



● 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 2019. An important component of Metropolitan's success is the ability to attract and retain a high-quality workforce.

Total workforce count in 2019 for regular employees saw an increase over 2018. Metropolitan continues to make strides in increasing representation of female and minority employees and saw a 1 % increase in both categories. Minority employees were the majority of those promoted in 2019 as well as those hired. The number of employees who retired increased from the previous year. Male and white employees continue to retire at a higher rate than other groups.

Workforce data submission for women and minorities, EEO-4 Survey Report, was filed with the Equal Employment Opportunity Commission as required. Also, the VETS 4212 Federal Contractor Report was submitted to the Department of Labor which focuses on workforce data related to protected veterans. Metropolitan is currently updating its Affirmative Action Programs and Nondiscrimination Programs for plan year 2019/2020. Implementing strategies and activities that attract and retain women, minorities, protected veterans and individuals with disabilities continue to be the primary efforts to eliminate any underutilization and reach hiring benchmarks which are determined through these programs and to ensure that Metropolitan has a diverse and inclusive workforce.

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.

Attachments

Attachment 1 – List of Outreach Partners

Detailed Report

The following information provides an overview of the effect Metropolitan's efforts to recruit, hire, promote and retain employees of previously excluded groups has had on workforce diversity.

Workforce and Job Action Demographics

Metropolitan's workforce consisted of 1,756 regular employees as of December 31, 2019. Workforce count includes regular full-time or part-time employees and does not include consultants, district or agency temporary employees.

In terms of workforce, Table 1.1 displays the sex and race/ethnicity by count and percentage. Females accounted for 28% of the overall workforce while males continued to make up most of the workforce at 72%. Breaking it down by race/ethnicity, minority employees made up 55% of Metropolitan's workforce which included a 1% increase for both Asian and Hispanic employees. Women of color make up 19% of the workforce.

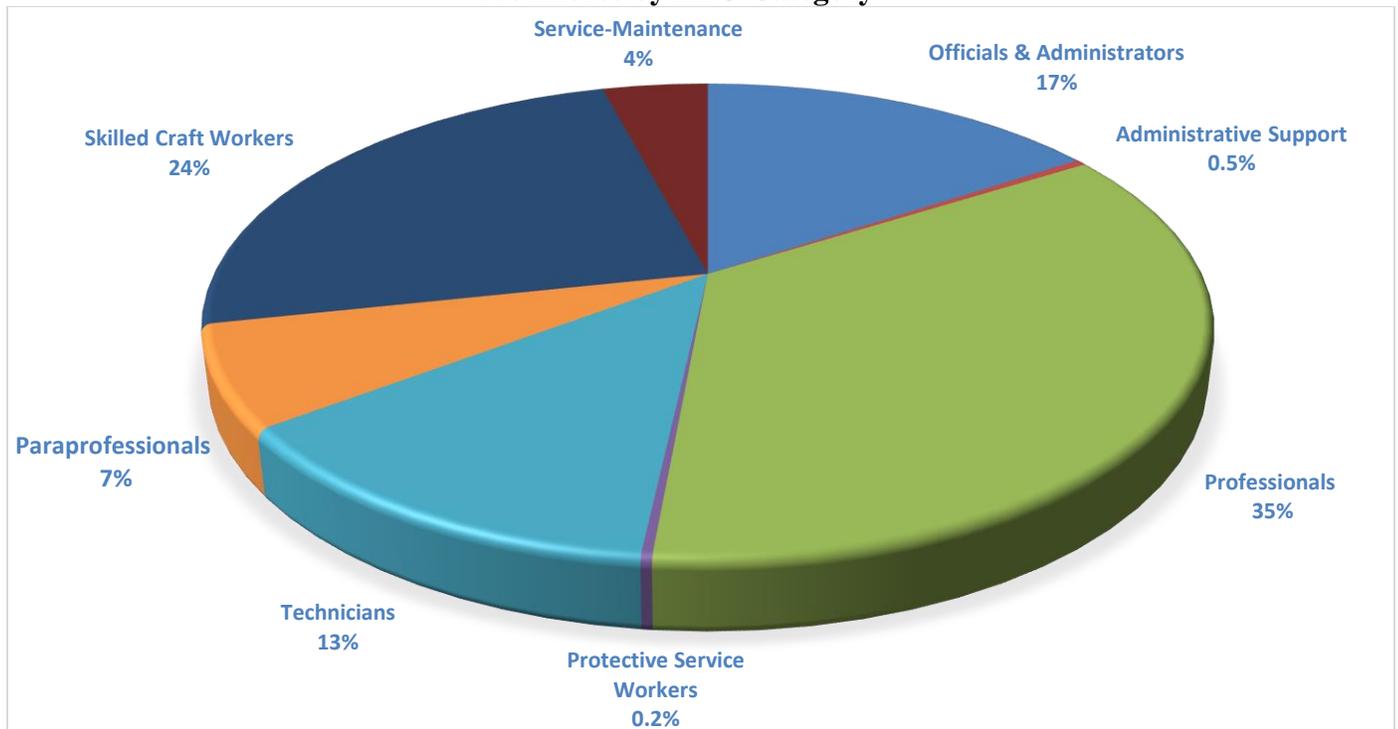
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**Table 1.1
Metropolitan’s Workforce as of 12/31/2019**

