

- **Semiannual report on Equal Employment Opportunity and Affirmative Action**

Summary

This report summarizes Metropolitan's Affirmative Action Plan effective July 1, 2005 as well as the Equal Employment Opportunity (EEO) efforts for July 1, 2004 through December 31, 2004.

Attachments

Summary of Voluntary Affirmative Action Plans for Minorities and Women.

Detailed Report

I. AFFIRMATIVE ACTION PLAN

Although Metropolitan is not a federal contractor and thereby not bound by Executive Order 11246, Administrative Code requires the development of an affirmative action plan to ensure equal employment opportunity. The EEO Office has worked with the Executive Office, Employee Associations and Labor Management Committee to finalize the annual update of Metropolitan's Affirmative Action Plan. A copy of the 2005/2006 Summary report is attached. The plan has been designed to bring qualified women and members of minority groups into all levels and segments of Metropolitan's workforce in proportion to their representation in either the civilian or relevant labor markets.

The updated plan complies with all state and federal laws pertaining to affirmative action. There are two main components to the plan: 1) the technical analyses, which is essentially the math and statistics that aids in the identification of underutilization and the establishment of goals; and 2) the narrative, which describes the results of the technical analyses and any action-oriented programs Metropolitan intends to implement to help reduce the underutilization identified in its workforce. The workforce data used to update the plan has also been collected and analyzed in accordance with applicable regulations with the use of industry standard software.

The plan was created using a functional rather than an establishment approach, i.e., a separate plan was created for each functional group within Metropolitan with the required technical analysis performed based on the workforce in each group. Creating the plan in this manner permitted a comprehensive identification of Metropolitan's workforce with the ability to tie not only underutilization, but also recruitment efforts to the responsible management team. The expected outcome of this approach is an increased likelihood of success in meeting plan goals. Upon approval, the EEO Office will begin coordinating efforts to implement the action-oriented programs developed as result of the analysis conducted.

Based on the affirmative action plan, a baseline of March 31, 2005 has been established. This was the snapshot date that initial workforce data was compiled to update the plan. The data collected provides baseline information against which the EEO Office will measure changes on a quarterly basis and evaluate progress. The tables in this section were created using the baseline data collected and analyzed for the affirmative action plan. All future reports will show a comparison using these baseline numbers.

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As of March 31, 2005, Metropolitan’s workforce consisted of a total of 1907 employees. Table 1.1 shows that the workforce on this date was roughly 28% female and 44% minority, with the largest percent of the minority workforce being Hispanic (18.46%).

**Table 1.1
Metropolitan’s Total Workforce
(4/1/2004 through 3/31/2005)**

	3/31/2005	
Total	1907	
	N	%*
Male	1380	72.36%
Female	527	27.64%
White	1077	56.48%
Minorities	830	43.52%
Asian/Pacific Islander	283	14.84%
Black	177	9.28%
Hispanic	352	18.46%
Native American/ Alaskan Native	18	.94%

* Percent of Total.

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Table 1.2 below shows a breakdown of the gender and race of the workforce by EEO-4 category as of March 31, 2005. The largest numbers of employees are found in the categories of Professionals (545 employees) and Skilled Crafts (410 employees) categories. These two categories account for 50.08% of the workforce.

**Table 1.2
Workforce By EEO Category
(4/1/2004 through 3/31/2005)**

	Officials & Administrators		Professionals		Technicians		Protective Service		Para Professionals		Office/ Clerical		Skilled Crafts		Service Maintenance	
Total	269		545		340		5		152		55		410		131	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	210	78.07%	333	61.10%	279	82.06%	5	100.00%	34	22.37%	16	29.09%	406	99.02%	97	74.05%
Female	59	21.93%	212	38.90%	61	17.94%	0	0%	118	77.63%	39	70.91%	4	.98%	34	25.95%
White	174	64.68%	287	52.66%	210	61.76%	5	100.00%	53	34.87%	15	27.27%	262	63.90%	71	54.20%
Minorities	95	35.32%	258	47.34%	130	38.24%	0	0%	99	65.13%	40	72.73%	148	36.10%	60	45.80%
Asian/ Pacific Islander	37	13.75%	136	24.95%	60	17.65%	0	0%	20	13.16%	8	14.55%	15	3.66%	7	5.34%
Black	23	8.55%	44	8.07%	19	5.59%	0	0%	41	26.97%	17	30.91%	24	5.85%	9	6.87%
Hispanic	33	12.27%	74	13.58%	48	14.12%	0	0%	37	24.34%	15	27.27%	103	25.12%	42	32.06%
Native Amer/ Alaskan Native	2	.74%	4	.73%	3	.88%	0	0%	1	.66%	0	0%	6	1.46%	2	1.53%

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Table 1.3 below shows a breakdown of the gender and race of the workforce by functional group as of March 31, 2005. The largest numbers of employees are found in Water System Operations (943 employees) and Corporate Resources (635 employees). These two categories account for roughly 83% of the workforce.

