

- **Board of Directors**  
**Legal, Claims and Personnel Committee**

May 14, 2002 Board Meeting

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**10-2**

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**Subject**

Semiannual report on diversity

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**Description**

This report summarizes Metropolitan's diversity efforts for the period July 1, 2001 through December 31, 2001. Metropolitan's Administrative Code requires that diversity statistics be submitted to the Board semiannually.

During this six-month period, Human Resources management continued to review and implement policy recommendations as required by Metropolitan Water District's Affirmative Action/Equal Employment Opportunity, Operating Policy No. H-07. We continually strive to promote equal opportunity and diversity in both Metropolitan's employment programs and business contracting opportunities. Currently, we are working to reduce the number of equal employment opportunity complaints through education and training.

We encourage all employees to share in our goal and do their part for us to be successful in our core business of acquiring and delivering high quality water supplies to Southern California. The following tables, Applicant Rates by Equal Employment Opportunity 4 (EEO4) Category Ethnicity and Gender ([Attachment 1](#)), Personnel Activity by EEO4 Category Regular Employees ([Attachment 2](#)), and Work Force Diversity by EEO4 Job Category Regular Employees ([Attachment 3](#)) summarize the makeup of Metropolitan's work force and applicant pool during the reporting period.

The Diversity Trend Analysis table depicts the changes in Metropolitan's workforce from 1994 to 2001.

**Employee Organization Advisory Team (EOAT)**

During this reporting period, the EOAT actively supported and coordinated the activities of the various employee organizations. Every October, Metropolitan celebrates diversity through the coordinated efforts of the employee organizations, EOAT, Human Resources and the Executive Office. Last October's celebration concluded with the Chief Executive Officer Ronald R. Gastelum's presentation of "Diversity is Our Strength" and featured a Los Angeles Fire Department Chief's report of the relief efforts provided to New York City after the September 11 tragedy. EOAT raised \$14,000 for The American Red Cross Disaster Relief Fund. In addition to working on special events, EOAT and the employee organizations partnered with outside community organizations in educational and cultural programs. EOAT coordinated the annual employee picnic, assisted in the development of the Equal Employment Opportunity (EEO) self-identification form, participated in the annual Holiday Community Charity Drive, and reviewed and suggested changes in the recruitment process.

EOAT met with the Assistant Manager of Human Resources and the EEO Program Manager on a number of diversity-related issues raised by the employee organizations. The Executive Office continues to work closely with the EOAT to increase inclusiveness and foster communication to infuse diversity into our business and organizational management structure.

**Metropolitan Workforce Comparison 6/30/01 vs. 12/31/01**

Category	6/30/01		12/31/01	
	Number	Percentage	Number	Percentage
<b>Total</b>	<b>1,704 (includes 4 unknown by race)</b>		<b>1,705 (includes 4 unknown by race)</b>	
<b>White</b>	<b>1,013</b>	<b>59.4%</b>	<b>1,014</b>	<b>59.6%</b>
<b>Black</b>	<b>151</b>	<b>8.9%</b>	<b>153</b>	<b>9%</b>
<b>Hispanic</b>	<b>293</b>	<b>17.2%</b>	<b>293</b>	<b>17.2%</b>
<b>Asian</b>	<b>226</b>	<b>13.3%</b>	<b>224</b>	<b>13.1%</b>
<b>Native American</b>	<b>17</b>	<b>1%</b>	<b>17</b>	<b>1%</b>
<b>Total Minority</b>	<b>687</b>	<b>40.3%</b>	<b>687</b>	<b>40.3%</b>
<b>Race Unknown</b>	<b>4</b>	<b>.02%</b>	<b>4</b>	<b>.02%</b>
<b>Females</b>	<b>437</b>	<b>25.6%</b>	<b>433</b>	<b>25.4%</b>
<b>Males</b>	<b>1,267</b>	<b>74.4%</b>	<b>1,272</b>	<b>74.6%</b>

During the past six months the representation of Affirmative Action protected classes in our full-time workforce remained the same. Metropolitan had 36 new hires during this reporting period.

**Diversity Analysis**

**Applicants**

Metropolitan processed a total of 2,598 applications of which 1,350 (52 percent) of the applicants identified themselves as members of Affirmative Action protected minority groups. Females accounted for 947 (36.5 percent) of the applicants and whites for 1,248 (48 percent).

White		Black		Hispanic		Asian		Native American		Total Minority	Females	Males
M	F	M	F	M	F	M	F	M	F			
856	392	176	204	407	202	203	141	9	8	1,350	947	1,651

**New Hires**

Metropolitan had a total of 36 new hires during this period. Of those hired, 7 (19.4 percent) were minorities, 26 (72.2 percent) were white and 11 (30.6 percent) were female.

