

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

October 14, 2003 Board Meeting

10-2

Subject

Semiannual report on Equal Employment Opportunity and Affirmative Action for January 1, 2003 through June 30, 2003

Description

This report summarizes Metropolitan's EEO/AA efforts for January 1, 2003 through June 30, 2003.

During this six-month period, the Equal Employment Opportunity office continued implementing the action items in Metropolitan Water District's Affirmative Action/Nondiscrimination Plan. The EEO office and the Business Outreach Team sponsored a joint outreach event for contracting and job opportunities. Currently, we are working with the Human Resources recruitment staff to address the underutilization of minorities and women in all job categories. The EEO office is in the process of implementing a recruitment plan for the apprenticeship program to increase the outreach for minority and women hiring.

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 Analysis by EEO4 Job Category Regular Employees ([Attachment 3](#)) summarize the gender and ethnicity 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 1998 to 2003. The trend analysis indicates a steady increase of minority representation in the workforce over the past five years. The EEO Program office is currently working on updating Metropolitan's Affirmative Action Plan.

The EEO Program Manager meets regularly with the Employee Organization Advisory Team (EOAT) to discuss EEO issues raised by 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 and further equal employment opportunity for employees and applicants.

Metropolitan Workforce Analysis 1/1/03 vs. 6/30/03 by Gender and Ethnicity

	1/1/03		6/30/03				
	Number	Percentage	Retired Separated	Adjusted Number	Hires	Adjusted Number	Percentage
Total	1812		59	1753	54	1807	
White	1061	59%	42	1019	29	1048	58%
Black	159	9%	3	156	5	161	9%
Hispanic	322	18%	10	312	10	322	18%
Asian	245	14%	2	243	10	253	14%
Native American	17	1%	2	15	0	15	.08%
Total Minority	743	41%	17	726	25	751	42%
Race Unknown	8	.04%	0	8	0	8	.04%
Males	1330	73%	48	1282	39	1321	73%
Females	482	27%	11	471	15	486	27%

During the past six months the percentage of protected classes in our full-time workforce has increased by 1 percent.

Applicant Analysis

Metropolitan received a total of 5499 applications for employment of which 2598 (47 percent) of the applicants identified themselves as members of protected minority groups. Females accounted for 1659 (30 percent) of the applicants. Unknowns totaled 324 (6 percent), 249 unknown by race (5 percent), and 75 unknown by gender (1 percent).

White		Black		Hispanic		Asian		Native American		Total Minority	Unknown (race/gender)	Males	Females	Total Applications Received
M	F	M	F	M	F	M	F	M	F					
1799	778	344	321	552	248	792	302	29	10	2598	324	3516	1659	5499

Hires

Metropolitan hired a total of 54 employees during this period. Of those hired, 25 (46 percent) were minorities, and 15 (28 percent) were female.

White		Black		Hispanic		Asian		Native American		Total Minority	Males	Females	Total
M	F	M	F	M	F	M	F	M	F				
23	6	2	3	8	2	6	4	0	0	25	39	15	54

Promotions

A total of 157 promotions occurred during this reporting period. Seventy-two positions (46 percent) were awarded to minorities and 50 positions (32 percent) to females. One position (.06 percent) was unknown by race.

White		Black		Hispanic		Asian		Native American		Total Minority	Unknown by Race	Males	Females	Total	
M	F	M	F	M	F	M	F	M	F		M	F			
61	23	9	11	21	3	14	13	1	0	72	1	0	107	50	157

Retired/Separated

Fifty-nine employees retired/separated from Metropolitan during this period. Seventeen (29 percent) were minorities and 11 (19 percent) were female.

White		Black		Hispanic		Asian		Native American		Total Minority	Males	Females	Total
M	F	M	F	M	F	M	F	M	F				
34	8	1	2	10	0	2	0	1	1	17	48	11	59

Population Demographics by Ethnicity or Race

The total population of the six county services is 19,187,478. Forty-one percent were white, 7 percent were Black, 38 percent were Hispanic or Latino, 10 percent were Asian, .04 percent were Native American, and .03 percent were Pacific Islander based on the 2000 Census Data.

