

Agenda Report

TO:CITY COUNCILDATE:JULY 20, 2009

FROM: CITY MANAGER

SUBJECT: EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT: January 1, 2008 – December 31, 2008

RECOMMENDATION:

The Equal Opportunity in Employment Annual Report is submitted for information only. This report is based on the calendar year 2008 and reflects all individuals employed in regular full-time positions during the reporting period of January 1 through December 31, 2008.

EXECUTIVE SUMMARY

The demographic statistics of the City's municipal organization indicate an ethnically diverse workforce, generally reflective of the community which it serves. For calendar year 2008, non-white minorities represented 67% 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, 36.3% of the City's full-time employees are female, while 63.7% are male. Females continue to be under-represented in the Skilled Crafts and Service/Maintenance classifications (Public Works and Water & Power), as well as in 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 pursuing strategies to ensure that qualified, underrepresented 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 2008 to ensure diverse applicant pools for recruitments to fill male-dominated classifications. While the percentage of female applicants for jobs traditionally held by males 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. This report uses data supplied by the U.S. Census Bureau, and referenced by the State of California Department of Finance, and the California Employment Development Department for use in the preparation of Equal Opportunity in Employment reports. The data and this report use the ethnic terminology and employment categories established by the United States Equal Employment Opportunity Commission.

BACKGROUND

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

		Table I		
U.S. Census Bureau City of Pasader Population		City Full- Time Regular Workforce As of December 31, 2008 2005 employees	RBOC Regular Workforce December 31, 2008 22 Employees	PCOC Regular Workforce December 31, 2008 65 Employees
Female	51.5%	727 (36.3%)	8 (36.4%)	28 (43.1%)
Male	48.5%	1278 (63.7%)	14 (63.6%)	37 (56.9%)
White	39.0%	661 (33.0%	7 (31.8%)	27 (41.5%)
Black	14.0%	423 (21.1%)	6 (27.3%)	14 (21.5%)
Hispanic	33.0%	642 (32.0%	8 (36.4%)	20 (30.8%)
Asian	10.0%	235 (11.7%)	1 (4.5%)	2 (3.1%)
Armenian	No Data	38 (1.9%)		
Native American	0.2%	6 (0.3%)		
Other*	3.8%	0 (0.0%		2 (3.1%)
TOTAL MINORITIES	61.0%	1344 (67.0%)	15 (68.2%)	36 (55.4%)

*Employees listed as "Other" are not counted as minority employees by the U.S. Census Bureau.

RECRUITMENT – NEW HIRES AND PROMOTIONS:

The City hired 113 full-time regular employees during calendar year 2008, with the greatest number hired in the Water & Power, Public Works, Planning & Development, and Finance Departments. Of those new hires, 71.7% percent are non-white minorities, and 37.2% are female. Despite continued aggressive outreach by the Human Resources, Police and Fire Departments, only 6.9% of applicants for Firefighter Trainee and Police Trainee were female. The same trend is apparent in the low number of female applicants for jobs traditionally held by males in Public Works and Water and Power. New Hires are summarized in Table II below.

Та	ble II
New Hires: 1	/1/08 – 12/31/08
113 er	nployees
Female	42 (37.2%)
Male	71 (62.8%)
White	32 (28.3%)
Black	21 (18.6%)
Hispanic	36 (31.8%)
Asian	22 (19.5%)
Armenian	2 (1.8%)
Native American	0
Other	0
Total Minorities	81 (71.7%)

During calendar year 2008, the City promoted 129 employees from within, of whom 64.3% are non-white minorities and 35.7% are females. These numbers include temporary employees in training positions who then successfully competed for a full-time regular position. Promotions of existing staff are reflective of the ethnic makeup of the City organization as a whole, 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.

	able III
Promotions	: 1/1/08 – 12/31/08
129	employees
Female	46 (35.7%)
Male	83 (64.3%)
White	46 (35.7%)
Black	31 (24.0%)
Hispanic	37 (28.7%)
Asian	13 (10.1%)
Armenian	2 (1.5%)
Native American	0
Other	0
Total Minorities	83 (64.3%)

Table IV provides a comparison of the ethnic and gender composition of the City of Pasadena workforce and the US Census Bureau data over 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 comprised the major portion of the City's workforce.

	1 K.		Table IV		
U.S. Census Data City of Pasa Available L Market	adena .abor	City Full- Time Regular Workforce As of December 31, 2005	City Full- Time Regular Workforce As of December 31, 2006	City Full- Time Regular Workforce As of December 31, 2007	City Full- Time Regular Workforce As of December 31, 2008
		1885 Employees	2001 Employees	2020 Employees	2005 Employees
Female	51.5%	36.2%	37.0%	37.1%	36.3%
Male	48.5%	63.8%	63.0%	62.9%	63.7%
White	39.0%	34.3%	33.3%	33.4%	33.0%
Black	14.0%	23.2%	21.6%	21.4%	21.1%
Hispanic	33.0%	29.5%	30.1%	31.0%	32.0%
Asian	10.0%	10.4%	10.9%	11.6%	11.7%
Native					
American	0.2%	0.3%	0.3%	0.3%	0.3%
Armenian	0.0%	1.3%	1.5%	1.9%	1.9%
Other*	3.8%	0.9%	2.1%	0.3%	0.0%
TOTAL MINORITIES	61.0%	64.8%	64.6%	66.3%	67.0%

*Employees listed as "Other" are not counted as minority employees by the U.S. Census Bureau.

