

Agenda Report

DATE: May 1, 2006

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT:
January 1, 2005 – December 31, 2005

RECOMMENDATION

The Equal Opportunity in Employment Annual Report is submitted for information only. This report is based on the calendar year 2005, and reflects all individuals employed in regular full-time positions during the reporting period of January 1 through December 31, 2005.

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 State of California Department of Finance, labor market data from the State Employment Development Department and 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 1885 full-time, regular employees. For calendar year 2005, non-white minorities represented 64.8% of the full-time workforce. Black individuals were employed at a rate substantially greater than is represented in the Community in seven of the eight job categories reported. With respect to gender, 36.2% of the City's full-time employees are female, while 63.8% are male. Due to low turnover rates, 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 2005 to ensure diverse applicant pools for recruitments to fill male-dominated classifications. Staff is committed to recruiting efforts aimed at attracting more females into "non-traditional" 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		
City of Pasadena Population Calif. State Dept. of Finance Data pop.133,936	City Full-Time Regular Workforce As of December 31, 2005 1885 employees	
Female	68,441 (51%)	683 (36.3%)
Male	65,495 (48%)	1202 (63.7%)
White	52,381 (39%)	647 (34.3%)
Hispanic	44,734 (33%)	557 (29.5%)
Black	18,711 (14%)	437 (23.2%)
Asian	13,253 (10%)	196 (10.4%)
Armenian	No Data	25 (1.3%)
Native American	324 (0.2%)	6 (0.3%)
Other	302 (0.2%)	17 (0.9%)
Two or more races	4,127 (3%)	No Data
Undeclared	104 (0.8%)	No Data
TOTAL MINORITIES	81,451 (61%)	1221 (64.8%)

RECRUITMENT – NEW HIRES AND PROMOTIONS:

The City hired 157 full-time regular employees, with the greatest number hired in the Department of Water & Power. Of those new hires, 53.5% percent are non-white minorities, and 35.7% are female. Despite continued outreach by Human Resources and the hiring Departments, no increase has been made in the area of hiring females into non-traditional jobs. Although approximately 2040 applications were received for the position of Fire Fighter, only 4.4% of the applications received

were from female applicants. The same holds true for the ongoing and continuous process to hire Police Officers, in that approximately 5 out of every 100 applicants are female. New Hires are summarized in Table II below.

Table II	
New Hires: 1/1/05 – 12/31/05	
157 total	
Female	56 (35.7%)
Male	101 (64.3%)
White	56 (35.7%)
Hispanic	45 (28.7%)
Black	23 (14.6%)
Asian	16 (10.2%)
Armenian	
Native American	
Other	17 (10.8%)

During the reporting period the City promoted 88 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: 1/1/05 – 12/31/05	
88 total	
Female	25 (28%)
Male	63 (72%)
White	28 (31%)
Hispanic	31 (35%)
Black	17 (19%)
Asian	9 (10%)
Armenian	3 (3%)
Native American	
Other	

Table IV provides a comparison of the ethnic and gender composition of the City of Pasadena workforce and the EDD labor market 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					
State of California Employment Development Department Labor Market Data		City Full- Time Regular Workforce As of December 31, 2002	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
Female	46.3%	39%	37%	34%	36.3%
Male	53.7%	61%	63%	66%	63.7%
White	43.6%	33%	35%	35%	34.3%
Hispanic	29.7%	31%	29%	29%	29.5%
Black	12.2%	25%	24%	24%	23.2%
Asian	10.7%	9.0%	10%	10%	10.4%
Armenian	N/A	1.4%	1.4%	1.4%	1.3%
Native American	0.3%	0.4%	0.5%	0.3%	0.3%
Other	N/A	0	0.3%	0.3%	0.9%
TOTAL MINORITIES	52.9%	67%	64%	65%	64.8%

UTILIZATION ANALYSIS:

