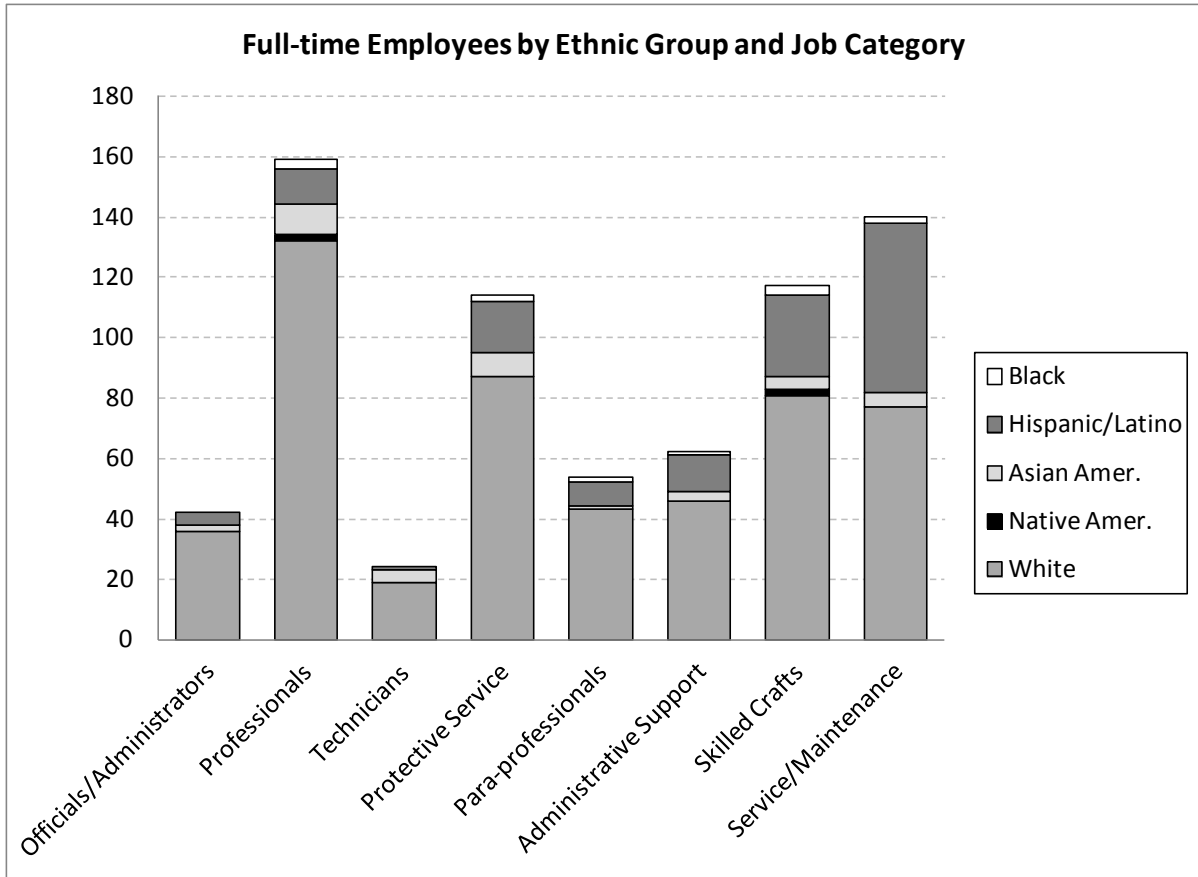


Table 4  
Full-time Employees by Sex, Ethnicity, and Job Category

	Total	Men					Women				
		Non-Hispanic		Hispanic	Asian	Native Amer.	Non-Hispanic		Hispanic	Asian	Native Amer.
		White	Black				White	Black			
Officials/Administrators	42	19	0	3	2	0	17	0	1	0	0
Professionals	159	66	2	8	5	0	66	1	4	5	2
Technicians	24	11	0	1	4	0	8	0	0	0	0
Protective Service	114	70	2	14	8	0	17	0	3	0	0
Para-Professionals	54	28	0	5	1	0	15	2	3	0	0
Administrative Support	62	7	0	1	1	0	39	1	11	2	0
Skilled Crafts	117	77	3	26	4	2	4	0	1	0	0
Service/Maintenance	140	64	2	51	5	0	13	0	5	0	0
Total	712	342	9	109	30	2	179	4	28	7	2
Percentage of Total		48.0%	1.3%	15.3%	4.2%	0.3%	25.1%	0.6%	3.9%	1.0%	0.3%

The diversity of other than full-time employees (including temporary employees) with respect to ethnicity is approximately the same as full-time employees. The proportion of women among temporary and part-time employees (38%) is larger than among full-time employees (30.9%).

Table 5  
Other than Full-time Employees (part-time and temporary)

	Total	Men					Women				
		Non-Hispanic		Hispanic	Asian	Native Amer.	Non-Hispanic		Hispanic	Asian	Native Amer.
		White	Black				White	Black			
Officials/Administrators	3	1				1	1				
Professionals	30	11					15	1	1	2	
Technicians	5	3		1						1	
Protective Service	15	7		2			5			1	
Para-Professionals	164	67	2	10	7		55	5	12	5	1
Administrative Support	108	29	1	5	1	1	57		8	4	2
Skilled Crafts	3	3									
Service/Maintenance	109	39	2	29	2	3	22	1	10	1	
Total	437	160	5	47	10	5	155	7	31	14	3
Percentage of Total		36.6%	1.1%	10.8%	2.3%	1.1%	35.5%	1.6%	7.1%	3.2%	0.7%

## New Hires

During the year ended in July, 2015, there were 48 new permanent, full-time employees hired. Of the new hires, 66.7% were white and 68.8% were male.

