

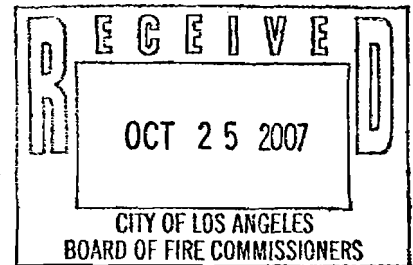
BPC07-128

NOV 20 2007

LOS ANGELES FIRE DEPARTMENT



DOUGLAS L. BARRY
FIRE CHIEF



October 16, 2007

TO: Human Relations Development Committee
FROM: Douglas L. Barry, Fire Chief
SUBJECT: HRDC REQUESTED REPORTS

SUMMARY

As requested by the Human Relations Development Committee (HRDC) during the October 1, 2007 meeting, the Equal Employment Opportunity Unit has prepared the attached reports describing its need for HRDC funds.

The requested seminars and workshops appear to meet the Audit Action Plan's goal of staffing an Equal Employment Opportunity Unit with "specialized and appropriately trained investigators" (page 11).

RECOMMENDATION

It is recommended that the attached report be reviewed and approved, as it appears to clearly address a specific goal described in the Audit Action Plan of April 25, 2006.

DOUGLAS L. BARRY
Fire Chief

Attachment

LOS ANGELES FIRE DEPARTMENT



DOUGLAS L. BARRY
FIRE CHIEF

October 5, 2007

TO: Human Relations Development Committee

FROM: Deputy Chief Emile W. Mack
Commander, Operations

SUBJECT: REQUEST FOR HRDC FUNDS – COMPLAINT AND DISCIPLINARY PROCESS

Request: \$12,225 for attendance at the Southern California Round Table Seminar, Castle Publications' Employment Discrimination and Personnel Relations Laws Seminar, and the California Association of Equal Rights Professionals' 32nd Annual Training Conference

Background and Discussion

In its Audit Action Plan of April 25, 2006, the Fire Department (Department) set a goal of creating an Equal Employment Opportunity (EEO) Unit with "specialized and appropriately trained investigators" intended to complete investigations, assist in policy creation and revisions, provide training on EEO related topics, and assist in increasing the effectiveness of the Department's complaint tracking system.

The Department's yet to be announced EEO Unit is currently comprised of one full-time Senior Personnel Analyst II and two highly knowledgeable, retired civilian members currently employed as Senior Personnel Analyst I under Charter Section 1164(b), which restricts them to work a maximum of 90 days during the fiscal year.

While the Department continues its efforts to secure the necessary funding for the implementation of an adequately, appropriately and fully staffed EEO Unit, it must also plan for the training and continuing education of that staff. Although it is anticipated the selected staff will have the applicable experience, it is imperative that they be presented with the opportunity to refresh and increase their knowledge. The requested seminar and conference opportunities would provide them with this opportunity and enhance their analytical, investigative and reporting responsibilities through their use of current and relevant legislation, standards, and expectations.

Members assigned to the Personnel Services Section and the Board of Fire Commissioners have attended each of the listed seminars and conferences in the past and have found them useful in providing guidance and interpretations which can be applied by a public employer such as the Department. Information regarding the design of the training and/or intent of each presenter is attached for your review.

COMPANY/STATION OR UNIT COMMANDER <i>M. W. Mack</i>	ASSIGN. <i>EEO</i>	DIVISION COMMANDER	ASSIGN.
BATTALION OR SECTION COMMANDER	ASSIGN.	BUREAU COMMANDER	OPERATIONS <i>Emile W. Mack</i>

Cost Analysis

- ***Southern California Employment Round Table Seminar, Los Angeles – November 14, 2007***
Seminar cost per participant: \$110
Parking fee (approximate): + \$ 10
Cost per participant: \$120
Number of participants: x 4
Total cost: \$480

- ***Employment Discrimination and Personnel Relations Laws, Castle Publications, Ltd., Pasadena – February 27, 2008***
Seminar cost – First participant \$250
Parking fee (approximate): + \$ 20
Total cost A: \$270

