





Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

**MEMORANDUM**

To: Civil Service Commission

Through: Micki Callahan, Human Resources Director

From: Linda C. Simon, Director EEO Programs

Date: August 6, 2015

Subject: **2015 Equal Employment Opportunity Workforce Utilization Update**

Pursuant to Civil Service Commission Rule 103, Equal Employment Opportunity, "it is the policy of the Civil Service Commission of the City and County of San Francisco that all persons shall have equal opportunity in employment . . . ."

On December 6, 2013, the Human Resources Director filed the 2013 Equal Employment Opportunity Workforce Utilization Analysis Report (2013 Report) prepared by the Department of Human Resources. The 2013 Report includes data from the 2010 U.S. Census on the race/ethnicity and gender composition of the City and County of San Francisco (*the City*) workforce compared to the available labor market for the civilian workforce, in occupational categories, and in similar selected job classes. The City's workforce composition is compared to the available labor market to assess whether the workforce is representative of the labor market.

In keeping with requirements in Civil Service Rule 103.2.4 "For each year thereafter until the next five-year report, the Department of Human Resources staff shall report back to the Civil Service Commission on those City classes identified in the last five-year report as having lower percentages of sex, race or ethnic groups than those occupational categories in the relevant job market," the following is the 2015 Equal Employment Opportunity Workforce Utilization update prepared by the Department of Human Resources.

**Our Commitment to Diversity**

The City and County of San Francisco is committed to the recruitment, hiring, retention, and promotion of a diverse workforce. The Department of Human Resources leads ongoing efforts to create inclusive environments that provide all employees and applicants an opportunity for a successful and rewarding career. The City's workforce should reflect the community we serve, which in turn supports a government that is fair to all those who rely on its services. San



Francisco is enriched by its diverse population, and by embracing its diversity the City's workforce is better prepared to serve.

### **The City's Workforce 2013 to 2015**

The 2013 Workforce Utilization Report on the City's workforce shows utilization rates by gender and race. The report provides statistical comparisons of the workforce to the available labor pool in the eleven counties in which City employees reside. Comparing the workforce to the available labor pool is the method used to determine areas of underutilization (or underrepresentation) in occupational categories used by the U.S. Census Bureau. A group employed at or near its availability in the labor market is considered at parity. Discrepancies between the labor market availability and the utilization of groups within the City's workforce are described as overutilization or underutilization.

For purposes of measuring the City's workforce, a utilization rate of 100% indicates that the group is at parity with the available labor market. A utilization rate higher than 100% indicates overutilization in the City's workforce in comparison to the available labor market. A utilization rate that is lower than 100% indicates underutilization in the City's workforce in comparison to the available labor market.

<b>Officials and Administrators</b>		
<b>Underrepresented Groups</b>	<b>2013 Utilization Rate</b>	<b>2015 Utilization Rate</b>
Asian, PI/Filipino Males	84.98%	91.94%
American Indian Females	0.00%	76.46%
American Indian Males	200.00%	0.00%
White Females	97.70%	98.76%
White Males	85.90%	83.70%

<b>Professionals</b>		
<b>Underrepresented Groups</b>	<b>2013 Utilization Rate</b>	<b>2015 Utilization Rate</b>
White Females	79.39%	76.40%
White Males	61.90%	59.70%

<b>Technicians</b>		
<b>Underrepresented Groups</b>	<b>2013 Utilization Rate</b>	<b>2015 Utilization Rate</b>
White Females	49.60%	45.35%
White Males	76.14%	71.94%

<b>Protective Service Workers</b>		
<b>Underrepresented Groups</b>	<b>2013 Utilization Rate</b>	<b>2015 Utilization Rate</b>
Black Females	61.04%	55.19%
Black Males	69.57%	67.59%
Hispanic Females	63.72%	67.42%

American Indian Females	52.49%	40.80%
White Females	95.89%	92.81%

**Paraprofessionals**

No comparable U.S. Census data.

