



## Semiannual report on Equal Employment Opportunity and Affirmative Action

### Summary

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This is the Annual Report on Metropolitan’s Equal Employment Opportunity and Affirmative Action Programs for calendar year 2017.

Total workforce count in 2017 for regular employees slightly increased over 2016. Male employees continue to make up the largest share of the workforce. The majority of those hired or promoted were minority employees. The number of employees who retired decreased from the previous year, with male and white employees retiring at a higher rate than others.

Metropolitan is currently updating its Affirmative Action Programs and Nondiscrimination Programs for plan year 2017/2018. Due to organizational changes, there is a slight increase in the number of job groups from 215 to 217. Developing and implementing outreach strategies and activities related to attracting and retaining women, minorities, protected veterans and individuals with disabilities continues to be the primary focus in reaching hiring benchmarks and the elimination of any underutilization determined under these programs.

### Purpose

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Pursuant to Administrative Code 6304, the General Manager shall report to the Organization, Personnel and Technology Committee on the status of the equal employment opportunity policy and affirmative action program.

### Detailed Report

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The following provides an overview of workforce diversity. Positive efforts have been made to recruit, hire, promote and retain employees of previously identified underutilized groups.

#### Workforce and Job Action Demographics

As of December 31, 2017, Metropolitan’s workforce consisted of 1,711 regular employees. Workforce count includes all regular full-time or part-time employees. It does not include district temps, agency temps or consultants. Table 1.1 displays the sex and race by count and percentage. Males accounted for 74% of the overall workforce while females 26%. Minority employees accounted for 52% and white employees 48%.

**Table 1.1**  
**Metropolitan’s Workforce as of 12/31/2017**

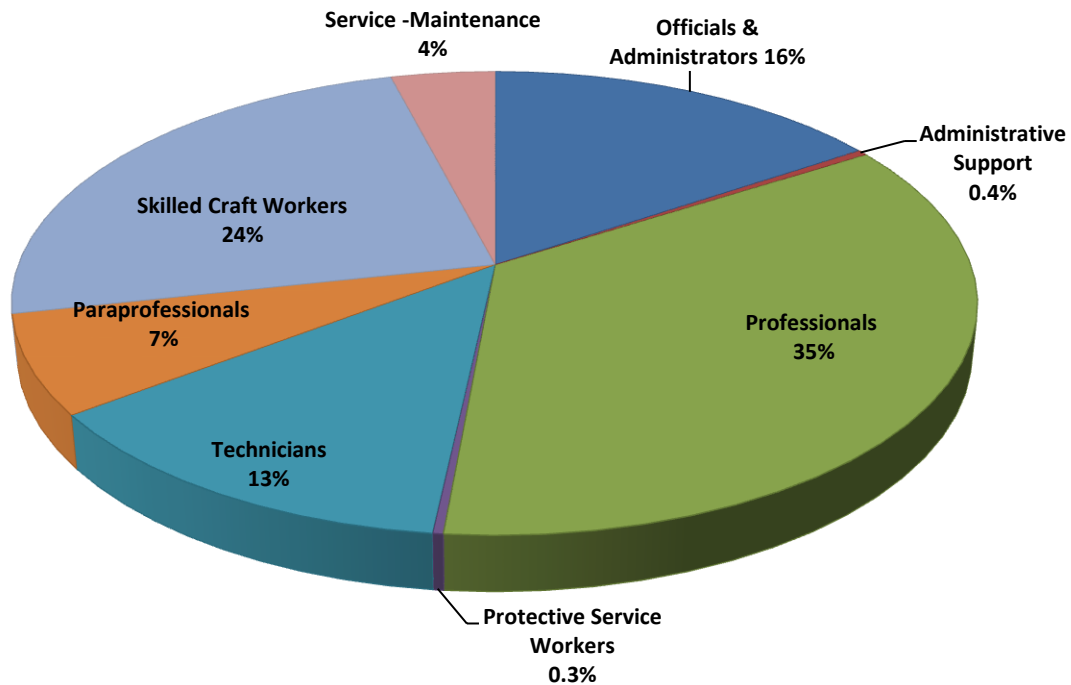
Total	1711	
Female	451	26%
Male	1260	74%
White	824	48%
Minorities	887	52%
2 or more races	18	1%
Asian	323	19%
Black or African American	120	7%
Hispanic or Latino	420	25%
Amer Indian/Alaskan Native	6	0%
Native Hawaiian or other PI	0	0%

EEO-4 categories are federal government defined groupings of similar types of jobs found in public sector organizations. Chart 1.2 is a breakdown by EEO-4 category of the 1,711 regular employees. The largest numbers of employees are found in the categories of Professionals (605) and Skilled Crafts (415). These two categories continue to account for over half of the workforce.