**Table 1.3
Workforce by Functional Group
(4/1/2004 through 3/31/2005)**

	Chief Executive Office		Chief Financial Office		Corporate Resources		Water System Operations		External Affairs		Audit/Legal/Ethics		Water Resource Management	
Total	82		54		635		943		60		49		84	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	21	25.61%	23	42.59%	457	71.97%	778	82.50%	22	36.67%	23	46.94%	56	66.67%
Female	61	74.39%	31	57.41%	178	28.03%	165	17.50%	38	63.33%	26	53.06%	28	33.33%
White	28	34.15%	21	38.89%	330	51.97%	585	62.04%	32	53.33%	30	61.22%	51	60.71%
Minorities	54	65.85%	33	61.11%	305	48.03%	358	37.96%	28	46.67%	19	38.78%	33	39.29%
Asian/ Pacific Islander	13	15.85%	15	27.78%	138	21.73%	88	9.33%	3	5.00%	10	20.41%	16	19.05%
Black	18	21.95%	8	14.81%	69	10.87%	58	6.15%	13	21.67%	3	6.12%	8	9.52%
Hispanic	22	26.83%	10	18.52%	95	14.96%	198	21.00%	12	20.00%	6	12.24%	9	10.71%
Native Amer/ Alaskan Native	1	1.22%	0	0%	3	.47%	14	1.48%	0	0%	0	0%	0	0%

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Table 1.4 shows that for the period of April 1, 2004 through March 31, 2005, Metropolitan received a total of 3249 applications. These applications include both qualified and unqualified candidates. Female applicants accounted for 36.32 % while minority applicants accounted for 57.03%.

Table 1.4
Total Applicants
(4/1/2004 through 3/31/2005)

	3/31/2005	
Total	3249	
	N	%*
Male	2022	62.23%
Female	1180	36.32%
Undeclared	47	1.45%
White	1228	37.80%
Minorities	1853	57.03%
Asian/Pacific Islander	610	18.78%
Black	474	14.59%
Hispanic	740	22.78%
Native American/ Alaskan Native	29	.89%
Undeclared	168	5.17%

* Percent of Total.

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Table 1.5 below shows a breakdown of the gender and race of applicants by EEO-4 category for the period April 1, 2004 through March 31, 2005. The largest number of applicants is found in the Paraprofessionals category (907 applicants) and second in the Professionals category (776 applicants). These two categories account for 51.80% of applications received overall.

**Table 1.5
Applicants By EEO Category
(4/1/2004 through 3/31/2005)**

	Officials & Administrators		Professionals		Technicians		Protective Service		Para Professionals		Office/ Clerical		Skilled Crafts		Service Maintenance	
Total	223		776		368		0		907		321		479		175	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	173	77.58%	427	55.03%	345	93.75%	0	0%	453	49.94%	41	12.77%	463	96.66%	120	68.57%
Female	48	21.52%	343	44.20%	19	5.16%	0	0%	424	46.75%	280	87.23%	11	2.30%	55	31.43%
Undeclared	2	.90%	6	.77%	4	1.09%	0	0%	30	3.31%	0	0%	5	1.04%	0	0%
White	104	46.64%	306	39.43%	150	40.76%	0	0%	209	23.04%	59	18.38%	295	61.59%	105	60.00%
Minorities	93	41.70%	434	55.93%	198	53.80%	0	0%	639	70.45%	248	77.26%	175	36.53%	66	37.71%
Asian/ Pacific Islander	47	21.08%	200	25.77%	77	20.92%	0	0%	184	20.29%	56	17.45%	36	7.52%	10	5.71%
Black	24	10.76%	111	14.30%	32	8.70%	0	0%	179	19.74%	92	28.66%	20	4.18%	16	9.14%
Hispanic Native Amer/ Alaskan Native	21	9.42%	117	15.08%	83	22.55%	0	0%	269	29.66%	98	30.53%	114	23.80%	38	21.71%
Undeclared	1	.45%	6	.77%	6	1.63%	0	0%	7	.77%	2	.62%	5	1.04%	2	1.14%
Undeclared	26	11.66%	36	4.64%	20	5.43%	0	0%	59	6.50%	14	4.36%	9	1.88%	4	2.29%

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Table 1.6 below shows a breakdown of the gender and race of applicants by functional group for the period April 1, 2004 through March 31, 2005. The largest numbers of applicants are found in Water System Operations (1573 applicants) and Corporate Resources (829 applicants). These two categories account for roughly 74% of applications received overall.