UTILIZATION ANALYSIS:

Utilization analysis refers to a breakdown of the City's workforce by ethnicity and gender and by level in the organization, which is compared to the availability of qualified individuals of various 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. Exhibits II, II-A, and II-B compare the demographics of the City's workforce, as well as those of the Rose Bowl Operating Company and the Pasadena Center Operating Company, with the demographics of qualified individuals in the local labor market using the traditional Federal job categories (i.e., "officials and administrators", "protective", "professionals", and so on).

FISCAL IMPACT

There is no fiscal impact associated with receiving this report.

Respectfully Submitted,

MICHAEL J BECK City Manager

Prepared by:

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Approved By:

KARYN S. EZELL Director of Human Resources

2008
December 31
1 through
January
he Period
During th
Employed
All Individuals
EXHIBIT I:

Group	Number of Employees	White	Black	Hispanic	Asian	Native American	Armenian	Other	l otal Minority	Male	Female
Executive	18	66.6%	11.1%	11.1%	5.6%	0.0%	5.6%	0.0%	33.4%	50.0%	50.0%
Management	639	40.7%	19.0%	18.0%	20.0%	0.5%	1.8%	0.0%	59.3%	55.0%	45.0%
Sworn Fire Non-Mgmt	169	46.8%	15.4%	27.2%	7.0%	0.6%	3.0%	0.0%	53.2%	92.9%	7.1%
Sworn Police Non-Mgmt	539	39.7%	15.1%	34.3%	9.2%	0.0%	1.7%	%0.0	60.3%	84.9%	15.1%
Non-Mgmt. Office and Technical	438	22.3%	20.6%	44.8%	8.9%	0.5%	2.9%	0.0%	77.7%	25.8%	74.2%
Non-Mgmt Maintenance and Skilled	502	24.3%	28.9%	39.2%	7.0%	%0.0	0.6%	0.0%	75.7%	87.8%	12.2%
Total	2005	33.0%	21.1%	32.0%	11.7%	0.3%	1.9%	0.0%	67.0%	63.7%	36.3%
City of Pasadena		39.0%	14.0%	33.0%	10.0%	0.2%	0.0%	3.8%	61.0%	48.5%	51.5%

Executive: Includes Department Directors appointed by the City Manager, and the executives appointed by the City Council.

Management: Includes employees represented by PMA, PFMA and all 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.

All Individuals Employed During the Period January 1 through December 31, 2008 EXHIBIT II: AVAILABILITY VS. UTILIZATION

Officials and Administrators: 72 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	54.2%	20.8%	11.1%	9.7%	0.0%	4.2%	0.0%	45.8%	62.5%	37.5%
Availability	60.8%	9.3%	12.7%	13.1%	0.4%	N/A	3.7%	35.5%	58.1%	41.9%

Professionals: 501 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	40.1%	17.2%	18.2%	22.6%	0.2%	1.8%	0.0%	59.9%	52.1%	47.9%
Availability	66.7%	8.9%	11.9%	12.0%	0.4%	N/A	0.1%	33.2%	52.3%	47.7%

Paraprofessionals: 71 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	11.3%	29.6%	54.9%	2.8%	0.0%	1.4%	0.0%	88.7%	54.9%	45.1%
Availability	52.6%	10%	18.3%	18.7%	0.4%	N/A	0.0%	47.4%	59.0%	41.0%

Technicians: 130 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.	130 Empl which requir ugh speciali	oyees e a combin zed post-se	lation of bas econdary scl	ic scientific 1001 educe	c or technics ation or throu	al knowledg ugh equival	e and man ent on-the-	ual skill whi job training	ch can be	
	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	33.1%	15.4%	35.4%	13.8%	0.8%	1.5%	0.0%	66.9%	62.3%	37.7%
Availability	44.0%	20.8%	18.4%	13.2%	0.0%	N/A	3.6%	52.4%	57.2%	42.8%

Exhibit II – page 2

Sworn Protective: 412 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	42.7%	15.3%	31.3%	8.3%	0.2%	2.2%	0.0%	57.3%	88.3%	11.7%
Availability	22.1%	30.8%	33.1%	8.7%	0.5%	N/A	0.0%	73.1%	73%	27%

