



● Semi Annual Report on EEO Policy and Affirmative Action Plan

Summary

This is the Annual Report on Metropolitan’s Equal Employment Opportunity and Affirmative Action Programs for calendar year 2018.

Total workforce count in 2018 for regular employees saw a slight increase over 2017. Male employees continue to make up the largest share of the workforce, however, females employees increased by 1%. The majority of those hired or promoted were minority employees. The number of employees who retired increased from the previous year. Male and white employees continue to retire at a higher rate than others.

Metropolitan is currently updating its Affirmative Action Programs and Nondiscrimination Programs for plan year 2018/2019. Due to organizational changes, there is an increase in the number of plans from ten to eleven. 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

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

An important component of Metropolitan’s success is the ability to attract and retain a high quality workforce. Positive efforts continue to be made to recruit, hire, promote and retain employees of previously excluded groups. The following information provides an overview of these efforts and their effect on workforce diversity.

Workforce and Job Action Demographics

As of December 31, 2018, Metropolitan’s workforce consisted of 1,713 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 73% of the overall workforce while females 27%. Minority employees accounted for 54% and white employees 46%.

Table 1.1
Metropolitan’s Workforce as of 12/31/2018

Total	1713	
Female	462	27%
Male	1251	73%
White	790	46%
Minorities	923	54%
2 or more races	20	1%
Asian	331	19%
Black or African American	116	7%
Hispanic or Latino	448	26%
Amer Indian/Alaskan Native	7	0%
Native Hawaiian or other PI	1	0%

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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 1,713 regular employees. The largest numbers of employees are found in the categories of Professionals (596) and Skilled Crafts (427). These two categories continue to account for over half of the workforce. Professionals include positions such as Analyst, Buyer, Engineer, Environmental Specialist, Microbiologist, Software Developer and Resource Specialist and are found throughout the organization. Skilled Crafts include positions such as Aqueduct Pump Specialist, Electrician, Lineman, Mechanic, Treatment Plant Operator and Welder/Fabricator, and are found primarily in Water System Operations. Officials & Administrators (275) include all executive and management staff.

