

Agenda Report

November 19, 2018

TO: Honorable Mayor and City Council
FROM: Human Resources
**SUBJECT: EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT
January 1 – December 31, 2017**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review; and
2. Receive the Equal Opportunity in Employment Annual Report, which is submitted for information only.

EXECUTIVE SUMMARY:

The City of Pasadena boasts a workforce of approximately 2,000 employees, which demographic data show is diverse and reflective of the composition of the community it serves. This report is based on the calendar year 2017, and data in the table below lists all individuals employed in regular, full-time positions during the reporting period of January 1-December 31, 2017.

Demographics	2017
Male	66.6%
Female	33.4%
White	28%
Black	16.9%
Hispanic	37.1%
Asian	13.2%
Armenian	2.3%
Native American	0.2%
Declined to state	2.3%

To help understand the percentage of males and females who work at the City, it is important to note that Protective Services classifications—meaning sworn Police and Fire—as well as skilled crafts and service/maintenance classifications within Public Works and Water & Power departments are predominately represented by males yet this is true for the gender composition of these fields at other cities and agencies. Employees in these classifications compromise 45% of the City's workforce therefore contributing to the higher number of males than females in Pasadena's overall workforce.

While Proposition 209, known as the California Civil Rights Initiative, prohibits state governmental institutions from considering race, sex, or ethnicity in the areas of public employment, such as seeking candidates of a particular group, the City is committed to pursuing strategies to ensure qualified, under-represented groups have access and opportunity for entry into all fields while recognizing that positive results are likely to occur incrementally. Examples of strategies employed to foster a diverse workforce include Vocational training programs such as Ambassadors (high school students enrolled in a Pasadena school) and Summer Rose (low-income youth aged 14-21 residing in Pasadena), and the Maintenance Assistants Serving Homeowners (MASH) program through the Housing Department. These programs provide participants with the opportunity to gain skills, learn work habits, and obtain work experience designed to help them obtain a full-time, regular job.

In addition, Human Resources staff participates in local and regional job fairs, uses diverse raters to serve on interview panels, and strives to foster an environment supportive of diversity and inclusiveness.

BACKGROUND:

Pursuant to Section 2.360.070 of the City Charter, this report shows the comparison between the ethnic and gender composition of the City's employee workforce to the available labor market, which is described as the civilian labor force 16 years of age and over in the city of Pasadena.

Employees who do not provide their ethnic identity are counted as *Declined to State* and are not counted as minorities. Employees who self-identified as *Two or More Races* without indicating specific races are also listed as *Declined to State* but are included in the total minority count.

The following table compares the full-time workforces of the City of Pasadena, the Rose Bowl Operating Company (RBOC), the Pasadena Center Operating Company (PCOC), and Pasadena Media by gender and ethnicity, to Pasadena's population.

Table I
Full-Time Regular Workforce as of December 31, 2017

2010 U.S. Census Bureau Data City of Pasadena Population		City of Pasadena 1,820 Employees		RBOC 35 Employees		PCOC 148 Employees		Pasadena Media 12 Employees	
Female	45.7%	607	33.4%	16	45.7%	79	53.4%	3	25%
Male	54.3%	1,213	66.6%	19	54.3%	69	46.6%	9	75%
White	37%	509	28%	16	45.7%	41	27.7%	5	41.7%
Black	10.9%	308	16.9%	7	20%	19	12.8%	5	41.7%
Hispanic	35.7%	675	37.1%	10	28.6%	67	45.3%	0	~
Asian	15%	240	13.2%	1	2.9%	12	8.1%	0	~
Armenian	No Data	42	2.3%	0	~	0	0.0%	0	~
Native American	0.4%	4	0.2%	0	~	2	1.4%	0	~
Declined to State	No Data	42	2.3%	1	2.9%	0	~	2	16.7%

Recruitment for New Employees and Internal Promotions

Citywide efforts are made to recruit and retain a diverse workforce, provide vocational training, and hire locally. Human Resources supports the Human Services and Recreation Department which manages the Ambassadors (high school students enrolled in a Pasadena school) and Summer Rose workers (low-income youth aged 14-21 residing in Pasadena). Human Resources partners with the Housing Department to encourage local hiring for the MASH (Maintenance Assistants Serving Homeowners) program—a one- to two-year vocational training program that provides workers with vital job experience and regular feedback as well as the opportunity to apply for promotional-only openings in the City of Pasadena.

