

# Agenda Report

April 15, 2019

**TO:** Honorable Mayor and City Council  
**FROM:** Human Resources  
**SUBJECT:** **EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT**  
**January 1 – December 31, 2018**

## **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 1,800 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 2018, and data in the table below lists all individuals employed in regular, full-time positions during the reporting period of January 1-December 31, 2018.

<b>Workforce Demographics</b>	<b>2018</b>
Male	66%
Female	34%
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Armenian	2.3%
Asian	12.9%
Black	16.6%
Hispanic	37.3%
Native American	0.1%
White	27.4%
Two or More Races	0.7%
Declined to State	2.7%

To help put the City's gender balance in context, it is important to note that Protective Services classifications—meaning sworn Police and Fire—as well as skilled crafts and service/maintenance classifications within the Public Works and Water and Power Departments are predominately held by men. This is not unique to Pasadena, but also true for the gender composition of these fields in other cities and agencies. Employees in these classifications comprise 43% of the City's workforce therefore contributing to the higher number of males than females in Pasadena's overall workforce. Nevertheless, the City continues to focus efforts on hiring women into non-traditional fields.

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. In 2018, employee training sessions on implicit bias and diversity, inclusion and belonging were offered as these values and understanding are relevant to a range of workplace issues.

### **BACKGROUND:**

Pursuant to Section 2.360.070 of the Pasadena Municipal Code, this report provides a 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 reported as *Declined to State* and are not counted as minorities. Employees who self-identified as *Two or More Races* are included in the total minority count.

Table I on the next page 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 available labor pool, as of December 31, 2018.

<b>Table I</b>									
<b>Full-Time Regular Workforce as of December 31, 2018</b>									
<b>2010 U.S. Census Bureau Data</b> City of Pasadena Population		<b>City of Pasadena</b> 1,817 Employees		<b>RBOC</b> 37 Employees		<b>PCOC</b> 160 Employees		<b>Pasadena Media</b> 13 Employees	
Female	<b>45.7%</b>	617	34%	16	43.2%	85	53.1%	4	30.8%
Male	<b>54.3%</b>	1200	66%	21	56.8%	75	46.9%	9	69.2%
Armenian	<b>No Data</b>	42	2.3%	0	~	0	~	0	~
Asian	<b>15.0%</b>	234	12.9%	1	2.7%	16	10%	0	~
Black	<b>10.9%</b>	302	16.6%	8	21.6%	20	12.5%	5	38.5%
Hispanic	<b>35.7%</b>	678	37.3%	11	29.7%	73	45.6%	1	7.7%
Native American	<b>0.4%</b>	2	0.1%	0	~	1	0.6%	0	~
Two or more races	<b>1.2%</b>	13	0.7%	0	~	7	4.4%	2	15.4%
White	<b>37%</b>	497	27.4%	17	45.9%	43	26.9%	5	38.5%
Declined to state	<b>No Data</b>	49	2.7%	0	~	0	~	0	~

### **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 and Summer Rose programs. Human Resources partners with the Housing Department to encourage local hiring for the MASH 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 staff also works with the MASH Supervisor to promote interest in and participation by MASH employees in open and promotional recruitments for entry level classifications that feed into the Water and Power Department's Power Division's apprenticeship programs and career paths in the Water Division's treatment and construction operations.

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 and reaching a broad applicant pool.

Several City departments engage in additional, ongoing recruitment efforts such as the Pasadena Fire Department which participated in the Los Angeles County Fire Department's Arise Summit, an event designed to recruit and support the growth of women in the fire service. This year, the Fire and Human Resources Departments partnered with the Firefighter Candidate Testing Center (FCTC), which is a leader in recruitment, outreach, and standardized training programs in California. FCTC provides

a unique all-inclusive recruiting and mentoring approach aimed to build a broader candidate pool. The recruitment effort with FCTC attracted nearly 2,000 applicants for the position of firefighter.

The Pasadena Police Department is committed to recruiting and hiring qualified candidates to be a part of a culturally diverse law enforcement organization. The Department's recruitment team's efforts are designed to attract qualified minority, female and local candidates for the position of Police Officer and Police Officer Trainee. While the Department continues to actively recruit candidates from numerous college campuses and military bases in the Southern California area, the recruitment team now focuses on recruiting individuals enrolled in the Administration of Justice curriculum and highlights law enforcement careers with the PPD utilizing several different social media platforms. Other efforts include outreach within the community through partnerships with local high schools and community organizations as well the Department's participation in numerous local events/informative meetings regarding careers in law enforcement. Moreover, several internal programs, such as the Explorer and Youth Advisor programs, are designed to attract local youth by establishing a relationship early on thereby increasing the chance young community members will pursue a career with the PPD.

A review of the City's 2018 hiring and promotional data reflects the diverse overall ethnic makeup of the organization.

- Of the 103 full-time, regular employees hired, 64.1% were non-white minorities and 49.5% were female.
- The City promoted 123 employees of whom 76.4% were non-white minorities and 35.8% were female.