Seminar cost – Additional participants \$235
Parking fee (approximate): + \$ 20
Cost per participant: \$255
Number of participants: x 5*
Total cost B: \$1,275
Total cost A: + \$ 270
Total cost: \$1545

- ***California Association of Equal Rights Professionals 32nd Annual Training Conference – June 18, 19, and 20, 2008***
Seminar cost (approximate) \$900
Hotel accommodations – approximate at \$200 \$600
per night for three nights
Additional meals not included at conference \$100
Parking - approximate at \$10 per day for
four days \$ 40
Gas/Fuel enroute and return + \$ 60
Cost per participant: \$1700
Number of participants: x 6*
Total cost: \$10,200

*(Includes two Senior Personnel Analyst assigned to the Board of Fire Commissioners)

REQUEST GRAND TOTAL: \$480 + \$1,545 + \$10,200 = \$12,225

Conclusion

At the completion of these seminars and conferences, the EEO Unit staff should have the ability to report back to the Department and its Human Relations Development Committee on current trends relative to discrimination either locally and nationwide, as well as communicate the need for possible departmental policy and procedural review, revision, creation, and implementation.

Attachments

The 2007 SCERT Fall Conference and Carol F. Schiller Award Luncheon

Register *now*-Save on registration before 10/20!

H.R. Challenges: Emerging Discrimination Issues

November 14, 2007 - Wilshire Grand Hotel, 930 Wilshire Blvd.(at Figueroa), Los Angeles

Registration/Networking start at 7:30 a.m. - Program 8:00 a.m. to 3:30 p.m.

This year's SCERT conference is packed with timely information you can use:

✓ **Transgender Discrimination**

In 2003 the California Fair Employment and Housing Act (FEHA) was amended to expand the definition of sex to include gender in the prohibitions against workplace discrimination and harassment. As a result, it is now unlawful to discriminate against or harass a person because of their actual sex or the perception of their actual sex regardless of whether that person's identity, appearance, or behavior is different from their sex at birth. You will learn about transgender discrimination from an individual who changed her gender identity and an attorney on the legal considerations.

✓ **New EEOC Guidance on Family Responsibilities**

An EEOC representative will inform you about the new EEOC Guidance on Family Responsibilities issued in May, 2007, which prohibits unlawful disparate treatment of workers with caregiving responsibilities.

✓ **Romance in the Workplace**

An attorney will bring you up to date on this lingering workplace issue.

✓ **Final California Regulations on Sexual Harassment Training**

The Executive Officer of the California Fair Employment and Housing Commission will brief you on the requirements for sexual harassment training which must be provided to managers and supervisors every two years.

Also, you will receive a legal update, a DFEH update, and an EEOC update.

Carol F. Schiller Award

Over lunch, the Carol Schiller Award will be presented to:

Dolores Huerta, President of Dolores Huerta Foundation,
Board Member of Feminist Majority, and Co-Founder
of the United Farm Workers

About SCERT The Southern California Employment Round Table (SCERT) is a non-profit corporation dedicated to the elimination of bias in the workplace and the education of the employer community about issues relating to employment discrimination, harassment, retaliation, and other issues covered by the California Fair Employment & Housing Act. SCERT has a volunteer board composed of human resources

professionals, attorneys, and others from public and private employers who work in cooperation with the California Department of Fair Employment & Housing (DFEH).

The 2007 SCERT Fall Conference and Carol F. Schiller Award Luncheon

Register now!

Send your check, payable to SCERT, Inc. with this registration form, to Ms. Cathy Bell, 2241 Murphy Hall, UCLA, Box 951405, Los Angeles, CA 90095-1405 by November 9. SCERT Corp. ID No. is 95-4464626.

Fees are \$110 before October 20; or \$150 October 20 and after. Fees include continental breakfast, lunch, and resource materials. Parking is \$12. Enter from Francisco Street at 7th Street.

☐ My check for \$_____ is enclosed.

☐ I will need this reasonable accommodation during the conference:

Name _____ Title _____

Employer _____ Bus. Phone (_____) _____

Address _____

Type of Business _____ E-mail address _____ No. of Employees _____

Seating is limited. Reservations will be accepted on a first-come, first-served, basis. Reservation deadline is November 9. No refunds, but substitutions accepted. You will not receive a confirmation of your reservation.

