

Agenda Report

April 03, 2000

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: AFFIRMATIVE ACTION IN EMPLOYMENT ANNUAL REPORT FISCAL YEAR 1999

RECOMMENDATION:

There are no recommendations associated with this annual report. It is presented for informational purposes only.

EXECUTIVE SUMMARY:

The City's employment trends show that the City has been successful in maintaining a diverse workforce. The organization employment trends mirror the population demographic changes taking place in California and more specifically Southern California. For an example, in January the U.S. Census Bureau reported that the most rapidly growing groups in our geographical area are Hispanic and Asian. When one examines the City's hiring trends for the past ten years (refer to the following Employment Analysis Section), Hispanic and Asian employee representation has steadily increased. Conversely, the number of White employees represented in the workplace continues to decline. The Census Bureau is projecting that California will become a majority of nonwhite people sometime in 2000. The number of Black employees represented in the City workplace remains unchanged from previous years.

The City continues to see an increase in the number of women being hired by the City of Pasadena. While the employee population base for women has increased, the City has not been successful in hiring women in trade positions (skilled craft and service maintenance classifications tend to pay more than the traditional pink-collar positions). In 2000 the City is hopeful in attracting a greater number of women for the MASH training program. Through MASH, women will have the opportunity to be trained and exposed to the various trade classifications within the City.

The City continues its aggressive effort to comply with the Americans with Disabilities Act (ADA), Fair Employment and Housing Act, Rehabilitation Act, and Social Security Act with regard to city building structures, employment practices, and related programs.

With the 1999 approval of the federal Ticket to Work and Work Incentives Improvement Act the City can expect to experience more disabled workers in the City's workplace. This new Act breaks down barriers faced by disabled people who want to work but who fear losing needed government provided medical benefits. In a recent Harris Poll it was reported that 76 percent of disabled people want to work, yet nearly 75 percent do not hold jobs. Additionally, the tight labor market in Southern California will cause employers to tap into the underutilized talent pool of disabled workers.

The need exists for the City to progressively move forward in implementing contemporary initiatives that will ensure that the work environment is free of those biases that impede an individual from succeeding on the job.

- The City is successful in maintaining a diverse employee population (women, men, various languages, the disabled, religious backgrounds, ethnic groups, age, different values, from different geographical locations, neighborhoods, an array of talents and skills, and so on); yet, the results from the 1997 employee attitude survey (organizational audit), clearly illustrate that City employees believe that discrimination practices still exist in the workplace. This belief among employees can be attributed to their personal experiences in the organization and perceptions. The City is moving towards a progressive organizational initiative that would focus on re-framing ineffective behavior (not beliefs), and develop measurement tools to assess the City's progress in preventing discrimination and harassment of any kind.
- The City's position is a "zero tolerance" stance concerning sexual harassment. Every employee has the right to work in an environment free from sexual harassment. Yet, City employees continue to file complaints of sexual harassment. In 2000, the City has made some movement towards strategically broadening their processes to include prevention training for management and all newly hired employees, educational posters, developing assessment and measurement tools to track the City progress in preventing sexual harassment, and the development of an employee and management Reference Guide on Stopping Sexual Harassment.
- The City learned that some of the claims of discrimination filed with Affirmative Action & Workforce Diversity are not grounded in race or gender, but due to differences among individuals. And because of these differences a small incident among two employees can easily be catapulted into a major crisis when no intervention is utilized. Recently the City initiated a conflict identification and resolution process that will serve to resolve disputes among employees before they become a crisis or a costly discrimination case filed against the City
- While the City has tracked competitive promotions, the area of reclassification studies, market surveys for certain classes, training and organizational development programs, performance appraisals have not been measured or analyzed City wide to ensure that all employees regardless of race or gender are treated fairly and afforded the opportunity to succeed in the organization. In 2000, the Human Resources Department will orchestrate a process to track and measure City wide progress in this area. The result of the City efforts will be reported in the FY 2000 Annual Affirmative Action in Employment Report.

BACKGROUND:

The Affirmative Action in City Employment Ordinance, revised in 1987, requires the preparation of an annual report numerically illustrating the progress achieved under the City's Affirmative Action Plan. The annual report is to be presented to the City Council at one of its regular meetings. The report contains statistical data pertaining to Workforce Ethnic Distribution based on 1990 U.S. census Bureau, FTE City Workforce EEO-4 Report, Accessibility and Disability activities, Ten Year Hiring Trend Analysis, and Availability vs Utilization Reports.