Table 1.6
Applicants by Functional Group
(4/1/2004 through 3/31/2005)

	Chief Executive Office		Chief Financial Office		Corporate Resources		Water System Operations		External Affairs		Audit/Legal/Ethics		Water Resource Management	
Total	297		266		829		1573		123		62		99	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	66	22.22%	78	29.32%	506	61.04%	1274	80.99%	31	25.20%	24	38.71%	43	43.43%
Female	231	77.78%	187	70.30%	305	36.79%	272	17.29%	91	73.98%	38	61.29%	56	56.57%
Undeclared	0	0%	1	.38%	18	2.17%	27	1.72%	1	.81%	0	0%	0	0%
White	77	25.93%	46	17.29%	266	32.09%	735	46.73%	49	39.84%	28	45.16%	27	27.27%
Minorities	206	69.36%	205	77.07%	499	60.19%	779	49.52%	69	56.10%	29	46.77%	66	66.67%
Asian/Pacific Islander	39	13.13%	113	42.48%	205	24.73%	203	12.91%	14	11.38%	13	20.97%	23	23.23%
Black	75	25.25%	45	16.92%	127	15.32%	166	10.55%	27	21.95%	11	17.74%	23	23.23%
Hispanic	89	29.97%	46	17.29%	159	19.18%	394	25.05%	27	21.95%	5	8.06%	20	20.20%
Native Amer/Alaskan Native	3	1.01%	1	.38%	8	.97%	16	1.02%	1	.81%	0	0%	0	0%
Undeclared	14	4.71%	15	5.64%	64	7.72%	59	3.75%	5	4.07%	5	8.06%	6	6.06%

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Table 1.7 shows that for the period of April 1, 2004 through March 31, 2005, Metropolitan hired a total of 145 employees. Female hires accounted for 31.03 % while minority hires accounted for 44.83%

Table 1.7
Total Hires
(4/1/2004 through 3/31/2005)

	3/31/2005	
Total	145	
	N	%*
Male	100	68.97%
Female	45	31.03%
White	80	55.17%
Minorities	65	44.83%
Asian/Pacific Islander	22	15.17%
Black	15	10.34%
Hispanic	26	17.93%
Native American/ Alaskan Native	2	1.38%

* Percent of Total.

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Table 1.8 below shows a breakdown of the gender and race of hires by EEO-4 category for the period April 1, 2004 through March 31, 2005. The largest number of hires is found in the Skilled Crafts category (48 hires).

**Table 1.8
Hires By EEO Category
(4/1/2004 through 3/31/2005)**

	Officials & Administrators		Professionals		Technicians		Protective Service		Para Professionals		Office/ Clerical		Skilled Crafts		Service Maintenance	
Total	4		30		11		0		15		6		48		31	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	4	100.00%	17	56.67%	9	81.82%	0	0%	4	26.67%	1	16.67%	48	100.00%	17	54.84%
Female	0	0%	13	43.33%	2	18.18%	0	0%	11	73.33%	5	83.33%	0	0%	14	45.16%
White	3	75.00%	15	50.00%	9	81.82%	0	0%	6	40.00%	0	0%	28	58.33%	19	61.29%
Minorities	1	25.00%	15	50.00%	2	18.18%	0	0%	9	60.00%	6	100.00%	20	41.67%	12	38.71%
Asian/ Pacific Islander	0	0%	9	30.00%	2	18.18%	0	0%	2	13.33%	1	16.67%	4	8.33%	4	12.90%
Black	1	25.00%	3	10.00%	0	0%	0	0%	4	26.67%	3	50.00%	3	6.25%	1	3.23%
Hispanic	0	0%	2	6.67%	0	0%	0	0%	3	20.00%	2	33.33%	13	27.08%	6	19.35%
Native Amer/ Alaskan Native	0	0%	1	3.33%	0	0%	0	0%	0	0%	0	0%	0	0%	1	3.23%

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Table 1.9 below shows a breakdown of the gender and race of hires by functional group for the period April 1, 2004 through March 31, 2005. The largest number of hires is found in Water System Operations (93 hires) and Corporate Resources (25 hires). These two categories account for roughly 81% of hires.

