



Annual Report on Equal Employment Opportunity Policy, Affirmative Action Program and Nondiscrimination Program

Organization, Personnel & Technology Committee
Item 6b

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Equal Employment Opportunity Program

- Affirmative Action Program
- Nondiscrimination Program
- Workforce Analysis
- Positive Outreach and Recruitment Efforts

Affirmative Action Program

- As a “federal contractor,” Metropolitan is required to prepare an AAP for covered veterans and for persons with disabilities
- Metropolitan’s current AAP covers the reporting period of July 1, 2012 through June 30, 2013.

Affirmative Action Plan

- A written narrative describing:
 - Metropolitan's commitment – EEO Policy Statement
 - Actions it has taken or intends to implement related to employing and advancing in employment covered veterans and persons with disabilities
 - Efforts to ensure equal employment opportunity
- A total of 11 areas are covered in the AAP

Implementation of the AAP

- Action items have been developed in the following areas:
 - Efforts to eliminate any non-job related barriers to employment, promotion or training
 - Review of policies, practices and procedures
 - Ensure employment decisions are made without regard to any protected category
 - Ensure reasonable accommodation is provided in accordance with the law
 - Engage in outreach efforts to increase qualified applicants who are veterans and persons with disabilities

Implementation of the AAP

- The policy statement has been posted and made available to the workforce
- Management training is being conducted and includes a review of the policy statement and management responsibilities

Veterans Reporting - Twelve Month Period Ending 9/1/12

Total Veterans – 66	VETS-100	VETS-100A
Special Disabled Veterans	4	N/A
Vietnam Era Veterans	32	N/A
Other Protected Veterans	39	48
Recently Separated Veterans	0	2
Newly Hired Special Disabled Veterans	1	N/A
Newly Hired Vietnam Era Veterans	0	N/A
Newly Hired Other Protected Veterans	3	2
Newly Hired Recently Separated	0	0
Disabled Veterans	N/A	13
Armed Forces Service Medal Veterans	N/A	24
Newly Hired Disabled Veterans	N/A	2
Newly Hired Armed Forces Service Medal Veterans	N/A	0

Nondiscrimination Program

- As a “state contractor” Metropolitan is obligated to prepare and implement a Nondiscrimination Program for the purpose of:
 - Ensuring equal employment opportunity for all employees and applicants
 - Remediating any underutilization of minorities and/or women identified by analysis

Nondiscrimination Program

- Metropolitan's current NDP covers the reporting period of July 1, 2011 through June 30, 2012.
- The program was developed using a function approach which:
 - Permits the identification of employment actions to the responsible decision makers
 - Increase the likelihood of success in meeting program objectives

Nondiscrimination Program

- The NDP has two parts:
 - Written narrative
 - Reaffirms Metropolitan's commitment to EEO
 - Describes actions taken or intends to implement related to employing and advancing in employment women and minorities
 - Describes efforts to ensure equal opportunity and measure effectiveness

Nondiscrimination Program

- Technical analyses
 - Workforce Analysis – illustrates employment patterns by showing the number of incumbents by title, salary, ethnicity and gender
 - Utilization Analysis – illustrates when there is statistically significantly fewer minorities or women in a particular job group than would reasonably be expected given the relevant labor area
 - Identifies any existing practices which resulted in disproportionately inhibiting employment, promotion or retention of women or minorities and aides with development of programs

Implementation of the NDP

- The reaffirmation statement has been posted and made available to the workforce
- Management training is being conducted and includes a review of management responsibilities
- Action items have been and are being implemented
- Undertaking outreach efforts to increase qualified women and minority applicants for vacancies

Metropolitan's Workforce as of 12/31/12

Total	1770	
Male	1306	73.8%
Female	464	26.2%
White	955	54%
Minorities	815	46%
Asian/Pacific Islander	288	16.3%
Black	141	8%
Hispanic	375	21.2%
Native American/Alaskan Native	11	.6%