Total	1756	
Female	491	28%
Male	1265	72%
White	791	45%
Minorities	965	55%
2 or more races	22	1%
Asian	342	20%
Black or African American	115	7%
Hispanic or Latino	474	27%
Amer Indian/Alaskan Native	10	1%
Native Hawaiian or other PI	2	0%

Chart 1.2 is a breakdown by EEO-4 job category of the 1,756 employees. These categories are federal defined broad-based groupings of comparable types of occupations found in public sector organizations. The largest numbers of employees remain in the Professionals category followed by Skilled Crafts. Professionals include positions such as Analyst, Engineer, Environmental Specialist, Microbiologist, Software Developer and Resource Specialist and are found throughout the organization. Skilled Crafts include positions such as Coater, Electrician, Equipment Operator, Mechanic, Treatment Plant Operator and Welder/Fabricator, and are found primarily in Water System Operations. Officials & Administrators include all executive and management staff and management.

**Chart 1.2
Workforce by EEO Category**



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Table 1.3 displays the eight EEO categories by count, sex, race/ethnicity and percentage. Females were the majority in one category, Paraprofessionals, which includes positions such as Administrative Assistant, Account Technician, and Storekeeper. Females made up 43% of the Professionals category. Minority employees were the majority in four categories: Professionals, Paraprofessionals, Administrative Support and Service Maintenance. Technicians and Protective Service Workers had an equal distribution between male and female employees.

**Table 1.3
Metropolitan’s Workforce by EEO Category as of 12/31/2019**

EEO 4 Category (Count)	Female	Male	Minorities	White
Officials & Administrators (296)	29%	71%	42%	58%
Professionals (612)	43%	57%	64%	36%
Technicians (219)	11%	89%	50%	50%
Protective Service Workers (4)	0%	100%	50%	50%
Paraprofessionals (125)	80%	20%	79%	21%
Administrative Support (9)	33%	67%	67%	33%
Skilled Craft Workers (425)	1%	99%	46%	54%
Service Maintenance (66)	9%	91%	52%	48%

Table 1.4 displays a 5-year workforce comparison by sex and race as of December 31. During this period, the percentage of both minority and female employees has incrementally increased. In 2019, for the fourth consecutive year, minority employees made up the majority percentage of the workforce and female representation increase by 1% each year in the last 2 years.

**Table 1.4
5-year Workforce Comparison**

	12/31/2015	12/31/2016	12/31/17	12/31/18	12/31/19
Total	1737	1708	1711	1713	1756
Female	446 26%	452 26%	451 26%	462 27%	491 28%
Male	1291 74%	1256 74%	1260 74%	1251 73%	1265 72%
White	875 50%	835 49%	824 48%	790 46%	791 45%
Minorities	862 50%	873 51%	887 52%	923 54%	965 55%
2 or more races	---	17 1%	18 1%	20 1%	22 1%
Asian	322 19%	318 19%	323 19%	331 19%	342 20%
Black or African American	132 8%	121 7%	120 7%	116 7%	115 7%
Hispanic or Latino	402 23%	410 24%	420 25%	448 26%	474 27%
Amer Indian/Alaskan Native	6 0%	7 0%	6 0%	7 0%	10 1%
Native Hawaiian or other PI	---	0 0%	0 0%	1 0%	2 0%

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During Calendar Year (CY) 2019, Metropolitan hired a total of 241 employees. Hires do not include contingent labor such as agency temps or consultants. Rather, they are those selected through a competitive recruitment process of external candidates and those appointed to a position, e.g., some district temporary and carpenters union hires. 144 of the 241 hires filled regular full-time positions and 97 filled temporary positions.

