

Agenda Report

October 25, 2010

TO: Honorable Mayor and City Council

FROM: Mary Ellen Schubel, Interim Director of Human Resources

**SUBJECT: EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT
January 1, 2009 – December 31, 2009**

RECOMMENDATION:

The Equal Opportunity in Employment Annual Report is submitted for information only. This report is based on the calendar year 2009 and reflects all individuals employed in regular full-time positions during the reporting period of January 1 through December 31, 2009.

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 2009, non-white minorities represented 68.1% of the full-time workforce. Black individuals were employed at a rate substantially greater than is represented in our community. With respect to gender, 35.7% of the City's full-time employees are female, while 64.3% 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 sizable portion of the City's workforce.

The City is committed to pursuing 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 2009 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 in continuing 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 available labor pool.

Table I				
U.S. Census Bureau Data City of Pasadena Population		City Full- Time Regular Workforce As of December 31, 2009	RBOC Regular Workforce December 31, 2009	PCOC Regular Workforce December 31, 2009
		1948 Employees	20 Employees	72 Employees
Female	51.5%	695 (35.8%)	8 (40%)	32 (44.4%)
Male	48.5%	1253 (64.2%)	12 (60%)	40 (55.6%)
White	39.0%	621 (31.9%)	6 (30%)	28 (38.8%)
Black	14.0%	406 (20.8%)	5 (25%)	16 (22.2%)
Hispanic	33.0%	637 (32.7%)	8 (40%)	22 (30.6%)
Asian	10.0%	234 (12.0%)	1 (5%)	3 (4.2%)
Armenian	No Data	38 (2.0%)		
Native American	0.2%	6 (0.3%)		
Other*	3.8%	6 (0.3%)		3 (4.2%)
TOTAL MINORITIES	61.0%	1321 (68.1%)	14 (70%)	41 (56.9%)

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

RECRUITMENT – NEW HIRES AND PROMOTIONS:

The City hired 68 full-time regular employees during calendar year 2009, with the Fire, Police, Human Services, Public Works, and Water & Power. Of those new hires, 63.0% are non-white minorities, and 32.4% are female. Despite continued outreach by the Human Resources Department, Police and Fire Departments, only 8.8% 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 & Power.

New Hires are summarized in Table II below.

Table II	
New Hires: 1/1/09 – 12/31/09	
68 employees	
Female	22 (32.4%)
Male	46 (67.6%)
White	20 (29.4%)
Black	13 (19.1%)
Hispanic	18 (26.4%)
Asian	11 (16.2%)
Armenian	1 (1.5%)
Native American	0
Other	5 (7.4%)
Total Minorities	43 (63.0%)

During calendar year 2009, the City promoted 123 employees from within, of whom 67.5% are non-white minorities and 39.8% 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.

Table III	
Promotions: 1/1/09 – 12/31/09	
123 employees	
Female	49 (39.8%)
Male	74 (60.2%)
White	40 (32.5%)
Black	25 (20.3%)
Hispanic	39 (31.7%)
Asian	14 (11.4%)
Armenian	5 (4.1%)
Native American	0
Other	0
Total Minorities	83 (67.5%)

Table IV below provides a comparison of the ethnic and gender composition of the City of Pasadena workforce and the U.S. 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.

Table IV					
U.S. Census Bureau Data City of Pasadena Available Labor Market		City Full-Time Regular Workforce As of December 31, 2006 2001 Employees	City Full-Time Regular Workforce As of December 31, 2007 2020 Employees	City Full-Time Regular Workforce As of December 31, 2008 2005 Employees	City Full-Time Regular Workforce As of December 31, 2009 1948 Employees
Female	51.5%	37.1%	37.1%	36.3%	35.7%
Male	48.5%	62.9%	62.9%	63.7%	64.3%
White	39.0%	33.4%	33.4%	33.0%	31.9%
Black	14.0%	21.4%	21.4%	21.1%	20.8%
Hispanic	33.0%	31.0%	31.0%	32.0%	32.7%
Asian	10.0%	11.6%	11.6%	11.7%	12.0%
Native American	0.2%	0.3%	0.3%	0.3%	0.3%
Armenian	0.0%	1.9%	1.9%	1.9%	2.0%
Other*	3.8%	0.3%	0.3%	0.0%	0.3%
TOTAL MINORITIES	64.6%	66.3%	66.3%	67.0%	68.1%

*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 grouping that generally follows 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 labor markets using the traditional Federal job categories (i.e., "officials and administrators", "protective", "paraprofessional", "professional", "technicians", "administrative", "skilled", and "service and maintenance")


FISCAL IMPACT:


There is no fiscal impact associated with receiving this report.

