

# Agenda Report

June 7, 2021

**TO:** Honorable Mayor and City Council  
**FROM:** Human Resources  
**SUBJECT: EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT  
for 2019 and 2020**

## **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 years 2019 and 2020. Data in the table below lists all individuals employed in regular, full-time positions during the reporting period of January 1-December 31, 2019 and January 1-December 31, 2020.

<b>Workforce Demographics</b>	<b>2019</b>	<b>2020</b>
Male	66%	66%
Female	34%	34%
Asian	14.1%	13.9%
Black or African American	16.4%	15.8%
Hispanic or Latino	38.7%	39.7%
American Indian or Alaska Native	0.1%	0.1%
White	29.4%	29.3%
Two or More Races	0.6%	0.8%
Declined to State	0.7%	0.3%

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 41% 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 these 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. Beginning this calendar year, the City has contracted with the local branch of the NAACP to assist with outreach efforts to increase the diversity of applicant pools for various City positions. Finally, staff in Human Resources and the Police and Fire Departments routinely participate in local and regional job fairs. Diverse raters serve on interview panels.

### **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, 2019 and as of December 31, 2020.

2010 U.S. Census Bureau Data		City of Pasadena		RBOC		PCOC		Pasadena Media	
City of Pasadena Population		1,825 Employees		37 Employees		162 Employees		15 Employees	
Female	<b>45.7%</b>	624	34%	17	45.9%	88	54.3%	4	26.7%
Male	<b>54.3%</b>	1201	66%	20	54.1%	74	45.7%	11	73.3%
Asian	<b>15.0%</b>	257	14.1%	2	5.4%	13	8%	0	~
Black or African American	<b>10.9%</b>	300	16.4%	7	18.9%	17	10.5%	4	26.7%
Hispanic or Latino	<b>35.7%</b>	706	38.7%	12	32.4%	79	48.8%	3	20%
American Indian or Alaska Native	<b>0.4%</b>	2	0.1%	0	~	1	0.6%	0	~
Two or more races	<b>1.2%</b>	11	0.6%	0	~	7	4.3%	2	13.3%
White	<b>37%</b>	537	29.4%	16	43.2%	42	25.9%	6	40%
Declined to state	<b>No Data</b>	12	0.7%	0	~	3	1.9%	0	~

2010 U.S. Census Bureau Data		City of Pasadena		RBOC		PCOC		Pasadena Media	
City of Pasadena Population		1,783 Employees		35 Employees		165 Employees		12 Employees	
Female	<b>45.7%</b>	613	34%	17	48.6%	89	53.9%	3	25%
Male	<b>54.3%</b>	1170	66%	18	51.4%	76	46.1%	9	75%
Asian	<b>15.0%</b>	248	13.9%	2	5.7%	14	8.5%	0	~
Black or African American	<b>10.9%</b>	282	15.8%	6	17.1%	17	10.3%	2	16.7%
Hispanic or Latino	<b>35.7%</b>	708	39.7%	13	37.1%	81	49.1%	2	16.7%
American Indian or Alaska Native	<b>0.4%</b>	2	0.1%	0	~	1	0.6%	0	~
Two or more races	<b>1.2%</b>	15	0.8%	0	~	8	4.8%	2	16.7%
White	<b>37%</b>	522	29.3%	14	40%	42	25.5%	6	50%
Declined to state	<b>No Data</b>	6	0.3%	0	~	2	1.2%	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 which introduce local youth to government service. 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 (PFD). PFD's local recruitment plan consists of a three-prong approach to recruitment, retention, and upward mobility within the ranks of the organization. The plan includes a High School Career Pathway program in collaboration with PUSD; a targeted recruitment effort focused on Fire Technology students at Pasadena Community College (PCC) and Community Colleges throughout the region; and a robust Fire Internship program that allows perspective candidates to gain invaluable on-the-job experience, as they become eligible for hiring. Additionally, a variety of ongoing outreach programs are in place including: an annual Girls Camp; the Pasadena Fire Department Explorer Post; the Public Service Academy based at Pasadena High School; the Pasadena Fire Department Emergency Medical Services Reserve program; and active participation in PUSD Career Day events. The PFD also maintains a presence at Job Fairs throughout the region.

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 in our community through partnerships with local high schools and community organizations, participation in numerous local events/informative meetings regarding careers in law enforcement, and Cadet programs designed to increase familiarity with the department. 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.

#### Hiring and Promotional Data

A review of the City's 2019 and 2020 hiring and promotional data reflects the diverse overall ethnic makeup of the organization.

**New Hires**

- In 2019, of the 129 full-time, regular employees hired, 70.5% were non-white minorities and 43.4% were female.
- In 2020, of the 96 full-time, regular employees hired, 67.7% were non-white minorities and 35.4% were female.

**Promotions**

- 172 employees were promoted in 2019. 73.3% were non-white minorities and 28.5% were female.
- 117 employees were promoted in 2020. 64.1% were non-white minorities and 21.4% were female.

Detailed information on new hires and promotions is shown in Table II and III, respectively.