**Administrative Support Workers**

Underrepresented Groups	2013 Utilization Rate	2015 Utilization Rate
Hispanic Males	45.08%	46.81%
American Indian Females	41.34%	60.10%
White Females	41.38%	38.96%
White Males	25.80%	25.01%

**Skilled Craft Workers**

Underrepresented Groups	2013 Utilization Rate	2015 Utilization Rate
Hispanic Females	47.33%	46.06%
Hispanic Males	48.97%	51.59%
Asian, PI/Filipino Females	32.79%	31.92%
White Females	47.13%	49.14%

**Service Maintenance Workers**

Underrepresented Groups	2013 Utilization Rate	2015 Utilization Rate
Hispanic Females	27.81%	27.20%
Hispanic Males	63.83%	62.33%
White Females	30.37%	29.01%

Statistical data reflects increases in four areas. Nonetheless, the City continues to be engaged in new and expanded recruitment and hiring efforts to increase diversity.

**Recruitment and Hiring**

The Department of Human Resources and several City departments participate in recruitment events on-campus and at job fairs throughout the country. Human Resources professionals, executive personnel and lay workers have gone to many locations to answer questions, encourage applications, and discuss City job opportunities. These efforts support proactively recruiting applicants with diverse backgrounds and experiences.

A regularly scheduled recruitment forum meets every other month to talk about hiring practices and has worked to increase the number of minority job fairs where City employment opportunities are presented. City personnel participate in on-campus events, attend minority job



fairs and conferences, and conduct outreach to community groups in an effort to build diverse applicant pools from which the best and most qualified candidates can be hired. Personnel from the Department of Public Health have also attended career fairs and programs hosted by professional affinity groups, such as nursing associations, furthering the City's commitment to employ culturally competent health care professionals who are representative of our community.

City representatives actively participate in forums and programs sponsored by organizations and entities such as:

- National Association of Hispanic Nurses (NAHN)
- National Black Nurses Association (NBNA)
- American Assembly for Men in Nursing (AAMIN)
- San Francisco Women's Expo
- Bay Area Black Expo
- Southeast Community Facility (Southeast Community Facility Commission)
- Sunday Streets
- San Francisco Bay Area Aloha Festival
- Nihonmachi Street Fair
- Pistahan Parade and Festival
- Dragon Boat Festival
- Sunset Festival
- Castro Street Fair
- SF LGBT Center
- Firefighter Career Expo
- City College of San Francisco
- Skyline College Veteran's Jobs & Resource Fair
- Exploratorium
- Lowell High School
- Women's Apprenticeship and Career Fair (Flyer in Exhibit 1)
- Information Technology Initiative
- Women's Empowerment Initiative (WEi)

The City also hosts career forums and programs in various community locations, both individually and in conjunction with other public agencies, labor groups, employee affinity groups, and private industry.

Partners include:

- Pacific Gas & Electric
- East Bay Municipal Utilities District
- Chabot Las Positas Community College District
- California Division of Apprenticeship Standards
- Laborers Local 261
- International Longshore and Warehouse Union (ILWU, Local 23)

In August of 2014, the Department of Human Resources hired Ed Wong to serve as Recruitment and Talent Management Specialist. In this role Mr. Wong and others conduct outreach to increase the City's public profile and reach a broader and wider market of candidates. He is also tasked with finding new, innovative and creative ways to make the City an appealing and desirable employer to work for, especially for underrepresented racial and ethnic groups. A complete list of community events Mr. Wong, along with representatives from other city departments, have attended and scheduled is attached as Exhibit 1.

## **Creating Pipelines**

### **Apprenticeship Programs**

Led by the Department of Human Resources, Workforce Development Division, the City's apprenticeship programs are being modified and new programs developed to meet requirements in the Mayor's 17-Point Plan and the President's call for more job training programs. Personnel Analyst Margot Reed is overseeing the new apprenticeship initiatives in collaboration with several city departments and community based organizations.

New and existing apprenticeship programs will prepare apprentices for a broad range of City and private sector jobs in the trades. In addition to job training, Ms. Reed plans to work with Examination Analysts who oversee the apprentice selection process. Her goal is to see that examination questions are culturally neutral.

