


Office of the City Manager

May 21, 2013

To: Honorable Mayor and  
Members of the City Council

From: Christine Daniel, City Manager 

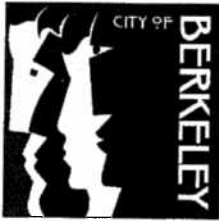
Subject: FY 2013 3<sup>rd</sup> Quarter Work Force Report

Attached for your information is the 3<sup>rd</sup> Quarter Work Force report for FY 2013 prepared by the City's Equal Employment Opportunity (EEO) & Diversity Officer. It provides a status report of the City's diversity within occupational groups in our work force.

You may contact Dennis T. Feggans, EEO Officer, with any questions about the report. He can be reached at 981-6811.

#### Attachment

cc: William Rogers, Deputy City Manager  
Mark Numainville, City Clerk  
Dave Abel, Interim Director of Human Resources  
Ann-Marie Hogan, City Auditor  
Pam Embry, Public Information Officer  
Dennis Feggans, EEO Officer, Human Resources



Human Resources Dept.

May 2, 2013

To: Christine Daniel, City Manager  
 From: Dennis T. Feggans, Equal Employment Opportunity & Diversity Officer  
 Subject: **FY13 THIRD QUARTER WORK FORCE REPORT**

The following summary is an analysis of female and minority representation within the City's work force as of March 31, 2013. Based on comparison work force statistics of a year ago, it is observed that the City's overall work force has declined by thirty-six (36) employees or 3%.

**March 2012**                      **1328**  
**March 2013**                      **1292**

Work Force data based on 2010 census has been released in a new format under the heading of EEO Tabulation 2006-2010 American Community Survey (ACS) data. Compared to Alameda's relevant civilian labor market under this format, we find that the City's parity ratings are significantly altered:

Dec <sup>1</sup> 2011	Totals	City %	Alameda SMSA	Parity %	Dec <sup>2</sup> 2012	Totals	City %	Alameda ACS	Parity %
African Americans	385	29%	11%	<b>100%</b>	African Americans	352	27%	10%	<b>100%</b>
Hispanics	191	14%	16%	<b>88%</b>	Hispanics	195	15%	21%	<b>71%</b>
Asians	191	14%	18%	<b>78%</b>	Asians	188	15%	23%	<b>65%</b>
Native Americans	4	.3%	.4%	<b>75%</b>	Native Americans	4	.3%	.2%	<b>100%</b>
Minorities	771	58%	46%	<b>100%</b>	Minorities	739	57%	55%	<b>100%</b>

The Census Bureau produces the EEO Tabulation table for Federal agencies responsible for monitoring employment practices and enforcing civil rights laws in the workforce and for all employers so they can measure their compliance with the laws. The tabulation serves as the primary external benchmark for comparing the race, ethnicity, and sex composition of each employer's

<sup>1</sup> The Alameda SMSA percentages are based on 2000 census.  
<sup>2</sup> The Alameda ACS percentages are based on 2010 census ACS data.

**THIRD QUARTER WORK FORCE REPORT**

workforce to its available labor market. The American Community Survey (ACS) produces period estimates of socioeconomic and housing characteristics. In the case of the EEO Tabulation Table, it provides data according to where people worked at the time of survey.<sup>3</sup>

The City's parity ratings continue to exceed the minimum acceptable threshold of 51%, but the transition from the 2000 census data to the 2010 ACS data has affected the parity ratings for Hispanics and Asians significantly. The 2010 ACS representation figures for both Hispanics and Asians show a marked increase in the relevant labor market figures. Accordingly, our parity ratings reflect much lower percentages at 71% for Hispanics and 65% for Asians. Even though these parity ratings do not fall below the acceptable threshold, future recruitment examinations should include targeted recruitment<sup>4</sup> efforts in those instances where underutilization of Hispanics and/or Asians within the recruiting department is uncovered. The EEO Officer would oversee these actions.

African American 2010 ACS figures are the only ones which remained constant, thus avoiding any significant parity deviations from previous reports. The City's African American work force representation continues to show 100% parity.

The female population experienced a 5% decrease, from 561 to 535, from a year ago. Notwithstanding, their parity figures are commendable as they continue to hover above 90%:

2011	Females - 561	City's % - 42%	Alameda SMSA - 45%	Parity - <b>93%</b>
2012	Females - 535	City's % - 41%	Alameda ACS - 45%	Parity - <b>91%</b>

**Hires:** The record revealed twenty-five (25) hires (with the exclusion of sworn personnel whose hires will be discussed below) during the first nine (9) months of FY 2013. The representation of minorities and females among those hires are commendable as they commensurate the Alameda 2010 ACS data with the exception of Hispanics, which reflects a relatively low parity rating. Absent any apparent reasons for the underutilization of Hispanics, it is reiterated that targeted recruitment efforts will be the strategy of choice to address their lower figures.

<b><u>25 Hires</u></b>	<b>Total</b>	<b>Hires %</b>	<b>ACS</b>	<b>Parity</b>
Whites	12	48%	NA	NA
African Americans	5	20%	10%	100%
Hispanics	3	12%	21%	57%
Asians	5	20%	23%	87%
Females	14	56%	45%	100%

**Separations:** Between July 2012 and March 2013, a total of sixty (60) non-sworn personnel separated from the City. It was found that 60% of the separations were minorities. This might be alarming except for the fact that retirement was the reason for over 60% of the departures among minority group members.