Table 6  
New Hires, Permanent Full-time Only

	Total	Men					Women				
		Non-Hispanic		Hispanic	Asian	Native Amer.	Non-Hispanic		Hispanic	Asian	Native Amer.
		White	Black				White	Black			
Officials/Administrators	8	2			1		5				
Professionals	16	7	1	1	1		4	1		1	
Technicians	2	1		1							
Protective Service	5	3			1				1		
Para-Professionals	1	1									
Administrative Support	6	1									
Skilled Crafts	5	4	1				3		1	1	
Service/Maintenance	5	1		3		1					
Total	48	20	2	5	3	1	12	1	2	2	0
Percentage of Total		41.7%	4.2%	10.4%	6.3%	2.1%	25.0%	2.1%	4.2%	4.2%	0.0%



To better understand the city's hiring patterns, the committee is discussing looking at data on the sex and ethnicity of applicants for jobs in each category. Comparing the diversity of applicants to new hires should show if there is any inequality in opportunities by sex and ethnic group.

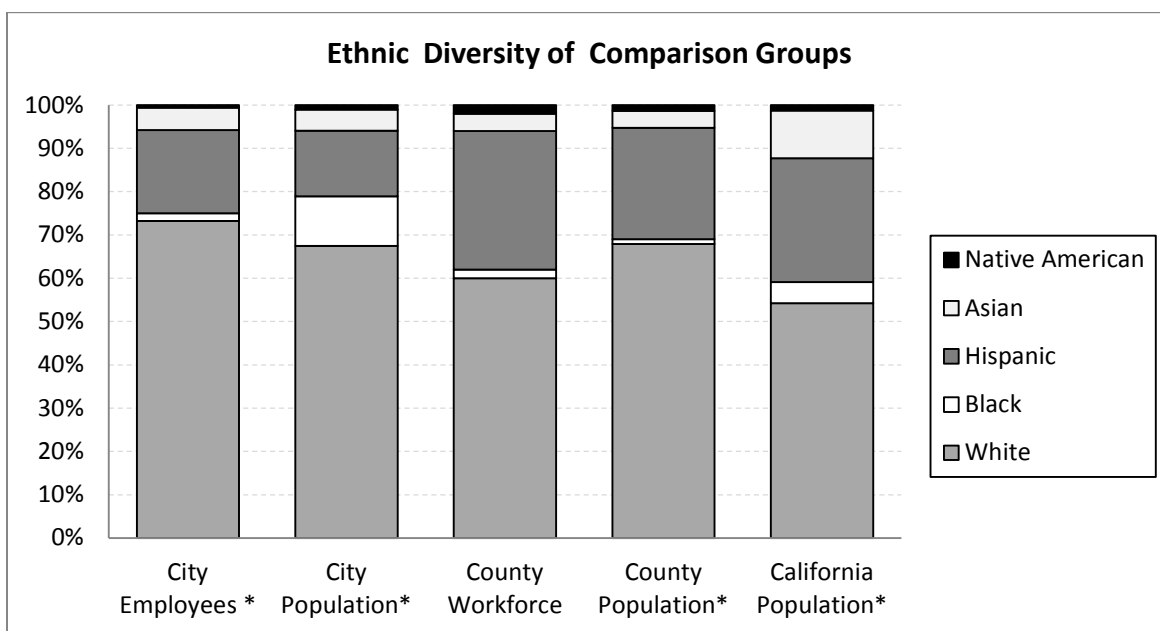
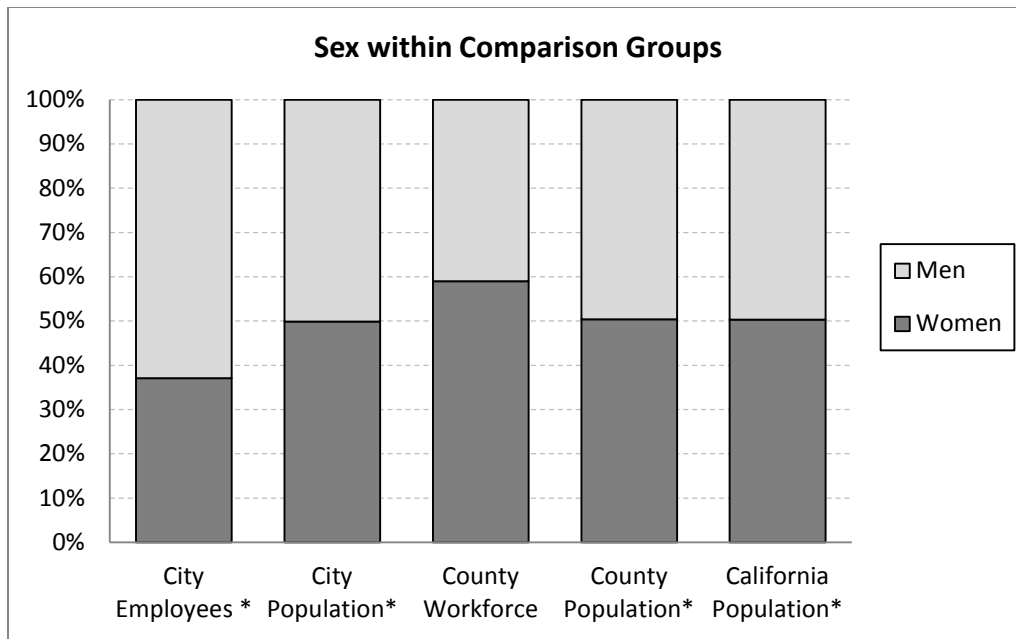
### Reference Groups

To further evaluate city EEO efforts, the diversity of the workforce should be compared to meaningful reference groups. The diversity of full-time city employees compared to the population of the City of Santa Cruz, the population of the County of Santa Cruz, the County workforce, and the population of the State of California\* shows that the city employees are about as ethnically diverse as the city population but lower in Hispanic employees than the county workforce or population. The city has a smaller percentage of Hispanic, Asian, and Native American employees than the population of the state.

