



## Staff Reports

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**File #:** 259-2020, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** MJ Tueros, Acting Human Resources Director

**Prepared By:** MJ Tueros, Acting Human Resources Director

**TITLE:**

Equal Employment Opportunity Annual Report, and Equity and Inclusion Plan - 2019/2020

**RECOMMENDED ACTION:**

Adopt a resolution approving the 2019 Equal Employment Opportunity Annual Report and approving the 2020 Equity and Inclusion Plan.

**DISCUSSION:**

Civil Service Rule 4 Part K states that the Civil Service Commission shall submit an annual Equal Employment Opportunity report to the City Council. This report addresses recruiting activity for calendar year 2019 and presents a utilization analysis of the City workforce as of December 31, 2019.

The Human Resources Department conducted 99 recruitments for 138 openings in 2019, as opposed to 93 recruitments for 138 openings in 2018. Of these recruitments, 73 were for classified positions, up from 65 in 2018. Department staff also coordinated recruitment activities for 26 Part-Time recruitments (28 in 2018).

Employment Applications - In the calendar year 2019, 5,052 employment applications were filed, up from 3,859 in 2018. A total of 56.90% of the applicants were *male*, as opposed to 54.76% in 2018, and a total of 43.41% were *female*, as opposed to 45.24% in 2018. A total of 42.60% of applicants identified themselves as *White*, as opposed to a total of 45.22% in 2018; a total of 27.50% as *Hispanic or Latino*, up from 24.07% in 2018; a total of 8.70% as *Black or African American*, up from 7.44% in 2018; a total of 8.60% as *Asian*, up from 7.85% in 2018; a total of 0.60% as *Native American or Alaskan Native*, down from 0.65% in 2018; a total of 1.40% identified as *Native Hawaiian or Pacific Islander*, down from 1.84 in 2018; and a total of 10.60% as *Multi-Ethnic or Other*, down from 12.93% in 2018.

Efforts made to reevaluate applicant screening processes to manage bias and artificial barriers as well as modifying selection methods demonstrated an increase in hiring of *Black or African American* and *Asian* candidates to better match the Workforce Availability (WA) statistics. An increase in promotions for Female employees, Hispanic or Latino and Multi-Ethnic or Other employees was celebrated in 2019.

The *Uniform Guidelines on Employee Selection Procedures* under the Equal Employment

Opportunity Commission indicates that the 4/5<sup>th</sup> rule is the preferred method for determining adverse impact unless samples are very small or very large.

Adverse impact is determined by a four-step process. ([www.eeoc.gov/policy/docs/qanda\\_clarify\\_procedures.html](http://www.eeoc.gov/policy/docs/qanda_clarify_procedures.html)  
<[http://www.eeoc.gov/policy/docs/qanda\\_clarify\\_procedures.html](http://www.eeoc.gov/policy/docs/qanda_clarify_procedures.html)>)

- Calculate the rate of selection for each group (divide the number of persons selected from a group by the number of applicants from that group).
- Observe which group has the highest selection rate.
- Calculate the impact ratios, by comparing the selection rate for each group with that of the highest group (divide the selection rate for a group by the selection rate for the highest group).
- Observe whether the selection rate for any group is substantially less (i.e., usually less than 4/5ths or 80%) than the selection rate for the highest group, to determine adverse impact.

The determination of adverse impact may be determined by a variety of factors. It is important for the City of Napa to evaluate adverse impact and mitigate factors which may imply the cause to be related to employee selection methods.

The relationship between applicants and those being placed on eligibility lists indicates that the selection processes developed and utilized in 2018 were consistent with our goal of minimizing adverse impact.

Employees and Applicants identified in the following categories:

- Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: a person having origins in any of the black racial groups of Africa.
- Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Multi-Ethnic or Other: a person who primarily identifies with two or more of the above race/ethnicity categories.
- Native American or Alaskan Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

## Utilization Analysis

The utilization analysis for the City was based on the 2019 employee base and the 2010 census data.

The utilization analysis compared the number of individuals in each gender and race/ethnicity group

employed by the City on December 31, 2019, in specific job groups, with the numbers of their counterparts who are available in the relevant labor market. The different labor markets for the availability analysis are local counties, weighted by the percentage of the workforce living in each county; California; National; and internal feeders. The local labor market was weighted 75.53% Napa County, 19.27% Solano County and 5.2% Sonoma County. The weight to the Feeder groups was based on classes from which an employee would promote into a different group. For example, the feeder group percentage for Professionals is based on the classes in Professionals which are potentially filled by employees in the Technicians group.

Underutilization was identified when the percentage of individuals employed was lower than the percent available. The underutilization number indicates the whole number of employees in that group which would be needed for our workforce to reflect the labor market.

The data in the 2019 Utilization Analysis has been consolidated by EEO Job Group. Underutilization was identified in 2019 in the following job groups:

- Officials and Administrators - Underutilization of Females.
- Professionals - Underutilization of Asian, Black or African American, and Multi-Ethnic or Other.
- Technicians - Underutilization of Asian and Black or African American employees.
- Protective Service Workers - Underutilization of Asian, and Black or African American.
- Paraprofessionals - Underutilization of Male, Asian, Black or African American employees.
- Administrative Support - Underutilization of Male, Asian, Black or African American.
- Skilled Craft Workers - Underutilization of Female, Black or African American, and Hispanic or Latino and Multi-Ethnic or Other.
- Service/Maintenance - Underutilization of Female, and Black or African American and Multi-Ethnic or Other.

Overall, the City's outreach and inclusion efforts in 2019 resulted in an increase in attracting more Hispanic or Latino, Black or African American and Asian applicants, and hires for Black or African American and Asian employees, bringing the City's overall workforce diversity closer to the workforce availability standards defined above.

The City will pursue outreach efforts throughout the community, including recruitment utilizing social media, wide distribution of job announcements to a variety of community organizations and groups, as well as continued outreach various community forums. Additionally, we strive to build a workforce which is reflective of the relevant labor market within the community it serves.

Beyond our efforts of recruiting diverse talent, it is a priority for the City to examine equity and inclusion. Attachment 2 demonstrates achievements of 2019 and objective measures we will focus on in 2020 to address race and gender equity throughout the City.

#### **FINANCIAL IMPACTS:**

There are no financial impacts.

#### **CEQA:**

The City Manager has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060.

**DOCUMENTS ATTACHED:**

ATCH 1 - Resolution

EX A - 2019 Utilization Report

EX B - 2020 Equity and Inclusion Plan

**NOTIFICATION:**

Civil Service Commission, Department Directors and Managers