**Table 1.9
Hires by Functional Group
(4/1/2004 through 3/31/2005)**

	Chief Executive Office		Chief Financial Office		Corporate Resources		Water System Operations		External Affairs		Audit/Legal/Ethics		Water Resource Management	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Total	0		14		25		93		0		6		7	
Male	0	0%	3	21.43%	16	64.00%	72	77.42%	0	0%	5	83.33%	4	57.14%
Female	0	0%	11	78.57%	9	36.00%	21	22.58%	0	0%	1	16.67%	3	42.86%
White	0	0%	2	14.29%	15	60.00%	55	59.14%	0	0%	4	66.67%	4	57.14%
Minorities	0	0%	12	85.71%	10	40.00%	38	40.86%	0	0%	2	33.33%	3	42.86%
Asian/ Pacific Islander	0	0%	4	28.57%	5	20.00%	10	10.75%	0	0%	1	16.67%	2	28.57%
Black	0	0%	4	28.57%	2	8.00%	7	7.53%	0	0%	1	16.67%	1	14.29%
Hispanic	0	0%	4	28.57%	2	8.00%	20	21.51%	0	0%	0	0%	0	0%
Native Amer/ Alaskan Native	0	0%	0	0%	1	4.00%	1	1.08%	0	0%	0	0%	0	0%

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Table 1.10 shows that for the period of April 1, 2004 through March 31, 2005, Metropolitan promoted a total of 128 employees. Females promoted accounted for 28.91 % while minorities promoted accounted for 43.75%

Table 1.10
Total Promotions
(4/1/2004 through 3/31/2005)

	3/31/2005	
Total	128	
	N	%*
Male	91	71.09%
Female	37	28.91%
White	72	56.25%
Minorities	56	43.75%
Asian/Pacific Islander	19	14.84%
Black	8	6.25%
Hispanic	27	21.09%
Native American/ Alaskan Native	2	1.56%

* Percent of Total.

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Table 1.11 below shows a breakdown of the gender and race of promotions by EEO-4 category for the period April 1, 2004 through March 31, 2005. The largest numbers of promotions are found in the Professionals (48 promotions) and Officials and Administrators (23 promotions) categories.

**Table 1.11
Promotions By EEO Category
(4/1/2004 through 3/31/2005)**

	Officials & Administrators		Professionals		Technicians		Protective Service		Para Professionals		Office/ Clerical		Skilled Crafts		Service Maintenance	
Total	23		48		22		0		8		2		17		8	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	19	82.61%	24	50.00%	21	95.45%	0	0%	3	37.50%	0	0%	17	100.00%	7	87.50%
Female	4	17.39%	24	50.00%	1	4.55%	0	0%	5	62.50%	2	100.00%	0	0%	1	12.50%
White	14	60.87%	24	50.00%	14	63.64%	0	0%	4	50.00%	0	0%	10	58.82%	6	75.00%
Minorities	9	39.13%	24	50.00%	8	36.36%	0	0%	4	50.00%	2	100.00%	7	41.18%	2	25.00%
Asian/ Pacific Islander	3	13.04%	10	20.83%	3	13.64%	0	0%	1	12.50%	1	50.00%	1	5.88%	0	0%
Black	2	8.70%	2	4.17%	0	0%	0	0%	2	25.00%	0	0%	1	5.88%	1	12.50%
Hispanic	3	13.04%	11	22.92%	5	22.73%	0	0%	1	12.50%	1	50.00%	5	29.41%	1	12.50%
Native Amer/ Alaskan Native	1	4.35%	1	2.08%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%

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Table 1.12 below shows a breakdown of the gender and race of promotions by functional group for the period April 1, 2004 through March 31, 2005. The largest numbers of promotions are found in Water System Operations (61) and Corporate Resources (32). These two categories account for roughly 73% of the promotions.

**Table 1.12
Promotions by Functional Group
(4/1/2004 through 3/31/2005)**

	Chief Executive Office		Chief Financial Office		Corporate Resources		Water System Operations		External Affairs		Audit/Legal/Ethics		Water Resource Management	
Total	7		7		32		61		9		5		7	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	3	42.86%	3	42.86%	30	93.75%	48	78.69%	3	33.33%	2	40.00%	2	28.57%
Female	4	57.14%	4	57.14%	2	6.25%	13	21.31%	6	66.67%	3	60.00%	5	71.43%
White	2	28.57%	4	57.14%	18	56.25%	38	62.30%	4	44.44%	2	40.00%	4	57.14%
Minorities	5	71.43%	3	42.86%	14	43.75%	23	37.70%	5	55.56%	3	60.00%	3	42.86%
Asian/ Pacific Islander	0	0%	2	28.57%	5	15.63%	9	14.75%	1	11.11%	2	40.00%	0	0%
Black	3	42.86%	0	0%	0	0%	3	4.92%	1	11.11%	0	0%	1	14.29%
Hispanic	2	28.57%	1	14.29%	8	25.00%	10	16.39%	3	33.33%	1	20.00%	2	28.57%
Native Amer/ Alaskan Native	0	0%	0	0%	1	3.13%	1	1.64%	0	0%	0	0%	0	0%

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Table 1.13 shows that for the period of April 1, 2004 through March 31, 2005, a total of 43 employees retired from Metropolitan. Males who retired accounted for 83.72 % while white employees who retired accounted for 74.42 %.

