

Agenda Report

DATE: July 16, 2007

TO: CITY COUNCIL
FROM: CITY MANAGER
SUBJECT: EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT:
January 1, 2006 – December 31, 2006

RECOMMENDATION

The Equal Opportunity in Employment Annual Report is submitted for information only. This report is based on the calendar year 2006, and reflects all individuals employed in regular full-time positions during the reporting period of January 1 through December 31, 2006.

EXECUTIVE SUMMARY

The City's demographic statistics indicate an ethnically diverse workforce, generally reflective of the community which it serves. This report uses the census data supplied by the U.S. Census Bureau, and referenced by the State of California Department of Finance, and the State Employment Development Department for use in the preparation of Equal Opportunity in Employment or Affirmative Action reports. The data uses the ethnic terminology and employment categories established by the Federal Equal Employment Opportunity Commission. The analysis compares the ethnic and gender composition of the available workforce in the community at large with the ethnic and gender composition of the City of Pasadena's 2001 full-time, regular employees. For calendar year 2006, non-white minorities represented 64.6% of the full-time workforce. Black individuals were employed at a rate substantially greater than is represented in the Community in six of the eight job categories reported. With respect to gender, 37% of the City's full-time employees are female, while 63% are male. Females continue to be under-represented in the Skilled Crafts (Public Works and Water & Power), Service/Maintenance (Public Works and Water & Power), and Protective Services (sworn Police and Fire), fields which are traditionally male-dominated and which make up a sizeable portion of the City's workforce.

The City is committed to the pursuit of strategies to ensure that qualified, under-represented groups have access and opportunity for entry into all fields. The legal prohibitions established by Proposition 209 against targeted recruitments limit the City's ability to actively seek out candidates of a particular group, however significant outreach efforts were made in 2006 to ensure diverse applicant pools for recruitments to fill male-dominated classifications. While the percentage of female applicants for "non-traditional" jobs has remained low, Staff is committed to continued recruiting efforts aimed at attracting more females into those fields over the long-term, while recognizing that positive results are likely to come incrementally.

BACKGROUND

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

Table I		
U.S. Census Bureau Data City of Pasadena Population		City Full-Time Regular Workforce As of December 31, 2006 2001 employees
Female	51%	741 (37%)
Male	48%	1260 (63%)
White	39%	667 (33%)
Hispanic	33%	602 (30%)
Black	14%	433 (22%)
Asian	10%	219 (11%)
Armenian	No Data	31 (1.6%)
Native American	0.2%	7 (0.3%)
Other	0.2%	42 (2.1%)
Two or more races	3%	No Data
Undeclared	0.8%	No Data
TOTAL MINORITIES	61%	1292 (64.6%)

At the time of presentation of the Annual Report for calendar year 2005, the City Council requested that this same information be included for both the Rose Bowl Operating Company and the Pasadena Center Operating Company. Both entities were requested to provide the data for their full-time, regular employees. Table I-A

shows the results of the data provided when compared to the data from the U S Census Bureau.

Table I-A			
US Census Bureau Data City of Pasadena Population		RBOC Regular Workforce December 31, 2006 20 Employees	PCOC Regular Workforce December 31, 2006 71 Employees
Female	51%	8 (40%)	42 (59%)
Male	48%	12 (60%)	29 (41%)
White	39%	7 (35%)	23 (32%)
Hispanic	33%	6 (30%)	8 (11%)
Black	14%	6 (30%)	29 (41%)
Asian	10%	1 (5%)	4 (5.6%)
Armenian	No Data		
Native American	0.2%		
Other	0.2%		1 (1.4%)
Two or more races	3%		
Not Specified	0.8%		
Total Minorities	61%	13 (65%)	41 (58%)

RECRUITMENT – NEW HIRES AND PROMOTIONS:

The City hired 143 full-time regular employees, with the greatest number hired in Water & Power, Police and Fire. Of those new hires, 57% percent are non-white minorities, and 45% are female. Despite continued outreach by Human Resources and the hiring Departments, less than 5% of applicants for non-traditional jobs including Police and Fire are female. 25% of Firefighters hired in 2006 are female. New Hires are summarized in Table II below.

