



# Agenda Report

November 19, 2018

**TO:** Honorable Mayor and City Council  
**FROM:** Human Resources  
**SUBJECT: EQUAL OPPORTUNITY IN EMPLOYMENT ANNUAL REPORT**  
**January 1 – December 31, 2017**

## **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 2,000 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 2017, and data in the table below lists all individuals employed in regular, full-time positions during the reporting period of January 1-December 31, 2017.

<b>Demographics</b>	<b>2017</b>
Male	66.6%
Female	33.4%
White	28%
Black	16.9%
Hispanic	37.1%
Asian	13.2%
Armenian	2.3%
Native American	0.2%
Declined to state	2.3%

To help understand the percentage of males and females who work at the City, it is important to note that Protective Services classifications—meaning sworn Police and Fire—as well as skilled crafts and service/maintenance classifications within Public Works and Water & Power departments are predominately represented by males yet this is true for the gender composition of these fields at other cities and agencies. Employees in these classifications compromise 45% of the City's workforce therefore contributing to the higher number of males than females in Pasadena's overall workforce.

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.

**BACKGROUND:**

Pursuant to Section 2.360.070 of the City Charter, this report shows the 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 counted as *Declined to State* and are not counted as minorities. Employees who self-identified as *Two or More Races* without indicating specific races are also listed as *Declined to State* but are included in the total minority count.

The following table 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 population.

**Table I**  
**Full-Time Regular Workforce as of December 31, 2017**

2010 U.S. Census Bureau Data City of Pasadena Population		City of Pasadena 1,820 Employees		RBOC 35 Employees		PCOC 148 Employees		Pasadena Media 12 Employees	
Female	<b>45.7%</b>	607	33.4%	16	45.7%	79	53.4%	3	25%
Male	<b>54.3%</b>	1,213	66.6%	19	54.3%	69	46.6%	9	75%
White	<b>37%</b>	509	28%	16	45.7%	41	27.7%	5	41.7%
Black	<b>10.9%</b>	308	16.9%	7	20%	19	12.8%	5	41.7%
Hispanic	<b>35.7%</b>	675	37.1%	10	28.6%	67	45.3%	0	~
Asian	<b>15%</b>	240	13.2%	1	2.9%	12	8.1%	0	~
Armenian	<b>No Data</b>	42	2.3%	0	~	0	0.0%	0	~
Native American	<b>0.4%</b>	4	0.2%	0	~	2	1.4%	0	~
Declined to State	<b>No Data</b>	42	2.3%	1	2.9%	0	~	2	16.7%

**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 (high school students enrolled in a Pasadena school) and Summer Rose workers (low-income youth aged 14-21 residing in Pasadena). Human Resources partners with the Housing Department to encourage local hiring for the MASH (Maintenance Assistants Serving Homeowners) 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 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. Some City departments engage in additional, ongoing recruitment efforts such as the Pasadena Police Department (PPD). The PPD actively recruits law enforcement officers by attending job fairs and conferences and inviting the community, local high schools, and colleges to participate in informational meetings regarding a career in law enforcement.

A review of the City's 2017 hiring and promotional data, shown in Table II below, reflects the diverse overall ethnic makeup of the organization.

- Of the 117 full-time, regular employees hired in 2017, 66.7% were non-white and 35% were female.
- The City promoted 155 employees in 2017, of whom 73.5% were non-white and 28.4% were female.

<b>Table II</b>				
	<b>New Hires</b> January – December 2017 117 Employees		<b>Promotions*</b> January – December 2017 155 Employees	
Female	41	35%	44	28.4%
Male	76	65%	111	71.6%
Armenian	4	3.4%	4	2.6%
Asian	16	13.7%	29	18.7%
Black	11	9.4%	22	14.2%
Hispanic	45	38.5%	58	37.4%
Native American	0	~	0	~
White	34	29.1%	39	25.2%
Two or more races	2	1.7%	1	0.6%
Declined to state	5	4.3%	2	1.3%

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

#### **Four-Year Review**

Table III on the next page 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 local labor market) for the past four years. The data show:

- Black individuals have consistently been employed at a higher rate than their representation in Pasadena,
- Hispanic individuals at a slightly higher rate, and
- Non-whites have consistently comprised over two-thirds of the City's workforce.