EMPLOYMENT ANALYSIS:

Notable trends found in the 10-year employment analysis provide the following insight:

- Overall the City has been successful in maintaining a diverse workforce

- Women increased from 533 (33.3%) in 1989 to 562 (36%) in 1999. Minority employees increased from 806 (50.4%) in 1989 to 970 (62%) in 1999. The number of White employees decreased from 792 (49.6%) in 1989 to 586 (38%) in 1999.
- The number of Black employees in the workforce remains constant at 392 (25%).
- Hispanic employees increased from 298 (18.6%) in 1989 to 428 (28%) in 1999
- Asian employees increased from 95 (5.9%) in 1989 to 122 (9%) in 1999
- The number of Armenian employees remain unchanged at 1.2% in 1999

New Hires in FY 1999	
Total full-time new hires	67
Women	30 (48%)
Minorities	46 (69%)
White	21 (31%)
Workforce in FY 1999	
Minorities represented in the full-time work force	970 (62%)
Women	562 (36%)
White	586 (38%)

Executive Committee Current Representation:

The Executive Committee is comprised of 19 positions. The ethnic and gender representations include:

Gender	
Women	8 (42%) 2 in acting capacity
Men	11 (58%) 2 in acting capacity
Ethnicity	
White	9 (47%)
Black	6 (31%)
Hispanic	2 (11%)
Armenian	2 (11%)
Minorities represented on the Executive Committee	10 (52%).

Officials & Administrators:

As reported to the Office of Equal Employment Opportunities, there are 42 Official & Administrator positions. The gender and ethnic representation is as follows:

Gender	
Women	36%
Men	64%
Ethnicity	
White	21 (50%)
Black	9 (21%)
Hispanic	5 (12%)
Asian	3 (7%)
Minorities represented in the Officials and Administrators category	20 (50%)

OVERALL REPRESENTATION:

During FY 1999, the City's full-time workforce was comprised of 1,556 employees:

Gender	
Women	562 (36%)
Men	994 (64%)
Ethnicity	
White	586 (38%)
Black	392 (25%)
Hispanic	428 (28%)
Asian	253 (16%)
Armenian	19 (1%)
Native American	9 (0.6%)
Minorities represented in the total workforce	970 (62%)

APPLICANT TRACKING:

Based upon the data generated by the electronic SIGMA system, the applicant pool and the eligible candidates for FY 1999 included:

Applicants	Number	% Total Pool
White	1,096	23.6%
Black	1,645	36.4%
Hispanic	1,284	28.4%
Asian	371	8.2%
Native American	28	0.6%
Armenian	100	2.2%

Total Applications Submitted	Number Identified Ethnicity	Number declined to Identify
5,277	4,524 (85.7%)	753 (14.3%)

Eligible Candidates from Pasadena	Number Identified Ethnicity	% Identified Ethnicity
White	60	13%
Black	257	56%
Hispanic	102	22%
Asian	16	4%
Native American	1	0.2%
Armenian	20	4%

Eligible candidates from Pasadena	Total identified ethnicity:	Total declined to Identify
494	456 (92.3%)	38 (7.7%)

Non-Eligible Candidates from Pasadena	Number Identified Ethnicity	% Identified Ethnicity
White	191	31.1%
Black	174	28.4%
Hispanic	167	27.2%
Asian	67	10.9%
Native American	9	1.5%
Armenian	5	0.8%

Non-Eligible Candidates from Pasadena	Number Identified Ethnicity:	Number declined to Identify
735	613 (83.4%)	122 (16.6%)

Gender of Applicant Pool	Number	% Identified Gender	Eligible	% Eligible
Men	2,783 (52%)	59.9%	602	55.2%
Women	1,865 (35%)	40.1%	489	44.8%

Total Applicant Pool	Number Identified Gender	Number declined to Identify
5277	4648	629
Total Eligible Pool	Number Identified Gender	Number declined to Identify
1229	1091	138

Note: The percentage of candidates who elected not to complete the optional data collection field designating gender is shown as "Declined to State (Unknown)".

POPULATION VS. FULL-TIME WORKFORCE:

Found in Exhibits 1, 2, & 2A are data pertaining to the 1990 U.S. Census Bureau population for the City compared to that of the City Of Pasadena's FTE employment population. The City Of Pasadena full-time workforce is reflective of the community.

RECRUITMENT/NEW HIRES:

For this report period, the City hired 67 full-time regular employees of which, 21 (31%) were White; 21 (31%) were Black; 17 (25%) were Hispanic; 5 (7%) were Asian; and 2 (3%) were Armenian American. Women constituted 45% of all new hires. The Largest group of new hires was Women.

