

Agenda Report

DATE: June 9, 2008

TO: CITY COUNCIL
FROM: CITY MANAGER
SUBJECT: EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT:
January 1, 2007 – December 31, 2007

RECOMMENDATION

The Equal Opportunity in Employment Annual Report is submitted for information only. This report is based on the calendar year 2007 and reflects all individuals employed in regular full-time positions during the reporting period of January 1 through December 31, 2007.

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 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 our report use the ethnic terminology and employment categories established by the United States 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 2020 full-time, regular employees. For calendar year 2007, non-white minorities represented 66.3% 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, 37.1% of the City's full-time employees are female, while 62.9% are male. 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 2007 to ensure diverse applicant pools for recruitments to fill male-dominated classifications. While the percentage of female applicants for "non-traditional" jobs 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.

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

U.S. Census Bureau Data City of Pasadena Population		City Full-Time Regular Workforce As of December 31, 2007 2020 employees
Female	54.8%	750 (37.1%)
Male	45.2%	1270 (62.9%)
White	39.0%	675 (33.4%)
Hispanic	33.0%	627 (31.0%)
Black	14.0%	432 (21.4%)
Asian	10.0%	235 (11.6%)
Armenian	No Data	38 (1.9%)
Native American	0.2%	7 (0.3%)
Other	0.2%	6 (0.3%)
Two or more races	3.0%	No Data
Undeclared	0.8%	No Data
TOTAL MINORITIES	61.0%	1339 (66.3%)

The City Council has requested that this same information be included for both the Rose Bowl Operating Company and the Pasadena Center Operating Company. Both entities were requested to provide the data for their full-time, regular

employees. Table I-A shows the results of the data provided when compared to the data from the U S Census Bureau.

Table I-A			
US Census Bureau Data City of Pasadena Population		RBOC Regular Workforce December 31, 2007 20 Employees	PCOC Regular Workforce December 31, 2007 61 Employees
Female	54.8%	8 (40.0%)	25 (41.0%)
Male	45.2%	12 (60.0%)	36 (59.0%)
White	39.0%	7 (35.0%)	28 (45.9%)
Hispanic	33.0%	6 (30.0%)	19 (31.2%)
Black	14.0%	6 (30.0%)	11 (18.0%)
Asian	10.0%	1 (5.0%)	2 (3.3%)
Armenian	No Data		
Native American	0.2%		
Other	0.2%		1 (1.6%)
Two or more races	3.0%		
Not Specified	0.8%		
Total Minorities	61.0%	13 (65.0%)	32 (52.5%)

RECRUITMENT – NEW HIRES AND PROMOTIONS:

The City hired 122 full-time regular employees, with the greatest number hired in Water & Power, Public Works, Police and Fire Departments. Of those new hires, 66.4% percent are non-white minorities, and 41.0% are female. Even with continued aggressive outreach by Human Resources, Police and Fire Departments, less than 3.5% of applicants for Firefighter trainee and Police Trainee were female. The same trend is apparent in the low number of female applicants for non-traditional jobs in Public Works and Water and Power. New Hires are summarized in Table II below.

Table II	
New Hires: 1/1/07 – 12/31/07	
122 total	
Female	50 (41.0%)
Male	72 (59.0%)
White	44 (32.1%)
Hispanic	49 (35.8%)
Black	24 (17.5%)
Asian	16 (11.6%)
Armenian	4 (2.9%)
Native American	

During the reporting period the City promoted 137 employees from within, of whom 67.9% are minorities and 26.3% are females. These numbers include temporary trainees who then successfully competed for a full-time regular position.

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: 1/1/07 – 12/31/07	
137 total	
Female	36 (26.3%)
Male	101 (73.7%)
White	44 (32.0%)
Hispanic	49 (35.8%)
Black	24 (17.6%)
Asian	16 (11.7%)
Armenian	4 (2.9%)
Native American	
Other	

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.

U.S. Census Bureau Data City of Pasadena Population		City Full-Time Regular Workforce As of December 31, 2004	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
Female	37.0%	34.0%	37.0%	34.0%	37.1%
Male	63.0%	66.0%	63.0%	66.0%	62.9%
White	35.0%	35.0%	33.0%	35.0%	33.4%
Hispanic	29.0%	29.0%	30.0%	29.0%	31.0%
Black	24.0%	24.0%	22%	24%	21.4%
Asian	10.0%	10.0%	11%	10%	11.6%
Armenian	1.4%	1.4%	1.5%	1.4%	1.9%
Native American	0.5%	0.3%	0.3%	0.3%	0.3%
Other	0.3%	0.3%	2.2%	0.3%	0.3%
TOTAL MINORITIES	64.7%	64.7%	64.6%	64.7%	66.2%

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, executive management, senior management and all other management employees are shown as separate groups, all non-supervisory white collar and technical employees are grouped together, and the results are compared to the ethnic and gender demographics of the City of Pasadena. Exhibits II, II-A, and II-B provide 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, the Rose Bowl Operating Company and the Pasadena Center Operating Company.

FISCAL IMPACT

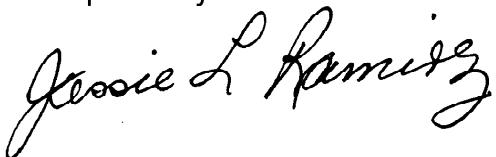
There is no fiscal impact associated with receiving this report.

