



Agenda Report

October 22, 2012

TO: Honorable Mayor and City Council
FROM: Human Resources
**SUBJECT: EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT
January 1, 2011 – December 31, 2011**

RECOMMENDATION:

The Equal Opportunity in Employment Annual Report is submitted for information only. This report is based on the calendar year 2011 and reflects all individuals employed in regular, full-time positions during the reporting period of January 1 through December 31, 2011.

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 2011 the City's employee population was comprised of 30.6% White, 19.7% Black, 34.2% Hispanic, 12.7% Asian, 0.4% Native American and 1.9% Armenian. With respect to gender, 34.8% of the City's full-time employees are female, while 65.2% are male. Females continue to be under-represented in the Skilled Crafts and in the Service/Maintenance classifications (Public Works and Water & Power), as well as in Protective Services (sworn Police and Fire), fields which are traditionally dominated by males and which make up just under 48% 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 2011 to ensure diverse applicant pools for recruitments to fill all available positions. While the percentage of female applicants for jobs traditionally held by males has remained low, staff is committed to continuing recruiting efforts aimed at attracting females into those fields over the long term, while recognizing that positive results are likely to occur incrementally, and that the demographics for the City of Pasadena mirror those of comparable agencies.

BACKGROUND:

The following Table I compares the full-time workforces of the City of Pasadena, the Rose Bowl Operating Company (RBOC) and the Pasadena Center Operating Company (PCOC), by gender and ethnicity, to Pasadena's available labor pool. Data from the 2000 U.S. Census is utilized throughout this 2011 report, as the labor pool data from the 2010 U.S. Census is not available until December 2012.

Table I				
2000 U.S. Census Bureau Data Pasadena Labor Pool		City Full- Time Regular Workforce as of December 31, 2011	RBOC Regular Workforce as of December 31, 2011	PCOC Regular Workforce as of December 31, 2011
		1797 Employees	20 Employees	63 Employees
Female	51.5%	626 (34.8%)	8 (40.0%)	27 (42.9%)
Male	48.5%	1171 (65.2%)	12 (60.0%)	36 (57.1%)
White	39.0%	550 (30.6%)	6 (30.0%)	25 (39.7%)
Black	14.0%	355 (19.7%)	5 (25.0%)	10 (15.8%)
Hispanic	33.0%	614 (34.2%)	8 (40.0%)	23 (36.5%)
Asian	10.0%	228 (12.7%)	1 (5.0%)	3 (4.8%)
Armenian	No Data	34 (1.9%)	0 (0.0%)	0 (0.0%)
Native American	0.2%	7 (0.4%)	0 (0.0%)	0 (0.0%)
Other*	3.8%	9 (0.5%)	0 (0.0%)	2 (3.2%)
TOTAL MINORITIES	57.2%	1238 (68.9%)	14 (70%)	36 (57.1%)

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

RECRUITMENT – NEW HIRES AND PROMOTIONS:

The City hired 59 full-time, regular employees during calendar year 2011, with the departments of Information Technology, Human Services & Recreation, Libraries & Information Services, Planning, Police, Public Health, Public Works, Transportation and Water & Power. Of those new hires, 66.1% are non-white minorities and 44.1% are female. Due to the high cost of recruiting for sworn personnel, the City conducted only promotional recruitments for sworn positions.

New Hires are summarized in Table II below.

Table II		
Male	33	55.9%
Female	26	44.1%
White	16	27.1%
Black	6	10.2%
Hispanic	23	39.0%
Asian	9	15.2%
Native American	0	0.0%
Armenian	1	1.7%
Other	4	6.8%
Total Minorities	39	66.1%

During calendar year 2011, The City promoted 85 employees from within, seventeen more than during the previous calendar year, of whom 30.6% are females and 69.4% are non-white minorities. 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		
Male	59	69.4%
Female	26	30.6%
White	26	30.6%
Black	15	17.6%
Hispanic	28	32.9%
Asian	12	14.1%
Native American	0	0.0%
Armenian	4	4.7%
Other	0	0.0%
Total Minorities	59	69.4%

Table IV below provides a comparison of the ethnic and gender composition of the City of Pasadena workforce and the 2000 U.S. Census Bureau EEO (available labor pool)

data for the past four years. This table demonstrates that Black individuals have consistently been employed at a significantly higher rate than their representation in the community, and that non-white minorities have consistently comprised the major portion of the City's workforce.

Table IV					
2000 U.S. Census Bureau Data Pasadena Available Labor Pool		City Full-Time Regular Workforce As of December 31, 2008	City Full-Time Regular Workforce As of December 31, 2009	City Full-Time Regular Workforce As of December 31, 2010	City Full-Time Regular Workforce As of December 31, 2011
		2005 Employees	1948 Employees	1867 Employees	1797 Employees
Female	51.5%	36.3%	35.7%	35.4%	34.8%
Male	48.5%	63.7%	64.3%	64.6%	65.2%
White	39.0%	33.0%	31.9%	31.5%	30.6%
Black	14.0%	21.1%	20.8%	20.2%	19.7%
Hispanic	33.0%	32.0%	32.7%	33.2%	34.2%
Asian	10.0%	11.7%	12.0%	12.4%	12.7%
Native American	0.2%	0.3%	0.3%	0.3%	0.4%
Armenian	0.0%	1.9%	2.0%	2.0%	1.9%
Other*	3.8%	0.0%	0.3%	0.4%	0.5%
TOTAL MINORITIES	57.2%	67.0%	67.8%	68.1%	68.9%