White		Black		Hispanic		Asian		Native American		Total Minority	Unknown by race	Females	Males	
M	F	M	F	M	F	M	F	M	F		M	F		
18	8	1	0	1	1	2	2	0	0	7	3	0	11	25

**Promotions**

A total of 81 promotions occurred during this reporting period. Thirty-one positions (38.3 percent) were awarded to minorities, 49 positions (60.5 percent) to whites and 23 positions (28.4 percent) to females.

White		Black		Hispanic		Asian		Native American		Total Minority	Unknown by race		Females	Males
M	F	M	F	M	F	M	F	M	F		M	F		
41	8	3	6	9	4	5	4	0	0	31	0	1	23	58

**Retired/Separated**

Forty-four employees retired/separated from Metropolitan during this period. Eleven (25 percent) were minorities, 33 (75 percent) were white and 18 (40.9 percent) were female.

White		Black		Hispanic		Asian		Native American		Total Minority	Females	Males
M	F	M	F	M	F	M	F	M	F			
23	10	0	0	1	3	2	5	0	0	11	18	26

**Diversity Trend Analysis 1994 vs. 2001**

	1994		2001		% Change
	Number	Percent	Number	Percent	
<b>Total Employees</b>	<b>2,076</b>		<b>1,705</b>		
<b>Whites</b>	<b>1,365</b>	<b>65.8%</b>	<b>1,014</b>	<b>59.6%</b>	<b>-6.2%</b>
<b>Blacks</b>	<b>118</b>	<b>5.7%</b>	<b>153</b>	<b>9%</b>	<b>+3.3%</b>
<b>Hispanics</b>	<b>291</b>	<b>14%</b>	<b>293</b>	<b>17.2%</b>	<b>+3.2%</b>
<b>Asians</b>	<b>233</b>	<b>11.2%</b>	<b>224</b>	<b>13.1%</b>	<b>+1.9%</b>
<b>Native Americans</b>	<b>21</b>	<b>1%</b>	<b>17</b>	<b>1%</b>	<b>0%</b>
<b>Total Minority</b>	<b>711</b>	<b>34.2%</b>	<b>687</b>	<b>40.3%</b>	<b>+6.1%</b>
<b>Race Unknown</b>	<b>Not Reported</b>	<b>0%</b>	<b>4</b>	<b>.02%</b>	<b>.02%</b>
<b>Females</b>	<b>453</b>	<b>21.8%</b>	<b>433</b>	<b>25.4%</b>	<b>+3.6%</b>
<b>Males</b>	<b>1,623</b>	<b>78.2%</b>	<b>1,272</b>	<b>74.6%</b>	<b>-3.6%</b>

EEO Office/Human Resources- 12/31/01

**Policy**


Metropolitan Water District Administrative Code § 6304: Semiannual Report on Affirmative Action/Equal Employment Opportunity Policy and Program  
 Metropolitan Water District Operating Policy No. H-07

**Fiscal Impact**

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None

 _____ Roy L. Wolfe Manager, Corporate Resources	4/15/2002 _____ Date
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 _____ Ronald R. Gastelum Chief Executive Officer	4/22/2002 _____ Date
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**Attachment 1 – Applicant Rates by EEO4 Category Ethnicity and Gender**

**Attachment 2 – Personnel Activity by EEO4 Category Regular Employees**

**Attachment 3 – Workforce Diversity by EEO4 Job Category Regular Employees**

BLA #1626



**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**  
 Applicant Rates by EEO4 Category Ethnicity and Gender  
 For Period July 1, 2001 - December 31, 2001