Respectfully Submitted,



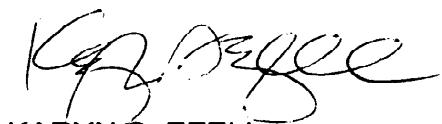
BERNARD K. MELEKIAN
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KARYN S. EZELL
Director of Human Resources

EXHIBIT I: All Individuals Employed During the Period January 1 through December 31, 2007

Group	Number of Employees	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
Executive	18	55.5%	22.2%	11.1%	5.6%	0.0%	5.6%	0.0%	44.5%	44.4%	55.6%
Management	650	40.3%	19.1%	18.3%	19.7%	0.6%	1.6%	0.4%	59.3%	55.6%	44.4%
Sworn Fire Non-Mgmt	165	46.0%	14.7%	29.1%	6.0%	0.6%	3.0%	0.6%	53.4%	93.9%	6.1%
Sworn Police Non-Mgmt	233	38.6%	15.5%	35.2%	9.0%	0.0%	1.7%	0.0%	61.4%	84.1%	15.9%
Non-Mgmt. Office and Technical	454	22.3%	21.7%	42.8%	9.8%	0.4%	2.8%	0.2%	77.5%	25.1%	74.9%
Non-Mgmt Maintenance and Skilled	500	26.6%	29.2%	36.2%	6.6%	0.0%	1.0%	0.4%	73.0%	88.8%	11.2%
Total	2020	33.4%	21.4%	31.0%	11.6%	0.3%	1.6%	0.3%	66.3%	62.9%	37.1%
City of Pasadena											
		39.0%	14.0%	33.0%	10.0%	0.2%	0.0%	4.0%	61.0%	48.0%	51.0%

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, 2007

Officials and Administrators: 71 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	46.5%	23.9%	11.3%	12.7%	1.4%	4.2%	0.0%	53.5%	66.2%	33.8%
Availability	60.8%	9.3%	12.7%	13.1%	0.4%	N/A	3.7%	35.5%	58.1%	41.9%

Professionals: 524 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	39.9%	17.4%	18.5%	22.1%	0.2%	1.5%	0.4%	59.7%	50.6%	49.4%
Availability	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	11.8%	28.9%	55.3%	2.6%	0.0%	1.3%	0.0%	88.2%	53.9%	46.1%
Availability	52.6%	10%	18.3%	18.7%	0.4%	N/A	N/A	47.4%	59.0%	41.0%

Technicians: 136 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	33.8%	17.6%	32.4%	14.0%	0.7%	1.5%	0.0%	66.2%	64.7%	35.3%
Availability	44.0%	20.8%	18.4%	13.2%	0.0%	N/A	3.6%	52.4%	57.2%	42.8%

Sworn Protective: 396 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	42.4%	14.6%	32.3%	7.8%	0.3%	2.3%	0.3%	57.3%	88.9%	11.1%
Availability	22.1%	30.8%	33.1%	8.7%	0.5%	N/A	4.8%	73.1%	73%	27%

Administrative: 392 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	20.2%	23.5%	43.9%	8.7%	0.5%	3.1%	0.3%	79.6%	16.1%	83.9%
Availability	41.5%	16.4%	28.8%	9.3%	0.4%	N/A	3.6%	54.9%	37.2%	62.8%

Exhibit II – page 3**Skilled: 233 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	41.2%	21.6%	27.6%	8.3%	0.4%	0.9%	0.0%	58.8%	97.4%	2.6%
Availability	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	18.2%	40.6%	37.5%	2.7%	0.0%	0.5%	0.5%	81.3%	97.4%	2.6%
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, 2007

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	66.6%	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%	3.7%	N/A	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%	0.4%	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
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	N/A	47.4%	59.0%	41.0%

Exhibit II-A– page 2**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

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%
Availability	28.2%	10.4%	53.1%	4.3%	0.3%	N/A	3.7%	68.1%	89.4%	10.6%

Service and Maintenance: 2 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%	50.0%	50.0%	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%	63.0%	37.0%

EXHIBIT II-B: AVAILABILITY VS. UTILIZATION-PASSADENA CENTER OPERATING COMPANY
All Individuals Employed During the Period January 1 through December 31, 2007

Officials and Administrators: 10 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	70.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.0%	60.0%	40.0%
Availability	60.8%	9.3%	12.7%	13.1%	0.4%	N/A	N/A	35.5%	58.1%	41.9%

Professionals: 13 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	76.9%	15.4%	7.7%	0.0%	0.0%	0.0%	0.0%	23.1%	46.2%	53.8%
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%	N/A	N/A	47.4%	59.0%	41.0%

Exhibit II-B- page 2

Administrative: 7 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	28.5%	14.4%	42.8%	14.3%	0.0%	0.0%	0.0%	71.5%	14.3%	85.7%
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	Native American	Armenian	Other	Total Minority	Male	Female
PCOC Utilization	0.0%	50.0%	50.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
Availability	22.1%	30.8%	33.1%	8.7%	0.5%	N/A	4.8%	73.1%	73.0%	27.0%

Skilled: 5 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	60.0%	0.0%	40.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%
Availability	28.2%	10.4%	53.1%	4.3%	0.3%	N/A	3.7%	68.1%	89.4%	10.6%

Exhibit II-B– page 3

Service and Maintenance: 21 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	23.7%	19.1%	52.4%	4.8%	0.0%	0.0%	0.0%	76.3%	61.9%	38.1%
Availability	16.3%	13.5%	61.5%	5.9%	0.3%	2.5%	N/A	81.2%	63.0%	37.0%