CITY-WIDE:

Full-Time Promotions (7-1-98 through 6-30-99): Total = 43

Ethnicity/Gender	Number	Ethnicity/Gender	Number
Armenian Male	1	Hispanic Male	5
White Male	8	Hispanic Female	4
White Female	8		
Total	17	Total	9
Ethnicity/Gender	Number	Ethnicity/Gender	Number
Black Male	8	Asian Male	3
Black Female	6	Asian Female	0
Total	14	Total	3

Promotions by Ethnicity	Number (%)
Armenian	1 (2%)
Whites	16 (37%)
Blacks	14 (33%)
Hispanics	9 (21%)
Asians	3 (7%)

Total Minorities Promoted	27 (63%)
Females	18 (42%)
Males	25 (58%)

DISCRIMINATION COMPLAINTS:

There were 30 discrimination complaints investigated and resolved during FY 1999.

The Department currently has 14 discrimination complaints open. During FY 1998/1999, 19 discrimination complaints were filed. The Department resolved 10 of the discrimination complaints filed during FY 1998-99.

Gender of Complainants:	Number of Complainants	Categories of discrimination Alleged (Some complaints may include more than one violation of Title VII)
Women	15 (79%)	ADA (11)
Men	4 (21%)	Race (10)
		Sexual Harassment (7)
		Gender (3)
		Hostile Environment (1)
		Harassment (1)
		Retaliation (1)
Complaints filed by Minorities	11 (56%)	

DISCIPLINARY ACTIONS:

Ethnicity	# Employees	# Actions
White	17	19 (29%)
Black	33	38 (57%)
Hispanic	8	8 (12%)
Asian	1	1 (1%)
Armenian	1	1 (1%)

2 YEAR COMPARISON:

Fiscal Year 1998		Fiscal Year 1999	
Ethnicity	Number	Ethnicity	Number
White	12 (19.%)	White	19 (29%)
Black	30 (48%)	Black	38 (57%)
Hispanic	17 (27%)	Hispanic	8 (12%)
Asian	3 (5.%)	Asian	1 (1%)
		Armenian	1 (1%)

Among the EEO-4 employment categories, disciplinary actions are distributed as follows:

<u>EEO-4 Job Categories</u>	<u>Number of Employees</u>	<u>Disciplinary By Ethnicity</u>	<u>Actions Issued</u>
(1) Officials & Administrators:	42	0	0
(2) Professionals:	381	1-W, 2-B	3
(3) Technician:	119	1-H	1
(4) Protective Service:	375	7-W, 4-B, 3-H	14
(5) Para-Professional:	40	1-B	1
(6) Administrative Support:	284	4-W, 11-B, 1-H, 1-A	18
(7) Skilled Crafts:	156	4-W, 5-B, 3-H	12
(8) Service Maintenance:	159	3-W, 15-B	18
Total Employees	1,556		
Total Disciplinary Actions	67		

EMPLOYMENT TREND ANALYSIS FOR ALL FULL-TIME EMPLOYEES:

In Exhibit 3 the ten-year historical comparative analysis illustrate the hiring trends for the City of Pasadena by ethnicity, gender, and classifications. The data are extrapolated from the Federal EEO-4 Report from 1989 through 1999.

SIGNIFICANT CHANGES:

- The number of White employees decreased from 792 (49.6%) in 1989 to 586 (38%) in 1999. 181 fewer employees.
- Black employees (for the past three years) are consistently represented in the workforce at 392 (25%).

- Hispanic employees increased from 298 (18.6%) in 1989 to 428 (28%) in 1999, 130 additional employees during this period.
- Asian employees increased from 95 (5.9%) in 1989 to 122 (9%) in 1999, 27 additional employees during this period.
- Women increased from 533 (33.3%) in 1989 to 562 (36%) in 1999, 29 additional employees during this period.
- Minority employees increased from 806 (50.4%) in 1989 to 970 (62%) in 1999, 164 additional employees during this period.

AVAILABILITY:

On May 21, 1991, the City Council adopted the following revised availability standards that superseded the Eight-Factor Availability Analysis.

ADOPTED AVAILABILITY STANDARD

<u>EEO-4</u>	<u>JOB CATEGORY</u>	<u>STANDARD</u>
8	Service & Maintenance Workers (Entry)	
6	Office & Clerical (Unskilled)	Pasadena Population *
4	Protective Services (Entry)	(100%)
=====		
7	Skilled Crafts	Pasadena Internal
6	Office & Clerical (Skilled)	(City Employees)
5	Paraprofessionals	Plus
3	Technicians	Pasadena Workforce **
		(60%/40%)
=====		
4	Protective Services (Above Entry Level)	Pasadena Internal
		(Availability 100%)
=====		
2	Professionals	Pasadena Internal
1	Officials & Administrators	Plus
		LA-LB SMSA Workforce
		(60%/40%)

** 60% Weighing used for the Higher Total Minority Availability of the Two Availabilities Utilized

* Female Availability for Entry Level Positions is Pasadena Workforce Statistics

BACKGROUND:

The State Office of Compliance Program Policy position is that any appropriate methodology used to assess availability is acceptable as long as the final availability figures do not fall below what is provided in the **Standard Metropolitan Statistical Area (SMSA)**, based on 1990 Census requisite skill data.