Table 7  
Diversity of Reference Groups

Group	Women	Men	White	Black	Hispanic	Asian	Nat Am
City Employees *	37.1%	62.9%	73.2%	1.8%	19.2%	5.2%	0.6%
City Population*	49.9%	50.1%	77.4%	13.2%	17.4%	5.6%	1.2%
County Workforce	59%	41%	60%	2%	32%	4%	2%
County Population*	50.4%	49.6%	87.7%	1.4%	33.2%	5.0%	1.8%
California Population*	50.3%	49.7%	73.2%	6.5%	38.6%	14.9%	1.7%





\*U.S. Census QuickFacts, 2014

City employees include a greater percentage of men than the city, county, and state as a whole.

A more appropriate standard for evaluating the city's EEO efforts would be the diversity of the available workforce from which the city draws employees. To determine whether the city workforce mirrors the availability of qualified candidates in the recruiting area, the committee would need estimates of the availability of women and ethnic minorities for each job category from census data. Data on city applicant pools could be compared to estimates from census data.

## Salaries

Table 8  
Salary Ranges by Sex and Ethnic Group

Job Category	Salary Range	Men	Women	Non-Hispanic				
				White	Black	Hispanic	Asian	Native Amer.
Officials/Administrators	< \$42,900	0	0	0	0	0	0	0
	\$43,000 - \$54,900	0	0	0	0	0	0	0
	\$55,000 - \$69,900	1	2	2	0	1	0	0
	\$70,000 +	23	16	34	0	3	2	0
Professionals	< \$42,900	0	1	1	0	0	0	0
	\$43,000 - \$54,900	5	4	7	1	1	0	0
	\$55,000 - \$69,900	12	34	39	0	2	4	1
	\$70,000 +	64	39	85	2	9	6	1
Technicians	< \$42,900	0	0	0	0	0	0	0
	\$43,000 - \$54,900	6	2	5	0	1	2	0
	\$55,000 - \$69,900	7	2	7	0	0	2	0
	\$70,000 +	3	4	7	0	0	0	0
Protective Service	< \$42,900	3	0	3	0	0	0	0
	\$43,000 - \$54,900	4	3	6	0	0	1	0
	\$55,000 - \$69,900	2	4	5	0	1	0	0
	\$70,000 +	85	13	73	2	16	7	0
Para-Professional	< \$42,900	1	5	2	2	2	0	0
	\$43,000 - \$54,900	4	10	12	0	2	0	0
	\$55,000 - \$69,900	1	4	4	0	0	1	0
	\$70,000 +	28	1	25	0	4	0	0
Administrative Support	< \$42,900	2	7	5	0	2	2	0
	\$43,000 - \$54,900	7	30	30	0	6	1	0
	\$55,000 - \$69,900	0	11	6	1	4	0	0
	\$70,000 +	0	5	5	0	0	0	0
Skilled Craft	< \$42,900	3	0	2	0	1	0	0
	\$43,000 - \$54,900	11	0	10	0	1	0	0
	\$55,000 - \$69,900	62	2	43	1	17	2	1
	\$70,000 +	36	3	26	2	8	2	1
Service/Maintenance	< \$42,900	27	5	17	1	11	3	0
	\$43,000 - \$54,900	61	11	40	1	29	2	0
	\$55,000 - \$69,900	29	2	16	0	15	0	0
	\$70,000 +	5	0	4	0	1	0	0
Total		492	220	521	13	137	37	4

In 2015, men earned a slightly smaller percentage – 75% -- of salaries over \$70,000 than in 2014.

**Table 9**  
**Salary Ranges by Sex**

Salary Range	Men		Women		Total
\$25,000 - \$32,999	1	50.0%	1	50.0%	2
\$33,000 - \$42,999	35	67.3%	17	32.7%	52
\$43,000 - \$54,999	98	62.0%	60	38.0%	158
\$55,000 - \$69,999	114	65.1%	61	34.9%	175
\$70,000 +	244	75.1%	81	24.9%	325
Total	492	69.1%	220	30.9%	712