Respectfully submitted,


for MARY ELLEN SCHUBEL
Interim Director
Department of Human Resources

Prepared by:


ERNEST MONTOYA
Human Resources Manager
Approved by:


for MICHAEL J. BECK
City Manager

Attachments:

- Attachment A – Exhibit I
- Attachment B – Exhibit II
- Attachment C – Exhibit II-A
- Attachment D – Exhibit II-B

EXHIBIT I: All Individuals Employed During the Period January 1 through December 31, 2009

Group	Number of Employees	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
Executive	18	55.5%	16.7%	11.1%	11.1%	0.0%	5.6%	0.0%	44.4%	61.1%	38.9%
Management	619	39.6%	18.6%	18.8%	20.4%	0.5%	1.9%	0.2%	60.2%	55.3%	44.7%
Sworn Fire Non-Mgmt	166	44.6%	16.3%	28.3%	7.2%	0.6%	3.0%	0.0%	55.4%	93.4%	6.6%
Sworn Police Non-Mgmt	234	38.5%	15.4%	34.1%	9.0%	0.0%	1.7%	1.3%	60.2%	85.9%	14.1%
Non-Mgmt. Office and Technical	381	17.6%	22.0%	48.7%	8.1%	0.5%	3.1%	0.0%	82.4%	20.2%	79.8%
Non-Mgmt Maintenance and Skilled	530	25.5%	26.6%	38.8%	7.9%	0.0%	0.8%	0.4%	74.1%	88.1%	11.9%
Total	1948	31.9%	20.8%	32.7%	12.0%	0.3%	2.0%	0.3%	68.1%	64.3%	35.7%
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.

**EXHIBIT II: AVAILABILITY VS. UTILIZATION
All Individuals Employed During the Period January 1 through December 31, 2009**

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	50.0%	20.8%	13.9%	11.1%	0.0%	4.2%	0.0%	50.0%	66.7%	33.3%
<i>Availability</i>	60.8%	9.3%	12.7%	13.1%	0.4%	N/A	3.7%	35.5%	58.1%	41.9%

Professionals: 483 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	39.5%	16.4%	18.2%	23.6%	0.2%	1.9%	0.2%	60.3%	51.3%	48.7%
<i>Availability</i>	66.7%	8.9%	11.9%	12.0%	0.4%	N/A	0.1%	33.2%	52.3%	47.7%

Paraprofessionals: 76 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	9.2%	31.6%	53.9%	2.6%	0.0%	2.6%	0.0%	90.8%	55.3%	44.7%
<i>Availability</i>	52.6%	10%	18.3%	18.7%	0.4%	N/A	0.0%	47.4%	59.0%	41.0%

Technicians: 128 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	32.8%	14.8%	35.9%	14.1%	0.8%	1.6%	0.0%	67.2%	64.1%	35.9%
<i>Availability</i>	<i>44.0%</i>	<i>20.8%</i>	<i>18.4%</i>	<i>13.2%</i>	<i>0.0%</i>	<i>N/A</i>	<i>3.6%</i>	<i>52.4%</i>	<i>57.2%</i>	<i>42.8%</i>

Sworn Protective: 404 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	41.3%	15.7%	31.7%	8.2%	0.2%	2.2%	0.7%	58.0%	89.1%	10.9%
<i>Availability</i>	<i>22.1%</i>	<i>30.8%</i>	<i>33.1%</i>	<i>8.7%</i>	<i>0.5%</i>	<i>N/A</i>	<i>0.0%</i>	<i>73.1%</i>	<i>73%</i>	<i>27%</i>