The City is also hosting an Apprenticeship Fair on August 18, 2015. This opportunity will increase the City's visibility as an apprentice employer. (Flyer in Exhibit 1)

### **YearUp**

The City has partnered with YearUp, a one-year, intensive training program that provides low-income young adults, ages 18-24, with a combination of hands-on skill development, college credits, internships, and support. YearUp's trainees focus on technology fields and also develop professional and communications skills in the program. YearUp interns will help the Department of Public Health with its technology needs as it opens the new San Francisco General Hospital.

### **Networking**

City leaders are actively involved in efforts that encourage and support the recruitment of diverse persons in the greater bay area. To increase the number of minorities in the pipeline, the Human Resources Director and other City leaders participate in a number of forums, such as:

Recruitment Roundtables: Recruiting personnel and department heads meet to discuss underrepresentation in specific classes and share outreach strategies.

Women in Trades Meetings: Professionals from the public and private sector discuss best practices on how to attract women to non-traditional fields.



Community Meetings: DHR Recruiter Ed Wong conducts informational meetings on careers in law enforcement, firefighting and protective service. The Fire Department has revised its recruiting materials to reflect the diversity of the various community groups. (Exhibit 2.)

### **Conclusion**

There are many efforts underway that reflect the City's commitment to building a diverse talent pool from which to recruit. The San Francisco Police Department has a media campaign featuring its slogan, "Ordinary People Doing the Extraordinary," and the Sheriff's Department has its campaign featuring, "Why Not You?" With multiple recruitment programs focused on attracting a diverse group of applicants to City employment, the City is committed to increasing our workforce demographics to achieve parity with the available labor pool.

Recommendation: Adopt Report

### **Exhibits to Report**

<b>Exhibit Number</b>	<b>Description</b>
1	DHR, Workforce Development List of Career Fairs and Events Scheduled
2	San Francisco Fire Department Recruitment Materials

# Exhibit 1

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Career Fair/Event	Date/Time	Location	Sponsor	Target Audience
(SFFD) Sunday Streets in the Western Addition	9/14/2014	Western Addition	Sunday Streets	Minorities
(SFFD) Dragon Boat Festival	9/20-21/1	Treasure Island		Asian
(SFFD) Sunset Festival	9/27/2014	Sunset District		Asian
CCSF Job Fair - Mission Campus	10/1/2014		CCSF	Hispanic
(SFFD) Castro Street Fair	10/5/2014	Castro District		LGBTQ
SF LGBT Career Fair	10/22/2014	Castro District	LGBT Center	LGBTQ
NSBE Career Event	11/21/2015	Burlingame	NSBE	African American
Skyline College Vet Job Fair	11/5/2014	Skyline College	Skyline College	Veterans
Honor a Hero Job Fair	2/23/2015	South San Francisco	Honor a Hero	Veterans
SF Black Leadership Job Fair	2/28/2015	Fillmore District	SF Black Leadership	African American
SF Mayor's Council Job Fair	3/18/2015	State Building	SF Mayor's Council	Persons with Disabilities
South East Facility Community Job Fair	5/6/2015	Bayview District	South East Facility Community Commission	African American
Western Addition Job Fair	5/20/2015	Western Addition	Success Center SF	African Americans
SFFD Career Information Session	6/18/2015	South East Facility Community Center	SFFD	African American
Deaf Counseling, Advocacy and Referral Agency (DCARA)	6/30/2015	DCARA, San Leandro	DCARA	Persons with Disabilities
SFFD Career Information Session	7/16/2015	Betty Ann Ong Chinese Rec Center	SFFD	Asian
Bay Area Black Expo	7/25/15, 11 am to 6 pm	Frank Ogawa Plaza, Oakland	Bay Area Black Expo	African American
WEi Apprenticeship and Career Opportunities Fair	8/18/15, 10 am to 2 pm	ILWU Local 23, 4 Berry Street, SF	DHR	Women and Minorities
Hiring Our Heroes	8/25/15, 11:30 am to 3 pm	AT&T Park	SF Giants & Jewish Community Relations Council	Veterans
Jobs Bucket	9/29/15, 10 am to 12:30 pm	SF Public Library	The Jobs Group	Persons with Disabilities
Bay Area Women's Summit	TBD	Moscone Center	CCSF, City of Oakland, The Women's Foundation of CA	Women and Minorities
Ultimate Women's Expo	10/3-4/15	San Mateo Event Center	The Ultimate Women's Expo	Women and Minorities
Job Hunters Boot Camp	10/13/15, 10 am to 1 pm	San Mateo Event Center	Congresswoman Jackie Speier	Veterans



