

February 17, 1999

**To:** Board of Directors (Executive Committee--Information Only)

**From:** General Manager \_\_\_\_\_

**Submitted by:** Liz Rojas \_\_\_\_\_  
Executive Assistant for Strategic  
Policy Development

**Subject:** Semiannual Report on Equal Employment Opportunity

**RECOMMENDATION(S)**

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For Information Only

**EXECUTIVE SUMMARY**

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This semiannual report summarizes the equal employment opportunity efforts of the District for the period July 1, 1998 through December 31, 1998 and is presented pursuant to Administrative Code Section 6304. This report 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**

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**Equal Employment Opportunity Office Staff**

As a result of the United States Supreme Court's decisions concerning sexual harassment in the latter part of 1998, the EEO Officer, working with the Legal Department, Human Resources Division, and the Communications Division, published a revised sexual harassment pocket guide for employees entitled "*Facts You Should Know About Sexual Harassment.*" This brochure provides essential sexual harassment related information discussing the issues in the perspective of the MWD workplace. The brochure is currently being distributed throughout the District.

During this period the EEO Officer conducted employee training for managers and supervisors on EEO related issues in July, September and October, as part of the Human Resources Division's Front Line Managers and Supervisors Orientation, and in November for new employees as part of the Day Two New Employee Orientation.

The EEO Officer served on interview panels for the Finance and Business Services Division in the selection of an Administrative Analyst and a Senior Telephone Operator, and as an interview

panelist for the Metropolitan Transit Authority in their selection of an Equal Employment Opportunity Representative.

In October, the EEO Officer was a panelist with the Director of the Los Angeles City Human Relations Commission, during a discussion on diversity in the workplace, sponsored by California State University, Los Angeles and Cal Plaza. In November, the EEO Officer was a panelist with California State Assembly Speaker Pro Tempore Sheila Kuehl, during a discussion of sexual orientation issues in the workplace sponsored by HBO at the Museum of Tolerance. The EEO Officer also attended a three day seminar in labor and employment law conducted by the law firm of Curiale, Dellaverson, Hirschfeld, Kelly & Kraemer.

### **Equal Employment Opportunity Advisory Committee**

During this period, the EEOAC convened once to review and discuss District personnel practices as they relate to equal employment opportunity. The EEO Officer met several times during this period with a committee of the EEOAC to plan the District's Diversity Day celebration which took place in February.

### **Outreach**

During this period, the various divisions continued their involvement in activities which foster inclusion in the work place. The Water Quality Division's Lab Support Section continued its participation in the Mt. San Antonio Community College Workability Program providing subsidized practical work experience for disabled students which enables them to later enter regular employment. The Operations Division also continued its participation in the Don Adams Memorial Program (DAMP) for persons with limited work experience. There are currently 22 participants in the DAMP program who are gaining practical work experience that will later enable them to enter regular employment. The Operations Division also employed six interns from local campuses in a Cooperative Education program.

The Engineering Division also participated in a college internship program and continues to serve as a sponsor to the Minority Engineering Programs (MEP) at California State University at Los Angeles and California State University Long Beach. The Engineering Division also participated in the Historic American Engineering Record (HAER) program. This program, sponsored by the National Parks Service, employed a team of students drawn from universities across the nation for twelve weeks to conduct a record of the Colorado River Aqueduct for the Library of Congress. The Finance and Business Services Division is engaged in an internship program involving participants recruited from local colleges and universities including participants from under-represented groups.

### **Complaint Activity**

There is one case pending before the State of California Department of Fair Employment and Housing (DFEH) and/or the U.S. Equal Employment Opportunity Commission which was filed by a District employee and one other internal complaint file was closed during this period. There are five internal complaints currently being processed by the EEO office.

## Statistical Analysis

A statistical analysis of personnel activities shows a total of 46 promotions, including 43.5 percent minorities and 39.1 percent females. Two promotions were awarded through internal bid, one going to a minority female and the other to a non-minority male. The District processed a total of 1041 applications of which 62.8 percent were from minority applicants and 44.2 percent were from female applicants. A total of 15 hires during this period consisted of 33.3 percent minorities and 26.7 percent females. Twenty-six employees separated from the District including 42.3 percent minorities and 46.2 percent female.

