

EEO Utilization Report

Organization Information

Name: City Of Los Angeles

City: Los Angeles

State: CA

Zip: 90012

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

WHEREAS, existing Federal, State, and City laws prohibit discrimination in employment; and

WHEREAS, such laws have established a National, State, and City policy of prohibiting discrimination in the workplace;
and

WHEREAS, one of the stated purposes of the Affirmative Action Program of the City of Los Angeles is to ensure that the City does not discriminate in employment on the basis of race, color, religion, national origin, sex (with or without sexually harassing conduct), age, disability, marital status, sexual orientation¹, creed, ancestry, medical condition (cancer), Acquired Immune Deficiency Syndrome (AIDS) - acquired or perceived, or retaliation for having filed a discrimination complaint or participating in a protected activity²; and

WHEREAS, the City recognizes that all employees have a right to a workplace free from discriminatory actions, language, or images;

Step 4b: Narrative of Interpretation

The percentage of the City that is Caucasian is smaller than that of the County; 52.2% in the City versus 70.8% in the County, according to the US Census Bureau. This difference is the likely cause of the under-representation of this category as compared to the County.

The under-representation of Latinos and Hispanics in certain categories is due in large part to the greater proportion of the population in the area being Latino/Hispanic. Increased recruitment in other demographic areas, to address previously identified under-representation, may cause numbers to appear low for this demographic. Further, many of the positions in which there appears to be under-representation are entry level. This could indicate that many of the employees in this category have recently promoted, leaving vacancies in the entry level job classes.

The under-representation of Asians in the City of Los Angeles appears mainly in skilled craft and service/maintenance job classes. Historically, despite targeted recruitment, we continue to see low numbers of Asians in our applicant pools for these positions. This leads us to believe that the issue lies less in the City's efforts, but more in the lack of interest in those fields from this demographic category.

The City of Los Angeles existing HR record system does not properly track categories for those that identify as Two or More Races and Other. This is the main reason for the appearance of under-representation in these categories. The City is currently in the process of upgrading this system. More accurate data for these two categories is expected over the next few years.

The City of Los Angeles is committed to maintaining a diverse workforce that is representative of the community it serves, and is committed to the ongoing improvement of outreach and recruitment to meet that goal.

Step 5: Objectives and Steps

1. Provide equal employment opportunities to Latino and Hispanic applicants when our organization fills vacancies in the Technicians, Protective Services Non-Sworn, Administrative Support, Service/Maintenance, and Skilled Craft categories.

- a. The incumbent compositions are compared to the City of Los Angeles Labor Force Data derived from the recent results collected by the U.S. Census Bureau.
- b. If the Personnel Department identifies an under-represented group or groups in an examination for which individuals not currently employed by the City can participate, it attempts to identify targeted recruitment opportunities to attract applicants from the under-represented group(s).
- c. If the examination is promotional and only current employees of the City can participate, the Personnel Department looks at the composition of the feeder classifications to note whether targeted recruitment may be necessary the next time the examinations are given for those classes.
- d. The Personnel Department also ensures that subject matter experts who assist in exam development and raters who evaluate test parts and sit on the interview boards represent the diversity the City's labor force.
- e. The Personnel Department also considers testing methodology. If a written test consistently results in adverse impact, it considers other appropriate testing methodologies to assess job related knowledge and skills, such as performance tests or interviews.
- f. Whenever the Personnel Department administers an examination, it runs a report from the City's payroll system to identify the ethnic and gender composition of the incumbents in the classification being examined for and any feeder classes if the examination is promotional.
- g. The Personnel Department has diversified its recruitment strategies by establishing a social media presence (Facebook, Instagram, Twitter, LinkedIn, and YouTube) that continues to grow at an accelerated pace. We continue posting recruitment announcements with various job websites, professional associations, colleges, universities, trade schools, and the Personnel Department's Intranet website, as well as placing print ads in various newspapers and trade-specific publications, and participate in job and career fairs.

2. Provide equal employment opportunities to women when our organization fills vacancies in the Technicians, Protective Services Non-Sworn, Skilled Craft, and Service/Maintenance categories.