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Professionals include positions such as accountant, analyst, chemist, engineer, software developer and resource specialist and are found throughout the organization. Skilled Crafts include positions such as electrician, lineman, mechanic, and system operator, and are found primarily in Water System Operations. Officials & Administrators (269) include all executive and management staff. Females were the majority in the EEO-4 categories of Administrative Support and Paraprofessionals. Minorities were the majority in three categories: Professionals, Paraprofessionals and Administrative Support.

**Chart 1.2**  
**Workforce by EEO Category**



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Table 1.3 displays a 5-year workforce comparison by sex and race as of December 31. During this period, males have consistently represented approximately 74% of the overall workforce while females approximately 26%. The percentage of minority employees has incrementally increased annually. In 2017, for the second consecutive year, minority employees were the majority percentage of the workforce.

**Table 1.3**  
**5-year Workforce Comparison**

	12/31/2013		12/31/2014		12/31/2015		12/31/2016		12/31/17	
<b>Total</b>	<b>1721</b>		<b>1738</b>		<b>1737</b>		<b>1708</b>		<b>1711</b>	
<b>Female</b>	432	25%	433	25%	446	26%	452	26%	451	26%
<b>Male</b>	1289	75%	1305	75%	1291	74%	1256	74%	1260	74%
<b>White</b>	907	53%	897	52%	875	50%	835	49%	824	48%
<b>Minorities</b>	814	47%	841	48%	862	50%	873	51%	887	52%
2 or more races	---		---		---		17	1%	18	1%
Asian	291	17%	306	18%	322	19%	318	19%	323	19%
Black or African American	137	8%	139	8%	132	8%	121	7%	120	7%
Hispanic or Latino	377	22%	388	22%	402	23%	410	24%	420	25%
Amer Indians/Alaskan Native	9	1%	8	1%	6	0%	7	0%	6	0%
Native Hawaiian or other PI	---		---		---		0	0%	0	0%

During Calendar Year (CY) 2017, Metropolitan hired a total of 174 employees. Hires include those employed through a competitive recruitment process of external candidates and those appointed to a position, e.g., some district temporary and carpenters union hires. 97 of the 174 hires filled regular part-time or full-time positions, while 77 filled temporary positions. Hires do not include contingent labor such as agency temps or consultants.

Table 1.4 displays the breakdown of sex and race of the 97 regular hires which included job titles such as Associate Engineer, Administrative Assistant, Instrument & Control Technician, Operations and Maintenance Technician IV and Water Treatment Plant Operator to name a few. Of those 97 hires, the majority was male (75%). Reviewing by race, Metropolitan again hired more minority individuals compared to white in CY 2017.

**Table 1.4**  
**Hire Activity from January 1 through December 31, 2017**

<b>Total</b>	<b>97</b>	
<b>Female</b>	24	25%
<b>Male</b>	73	75%
<b>White</b>	46	47%
<b>Minorities</b>	51	53%
2 or more races	3	3%
Asian	19	20%
Black or African American	5	5%
Hispanic or Latino	24	25%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	0	0%

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Table 1.5 displays hiring activity on an annual basis for regular positions for the years 2013 through 2017. The number of hires in 2017 was at its highest over the 5 year period, with a 1% increase of females hired over CY 2016. For the fifth consecutive year, Metropolitan hired more minorities compared to whites.