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# Exceed Expectations



## Apprenticeship & Career Opportunities Fair

**Women interested in public safety, information technology, or the building and maintenance trades are encouraged to attend!**

Inspired by the S.F. Women's Empowerment Initiative

No Pre-registration Required

**Tuesday, August 18th**

10:00 am - 1:00 pm

**ILWU Local 34 Hall**

**4 Berry Street**

(next to AT&T Park)

For additional information call:

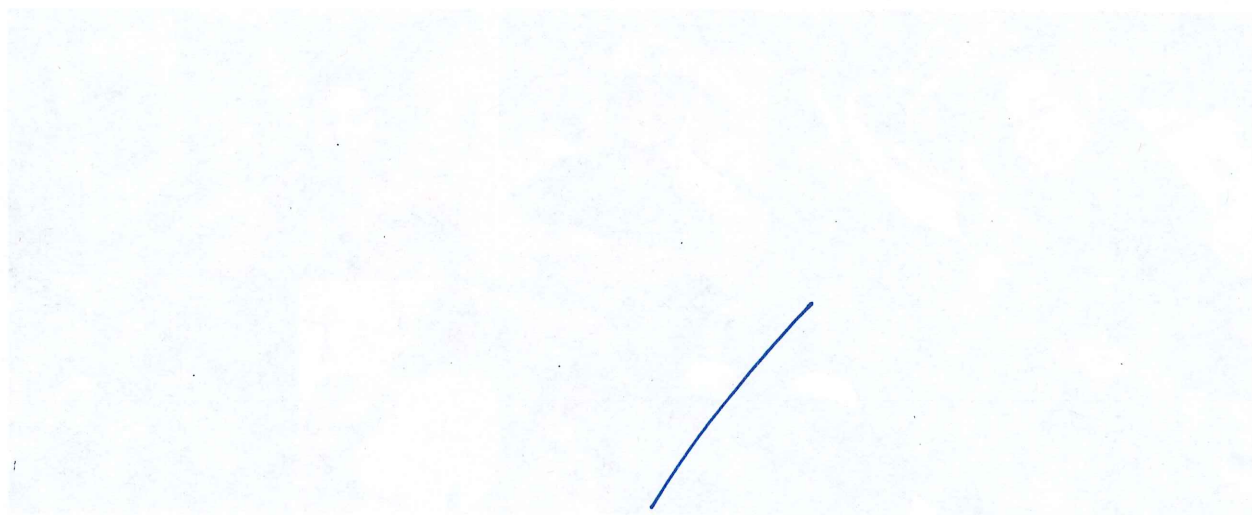
(415) 557-4928



City and County of San Francisco  
Department of Human Resources  
Workforce Development Division



Exceed Expectations



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Approximate 1/2" x 1/2" (approx. 1/4")

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## What We Stand For

The Fire Department's mission is to protect the lives and property of the people of San Francisco from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values health, wellness and cultural diversity and is free of harassment and discrimination.

### The Fire Department values:

- The public's trust and opportunity to serve
- A work environment that promotes harmony, respect for each person, and is free from harassment, discrimination, and retaliation
- Leadership committed to the Department's mission
- A diverse work force which reflects the community it serves
- A highly trained professional workforce
- Teamwork to effectively achieve the Department's mission

