

# **Report on Annual Diversity and Inclusion Program**

Legislative/Human Resources Committee  
February 14, 2017

# Presentation Overview



- Progress on FY 2016 action-oriented program
- Progress on FY 2016 placement goals, hiring benchmark and utilization goal
- Opportunities for improvement
- FY 2017 action-oriented program
- FY 2017 placement goals
- Recommendation to the Board and next steps

# Progress on FY 2016 Action-Oriented Programs and Outreach



**Out of the 22 job groups,  
only had placement goals in 7 groups**

## FY 2016 Placement Goals

JOB GROUP	PLACEMENT GOAL	
	MINORITY	FEMALE
General Clerical		90.10%
Rangers	65.80%	
Pipeline Maintenance	61.00%	
Heavy Equipment/Truck Operators	68.00%	
Electrical/Structural Maintenance	51.40%	
Mechanical Maintenance	46.20%	
Service Maintenance	74.90%	

# Progress on FY 2016 Action-Oriented Programs and Outreach



- Achievements/progress:
  - Increased outreach to females, minorities, protected veterans and individuals with disabilities (IWDs)
    - Attended 25+ events
  - Evaluated use of alternative tests for recruitment with less impact on minority and/or female representation
  - Evaluated the use of alternative methodologies for setting cut-off scores

# Progress on FY 2016 Action-Oriented Programs and Outreach



- Achievements/progress cont.:
  - January 2016 District hosted Career and Resource Fair
  - Community partnership development
    - Rising Sun
    - BAYWORK
    - California State University, East Bay (CSUEB)
  - Revamp of Plumber Internship Program
    - Expanded to all trades internships
    - Considered multiple partners
  - Summer Youth Program
    - Increased number of partners
    - Increased number of interns

# Progress on FY 2016 Action-Oriented Programs and Outreach



- Achievements/progress cont.:
  - Industrial Maintenance Internship Program
    - Partnered with Laney College
    - 3 interns – 1 WF, 1 BF, 1 WM
    - 2 interns passed an exam; 1 was hired (WF)

## FY 2016 Internship Exam Pass Rate and Hire Rate

Job Group	Internship	Position	Exam Passage Rate	Hire Rate
Mechanical Maintenance	Industrial Maintenance Internship Program	Machining & Maintenance Worker II	0:0 = 0%	
		Plant Maintenance Worker II	2:3 = 66.7%	1:2 = 50%

# Progress on FY 2016 Action-Oriented Programs and Outreach



- Actions/Programs to date in FY 2017
  - Explored partnerships with 6 organizations
  - Coordinated/attended 21 outreach events
  - Partnering with Peralta College
  - Disability Pilot Program
  - Summer Youth Program
    - Increased number of interns
    - Increased number of partner organizations
    - Expanded program across all wards

# FY 2016 Placement Goal Progress



**FY 2016 Placement Goal Progress Rate: 42.9%**  
**(3 of 7 goals)**

<b>Job Group</b>	<b>Category</b>	<b>FY16 Actual Placement Rate (%)</b>	<b>FY17 Actual Placement Rate (%)</b>	<b>FY16 Placement Rate Goal (%)</b>
Service Maintenance	Minority	30.0%	66.7%	74.9%
General Clerical	Women	66.0%	76.5%	90.1%
Pipeline Maintenance	Minority	41.8%	47.5%	61.0%



# FY 2016 Hiring Benchmark Progress



- FY 2017 protected veteran hiring benchmark = 6.9%
- District made progress towards meeting benchmark:

## FY 2015 v FY 2016 Hiring Data

	FY2015	FY2016
Total number of applicants	11,657	11,060
Total number/% of <b>protected veteran applicants</b>	115/.99%	299/2.7%
Total number of applicants hired	186	310
Total number/% <b>protected veteran applicants hired</b>	7/3.8%	14/4.5%

# FY 2016 Utilization Goal Progress



- IWD national utilization goal = 7.0%

## IWDs by Job Group

Job Group	FY2015 Incumbency Rate (%)	FY2016 Incumbency Rate (%)
Directors/Managers	4.8%	9.1%
Analysts	9.1%	7.0%
Professionals	8.0%	4.1%
Science Professionals	7.7%	7.7%
Laboratory & Quality Control Tech	9.4%	11.3%
Service Maintenance	6.8%	7.8%

