

# Agenda Report

April 2, 2001

TO: CITY COUNCIL  
FROM: CITY MANAGER  
SUBJECT: **AFFIRMATIVE ACTION IN EMPLOYMENT ANNUAL REPORT:  
JULY 1, 1999 – JUNE 30, 2000**

## **RECOMMENDATION:**

It is recommended that the City Council receive and file the attached annual report.

## **EXECUTIVE SUMMARY:**

The City of Pasadena has been successful in maintaining an ethnically diverse workforce, reflective of the community which it serves. A review of full-time employees by ethnicity shows 1,548 full-time employees, of which 36% are white; 25% are Black; 28% are Hispanic; 8% are Asian; 1% are Armenian; and .5% are Native American. Overall, minorities represent 63% of the full-time workforce.

With respect to gender, 36% of the City's full-time employees are female, while 64% are male. The percentage of female employees has increased slightly over the past eleven years, from 33.3% to 36%. However, difficulties remain in recruiting females into the Skilled Crafts, Service Maintenance and Protective Services fields; fields which have traditionally been male-dominated. The City is currently exploring methods for increasing female recruitment into these fields.

In the Affirmative Action in Employment Annual Report for Fiscal Year 1999, the City outlined a "zero-tolerance" policy towards sexual harassment. While data from the most recent citywide Employee Survey shows sexual harassment to be on the decline, the City will continue to strive towards a harassment-free workplace by implementing a comprehensive Sexual Harassment Training Program for supervisors and managers. The program will train staff not only on how to identify sexual harassment, but also how to respond appropriately when sexual harassment does occur.

The City continues to investigate complaints of all forms of discrimination in the workplace. While most of the complaints in Fiscal Year 2000 were found to be without merit, the City takes prompt corrective action in instances where discrimination has occurred.

Finally, the City continues to take a proactive role in implementing the provisions of the Americans with Disabilities Act (ADA). This includes disseminating information, and providing technical assistance on the ADA to City staff, residents of Pasadena, and people doing business in Pasadena.

MEETING OF 04/02/2001

AGENDA ITEM NO. 7.B.(1)

**1. THE CITY WORKFORCE - OVERALL REPRESENTATION:**

During FY 2000, the City's full-time workforce was comprised of 1,548 employees. The City has been successful in maintaining an ethnically diverse workforce reflective of the community. However, females constitute only 36% of the workforce. This disparity is attributable to the fact that females are under-represented in the Skilled Crafts, Service Maintenance, and Protective Services (i.e., Police and Fire) fields; fields which are traditionally male-dominated.

The following chart illustrates the City's full-time workforce, by gender and ethnicity, as it compares to the City of Pasadena's population at large.

City of Pasadena Population California State Dept. of Finance Data 143,900		City Full-Time Regular Workforce As of June 30, 2000 1,548
Females	67,364 (47%)	564 (36%)
Males	76,536 (53%)	984 (64%)
Whites	54,475 (38%)	580 (37%)
Blacks	23,391 (16%)	382 (25%)
Hispanics	35,912 (25%)	434 (28%)
Asians	10,171 (7%)	123 (8%)
Native Americans	436 (.3%)	9 (.5%)
Armenian Americans	6,850 (4.7%)	20 (1%)
Other	356 (.2%)	0
<b>TOTAL MINORITIES</b>	<b>77,116 (53.5%)</b>	<b>968 (63%)</b>

**2. UTILIZATION VS. AVAILABILITY:**

A second method of analyzing the diversity of the City workforce is to compare Utilization and Availability data within the eight job categories established by the Equal Employment Opportunity Commission (commonly referred to as "EEO-4" categories). "Utilization" refers to the City's actual workforce by ethnicity and gender, versus the "Availability" of those ethnic and gender groups in the local labor market.

*Exhibit #1* compares the Availability within the eight job categories in the Los Angeles County area, with the levels of Utilization by the City of Pasadena. Availability data is provided by the California State Employment Development Department (EDD), and is based on census data.

Where the City's Utilization equals or exceeds the Availability for a given ethnicity or gender, it can be said that the City is reflective of the local labor market.

As illustrated by *Exhibit #1*, the City's overall Utilization of minorities equals or exceeds Availability, with the exception of the "Skilled Crafts" category (current EDD data for "Protective Services" is not available). Utilization is particularly encouraging in the categories of "Officials and Administrators" and "Professionals," where minorities have traditionally been under-represented.

The City's Utilization of females, however, trails Availability in such categories as "Officials and Administrators," "Skilled Crafts," and "Service Maintenance." Utilization is higher in the categories of "Professionals," "Technicians," "Para-Professionals," and "Administrative Support."

*Exhibit #2* provides an analysis of Utilization and Availability by department.