White	Black	Hispanic	Asian	Native American	Pacific Islander	Total Minority	Two or More Races	Total
7,935,927	1,354,692	7,349,453	1,926,481	72,392	52,565	10,755,583	495,968	19,187,478
41%	7%	38%	10%	.04%	.03%	56%	2.6%	

Gender and Ethnicity Analysis of Workforce for 1998 and 2003

	1998		2003		% Change
	Number	Percent	Number	Percent	
Total Employees	1781		1807		
Whites	1097	62%	1048	58%	-4%
Blacks	151	.09%	161	.09%	No change
Hispanics	281	16%	322	18%	+2%
Asians	233	13%	253	14%	+1%
Native Americans	19	.01%	15	.01%	No change
Total Minority	684	38%	751	42%	+4%
Race Unknown	N/A	N/A	8	.004	No change
Males	1333	75%	1321	73%	-2%
Females	448	25/5	486	27%	+2%

EEO Office/Human Resources- 1/1/03 Summary. The summary is a five-year trend of diversity numbers. Minority representation has increased by 4 percent and females by 2 percent during that time.

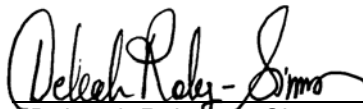
Policy

Metropolitan Water District Administrative Code § 6304: Semiannual Report on Affirmative Action/Equal Employment Opportunity Policy and Program.

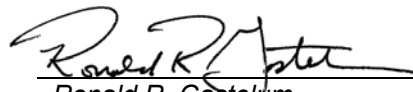
Metropolitan Water District Operating Policy No. H-07.

Fiscal Impact

None



 Deborah Roberson-Simms
 Section Manager, Human Resources
 9/12/2003
 Date



 Ronald R. Gastelum
 Chief Executive Officer
 9/24/2003
 Date

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



METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
 Applicant Rates by Equal Employment Opportunity 4 (EEO4) 2003
 Category Ethnicity and Gender for the Period January 1, 2003 - June 30,

EEO-4 Category Ethnicity and Gender	WHITE			BLACK			HISPANIC			ASIAN			NAT. AMER.			UNKNOWN			TOTALS			
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	GENDER	T	M	F	T
OFFICIALS/ADMINISTRATORS	310	133	443	36	10	46	39	4	43	41	4	45	4	2	6	58	30	36	124	430	153	707
% of Gender by Ethnicity	69.98%	30.02%		78.26%	21.74%		90.70%	9.30%		91.11%	8.89%		66.67%	33.33%		46.77%	24.19%	29.03%				
% of Total Applicants in Category	43.85%	18.81%	62.66%	5.09%	1.41%	6.51%	5.52%	0.57%	6.08%	5.80%	0.57%	6.36%	0.57%	0.28%	0.85%	8.20%	4.24%	5.09%	17.54%	60.82%	21.64%	
PROFESSIONALS	635	285	920	107	85	192	146	85	231	377	172	549	8	4	12	73	22	12	107	1273	631	2011
% of Gender by Ethnicity	69.02%	30.98%		55.73%	44.27%		63.20%	36.80%		68.67%	31.33%		66.67%	33.33%		68.22%	20.56%	11.21%				
% of Total Applicants in Category	31.58%	14.17%	45.75%	5.32%	4.23%	9.55%	7.26%	4.23%	11.49%	18.75%	8.55%	27.30%	0.40%	0.20%	0.60%	3.63%	1.09%	0.60%	5.32%	63.30%	31.38%	
TECHNICIANS	392	50	442	111	13	124	196	21	217	278	35	313	9	0	9	8	0	12	20	986	119	1125
% of Gender by Ethnicity	88.69%	11.31%		89.52%	10.48%		90.32%	9.68%		88.82%	11.18%		100.00%	0.00%		40.00%	0.00%	60.00%				
% of Total Applicants in Category	34.84%	4.44%	39.29%	9.87%	1.16%	11.02%	17.42%	1.87%	19.29%	24.71%	3.11%	27.82%	0.80%	0.00%	0.80%	0.71%	0.00%	1.07%	1.78%	87.64%	10.58%	
PROTECTIVE SERVICES	0	0	0	0	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%		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%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
PARAPROFESSIONALS	62	248	310	17	145	162	22	93	115	26	71	97	2	3	5	4	39	11	54	129	560	743
% of Gender by Ethnicity	20.00%	80.00%		10.49%	89.51%		19.13%	80.87%		26.80%	73.20%		40.00%	60.00%		7.41%	72.22%	20.37%				
% of Total Applicants in Category	8.34%	33.38%	41.72%	2.29%	19.52%	21.80%	2.96%	12.52%	15.48%	3.50%	9.56%	13.06%	0.27%	0.40%	0.67%	0.54%	5.25%	1.48%	7.27%	17.36%	75.37%	
OFFICE & CLERICAL	6	45	51	2	68	70	16	41	57	4	18	22	0	1	1	0	5	4	9	28	173	210
% of Gender by Ethnicity	11.76%	88.24%		2.86%	97.14%		28.07%	71.93%		18.18%	81.82%		0.00%	100.00%		0.00%	55.56%	44.44%				
% of Total Applicants in Category	2.86%	21.43%	24.29%	0.95%	32.38%	33.33%	7.62%	19.52%	27.14%	1.90%	8.57%	10.48%	0.00%	0.48%	0.48%	0.00%	2.38%	1.90%	4.29%	13.33%	82.38%	
SKILLED CRAFT WORKERS	160	6	166	30	0	30	42	4	46	10	2	12	0	0	0	5	0	0	5	242	12	259
% of Gender by Ethnicity	96.39%	3.61%		100.00%	0.00%		91.30%	8.70%		83.33%	16.67%		0.00%	0.00%		100.00%	0.00%	0.00%				
% of Total Applicants in Category	61.78%	2.32%	64.09%	11.58%	0.00%	11.58%	16.22%	1.54%	17.76%	3.86%	0.77%	4.63%	0.00%	0.00%	0.00%	1.93%	0.00%	0.00%	1.93%	93.44%	4.63%	
SERVICE-MAINTENANCE	234	11	245	41	0	41	91	0	91	56	0	56	6	0	6	5	0	0	5	428	11	444
% of Gender by Ethnicity	95.51%	4.49%		100.00%	0.00%		100.00%	0.00%		100.00%	0.00%		100.00%	0.00%		100.00%	0.00%	0.00%				
% of Total Applicants in Category	52.70%	2.48%	55.18%	9.23%	0.00%	9.23%	20.50%	0.00%	20.50%	0.00%	0.00%	12.61%	1.35%	0.00%	1.35%	1.13%	0.00%	0.00%	1.13%	96.40%	2.48%	
ETHNICITY & GENDER TOTALS	1799	778	2577	344	321	665	552	248	800	792	302	1094	29	10	39	153	96	75	324	3516	1659	5499
% OF ETHNICITY & GENDER	32.72%	14.15%	46.86%	6.26%	5.84%	12.09%	10.04%	4.51%	14.55%	14.40%	5.49%	19.89%	0.53%	0.18%	0.71%	2.78%	1.75%	1.36%	5.89%	63.94%	30.17%	