As a net result of this activity, the total number of full-time regular employees decreased by 1.9 percent, from 1816 employees on June 30, 1998 to 1781 employees on December 31, 1998. At the same time, the percentage of minority employees in the District work force increased slightly to 38.5 percent from 38.2 percent. The percentage of Black employees increased to 8.5 percent from 8.3 percent, the percentage of Hispanic employees grew to 15.8 percent from 15.6 percent, and the percentage of Asian/Pacific Islander employees remained at 13.1 percent. The percentage of Native American employees remained about the same. The share of female employees increased to 25.2 percent from 24.8 percent. Another positive trend toward representative diversity was the promotion of minority and female employees at rates that exceeded their percentage of representation in the District.

DM:pt

## Attachment 10-13A

**Attachment 10-13B**    [\(SEE HARD COPY FOR ATTACHMENT\)](#)

## Attachment 10-13A

TABLE 1  
 MWD WORK FORCE ANALYSIS - INCUMBENT PROFILE - REGULAR  
 SIX MONTH COMPARISON  
 December 31, 1998

CATEGORY	NUMBER	PERCENTAGE	PERCENTAGE
	12/31/98	12/31/98	6/30/98
TOTAL EMPLOYEES	1781		
MALES	1333	74.8%	75.2%
FEMALES	448	25.2%	24.8%
TOTAL MINORITIES	684	38.5%	38.2%
BLACK	151	8.5%	8.3%
HISPANIC	281	15.8%	15.6%
ASIAN	233	13.1%	13.1%
NATIVE AMERICANS	19	1.1%	1.2%

Source: Human Resources Division Report - MWD Reg Employees by Division/Job Code/Ethnicity/Sex

TABLE 2  
MWD WORK FORCE ANALYSIS - LONG TERM COMPARISON - REGULAR  
December 31, 1998

CATEGORY	1974	6/30/98
TOTAL EMPLOYEES	1399	1781
MALES	90.0%	74.8%
FEMALES	10.0%	25.2%
TOTAL MINORITIES	13.3%	38.5%
BLACK	2.2%	8.5%
HISPANIC	7.5%	15.8%
ASIAN	3.0%	13.1%
NATIVE AMERICANS	0.3%	1.1%

Source: Human Resources Division Report - MWD Reg Employees by Division/Job Code/Ethnicity/Sex

**TABLE 3**  
**MWD WORK FORCE ANALYSIS - EEO CATEGORY BY SALARY**  
**December 31, 1998**

EEO-4 Category	ANNUAL SALARY (000's)	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL		
		M	F	M	F	M	F	M	F	M	F	M	F	
OFFICIALS/ ADMINISTRATORS	0.1 - 15.0													
	16.0 -19.9													
	20.0 -24.9													
	25.0 - 32.9													
	33.0 -42.9													
	43.0 - 54.9													
	55.0 - 69.9													
70.0 - Plus			72	14	5	1	8	1	10	9	2	97	25	
<b>TOTAL</b>			72	14	5	1	8	1	10	9	2	97	25	
PROFESSIONALS	0.1 - 15.0													
	16.0 -19.9													
	20.0 -24.9													
	25.0 - 32.9													
	33.0 -42.9													
	43.0 - 54.9			2	8	1	4	2	1	5	3		10	16
	55.0 - 69.9			52	41	4	7	9	6	20	18	1	86	72
70.0 - Plus			178	53	11	7	23	4	54	14	1	267	78	
<b>TOTAL</b>			232	102	16	18	34	11	79	35	2	363	166	
TECHNICIANS	0.1 - 15.0													
	16.0 -19.9													
	20.0 -24.9													
	25.0 - 32.9													
	33.0 -42.9			7	2			4	1	1	1		12	4
	43.0 - 54.9			50	9	3	2	12	5	9	4	1	75	20
	55.0 - 69.9			161	16	7	3	34	3	22	9	2	226	31
70.0 - Plus			62	8	3	1	6	1	11	2		82	12	
<b>TOTAL</b>			280	35	13	6	56	10	43	16	3	395	67	

