

SEP 12 1995



MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

[Signature]
EXECUTIVE SECRETARY

August 29, 1995

To: Board of Directors (Organization & Personnel Committee--Information)
From: General Manager
Subject: Semiannual Report on Equal Employment Opportunity

RECOMMENDATION

For Information Only.

John R. Wodraska
General Manager

Submitted by:

[Signature]

Liz Rojas
Executive Assistant for
Strategic Policy Development

Concur:

[Signature]

John R. Wodraska
General Manager

DM/vb

Attachments

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EXECUTIVE SUMMARY:

This semiannual report summarizes the equal employment opportunity efforts of the District for the period January 1, 1995 through June 30, 1995 and is presented pursuant to Administrative Code Section 6304. The attached Affirmative Action Plan Implementation Schedule highlights activities completed in accordance with the District's Affirmative Action Plan during this period. The attached tables illustrate the makeup of the District's work force, with emphasis on minority and/or female employment and advancement during the reporting period.

DETAILED REPORT:**Affirmative Action Plan**

The District's Affirmative Action Plan (Plan) revision, was completed in January of 1995 and presented to the Organization and Personnel Committee of the Board of Directors at its February 1995 meeting.

Equal Employment Opportunity Advisory Committee

The Equal Employment Opportunity Advisory Committee (Committee) convened four times during this reporting period to review and discuss District personnel practices as they relate to equal employment opportunity.

In April, the EEO staff in conjunction with the Organizational and Development Section of Human Resources facilitated a one-day Committee Workshop at the San Dimas facility to discuss and develop more clearly defined institutional mandate as well as operational procedures for this Committee.

Equal Employment Opportunity Office Staff

During this reporting period, EEO staff assisted in the preparation of an informational letter to the Committee on Legislation of the Board of Directors outlining the District's position on three pieces of legislation that would have significant impact on the District's affirmative action activities; assisted the Human Resources Division and the Legal Department in the development of guidelines and procedures for the establishment of the MWD Employee Hotline; provided orientation to new employees as part of the Human Resources Division's Day Two Employee Orientation program; made three presentations to managers and supervisors in the Engineering Division.

As part of the District's outreach efforts, EEO staff made presentations to the Hispanic Business Society at California State University, Los Angeles, and the Mexican American

Opportunity Foundation. The EEO staff provided an overview of the District's Affirmative Action Plan revision to the Los Angeles County Board of Education staff involved in the revision of that organization's affirmative action plan. EEO staff assisted the Human Resources Division recruitment staff at the California State University, Los Angeles job fair, attended the awards dinner of the Society of Hispanic Professional Engineers, sponsored the District's representation at the annual awards dinner of the Society of Professional Black Engineers, and attended the quarterly meeting of the Equal Employment Opportunity, Affirmative Action and Diversity Group.

During this period, EEO staff developed a more useful and precise format for providing work force analysis and statistical analysis of personnel actions by the divisions.

Complaint Activity

There are four cases pending before the State of California Department of Fair Employment and Housing (DFEH) and/or the U.S. Equal Employment Opportunity Commission which were filed by District employees. During this reporting period, the District received two favorable determinations from DFEH on cases filed against the District alleging discrimination.

Complaint activity includes 26 complaint inquiries, 12 employees counseled, 7 supervisors/managers assisted, five investigations completed, and two cases closed.

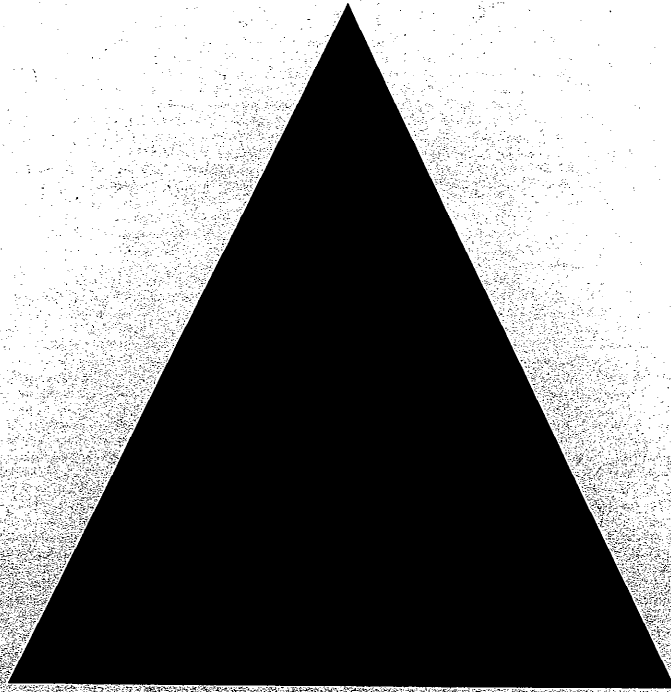
During this period, EEO staff working with representatives of the Human Resources Employee Relations Office and the Office of General Counsel screened and selected an outside independent investigator to perform investigations on behalf of the District on a trial basis.

Statistical Analysis

A statistical analysis of personnel activities shows that new hires consisted of 41.4 percent minorities and 43.1 percent females. Of the 25 positions awarded through job postings, 60.0 percent minorities and 36.0 percent females were selected. A total of 85 positions were filled through promotions, including 50.6 percent minorities and 34.1 percent females. There were a total of 41 separations, including 46.3 percent minorities and 39.0 percent females.

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