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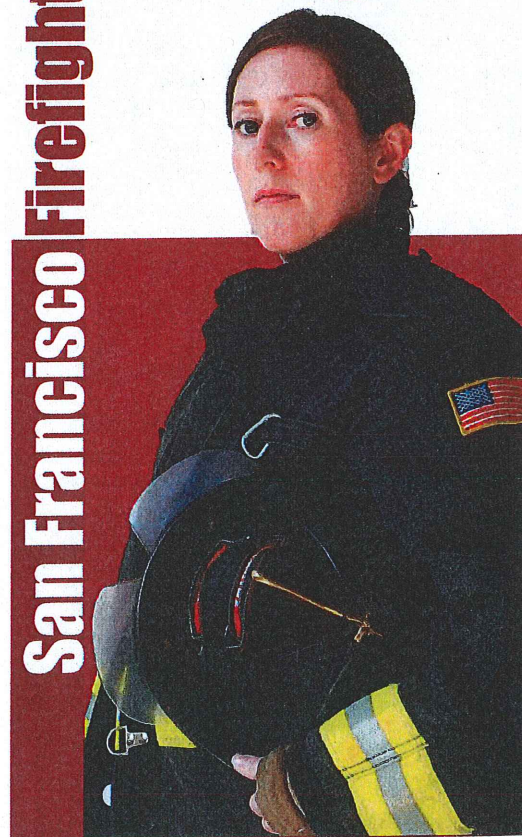


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## San Francisco Firefighter Careers





## Salary and Benefits

**\$73,424 - \$113,308 / year**

- Paid vacation
- Paid sick leave
- 11 legal holidays + floating holidays
- Retirement plan
- Deferred compensation
- Health insurance
- Dental & vision plans



## The Job

San Francisco Firefighters safeguard City residents and visitors each day by:

- **Protecting Lives and Property through Fire Suppression**
- **Responding to Disasters and Medical Emergencies**
- **Containing Hazardous Materials Incidents**
- **Working with Communities and Schools to Prevent Fires**
- **Inspecting Businesses, Schools and Public Gatherings**
- **Utilizing Specialized Training including: Steep or Challenging Terrain Rescue; Confined Space Rescue; and Water Rescue**
- **Investigating Arson Cases**

## Qualifications\*

To be placed on the eligible list you must:

- Have a high school diploma or equivalent
- Be at least 19 years old (no maximum age limit)
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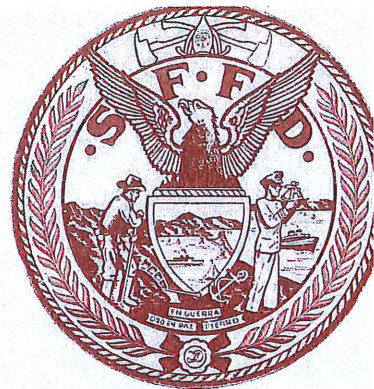
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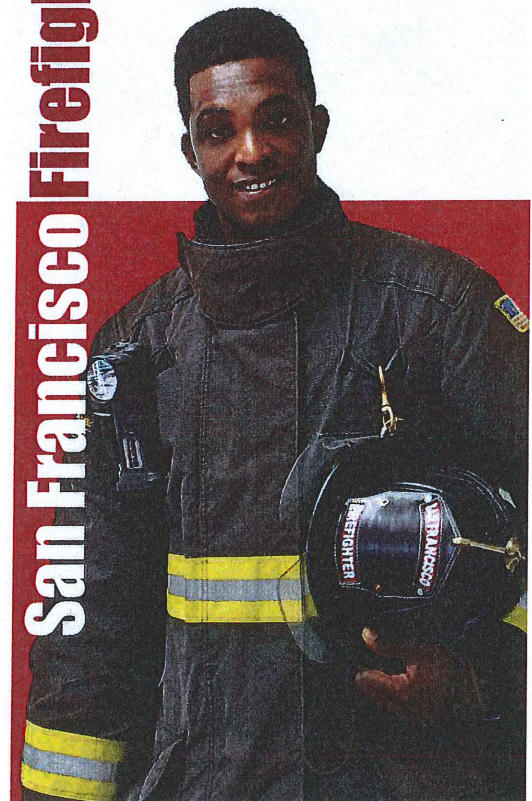
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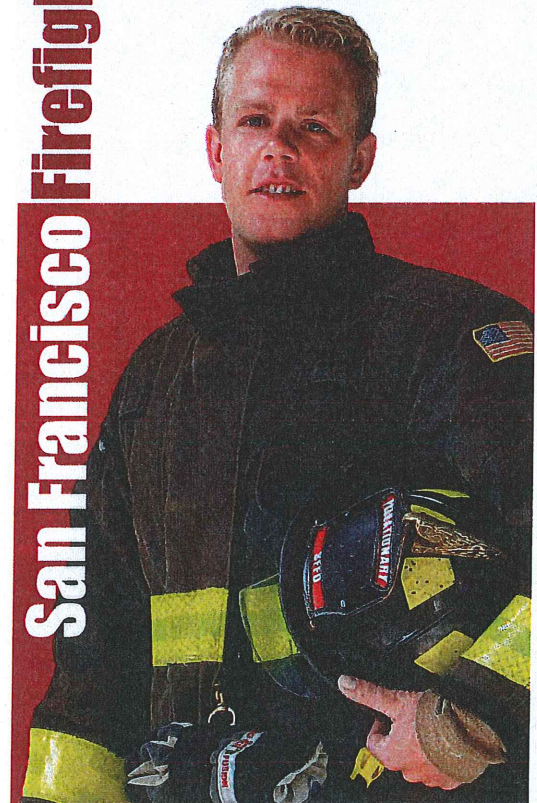
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Fax: (415) 558-3407

