

# **Report on Annual Affirmative Action Programs**

Legislative/Human Resources Committee  
February 10, 2015

# Presentation Overview



- FY 2014 Goal Achievement and Progress
- Placement Goals for the FY 2015 AA Program for Minorities and Women
- Action-Oriented Programs and Outreach for 2015 AA Programs
- Recommendation to the Board and Next Steps

# FY 2014 Goal Achievement and Progress - Highlights



**FY 2014 AA Goal Achievement Rate: 52.38%**

District met or exceeded 11 out of 21 placement goals

Job Group	Category	Placement Rate Goal (%)	Actual Placement Rate (%)
Directors/Managers	Minority	38.80%	44.44%
Analysts	Minority	50.80%	50.00%
Other Professionals	Female	55.30%	60.00%
General Clerical	Female	90.30%	93.75%
Customer Services	Female	59.60%	66.67%
Technicians	Minority	59.30%	100.00%
Plant Operators	Female	9.70%	9.09%
Plant Operators Lead/Supervisors	Minority	38.50%	50.00%
Laboratory and Quality Control Technicians	Female	50.80%	50.00%
Rangers	Minority	42.20%	50.00%
Supervising Engineers	Female	22.70%	50.00%

**FY 2014 AA Goal Progress Rate: 61.90%**

District made progress on 13 out of 21 placement goals

Job Group	Category	Incumbency Rate (%)	Actual Placement Rate (%)	Placement Rate Goal (%)	Goal Achieved?
Electrical/Structural Maintenance	Minority	21.57%	27.27%	47.62%	Partially met
Mechanical Maintenance	Minority	30.16%	38.71%	48.50%	Partially met

# FY 2014 Goal Achievement and Progress - Highlights



## FY 2014 AA Goals Not Met

3 placement goals not met by percentage equivalent to partial FTE

Job Group	Category	Incumbency Rate (%)	Placement Rate Goal (%)	Total Number of Placements	Number of Goal Placements	Actual Placement Rate (%)
Analysts	Female	61.90%	72.10%	4	2	50.00%
Science Professionals	Female	45.00%	49.00%	3	1	33.33%
Supervising Engineers	Minority	46.15%	49.50%	4	1	25.00%

5 placement goals not met

Job Group	Category	Incumbency Rate (%)	Placement Rate Goal (%)	Total Number of Placements	Number of Goal Placements	Actual Placement Rate (%)
Laboratory and Quality Control Technicians	Minority	41.18%	54.30%	4	0	0.00%
Pipeline Maintenance	Minority	46.28%	58.40%	21	9	42.86%
Heavy Equipment/Truck Operators	Minority	30.12%	67.30%	8	2	25.00%
Mechanical Maintenance	Female	30.16%	5.00%	31	0	0.00%
Service Maintenance	Minority	62.32%	74.00%	11	6	54.55%

# FY 2014 Goals Progress

## Good Faith Efforts



- Internship programs designed to diversify applicant pool and introduce EBMUD Water careers to diverse applicant population
  - Community college internships
    - Water Distribution Plumber Internship: 5 interns - 1 Black and 2 Asian participants
    - Instrument Worker Internship: 5 interns - 3 Black and 2 female participants
    - Industrial Maintenance Internship Program: 5 interns - 1 Black and 2 Asian participants
    - Plant Operators Internship: 5 interns - 1 Black Female and 1 Hispanic Male participant

# FY 2014 Goals Progress

## Good Faith Efforts



### Industrial Maintenance Internship Pass Rate, Certification Rank and Hire Rate

Job Group	Internship	Position	Test Passage Rate	Cert Date	Cert List Rank	Hire Rate	Hire Date
Mechanical Maintenance	Industrial Maintenance Internship	Machining & Maintenance Worker II	4:5 = 80%	5/27/2013	1 at #1 2 at #2 1 at #4	1:2 = 50%	9/10/2013
		Plant Maintenance Worker II	4:5 = 80%	5/28/2013	1 at #1 1 at #2 1 at #3 1 at #4	1:1 = 100%	9/4/2013

- OUSD ECCO Summer Internship
  - 13 diverse students from four high schools
- **Outreach for diverse qualified candidates**
  - Job information sessions – e.g., Meter Reader Mechanic
  - Job Fairs – e.g., College of Alameda

# FY 2014 Goals Progress

## Good Faith Efforts



- **Educate Diverse Population re EBMUD/Water Careers**
  - Community College Outreach – e.g, Industrial Maintenance Machinist/Mechanic Industry Meeting
  - Community
    - BAYWORK videos – EBMUD at work
    - Tours of EBMUD for Laney and Los Medanos College
  - High School – judges for Science, Technology, Engineering and Math (STEM) contests
- **Train Diverse Population for EBMUD/Water Careers**
  - Partnerships
    - Bay Area Consortium for Water and Wastewater Education (BACWWE) – career training
    - BAYWORK – scholarships for utility trades



# FY 2014 Goals Progress

## Problem Areas



### Insufficient Percentage of Female and Minority Applicants and Contender Applicants

Insufficient representation of minorities and/or females in applicant pools (Applicants)	Insufficient minority and/or female contender applicants (Contender Applicants)
Laboratory and Quality Control Technicians	Pipeline Maintenance
Heavy Equipment/Truck Operators	Heavy Equipment/Truck Operators
Electrical/Structural Maintenance	Mechanical Maintenance
Service/Maintenance	

