



City of Arts & Innovation

City Council Memorandum

TO: COMMISSION ON DISABILITIES **DATE: MAY 7, 2018**
FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**
SUBJECT: DEPARTMENT UPDATE ON EFFORTS TO IMPROVE DIVERSITY, INCLUSION AND AWARENESS

ISSUE:

Receive the Human Resources Department update on efforts to improve Diversity, Inclusion, and Awareness.

RECOMMENDATION:

That the Commission on Disabilities receive the Human Resources Department update on efforts to improve Diversity, Inclusion, and Awareness.

BACKGROUND:

On September 18, 2017, the Human Resources Department presented an update to the Commission on Disabilities on Citywide efforts to improve programs for people with disabilities, veterans and unemployed. The new Human Resources Director Stephanie Holloman provided an overview of current practices and introduced plans for the future.

Following the presentation, the Department was asked to return in six months to provide an update to the Commission on these on-going efforts.

DISCUSSION

Riverside at Work

In January 2018, the Human Resources Department received the 2018 CPS-HR Talent Management Innovation Grant in the amount of \$20,000. In partnership with the Office of Homeless Solutions, the Human Resources Department is expanding the Riverside at Work (RAW) program to help citizens gain and maintain employment along with housing stability. The program seeks to address the main reasons for homelessness, by leveraging strategic partnerships with key stakeholders in order to provide critical services to this population.

The employment component of the RAW program will assist program participants to gain job readiness skills; to prepare them for successful transition to the employed ranks; and to identify on-the-job training opportunities with the City of Riverside through which they can gain experience to seek full time employment. The Department anticipates launching the program in July 2018.

Careers in Government

The Human Resources Department is in the planning phase to host an Inter-Agency Career Fair in the fall of 2018 that will showcase careers in government. The Department already received support from many local cities that have expressed their desire to participate in this event.

The goal of the event is to share the many employment opportunities available in the public sector. For the first time ever, the City hopes to host one-day inter-agency testing for entry level positions, which will enable qualified applicants to test once and have their score apply for multiple agencies.

Staff contacted the San Bernardino Workforce Development Agency and the Riverside County Workforce Development Agency to make them aware of the opportunity to encourage their many job seekers to attend the event. We will also partner with our local colleges and universities, veterans organizations, and access centers to ensure that job seekers are aware of this event.

Criminal Background

In compliance with AB 1008, the City will not include on an application for employment any question that seeks the disclosure of an applicant's criminal history nor inquire into or consider the conviction history of an applicant before the applicant receives a conditional offer of employment.

Under the new criminal background policy, if the City intends to deny employment to an applicant because of a prior conviction, the City will conduct an individualized assessment of whether the applicant's conviction history has a "direct and adverse relationship with the specific duties of the job that justify denying the applicant the position." This will include affording the applicant the ability to provide any additional information to the Human Resources Director regarding incorrect information, mitigating circumstances, or evidence of rehabilitation.

Pay Equity

In compliance with AB 168, the City will not include on an application for employment any question that seeks the disclosure of salary history to justify a current pay disparity. Under the provisions of AB 168, the City may review and consider salary history information that is publicly available pursuant to federal or state law. Second, salary history may be discussed if an applicant "voluntarily and without prompting" discloses his or her history during the hiring process. In that event, the City may consider and rely on that history in setting that applicant's salary. The rationale underlying these laws is that pay inequities are perpetuated when current pay is based on past employer decisions that could have been discriminatory.

Accommodation Requests – Ergonomics

The Department launched an online request form available to all personnel to request a worksite location ergonomic evaluation. Evaluations are conducted by trained safety personnel and will ensure that the department maintains a safe and healthy workplace for their employees.

For employees with disabilities or other workplace restrictions, ergonomic evaluations will ensure compliance with any required accommodations. All forms are routed to the employee's direct supervisor so they are aware that an evaluation has been requested.

Ethnicity Demographics

As requested by the Commission, the City is providing the below report on the ethnic demographic of the City workforce.

Race/Ethnicity	City of Riverside Self-reported Data (4/2018)	2010 US Census Data for Riverside County
White (Non-Hispanic)	48.8%	40.7%
Hispanic	33.7%	45.5%
Black/African American	7.9%	6.4%
American Indian/Alaska Native	0.3%	1.1%
Asian/Pacific Islander	5.4%	6.3%
Other/Mixed Race	4.1%	

The report shows that the City employs a diverse workforce, fairly representative of the community we serve. This does not discount the importance of efforts to further diversify our workforce in order to maintain a vibrant workforce.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Stephanie Holloman, Human Resources Director
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