**Metropolitan Water District of Southern California
 Personnel Activity by EEO4 Category for Regular Employees
 For the period 01/01/2003 through 06/30/2003**

Report ID: MHR808A

Personnel Activity Hire - New Hires

EEO4 Category	Total	Gender		(1)White		(2)Black		(3)Hispanic		(4)Asian		(5)Nat. Amer.		(6)Unknown	
		M	F	M	F	M	F	M	F	M	F	M	F		
Officials and Administrators	2	2	0	0	0	0	0	1	0	1	0	0	0	0	0
Professionals	6	3	3	1	2	0	0	1	1	1	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	2	1	1	1	0	0	0	0	0	0	1	0	0	0	0
Office/Clerical	3	2	1	1	1	0	0	1	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
Total	13	8	5	3	3	0	0	3	1	2	1	0	0	0	0

**Metropolitan Water District of Southern California
 Personnel Activity by EEO4 Category for Regular Employees
 For the period 01/01/2003 through 06/30/2003**

Report ID: MHR808A

Personnel Action Hire - Replacement

EEO4 Category	Total	Gender		(1)White		(2)Black		(3)Hispanic		(4)Asian		(5)Nat. Amer.		(6)Unknown	
		M	F	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	14	10	4	6	1	0	1	2	1	2	1	0	0	0	0
Technicians	6	4	2	4	2	0	0	0	0	0	0	0	0	0	0
Protective Service	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	6	2	4	0	0	0	2	0	0	2	2	0	0	0	0
Office/Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Skilled Craft	7	7	0	4	0	1	0	2	0	0	0	0	0	0	0
Service Maintenance	3	3	0	2	0	0	0	1	0	0	0	0	0	0	0
Total	38	28	10	18	3	1	3	5	1	4	3	0	0	0	0

**Metropolitan Water District of Southern California
 Personnel Activity by EEO4 Category for Regular Employees
 For the period 01/01/2003 through 06/30/2003**

Personnel Action Promotion - Other

EEO4 Category	Total	Gender		(1)White		(2)Black		(3)Hispanic		(4)Asian		(5)Nat. Amer.		(6)Unknown	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials and Administrators	7	3	4	3	3	0	0	0	0	0	1	0	0	0	0
Professionals	40	20	20	11	9	1	6	1	0	6	5	0	0	1	0
Technicians	17	16	1	11	0	2	0	3	1	0	0	0	0	0	0
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	5	2	3	2	2	0	0	0	0	0	1	0	0	0	0
Office/Clerical	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Skilled Craft	10	10	0	4	0	2	0	4	0	0	0	0	0	0	0
Service Maintenance	12	9	3	4	3	0	0	5	0	0	0	0	0	0	0
Total	92	60	32	35	18	5	6	13	1	6	7	0	0	1	0