Administrative: 385 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	18.4%	22.6%	46.8%	8.6%	0.5%	3.1%	0.0%	81.6%	17.1%	82.9%
Availabilitv	41.5%	16.4%	28.8%	9.3%	0.4%	N/A	0.0%	54.9%	37.2%	62.8%

Exhibit II – page 3

Skilled: 235 Employees

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

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
City Utilization	38.7%	21.7%	28.9%	9.8%	0.4%	0.4%	0.0%	61.3%	97.9%	2.1%
Availability	28.2%	10.4%	53.1%	4.3%	0.3%	N/A	3.7%	68.1%	89.4%	10.6%

Service and Maintenance: 199 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	Vative Armenian merican	Other	Total Minority	Male	Female
City Utilization	16.1%	40.2%	40.7%	2.5%	%0.0	0.5%	0.0%	83.9%	96.5%	3.5%
Availability	16.3%	13.5%	61.5%	5.9%	0.3%	N/A	2.5%	81.2%	63.0%	37.0%

EXHIBIT II-A: AVAILABILITY VS. UTILIZATION-ROSE BOWL OPERATING COMPANY All Individuals Employed During the Period January 1 through December 31, 2008

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	%9 .99	33.4%	%0.0	%0.0	0.0%	%0.0	%0.0	33.4%	100.0%	0.0%
Availability	60.8%	9.3%	12.7%	13.1%	0.4%	0.0%	3.7%	35.5%	58.1%	41.9%

Professionals: 10 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	50.0%	10.0%	30.0%	10.0%	0.0%	0.0%	%0.0	50.0%	50.0%	50.0%
Availability	66.7%	8.9%	11.9%	12.0%	0.4%	0.0%	0.1%	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	Armenian	Other	Total	Male	Female
					American			Minority		
RBOC Utilization	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	%0.0	100.0%	0.0%	100.0%
Availability	52.6%	10%	18.3%	18.7%	0.4%	N/A	0.0%	47.4%	59.0%	41.0%

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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	0.0%	50.0%	50.0%	0.0%	%0 [.] 0	%0.0	%0.0	100.0%	0.0%	100.0%
Availability	41.5%	16.4%	28.8%	9.3%	0.4%	N/A	3.6%	54.9%	37.2%	62.8%

Skilled: 2 Employees

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

	White	Black	Hispanic	Asian	Native American	Armenian	Other	I otal Minority	Male	Female
RBOC Utilization	0.0%	50.0%	50.0%	0.0%	0.0%	%0.0	0.0%	100.0%	100.0%	0.0%
Availability	28.2%	10.0%	53.0%	4.0%	0.3%	N/A	3.8%	67.3%	89.4%	10.6%

Service and Maintenance: 4 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	0.0%	25.0%	75.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
Availability	16.3%	13.5%	61.5%	5.9%	0.3%	N/A	2.5%	81.2%	63.5%	36.5%

EXHIBIT II-B: AVAILABILITY VS. UTILIZATION-PASADENA CENTER OPERATING COMPANY All Individuals Employed During the Period January 1 through December 31, 2008

Officials and Administrators: 11 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	63.6%	18.2%	9.1%	0.0%	0.0%	%0.0	0.0%	27.3%	54.5%	45.5%
Availability	60.8%	9.3%	12.7%	13.1%	0.4%	N/A	3.7%	35.5%	58.1%	41.9%

Professionals: 14 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	64.3%	14.3%	7.1%	7.1%	0.0%	0.0%	%0.0	28.6%	50.0%	50.0%
Availability	66.7%	8.9%	11.9%	12.0%	0.4%	N/A	0.1%	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%	0.0%	0.0%	0.0%	0.0%	100%	0.0%
Availability	52.6%	10.0%	18.3%	18.7%	0.4%	NA	0.0	47.4%	59.0%	41.0%

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Administrative: 9 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%	22.2%	44.4%	0.0%	0.0%	%0.0	%0.0	66.7%	0.0%	100.0%
Availability	41.5%	16.4%	28.8%	9.3%	0.4%	N/A	3.6%	54.9%	37.2%	62.8%

Protective: 4 Employees

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

	White	Black	Hispanic	Asian		Armenian	Other	Total	Male	Female
					American			Minority		
PCOC Utilization	0.0%	50.0%	50.0%	0.0%	0.0%	%0.0	%0 .0	100.0%	100.0%	0.0%
Availabilitv	22.1%	30.8%	33.1%	8.7%	0.5%	N/A	4.8%	73.1%	73.0%	27.0%

Skilled: 4 Employees

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

	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
PCOC Utilization	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	50.0%	100.0%	0.0%
Availability	28.2%	10.0%	53.0%	4.0%	0.3%	N/A	0.0%	67.3%	89.4%	10.4%

Service and Maintenance: 22 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	22.7%	27.3%	45.5%	4.5%	0.0%	%0.0	%0.0	77.3%	68.2%	31.8%
Availability	16.3%	14.0%	62.0%	5.9%	0.3%	N/A	0.0%	82.2%	59.3%	40.7%