**Table 1.5  
5-year Hiring Activity**

	Jan – Dec 2013		Jan – Dec 2014		Jan – Dec 2015		Jan – Dec 2016		Jan – Dec 2017	
<b>Total*</b>	<b>85</b>		<b>94</b>		<b>88</b>		<b>88</b>		<b>97</b>	
<b>Female</b>	19	22%	22	23%	37	42%	21	24%	24	25%
<b>Male</b>	66	78%	72	77%	51	58%	67	76%	73	75%
<b>White</b>	38	45%	43	46%	34	39%	39	44%	46	47%
<b>Minorities</b>	47	55%	51	54%	54	61%	49	56%	51	53%
2 or more races	---		---		---		0	0%	3	3%
Asian/Pacific Islander	18	21%	20	21%	21	24%	15	17%	19	20%
Black or African American	4	5%	9	10%	3	3%	5	6%	5	5%
Hispanic or Latino	25	29%	22	23%	30	34%	29	33%	24	25%
Amer Indian/Alaskan Native	0	0%	0	0%	0	0%	0	0%	0	0%
Native Hawaiian or other PI	---		---		---		0	0%	0	0%

Table 1.6 displays the breakdown of sex and race of the 206 promotions which occurred in CY 2017. Promotions include individuals which have either through an internal job bid, job audit, or management requested promotion received a different classification with an increase in pay grade and step.

For 2017, males accounted for 75% of the overall promotions while females 25%. White employees accounted for 49% of the promotions and minorities 51%. The majority of the promotions occurred as a result of normal career progression (66) followed by participation in the apprenticeship program (61).

**Table 1.6  
Promotion Activity from January 1 through December 31, 2017**

<b>Total</b>	<b>206</b>	
<b>Female</b>	51	25%
<b>Male</b>	155	75%
<b>White</b>	101	49%
<b>Minorities</b>	105	51%
2 or more races	1	1%
Asian	35	17%
Black or African American	11	5%
Hispanic or Latino	57	28%
Amer Indian/Alaskan Native	1	1%
Native Hawaiian or other PI	0	0%

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Table 1.7 displays promotional activity on an annual basis for the period of 2013 through 2017. Over the 5 year period, females were promoted at their highest rate in 2016 and 2017. Metropolitan promoted more minority employees than white employees in 2017 compared to the previous year.

**Table 1.7**  
**5-year Promotions Activity**

	Jan - Dec 2013		Jan - Dec 2014		Jan - Dec 2015		Jan - Dec 2016		Jan - Dec 2017	
<b>Total</b>	<b>369</b>		<b>208</b>		<b>201</b>		<b>228</b>		<b>206</b>	
<b>Female</b>	62	17%	48	23%	48	24%	58	25%	51	25%
<b>Male</b>	307	83%	160	77%	153	76%	170	75%	155	75%
<b>White</b>	195	53%	102	49%	93	46%	117	51%	101	49%
<b>Minorities</b>	174	47%	106	51%	108	54%	111	49%	105	51%
2 or more races	---	---	---	---	---	---	2	1%	1	1%
Asian	72	20%	32	15%	35	17%	36	16%	35	17%
Black or African American	27	7%	16	8%	11	6%	11	5%	11	5%
Hispanic or Latino	74	20%	58	28%	61	30%	61	27%	57	28%
Amer Indian/Alaskan Native	1	0%	0	0.0%	1	1%	1	0%	1	1%
Native Hawaiian or other PI	---	---	---	---	---	---	0	0%	0	0%

Table 1.8 shows that for the period of January 1 through December 31, 2017, a total of 84 employees retired from Metropolitan. Male and white employees again retired at the highest rates.

**Table 1.8**  
**Retirement Activity from January 1 through December 31, 2017**

<b>Total</b>	<b>84</b>	
<b>Female</b>	23	27%
<b>Male</b>	61	73%
<b>White</b>	48	57%
<b>Minorities</b>	36	43%
2 or more races	2	2%
Asian	14	17%
Black or African American	5	6%
Hispanic or Latino	14	17%
Amer Indian/Alaskan Native	1	1%
Native Hawaiian or other PI	0	0%

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Table 1.9 illustrates the distribution of retirement activity by sex and race annually for the years 2013 through 2017. Compared to the previous two years, 2017 shows a decrease in the number of retirements. Male and white employees retired at a higher rate than their comparator annually.