Netted one additional job group

# Opportunities For Improvement



- Insufficient representation of minorities, women, protected veterans and/or IWDs in the applicant pools
- Pass points for Training and Education (T&E) reviews and/or tests (written, performance or oral) screening out females and/or minorities
- Pass points for panel interviews screening out females and/or minorities resulting in an eligible list under availability
- Insufficient representation of minorities in an interview/hire band
- Ranks of minorities on the bottom of an eligible list

# FY 2017 Action-Oriented Program



- Target efforts to specific job groups/classifications and focus efforts on discrete high-impact actions:
  - Outreach
  - Partnerships
  - Application/interview workshops
  - Test prep workshops
- Program Highlights
  - District-wide Outreach Committee
  - IWD intern
  - Civil service rules/practice barriers
  - Department coaching

# FY 2017 Placement Goals



## FY 2017 Placement Goals

JOB GROUP	MINORITY INCUMBENCY	MINORITY PLACEMENT GOAL
Rangers	14.7%	64.6%
Pipeline Maintenance	47.7%	56.4%
Heavy Equipment/Truck Operators	28.9%	56.0%
Electrical/Structural Maintenance	29.1%	49.0%
Mechanical Maintenance	33.6%	44.0%
Service Maintenance	51.9%	68.2%

One less goal than last year

# FY 2017 Placement Goals



## Underlying Data for Minority Placement Goals

Job Group	Number of Incumbents	Blacks		Hispanics	
		Incumbency	Availability	Incumbency	Availability
Rangers	34	2.9%	3.5%	8.8%	56.8%
Pipeline Maintenance	199	12.1%	8.4%	26.1%	38.1%
Heavy Equipment/ Truck Operators	90	6.7%	11.3%	17.8%	35.1%
Electrical/ Structural Maintenance	103	1.9%	7.5%	13.6%	29.5%
Mechanical Maintenance	140	2.9%	3.2%	17.1%	28.5%
Service Maintenance	77	15.6%	11.7%	20.8%	41.0%

Statistically significant difference

# Recommendation to Board and Next Steps



- Adopt the FY 2017 Diversity and Inclusion Program
- General Manager sends out annual EEO/AA Reaffirmation email/letter to staff

# **Employee Recognition and Service Award Program**

**Building a Culture of Appreciation**

**February 14, 2017**



# Employee Recognition Team



## Members:

- An Bartlett
- Maria Berbano
- Mark Bluestein
- Tonya Bowman
- Wesley Bush
- George Cleveland
- Nalani Heath-Delaney
- Beverly Johnson
- Tim Lewis
- Gary Lin
- Vivian Ling
- David Mercado
- John Patricio
- Sonia Perez
- Jamin Szarka
- Andy Szeto
- Navneet Virk
- David Woodard
- Lori Worden



*Project Manager:* Derry Moten

*Facilitator:* Cynthia Fields

*Executive Sponsors:* Laura Brunson & Michael Wallis

# Recognition Goals



Improve how we recognize and acknowledge employees

- ★ Create a culture of appreciation
- ★ Celebrate accomplishments
- ★ Acknowledge achievements



# Updated Recognition Approach



- ★ **Longevity / Retirement Awards:** Update structure and awards available
- ★ **Peer Recognition:** District-wide, easily recognize any person or team for a job well done
- ★ **Local Recognition:** Departments determine their own awards and recognition events
- ★ **Employee Appreciation Month:** Local events and an appreciation celebration that involves the Board