<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 12/31/14</b>	<b>As of 12/31/15</b>	<b>As of 12/31/16</b>	<b>As of 12/31/17</b>
		1,771 Employees	1,786 Employees	1,832 Employees	1,820 Employees
Female	45.7%	34.9%	34.7%	34.3%	33.4%
Male	54.3%	65.1%	65.3%	65.7%	66.6%
White	37%	28.5%	28.2%	27.8%	28%
Black	10.9%	18.6%	17.9%	17.4%	16.9%
Hispanic	35.7%	36.6%	36.5%	36.8%	37.1%
Asian	15%	12.9%	13.3%	13.3%	13.2%
Armenian	No Data	2%	2.1%	2.2%	2.3%
Native American	0.4%	0.2%	0.2%	0.2%	0.2%
Declined to state	No Data	1.2%	1.7%	2.2%	2.2%

**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.

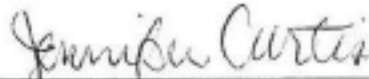
Exhibit 1 provides the ethnic and gender breakdown of the City's full-time, regular workforce arranged in grouping that generally follow the City's bargaining units.

Exhibit 2 compares the demographics of the City's full-time, regular workforce with the demographics of qualified individuals in the labor market using the traditional federal job categories: officials & administrators, protective, professional, technicians, administrative, skilled, and service & maintenance. Demographics are shown for the Rose Bowl Operating Company, Pasadena Center Operating Company, and Pasadena Media in Exhibits 2-A, 2-B, and 2-C.

**FISCAL IMPACT:**

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

Respectfully submitted,



---

JENNIFER CURTIS  
Director  
Human Resources

Approved by:



for STEVE MERMELL  
City Manager

Attachments: (5)

- Attachment A – Exhibit 1
- Attachment B – Exhibit 2
- Attachment C – Exhibit 2-A
- Attachment D – Exhibit 2-B
- Attachment E – Exhibit 2-C

**EXHIBIT 1: AVAILABILITY vs. UTILIZATION BY GROUP CODE – CITY OF PASADENA**  
**All individuals employed during the period January 1 - December 31, 2017**

Group	Number of Employees	White	Black	Hispanic	Asian	Native American	Armenian	Declined to State	Total Minority	Male	Female
Executive	18	7.0%	16.7%	22.2%	16.7%	0%	5.6%	0%	61.1%	77.8%	22.2%
Management	618	32.2%	12.8%	24.8%	23.8%	0.2%	2.9%	3.4%	64.4%	53.9%	46.1%
Sworn Fire Non-Mgmt	148	45.9%	17.6%	24.3%	8.1%	0.7%	2.7%	0.7%	54.1%	94.6%	5.4%
Sworn Police Non-Mgmt	216	38.9%	12.5%	37.5%	8.8%	0%	1.4%	0.9%	60.2%	86.6%	13.4%
Non-Mgmt Office and Technical	361	16.1%	17.2%	52.4%	8.6%	0.6%	3.3%	1.9%	82.3%	32.4%	67.6%
Non-Mgmt Maintenance and Skilled	459	20.3%	24.2%	46.2%	6.1%	0%	0.9%	2.4%	77.3%	91.9%	8.1%
<b>Total</b>	<b>1,820</b>	<b>28.0%</b>	<b>16.9%</b>	<b>37.1%</b>	<b>13.2%</b>	<b>0.2%</b>	<b>2.3%</b>	<b>2.3%</b>	<b>69.8%</b>	<b>66.6%</b>	<b>33.4%</b>
<b>Pasadena Population</b>		<b>42.2%</b>	<b>9.4%</b>	<b>32.7%</b>	<b>13.3%</b>	<b>0.3%</b>	<b>No Data</b>	<b>No Data</b>	<b>56.9%</b>	<b>54.3%</b>	<b>45.7%</b>

Executive: Includes Department Directors appointed by the City Manager and 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

Non-Mgmt Office and Technical: Includes employees represented by LIUNA and all related unrepresented non-management employees

Non-Mgmt Maintenance and Skilled: Includes employees represented by AFSCME, SEIU, IBEW, IUOE, and all related unrepresented non-management employees

Employees who identify as *Two or More Races* are represented in the *Declined to State* column, but are included in the *Total Minority* percentage.