Workforce by Group as of 12/31/12

Total Employees	1770	
Audit/Legal/Ethics	52	2.9%
Business Technology	219	12.4%
Chief Financial Officer	44	2.5%
External Affairs	41	2.3%
Engineering Services	349	19.7%
General Manager	37	2.1%
Human Resources	45	2.5%
Real Property Development & Management	24	1.4%
Water Resource Management	58	3.3%
Water System Operations	901	50.9%

Workforce by EEO Category as of 12/31/12

Total Employees	1770	
Officials & Administrators	257	14.5%
Professionals	526	29.7%
Technicians	302	17.1%
Protective Service Workers	6	.3%
Paraprofessionals	133	7.5%
Administrative Support	17	1%
Skilled Craft Workers	442	25%
Service-Maintenance	87	4.9%

Workforce Comparison

	12/31/2008		12/31/2009		12/31/2010		12/31/2011		12/31/2012	
Total	1965		1936		1869		1778		1770	
Male	1430	72.8%	1410	72.8%	1369	73.2%	1303	73.3%	1306	73.8%
Female	535	27.2%	526	27.2%	500	26.8%	475	26.7%	464	26.2%
White	1068	54.3%	1055	54.5%	1017	54.4%	964	54.2%	955	54.0%
Minorities	897	45.7%	881	45.5%	852	45.6%	814	45.8%	815	46.0%
Asian/Pacific Islander	311	15.8%	303	15.6%	296	15.8%	286	16.1%	288	16.3%
Black	164	8.4%	161	8.3%	154	8.2%	146	8.2%	141	8.0%
Hispanic	409	20.8%	404	20.9%	391	20.9%	371	20.9%	375	21.2%
Native American/ Alaskan Native	13	.7%	13	.7%	11	.6%	11	.6%	11	.6%

Hiring Activity – 10/1/12 through 12/31/12

Total = 35 Hires	Regular 22		Temporary 13	
Male	16	72.7%	9	69.2%
Female	6	27.3%	4	30.8%
White	13	59.1%	5	38.5%
Minorities	9	40.9%	8	61.5%
Asian/Pacific Islander	5	22.7%	2	15.4%
Black	1	4.5%	1	7.7%
Hispanic	3	13.6%	5	38.5%
Native American/Alaskan Native	0	0%	0	0%

Hiring Activity

	Jan – Dec 2008		Jan – Dec 2009		Jan – Dec 2010		Jan – Dec 2011		Jan – Dec 2012	
Total	143		61		76		70		128	
Male	99	69.2%	48	78.7%	59	77.6%	49	70%	96	75%
Female	44	30.8%	13	21.3%	17	22.4%	21	30%	32	25%
White	66	46.2%	33	54.1%	46	60.5%	40	57.1%	69	53.9%
Minorities	76	53.1%	28	45.9%	30	39.5%	30	42.9%	59	46.1%
Asian/Pacific Islander	19	13.3%	5	8.2%	6	7.9%	8	11.4%	18	14.1%
Black	8	5.6%	7	11.5%	7	9.2%	8	11.4%	9	7%
Hispanic	48	33.6%	15	24.6%	16	21.1%	14	20%	32	25%
Native American/ Alaskan Native	1	.7%	1	1.6%	1	1.3%	0	0%	0	0%
Unknown	1	.7%	0	0%	0	0%	0	0%	0	0%

Promotional Activity - 10/1/12 through 12/31/12

Total	53	
Male	39	73.6%
Female	14	26.4%
White	30	56.6%
Minorities	23	43.4%
Asian/Pacific Islander	7	13.2%
Black	3	5.7%
Hispanic	13	24.5%
Native American/Alaskan Native	0	0%