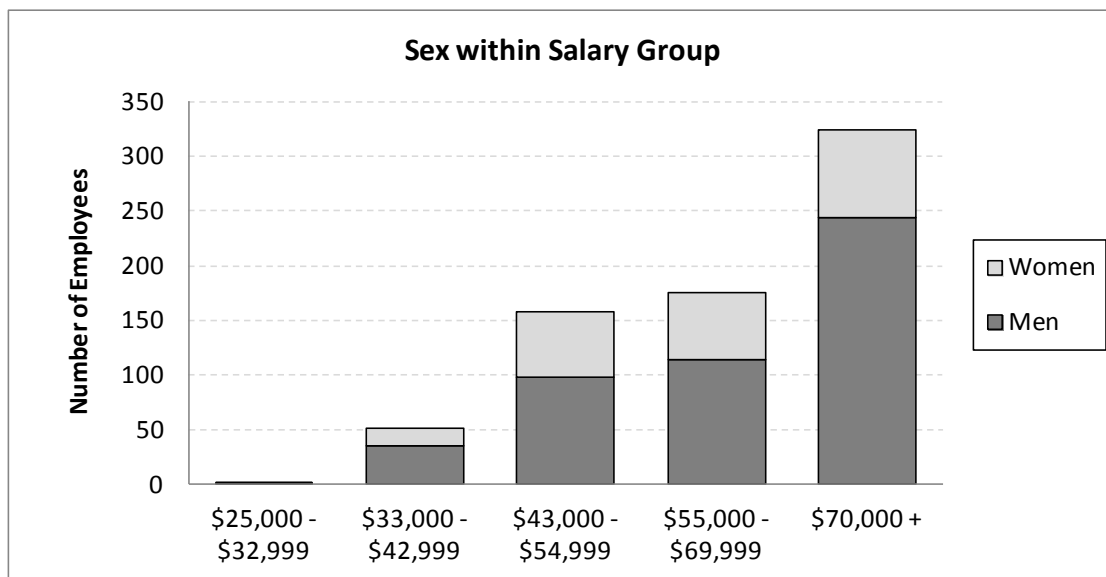
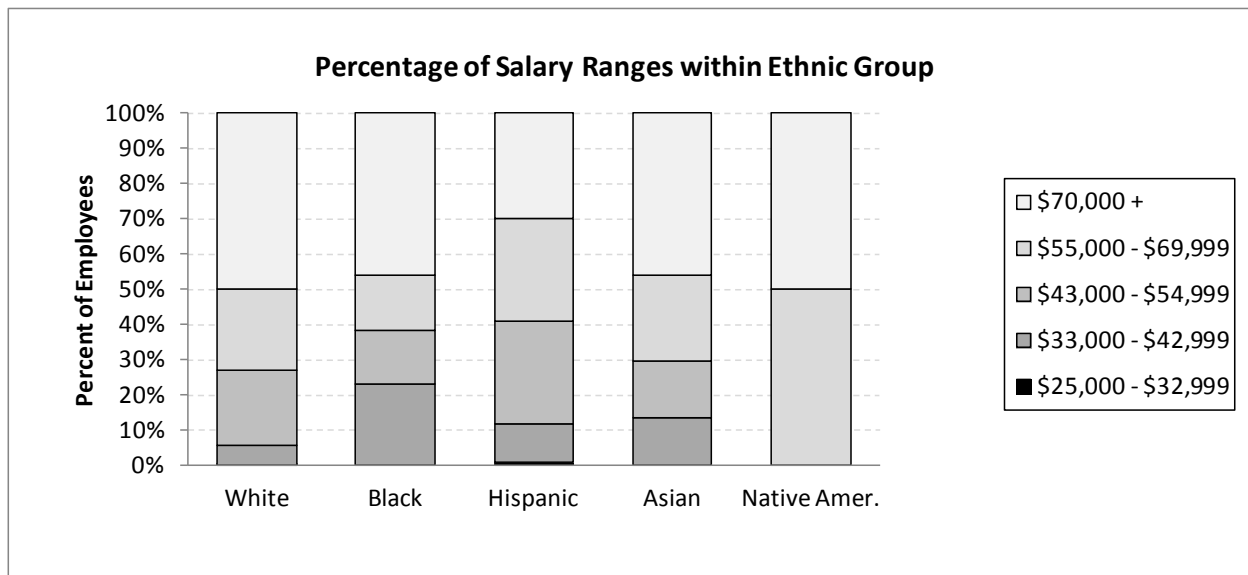
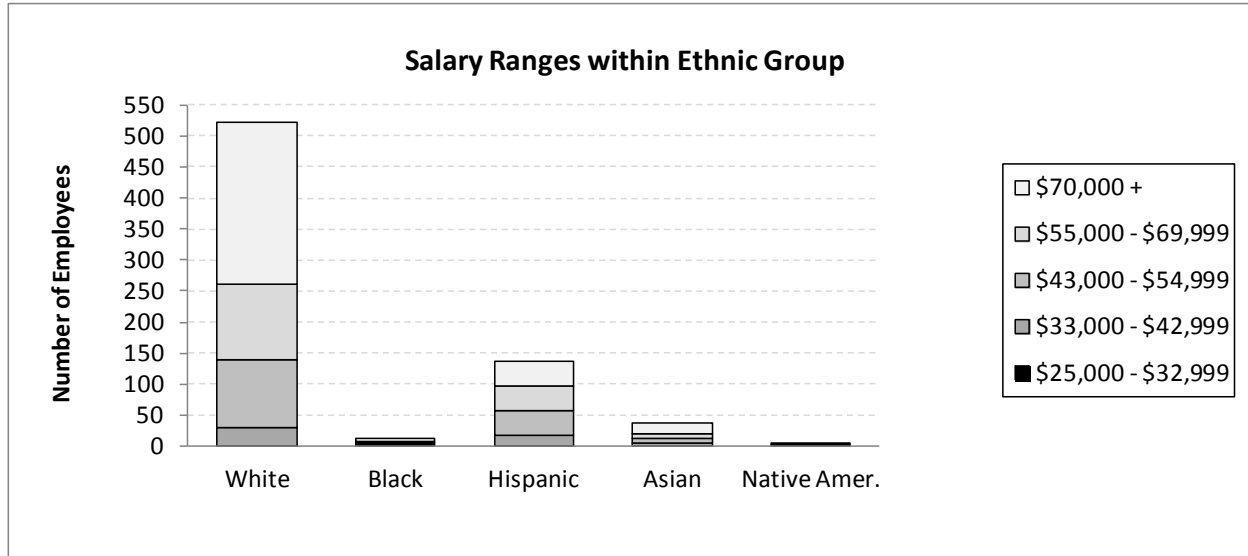


Table 10  
Salary Ranges by Ethnic Group

Salary Range	Non-Hispanic		Black		Hispanic		Asian		Native Amer.		Total
	White										
\$25,000 - \$32,999	1	50.0%	0	0.0%	1	50.0%	0	0.0%	0	0.0%	2
\$33,000 - \$42,999	29	55.8%	3	5.8%	15	28.8%	5	9.6%	0	0.0%	52
\$43,000 - \$54,999	110	69.6%	2	1.3%	40	25.3%	6	3.8%	0	0.0%	158
\$55,000 - \$69,999	122	69.7%	2	1.1%	40	22.9%	9	5.1%	2	1.1%	175
\$70,000 +	259	79.7%	6	1.8%	41	12.6%	17	5.2%	2	0.6%	325
Total	521	73.2%	13	1.8%	137	19.2%	37	5.2%	4	0.6%	712



White employees earned 80% of salaries over \$70,000.

The committee continues to explore a more sophisticated salary equity analysis, to determine all of the factors contributing to the above differences.