**EXHIBIT 2: AVAILABILITY vs. UTILIZATION BY EEO4 CATEGORY – CITY OF PASADENA**  
**All individuals employed during the period January 1 - December 31, 2017**

**Officials and Administrators: 72 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	Declined to State	Total Minority	Male	Female
<b>City Utilization</b>	52.8%	12.5%	16.7%	12.5%	0%	4.2%	1.4%	45.8%	72.2%	27.8%
<b>Availability</b>	57.9%	8.3%	17.4%	13.7%	0.1%	No Data	No Data	41.0%	54.9%	45.1%

**Professionals: 500 Employees**

Occupations that require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training that provides comparable knowledge.

	White	Black	Hispanic	Asian	Native American	Armenian	Declined to State	Total Minority	Male	Female
<b>City Utilization</b>	31.4%	11.0%	23.6%	27.4%	0%	3.0%	3.6%	65.0%	50.4%	49.6%
<b>Availability</b>	56.1%	6.6%	13.6%	21.7%	0%	No Data	No Data	43.0%	52.2%	47.8%

**Technicians: 138 Employees**

Occupations that 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	Declined to State	Total Minority	Male	Female
<b>City Utilization</b>	24.6%	13.8%	41.3%	13.8%	0.7%	5.1%	0.7%	74.6%	69.6%	30.4%
<b>Availability</b>	42.7%	15.9%	24.7%	15.3%	0%	No Data	No Data	57.0%	51.4%	48.6%



**Sworn Protective: 368 Employees**

Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

	White	Black	Hispanic	Asian	Native American	Armenian	Declined to State	Total Minority	Male	Female
<b>City Utilization</b>	41.6%	15.2%	31.8%	8.4%	0.3%	1.9%	0.5%	57.9%	89.7%	10.3%
Availability	30.0%	22.2%	29.5%	15.5%	0%	No Data	No Data	70.0%	75.4%	24.6%

**Administrative: 333 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	Declined to State	Total Minority	Male	Female
<b>City Utilization</b>	12.6%	19.2%	55.6%	6.9%	0.6%	2.7%	2.1%	85.3%	24.3%	75.7%
Availability	39.3%	12.4%	32.8%	11.8%	0%	No Data	No Data	60.0%	42.6%	57.4%

**Skilled: 212 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	Declined to State	Total Minority	Male	Female
<b>City Utilization</b>	31.1%	17.5%	39.2%	8.5%	0%	0%	3.8%	65.1%	99.5%	0.5%
Availability	33.6%	7.0%	51.7%	5.8%	0%	No Data	No Data	66.0%	91.4%	8.6%

**Service and Maintenance: 197 Employees**

Occupations in which workers perform duties that 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	Declined to State	Total Minority	Male	Female
<b>City Utilization</b>	<b>9.6%</b>	<b>34.5%</b>	<b>52.3%</b>	<b>1.5%</b>	<b>0%</b>	<b>0.5%</b>	<b>1.5%</b>	<b>88.8%</b>	<b>97.0%</b>	<b>3.0%</b>
Availability	18.3%	10.0%	66.3%	4.3%	0.1%	No Data	No Data	82.0%	60.7%	39.3%

**EXHIBIT 2-A: AVAILABILITY vs. UTILIZATION BY EEO4 CATEGORY – ROSE BOWL OPERATING COMPANY**  
**All individuals employed during the period January 1 - December 31, 2017**

**Officials and Administrators: 5 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	Declined to State	Total Minority	Male	Female
<b>RBOC Utilization</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>	<b>0%</b>
Availability	57.9%	8.3%	17.4%	13.7%	0.1%	No Data	No Data	41.0%	54.9%	45.1%

**Professionals: 18 Employees**

Occupations that require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training that provides comparable knowledge.