Promotional Activity

	Jan – Dec 2008		Jan – Dec 2009		Jan – Dec 2010		Jan – Dec 2011		Jan – Dec 2012	
Total	170		91		150		179		190	
Male	118	69.4%	74	81.3%	115	76.7%	143	79.9%	146	76.8%
Female	52	30.6%	17	18.7%	35	23.3%	36	20.1%	44	23.2%
White	102	60.0%	44	48.4%	82	54.7%	90	50.3%	98	51.6%
Minorities	68	40.0%	47	51.6%	68	45.3%	89	49.7%	92	48.4%
Asian/Pacific Islander	20	11.8%	14	15.4%	23	15.3%	30	16.8%	24	12.6%
Black	13	7.6%	7	7.7%	7	4.7%	11	6.1%	12	6.3%
Hispanic	35	20.6%	26	28.6%	38	25.3%	48	26.8%	56	29.5%
Native American/ Alaskan Native	0	0%	0	0%	0	0%	0	0%	0	0%

Retirement Activity - 10/1/12 through 12/31/12

Total	49	
Male	33	67.3%
Female	16	32.7%
White	24	49%
Minorities	25	51%
Asian/Pacific Islander	9	18.4%
Black	7	14.3%
Hispanic	9	18.4%
Native American/Alaskan Native	0	0%

Retirement Activity

	Jan – Dec 2008		Jan – Dec 2009		Jan – Dec 2010		Jan – Dec 2011		Jan – Dec 2012	
Total	45		24		81		74		88	
Male	36	80%	19	79.2%	58	71.6%	52	70.3%	56	63.6%
Female	9	20%	5	20.8%	23	28.4%	22	29.7%	32	36.4%
White	24	53.3%	16	69.7%	52	64.2%	47	63.5%	51	58%
Minorities	21	46.7%	8	33.3%	29	35.8%	27	36.5%	37	42%
Asian/Pacific Islander	7	15.6%	5	20.8%	8	9.9%	10	13.5%	12	13.6%
Black	2	4.4%	2	8.3%	6	7.4%	7	9.5%	11	12.5%
Hispanic	10	22.2%	1	4.2%	14	17.3%	10	13.5%	14	15.9%
Native American/ Alaskan Native	2	4.4%	0	0%	1	1.2%	0	0%	0	0%

Separation Activity – 10/1/12 through 12/31/12

Total – 8 Separations	Regular 5		Temporary 3	
Male	4	80%	3	100%
Female	1	20%	0	0%
White	2	40%	1	3.3%
Minorities	3	60%	2	66.7%
Asian/Pacific Islander	0	0%	0	0%
Black	2	40%	0	0%
Hispanic	1	20%	2	66.7%
Native American/Alaskan Native	0	0%	0	0%

Workforce Data Summary

- The overall number of employees has decreased over the past 5 years with the ratio of males to females and whites to minorities virtually unchanged.
- Males remain the majority of the workforce with a more even distribution between white and minority employees.
- Hiring activity over the past 5 years was highest in 2008, at 143. In 2012 hiring activity increased over previous years which appears to correlate to the rise in retirements.

Workforce Data Summary

- Over the 5 year period, promotional activity peaked in 2012 at 190 which appears to correlate to the rise in retirements.
- Retirements over the 5 year period were at their lowest in 2009 and highest in 2012.
- The primary opportunity to impact MWD's workforce demographics continues to be through hiring opportunities.

Outreach and Recruitment Efforts

- Posting open positions to network of over 500 local Community & Diversity Organizations
- Developing partnerships with veterans, disabled persons, women and minority community organizations to increase qualified applicant pools
- Posting to California State Job Bank
- Participation in Job/Career Fairs
- Emailing of positions to veteran representatives and state workforce offices

Outreach and Recruitment Efforts

- Student Intern Programs
 - MWD
 - Cal Poly Pomona – Engineering & WSO WQ Lab
- WSO Pre-Apprentice Program
 - 2010 Eligibility list
 - Posted to wide range of job development organizations websites
 - Print ads
 - Participation in Job Fairs