### 3. RECRUITMENT – NEW HIRES/PROMOTIONS:

During FY 2000, the City hired 80 full-time regular employees, and promoted 59 current employees into full-time regular positions. These new hires and promotions have maintained the ethnic diversity of the workforce, and have increased Hispanic representation. Representation of females has also increased, although not by a significant margin.

New hires and promotions are summarized in the charts below:

New Hires in FY 2000	
Females	31 (39%)
Males	49 (61%)

Whites	38 (47%)
Blacks	10 (13%)
Hispanics	29 (36%)
Asians	2 (3%)
Armenian American	1 (1%)

Promotions in FY 2000	
Females	22 (37%)
Males	37 (63%)

Whites	16 (27%)
Blacks	19 (32%)
Hispanics	18 (31%)
Asians	5 (8%)
Armenian Americans	1 (2%)

### 4. PLAN OF ACTION – FY 2001 AND BEYOND:

As the aforementioned data indicates, female representation in the City workforce continues to be low when compared to both the City of Pasadena population, and EDD Availability levels. While mindful of the legal prohibitions established by Proposition 209 against "targeted recruitments," the City will nevertheless pursue options which could result in increased female representation.

Discussions have been initiated with various community groups and educational institutions in Pasadena, with respect to expanding the City's recruitment base. By doing so, the City hopes to attract a more diverse pool of candidates, including women in non-traditional career fields.

A further, more long-term approach, will be to explore partnerships with educational institutions (i.e., Pasadena Unified School District, Pasadena Community College), in hopes of developing non-traditional career training programs. Such programs could start as early as the high school level, and would seek to expose students to a wide array of career options, as well as the training necessary for employment in such careers. The City believes this would have the effect of increasing gender, as well as ethnic, diversity in all areas of City employment, without targeting any specific group.

### 5. SEXUAL HARASSMENT

Although the City places critical importance on achieving gender diversity in the workforce, equally important is the need to provide a work environment which is free from sexual harassment.

The results of the City's Employee Survey, compiled at the end of FY 2000, show that the City is succeeding in this regard. When asked if they agreed with the statement: "*Sexual harassment is not tolerated in my work area,*" fully 95% of employees said it was not tolerated.

Moreover, although 20% of employees reported that they had experienced sexual harassment while working with the City, only 8% reported having experienced such harassment in the last two years. While this number is still unacceptable, the Employee Survey does indicate that progress is being made. (It should be noted that this 8% figure does *not* represent actual documented cases of sexual harassment.)

During Calendar Year 2001, the City will reinforce its commitment to eliminating sexual harassment, by initiating a comprehensive Sexual Harassment Training Program for supervisors and managers. The training shall cover such topics as identifying sexual harassment, sexual harassment prevention, and how to act promptly and appropriately when harassment does occur.

#### **6. DISCRIMINATION COMPLAINTS/CONFLICT RESOLUTION:**

There were 16 discrimination complaints filed which were investigated and resolved during FY 2000. Of these, one charge of gender discrimination was sustained, which resulted in the rescission of an oral reprimand which had been issued to the employee. An additional charge alleging a failure to accommodate under the Americans with Disabilities Act was resolved to the satisfaction of the complainant. The remaining charges were investigated and found to be without merit.

Often, claims of discrimination filed with Affirmative Action & Diversity Department are not Title VII violations. Rather, the claims originate from personal differences among individuals. To prevent relatively small incidents from escalating into more significant personnel problems, the City initiated a Conflict Resolution process aimed at informally resolving disputes between employees. During FY 2000, the Department successfully concluded eight conflict resolutions.

#### **7. ACCESSIBILITY AND DISABILITY ISSUES:**

The Department continues to focus on assuring the City's compliance with the Americans With Disabilities Act (ADA). City facilities, programs, services, and employment practices are all subject to the compliance requirements of the ADA.

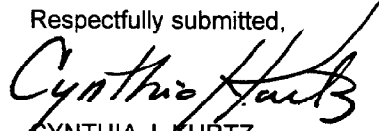
One of the obligations placed on the City by the ADA is informing the public about the law, and the City's compliance efforts. The Department has used several methods to promote awareness of the ADA, including articles in "In Focus," announcements on cable television, speaking appearances at community organizations serving the disabled community, interviews on public access television programs, and information placed on the City's web site.

Other federal legislation for which the Department provides advice on implementation and compliance include the Fair Housing Act, the Rehabilitation Act, and the Social Security Act. State laws which impact the City include the state building code and the Fair Employment and Housing Act.

#### **FISCAL IMPACT:**

There is no fiscal impact from receiving this report.

Respectfully submitted,



CYNTHIA J. KURTZ  
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