- a. If the examination is promotional and only current employees of the City can participate, the Personnel Department looks at the composition of the feeder classifications to note whether targeted recruitment may be necessary the next time the examinations are given for those classes.
- b. The incumbent compositions are compared to the City of Los Angeles Labor Force Data derived from the recent results collected by the U.S. Census Bureau.
- c. The Personnel Department also ensures that subject matter experts who assist in exam development and raters who evaluate test parts and sit on the interview boards represent the diversity the City's labor force.
- d. The Personnel Department also considers testing methodology. If a written test consistently results in adverse impact, it considers other appropriate testing methodologies to assess job related knowledge and skills, such as performance tests or interviews.
- e. Whenever the Personnel Department administers an examination, it runs a report from the City's payroll system to identify the ethnic and gender composition of the incumbents in the classification being examined for and any feeder classes if the exam is promotional.
- f. The Personnel Department has diversified its recruitment strategies by establishing a social media presence (Facebook, Instagram, Twitter, Snapchat, LinkedIn, and YouTube) that continues to grow at an accelerated pace. We continue posting recruitment announcements with various job websites, professional associations, colleges, universities, trade schools, and the Personnel Department's Intranet website, as well as placing print ads in various newspapers and trade-specific publications, and participate in job and career fairs.
- g. If the Personnel Department identifies an under-represented group or groups in an examination for which individuals not currently employed by the City can participate, it attempts to identify targeted recruitment opportunities to attract applicants from the under-represented group(s).

3. Provide equal employment opportunities to Asians when our organization fills vacancies in the Skilled Craft and Service/Maintenance categories.

- a. The incumbent compositions are compared to the City of Los Angeles Labor Force Data derived from the recent results collected by the U.S. Census Bureau.
- b. If the Personnel Department identifies an under-represented group or groups in an examination for which individuals not currently employed by the City can participate, it attempts to identify targeted recruitment opportunities to attract applicants from the under-represented group(s).
- c. If the examination is promotional and only current employees of the City can participate, the Personnel Department looks at the composition of the feeder classifications to note whether targeted recruitment may be necessary the next time the examinations are given for those classes.
- d. The Personnel Department also ensures that subject matter experts who assist in exam development and raters who evaluate test parts and sit on the interview boards represent the diversity the City's labor force.
- e. The Personnel Department also considers testing methodology. If a written test consistently results in adverse impact, it considers other appropriate testing methodologies to assess job related knowledge and skills, such as performance tests or interviews.
- f. Whenever the Personnel Department administers an examination, it runs a report from the City's payroll system to identify the ethnic and gender composition of the incumbents in the classification being examined for and any feeder classes if the examination is promotional.
- g. The Personnel Department has diversified its recruitment strategies by establishing a social media presence (Facebook, Instagram, Twitter, LinkedIn, and YouTube) that continues to grow at an accelerated pace. We continue posting recruitment announcements with various job websites, professional associations, colleges, universities, trade schools, and the Personnel Department's Intranet website, as well as placing print ads in various newspapers and trade-specific publications, and participate in job and career fairs.

Step 6: Internal Dissemination

Within 30 days of receiving the U.S. Department of Justice approval of the City's EOP Utilization Report, a copy will be posted to the City of Los Angeles Personnel Departments intranet site.

The Personnel Department will send an electronic announcement to all employees stating that a copy of the EOP Utilization Report is available on the City of Los Angeles Personnel Department's intranet site, including a direct link to the report.

A hard copy of the EOP Utilization Report will be available upon request from the Personnel Department's Equal Employment Opportunity Division.

Step 7: External Dissemination

Within 30 days of receiving the U.S. Department of Justice's approval of the City's EOP Utilization Report, a copy of the report will be made available on the City of Los Angeles Personnel Department's internet website, which is frequented by the public, contractors, vendors and various community groups.

A hard copy of the EOP Utilization Report will be available upon request at the Personnel Department's Equal Employment Opportunity Division located at 700 E. Temple Street, Room 380, Los Angeles, CA 90012.

A disclosure statement will be posted on the City of Los Angeles' LA Business Portal at <http://business.lacity.org/grow/contract-city>, notifying the public, contractors and vendors that a copy of the EOP Utilization Report is available at the Personnel Department's Equal Employment Opportunity Division.