**TABLE 3**  
**MWD WORK FORCE ANALYSIS - EEO CATEGORY BY SALARY**  
**December 31, 1998**

EEO-4 Category	ANNUAL SALARY (000's)	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
		M	F	M	F	M	F	M	F	M	F	M	F
PROTECTIVE SERVICES	0.1 - 15.0												
	16.0 -19.9												
	20.0 -24.9												
	25.0 - 32.9												
	33.0 -42.9												
	43.0 - 54.9												
	55.0 - 69.9	4										4	
70.0 - Plus	1										1		
<b>TOTAL</b>		5										5	
PARA- PROFESSIONALS	0.1 - 15.0												
	16.0 -19.9												
	20.0 -24.9												
	25.0 - 32.9		1										1
	33.0 -42.9	1	8	1		1	4	1	2			4	14
	43.0 - 54.9	4	15	4	10	3	17		5			11	47
	55.0 - 69.9												
70.0 - Plus													
<b>TOTAL</b>		5	24	5	10	4	21	1	7			15	62
OFFICE AND CLERICAL	0.1 - 15.0												
	16.0 -19.9												
	20.0 -24.9												
	25.0 - 32.9	2	3	1	6		1		2			3	12
	33.0 -42.9	1	13	6	17	4	14		7		2	11	53
	43.0 - 54.9	1	12	3	10	2	8	2	9		1	8	40
	55.0 - 69.9	2	5		1		3		1			2	10
70.0 - Plus								1				1	
<b>TOTAL</b>		6	33	10	34	6	26	2	20		3	24	116

**TABLE 3**  
**MWD WORK FORCE ANALYSIS - EEO CATEGORY BY SALARY**  
**December 31, 1998**

EEO-4 Category	ANNUAL SALARY (000's)	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
		M	F	M	F	M	F	M	F	M	F	M	F
SKILLED CRAFT	0.1 - 15.0												
	16.0 -19.9												
	20.0 -24.9												
	25.0 - 32.9			2		2						4	
	33.0 -42.9	17	3	4	1	9		1		1		32	4
	43.0 - 54.9	240	1	22		82		8		7	1	359	2
	55.0 - 69.9	43		1		12				1		57	
70.0 - Plus	1										1		
<b>TOTAL</b>		301	4	29	1	105		9		9	1	453	6
SERVICE MAINTENANCE	0.1 - 15.0												
	16.0 -19.9												
	20.0 -24.9												
	25.0 - 32.9	2	2			3						5	2
	33.0 -42.9	4		1		6						11	
	43.0 - 54.9	8	2	4		3		2				17	2
	55.0 - 69.9	2		1								3	
70.0 - Plus	2						1				3		
<b>TOTAL</b>		18	4	6		12		3				39	4
DISTRICT TOTALS BY SALARY CLASS	0.1 - 15.0												
	16.0 -19.9												
	20.0 -24.9												
	25.0 - 32.9	4	6	3	6	5	1		2			12	15
	33.0 -42.9	30	26	12	18	24	19	3	10	1	2	70	75
	43.0 - 54.9	305	47	37	26	104	31	26	21	8	2	480	127
	55.0 - 69.9	264	62	13	11	55	12	42	28	4		378	113
70.0 - Plus	316	75	19	9	37	6	76	26	3		451	116	
<b>TOTAL</b>		919	216	84	70	225	69	147	87	16	4	1391	446



TABLE 4  
 MWD WORK FORCE ANALYSIS  
 PROMOTIONS -  
 ALL PROMOTIONS  
 July 1, 1998 - Dec 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS												
PROFESSIONALS	5	5			4		4	3			13	8
TECHNICIANS	7	1	1					1			8	2
PROTECTIVE SERVICES												
PARA- PROFESSIONALS		3				1						4
OFFICE AND CLERICAL		1		2				1				4
SKILLED CRAFT	4				2				1		7	
SERVICE MAINTENANCE												
<b>TOTAL</b>	16	10	1	2	6	1	4	5	1		28	18