**Metropolitan Water District of Southern California
 Personnel Activity by EEO4 Category for Regular Employees
 For the period 01/01/2003 through 06/30/2003**

Report ID: MHR808A

Personnel Action Promotion - Successful Candidate

EEO4 Category	Total	Gender		(1)White		(2)Black		(3)Hispanic		(4)Asian		(5)Nat. Amer.		(6)Unknown	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials and Administrators	45	36	9	23	5	3	1	5	0	4	3	1	0	0	0
Professionals	7	4	3	1	0	1	0	2	1	0	2	0	0	0	0
Technicians	5	4	1	0	0	0	0	1	0	3	1	0	0	0	0
Protective Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	4	0	4	0	0	0	3	0	1	0	0	0	0	0	0
Office/Clerical	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0
Skilled Craft	2	2	0	1	0	0	0	0	0	1	0	0	0	0	0
Service Maintenance	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Total	65	47	18	26	5	4	5	8	2	8	6	1	0	0	0

**Metropolitan Water District of Southern California
 Personnel Activity by EEO4 Category for Regular Employees
 For the period 01/01/2003 through 06/30/2003**

Report ID: MHR808A

Personnel Action Retired / Separated

EEO4 Category	Total	Gender		(1)White		(2)Black		(3)Hispanic		(4)Asian		(5)Nat. Amer.		(6)Unknown	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
Officials and Administrators	18	16	2	11	2	1	0	3	0	1	0	0	0	0	0
Professionals	13	10	3	8	3	0	0	2	0	0	0	0	0	0	0
Technicians	9	8	1	6	1	0	0	1	0	1	0	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	0	0	2	0	0	0	0	0	0	0	0
Office/Clerical	3	1	2	1	2	0	0	0	0	0	0	0	0	0	0
Skilled Craft	12	11	1	7	0	0	0	3	0	0	0	1	1	0	0
Service Maintenance	2	2	0	1	0	0	0	1	0	0	0	0	0	0	0
Total	59	48	11	34	8	1	2	10	0	2	0	1	1	0	0



METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
 Work Force Analysis by EEO4 Job Category - Regular Employees
 For Period January 1, 2003 - June 30, 2003

EEO-4 Category Regular Employees	White	Black	Hispanic	Asian	Native American	Unknown	Total Minority	Male	Female	Totals
OFFICIALS/ADMINISTRATORS	182	22	30	32	3	0	87	212	57	269
% of Total Employees in Category	67.66%	8.18%	11.15%	11.90%	1.12%	0.00%	32.34%	78.81%	21.19%	
PROFESSIONALS	339	52	72	156	3	2	285	405	219	624
% of Total Employees in Category	54.33%	8.33%	11.54%	25.00%	0.48%	0.32%	45.67%	64.90%	35.10%	
TECHNICIANS	178	10	46	26	3	0	85	228	35	263
% of Total Employees in Category	67.68%	3.80%	17.49%	9.89%	1.14%	0.00%	32.32%	86.69%	13.31%	
PROTECTIVE SERVICES	5	0	0	0	0	0	0	5	0	5
% of Total Employees in Category	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	
PARAPROFESSIONALS	54	35	44	21	2	0	102	37	119	156
% of Total Employees in Category	34.62%	22.44%	28.21%	13.46%	1.28%	0.00%	65.38%	23.72%	76.28%	
OFFICE & CLERICAL	24	16	15	8	1	1	41	15	50	65
% of Total Employees in Category	36.92%	24.62%	23.08%	12.31%	1.54%	1.54%	63.08%	23.08%	76.92%	
SKILLED CRAFT WORKERS	236	23	80	10	4	19	136	367	5	372
% of Total Employees in Category	63.44%	6.18%	21.51%	2.69%	1.08%	5.11%	36.56%	98.66%	1.34%	
SERVICE-MAINTENANCE	63	9	44	3	1	8	65	106	22	128
% of Total Employees in Category	49.22%	7.03%	34.38%	2.34%	0.78%	6.25%	50.78%	82.81%	17.19%	
ETHNICITY & GENDER TOTALS	1081	167	331	256	17	30	801	1375	507	1882
% OF ETHNICITY & GENDER	57.44%	8.87%	17.59%	13.60%	0.90%	1.59%	42.56%	73.06%	26.94%	