	White	Black	Hispanic	Asian	Native American	Armenian	Declined to State	Total Minority	Male	Female
<b>RBOC Utilization</b>	<b>61.1%</b>	<b>5.6%</b>	<b>22.2%</b>	<b>5.6%</b>	<b>0%</b>	<b>0%</b>	<b>5.6%</b>	<b>33.3%</b>	<b>33.3%</b>	<b>66.7%</b>
Availability	56.1%	6.6%	13.6%	21.7%	0%	No Data	No Data	43.0%	52.2%	47.8%

**Administrative: 4 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	Declined to State	Total Minority	Male	Female
<b>RBOC Utilization</b>	<b>0%</b>	<b>50%</b>	<b>50%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>	<b>0%</b>	<b>100%</b>
Availability	39.3%	12.4%	32.8%	11.8%	0%	No Data	No Data	60.0%	42.6%	57.4%

**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	Declined to State	Total Minority	Male	Female
<b>RBOC Utilization</b>	0%	50%	50%	0%	0%	0%	0%	100%	100%	0%
Availability	33.6%	7.0%	51.7%	5.8%	0%	No Data	No Data	66.0%	91.4%	8.6%

**Service and Maintenance: 6 Employees**

Occupations in which workers perform duties that 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	Declined to State	Total Minority	Male	Female
<b>RBOC Utilization</b>	0%	50%	50%	0%	0%	0%	0%	100%	100%	0%
Availability	18.3%	10.0%	66.3%	4.3%	0.1%	No Data	No Data	82.0%	60.7%	39.3%

**EXHIBIT 2-B: AVAILABILITY vs. UTILIZATION BY EEO4 CATEGORY – PASADENA CENTER OPERATING COMPANY**

All individuals employed during the period January 1 - December 31, 2017

**Officials and Administrators: 4 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	Two or More	Declined to State	Total Minority	Male	Female
<b>PCOC Utilization</b>	75.0%	0%	6.25%	12.5%	0%	6.25%	0%	25.0%	37.5%	32.5%
Availability	57.9%	8.3%	17.4%	13.7%	0.1%	No Data	No Data	41.0%	54.9%	45.1%

**Professionals: 12 Employees**

Occupations that require specialized and theoretical knowledge, which is usually acquired through college training or through work experience and other training that provides comparable knowledge.

	White	Black	Hispanic	Asian	Native American	Two or More	Declined to State	Total Minority	Male	Female
<b>PCOC Utilization</b>	33.3%	8.3%	41.7%	8.3%	0%	8.3%	0%	66.7%	25.0%	75.0%
Availability	56.1%	6.6%	13.6%	21.7%	0%	No Data	No Data	43.0%	52.2%	47.8%

**Administrative: 20 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	Two or More	Declined to State	Total Minority	Male	Female
<b>PCOC Utilization</b>	45.0%	10.0%	35.0%	5.0%	5.0%	0%	0%	55.0%	20.0%	80.0%
Availability	39.3%	12.4%	32.8%	11.8%	0%	No Data	No Data	60.0%	42.6%	57.4%

**Skilled: 5 Technicians**

Occupations that 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	Two or More	Declined to State	Total Minority	Male	Female
<b>PCOC Utilization</b>	0%	20.0%	80.0%	0%	0%	0%	0%	100%	100%	0%
Availability	33.6%	7.0%	51.7%	5.8%	0.0%	No Data	No Data	66.0%	91.4%	8.6%

**Service and Maintenance: 95 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	Two or More	Declined to State	Total Minority	Male	Female
<b>PCOC Utilization</b>	16.8%	14.7%	53.7%	8.4%	1.1%	5.3%	0%	0%	46.3%	53.7%
Availability	18.3%	10.0%	66.3%	4.3%	0.1%	No Data	No Data	82.0%	60.7%	39.3%

**EXHIBIT 2-C: AVAILABILITY vs. UTILIZATION BY EEO4 CATEGORY – PASADENA MEDIA**

All individuals employed during the period January 1 - December 31, 2017

**Officials and Administrators: 5 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	Two or More Races	Declined to State	Total Minority	Male	Female
<b>Pasadena Media Utilization</b>	40%	20%	0%	0%	0%	40%	0%	60%	60%	40%
Availability	57.9%	8.3%	17.4%	13.7%	0.1%	No Data	No Data	41.0%	54.9%	45.1%

**Skilled: 7 Technicians**

Occupations that 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	Two or More Races	Declined to State	Total Minority	Male	Female
<b>Pasadena Media Utilization</b>	42.9%	57.1%	0%	0%	0%	0%	0%	57.1%	85.7%	14.3%
Availability	33.6%	7.0%	51.7%	5.8%	0%	No Data	No Data	66.0%	91.4%	8.6%