Table 1.13
Total Retirements
(4/1/2004 through 3/31/2005)

	3/31/2005	
Total	43	
	N	%*
Male	36	83.72%
Female	7	16.28%
White	32	74.42%
Minorities	11	25.58%
Asian/Pacific Islander	3	6.98%
Black	2	4.65%
Hispanic	5	11.63%
Native American/ Alaskan Native	1	2.33%

* Percent of Total.

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Table 1.14 below shows a breakdown of the gender and race of retirements by EEO-4 category for the period April 1, 2004 through March 31, 2005. The largest numbers of employee retirements are found in the Professionals (12) and Skilled Crafts (10) categories.

Table 1.14
Retirements By EEO Category
(4/1/2004 through 3/31/2005)

	Officials & Administrators		Professionals		Technicians		Protective Service		Para Professionals		Office/ Clerical		Skilled Crafts		Service Maintenance	
Total	7		12		7		0		6		0		10		1	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	7	100.00%	11	91.67%	7	100.00%	0	0%	1	16.67%	0	0%	9	90.00%	1	100.00%
Female	0	0%	1	8.33%	0	0%	0	0%	5	83.33%	0	0%	1	10.00%	0	0%
White	6	85.71%	11	91.67%	5	71.43%	0	0%	3	50.00%	0	0%	6	60.00%	1	100.00%
Minorities	1	14.29%	1	8.33%	2	28.57%	0	0%	3	50.00%	0	0%	4	40.00%	0	0%
Asian/ Pacific Islander	1	14.29%	1	8.33%	1	14.29%	0	0%	0	0%	0	0%	0	0%	0	0%
Black	0	0%	0	0%	0	0%	0	0%	1	16.67%	0	0%	1	10.00%	0	0%
Hispanic	0	0%	0	0%	1	14.29%	0	0%	2	33.33%	0	0%	2	20.00%	0	0%
Native Amer/ Alaskan Native	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	1	10.00%	0	0%

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Table 1.15 below shows a breakdown of the gender and race of employees who retired by functional group for the period April 1, 2004 through March 31, 2005. The largest numbers of retirements are found in Water System Operations (23) and Corporate Resources (12). These two categories account for roughly 81% of retirements.

Table 1.15
Retirements by Functional Group
(4/1/2004 through 3/31/2005)

	Chief Executive Office		Chief Financial Office		Corporate Resources		Water System Operations		External Affairs		Audit/Legal/Ethics		Water Resource Management	
Total	1		2		12		23		1		2		2	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	0	0%	1	50.00%	10	83.33%	20	86.96%	1	100.00%	2	100.00%	2	100.00%
Female	1	100.00%	1	50.00%	2	16.67%	3	13.04%	0	0%	0	0%	0	0%
White	0	0%	1	50.00%	10	83.33%	16	69.57%	1	100.00%	2	100.00%	2	100.00%
Minorities	1	100.00%	1	50.00%	2	16.67%	7	30.43%	0	0%	0	0%	0	0%
Asian/Pacific Islander	0	0%	1	50.00%	1	8.33%	1	4.35%	0	0%	0	0%	0	0%
Black	0	0%	0	0%	1	8.33%	1	4.35%	0	0%	0	0%	0	0%
Hispanic	1	100.00%	0	0%	0	0%	4	17.39%	0	0%	0	0%	0	0%
Native Amer/Alaskan Native	0	0%	0	0%	0	0%	1	4.35%	0	0%	0	0%	0	0%

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

Table 1.16 shows that for the period of April 1, 2004 through March 31, 2005, a total of 61 employees separated from Metropolitan. Female employees who separated accounted for 18.03% while minorities who separated accounted for 36.07%.

Table 1.16
Total Separations
Does not include retirements
(4/1/2004 through 3/31/2005)

		3/31/2005
Total	61	
	N	%*
Male	50	81.97%
Female	11	18.03%
White	39	63.93%
Minorities	22	36.07%
Asian/Pacific Islander	6	9.84%
Black	8	13.11%
Hispanic	8	13.11%
Native American/ Alaskan Native	0	0%

* Percent of Total.