Email: [fireadministration@sfgov.org](mailto:fireadministration@sfgov.org)  
[www.sf-fire.org](http://www.sf-fire.org)  
[www.sfdhr.org](http://www.sfdhr.org)



## San Francisco Firefighter Careers





## Salary and Benefits

**\$73,424 - \$113,308 / year**

- Paid vacation
- Paid sick leave
- 11 legal holidays + floating holidays
- Retirement plan
- Deferred compensation
- Health insurance
- Dental & vision plans



## The Job

**San Francisco Firefighters protect City residents and visitors each day by:**

- **Protecting Lives and Property through Fire Suppression**
- **Responding to Disasters and Medical Emergencies**
- **Containing Hazardous Materials Incidents**
- **Working with Communities and Schools to Prevent Fires**
- **Inspecting Businesses, Schools and Public Gatherings**
- **Utilizing Specialized Training including: Steep or Challenging Terrain Rescue; Confined Space Rescue; and Water Rescue**
- **Investigating Arson Cases**

## Qualifications\*

**To be placed on the eligible list you must:**

- Have a high school diploma or equivalent
- Be at least 19 years old (no maximum age limit)
- Have a current, valid Emergency Medical Technician (EMT) certification issued by the State of California (may take exam before getting EMT certificate)
- Pass the FireTEAM exam

\*The online job announcement lists minimum qualifications in detail. Go to [www.jobaps.com/sf](http://www.jobaps.com/sf) and click on "Entry-level Firefighter"

**To be hired you must:**

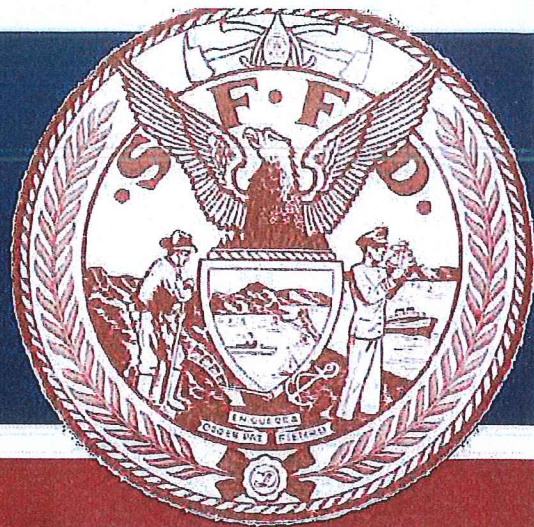
- Be at least 20 years old
- Pass the physical ability test (CPAT)
- Have a valid California driver license
- Successfully complete all components of the background investigation
- Not have a felony conviction on record



# The San Francisco Fire Department

presents

## San Francisco Firefighter Career Information Session



*Ever wonder what it takes to be a San Francisco Firefighter?*

At these info session you'll meet real San Francisco Firefighters who'll tell you about what they consider the best job on the planet. They'll share information about how to become a firefighter and you'll get to ask them questions.