**Table 1.9  
5-year Retirement Activity**

	Jan - Dec 2013		Jan - Dec 2014		Jan - Dec 2015		Jan - Dec 2016		Jan - Dec 2017	
<b>Total</b>	<b>68</b>		<b>73</b>		<b>83</b>		<b>110</b>		<b>84</b>	
<b>Female</b>	18	27%	23	32%	20	24%	20	18%	23	27%
<b>Male</b>	50	74%	50	69%	63	76%	90	82%	61	73%
<b>White</b>	42	62%	49	67%	55	66%	67	61%	48	57%
<b>Minorities</b>	26	38%	24	33%	28	34%	43	39%	36	43%
2 or more races	---	---	---	---	---	---	3	3%	2	2%
Asian	7	10%	6	8%	4	5%	15	14%	14	17%
Black or African American	4	6%	7	10%	10	12%	10	9%	5	6%
Hispanic or Latino	13	19%	10	14%	13	16%	15	14%	14	17%
Amer Indian/Alaskan Native	2	3%	1	1%	1	1%	0	0%	1	1%
Native Hawaiian or other PI	---	---	---	---	---	---	0	0%	0	0%

For the period of January 1 through December 31, 2017, a total of 88 employees separated from Metropolitan of which 71 held temporary positions. Table 1.10 shows the 17 regular employees who separated by sex and race. Male and white employees separated at a higher rate compared to female and minority employees. Separations include employees who resigned (9), were discharged (6) or deceased (2) and excludes those who retired.

**Table 1.10  
Separation Activity from January 1 through December 31, 2017**

<b>Total</b>	<b>17</b>	
<b>Female</b>	6	35%
<b>Male</b>	11	65%
<b>White</b>	10	59%
<b>Minorities</b>	7	41%
2 or more races	0	0%
Asian	3	17%
Black or African American	2	12%
Hispanic or Latino	2	12%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	0	0%

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

### **Affirmative Action Program**

As a federal contractor, Metropolitan is required to prepare and implement written affirmative action programs (AAP) for individuals with disabilities and protected veterans. Currently, the 2017/2018 plan year AAPs are being updated. The updates will include a written narrative related to Metropolitan's commitment to equal employment opportunity, actions it intends to implement or has taken related to employing and advancing in employment protected veterans and individuals with disabilities, a determination if the required hiring benchmark of 6.4% for protected veterans and a 7% placement goal for individuals with disabilities by job group was met and all other efforts being undertaken to ensure equal opportunity.

Under the AAP outreach efforts were undertaken to increase qualified applicants who are protected veterans and persons with disabilities. The most recent effort included a veteran career event held on May 4, 2018, at Metropolitan, which had over 80 skilled veterans in attendance. Further efforts continue to be undertaken to eliminate any non-job related barriers to employment, promotion or training; review policies, practices and procedures to ensure that all qualified applicants and employees are receiving equal employment opportunity in all conditions of employment; ensure that employment practices were made without regard to any protected category; and provide reasonable accommodation in accordance with the law.

### **Nondiscrimination Program**

The Nondiscrimination Programs (NDP) for women and minorities for plan year 2017/2018 is currently being updated as well. The program is required as part of Metropolitan's contracts with the state. The NDP entails efforts to ensure equal employment opportunity (EEO) for all employees and applicants and to remedy any underutilization of minorities and/or women identified by analysis.

Utilization analyses are being updated to indicate if there are statistically significant fewer women or minorities in a particular job group than would reasonably be expected compared to the relevant labor. Due to organizational changes, there is a slight increase in the number of job groups from 215 to 217. These technical analyses will identify any practices which resulted in disproportionately inhibiting employment, promotion or retention of women and minorities and in the development of action items to address.

As stated previously, guaranteeing equal results is not the goal of these programs. Rather, women and other protected groups that have faced past discrimination should be fairly represented in Metropolitan's work force over time if equal opportunity is provided. Metropolitan continues to undertake many positive efforts to meet its Nondiscrimination and Affirmative Action program obligations and to ensure a broad and diverse outreach strategy. Efforts will continue that can assist Metropolitan to increase qualified applicants who are women, minorities, protected veterans and individuals with disabilities. Creating a work environment that provides all employees equal access to promotional and development opportunities and expanding outreach efforts for hiring opportunities are the best methods to impact workforce demographics and assist in reaching hiring benchmarks and remedying any underutilization.