Chart 1.2
Workforce by EEO Category

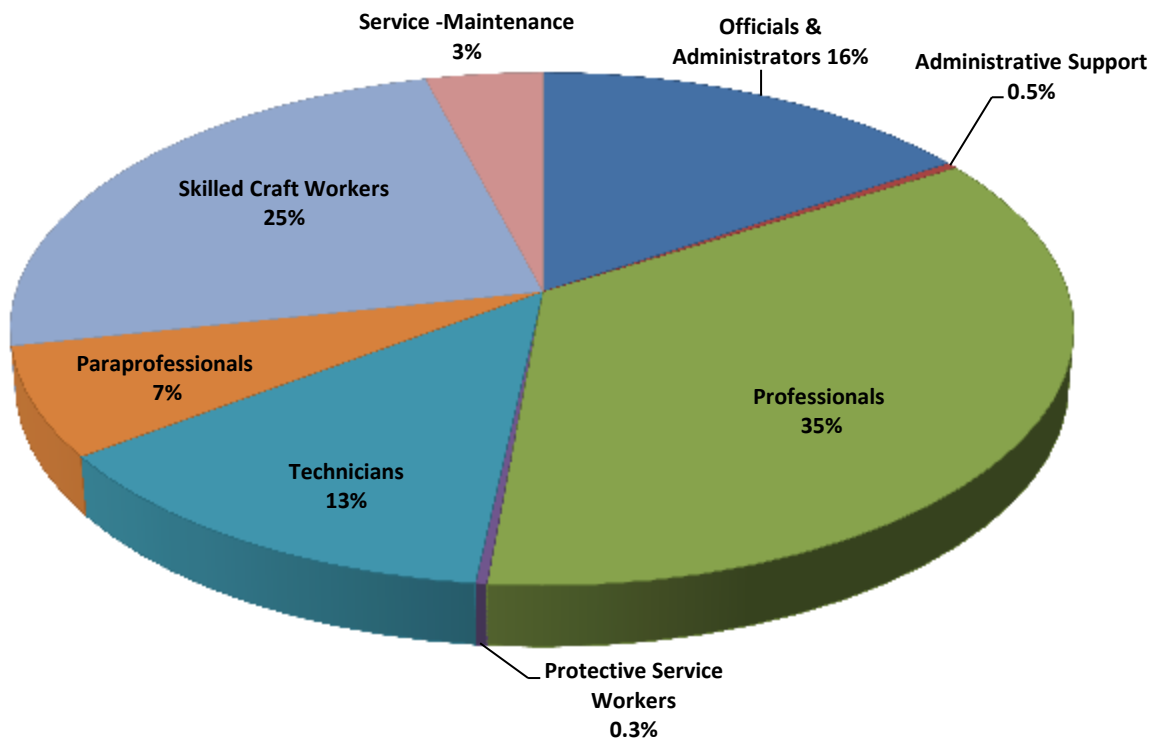


Table 1.3 displays the eight EEO categories by sex and percentage. Females were the majority in the Paraprofessionals category (126) which includes positions such as Administrative Assistant, Account Technician, and Storekeeper. Minorities were the majority in three categories: Professionals, Paraprofessionals and Administrative Support.

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Table 1.3
Metropolitan’s Workforce by EEO Category as of 12/31/2018

EEO 4 Category	Female	Male
Officials & Administrators	29%	71%
Professionals	42%	58%
Technicians	10%	90%
Protective Service Workers	0%	100%
Paraprofessionals	78%	22%
Administrative Support	38%	62%
Skilled Craft Workers	1%	99%
Service Maintenance	6%	94%

Table 1.4 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 both minority and female employees has incrementally increased each year. In 2018, for the third consecutive year, minority employees were the majority percentage of the workforce and female representation increased by 1%.

Table 1.4
5-year Workforce Comparison

	12/31/2014	12/31/2015	12/31/2016	12/31/17	12/31/18
Total	1738	1737	1708	1711	1713
Female	433 25%	446 26%	452 26%	451 26%	462 27%
Male	1305 75%	1291 74%	1256 74%	1260 74%	1251 73%
White	897 52%	875 50%	835 49%	824 48%	790 46%
Minorities	841 48%	862 50%	873 51%	887 52%	923 54%
2 or more races	---	---	17 1%	18 1%	20 1%
Asian	306 18%	322 19%	318 19%	323 19%	331 19%
Black or African American	139 8%	132 8%	121 7%	120 7%	116 7%
Hispanic or Latino	388 22%	402 23%	410 24%	420 25%	448 26%
Amer Indian/Alaskan Native	8 1%	6 0%	7 0%	6 0%	7 0%
Native Hawaiian or other PI	---	---	0 0%	0 0%	1 0%

During Calendar Year (CY) 2018, Metropolitan hired a total of 209 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. 118 of the 209 hires filled regular full-time positions, while 91 filled temporary positions. Hires do not include contingent labor such as agency temps or consultants.

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Table 1.5 displays the breakdown of sex and race of the 118 regular hires which includes job titles such as Administrative Assistant, Assistant Engineer, Instrument & Control Technician and Operations and Maintenance Technician IV to name a few. Of the 118 hires, the majority was male (66%). Reviewing by race, Metropolitan again hired more minority individuals compared to white in CY 2018.

**Table 1.5
Hire Activity from January 1 through December 31, 2018**

Total	118	
Female	40	34%
Male	78	66%
White	45	38%
Minorities	73	62%
2 or more races	3	3%
Asian	25	21%
Black or African American	3	3%
Hispanic or Latino	41	35%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	1	0%

Table 1.6 displays hiring activity on an annual basis for regular positions for the years 2014 through 2018. The number of hires in 2018 was at its highest over the 5 year period, with a 9% increase of females hired over CY 2017. During this period Metropolitan has continued to hire more minorities compared to white.

