

Agenda Report

DATE: May 17, 2004

TO: CITY COUNCIL
FROM: CITY MANAGER
SUBJECT: **EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT:
January 1, 2003 – December 31, 2003**

RECOMMENDATION:

It is recommended that the City Council receive and file the Equal Opportunity in Employment Annual Report. This report is based on the calendar year, and reflects all individuals employed in regular full-time positions during 2003

EXECUTIVE SUMMARY:

The City of Pasadena continues to be successful in maintaining an ethnically diverse workforce, reflective of the community which it serves. An analysis of the most recent Census data supplied by the Economic Development Department from the year 2000, compares the ethnic composition of the available workforce in the community at large with the ethnic composition of the City of Pasadena's 1811 full-time employees. The statistics reflect over-utilization in the Black, Asian and Native American employees, and under-utilization of Hispanic and non-minority employees. Overall, minorities represent 65% of the full-time workforce. 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, Service Maintenance, and Protective Services (i.e., Police and Fire) fields; fields which are traditionally male-dominated, and which comprise a sizeable portion of the City's workforce.

Due to anticipated budget constraints, a hiring review process designed to fill only essential vacancies, was in place throughout the reporting period of January 1, 2003 through December 31, 2003. The City hired 37 full-time regular employees, 65% of whom represented a minority. In the area of promotions, 118 current employees were promoted into full-time regular positions. Of those promoted, 66% represented a minority.

The City continues to discuss strategies for ensuring 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. The Human Resources staff increased outreach through attendance at Job and Recruitment Fairs during the reporting period. The City remains optimistic about recruiting more females into "non-traditional" fields over the long-term, while recognizing that positive results are likely to come incrementally.

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. 35% are White; 24% are Black; 29% are Hispanic; 10% are Asian; 1.4% are Armenian; and .5% are Native American. Data for the City of Pasadena's population is based on the 2000 Census.

City of Pasadena Population Calif. State Dept; of Finance Data 133,936		City Full-Time Regular Workforce As of December 31, 2003 1811
Female	68,441 (51%)	670 (37%)
Male	65,495 (48%)	1141 (63%)
White	52,381 (39%)	642 (35%)
Black	18,711 (14%)	427 (24%)
Hispanic	44,734 (33%)	526 (29%)
Asian	13,253 (10%)	176 (10%)
Armenian	No Data	25 (1.4%)
Native American	324 (0.2%)	9 (0.5%)
Other	302 (0.2%)	N/A
Two or more races	4,127 (3%)	N/A
Undeclared		6 (0.3%)
TOTAL	81,451 (61%)	1163 (64%)
MINORITIES		

UTILIZATION ANALYSIS:

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 provides an analysis of Utilization and Availability by department.

RECRUITMENT – NEW HIRES AND PROMOTIONS:

The City hired 37 full-time regular employees, 65% representing minorities. The number of promotions represents an increase over the prior year's report, as well as a significant increase in the number of minorities hired and promoted in calendar year 2003. This has enabled the City to maintain the ethnic diversity of the workforce. The figures also mirror the City's overall ethnic population very closely.

Promotions of existing staff are both 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.

New Hires and promotions are summarized in the charts below:

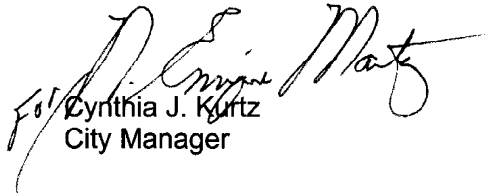
New Hires: 1/1/03 – 12/31/03	
Female	17 (46%)
Male	20 (54%)
White	10 (27%)
Black	7 (19%)
Hispanic	7 (19%)
Asian	8 (22%)
Armenian	2 (5%)
Native American	
Undeclared	3 (8%)

Promotions: 1/1/03 – 12/31/03	
Female	44 (37%)
Male	74 (63%)
White	39 (33%)
Black	21 (18%)
Hispanic	40 (33.4%)
Asian	16 (14%)
Armenian	1 (0.8%)
Native American	
Undeclared	1 (0.8%)


FISCAL IMPACT:

There is no fiscal impact from this report.

Respectfully Submitted


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