# FEDERAL CONTRACTOR VETERANS' EMPLOYMENT REPORT VETS-100

## RETURN COMPLETED REPORT TO:

U.S. DEPARTMENT OF LABOR  
VETERANS' EMPLOYMENT AND TRAINING SERVICE  
VETS-100 REPORTING OFFICE  
4200 FORBES BLVD., SUITE 202  
LANHAM, MARYLAND 20706

<b>TYPE OF REPORTING ORGANIZATION</b> (Check one or both, as applicable)  <input checked="" type="checkbox"/> Prime Contractor  <input type="checkbox"/> Subcontractor	<b>TYPE OF FORM</b> (Check only one)  <input checked="" type="checkbox"/> Single Establishment <input type="checkbox"/> Multiple Establishment-Headquarters <input type="checkbox"/> Multiple Establishment-Hiring Location <input type="checkbox"/> Multiple Establishment-State Consolidated (specify number of locations) _____(MSC)
---	--

## COMPANY IDENTIFICATION INFORMATION

(Omit if items preprinted above)

COMPANY NO: V041555	TWELVE MONTH PERIOD ENDING: 8/28/2015		
NAME OF PARENT COMPANY: CITY OF SANTA CRUZ	ADDRESS (NUMBER AND STREET): 877 CEDAR ST SUITE 100		
CITY: SANTA CRUZ	COUNTY:	STATE: CA	ZIP CODE: 95060

NAME OF HIRING LOCATION: Same	ADDRESS (NUMBER AND STREET):		
CITY:	COUNTY:	STATE:	ZIP CODE:

NAICS: 921110	DUNS: 050515881	EMPLOYER ID: (IRS TAX No.): 946000427
---------------	-----------------	--

## INFORMATION ON VETERANS

REPORT ALL PERMANENT FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE VETERANS, AS DEFINED ON REVERSE, DATA ON NUMBER OF EMPLOYEES ARE TO BE ENTERED IN COLUMN L, M, AND N, LINES 1-9. DATA ON NEW HIRES ARE TO BE ENTERED IN COLUMNS O, P, Q, R, AND S. ENTRIES IN COLUMNS O, P, Q, R, AND S, LINES 1 THROUGH 9, AND COLUMNS L, M, AND N, LINE 10 (GREY SHADED AREAS) ARE OPTOINAL. ENTRIES IN COLUMN Q, LINE 10 (AREA SHADED LIGHT GREY) ARE OPTIONAL FOR 2002 AND EXPECTED TO BE REQUIRED FOR THE 2003 REPORTING CYCLE.

JOB CATEGORIES		NUMBER OF EMPLOYEES			NEW HIRES (PREVIOUS 12 MONTHS)				
		SPECIAL DISABLED VETERANS (L)	VIETNAM ERA VETERANS (M)	OTHER PROTECTED VETERANS (N)	SPECIAL DISABLED VETERANS (O)	VIETNAM ERA VETERANS (P)	NEWLY SEPARATED VETERANS (Q)	OTHER PROTECTED VETERANS (R)	TOTAL NEW HIRES BOTH VETERANS AND NON-VETERANS
Officials and Managers	1	1	1	1	0	0	0	0	4
Professionals	2	0	0	0	0	0	0	0	1
Technicians	3	0	0	0	0	0	0	0	0
Sales Workers	4	0	0	0	0	0	0	0	0
Office and Clerical	5	1	0	2	0	0	0	0	1
Craft Workers (skilled)	6	0	5	2	0	0	0	0	0
Operative (semi-skilled)	7	0	1	0	0	0	0	0	0
Laborers (unskilled)	8	0	1	0	0	0	0	0	0
Service Workers	9	0	0	1	0	0	0	0	0
Total	10	2	8	6	0	0	0	0	6

Report the maximum and minimum number of permanent employees on board during the period covered by this report.

Maximum Number	Minimum Number
1,181	982



<b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION</b> <b>STATE AND LOCAL GOVERNMENT INFORMATION (EEO4)</b>				<b>APPROVED BY</b> <b>OMB</b> <b>30460008</b>	
<b>EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS</b> (Read attached instructions prior to completing this form)				<b>EXPIRES</b> 12/31/2005	
<b>DO NOT ALTER INFORMATION PRINTED IN THIS BOX</b>  CONTROL NUMBER : 06303400 Survey Year : 15				<b>MAIL COMPLETED FORM TO:</b>  EEO-4 Reporting Center PO Box 8127 Reston VA 20195	
<b>A. TYPE OF GOVERNMENT (Check one box only)</b>					
<input type="checkbox"/> 1. State	<input type="checkbox"/> 2. County	<input checked="" type="checkbox"/> 3. City	<input type="checkbox"/> 4. Township	<input type="checkbox"/> 5. Special District	
<input type="checkbox"/> 6. Other (Specify)					
<b>B. IDENTIFICATION</b>					
1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)  SANTA CRUZ CITY					
2. Address Number and Street	CITY/TOWN	COUNTY	STATE/ZIP	EEOC USE ONLY	
809 CENTER STREET	SANTA CRUZ	SANTA CRUZ	CA-95060	A	
				B	
<b>C. FUNCTION</b>					
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)					
<input checked="" type="checkbox"/>	SUMMARY FUNCTION				
<input type="checkbox"/>	1. Financial Administration. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and  GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)		<input type="checkbox"/>	8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.	
<input type="checkbox"/>	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.		<input type="checkbox"/>	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.	
<input type="checkbox"/>	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)		<input type="checkbox"/>	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.	
<input type="checkbox"/>	4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.		<input type="checkbox"/>	11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities	
<input type="checkbox"/>	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)		<input type="checkbox"/>	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.	
<input type="checkbox"/>	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.		<input type="checkbox"/>	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.	
<input type="checkbox"/>	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.		<input type="checkbox"/>	14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY	
<input type="checkbox"/>			<input type="checkbox"/>	15. OTHER (Specify on Page Four)	



