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METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

EXECUTIVE SECRETARY

November 22, 1994

To: Board of Directors (Engineering & Operations Committee--Info.)

From: General Manager

Subject: Engineering Division's Minority Recruitment Action Plan

Report

On November 8, 1993, the Engineering Division presented a plan to the Engineering and Operations Committee for increasing the representation of minorities and women in the division's work force. This plan consisted of both external and internal programs, and it included outreach efforts at universities and high schools in the local area.

In its external program, Engineering is actively participating with a number of professional engineering associations including the African-American Engineers and Architects, the Society of Hispanic Professional Engineers, the Society of Mexican-American Engineers and Scientists, the Society of Women Engineers, the Los Angeles Council of Black Professional Engineers, the Asian American Engineers and Architects, the National Society of Black Engineers, and the Society of Hispanics in Science & Engineering. Engineering employees participated in job fair activities associated with these professional organizations, and announcements of Engineering Division job openings were provided them during the year. In addition, Engineering staff participated in job fairs sponsored by minority community organizations. Employment-related advertising was placed in targeted minority publications, as well.

The division initiated internal processes to improve employee awareness of work force diversity issues. All Engineering Division branch managers participated in a pilot diversity training program presented by the Human Resources Division. This program will be available to all division employees in the near future. Personnel requisition forms originating in Engineering are examined carefully to assure they contain no job requirements which are overly restrictive or exclusionary. With Human Resources, the division established a resource pool of qualified minority and women applicants who are

considered for job openings as they occur. In addition, interview panels in the division include a mix of race and gender.

To assist in developing future engineering talent among minorities and women, the Engineering Division developed a program at the university level. This program initially focused on three universities, which were chosen because they have an established Minority Engineering Program (MEP), and because they have been productive for the division in terms of hiring new employees. They are: Cal Poly Pomona, Cal State Los Angeles, and Cal State Long Beach.

The MEP is an academic enhancement program which helps under-represented minority students succeed in engineering and computer science studies by offering study workshops, tutoring, scholarships, and other services. Approximately 1,400 minority students are members of MEP at the three schools. Metropolitan's Engineering Division is represented on the MEP Industry Advisory Councils of the universities, and participates in receptions and other events involving the students. The division conducted six inspection trips of Metropolitan facilities for MEP students during the year; hosted 12 minority students during "Shadow Days", a program in which students are invited to visit an engineer on the job for a day; provided guest speakers for MEP programs at the universities; assisted the minority students in preparing effective resumes; participated in mock job interview sessions; sponsored a mentoring program for three students; and established an internship program in which four minority students currently participate. In addition, five of Engineering's 10 summer employees were hired through the MEP program, and nine of the 10 were minorities and/or women. The division is also creating a work-study program, in which minority engineering students may work at Metropolitan for six months and attend school for six months. Because of its success, the division expects to continue its participation in the MEP program indefinitely. For its activities with MEP, Cal State Los Angeles presented the Engineering Division with a medal as the Most Active Corporate Participant in 1993-94.

At the high school level, the Engineering Division joined in a program called Math, Engineering, Science Achievement (MESA) to provide speakers and inspection trips for minority students who are interested in engineering. Division participation in this vital program is expected to continue, as well.

As a result of its Minority Recruitment Action Plan, the Engineering Division has increased its hiring of minorities

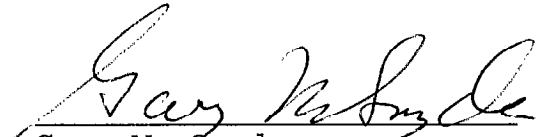
in regular and temporary positions. Engineering's population of African-Americans and Asians increased by one percent and Hispanics by 2.6 percent over the past year. The population of Caucasians decreased by 4.6 percent in the same period.

Recommendation

For information only.

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Concur:


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