Questions? Contact Cathy Bell, (310)206-3476 (phone) (310) 206-3622 (fax).

Conference Site: Wilshire Grand Hotel, 930 Wilshire Blvd., at Figueroa, 2nd Floor. From the 110 N, exit 9th St., turn left on Figueroa, and left on 7th St. Turn right at the next street, Francisco St. Make an immediate right into the Wilshire Grand Garage. From the 110 S, exit Wilshire Blvd., turn left, crossing over the freeway to Francisco St., Turn right onto Francisco St., and turn left into the Wilshire Grand garage. Parking is \$10. Metro Station at Figueroa and 7th is just across the street.

SCERT Board - 2007

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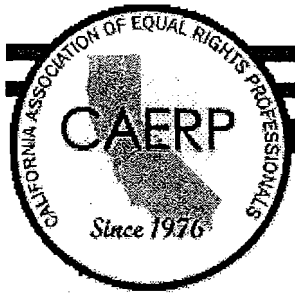
M. Marie Waller

Betty Wilson, Community Affairs Dir.

About the Carol F. Schiller Award

In memory of Carol, SCERT has established the Carol F. Schiller Award to honor and acknowledge her commitment to civil rights. Carol F. Schiller actively contributed to the civil rights movement in Southern California for more than 25 years as an advocate for fair housing in the San Fernando Valley and later as a friend and colleague in the Department of Fair Employment and Housing. From 1983 to 1990, in her capacity as Deputy Director and Regional Administrator of the Department, Carol fought with tireless commitment and dedication to further the cause of civil rights in the Southern California area.

The 2007 Carol F. Schiller Award will be presented at the conference luncheon.



California Association of Equal Rights Professionals

Welcome!

- [June 2007 Conference](#)
- [Annual Training](#)
- [San Diego, CA](#)
- [Accommodation & Schedule](#)
- [Overflow Accommodations](#)
- [President's Corner](#)
- [Board](#)
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The California Association of Equal Rights Professionals is a professional association of equal opportunity, access, and human rights professionals. Founded in 1976, the Association has grown and diversified to become a statewide network for individuals representing private industry, government and education. The Association regularly provides developmental workshops, seminars and conferences for its members and others, and publishes an Association Newsletter, CAERP REVIEWS.

[Click here for CAERP Bylaws](#)

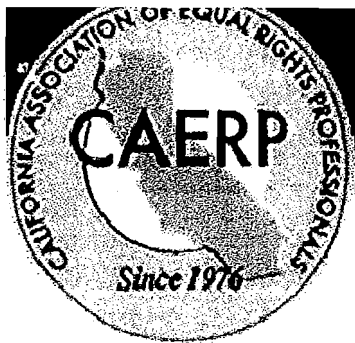
Association Goals:

1. To provide a forum in California that fosters equal rights and equal access to opportunity in the areas of education, employment and contracting.
2. To maintain ethical standards for the profession;
3. To provide workshops, seminars, and conferences that serve to inform members of current issues and concerns relevant to the implementation of equal rights and equal access to opportunity;
4. To promote the development of Association members and standardization within the profession;
5. To establish and maintain a liaison with Federal, State and Local agencies involved with equal rights and equal access to opportunity;
6. To sponsor education and research which furthers the purposes and objectives of the

Association;