7/16/2015 11:32:05AM

CITY OF SANTA CRUZ

1. FULL TIME EMPLOYEES (temporary employees not included)											
ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
	A	B	C	D	E	F	G	H	I	J	K
1 OFFICIALS/ADMINISTRATORS											
1. \$0.1 - 15.9											
2. 16.0 - 19.9											
3. 20.0 - 24.9											
4. 25.0 - 32.9											
5. 33.0 - 42.9											
6. 43.0 - 54.9											
7. 55.0 - 69.9	2						1		1		
8. 70.0 - PLUS	34	14		2	2		16				
2 PROFESSIONALS											
9. \$0.1 - 15.9											
10. 16.0 - 19.9											
11. 20.0 - 24.9											
12. 25.0 - 32.9											
13. 33.0 - 42.9	1						1				
14. 43.0 - 54.9	7	1	1	1			4				
15. 55.0 - 69.9	41	9			2		25		2	2	1
16. 70.0 - PLUS	88	45		6	3		30		1	2	1
3 TECHNICIANS											
17. \$0.1 - 15.9											
18. 16.0 - 19.9											
19. 20.0 - 24.9											
20. 25.0 - 32.9											
21. 33.0 - 42.9											
22. 43.0 - 54.9	6	2		1	1		2				
23. 55.0 - 69.9	5	3			2						
24. 70.0 - PLUS	7	3					4				
4 PROTECTIVE SERVICE											
25. \$0.1 - 15.9											
26. 16.0 - 19.9											
27. 20.0 - 24.9											
28. 25.0 - 32.9											
29. 33.0 - 42.9											
30. 43.0 - 54.9	4	2					2				
31. 55.0 - 69.9											
32. 70.0 - PLUS	35	28	2	3	1		1				
5 PARA-PROFESSIONAL											
33. \$0.1 - 15.9											
34. 16.0 - 19.9											
35. 20.0 - 24.9											
36. 25.0 - 32.9											
37. 33.0 - 42.9	5						1	2	2		
38. 43.0 - 54.9	13	3		1			8		1		
39. 55.0 - 69.9	4				1		3				
40. 70.0 - PLUS	15	13		1			1				
6 ADMINISTRATIVE SUPPORT											

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CITY OF SANTA CRUZ

1. FULL TIME EMPLOYEES (temporary employees not included)											
ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
	A	B	C	D	E	F	G	H	I	J	K
6 ADMINISTRATIVE SUPPORT (continued)											
41. \$0.1 - 15.9											
42. 16.0 - 19.9											
43. 20.0 - 24.9											
44. 25.0 - 32.9											
45. 33.0 - 42.9	6	1			1		2		2		
46. 43.0 - 54.9	29	5		1			19		3	1	
47. 55.0 - 69.9	10						5	1	4		
48. 70.0 - PLUS	4						4				
7 SKILLED CRAFT											
49. \$0.1 - 15.9											
50. 16.0 - 19.9											
51. 20.0 - 24.9											
52. 25.0 - 32.9											
53. 33.0 - 42.9	2	2									
54. 43.0 - 54.9	10	9		1							
55. 55.0 - 69.9	41	26		10	2	1	2				
56. 70.0 - PLUS	24	13	1	5	2	1	2				
8 SERVICE/MAINTENANCE											
57. \$0.1 - 15.9											
58. 16.0 - 19.9	1								1		
59. 20.0 - 24.9											
60. 25.0 - 32.9											
61. 33.0 - 42.9	19	6	1	5	3		4				
62. 43.0 - 54.9	45	21	1	13	1		7		2		
63. 55.0 - 69.9	2	1					1				
64. 70.0 - PLUS	1	1									
65. TOTAL FULL TIME (LINES 1-64)	461	208	6	50	21	2	145	3	19	5	2

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CITY OF SANTA CRUZ

**2. OTHER THAN FULL TIME EMPLOYEES (include temporary employees)**

ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
		A	B				C	D			
66. Officials/Administrators	3	1				1	1				
67. Professionals	26	9					13	1	1	2	
68. Technicians	5	3		1						1	
69. Protective Service											
70. Para-Professional	162	65	2	10	7		55	5	12	5	1
71. Administrative Support	108	29	1	5	1	1	57		8	4	2
72. Skilled Craft	3	3									
73. Service/Maintenance	106	38	2	28	2	2	22	1	10	1	
74. TOTAL OTHER THAN FULL TIME (LINES 66-73)	413	148	5	44	10	4	148	7	31	13	3

**3. NEW HIRES FOR YEAR ENDING ON 07/03/2015 - Permanent full time only**

ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
		A	B				C	D			
75. Officials/Administrators	8	2			1		5				
76. Professionals	13	6	1	1	1		3			1	
77. Technicians	1			1							
78. Protective Service	1	1									
79. Para-Professional											
80. Administrative Support	2	1							1		
81. Skilled Craft	4	4									
82. Service/Maintenance	2			1		1					
83. TOTAL NEW HIRES  (LINES 75-82)	31	14	1	3	2	1	8		1	1	

<b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION</b> <b>STATE AND LOCAL GOVERNMENT INFORMATION (EEO4)</b>				<b>APPROVED BY</b> <b>OMB</b> <b>30460008</b>	
EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS (Read attached instructions prior to completing this form)				<b>EXPIRES</b> 12/31/2005	
<b>DO NOT ALTER INFORMATION PRINTED IN THIS BOX</b>  CONTROL NUMBER : 06303400 Survey Year : 15				<b>MAIL COMPLETED FORM TO:</b>  EEO-4 Reporting Center PO Box 8127 Reston VA 20195	
<b>A. TYPE OF GOVERNMENT (Check one box only)</b>					
<input type="checkbox"/> 1. State	<input type="checkbox"/> 2. County	<input checked="" type="checkbox"/> 3. City	<input type="checkbox"/> 4. Township	<input type="checkbox"/> 5. Special District	
<input type="checkbox"/> 6. Other (Specify)					
<b>B. IDENTIFICATION</b>					
1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)  SANTA CRUZ CITY					
2. Address Number and Street	CITY/TOWN	COUNTY	STATE/ZIP	EEOC USE ONLY	
809 CENTER STREET	SANTA CRUZ	SANTA CRUZ	CA-95060	A	
				B	
<b>C. FUNCTION</b>					
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)					
<input type="checkbox"/>	SUMMARY FUNCTION				
<input type="checkbox"/>	1. Financial Administration. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and  GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)		<input type="checkbox"/>	8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.	
<input type="checkbox"/>	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.		<input type="checkbox"/>	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.	
<input type="checkbox"/>	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)		<input type="checkbox"/>	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.	
<input checked="" type="checkbox"/>	4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.		<input type="checkbox"/>	11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities	
<input type="checkbox"/>	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)		<input type="checkbox"/>	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.	
<input type="checkbox"/>	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.		<input type="checkbox"/>	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.	
<input type="checkbox"/>	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.		<input type="checkbox"/>	14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY	
<input type="checkbox"/>			<input type="checkbox"/>	15. OTHER (Specify on Page Four)	