You may be surprised what you're capable of!

- 8/17/15: 6:30 – 8 pm, Potrero Hill Rec. Center, Register at: [www.sffd081715.eventbrite.com](http://www.sffd081715.eventbrite.com)
- 9/21/15: 6:30 – 8 pm, Palega Rec. Center, Register at: [www.sffd092115.eventbrite.com](http://www.sffd092115.eventbrite.com)
- 10/19/15: 6:30 – 8 pm, Hamilton Rec. Center, Register at: [www.sffd101915.eventbrite.com](http://www.sffd101915.eventbrite.com)
- 11/16/15: 6:30 – 8 pm, Sunset Rec. Center, Register at: [www.sffd111615.eventbrite.com](http://www.sffd111615.eventbrite.com)
- 12/21/15, 6:30 – 8 pm, Richmond Rec Center, Register at: [www.sffd122115.eventbrite.com](http://www.sffd122115.eventbrite.com)

# San Francisco Firefighter Careers



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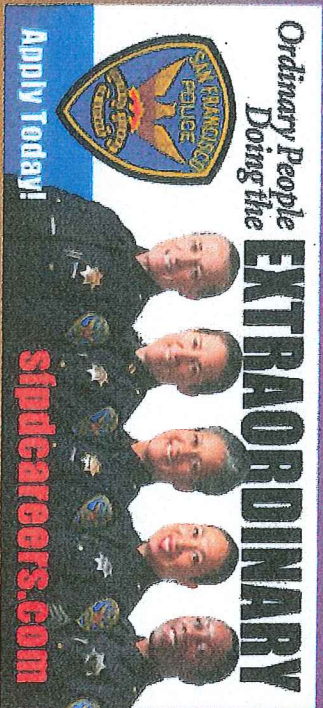
San Francisco Police Department  
Recruitment Workshop

# "Ordinary women doing the extraordinary"

The SFPD is providing an informational hiring workshop at our Police Academy.

There will be Officers from Backgrounds, the Academy and the Patrol Division presenting panel discussions regarding a career with the SFPD.

We will also demonstrate the physical agility test and give you an opportunity to practice the test. Many of our officers will be on hand to answer questions.



When: Saturday, July 18 & August 8th, 2015 from 9:00

AM to 12:00 PM

and from 1:00 PM to 4:00 PM

Where: 350 Amber Dr. San Francisco Police Academy

(415) 734-3331

Go to Eventbrite to sign up



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is the reduction of violent crime to make San Francisco the safest big city in the Nation. We accomplish this goal by establishing positive and productive partnerships with members of our community; especially our youth.

## WORKING FOR US IS AN ADVENTURE!

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### MAJOR LEAGUE SPORTS

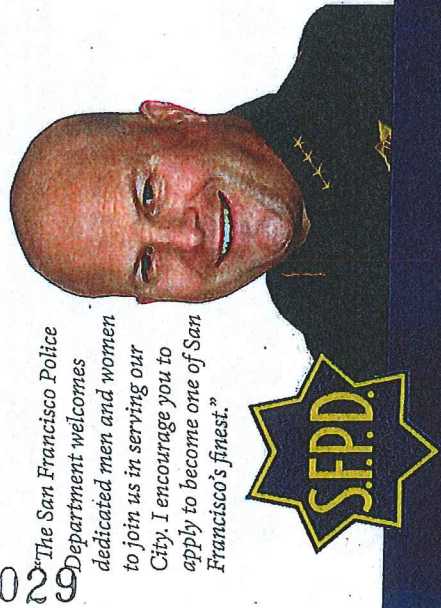
MLB Baseball - Giants at AT&T Park

### WATERFRONT ACTIVITIES

Fleet Week, America's Cup, U.S. Open

### MAJOR EVENTS

Parades, festivals, demonstrations



"The San Francisco Police Department welcomes dedicated men and women to join us in serving our City. I encourage you to apply to become one of San Francisco's finest."

## POLICE OFFICERS OPPORTUNITIES

Entry Level  
Laterals

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and apply today!