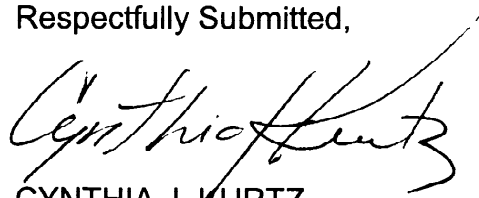
Utilization analysis refers to a breakdown of the City's workforce by ethnicity and gender and by level in the organization, and to a comparison of the City's workforce against the availability of ethnic and gender groups in the local labor market. Exhibit I provides the ethnic and gender data of the City's workforce arranged in groupings that generally follow the City's bargaining units. In this format, all management employees are grouped together, all non-supervisory white collar and technical employees are grouped together, and so on, and the results are compared to the ethnic and gender demographics of the City of Pasadena. Exhibit II provides

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.

FISCAL IMPACT

There is no fiscal impact associated with receiving this report.

Respectfully Submitted,



CYNTHIA J. KURTZ
City Manager

Prepared by:



JESSIE L. RAMIREZ
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, 2005

Group	Number of Employees	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
Executive	19	47.4%	26.3%	21%			5.3%		52.6%	43%	57%
Management	589	40.7%	19.1%	20.2%	17.5%	.6%	1.1%	.8%	58.5%	54.2%	45.8%
Sworn Fire Non-Mgmt	160	50.6%	14%	26%	5%	.6%	1.3%	2.5%	45.6%	95%	5%
Sworn Police Non-Mgmt	225	40.4%	16.5%	33.8%	8%		1.3%		59.6%	84%	16%
Non-Mgmt. Office and Technical	422	23.9%	23.8%	38.8%	9.5%	.2%	2.4%	1.4%	74%	26%	74%
Non-Mgmt Maintenance and Skilled	470	27%	34%	31.9%	6%		1%	.1%	73%	90%	10%
Total	1885	34.3%	23.2%	29.5%	10.4%	0.3%	1.3%	0.9%	64.8%	63.8%	36.2%
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.

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, 2005

Officials and Administrators: 56 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	41.1%	23.2%	14.3%	14.3%	1.8%	5.4%		58.9%	66.1%	33.9%
EDD Availability	60.8%	9.3%	12.7%	13.1%	.4%			35.5%	58.1%	41.9%

Professionals: 477 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	40.5%	19.3%	18%	19.3%	.2%	1.0%	1.7%	57.9%	52.2%	47.8%
EDD Availability	66.7%	8.9%	11.9%	12%	.4%			33.2%	52.3%	47.7%

Paraprofessionals: 65 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%	43.1%	41.5%	3.1%		3.1%		90.8%	56.9%	43.1%
EDD Availability	52.6%	10%	18.3%	18.7%	.4%			47.4%	59%	41%

Technicians: 117 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	36.8%	21.4%	26.5%	12.0%	0.9%	0.9%	1.7%	61.5%	65.0%	35.0%
EDD Availability	44%	20.8%	18.4%	13.2%	0%			52.4%	57.2%	42.8%

Sworn Protective: 393 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	46.1%	13.7%	31.3%	6.6%	0.3%	1.3%	.8%	53.2%	89.1%	10.9%
EDD Availability	22.1%	30.8%	33.1%	8.7%	.5%			73.1%	73%	27%

Administrative: 366 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	19.9%	24.0%	43.7%	9.6%	.3%	1.9%	0.5%	79.5%	14.2%	85.8%
EDD Availability	41.5%	16.4%	28.8%	9.3%	.4%			54.9%	37.2%	62.8%

Skilled: 220 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	44.5%	23.2%	25.5%	5.9%	0.5%	0.5%		55.5%	98.2%	1.8%
EDD Availability	28.2%	10.4%	53.1%	4.3%	.3%			68.1%	89.4%	10.6%

Service and Maintenance: 191 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	15.7%	45.0%	34.6%	3.1%		.5%	1%	83.2%	96.9%	3.1%
EDD Availability	16.3%	13.5%	61.5%	5.9%	.3%			81.2%	63%	36%