<b>Table II – New Hires</b>				
	Jan.–Dec. 2019 129 Employees		Jan.–Dec. 2020 96 Employees	
Female	56	43.4%	34	35.4%
Male	73	56.6%	62	64.6%
Asian	20	15.5%	7	7.3%
Black or African American	13	10.1%	10	10.4%
Hispanic or Latino	57	44.2%	44	45.8%
American Indian or Alaska Native	0	~	0	~
Two or more races	1	0.8%	4	4.2%
White	37	28.7%	29	30.2%
Declined to state	1	0.8%	2	2.1%

<b>Table III – Promotions*</b>				
	Jan.–Dec. 2019 172 Employees		Jan.–Dec. 2020 117 Employees	
Female	49	28.5%	25	21.4%
Male	123	71.5%	92	78.6%
Asian	20	11.6%	9	7.7%
Black or African American	27	15.7%	16	13.7%
Hispanic or Latino	77	44.8%	48	41%
American Indian or Alaska Native	0	~	0	~
Two or more races	2	1.2%	2	1.7%
White	44	25.6%	42	35.9%
Declined to state	2	1.2%	0	~

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

### **Diversity, Equity, and Inclusion and Training Efforts**

Late last year, the City began an effort focused on addressing race inequities and advancing diversity and inclusiveness. An employee Diversity, Equity and Inclusion (DEI) committee was established and is working in collaboration with a consultant and City Manager to shape the City's approach to DEI.

This committee will play a significant role in the development of strategies, best practices, and ultimately a DEI program. It is anticipated that the work of this committee will greatly influence the organization's culture and how it looks and operates in the future. The ultimate goal of this committee is to provide for the betterment of the City's culture so that every staff member experiences a professional and inclusive environment, a sense of belonging, and that translates to high quality, culturally respectful services that we provided to our increasingly diverse public.

Listening Sessions were held for employees in March and April 2021. Over 300 employees participated and were lead through a two-hour dialogue experience that was designed to allow personal and professional processing of recent social events.

The Pasadena Police Department also continued providing implicit bias training to its employees.

### **Four-Year Review**

Table IV 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 2020 Census data is not yet available. The data shows 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.
- As of December 31, 2020, Black/African Americans were employed at a rate approximately 45% higher than the available labor pool and Hispanic or Latino individuals were employed by the City at a rate approximately 11.2% higher than the available labor pool. Asian individuals were employed approximately 7% less than the available labor market.
- The races with the lowest representation amongst the City's employee population are American Indian/Alaska Natives and Two or More Races, which represent 0.1% and 0.8% respectively. The 2010 U.S. Census does not include Armenian as a race/ethnic category so a comparison is not listed. With the new HR-Payroll system implementation, the City aligned the EEO categories with the state adopted reportable categories moving Armenian to White. The City also added the Non-Binary gender code selection choice to the HR-Payroll.

<b>Table IV</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 12/31/17</b>	<b>As of 12/31/18</b>	<b>As of 12/31/19</b>	<b>As of 12/31/20</b>
		1,820 Employees	1,817 Employees	1,825 Employees	1,783 Employees
Female	<b>45.7%</b>	33.4%	34%	34%	34%
Male	<b>54.3%</b>	66.6%	66%	66%	66%
Armenian	~	2.3%	2.3%	~	~
Asian	<b>15%</b>	13.2%	12.9%	14.1%	13.9%
Black or African American	<b>10.9%</b>	16.9%	16.6%	16.4%	15.8%
Hispanic or Latino	<b>35.7%</b>	37.1%	37.3%	38.7%	39.7%
American Indian or Alaska Native	<b>0.4%</b>	0.2%	0.1%	0.1%	0.1%
White	<b>37%</b>	28%	27.4%	29.4%	29.3%
Two or More Races	<b>1.2%</b>	~	0.7%	0.6%	0.8%
Declined to State	~	2.2%	2.7%	0.7%	0.3%

**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 details of the ethnic and gender breakdown of the City’s full-time, regular workforce arranged in groupings that generally follow the City’s bargaining units, and a summary for 2020 is listed here:

- Sworn Fire Non-Management: 53.3% minority and 5.3% female
- Sworn Police Non-Management: 60.3% minority and 13% female
- Non-Management Office and Technical: 81.4% minority and 70.4% female
- Non-Management Maintenance and Skilled: 79.8% minority and 7% female
- Management: 64.6% minority and 47.7% female
- Executive Management: 66.7% minority and 38.9% 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 4% 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

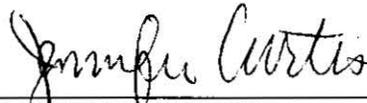
female firefighters at 5.3% is higher than the national average of 4%. In the Police Department, 14% of sworn officers are female.

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,

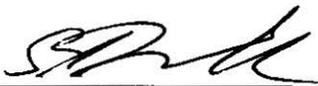


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JENNIFER CURTIS

Director of Human Resources

Approved by:



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STEVE MERMELL

City Manager

Attachments: (10)

Attachment A for 2019 and 2020

Attachment B for 2019 and 2020

Attachment C-1 for 2019 and 2020

Attachment C-2 for 2019 and 2020

Attachment C-3 for 2019 and 2020