7/16/2015 11:29:08AM

CITY OF SANTA CRUZ

EEO Function: 4 Police Protection

1. FULL TIME EMPLOYEES (temporary employees not included)											
ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
	A	B	C	D	E	F	G	H	I	J	K
1 OFFICIALS/ADMINISTRATORS											
1. \$0.1 - 15.9											
2. 16.0 - 19.9											
3. 20.0 - 24.9											
4. 25.0 - 32.9											
5. 33.0 - 42.9											
6. 43.0 - 54.9											
7. 55.0 - 69.9											
8. 70.0 - PLUS	3	2		1							
2 PROFESSIONALS											
9. \$0.1 - 15.9											
10. 16.0 - 19.9											
11. 20.0 - 24.9											
12. 25.0 - 32.9											
13. 33.0 - 42.9											
14. 43.0 - 54.9											
15. 55.0 - 69.9											
16. 70.0 - PLUS	7	4		1				1	1		
4 PROTECTIVE SERVICE											
25. \$0.1 - 15.9											
26. 16.0 - 19.9											
27. 20.0 - 24.9											
28. 25.0 - 32.9											
29. 33.0 - 42.9											
30. 43.0 - 54.9	3	1			1		1				
31. 55.0 - 69.9	5	2					2		1		
32. 70.0 - PLUS	63	34		11	6		10		2		
5 PARA-PROFESSIONAL											
33. \$0.1 - 15.9											
34. 16.0 - 19.9											
35. 20.0 - 24.9											
36. 25.0 - 32.9											
37. 33.0 - 42.9											
38. 43.0 - 54.9											
39. 55.0 - 69.9	1						1				
40. 70.0 - PLUS	14	11		3							
6 ADMINISTRATIVE SUPPORT											
41. \$0.1 - 15.9											
42. 16.0 - 19.9											
43. 20.0 - 24.9											
44. 25.0 - 32.9											
45. 33.0 - 42.9	3						2			1	
46. 43.0 - 54.9	7	1					4		2		
47. 55.0 - 69.9	1						1				
48. 70.0 - PLUS	1						1				

7/16/2015 11:29:08AM

## CITY OF SANTA CRUZ

EEO Function: 4 Police Protection

65. TOTAL FULL TIME	108	55		16	7		22	1	6	1	
(LINES 1-64)											

7/16/2015 11:29:08AM

CITY OF SANTA CRUZ

EEO Function: 4 Police Protection

**2. OTHER THAN FULL TIME EMPLOYEES (include temporary employees)**

ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)  A	NON-HISPANIC		hispanic  D	asian or pacific islander  E	american indian or alaskan native  F	NON-HISPANIC		hispanic  I	asian or pacific islander  J	american indian or alaskan native  K
		white  B	black  C				white  G	black  H			
66. Officials/Administrators											
67. Professionals											
68. Technicians											
69. Protective Service	4	1		1			2				
70. Para-Professional	2	2									
71. Administrative Support											
72. Skilled Craft											
73. Service/Maintenance											
74. TOTAL OTHER THAN FULL TIME (LINES 66-73)	6	3		1			2				

**3. NEW HIRES FOR YEAR ENDING ON 07/03/2015 - Permanent full time only**

ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
		A	B				C	D			
75. Officials/Administrators											
76. Professionals	1							1			
77. Technicians											
78. Protective Service	4	2			1				1		
79. Para-Professional											
80. Administrative Support	4						3			1	
81. Skilled Craft											
82. Service/Maintenance											
83. TOTAL NEW HIRES  (LINES 75-82)	9	2			1		3	1	1	1	

<b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION</b> <b>STATE AND LOCAL GOVERNMENT INFORMATION (EEO4)</b>				<b>APPROVED BY</b> <b>OMB</b> <b>30460008</b>
EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS (Read attached instructions prior to completing this form)				EXPIRES 12/31/2005
<b>DO NOT ALTER INFORMATION PRINTED IN THIS BOX</b>  CONTROL NUMBER : 06303400 Survey Year : 15				MAIL COMPLETED FORM TO:  EEO-4 Reporting Center PO Box 8127 Reston VA 20195
<b>A. TYPE OF GOVERNMENT (Check one box only)</b>				
<input type="checkbox"/> 1. State	<input type="checkbox"/> 2. County	<input checked="" type="checkbox"/> 3. City	<input type="checkbox"/> 4. Township	<input type="checkbox"/> 5. Special District
<input type="checkbox"/> 6. Other (Specify)				
<b>B. IDENTIFICATION</b>				
1. NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)  SANTA CRUZ CITY				
2. Address Number and Street  809 CENTER STREET	CITY/TOWN  SANTA CRUZ	COUNTY  SANTA CRUZ	STATE/ZIP  CA-95060	EEOC USE ONLY A B
<b>C. FUNCTION</b>				
(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s) attach a list showing name and address of agencies whose data are not included.)				
<input type="checkbox"/>	SUMMARY FUNCTION			
<input type="checkbox"/>	1. Financial Administration. Tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and  GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administration offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)	<input type="checkbox"/>	8. HEALTH. Provision of public health services, outpatient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.	
<input type="checkbox"/>	2. STREETS AND HIGHWAYS. Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges.	<input type="checkbox"/>	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.	
<input type="checkbox"/>	3. PUBLIC WELFARE. Maintenance of homes and other institutions for the needy administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)	<input type="checkbox"/>	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.	
<input type="checkbox"/>	4. POLICE PROTECTION. Duties of a police department sheriff's, constable's, coroner's office, etc., including technical and clerical employees engaged in police activities.	<input type="checkbox"/>	11. CORRECTIONS. Jails, reformatories, detention homes, halfway houses, prisons, parole and probation activities	
<input type="checkbox"/>	5. FIRE PROTECTION. Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)	<input checked="" type="checkbox"/>	12. UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.	
<input type="checkbox"/>	6. NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation drainage, flood control, etc., and PARKS AND RECREATION. Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	<input type="checkbox"/>	13. SANITATION AND SEWAGE. Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.	
<input type="checkbox"/>	7. HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.	<input type="checkbox"/>	14. EMPLOYMENT SECURITY STATE GOVERNMENTS ONLY	
<input type="checkbox"/>		<input type="checkbox"/>	15. OTHER (Specify on Page Four)	