<sup>3</sup> American Community Survey (ACS) produces 1 year, 3 year, and 5 year estimates. The bureau has not determined when the next EEO Tabulation will be released.

<sup>4</sup> Target recruitment simply means focused outreach efforts towards a particular group in an effort to increase their representation in the applicant pool.

**THIRD QUARTER WORK FORCE REPORT**

<b><u>60 Separations</u></b>	<b>Total</b>	<b>City %</b>	<b>ACS</b>	<b>Retirements</b>
Whites	24	40%	NA	NA
African Americans	24	40%	10%	18 - 75%
Hispanics	2	3%	21%	2 - 100%
Asians	10	17%	23%	6 - 60%
Females	30	50%	45%	17 - 56%

**Promotions:** Review of thirty-one (31) promotions (excluding sworn personnel) during the previous nine (9) month period revealed that promotions among African Americans exceeded the ACS data. Even though the statistics show that 52% of the promotion recipients were minority group members, Asians and Hispanics parity ratings hover between 60% and 70%. Promotional opportunities will be monitored by the EEO Officer for variables that may be the cause for their lower parity ratings.

<b><u>31 Promotions</u></b>	<b>Total</b>	<b>%</b>	<b>ACS</b>	<b>Parity</b>
Whites	15	48%	NA	NA
African Americans	7	23%	10%	100%
Hispanics	4	13%	21%	62%
Asians	5	16%	23%	70%
Females	14	45%	45%	100%

**Berkeley Police Department:**

In an effort to address a shortfall of diverse hires over the past year, which resulted in the hire of four (4) White and two (2) Hispanic Police Officers, the Police Chief and Human Resources (HR) collaborated and devised targeted recruitment strategies to be implemented during the Police Officer 2013 spring recruitment. Specifically, actions include expanding outreach and advertisement efforts to increase the number of minority resources. To reduce the inordinate amount of “no shows or drop outs”, which is viewed as problematic, it was decided to conduct the physical examination before the written examination, assuming those candidates who pass the physical would more likely return to complete the written portion; increase the number of test dates and locations; send out email reminders to candidates; and finally, institute a survey monkey to ascertain why candidates have dropped out of the examination process before completion. All of the proposed actions are designed to encourage continuous candidate participation throughout the examination process. An assessment of these efforts will be conducted by HR upon completion of the examination.

A high point for the department during the past year featured the promotion of an African American female to the rank of Sergeant. The female promotion raised their representation among officers of rank to 28% or a third of the supervisory positions. Another positive note was the promotion of a Hispanic male to the rank of Sergeant. The hiring of the two (2) Hispanic Police Officers (noted above) pushed the department’s Hispanic work force representation figures above 100% parity. The parity figures for the department are commendable as all minority groups and females show 90% or above ratings.

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<b>169 - Dept.</b>	<b>Total</b>	<b>City %</b>	<b>ACS<sup>5</sup></b>	<b>Parity</b>
African Americans	24	14%	15%	93%
Hispanics	20	12%	10%	100%
Asians	27	16%	15%	100%
Females	35	21%	13%	100%

#### Berkeley Fire Department:

The Fire Department made four new hires during the past nine months. The selections consisted of four (4) males: three (3) whites and one (1) Hispanic. Despite concerted efforts to address all of their diversity challenges within the department, there have been no female selections. Another commendable note, promotions included two Hispanic males, one of which was promoted to the position of Assistant Fire Chief.

With the adoption of the ACS data, the African Americans' parity figures achieved 100% even with the retirement of the Fire Chief (the only African American female). However, the ACS data exposed a lower parity rating of 75% for Asians. With the opening of a new examination in the spring of 2013 and the formulation of a new recruitment committee consisting of Fire and HR personnel, the department is poised to move forward with established recruitment strategies in place which emphasize diversity recruitment and simply will refocus its attention to the Asian work force where the attention is now needed. Fire was the forerunner who extended its outreach efforts statewide and to paramedic students who were scheduled to graduate near or before the respective examination closing dates; held instruction and practices for candidates in preparation for the physical agility test; opened its Fire Houses to candidates to visit and gain additional insight to the life of a Fire Fighter; and held orientation sessions for new candidates with the Fire Chief. It is anticipated that the Fire Department will continue to address diversity issues head on as in the past. It is commendable to report that other than the Asian work force, the remaining minority groups and females have achieved parity with the 2010 ACS data aggregates.

<b>122 - Dept.</b>	<b>Total</b>	<b>City %</b>	<b>ACS<sup>6</sup></b>	<b>Parity</b>
African Americans	13	11%	10%	100%
Hispanics	20	16%	10%	100%
Asians	7	6%	8%	75%
Native Americans	2	2%	1%	100%
Females	13	11%	5%	100%

If you have any questions regarding the work force report, feel free to contact me at #6811.

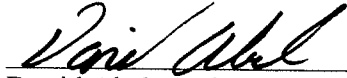
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<sup>5</sup> The Police ACS percentages reflect Alameda's labor market figures for only Police sworn personnel.

<sup>6</sup> The Fire ACS percentages reflect Alameda's labor market figures for only Fire sworn personnel

**THIRD QUARTER WORK FORCE REPORT**

Approved for distribution:



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David Abel, Acting Director of Human Resources

Attachments

cc: Michael Meehan, Police Chief  
Gil Dong, Acting Fire Chief