Table II	
New Hires: 1/1/06 – 12/31/06	
143 total	
Female	65 (45%)
Male	78 (55%)
White	41 (29%)
Hispanic	33 (23%)
Black	22 (15%)
Asian	26 (18%)
Armenian	1 (1%)
Native American	
Other	20 (14%)

During the reporting period the City promoted 81 employees, of whom 72% are minorities and 28% are females. These numbers illustrate the City's continued commitment to maintaining the ethnic diversity of the workforce. Promotions of existing staff are reflective of the ethnic makeup of the City organization, which for promotions is the available labor pool, and also the overall ethnic population of the City of Pasadena. Promotions are summarized in Table III below.

Table III	
Promotions: 1/1/06 – 12/31/06	
81 total	
Female	32 (39%)
Male	49 (61%)
White	29 (35%)
Hispanic	21 (26%)
Black	16 (20%)
Asian	13 (16%)
Armenian	1 (1.5%)
Native American	1 (1.5%)
Other	

Table IV provides a comparison of the ethnic and gender composition of the City of Pasadena workforce and the US Census Bureau data for a four year period. This table further demonstrates that Black individuals have consistently been employed

at a rate approximately double their representation in the Community, and that non-white minorities consistently have represented the major portion of the City's workforce.

Table IV					
U.S. Census Bureau Data City of Pasadena Population		City Full-Time Regular Workforce As of December 31, 2003	City Full-Time Regular Workforce As of December 31, 2004	City Full-Time Regular Workforce As of December 31, 2005	City Full-Time Regular Workforce As of December 31, 2006
Female	51%	39%	37%	34%	37%
Male	48%	61%	63%	66%	63%
White	39%	33%	35%	35%	33%
Hispanic	33%	31%	29%	29%	30%
Black	14%	25%	24%	24%	22%
Asian	10%	9.0%	10%	10%	11%
Armenian	No Data	1.4%	1.4%	1.4%	1.5%
Native American	0.2%	0.4%	0.5%	0.3%	0.3%
Other	0.2%	0	0.3%	0.3%	2.2%
TOTAL MINORITIES	61%	67%	64%	65%	64.6%

UTILIZATION ANALYSIS:

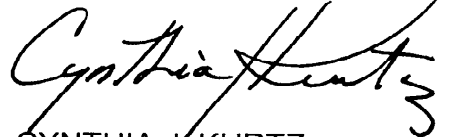
Utilization analysis refers to a breakdown of the City's workforce by ethnicity and gender and by level in the organization, and to a comparison of the City's workforce against the availability of ethnic and gender groups in the local labor market. Exhibit I provides the ethnic and gender data of the City's workforce arranged in groupings that generally follow the City's bargaining units. In this format, executive management, senior management and all other management employees are shown as separate groups, all non-supervisory white collar and technical employees are grouped together, and the results are compared to the ethnic and gender demographics of the City of Pasadena. Exhibits II, II-A, and II-B provide an analysis of qualified individuals in the local labor market using the traditional Federal

job categories (i.e., "officials and administrators", "protective", "professionals", and so on) compared to the demographics of the City's workforce as well as the Rose Bowl Operating Company and the Pasadena Center Operating Company.

FISCAL IMPACT

There is no fiscal impact associated with receiving this report.

Respectfully Submitted,



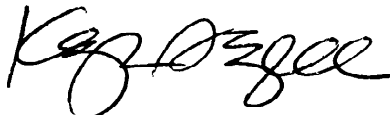
CYNTHIA J. KURTZ
City Manager

Prepared by:



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Management Analyst II

Approved By:



KARYN S. EZELL
Director of Human Resources

EXHIBIT I: All Individuals Employed During the Period January 1 through December 31, 2006