7/16/2015 11:25:49AM

CITY OF SANTA CRUZ

EEO Function: 13 Sanitation and Sewage

1. FULL TIME EMPLOYEES (temporary employees not included)											
ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
	A	B	C	D	E	F	G	H	I	J	K
1 OFFICIALS/ADMINISTRATORS											
1. \$0.1 - 15.9											
2. 16.0 - 19.9											
3. 20.0 - 24.9											
4. 25.0 - 32.9											
5. 33.0 - 42.9											
6. 43.0 - 54.9											
7. 55.0 - 69.9	1	1									
8. 70.0 - PLUS	2	2									
2 PROFESSIONALS											
9. \$0.1 - 15.9											
10. 16.0 - 19.9											
11. 20.0 - 24.9											
12. 25.0 - 32.9											
13. 33.0 - 42.9											
14. 43.0 - 54.9	2	2									
15. 55.0 - 69.9	5	1					4				
16. 70.0 - PLUS	8	4	1				2			1	
3 TECHNICIANS											
17. \$0.1 - 15.9											
18. 16.0 - 19.9											
19. 20.0 - 24.9											
20. 25.0 - 32.9											
21. 33.0 - 42.9											
22. 43.0 - 54.9	2	1			1						
23. 55.0 - 69.9	4	2					2				
24. 70.0 - PLUS											
4 PROTECTIVE SERVICE											
25. \$0.1 - 15.9											
26. 16.0 - 19.9											
27. 20.0 - 24.9											
28. 25.0 - 32.9											
29. 33.0 - 42.9	3	3									
30. 43.0 - 54.9											
31. 55.0 - 69.9	1						1				
32. 70.0 - PLUS											
5 PARA-PROFESSIONAL											
33. \$0.1 - 15.9											
34. 16.0 - 19.9											
35. 20.0 - 24.9											
36. 25.0 - 32.9											
37. 33.0 - 42.9	1	1									
38. 43.0 - 54.9	1						1				
39. 55.0 - 69.9											
40. 70.0 - PLUS											
6 ADMINISTRATIVE SUPPORT											

7/16/2015 11:25:49AM

CITY OF SANTA CRUZ

EEO Function: 13 Sanitation and Sewage

1. FULL TIME EMPLOYEES (temporary employees not included)											
ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
	A	B	C	D	E	F	G	H	I	J	K
6 ADMINISTRATIVE SUPPORT (continued)											
41. \$0.1 - 15.9											
42. 16.0 - 19.9											
43. 20.0 - 24.9											
44. 25.0 - 32.9											
45. 33.0 - 42.9											
46. 43.0 - 54.9	1						1				
47. 55.0 - 69.9											
48. 70.0 - PLUS											
7 SKILLED CRAFT											
49. \$0.1 - 15.9											
50. 16.0 - 19.9											
51. 20.0 - 24.9											
52. 25.0 - 32.9											
53. 33.0 - 42.9	1			1							
54. 43.0 - 54.9	1	1									
55. 55.0 - 69.9	23	15	1	7							
56. 70.0 - PLUS	15	11	1	2					1		
8 SERVICE/MAINTENANCE											
57. \$0.1 - 15.9											
58. 16.0 - 19.9											
59. 20.0 - 24.9											
60. 25.0 - 32.9	1	1									
61. 33.0 - 42.9	11	6		5							
62. 43.0 - 54.9	27	11		13	1		1		1		
63. 55.0 - 69.9	29	14		14					1		
64. 70.0 - PLUS	4	3		1							
65. TOTAL FULL TIME (LINES 1-64)	143	79	3	43	2		12		3	1	

7/16/2015 11:25:49AM

CITY OF SANTA CRUZ

EEO Function: 13 Sanitation and Sewage

**2. OTHER THAN FULL TIME EMPLOYEES (include temporary employees)**

ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
A	B	C	D	E	F	G	H	I	J	K	
66. Officials/Administrators											
67. Professionals	4	2				2					
68. Technicians											
69. Protective Service	11	6		1		3			1		
70. Para-Professional											
71. Administrative Support											
72. Skilled Craft											
73. Service/Maintenance	3	1		1		1					
74. TOTAL OTHER THAN FULL TIME (LINES 66-73)	18	9		2		1	5		1		

**3. NEW HIRES FOR YEAR ENDING ON 07/03/2015 - Permanent full time only**

ANNUAL SALARY (In thousands 000)	MALE						FEMALE				
	TOTAL (COLUMNS B-K)	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native	NON-HISPANIC		hispanic	asian or pacific islander	american indian or alaskan native
		white	black				white	black			
A	B	C	D	E	F	G	H	I	J	K	
75. Officials/Administrators											
76. Professionals	2	1					1				
77. Technicians	1	1									
78. Protective Service											
79. Para-Professional	1	1									
80. Administrative Support											
81. Skilled Craft	1		1								
82. Service/Maintenance	3	1		2							
83. TOTAL NEW HIRES  (LINES 75-82)	8	4	1	2			1				