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

Table 1.17 below shows a breakdown of the gender and race of employees separated by EEO-4 category for the period April 1, 2004 through March 31, 2005. The largest number of separations is found in the Skilled Crafts (33) category.

Table 1.17
Separations By EEO Category
Does not include retirements
(4/1/2004 through 3/31/2005)

	Officials & Administrators		Professionals		Technicians		Protective Service		Para Professionals		Office/ Clerical		Skilled Crafts		Service Maintenance	
Total	5		15		4		0		3		0		33		1	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	4	80.00%	10	66.67%	3	75.00%	0	0%	0	0%	0	0%	33	100.00%	0	0%
Female	1	20.00	5	33.33%	1	25.00%	0	0%	3	100.00%	0	0%	0	0%	1	100.00%
White	4	80.00%	8	53.33%	3	75.00%	0	0%	2	66.67%	0	0%	22	66.67%	0	0%
Minorities	1	20.00%	7	46.66%	1	25.00%	0	0%	1	33.33%	0	0%	11	33.33%	1	100.00%
Asian/ Pacific Islander	0	0%	3	20.00%	0	0%	0	0%	0	0%	0	0%	3	9.09%	0	0%
Black	1	20.00%	3	20.00%	1	25.00%	0	0%	1	33.33%	0	0%	2	6.06%	0	0%
Hispanic	0	0%	1	6.66%	0	0%	0	0%	0	0%	0	0%	6	18.18%	1	100.00%
Native Amer/ Alaskan Native	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

Table 1.18 below shows a breakdown of the gender and race of separations by functional group for the period April 1, 2004 through March 31, 2005. The largest number of separations is found in Water System Operations (45). This category accounts for roughly 74% of separations.

Table 1.18
Separations By Functional Group
Does not include retirements
(4/1/2004 through 3/31/2005)

	Chief Executive Office		Chief Financial Office		Corporate Resources		Water System Operations		External Affairs		Audit/Legal/Ethics		Water Resource Management	
Total	4		2		6		45		0		3		1	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Male	3	75.00%	1	50.00%	3	50.00%	40	88.89%	0	0%	2	66.67%	1	100.00%
Female	1	25.00%	1	50.00%	3	50.00%	5	11.11%	0	0%	1	33.33%	0	0%
White	1	25.00%	0	0%	5	83.33%	31	68.89%	0	0%	2	66.67%	0	0%
Minorities	3	75.00%	2	100.00%	1	16.67%	14	31.11%	0	0%	1	33.33%	1	100.00%
Asian/Pacific Islander	0	0%	0	0%	1	16.67%	3	6.67%	0	0%	1	33.33%	1	100.00%
Black	3	75.00%	2	100.00%	0	0%	3	6.67%	0	0%	0	0%	0	0%
Hispanic	0	0%	0	0%	0	0%	8	17.78%	0	0%	0	0%	0	0%
Native Amer/Alaskan Native	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

As part of the affirmative action plan, a workforce analysis was conducted individually for every job title in a given functional group. Job titles were then grouped for comparison and for setting goals. Based on analyses of comparing the percentage of incumbents in each job group to their corresponding availability, areas where minorities and/or women are represented less than the percentage available was identified.

Placement goals were established when the percentage employed was less than the percentage available. Placement goals are used as a tool to aid in eliminating barriers to equal employment opportunity for females and minorities, rather than rigid quotas that must be achieved through race-based or gender-based preferences. Metropolitan does not select candidates on the basis of race or gender. Instead, Metropolitan evaluates its recruitment and advertising efforts to ensure an adequate pool of qualified applicants, including minority and/or women, from which to make selections. These goals are a guidepost against which Metropolitan can measure progress in remedying the identified deficiencies in the workforce.

There are a total of 24 job groups where minorities were represented less than their availability and a total of 21 job groups where women were represented less than their availability. A complete summary of underutilization and placement goals is attached to the summary of the affirmative action plan. Goals for each job group were established at the current availability for the job group.

Table 1.19 identifies the job groups in which there is a statistical significance in the lack of representation by minorities or women. It shows that minorities were represented less than their availability in job group CR3D Technicians, WRM2B Professionals, WSO1B Managers, and WSO7B Skilled Craft. Women were represented less than their availability in job group CR1D Managers, CR2B Professionals, CR3D Technicians, WRM2B Professionals, and WSO7B Skilled Craft. Placement goals have been established for each job group.