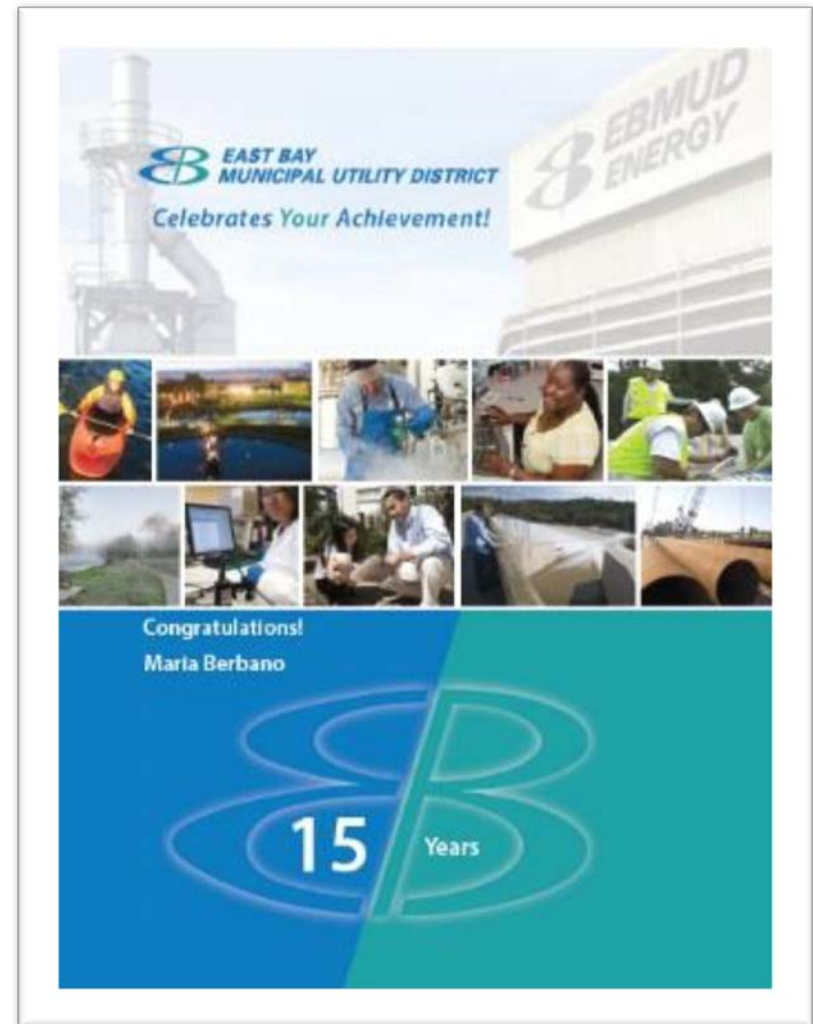


# Longevity / Retirement Awards



Employees will receive:

- ★ A District Pin,
- ★ A Certificate of Appreciation, and
- ★ Their choice of one of two equally-valued options:
  - EBMUD branded items, or
  - Merchandise from a vendor catalog



# Return of the Water Drop

- ★ Employees achieving the 20 years of service milestone will be awarded the Water Drop
- ★ The award is being manufactured by the District's Carpenter Shop



# Peer Recognition



Allows any District employee or team to be recognized for one or more of the following six performance / contribution behaviors


## Performance/Contribution

1. Going Above and Beyond
2. Environmental Stewardship
3. Living the Values
4. Mentorship
5. Safety
6. Service to Others

# Peer Recognition



## Recognition Cards



To:  From:

**You won the PENNANT!**

Given to: \_\_\_\_\_ Date: \_\_\_\_\_ For: ☐ Living the Values  
☐ Safety  
☐ Stewardship  
☐ Above and Beyond  
☐ Mentorship

From: \_\_\_\_\_

Tell your story on the back, tear off, place stub in box or mail to HR (MS 202).



To:  From:

**That was SUPER!**

Given to: \_\_\_\_\_ Date: \_\_\_\_\_ For: ☐ Living the Values  
☐ Safety  
☐ Stewardship  
☐ Above and Beyond  
☐ Mentorship

From: \_\_\_\_\_

Tell your story on the back, tear off, place stub in box or mail to HR (MS 202).



To:  From:

**Gold Medal Performance!**

Given to: \_\_\_\_\_ Date: \_\_\_\_\_ For: ☐ Living the Values  
☐ Safety  
☐ Stewardship  
☐ Above and Beyond  
☐ Mentorship  
☐ Service to Others

From: \_\_\_\_\_

Tell your story on the back, tear off, place stub in box or mail to HR (MS 202).



To:  From:

**AWESOME JOB!**

Given to: \_\_\_\_\_ Date: \_\_\_\_\_ For: ☐ Living the Values  
☐ Safety  
☐ Stewardship  
☐ Above and Beyond  
☐ Mentorship  
☐ Service to Others

From: \_\_\_\_\_

Tell your story on the back, tear off, place stub in box or mail to HR (MS 202).



To:  From:

**You made a SPLASH!**

Given to: \_\_\_\_\_ Date: \_\_\_\_\_ For: ☐ Living the Values  
☐ Safety  
☐ Stewardship  
☐ Above and Beyond  
☐ Mentorship  
☐ Service to Others

From: \_\_\_\_\_

Tell your story on the back, tear off, place stub in box or mail to HR (MS 202).