Human Resources regularly participates in a range of local and regional job fairs to share information and promote City employment opportunities. As position vacancies occur, Human Resources works with hiring departments to determine advertising and outreach efforts with a focus of attracting diverse candidates. Some City departments engage in additional, ongoing recruitment efforts such as the Pasadena Police Department (PPD). The PPD actively recruits law enforcement officers by attending job fairs and conferences and inviting the community, local high schools, and colleges to participate in informational meetings regarding a career in law enforcement.

A review of the City's 2017 hiring and promotional data, shown in Table II below, reflects the diverse overall ethnic makeup of the organization.

- Of the 117 full-time, regular employees hired in 2017, 66.7% were non-white and 35% were female.
- The City promoted 155 employees in 2017, of whom 73.5% were non-white and 28.4% were female.

Table II				
	New Hires January – December 2017 117 Employees		Promotions* January – December 2017 155 Employees	
Female	41	35%	44	28.4%
Male	76	65%	111	71.6%
Armenian	4	3.4%	4	2.6%
Asian	16	13.7%	29	18.7%
Black	11	9.4%	22	14.2%
Hispanic	45	38.5%	58	37.4%
Native American	0	~	0	~
White	34	29.1%	39	25.2%
Two or more races	2	1.7%	1	0.6%
Declined to state	5	4.3%	2	1.3%

* Promotion numbers include temporary employees in training positions who successfully competed for a full-time regular position.

Four-Year Review

Table III on the next page provides a comparison of the ethnic and gender composition of the City of Pasadena workforce and the U.S. Census Bureau EEO Tabulation 2006-2010 (available local labor market) for the past four years. The data show:

- Black individuals have consistently been employed at a higher rate than their representation in Pasadena,
- Hispanic individuals at a slightly higher rate, and
- Non-whites have consistently comprised over two-thirds of the City's workforce.

Table III					
Four-Year View Availability vs. Utilization City Full-Time Regular Workforce					
2010 U.S. Census Bureau Data City of Pasadena Available Labor Market		As of 12/31/14	As of 12/31/15	As of 12/31/16	As of 12/31/17
		1,771 Employees	1,786 Employees	1,832 Employees	1,820 Employees
Female	45.7%	34.9%	34.7%	34.3%	33.4%
Male	54.3%	65.1%	65.3%	65.7%	66.6%
White	37%	28.5%	28.2%	27.8%	28%
Black	10.9%	18.6%	17.9%	17.4%	16.9%
Hispanic	35.7%	36.6%	36.5%	36.8%	37.1%
Asian	15%	12.9%	13.3%	13.3%	13.2%
Armenian	No Data	2%	2.1%	2.2%	2.3%
Native American	0.4%	0.2%	0.2%	0.2%	0.2%
Declined to state	No Data	1.2%	1.7%	2.2%	2.2%

Utilization Analysis

Utilization analysis refers to a breakdown of the City's workforce by ethnicity, gender, and 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 1 provides the ethnic and gender breakdown of the City's full-time, regular workforce arranged in grouping that generally follow the City's bargaining units.

Exhibit 2 compares the demographics of the City's full-time, regular workforce with the demographics of qualified individuals in the labor market using the traditional federal job categories: officials & administrators, protective, professional, technicians, administrative, skilled, and service & maintenance. Demographics are shown for the Rose Bowl Operating Company, Pasadena Center Operating Company, and Pasadena Media in Exhibits 2-A, 2-B, and 2-C.

FISCAL IMPACT:

There is no fiscal impact to the City as a result of receiving this report.

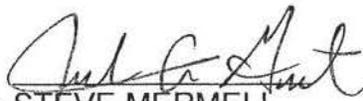
Respectfully submitted,



JENNIFER CURTIS

Director
Human Resources

Approved by:



for STEVE MERMELL
City Manager

Attachments: (5)

- Attachment A – Exhibit 1
- Attachment B – Exhibit 2
- Attachment C – Exhibit 2-A
- Attachment D – Exhibit 2-B
- Attachment E – Exhibit 2-C