Table 1.5 displays the breakdown of sex and race of the 144 regular hires. Of the 144 hires, 29% were female and 60% were minorities. Administrative Assistant, Engineer, Pre-Apprentice, and Operations and Maintenance Technician IV were some of the job titles included in the hires. Hispanics made up the largest percentage of minority hires in 2019 followed by Asians.

**Table 1.5
Hire Activity from January 1 through December 31, 2019**

Total	144	
Female	42	29%
Male	102	71%
White	58	40%
Minorities	86	60%
2 or more races	4	3%
Asian	23	16%
Black or African American	4	3%
Hispanic or Latino	51	35%
Amer Indian/Alaskan Native	3	2%
Native Hawaiian or other PI	1	1%

Table 1.6 displays the 5-year hiring activity on an annual basis for regular positions. The largest number of hires over the 5-year period was in 2019, with a 5% decrease of females hired and 2% decrease in minorities hired over 2018. During this period Metropolitan has consistently hired more people of color compared to white, except in 2019, which reflects a 2% decrease in the number of minorities hired from 2018. Asian was the only minority race that saw a decrease in the percentage of hires.

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**Table 1.6
5-year Hiring Activity**

	Jan – Dec 2015	Jan – Dec 2016	Jan – Dec 2017	Jan – Dec 2018	Jan – Dec 2019
Total*	88	88	97	118	144
Female	37 42%	21 24%	24 25%	40 34%	42 29%
Male	51 58%	67 76%	73 75%	78 66%	102 71%
White	34 39%	39 44%	46 47%	45 38%	58 40%
Minorities	54 61%	49 56%	51 53%	73 62%	86 60%
2 or more races	---	0 0%	3 3%	3 3%	4 3%
Asian	21 24%	15 17%	19 20%	25 21%	23 16%
Black or African American	3 3%	5 6%	5 5%	3 3%	4 3%
Hispanic or Latino	30 34%	29 33%	24 25%	41 35%	51 35%
Amer Indian/Alaskan Native	0 0%	0 0%	0 0%	0 0%	3 2%
Native Hawaiian or other PI	---	0 0%	0 0%	0 0%	1 1%

There were 262 promotions in CY 2019. Table 1.7 reflects the breakdown by sex and race. Females made up 29% of the overall promotions while males 71%. Notably, these percentages are identical to the percentages of female and male hires in 2019. Similarly, 60% of those promoted were people of color, while 40% were white, which reflects identical percentages of hires for 2019 in these groups. Additionally, females and minorities were promoted at a higher rate than their overall percentage in the workforce.

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. Normal career progression (36%) made up most of the promotions in CY 2019, followed by employees who were promoted through a job bid (29%) or through advancement in the apprenticeship program (20%).

**Table 1.7
Promotion Activity from January 1 through December 31, 2019**

Total	262
Female	76 29%
Male	186 71%
White	104 40%
Minorities	158 60%
2 or more races	5 2%
Asian	60 23%
Black or African American	16 15%
Hispanic or Latino	76 29%
Amer Indian/Alaskan Native	1 0%
Native Hawaiian or other PI	0 0%

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Table 1.8 displays promotional activity on an annual basis for the period of 2015 through 2019. The percentage of females promoted in 2019 was the same in 2018. Over the 5-year period, minorities were promoted at their highest rate in 2019. Further, the minority group that saw the most significant increase of promotions was blacks.