# Local Recognition & Awards

Departments will:

- ★ Design local award and/or recognition events and morale-building activities
- ★ Funds towards the program are budgeted on a per FTE amount





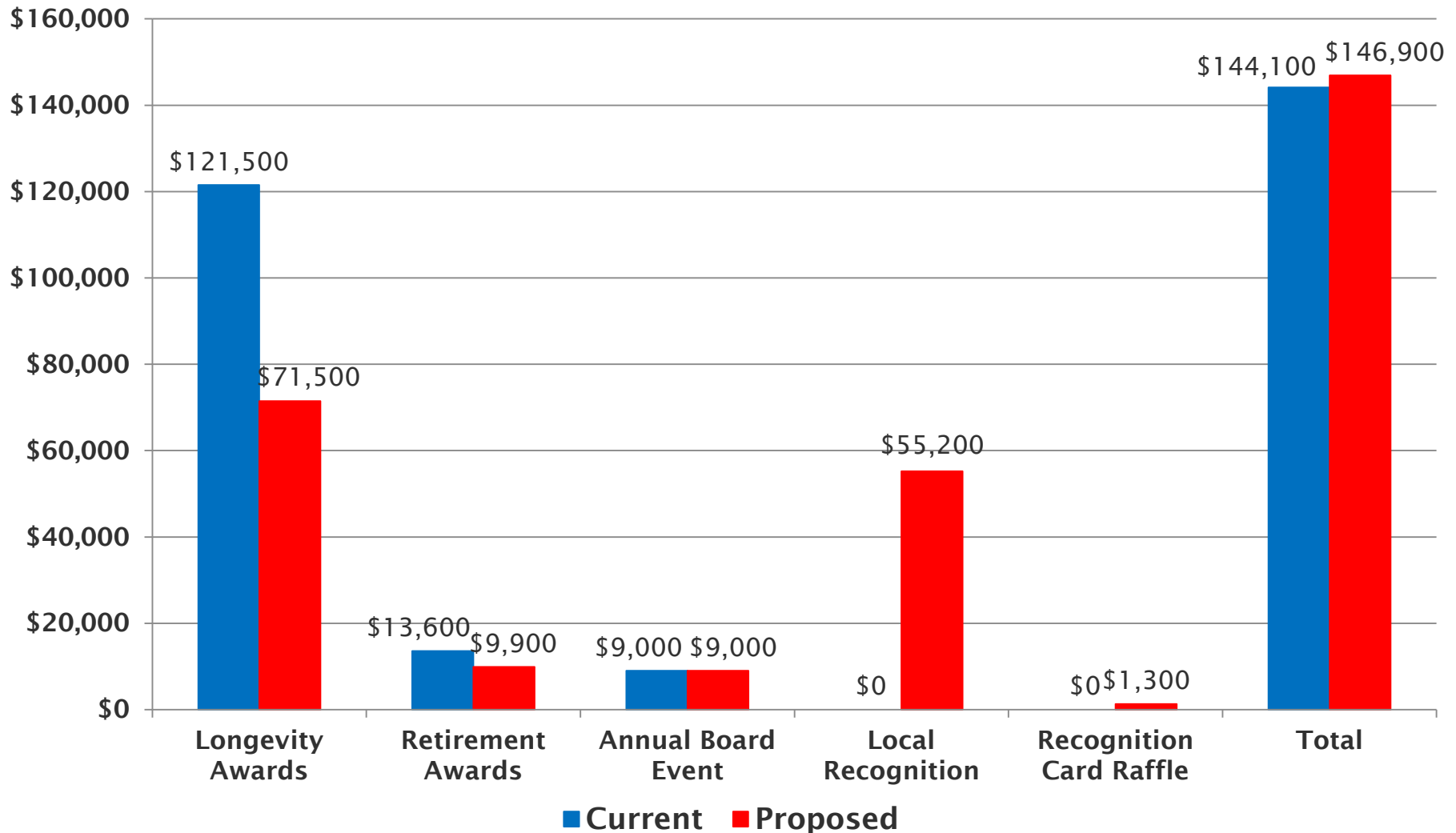
# Employee Appreciation Month



- ★ July designated as Employee Appreciation Month
- ★ Local events throughout the District
- ★ Board employee appreciation event following a Board meeting to highlight the various local awardees and events



# Longevity, Retirement & Recognition Current vs. Proposed Expenses



# How Do We Compare?



	EBMUD	CCWD	ACWD	CCCSD
Certificate of Appreciation	✓	✓	✓	✓
Organizational Pin / Emblem	✓	✓	✓	✓
Catalog Item / Branded Item	✓		✓	✓
Meal with Management			✓	✓
Peer Recognition	✓			
Appreciation / Excellence Event	✓			
Employee of the Year		✓		

# Next Steps



- ★ Requesting that the Board approve the program
- ★ Upon Board approval, the program will launch in March 2017