### FY 2014 Internship Pass Rate

Job Group	Internship	Position	Test Passage Rate
Plant Operators	Plant Operator Internship	Plant Operator Trainee	0:5 = 0%
Pipeline Maintenance	Water Distribution Plumber Internship	Water Distribution Plumber I	0:5 = 0%



# FY 2015 Placement Goals for Minorities and Women AAP



## Summary of Placement Goals

JOB GROUP	NUMBER OF INCUMBENTS	TOTAL MINORITY		FEMALE		PLACEMENT GOAL ESTABLISHED? (YES/NO)	
		INCUMBENCY %	AVAILABILITY %	INCUMBENCY %	AVAILABILITY %	MINORITY	FEMALE
Plant Operators Lead/Supervisors	37	27.03%	46.20%			YES	
Laboratory and Quality Control Technicians	48			39.58%	59.00%		YES
Rangers	33	12.12%	65.80%			YES	
Pipeline Maintenance	181	49.17%	61.50%			YES	
Heavy Equipment / Truck Operators	84	30.95%	68.30%			YES	
Electrical/Structural Maintenance	100	22.00%	53.10%	4.00%	15.00%	YES	YES
Mechanical Maintenance	144	32.64%	46.00%			YES	
Service Maintenance	68	60.29%	73.40%			YES	

# FY 2015 Placement Goals for Minorities and Women AAP



## Underlying Data for Minority Placement Goals

Job Group	Number of Incumbents	Blacks		Hispanics		Asians	
		Incumbency	Availability	Incumbency	Availability	Incumbency	Availability
Plant Operators Lead/ Supervisors	37	2.70%	6.00%	13.50%	23.40%	10.80%	13.20%
Rangers	33	3.00%	2.90%	6.10%	57.50%	3.00%	0.60%
Pipeline Maintenance	181	17.10%	6.80%	26.00%	45.80%	5.00%	6.60%
Heavy Equipment/ Truck Operators	84	8.30%	16.30%	17.90%	38.10%	2.40%	9.20%
Electrical/Structural Maintenance	100	2.00%	4.80%	13.00%	28.80%	6.00%	16.40%
Mechanical Maintenance	144	4.20%	3.40%	18.10%	27.20%	9.70%	13.40%
Service Maintenance	68	22.10%	10.00%	22.10%	45.10%	16.20%	15.00%

Statistically significant difference

# FY 2015 Action-Oriented Programs and Outreach



- Increase number of qualified and contender minority and female applicants
  - Target high schools and community colleges with trade and science programs for entry level jobs; community-based organizations with female, minority, veteran and disability focuses; and other community-based organizations with recruitment and training focuses
  - Tailor outreach to such organizations for specific job opportunities
  - Develop partnerships with organizations for training and/or exam preparation

# FY 2015 Action-Oriented Programs and Outreach



- Improve Plumber, Industrial Maintenance and Instrument Worker internships – better background checking and exam preparation
- Work with “Diversity” groups to support diversity and inclusion strategy at EBMUD (serve as Ambassadors)
- Continue to introduce community to EBMUD/Water careers

# FY 2015 Action-Oriented Programs and Outreach



- Actions/Programs to Date
  - Refining the list of high schools, colleges and community-based organizations
  - Partnership with Swords to Plowshares (STP)
    - Recruit, screen and background check candidates before referral
    - Exam preparation
  - WDP I Internship – Veterans Cohort
    - In partnership with Laney College and STP
    - 5 qualified and potential contender Veteran applicants
    - Internship dates: February 5, 2015 – May 22, 2015

# FY 2015 Action-Oriented Programs and Outreach



- Additional Activities to Date
  - United States Coast Guard Meeting
    - EBMUD Volunteer spoke about EBMUD/Water careers
  - McClymonds High School Spring Internship
    - 7 interns
    - All minorities
    - Internship dates: January 28, 2015 – May 27, 2015
  - Alameda and Contra Costa County Science Fairs
    - EBMUD Engineers Volunteer Judges
  - East Bay Earn and Learn
    - A source of HS and college interns in Contra Costa County

# FY 2015 Action-Oriented Programs and Outreach



## 2015 Key Exams Spring 2015

Job Group	Exam
Plant Operators Lead/Supervisors	Assistant Wastewater Shift Supervisor
Pipeline Maintenance	Water Distribution Plumber I
Heavy Equipment/Truck Operators	Assistant C&M Superintendent
	Construction & Maintenance Superintendent
Electrical/Structural Maintenance	Carpenter
Service/Maintenance	Materials Specialist
	Janitor
	Recreation Area Attendant

## Summer/Fall 2015

Job Group	Exam
Pipeline Maintenance	Paving Raker (proposed)
Mechanical Maintenance	Meter Reader/Mechanic
	Plant Maintenance/Machining and Maintenance Worker II



# Recommendation to Board and Next Steps



- Adopt the 2015 Affirmative Action Programs
- General Manager sends out the newly established annual EEO/AA Reaffirmation email/letter to staff