Utilization Analysis Chart
Relevant Labor Market: Los Angeles County, California

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	255/27%	108/12%	57/6%	0/0%	89/10%	14/2%	0/0%	0/0%	119/13%	83/9%	69/7%	1/0%	88/9%	47/5%	0/0%	0/0%
CLS #/%	180,790/3 2%	71,660/13 %	17,665/3 %	440/0%	55,960/10 %	520/0%	3,385/1%	2,060/0%	107,895/1 9%	54,430/10 %	21,395/4 %	395/0%	39,910/7 %	800/0%	2,675/0%	1,415/0%
Utilization #/%	-5%	-1%	3%	-0%	-0%	1%	-1%	-0%	-6%	-1%	4%	0%	2%	5%	-0%	-0%
Professionals																
Workforce #/%	1641/17%	1182/12%	478/5%	13/0%	1478/16%	421/4%	0/0%	0/0%	1108/12%	964/10%	681/7%	5/0%	1070/11%	478/5%	0/0%	0/0%
CLS #/%	238,045/2 7%	67,910/8 %	27,605/3 %	810/0%	88,540/10 %	635/0%	5,430/1%	3,015/0%	204,465/2 3%	88,260/10 %	39,250/4 %	830/0%	101,055/1 2%	645/0%	6,215/1%	3,885/0%
Utilization #/%	-10%	5%	2%	0%	5%	4%	-1%	-0%	-12%	0%	3%	-0%	-0%	5%	-1%	-0%
Technicians																
Workforce #/%	502/26%	419/22%	99/5%	6/0%	283/15%	154/8%	0/0%	0/0%	161/8%	97/5%	52/3%	0/0%	96/5%	36/2%	0/0%	0/0%
CLS #/%	22,305/21 %	14,985/14 %	3,995/4%	105/0%	14,490/14 %	135/0%	625/1%	360/0%	14,215/13 %	14,340/14 %	6,635/6%	100/0%	12,725/12 %	45/0%	455/0%	570/1%
Utilization #/%	5%	8%	1%	0%	1%	8%	-1%	-0%	-5%	-8%	-4%	-0%	-7%	2%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	4328/31%	5169/37%	1227/9%	41/0%	938/7%	317/2%	0/0%	0/0%	636/5%	1031/7%	242/2%	7/0%	112/1%	27/0%	0/0%	0/0%
CLS #/%	25,795/28 %	28,580/31 %	12,280/13 %	305/0%	6,110/7%	410/0%	865/1%	445/0%	4,465/5%	6,300/7%	5,040/5%	120/0%	755/1%	175/0%	205/0%	250/0%
Utilization #/%	3%	6%	-5%	-0%	0%	2%	-1%	-0%	-0%	0%	-4%	-0%	-0%	0%	-0%	-0%
Protective Services: Non-sworn																
Workforce #/%	170/9%	619/32%	480/25%	3/0%	63/3%	58/3%	0/0%	0/0%	40/2%	180/9%	317/16%	0/0%	9/0%	6/0%	0/0%	0/0%
Civilian Labor Force #/%	1,140/20 %	1,125/20 %	615/11%	50/1%	335/6%	0/0%	60/1%	100/2%	610/11%	1,065/19 %	490/9%	0/0%	45/1%	0/0%	30/1%	10/0%
Utilization #/%	-11%	12%	14%	-1%	-3%	3%	-1%	-2%	-9%	-10%	8%	0%	-0%	0%	-1%	-0%
Administrative Support																
Workforce #/%	326/5%	727/11%	342/5%	9/0%	169/3%	133/2%	0/0%	0/0%	547/9%	1918/30%	1572/25%	11/0%	354/6%	302/5%	0/0%	0/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	172,060/14%	197,735/16%	38,295/3%	1,040/0%	81,415/7%	1,180/0%	5,370/0%	3,815/0%	227,575/19%	308,390/25%	71,065/6%	1,685/0%	103,470/8%	2,805/0%	7,730/1%	5,935/0%
Utilization #/%	-9%	-5%	2%	0%	-4%	2%	-0%	-0%	-10%	5%	19%	0%	-3%	4%	-1%	-0%
Skilled Craft																
Workforce #/%	2934/38%	3105/40%	848/11%	33/0%	412/5%	232/3%	0/0%	0/0%	53/1%	57/1%	47/1%	1/0%	15/0%	6/0%	0/0%	0/0%
CLS #/%	87,220/25%	200,705/57%	14,875/4%	635/0%	23,945/7%	545/0%	1,655/0%	1,755/0%	4,890/1%	11,345/3%	1,225/0%	35/0%	3,580/1%	20/0%	115/0%	160/0%
Utilization #/%	13%	-17%	7%	0%	-1%	3%	-0%	-0%	-1%	-2%	0%	0%	-1%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	589/12%	2166/46%	950/20%	12/0%	85/2%	47/1%	0/0%	0/0%	90/2%	494/10%	266/6%	2/0%	9/0%	13/0%	0/0%	0/0%
CLS #/%	116,520/9%	542,605/4%	42,375/3%	1,140/0%	61,565/5%	2,065/0%	4,245/0%	3,965/0%	85,825/7%	335,760/2%	37,515/3%	910/0%	64,650/5%	1,060/0%	3,480/0%	3,070/0%
Utilization #/%	4%	4%	17%	0%	-3%	1%	-0%	-0%	-5%	-15%	3%	-0%	-5%	0%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓						✓		✓						✓	
Professionals	✓						✓	✓	✓						✓	✓
Technicians							✓	✓	✓	✓	✓		✓		✓	✓
Protective Services: Sworn			✓				✓	✓			✓	✓			✓	✓
Protective Services: Non-sworn	✓			✓	✓		✓	✓	✓	✓					✓	
Administrative Support	✓	✓			✓		✓	✓	✓				✓		✓	✓
Skilled Craft		✓			✓		✓	✓	✓	✓			✓			
Service/Maintenance					✓		✓	✓	✓	✓			✓		✓	✓

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Wendy Macy

General Manager, Personnel Department

09-27-2019

[signature]

[title]

[date]