Group	Number of Employees	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
Executive	19	57.9%	26.3%	10.5%			5.3%		42.1%	42.1%	57.9%
Senior Management	52	40.3%	25%	15.4%	13.5%	1.9%	3.9%		59.7%	71.1%	28.9%
Management	597	39.5%	18.6%	18.8%	18.9%	.6%	1.3%	2.3%	58.1%	52.6%	47.4%
Sworn Fire Non-Mgmt	166	48.2%	13.9%	26.5%	6%	.6%	1.2%	3.6%	48.2%	92.8%	7.2%
Sworn Police Non-Mgmt	224	38.8%	15.6%	35.3%	8.5%		1.3%	0.5%	60.7%	84.4%	15.6%
Non-Mgmt. Office and Technical	452	22.1%	20.8%	41.4%	8.6%	0.4%	2.7%	4.0%	74%	26%	74%
Non-Mgmt Maintenance and Skilled	491	26.7%	31.4%	34.2%	6.3%		0.8%	0.6%	72.7%	89.8%	10.2%
Total	2001	33.4%	21.6%	30.1%	10.8%	0.3%	1.5%	2.1%	64.5%	63%	37%
City of Pasadena		39%	14%	33%	10%	.2%		4%	61%	48%	51%

Executive: Includes Department Directors appointed by the City Manager, and the executives appointed by the City Council.
 Senior Management: Includes Deputy Department Directors, division managers, other key, senior-level managers.
 Management: Includes all other employees represented by PMA, PFMA and all other unrepresented management employees.
 Sworn Fire Non-Management: Includes employees represented by PFFA.
 Sworn Police Non-Management: Includes employees represented by the PPOA and PPSA
 Non-Mgmt Office and Technical: Includes employees represented by PACTE, and all related unrepresented non-management employees.
 Non-Mgmt Maintenance and Skilled: Includes employees represented by AFSCME, SEIU, IBEW and IUOE, and all related unrepresented non-management employees.

EXHIBIT II: AVAILABILITY VS. UTILIZATION
All Individuals Employed During the Period January 1 through December 31, 2006

Officials and Administrators: 71 Employees

Occupations in which employees set broad policies, exercise overall responsibility for execution of those policies, or direct individual departments of the agency's operations.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	43.7%	25.4%	12.7%	12.7%	1.3%	4.2%		56.3%	63.4%	36.6%
<i>Availability</i>	60.8%	9.3%	12.7%	13.1%	.4%			35.5%	58.1%	41.9%

Professionals: 521 Employees

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	39.2%	17.3%	18.2%	20.9%	.2%	1.3%	2.9%	58%	50.3%	49.7%
<i>Availability</i>	66.7%	8.9%	11.9%	12%	.4%			33.2%	52.3%	47.7%

Paraprofessionals: 86 Employees

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	12.8%	32.6%	46.5%	3.5%		1.2%		83.7%	53.5%	46.5%
<i>Availability</i>	52.6%	10%	18.3%	18.7%	.4%			47.4%	59%	41%

Technicians: 131 Employees

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	35.1%	18.3%	30.5%	10.7%	0.8%	0.8%	3.8%	61.6%	67.20%	32.8%
<i>Availability</i>	44%	20.8%	18.4%	13.2%	0%			52.4%	57.2%	42.8%

Sworn Protective: 390 Employees

Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	43.3%	14.4%	31.8%	7.4%	0.3%	1.0%	1.8%	54.9%	89.5%	10.5%
<i>Availability</i>	22.1%	30.8%	33.1%	8.7%	.5%			73.1%	73%	27%

Administrative: 382 Employees

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	19.6%	22.3%	43.5%	8.6%	.5%	3.1%	2.4%	78.0%	15.7%	84.3%
<i>Availability</i>	41.5%	16.4%	28.8%	9.3%	.4%			54.9%	37.2%	62.8%

Skilled: 225 Employees

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	43.6%	20.0%	27.1%	7.6%	0.4%	0.9%		56.0%	97.8%	2.2%
<i>Availability</i>	28.2%	10.4%	53.1%	4.3%	.3%			68.1%	89.4%	10.6%

Service and Maintenance: 195 Employees

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	16.9%	44.6%	34.4%	2.6%		.5%	1%	82.1%	97.4%	2.6%
<i>Availability</i>	16.3%	13.5%	61.5%	5.9%	.3%			81.2%	63%	36%