**Table 1.6
5-year Hiring Activity**

	Jan – Dec 2014	Jan – Dec 2015	Jan – Dec 2016	Jan – Dec 2017	Jan – Dec 2018
Total*	94	88	88	97	118
Female	22 23%	37 42%	21 24%	24 25%	40 34%
Male	72 77%	51 58%	67 76%	73 75%	78 66%
White	43 46%	34 39%	39 44%	46 47%	45 38%
Minorities	51 54%	54 61%	49 56%	51 53%	73 62%
2 or more races	---	---	0 0%	3 3%	3 3%
Asian	20 21%	21 24%	15 17%	19 20%	25 21%
Black or African American	9 10%	3 3%	5 6%	5 5%	3 3%
Hispanic or Latino	22 23%	30 34%	29 33%	24 25%	41 35%
Amer Indian/Alaskan Native	0 0%	0 0%	0 0%	0 0%	0 0%
Native Hawaiian or other PI	---	---	0 0%	0 0%	0 0%

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Table 1.7 displays the breakdown of sex and race of the 255 promotions which occurred in CY 2018. 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. Employees progressing through the apprenticeship program are also included in the promotions data.

For 2018, males accounted for 71% of the overall promotions while females 29%. White employees accounted for 46% of the promotions and minorities 54%. The majority of the promotions occurred as a result of normal career progression (87) followed by those employees who were promoted through a job bid (79) or participation in the apprenticeship program (58).

**Table 1.7
Promotion Activity from January 1 through December 31, 2018**

Total	255	
Female	75	29%
Male	180	71%
White	117	46%
Minorities	138	54%
2 or more races	3	1%
Asian	50	20%
Black or African American	10	4%
Hispanic or Latino	72	28%
Amer Indian/Alaskan Native	3	1%
Native Hawaiian or other PI	0	0%

Table 1.8 displays promotional activity on an annual basis for the period of 2014 through 2018. Over the 5 year period, females were promoted at their highest rate in 2018. Minorities were promoted at a higher rate than white employees in each year.

**Table 1.8
5-year Promotions Activity**

	Jan - Dec 2014		Jan - Dec 2015		Jan - Dec 2016		Jan - Dec 2017		Jan - Dec 2018	
Total	208		201		228		206		255	
Female	48	23%	48	24%	58	25%	51	25%	75	29%
Male	160	77%	153	76%	170	75%	155	75%	180	71%
White	102	49%	93	46%	117	51%	101	49%	117	46%
Minorities	106	51%	108	54%	111	49%	105	51%	138	54%
2 or more races	---	---	---	---	2	1%	1	1%	3	1%
Asian	32	15%	35	17%	36	16%	35	17%	50	20%
Black or African American	16	8%	11	6%	11	5%	11	5%	10	4%
Hispanic or Latino	58	28%	61	30%	61	27%	57	28%	72	28%
Amer Indian/Alaskan Native	0	0.0%	1	1%	1	0%	1	1%	3	1%
Native Hawaiian or other PI	---	---	---	---	0	0%	0	0%	0	0%

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Table 1.9 shows that for the period of January 1 through December 31, 2018, a total of 97 employees retired from Metropolitan. Male and white employees again retired at the highest rates.

**Table 1.9
Retirement Activity from January 1 through December 31, 2018**

Total	97	
Female	22	23%
Male	75	77%
White	68	70%
Minorities	29	30%
2 or more races	1	1%
Asian	9	9%
Black or African American	8	8%
Hispanic or Latino	11	11%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	0	0%

Table 1.10 illustrates the distribution of retirement activity by sex and race annually for the years 2014 through 2018. Compared to the previous year, 2018 saw an increase in the number of retirements. Male and white employees again retired at a higher rate than their comparators annually.