Table 1.8
5-year Promotions Activity

	Jan - Dec 2015		Jan - Dec 2016		Jan - Dec 2017		Jan - Dec 2018		Jan - Dec 2019	
Total	201		228		206		255		262	
Female	48	24%	58	25%	51	25%	75	29%	76	29%
Male	153	76%	170	75%	155	75%	180	71%	186	71%
White	93	46%	117	51%	101	49%	117	46%	104	40%
Minorities	108	54%	111	49%	105	51%	138	54%	158	60%
2 or more races	---	---	2	1%	1	1%	3	1%	5	2%
Asian	35	17%	36	16%	35	17%	50	20%	60	23%
Black or African American	11	6%	11	5%	11	5%	10	4%	16	15%
Hispanic or Latino	61	30%	61	27%	57	28%	72	28%	76	29%
Amer Indian/Alaskan Native	1	1%	1	0%	1	1%	3	1%	1	0%
Native Hawaiian or other PI	---	---	0	0%	0	0%	0	0%	0	0%

For CY 2019, a total of 88 employees retired from Metropolitan. Table 1.9 shows the breakdown by sex and race/ethnicity. Male and white employees were again the highest numbers of those who retired. Females and minorities retired at a lower percentage than their representation in the workforce for 2019.

Table 1.9
Retirement Activity from January 1 through December 31, 2019

Total	88	
Female	14	16%
Male	74	84%
White	46	52%
Minorities	42	48%
2 or more races	3	3%
Asian	12	14%
Black or African American	3	3%
Hispanic or Latino	24	27%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	0	0%

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Table 1.10 reflects the distribution of retirement activity by sex and race/ethnicity annually for the 5-year period. Compared to the previous year, 2019 saw a decrease in the number of retirements. The retirement rate of females decreased, however, the minority retirement rate increased with Hispanic employees retiring at the highest rates compared to other minority groups during the period.

**Table 1.10
5-year Retirement Activity**

	Jan - Dec 2015	Jan - Dec 2016	Jan - Dec 2017	Jan - Dec 2018	Jan - Dec 2019
Total	83	110	84	97	88
Female	20 24%	20 18%	23 27%	22 23%	14 16%
Male	63 76%	90 82%	61 73%	75 77%	74 84%
White	55 66%	67 61%	48 57%	68 70%	46 52%
Minorities	28 34%	43 39%	36 43%	29 30%	42 48%
2 or more races	--- ---	3 3%	2 2%	1 1%	3 3%
Asian	4 5%	15 14%	14 17%	9 9%	12 14%
Black or African American	10 12%	10 9%	5 6%	8 8%	3 3%
Hispanic or Latino	13 16%	15 14%	14 17%	11 11%	24 27%
Amer Indian/Alaskan Native	1 1%	0 0%	1 1%	0 0%	0 0%
Native Hawaiian or other PI	--- ---	0 0%	0 0%	0 0%	0 0%

For the period of January 1 through December 31, 2019, a total of 94 employees separated from Metropolitan of which 71 held temporary positions. Table 1.11 shows the breakdown by sex and race/ethnicity of the 23 regular employees who separated. Separations excludes retirements and include employees who either resigned (17), were released during probation or otherwise discharged (4) or were deceased (2). Compared to 2018, there was an increase in separations for male, white and Hispanic employees.

**Table 1.11
Separation Activity from January 1 through December 31, 2019**

Total	23
Female	5 22%
Male	18 78%
White	13 57%
Minorities	10 44%
2 or more races	0 0%
Asian	2 9%
Black or African American	2 9%
Hispanic or Latino	6 26%
Amer Indian/Alaskan Native	0 0%
Native Hawaiian or other PI	0 0%

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Affirmative Action Program

Metropolitan is required to annually update and implement two written affirmative action programs (AAP) as a result of having federal contracts. The first plan covers individuals with disabilities (IWD) and the second protected veterans. These plans require contractors to take affirmative steps to develop programs, policies and procedures for proactively recruiting, hiring, training and promoting people with disabilities and protected veterans. The AAPs must be customized to reflect Metropolitan's structure, policies, practices, programs and data, and Metropolitan's commitment to equal employment opportunity. Additionally, the plans should reflect whether the required hiring benchmark of 5.9% for protected veterans and a 7% placement goal for individuals with disabilities by job group was met, along with efforts being undertaken to ensure equal opportunity. The purpose of the benchmark and placement goals are to create a quantifiable method to measure progress toward achieving equal employment opportunity for protected veterans and IWDs. The AAPs are in the process of being updated for plan year 2019/2020.