Administrative: 361 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	16.3%	22.2%	49.0%	8.9%	0.6%	3.0%	0.0%	83.7%	16.6%	83.4%
<i>Availability</i>	<i>41.5%</i>	<i>16.4%</i>	<i>28.8%</i>	<i>9.3%</i>	<i>0.4%</i>	<i>N/A</i>	<i>0.0%</i>	<i>54.9%</i>	<i>37.2%</i>	<i>62.8%</i>

Skilled: 232 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	37.5%	22.1%	29.7%	9.5%	0.4%	0.4%	0.4%	62.1%	97.8%	2.2%
<i>Availability</i>	28.2%	10.4%	53.1%	4.3%	0.3%	N/A	3.7%	68.1%	89.4%	10.6%

Service and Maintenance: 192 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	16.7%	39.1%	40.6%	2.6%	0.0%	0.5%	0.5%	82.8%	96.9%	3.1%
<i>Availability</i>	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, 2009

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%	0.0%	0.0%	0.0%	33.3%	100.0%	0.0%
<i>Availability</i>	60.8%	9.3%	12.7%	13.1%	0.4%	0.0%	3.7%	35.5%	100.0%	0.00%

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	44.4%	11.1%	33.3%	11.2%	0.0%	0.0%	0.0%	55.6%	44.4%	55.6%
<i>Availability</i>	66.7%	8.9%	11.9%	12.0%	0.4%	0.0%	0.1%	33.2%	52.3%	47.7%

Paraprofessionals: 1 Employee

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	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
<i>Availability</i>	52.6%	10%	18.3%	18.7%	0.4%	N/A	0.0%	47.4%	59.0%	41.0%

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%
<i>Availability</i>	41.5%	16.4%	28.8%	9.3%	0.4%	N/A	3.6%	54.9%	37.2%	62.8%

Skilled: 2 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	0.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
<i>Availability</i>	28.2%	10.0%	53.0%	4.0%	0.3%	N/A	3.8%	67.3%	89.4%	10.6%

Service and Maintenance: 3 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%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
<i>Availability</i>	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, 2009

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%	9.1%	27.3%	54.5%	45.5%
<i>Availability</i>	<i>60.8%</i>	<i>9.3%</i>	<i>12.7%</i>	<i>13.1%</i>	<i>0.4%</i>	<i>N/A</i>	<i>3.7%</i>	<i>39.2%</i>	<i>58.1%</i>	<i>41.9%</i>

Professionals: 16 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	62.4%	12.5%	12.5%	6.3%	0.0%	0.0%	6.3%	31.3%	43.7%	56.3%
<i>Availability</i>	<i>66.7%</i>	<i>8.9%</i>	<i>11.9%</i>	<i>12.0%</i>	<i>0.4%</i>	<i>N/A</i>	<i>0.1%</i>	<i>33.3%</i>	<i>52.3%</i>	<i>47.7%</i>

Paraprofessionals: 1 Employee

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%
<i>Availability</i>	<i>52.6%</i>	<i>10.0%</i>	<i>18.3%</i>	<i>18.7%</i>	<i>0.4%</i>	<i>N/A</i>	<i>0.0</i>	<i>47.4%</i>	<i>59.0%</i>	<i>41.0%</i>

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%	44.5%	0.0%	0.0%	0.0%	0.0%	66.7%	0.0%	100.0%
<i>Availability</i>	41.5%	16.4%	28.8%	9.3%	0.4%	N/A	3.6%	58.5%	37.2%	62.8%

Protective: 7 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	0.0%	57.1%	28.6%	14.3%	0.0%	0.0%	0.0%	100.0%	85.7%	14.3%
<i>Availability</i>	22.1%	30.8%	33.1%	8.7%	0.5%	N/A	4.8%	73.1%	73.0%	27.0%

Skilled: 4 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	50.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	50.0%	100.0%	0.0%
<i>Availability</i>	28.2%	10.0%	53.0%	4.0%	0.3%	N/A	0.0%	67.3%	89.4%	10.4%

Service and Maintenance: 24 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	20.8%	25.0%	45.8%	4.2%	0.0%	0.0%	4.2%	75.0%	66.7%	33.3%
<i>Availability</i>	16.3%	14.0%	62.0%	5.9%	0.3%	N/A	0.0%	82.2%	59.3%	40.7%