Table 1.19
Underutilization and Placement Goals

<i>Job group where <u>Minorities</u> were represented less than their availability</i>	Placement Goal	<i>Job group where <u>Women</u> were represented less than their availability</i>	Placement Goal
CR3D Technicians	9	CR1D Managers	7
WRM2B Professionals	7	CR2B Professionals	14
WSO1B Managers	11	CR3D Technicians	9
WSO7B Skilled Craft	24	WRM2B Professionals	6
		WSO7B Skilled Craft	19

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

II. APPLICANT AND WORKFORCE DEMOGRAPHICS

This section contains a comparison of workforce and applicant activity for two six-month periods ending in June 2004 and December 2004. Future reports will have a comparison that includes the baseline numbers established as of March 31, 2005. These statistics include both qualified and unqualified applicants.

As of December 31, 2004, Metropolitan received a total of 1,642 applications in response to 95 recruitments. The number of applications received has decreased from the prior six-month period. Table 2.1 shows that 46.59% of applications received came from female applicants and 59.20% came from applicants belonging to a minority group. The percentage of applications received from females and applicants belonging to a minority group has increased during the comparison period.

**Table 2.1
Applicant Demographics Table**

	<u>1/04 through 6/04</u>		<u>7/04 through 12/04</u>	
Total	2,212		1,642	
	N	%*	N	%*
Male	1,375	62.16%	874	53.23%
Female	821	37.12%	765	46.59%
Unknown Gender	16	.72%	3	.18%
White	911	41.18%	571	34.77%
Minorities	1,195	54.02%	972	59.20%
Asian/Pacific Islander	526	23.78%	338	20.58%
Black	256	11.57%	291	17.72%
Hispanic	392	17.72%	328	19.98%
Native American/ Alaskan Native	21	.95%	15	.91%
Unknown Race	106	4.79%	99	6.03%

*Percent of Total.

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

As of December 31, 2004, Metropolitan’s workforce consisted of a total of 1924 employees, a number that has increased from the prior six-month period. Table 2.2 shows that the workforce is roughly 27% female and 43% minority, with the largest percent of the minority workforce being Hispanic (18.50%).

**Table 2.2
Metropolitan’s Total Workforce**

	<u>6/30/04</u>		<u>12/31/04</u>	
Total	1897		1924	
	N	%*	N	%*
Male	1393	73.43%	1402	72.87%
Female	504	26.57%	522	27.13%
White	1084	57.14%	1091	56.70%
Minorities	813	42.86%	833	43.30%
Asian/Pacific Islander	276	14.55%	286	14.86%
Black	171	9.01%	172	8.94%
Hispanic	349	18.40%	356	18.50%
Native American/ Alaskan Native	17	.90%	19	.99%

* Percent of Total.

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

Table 2.3 shows Metropolitan's hiring activity from July 1, 2004 to December 31, 2004, comparing it to the prior six-month period. Metropolitan hired 72 employees during this period. Of those hired, 28 (38.89%) were female and 35 (48.61%) were minorities, with the largest percent of minority hires being Asian/Pacific Islander (19.44%).

**Table 2.3
Metropolitan's Hiring Activity**

	<u>1/04 through 6/04</u>		<u>7/04 though 12/04</u>	
Total	60		72	
	N	%*	N	%*
Male	49	81.67%	44	61.11%
Female	11	18.33%	28	38.89%
White	35	58.33%	37	51.39%
Minorities	25	41.67%	35	48.61%
Asian/Pacific Islander	7	11.67%	14	19.44%
Black	4	6.67%	6	8.33%
Hispanic	14	23.33%	13	18.06%
Native American/ Alaskan Native	0	0%	2	2.78%

* Percent of Total

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

Table 2.4 shows the promotional activity from July 1, 2004 to December 31, 2004, comparing it to the prior six-month period. A total of 56 promotions occurred during this reporting period. Twenty-five (44.64%) were awarded to persons belonging to a minority group and 18 (32.14%) to females.

**Table 2.4
Metropolitan’s Promotional Activity**

	<u>1/04 through 6/04</u>		<u>7/04 though 12/04</u>	
Total	89		56	
	N	%*	N	%*
Male	62	69.66%	38	67.86%
Female	27	30.34%	18	32.14%
White	48	53.93%	31	55.36%
Minorities	41	46.07%	25	44.64%
Asian/Pacific Islander	13	14.61%	7	12.50%
Black	12	13.48%	2	3.57%
Hispanic	14	15.73%	15	26.79%
Native American/ Alaskan Native	2	2.25%	1	1.79%

* Percent of Total

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

Table 2.5 shows the retirement activity for workforce during this reporting period. During this period, 19 employees retired from Metropolitan. Three (15.79%) belonged to a minority group and one (5.26%) was female. The largest number of retirements in the workforce continues to occur amongst male and white employees.