Nondiscrimination Program

Metropolitan is also required 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 Nondiscrimination Programs (NDP) for plan year 2019/2020 are currently being updated. The NDPs are meant to evaluate the initiatives and strategies to achieve equal employment opportunity by business line or Group and includes a statistical evaluation of the representation of women and minorities in the workforce, as compared with the representation of individuals with similar skills in the relevant labor market. The technical analyses identify any practices which resulted in disproportionately inhibiting employment, promotion or retention of women and minorities and aid in the development of action items to address any underutilization identified. It provides a road map for management to correct identified areas and support outreach and recruitment efforts. The NDP underutilization analysis for 2019/20 will be presented at a future OP&T committee meeting. The 2018/19 NDP analyzed 229 job groups and identified underutilization of females in 14 job groups and of minorities in 22 job groups, including professionals, technicians and skilled craft jobs.

Metropolitan has undertaken many positive outreach efforts to increase the number of qualified applicants who are covered veterans, IWDs, women and minorities as well as to meet its Nondiscrimination and Affirmative Action program obligations. These efforts continue to include partnerships with state, professional and community-based organizations that assist Metropolitan with identifying applicants for employment. Additional efforts were made to identify college and university programs that work directly with veteran and disabled students. Efforts undertaken have focused on networking, creating partnerships, recruiting, and community outreach to attract qualified diverse applicants. For part of the plan year outreach efforts were interrupted due to the pandemic which impacted the ability to hold and participate in outreach events and slowed hiring. Nevertheless, strategies are being put in place to continue efforts to create pipelines for qualified and diverse applicants. Attachment 1 lists all the organizations Metropolitan partners with to ensure diverse recruiting networks and that all communities are aware of career opportunities at Metropolitan.

To impact workforce demographics, assist in reaching hiring benchmarks and remedying any underutilization identified, Metropolitan must leverage hiring and promotional opportunities and create a diverse and inclusive work environment. There is often confusion about the relationship between diversity and inclusion practices and EEO, affirmative action and nondiscrimination. EEO means that an employer does not discriminate based on specific protected groups as defined by law and provides equity and fairness of treatment. As an EEO employer, Metropolitan must provide equal consideration for a job as well as terms and conditions of employment to all individuals. EEO and affirmative action programs are meant to level the playing field, and to make certain equal access is provided to all. These programs 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

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Metropolitan's work force over time. Diversity initiatives measure acceptance of protected groups by embracing cultural differences within the workplace. Diversity is achieved through awareness, education and positive recognition of the qualities, experiences and work styles that make individuals unique within the workplace. The combination of EEO, affirmative action and nondiscrimination along with diversity initiatives creates opportunities for inclusion, respect of differences and acceptance for all employees.

Attachment 1
List of Outreach Partners

State and Public Agencies

Cal Jobs
Arizona@Work
One Stop Work Source Centers
Department of Rehabilitation
Department of Veterans Affairs
Local Veterans Employment Reps
California Military Department
City of Los Angeles, Community Development
City of Anaheim Community Development

Diversity Job Boards

Disabled Person
Diversity.com
Helmets to Hardhats
RecruitMilitary.com
WomensJobList.com

Professional Organizations

Asian American Professional Association
National Council of Negro Women
National Society of Black Engineers
Society of Women Engineers
Society of Hispanic Professional Engineers

Colleges & Universities

Alliant International University
Arizona Western College
Cal Poly Pomona
Chaffey Community College
Chapman University
CSU Los Angeles
CSU Long Beach
CSU Northridge
Desert Community College District
Hacienda/La Puente Adult Education
Los Angeles County of Education GAIN & GROW Programs
Los Angeles Community College District
Mohave College
Norco College
Palo Verde Community College
Rancho Santiago Community College
Santa Monica College
UC Irvine
UC Riverside

Nonprofit Organizations

Airman & Family Readiness Center
American GI Forum
American Indian Chamber of Commerce
Armforce to Workforce
Dyale McIntosh Center
Community Career Development Inc.
Goodwill of Southern California
Horizon Cross Cultural Center
Illumination Foundation
Los Angeles Urban League
Marine for Life Network
MCS Rehabilitation
Orange County Rescue Mission
PATH
Pacific Asian Consortium
Southern California Indian Center
The Right Way Foundation
The Salvation Army
US Vets
Veterans Employment Committee
Veterans Transition Support
Vocational Visions
WINTER
Women Veterans Unity Group
Work for Warriors
Women Helping Women/ Working Wardrobes