EEO4 Category Ethnicity and Gender	White			Black			Hispanic			Asian			Native American			Totals		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
<b>OFFICIALS/ADMINISTRATORS</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% of Gender by Ethnicity	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%				
% of Total Applicants in Category	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>PROFESSIONALS</b>	103	65	168	43	52	95	28	34	62	47	46	93	1	2	3	222	199	421
% of Gender by Ethnicity	61.31%	38.69%		45.26%	54.74%		45.16%	54.84%		50.54%	49.46%		33.33%	66.67%				
% of Total Applicants in Category	24.47%	15.44%	39.90%	10.21%	12.35%	22.57%	6.65%	8.08%	14.73%	11.16%	10.93%	22.09%	0.24%	0.48%	0.71%	52.73%	47.27%	
<b>TECHNICIANS</b>	181	11	192	33	5	38	56	3	59	84	5	89	0	0	0	354	24	378
% of Gender by Ethnicity	94.27%	5.73%		86.84%	13.16%		94.92%	5.08%		94.38%	5.62%		0.00%	0.00%				
% of Total Applicants in Category	47.88%	2.91%	50.79%	8.73%	1.32%	10.05%	14.81%	0.79%	15.61%	22.22%	1.32%	23.54%	0.00%	0.00%	0.00%	93.65%	6.35%	
<b>PROTECTIVE SERVICES</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% of Gender by Ethnicity	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%				
% of Total Applicants in Category	0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%		0.00%	0.00%	
<b>PARAPROFESSIONALS</b>	33	197	230	8	83	91	25	97	122	15	52	67	0	3	3	81	432	513
% of Gender by Ethnicity	14.35%	85.65%		8.79%	91.21%		20.49%	79.51%		22.39%	77.61%		0.00%	100.00%				
% of Total Applicants in Category	6.43%	38.40%	44.83%	1.56%	16.18%	17.74%	4.87%	18.91%	23.78%	2.92%	10.14%	13.06%	0.00%	0.58%	0.58%	15.79%	84.21%	
<b>OFFICE &amp; CLERICAL</b>	12	104	116	4	61	65	16	59	75	12	36	48	0	3	3	44	263	307
% of Gender by Ethnicity	10.34%	89.66%		6.15%	93.85%		21.33%	78.67%		25.00%	75.00%		0.00%	0.00%				
% of Total Applicants in Category	3.91%	33.88%	37.79%	1.30%	19.87%	21.17%	5.21%	19.22%	24.43%	3.91%	11.73%	15.64%	0.00%	0.98%	0.98%	14.33%	85.67%	
<b>SKILLED CRAFT WORKERS</b>	433	4	437	52	1	53	191	0	191	34	0	34	7	0	7	717	5	722
% of Gender by Ethnicity	99.08%	0.92%		98.11%	1.89%		100.00%	0.00%		100.00%	0.00%		100.00%	0.00%				
% of Total Applicants in Category	59.97%	0.55%	60.53%	7.20%	0.14%	7.34%	26.45%	0.00%	26.45%	4.71%	0.00%	4.71%	0.97%	0.00%	0.97%	99.31%	0.69%	
<b>SERVICE-MAINTENANCE</b>	94	11	105	36	2	38	91	9	100	11	2	13	1	0	1	233	24	257
% of Gender by Ethnicity	89.52%	10.48%		0.00%	0.00%		91.00%	9.00%		0.00%	0.00%		0.00%	0.00%				
% of Total Applicants in Category	36.58%	4.28%	40.86%	14.01%	0.78%	14.79%	35.41%	3.50%	38.91%	0.00%	0.78%	5.06%	0.39%	0.00%	0.39%	90.66%	9.34%	
<b>ETHNICITY &amp; GENDER TOTALS</b>	856	392	1248	176	204	380	407	202	609	203	141	344	9	8	17	1651	947	2598
<b>% OF ETHNICITY &amp; GENDER</b>	32.95%	15.09%	48.04%	6.77%	7.85%	14.63%	15.67%	7.78%	23.44%	7.81%	5.43%	13.24%	0.35%	0.31%	0.65%	63.55%	36.45%	

Report ID: MHR808A

Metropolitan Water District of Southern California  
PERSONNEL ACTIVITY BY EEO4 CATEGORY REGULAR EMPLOYEES

Page No. 1

03/05/2002

Run Date

For the period 07/01/2001 through 12/31/2001

13:14:48

Run Time

Personnel Action: HIR--Hire

Action Reason: HRP--New Hire - Replacement

EEO4 Category	Total	Sex		(1)-White		(2)-Black		(3)-Hispanic		(4)-Asian		(5) Native American		(6)Unknown	
		M	F	M	F	M	F	M	F	M	F	M	F		
-															
Officials and Administrators	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Professionals	12	8	4	5	4	0	0	0	0	1	0	0	0	2	0
Technicians	3	1	2	1	1	0	0	0	0	0	1	0	0	0	0
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	2	0	2	0	1	0	0	0	1	0	0	0	0	0	0
Office/Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0
Service Maintenance	7	7	0	5	0	0	0	0	0	1	0	0	0	1	0
No EEO-4 Reporting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>27</b>	<b>19</b>	<b>8</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>

Report ID: MHR808A

Metropolitan Water District of Southern California  
 PERSONNEL ACTIVITY BY EEO4 CATEGORY REGULAR EMPLOYEES

Page No. 2

03/05/2002  
 For the period 07/01/2001 through 12/31/2001  
 13:14:48  
 Personnel Action: HIR--Hire  
 Action Reason: NPS--New Position