**Table 2.5
Metropolitan's Retirement Activity**

	<u>1/04 through 6/04</u>		<u>7/04 though 12/04</u>	
Total	21		19	
	N	%*	N	%*
Male	15	71.43%	18	94.74%
Female	6	28.57%	1	5.26%
White	16	76.19%	16	84.21%
Minorities	5	23.81%	3	15.79%
Asian/Pacific Islander	1	4.76%	1	5.26%
Black	1	4.76%	1	5.26%
Hispanic	3	14.29%	1	5.26%
Native American/ Alaskan Native	0	0%	0	0%

* Percent of Total

Board Report (Semiannual report on Equal Employment Opportunity and Affirmative Action)

Table 2.6 shows the separation activity for the workforce from July 1, 2004 through December 31, 2004. During this period 21 employees separated from Metropolitan. Nine (42.86%) belonged to a minority group and six (28.57%) were female. Overall, two more separations occurred during this reporting period compared to the prior period. The largest percent of separations continues to occur in the male workforce.

**Table 2.6
Metropolitan’s Separation Activity
(Does not include retirements)**

	<u>1/04 through 6/04</u>		<u>7/04 though 12/04</u>	
Total	19		21	
	N	%*	N	%*
Male	14	73.68%	15	71.43%
Female	5	26.32%	6	28.57%
White	10	52.63%	12	57.14%
Minorities	9	47.37%	9	42.86%
Asian/Pacific Islander	2	10.53%	3	14.29%
Black	3	15.79%	3	14.29%
Hispanic	4	21.05%	3	14.29%
Native American/ Alaskan Native	0	0%	0	0%

* Percent of Total

III. EEO DISCRIMINATION COMPLAINTS

Addressing EEO complaints has been a priority for the EEO Office. The impact on work relations and productivity while an investigation is being conducted is a strong incentive to efficiently, timely, and thoroughly address EEO concerns while maintaining confidentiality and protecting the rights of the parties and witnesses. The primary goal of the EEO Office has been to have all EEO complaint investigations completed within 120 days for complaints investigated internally and 180 days for complaints investigated externally. Additionally, the EEO Office is responsible for responding to any charges of discrimination filed with outside state or federal agencies, such as the DFEH or the EEOC.

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The total number of discrimination complaints received by the EEO Office is shown in Table 3.1 below, comparing the first six-months of 2004 with the last six-months of 2004. Table 3.1 shows that one less complaint was received overall in the latter six-month period, with a decrease in the number of complaints filed with outside agencies.

**Table 3.1
EEO Complaints Received and Method of Handling**

	1/04 through 6/04	7/04 through 12/04
Total	11	10
Internal Complaints	5	6
Internal Investigator	3	3
External Investigator	0	2
Not investigated (outside EEO scope)	2	1
Complaints filed with an outside agency	6	4

Table 3.2 shows the types of allegations that were claimed in the discrimination complaints received by the EEO Office during the indicated time periods.

**Table 3.2
EEO Complaint Allegation Basis**

Basis for Allegations of Discrimination*	1/04 through 6/04	7/04 through 12/04
Age	3	1
Disability	2	1
Gender/Sex	3	4
Marital Status	0	0
Medical Condition	1	1
National Origin/Ancestry	1	1
Pregnancy	0	0
Race/Color	2	3
Religion	0	0
Retaliation	2	5
Sexual Orientation	0	0

*A complaint may be filed with multiple bases.

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Table 3.3 shows the total number of discrimination complaints closed by the EEO Office, comparing the first six-months of 2004 with the last six-months of 2004. Even though there were fewer complaints closed in the latter six-month period, there was a decrease in the number of complaints received during that same time period. Only one allegation was substantiated.

Table 3.3
Closed EEO Complaints and Findings

	1/04 through 6/04	7/04 through 12/04
Total	16	15
Internal Complaints	13	12
Substantiated Allegations	1	1
Unsubstantiated Allegations	7	10
Withdrawn by Complainant	2	1
Not investigated (outside EEO scope)	3	0
Complaints filed with an outside agency	3	3
Finding of Violation	0	0
No Finding of Violation	3	3

Policy

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

Metropolitan Water District Operating Policy No. H-07

Fiscal Impact

None

Lynndy Kennedy *Date*
Manager of Human Resources

Debra C. Man *Date*
Acting CEO/General Manager