7. To establish a clearinghouse for materials relevant to equal rights and equal access to opportunity.

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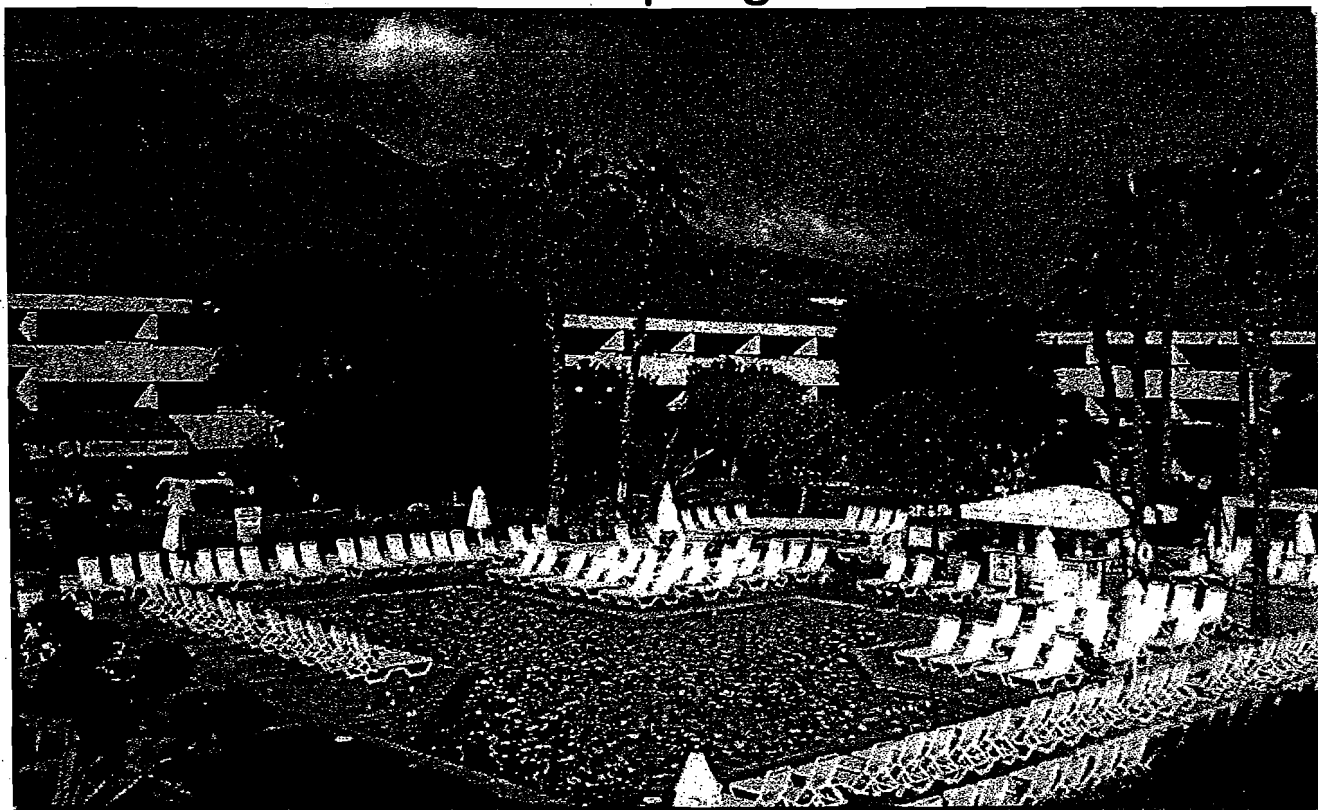


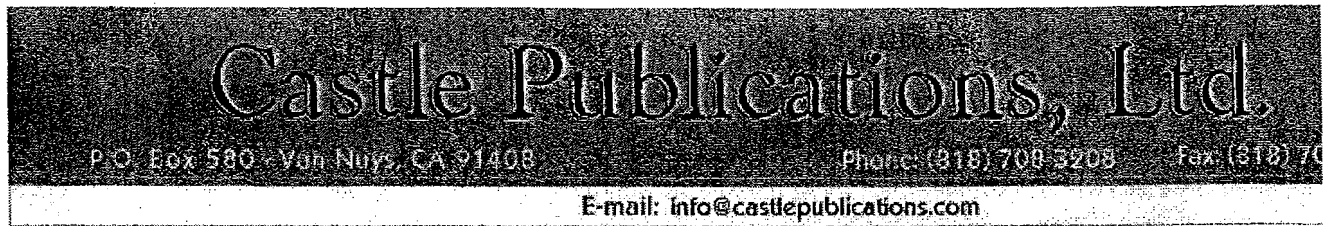
California Association of
Equal Rights Professionals