EXHIBIT II-A: AVAILABILITY VS. UTILIZATION-ROSE BOWL OPERATING COMPANY
All Individuals Employed During the Period January 1 through December 31, 2006

Officials and Administrators: 3 Employees

Occupations in which employees set broad policies, exercise overall responsibility for execution of those policies, or direct individual departments of the agency's operations.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
RBOC Utilization	66.7%	33.3%	0%	0%	0%	0%		33.3%	100%	0%
<i>Availability</i>	60.8%	9.3%	12.7%	13.1%	.4%			35.5%	58.1%	41.9%

Professionals: 9 Employees

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
RBOC Utilization	55.6%	11.1%	22.2%	11.1%	0%	0%	0%	44.4%	44.4%	55.6%
<i>Availability</i>	66.7%	8.9%	11.9%	12%	.4%			33.2%	52.3%	47.7%

Paraprofessionals: 1 Employees

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
RBOC Utilization	0%	100%	0%	0%	0%	0%	0%	100%	0%	100%
<i>Availability</i>	52.6%	10%	18.3%	18.7%	.4%			47.4%	59%	41%

Administrative: 2 Employees

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
RBOC Utilization	0%	50%	50%	0%	0%	0%	0%	100%	0%	100%
<i>Availability</i>	41.5%	16.4%	28.8%	9.3%	.4%			54.9%	37.2%	62.8%

Skilled: 3 Employees

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
RBOC Utilization	0%	33.3%	66.7%	0%	0%	0%	0%	100%	100%	0%
<i>Availability</i>	28.2%	10.4%	53.1%	4.3%	.3%			68.1%	89.4%	10.6%

Service and Maintenance: 2 Employees

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
RBOC Utilization	0%	50%	50%	0%	0%	0%	0%	100%	100%	0%
<i>Availability</i>	16.3%	13.5%	61.5%	5.9%	.3%			81.2%	63%	36%

EXHIBIT II-B: AVAILABILITY VS. UTILIZATION-PASADENA CENTER OPERATING COMPANY
All Individuals Employed During the Period January 1 through December 31, 2006

Officials and Administrators: 12 Employees

Occupations in which employees set broad policies, exercise overall responsibility for execution of those policies, or direct individual departments of the agency's operations.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
PCOC Utilization	75%	8.3%	8.3%	0%	0%	0%		16.7%	66.7%	33.3%
Availability	60.8%	9.3%	12.7%	13.1%	.4%			35.5%	58.1%	41.9%

Professionals: 11 Employees

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
PCOC Utilization	27.3%	36.4%	18.2%	18.2%	0%	0%	0%	72.7%	9.1%	90.9%
Availability	66.7%	8.9%	11.9%	12%	.4%			33.2%	52.3%	47.7%

Paraprofessionals: 1 Employees

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
PCOC Utilization	100%	0%	0%	0%	0%	0%	0%	0%	100%	0%
Availability	52.6%	10%	18.3%	18.7%	.4%			47.4%	59%	41%

Administrative: 12 Employees

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
PCOC Utilization	33.3%	8.3%	50%	8.3%	0%	0%	0%	66.7%	0%	100%
<i>Availability</i>	41.5%	16.4%	28.8%	9.3%	.4%			54.9%	37.2%	62.8%

Protective: 5 Employees

Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
PCOC Utilization	0%	40%	60%	0%	0%	0%	0%	100%	100%	0%
<i>Availability</i>	22.1%	30.8%	33.1%	8.7%	.5%			73.1%	73%	27%

Skilled: 5 Employees

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
PCOC Utilization	20%	20%	60%	0%	0%	0%	0%	80%	100%	0%
<i>Availability</i>	28.2%	10.4%	53.1%	4.3%	.3%			68.1%	89.4%	10.6%

Service and Maintenance: 25 Employees

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
PCOC Utilization	24%	4%	68%	4%	0%	0%	0%	76%	36%	64%
Availability	16.3%	13.5%	61.5%	5.9%	.3%			81.2%	63%	36%