Run Date  
 Run Time

EEO4 Category	Total	Sex		(1)-White		(2)-Black		(3)-Hispanic		(4)-Asian		(5)-Am. Indian		(6)-N/A	
		M	F	M	F	M	F	M	F	M	F	M	F		
-															
Officials and Administrators	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Professionals	3	2	1	1	0	0	0	1	0	0	1	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Office/Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No EEO-4 Reporting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	5	3	2	2	1	0	0	1	0	0	1	0	0	0	0





Report ID: MHR808A

Metropolitan Water District of Southern California  
 PERSONNEL ACTIVITY BY EEO4 CATEGORY REGULAR EMPLOYEES

Page No. 4  
 Run Date 03/05/2002  
 Run Time 13:14:48

For the period 07/01/2001 through 12/31/2001  
 Personnel Action: POS--Position Change  
 Action Reason: RTE--Retirees & Separations

EEO4 Category	Total	Sex		(1)-White		(2)-Black		(3)-Hispanic		(4)-Asian		(5)-Am. Indian		(6)-N/A	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
-															
Officials and Administrators	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Office/Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No EEO-4 Reporting	44	26	18	23	10	0	0	1	3	2	5	0	0	0	0
TOTAL	44	26	18	23	10	0	0	1	3	2	5	0	0	0	0

Report ID: MHR808A

Metropolitan Water District of Southern California  
 PERSONNEL ACTIVITY BY EEO4 CATEGORY REGULAR EMPLOYEES

Page No. 5  
 Run Date 03/05/2002  
 Run Time 14:02:27

For the period 07/01/2001 through 12/31/2001

Personnel Action: PRO--Promotion

Action Reason: --

EEO4 Category	Total	Sex		(1)-White		(2)-Black		(3)-Hispanic		(4)-Asian		(5)-Am. Indian		(6)-N/A		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	
-																
Officials and Administrators	26	25	1	17	1	2	0	5	0	1	0	0	0	0	0	0
Professionals	26	12	14	9	5	0	2	0	2	3	4	0	0	0	0	1
Technicians	8	7	1	6	0	0	1	0	0	1	0	0	0	0	0	0
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	7	0	7	0	2	0	3	0	2	0	0	0	0	0	0	0
Office/Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft	7	7	0	5	0	0	0	2	0	0	0	0	0	0	0	0
Service Maintenance	7	7	0	4	0	1	0	2	0	0	0	0	0	0	0	0
No EEO-4 Reporting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	81	58	23	41	8	3	6	9	4	5	4	0	0	0	0	1



METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA  
 Work Force Diversity by EEO4 Job Category Regular Employees  
 For Period July 1, 2001 - December 31, 2001

<b>EEO-4 Job Category Regular Employees</b>	White	Black	Hispanic	Asian	Native American	Total Minority	Male	Female	Totals
<b>OFFICIALS/ADMINISTRATORS</b>	123	14	25	13	2	54	148	29	177
	69.49%	7.91%	14.12%	7.34%	1.13%	30.51%	83.62%	16.38%	
<b>PROFESSIONALS</b>	357	46	58	150	2	256	414	202	613
	58.24%	7.50%	9.46%	24.47%	0.33%	41.76%	67.54%	32.95%	
<b>TECHNICIANS</b>	177	10	44	26	3	83	230	30	260
	68.08%	3.85%	16.92%	10.00%	1.15%	31.92%	88.46%	11.54%	
<b>PROTECTIVE SERVICES</b>	4	0	0	0	0	0	4	0	4
	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	
<b>PARAPROFESSIONALS</b>	52	36	42	18	2	98	38	112	150
	34.67%	24.00%	28.00%	12.00%	1.33%	65.33%	25.33%	74.67%	
<b>OFFICE &amp; CLERICAL</b>	21	21	17	7	1	46	17	50	67
	31.34%	31.34%	25.37%	10.45%	1.49%	68.66%	25.37%	74.63%	
<b>SKILLED CRAFT WORKERS</b>	235	18	78	8	6	110	340	5	345
	68.12%	5.22%	22.61%	2.32%	1.74%	31.88%	98.55%	1.45%	
<b>SERVICE-MAINTENANCE</b>	45	8	29	2	1	40	81	5	85
	52.94%	9.41%	34.12%	2.35%	1.18%	47.06%	95.29%	5.88%	
<b>ETHNICITY &amp; GENDER TOTALS</b>	1014	153	293	224	17	687	1272	433	1701
<b>% OF ETHNICITY &amp; GENDER</b>	59.61%	8.99%	17.23%	13.17%	1.00%	40.39%	74.78%	25.46%	