TOTAL	46
MINORITY	43.5%
NON-MINORITY	56.5%
FEMALE	39.1%

TABLE 4A  
MWD WORK FORCE ANALYSIS  
PROMOTIONS - JOB BID  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS												
PROFESSIONALS												
TECHNICIANS	1						1				1	1
PROTECTIVE SERVICES												
PARA- PROFESSIONALS												
OFFICE AND CLERICAL												
SKILLED CRAFT												
SERVICE MAINTENANCE												
<b>TOTAL</b>	1						1				1	1

TOTAL	2
MINORITY	50.0%
NON-MINORITY	50.0%
FEMALE	50.0%

TABLE 4B  
MWD WORK FORCE ANALYSIS  
PROMOTIONS - NORMAL CAREER PROGRESSION  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS												
PROFESSIONALS	3	5			4		4	2			11	7
TECHNICIANS	5		1								6	
PROTECTIVE SERVICES												
PARA- PROFESSIONALS		1				1						2
OFFICE AND CLERICAL				1								1
SKILLED CRAFT	4				2				1		7	
SERVICE MAINTENANCE												
<b>TOTAL</b>	12	6	1	1	6	1	4	2	1		24	10

TOTAL	34
MINORITY	47.1%
NON-MINORITY	52.9%
FEMALE	29.4%

TABLE 4C  
MWD WORK FORCE ANALYSIS  
PROMOTIONS - OUT OF CAREER PROGRESSION  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS												
PROFESSIONALS							1					1
TECHNICIANS												
PROTECTIVE SERVICES												
PARA- PROFESSIONALS												
OFFICE AND CLERICAL												
SKILLED CRAFT												
SERVICE MAINTENANCE												
<b>TOTAL</b>							1					1

TOTAL	1
MINORITY	100.0%
NON-MINORITY	
FEMALE	100.0%

TABLE 4D  
MWD WORK FORCE ANALYSIS  
PROMOTIONS - TEMPORARY TO REGULAR  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS												
PROFESSIONALS	2										2	
TECHNICIANS	1	1									1	1
PROTECTIVE SERVICES												
PARA- PROFESSIONALS		2										2
OFFICE AND CLERICAL		1		1				1				3
SKILLED CRAFT												
SERVICE MAINTENANCE												
<b>TOTAL</b>	3	4		1				1			3	6

TOTAL	9
MINORITY	22.2%
NON-MINORITY	77.8%
FEMALE	66.7%

TABLE 5  
MWD WORK FORCE ANALYSIS  
HIRES - ALL HIRES  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS	2										2	
PROFESSIONALS	1			1							1	1
TECHNICIANS	4				1		1				6	
PROTECTIVE SERVICES	1										1	
PARA- PROFESSIONALS		2										2
OFFICE AND CLERICAL				1								1
SKILLED CRAFT					1						1	
SERVICE MAINTENANCE												
<b>TOTAL</b>	8	2		2	2		1				11	4

TOTAL	15
MINORITY	33.3%
NON-MINORITY	66.7%
FEMALE	26.7%

TABLE 5A  
MWD WORK FORCE ANALYSIS  
HIRES - REPLACEMENT  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS	1										1	
PROFESSIONALS	1			1							1	1
TECHNICIANS	1				1		1				3	
PROTECTIVE SERVICES	1										1	
PARA- PROFESSIONALS		2										2
OFFICE AND CLERICAL				1								1
SKILLED CRAFT					1						1	
SERVICE MAINTENANCE												
<b>TOTAL</b>	4	2		2	2		1				7	4