“SAVE THE DATE” 2008

**32nd Annual Training Conference
June 18, 19, and 20, 2008**

**The Beautiful
Hilton Palm Springs Resort**





2008 Employment Discrimination And Personnel Relations Laws

February 5, 2008	February 14, 2008	February 27, 2008	March 5, 2008
San Francisco	Orange County	Pasadena Area	Los Angeles
Clarion Hotel -	Crowne Plaza	Embassy Suites	Sheraton Four
Airport	Garden Grove	Arcadia	Points - Airport

COURSE FACULTY

Richard J. Simmons & Tracey A. Kennedy,
Jennifer B. Zargarof Or Ronda D. Jamgotchian, Attorneys
Sheppard, Mullin, Richter & Hampton LLP, Los Angeles, California

The seminar is designed to provide a guide to Human Resource Officials, Personnel Specialists, Consultants, Supervisors and other management officials through the ever-increasing maze of state and federal employment discrimination laws. Registrants will receive a free copy of the New **Eighth Edition** of Simmons' **EMPLOYMENT DISCRIMINATION AND EEO PRACTICE MANUAL FOR CALIFORNIA EMPLOYERS** (over 780 pages). The California Department of Fair Employment and Housing and the FEHC have both recognized the value of this manual and obtained copies for investigators, consultants and supervisors throughout California.

The program will also examine other personnel relations laws and issues of significance to California employers including **disability discrimination, pregnancy discrimination, "wrongful discharge," and "unfair termination."**

Among the many subjects that will be discussed in the program are the following:

- Wrongful termination -- employer pitfalls, safeguards, and defensive practices
- Americans With Disabilities Act and EEOC Guidance
- New FEHC rules on punitive, exemplary, and emotional distress damages
- Sexual harassment -- the laws and new decisions
- New pregnancy leave regulations, transfer rules, and notification obligations
- New California Fair Employment and Housing Commission Developments and Regulations
- Age discrimination -- new issues -- jury trials -- liabilities
- Older Workers Benefit Protection Act and New Regulations
- Workers' compensation leaves of absence - job retention rights - continuation of benefits and insurance

- Sexual preference and orientation law - Impact on benefit obligations
- Pre-employment inquiries in interviews and applications -- New rules
- Immigration concerns of employers - Final Rules and Employee Screening Obligations
- Defending Cases Before The EEOC And California Department Of Fair Employment And Housing
- Questions and answers

• ***Go To Registration***

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WELCOME TO THE CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

[Home](#) → [Announcements](#) → Employment Roundtables

Employment Roundtables

The Round Tables were begun in 1983 in partnership with the California Department of Fair Employment and Housing (DFEH). The Employment Round Tables are composed of volunteers from business, employers, public and private, and from labor organizations. Its purpose is to create an awareness of the problems of discrimination, harassment and retaliation in employment. The goal of the Employment Round Tables is to reduce discrimination and promote equal opportunity.

The objectives of the Employment Round Tables are to:

- Enhance communications between the Department and employers.
- Provide forums which promote education, advocacy and understanding of anti-discrimination laws and practices.
- Initiate cooperative programs which preserve civil rights and expand equal opportunity in employment.

The Employment Round Tables provide:

- Seminars and conferences on discrimination, harassment, and retaliation in employment.
- Information on DFEH activities.
- Counseling and other assistance to small employers.
- Special projects in response to public educational needs.
- Technical advice and input to DFEH on its procedures.

NCERT	CCERT	SCERT
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Southern California Employment Round Table (SCERT)

Tuesday, September 18, 2007

Breakfast Seminar

7:30 a.m. to 11:30 a.m.

Teleworking ~ Alternative Work Schedules ~ Alternative Work Sites Core Hours ~ Job Sharing ~ Part-time Employment ~ Processes

California State University, Los Angeles

5151 State University Drive

Golden Eagle Building #6

Ballroom #1

Third Floor

Los Angeles, California

View the flyer here ([PDF](#)) ([TXT](#))

For more information about the Employment Round Tables or to participate in its activities, contact:

Office of the Deputy Director,
Department of Fair Employment and Housing
611 West 6th Street, Suite 1510
Los Angeles, CA 90017-3129
Tel (213) 439-6761 * Fax (213) 439-6760
TTY: (800) 700-2320

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