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San Francisco, CA 94103  
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Ordinary People Doing the  
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# Ordinary people doing the extraordinary...

## SALARY/BENEFITS

The current salary range for a San Francisco Police officer is

**\$80,574 to \$112,164\* annually**

\*Five years and possession of advanced P.O.S.T. certificate

Includes health, dental, and life insurance; paid vacation days; floating holidays; paid sick leave; bilingual and specialty assignment pay; and minimum retirement at age 50 with maximum 90% based on years of service.

Salary subject to change per the MOU between the City & County of San Francisco and the San Francisco Police Officers Association

## WHAT WE DO

*Upon successful graduation from the San Francisco Police Academy, officers are assigned to a district station. Following a field training program, duties and opportunities include the following:*

- Helping people by providing public safety enforcement service to the City of San Francisco
- Promoting Community Policing
- Working with youth
- Patrolling assigned districts, responding to calls for service, conducting investigations, writing reports, pursuing and detaining suspects, and making arrests
- Enforcing traffic and parking laws
- Preparing for and participating in major events, parades, dignitary protection, and public safety at sporting events
- Participating in self-development activities such as on-going professional training for promotional consideration

- Participation in a wide variety of special assignments including:
  - School Resource Officer
  - Marine Unit
  - Hondas
  - Canines
  - Motor Unit
  - SWAT
  - Mounted Unit
  - Foot Beats
  - Bicycle Patrol
  - Investigations
  - CSI/Forensics

## QUALIFICATIONS

*To qualify to take the police officer examination, the following must be met:*

### MINIMUM STANDARDS

- Be at least 20 years old (there is no maximum age limit)
- Be a U.S. citizen or a permanent resident alien
- There is no residency requirement
- Have a valid driver license
- Not have been convicted of a felony in California or of an act in any other state or Federal jurisdiction or in any other county that would have been a felony if committed in California or any misdemeanor that carries a penalty prohibiting ownership, possession, or control of a firearm

### TO BE HIRED, YOU MUST:

- Be at least 21 years old
- Have a U.S. high school diploma, a G.E.D. or California High School Proficiency examination, or two-year / four year degree from an accredited college or university in the United States
- Be a U.S. citizen
- Successfully complete all components of the Police Officer examination and the background investigation process



## Interested? Check us out - [www.sfpdcareers.com](http://www.sfpdcareers.com)

Visit our website at [sfgov.org/police](http://sfgov.org/police) and look for us on Facebook and Twitter!



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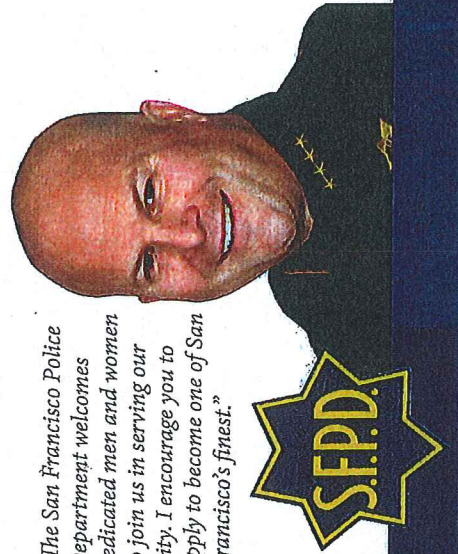
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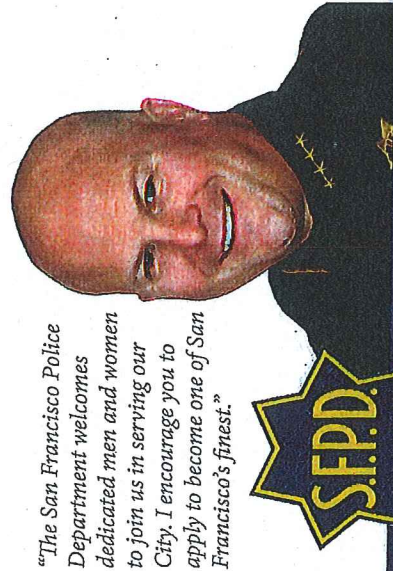
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