TOTAL	11
MINORITY	45.5%
NON-MINORITY	54.5%
FEMALE	36.4%

TABLE 5B  
MWD WORK FORCE ANALYSIS  
HIRES - NEW POSITION  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS	1										1	
PROFESSIONALS												
TECHNICIANS	3										3	
PROTECTIVE SERVICES												
PARA- PROFESSIONALS												
OFFICE AND CLERICAL												
SKILLED CRAFT												
SERVICE MAINTENANCE												
<b>TOTAL</b>	4										4	

TOTAL	4
MINORITY	
NON-MINORITY	100.0%
FEMALE	



TABLE 6  
MWD WORK FORCE ANALYSIS - APPLICANT FLOW  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS	4	13		1	2	3		1		1	6	19
PROFESSIONALS	32	19	6	20	5	13	16	13			59	65
TECHNICIANS	78	30	17	17	30	11	63	49	1		189	107
PROTECTIVE SERVICES	72	3	49	7	43	3	13	1	4		181	14
PARA- PROFESSIONALS	35	58	7	21	14	23	38	49	2	1	96	152
OFFICE AND CLERICAL	2	11	7	47	6	25	4	5			19	88
SKILLED CRAFT	14		1		6		2		1		24	
SERVICE MAINTENANCE	5	11	1	2	1	1				1	7	15
<b>TOTAL</b>	242	145	88	115	107	79	136	118	8	3	581	460

TOTAL	1041
MINORITY	62.8%
NON-MINORITY	37.2%
FEMALE	44.2%

TABLE 7  
MWD WORK FORCE ANALYSIS  
RETIREMENT - ALL RETIREMENTS  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS	3										3	
PROFESSIONALS	5						1				6	
TECHNICIANS	8	2			2			1	1		11	3
PROTECTIVE SERVICES	1										1	
PARA- PROFESSIONALS												
OFFICE AND CLERICAL		1				1						2
SKILLED CRAFT	8										8	
SERVICE MAINTENANCE		1										1
<b>TOTAL</b>	25	4			2	1	1	1	1		29	6

TOTAL	35
MINORITY	17.1%
NON-MINORITY	82.9%
FEMALE	17.1%

TABLE 7A  
MWD WORK FORCE ANALYSIS  
RETIREMENT - SERVICE  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS	3										3	
PROFESSIONALS	4						1				5	
TECHNICIANS	8	2			2			1	1		11	3
PROTECTIVE SERVICES	1										1	
PARA- PROFESSIONALS												
OFFICE AND CLERICAL		1										1
SKILLED CRAFT	6										6	
SERVICE MAINTENANCE		1										1
<b>TOTAL</b>	22	4			2		1	1	1		26	5

TOTAL	31
MINORITY	16.1%
NON-MINORITY	83.9%
FEMALE	16.1%

TABLE 7B  
MWD WORK FORCE ANALYSIS  
RETIREMENT - DISABILITY  
July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS												
PROFESSIONALS	1										1	
TECHNICIANS												
PROTECTIVE SERVICES												
PARA- PROFESSIONALS												
OFFICE AND CLERICAL						1						1
SKILLED CRAFT	2										2	
SERVICE MAINTENANCE												
<b>TOTAL</b>	3					1					3	1

TOTAL	4
MINORITY	25.0%
NON-MINORITY	75.0%
FEMALE	25.0%

TABLE 8  
 MWD WORK FORCE ANALYSIS  
 SEPARATION - ALL SEPARATIONS  
 July 1, 1998 - December 31, 1998

EEO-4 Category	CAUCASIAN		BLACK		HISPANIC		ASIAN		NATIVE AMERICAN		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ ADMINISTRATORS		2			1						1	2
PROFESSIONALS	3	2		1		1		3			3	7
TECHNICIANS	2						1	1			3	1
PROTECTIVE SERVICES												
PARA- PROFESSIONALS		1										1
OFFICE AND CLERICAL	1			1							1	1
SKILLED CRAFT	4				1				1		6	
SERVICE MAINTENANCE												
<b>TOTAL</b>	10	5		2	2	1	1	4	1		14	12

TOTAL	26
MINORITY	42.3%
NON-MINORITY	57.7%
FEMALE	46.2%