*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 breakdown of the City's workforce arranged in groupings that generally follow the City's bargaining units. Exhibits II, II-A and II-B compare the demographics of the City's full-time, regular workforce with the demographics of qualified individuals in the labor markets using the traditional Federal job categories: officials & administrators, protective, paraprofessional, professional,

technicians, administrative, skilled, and service & maintenance. Demographics are also shown for 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,



JULIE A. GUTIERREZ
Assistant City Manager/ Acting Director of
Human Resources

Approved by:



MICHAEL J. BECK
City Manager

Attachments: (4)

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

Attachment A

Exhibit I

EXHIBIT I: All Individuals Employed During the Period January 1 through December 31, 2011

Group	Number of Employees	White	Black	Hispanic	Asian	Native American	Armenian	Other	Total Minority	Male	Female
Executive	18	55.6%	22.2%	16.7%	5.6%	0.0%	0.0%	0.0%	44.4%	55.6%	44.4%
Management	585	37.4%	17.3%	21.0%	21.2%	0.7%	1.9%	0.5%	62.1%	55.0%	45.0%
Sworn Fire Non-Mgmt	152	44.1%	17.1%	27.0%	7.9%	0.7%	3.3%	0.0%	55.9%	94.1%	5.9%
Sworn Police Non-Mgmt	219	37.4%	15.5%	36.5%	8.7%	0.0%	1.8%	0.0%	62.6%	85.4%	14.6%
Non-Mgmt. Office and Technical	336	16.4%	21.4%	49.4%	8.6%	0.6%	3.0%	0.6%	83.0%	22.3%	77.7%
Non-Mgmt Maintenance and Skilled	487	24.2%	24.4%	41.1%	8.6%	0.0%	0.8%	0.8%	74.9%	89.1%	10.9%
Total	1797	30.6%	19.8%	34.2%	12.7%	0.4%	1.9%	0.5%	68.9%	65.2%	34.8%
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.

Attachment B

Exhibit II

EXHIBIT II: AVAILABILITY VS. UTILIZATION
All Individuals Employed During the Period January 1 through December 31, 2011

Officials and Administrators: 66 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	47.0%	18.2%	18.2%	12.1%	0.0%	3.0%	1.5%	51.5%	68.2%	31.8%
<i>Availability</i>	60.8%	9.3%	12.7%	13.1%	0.4%	N/A	3.7%	35.5%	58.1%	41.9%

Professionals: 449 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	37.6%	15.6%	20.0%	24.5%	0.2%	1.8%	0.2%	62.1%	50.6%	49.4%
<i>Availability</i>	66.7%	8.9%	11.9%	12.0%	0.4%	N/A	0.1%	33.2%	52.3%	47.7%

Paraprofessionals: 70 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	8.6%	28.6%	57.1%	2.9%	0.0%	2.9%	0.0%	91.4%	54.3%	45.7%
<i>Availability</i>	52.6%	10%	18.3%	18.7%	0.4%	N/A	0.0%	47.4%	59.0%	41.0%

Technicians: 107 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	30.8%	13.1%	36.4%	15.9%	1.9%	1.9%	0.0%	69.2%	67.3%	32.7%
<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: 375 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	40.8%	15.7%	32.5%	8.3%	0.3%	2.4%	0.0%	59.2%	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: 323 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	15.2%	21.1%	49.5%	9.9%	0.6%	2.8%	0.9%	83.9%	18.0%	82.0%
<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: 230 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	37.0%	19.6%	32.6%	9.6%	0.4%	0.0%	0.9%	62.2%	98.3%	1.7%
<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: 177 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	13.6%	37.9%	42.9%	3.4%	0.0%	1.1%	1.1%	85.3%	96.6%	3.4%
<i>Availability</i>	16.3%	13.5%	61.5%	5.9%	0.3%	N/A	2.5%	81.2%	63.0%	37.0%

Attachment C

Exhibit II-A

EXHIBIT II-A: AVAILABILITY VS. UTILIZATION-ROSE BOWL OPERATING COMPANY
All Individuals Employed During the Period January 1 through December 31, 2011

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

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%	11.1%	0.0%	0.0%	0.0%	55.6%	44.4%	55.6%
<i>Availability</i>	<i>66.7%</i>	<i>8.9%</i>	<i>11.9%</i>	<i>12.0%</i>	<i>0.4%</i>	<i>0.0%</i>	<i>0.1%</i>	<i>33.2%</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
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>	<i>52.6%</i>	<i>10%</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: 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%

Attachment D

Exhibit II-B

EXHIBIT II-B: AVAILABILITY VS. UTILIZATION-PASADENA CENTER OPERATING COMPANY
All Individuals Employed During the Period January 1 through December 31, 2011

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	80.0%	10.0%	10.0%	0.0%	0.0%	0.0%	0.0%	25.0%	50.0%	50.0%
<i>Availability</i>	60.8%	9.3%	12.7%	13.1%	0.4%	N/A	3.7%	39.2%	58.1%	41.9%

Professionals: 14 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	71.4%	0.0%	14.3%	7.1%	0.0%	0.0%	7.1%	31.3%	42.9%	57.1%
<i>Availability</i>	66.7%	8.9%	11.9%	12.0%	0.4%	N/A	0.1%	33.3%	52.3%	47.7%

Administrative: 8 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	25.0%	25.0%	50.0%	0.0%	0.0%	0.0%	0.0%	71.4%	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%	71.4%	57.1%	14.3%	0.0%	0.0%	0.0%	100.0%	100.0%	0.0%
<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: 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	19.0%	19.0%	52.4%	4.8%	0.0%	0.0%	4.8%	81.0%	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%