Exhibit No. 3, are reports which show the Employment Development Department (EDD or SMSA) availability and the city's adopted availability compared to the City's utilization of employees by EEO-4 categories. Employees are listed by gender/ethnicity. As you can see, the Availability figures are different and could be higher or lower.

Our goal is to have a workforce which reflects the community and includes equal representation of all ethnic groups in all EEO-4 job categories and at the same time meet availability standards of SMSA.

EEO-4 JOB CATEGORIES TREND ANALYSIS:

A trend analysis had been developed by individual EEO-4 job categories to track gender and ethnic trends for all full-time regular employees for the past eight years, beginning in 1989 to 1999.

(See Exhibit No. 4)

ACCESSIBILITY AND DISABILITY ISSUES:

Much of the department's activity in accessibility and disability issues relates to the city's on-going effort to implement compliance with the Americans With Disabilities Act (ADA) in city facilities, programs, services, and employment practices. The ADA is not the only legislation on accessibility for which the department develops implementation strategies and provides advice on compliance. Other federal legislation includes the Fair Housing Act, the Rehabilitation Act, and the Social Security Act. State of California laws include the state building code and the Fair Employment and Housing Act.

The following is a summary of the department's activities to encourage appropriate implementation and to provide accurate information concerning the laws mentioned above.

Assistance to City Managers and Employees:

The number of instances of providing technical assistance on accessibility matters continues at the previous year's rate of about three per day. While some instances are brief, requiring only short explanations of, and referrals for, technical information, other instances take considerable effort, occasionally lasting a period of weeks.

- Approximately sixty percent (60%) of the effort relates to the accessibility of city buildings and other facilities, the same as the previous year.
- Approximately fifteen percent (15%) relates to improving the accessibility of city services and programs, compared to ten percent (10%) in the previous year.
- Approximately twenty-five percent (25%) relates to employment matters, compared to thirty percent (30%) in the previous year.

Assistance to Residents, Visitors, and People Doing Business in Pasadena:

The number of instances of providing technical assistance on accessibility matters continues at the previous year's rate of about two per day. Most of the department's activity is brief in duration, typically involving explanation of law and code, provision of copies of appropriate documents, and referrals. Greater effort is required when assistance involves reviewing design and construction plans, or researching unusual accessibility issues.

- Approximately thirty-five percent (35%) of the effort relates to accessibility of places of public accommodation and commercial facilities, compared to forty percent (40%) in the previous year.
- Approximately twenty-five percent (25%) relates to accessible housing, compared to twenty percent (20%) in the previous year.
- Approximately fifteen percent (15%) relates to employment, compared to twenty percent (20%) in the previous year.
- Approximately ten percent (10%) relates to coordinating accessible viewing areas at the Rose Parade. While this project has been implemented in previous years, this annual report marks the first time that the project is reported separately.
- Approximately five percent (5%) relates to transportation, the same as the previous year.
- Approximately ten percent (10%) relates to education, health, and other areas, compared to fifteen percent (15%) in the previous year.

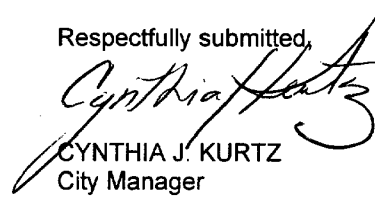
Community Education Activities Supporting the City's Accessibility Efforts:

One of the obligations that the Americans With Disabilities Act places on the city is informing the public about the law and the city's intention to comply. The department has utilized several methods to promote awareness of the ADA and the city's role. These methods include articles in "*In Focus*," announcements on cable television, speaking appearances at community organizations and at agencies serving the disabled community, interviews on public access television programs, and information placed on the city's web site.

FISCAL IMPACT:

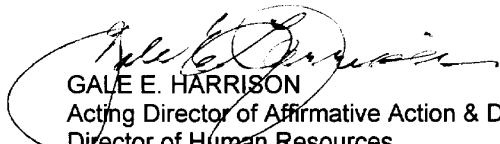
There is no fiscal impact identified at this time.

Respectfully submitted,



CYNTHIA J. KURTZ
City Manager

Approved by:



GALE E. HARRISON
Acting Director of Affirmative Action & Diversity
Director of Human Resources