Detailed information on new hires and promotions is shown in Table II below.

<b>Table II</b>				
	<b>New Hires</b> Jan.–Dec. 2018 103 Employees		<b>Promotions*</b> Jan.–Dec. 2018 123 Employees	
Female	51	49.5%	44	35.8%
Male	52	50.5%	79	64.2%
Armenian	2	1.9%	3	2.4%
Asian	12	11.7%	10	8.1%
Black	16	15.5%	26	21.1%
Hispanic	35	34.0%	50	40.7%
Native American	0	~	0	~
Two or more races	1	1.0%	5	4.1%
White	28	27.2%	23	18.7%
Declined to state	9	8.7%	6	4.9%

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

**Four-Year Review**

Table III below 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 labor pool data) for the past four years. The data show that in comparison to the available labor pool in Pasadena:

- Non-white minorities comprise approximately 70% of the City's workforce compared with 63% in our community.
- Black individuals have been employed at a rate approximately 50% higher than the available labor pool yet the overall percentage has declined by just over 1% in the four-year period.
- Hispanic individuals have been employed by the City at a rate approximately 4.5% higher than the available labor pool and the total number has increased by .75% over the four-year period.
- Asian individuals have been employed approximately 16% less than the available labor market and the percentage has remained around 13% during the last four years.
- The races with the lowest representation amongst the City's employee population are Native Americans and Armenians, which represent 0.1% and 2.3% respectively. The 2010 U.S. Census does not include Armenian as a race category so a comparison is not listed.

<b>Table III</b>					
<b>Four-Year View Availability vs. Utilization City Full-Time Regular Workforce</b>					
<b>2010 U.S. Census Bureau Data City of Pasadena Available Labor Market</b>		<b>As of 12/31/15</b>	<b>As of 12/31/16</b>	<b>As of 12/31/17</b>	<b>As of 12/31/18</b>
		1,786 Employees	1,832 Employees	1,820 Employees	1,817 Employees
Female	<b>45.7%</b>	34.7%	34.3%	33.4%	34%
Male	<b>54.3%</b>	65.3%	65.7%	66.6%	66%
Armenian	~	2.1%	2.2%	2.3%	2.3%
Asian	<b>15%</b>	13.3%	13.3%	13.2%	12.9%
Black	<b>10.9%</b>	17.9%	17.4%	16.9%	16.6%
Hispanic	<b>35.7%</b>	36.5%	36.8%	37.1%	37.3%
Native American	<b>0.4%</b>	0.2%	0.2%	0.2%	0.1%
White	<b>37%</b>	28.2%	27.8%	28%	27.4%
Two or More Races	<b>1.2%</b>	~	~	~	0.7%
Declined to State	~	1.7%	2.2%	2.2%	2.7%

### **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 A provides the ethnic and gender breakdown of the City's full-time, regular workforce arranged in groupings that generally follow the City's bargaining units.

The City understands the importance of diversity at all levels in its organization but recognizes this is particularly true at the management level and above. With regard to the 2018 composition of the City's Executive Management Team, which includes the City Manager, Assistant City Managers, General Managers, and Directors including the City Attorney/City Prosecutor and City Clerk, minorities comprised 65% and females 25%; the City's management group is 63.3% minority and 46.5% female.

In addition, a non-white female has recently been appointed to fill a Director position being left vacant as a result of a retirement, and a second female has been hired after an open, competitive recruitment into an Assistant General Manager position in the Water and Power Department. These hires will be reflected in the report covering the calendar year 2019.

Below is a summary of the composition of the remaining four employee groups, and additional detail for all groups is listed in Exhibit A.

- Sworn Fire Non-Management: 55.8% minority and 4.8% female
- Sworn Police Non-Management: 61.2% minority and 11.7% female
- Non-Management Office and Technical: 83.2% minority and 70.5% female
- Non-Management Maintenance and Skilled: 76.9% minority and 8.1% female

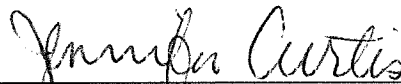
The City continues to work to attract women to sworn Police and Fire positions yet this is a profession-wide challenge. The International Association of Women in Fire & Emergency Service, known as Women in Fire, is a professional organization that provides resources on women's issues for fire service leaders. Women in Fire reports that 3.5% of all firefighters in the United States are women and that 50% or more departments have no female firefighters. Pasadena Fire Department's employment of female firefighters at 4.8% is higher than the national average of 3.5%.

Exhibit B compares 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, professional, technicians, administrative, skilled, and service & maintenance. Demographics also are shown for the RBOC, PCOC, and Pasadena Media.

**FISCAL IMPACT:**

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

Respectfully submitted,



JENNIFER CURTIS  
Director of Human Resources

Approved by:



STEVE MERMELL  
City Manager

Attachments: (5)

- Attachment A
- Attachment B
- Attachment C-1
- Attachment C-2
- Attachment C-3