**Table 1.10
5-year Retirement Activity**

	Jan - Dec 2014		Jan - Dec 2015		Jan - Dec 2016		Jan - Dec 2017		Jan - Dec 2018	
Total	73		83		110		84		97	
Female	23	32%	20	24%	20	18%	23	27%	22	23%
Male	50	69%	63	76%	90	82%	61	73%	75	77%
White	49	67%	55	66%	67	61%	48	57%	68	70%
Minorities	24	33%	28	34%	43	39%	36	43%	29	30%
2 or more races	---	---	---	---	3	3%	2	2%	1	1%
Asian	6	8%	4	5%	15	14%	14	17%	9	9%
Black or African American	7	10%	10	12%	10	9%	5	6%	8	8%
Hispanic or Latino	10	14%	13	16%	15	14%	14	17%	11	11%
Amer Indian/Alaskan Native	1	1%	1	1%	0	0%	1	1%	0	0%
Native Hawaiian or other PI	---	---	---	---	0	0%	0	0%	0	0%

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For the period of January 1 through December 31, 2018, a total of 99 employees separated from Metropolitan of which 81 held temporary positions. Table 1.11 shows the 18 regular employees who separated by sex and race. Male employees separated at a higher rate compared to female and the number of minority and white employee separations were equal. Separations include employees who resigned (9), were released during probation (8) or deceased (1) and excludes retirements.

**Table 1.11
Separation Activity from January 1 through December 31, 2018**

Total	18	
Female	5	28%
Male	13	72%
White	9	50%
Minorities	9	50%
2 or more races	0	0%
Asian	7	39%
Black or African American	0	0%
Hispanic or Latino	2	11%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	0	0%

Affirmative Action Program

As a federal contractor, Metropolitan is required to prepare and implement two written affirmative action programs (AAP), one for individuals with disabilities and the second for protected veterans. Current 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 (IWD), a determination if the required hiring benchmark of 5.9% 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.

In implementing the AAPs, efforts are undertaken to eliminate any non-job related barriers to employment, promotion or training; review of 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 are made without regard to any protected category; and provide reasonable accommodation in accordance with the law. Outreach efforts have been undertaken to increase qualified applicants who are covered veterans and persons with disabilities. These efforts include partnerships with state, professional and community based organizations that assist Metropolitan with identifying qualified veteran and IWD applicants for employment. Additionally, efforts to identify college and university programs that work directly with veteran and disabled students is being undertaken to develop additional partnerships that assist with identifying qualified applicants.

Nondiscrimination Program

State contractor status obligates Metropolitan to prepare and implement Nondiscrimination Programs (NDP) for the purpose of ensuring equal employment opportunity (EEO) for all employees and applicants and remedying any underutilization of minorities and/or women identified by analysis. The NDP is meant to break down

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barriers, both visible and invisible, to level the playing field, and to make sure everyone is given equal access. It is not meant to guarantee equal results -- but instead proceed on the notion that if equal opportunity were a reality, minorities, women and other protected groups that have faced discrimination would be fairly represented in Metropolitan's work force over time.

The Nondiscrimination Programs (NDP) for women and minorities for plan year 2018/2019 are currently being updated using a functional approach, i.e., a separate plan for each business line/Group. 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 area. Due to organizational changes, there is an increase in the number of plans from ten to eleven. The 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 an underutilization that is found.

Metropolitan has undertaken many positive efforts to meet its Nondiscrimination and Affirmative Action program obligations and to ensure a broad and diverse outreach strategy. Efforts undertaken have focused on networking, creating partnerships, recruiting, and community outreach to attract qualified diverse applicants. Partnering with our Employee Resource Groups (ERGs) and creating the MWD Ambassador program to assist in outreach is another strategy to assist with recruiting diverse applicants. As Metropolitan leverages hiring and promotional opportunities while continuing to create and enhance a work environment that is inclusive and provides all employees equal access to development, these efforts will continue to impact workforce demographics and assist in reaching hiring benchmarks and remedying any underutilization over time.