



● **Semi Annual Report on Equal Employment Opportunity Policy and Affirmative Action Plan**

Summary

This is the Annual Report on Metropolitan's Equal Employment Opportunity (EEO) and Affirmative Action Programs for fiscal year 2021/2022.

There was a decrease in the total workforce count in FY 2021/2022 for regular employees compared to Calendar Year (CY) 2020 (1780 vs 1760). Metropolitan had a 1 percent increase in workforce representation of Black, Indigenous, People of Color (BIPOC). There was no change to the percentage of females in the workforce. BIPOC were the majority of those hired in FY 2021/2022. Females saw a 2 percent decrease in their rate of promotion from CY 2020 while BIPOC saw an increase of 6 percent. The number of employees who retired significantly increased from CY 2020 (58 vs 104). Males retired at the highest rate (75 percent) and both white and BIPOC employees retired at the identical rate (50 percent).

Metropolitan updated its Nondiscrimination Programs for plan year 2021/2022. During this plan year 8 of the 180 job groups were identified as having underutilization of females and 19 job groups were identified as having underutilization of BIPOC. In September 2021, Metropolitan submitted to the Equal Employment Opportunity Commission its 2021 EEO-4 Report, as required, which reports workforce diversity including hires. Both the Affirmative Action Programs and Nondiscrimination Programs for plan year 2022/2023 are being updated. The Veterans Federal Contractor Report was submitted in September 2022, as required which reports workforce data related to protected veterans.

Strategies, workforce development programs and activities that attract and retain females, BIPOC, protected veterans and individuals with disabilities should continue to be the primary efforts undertaken to eliminate any underutilization identified and reach hiring benchmarks.

Purpose

Pursuant to Administrative Code 6304, the General Manager shall report to the Organization, Personnel and Technology Committee on the status of the equal employment opportunity policy and affirmative action program.

Detailed Report

The following information provides an overview of the impact that Metropolitan's efforts to recruit, hire, promote and retain employees of previously excluded groups has had on workforce diversity.

Workforce and Job Action Demographics

Metropolitan's workforce consisted of 1,760 regular employees as of June 30, 2022, a decrease from CY 2020. Workforce count includes regular full-time or part-time employees and does not include consultants, district, or agency temporary employees.

Table 1.1 displays the sex/gender and race/ethnicity by count and percentage of Metropolitan's regular workforce as of 6/30/22. There was no change in the percentage of females and males in the overall workforce compared to the last report. Females continue to make up 28 percent of the overall workforce with females of color at 19 percent of the overall workforce. Reviewing by race/ethnicity, Black, Indigenous, People of Color (BIPOC) increased by 2 percent from CY 2020 to 57 percent. There was a decrease in the number of employees who identified as Black.

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Table 1.1
Metropolitan's Workforce as of 6/30/2022

Total	1760	
Female	500	28%
Male	1260	72%
White	753	43%
BIPOC	1006	57%
2 or more races	28	2%
Asian	354	20%
Black or African American	109	6%
Hispanic or Latino	503	29%
Amer Indian/Alaskan Native	8	1%
Native Hawaiian or other PI	4	0%
Decline	1	0%

Table 1.2 is a comparison of management employees by gender and race/ethnicity. Of the 1,760 regular employees, 280 hold management positions (positions that manage staff) which is an increase over the last report (261). In each management level, males continue to be the majority while BIPOC are the majority in the Front-Line manager levels. In addition to the 280 regular employees who are managers, there are three temporary employees who are in management classifications but do not manage staff.

Table 1.2
Regular Manager Demographics as of 6/30/22

Manager Level (280)	Executive (19)	Mid-Level (91)	Front Line (170)
Female	47%	30%	32%
Male	53%	70%	68%
White	58%	50%	46%
BIPOC	42%	50%	54%
2 or more races	5%	0%	2%
Asian	16%	21%	23%
Black or African American	11%	8%	6%
Hispanic or Latino	11%	20%	22%
Amer Indian/Alaskan Native	0%	1%	0%
Native Hawaiian or other PI	0%	0%	1%

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Chart 1.3 is a breakdown of the 1,760 regular employees by EEO-4 job category. EEO-4 categories are federal defined groupings of comparable types of occupations found in public sector organizations. The largest number of employees continue to be in the Professionals category followed by Skilled Crafts. Professionals include positions such as Auditor, Analyst, Engineer, Environmental Specialist, Microbiologist, Land Surveyor, Software Developer and Public Affairs Representative. Skilled Crafts include positions such as Coater, Electrician, Equipment Operator, Mechanic, Treatment Plant Operator and Welder/Fabricator, and are found primarily in Water System Operations. Officials and Administrators include executive and management staff.

Chart 1.3
Regular Workforce by EEO Category

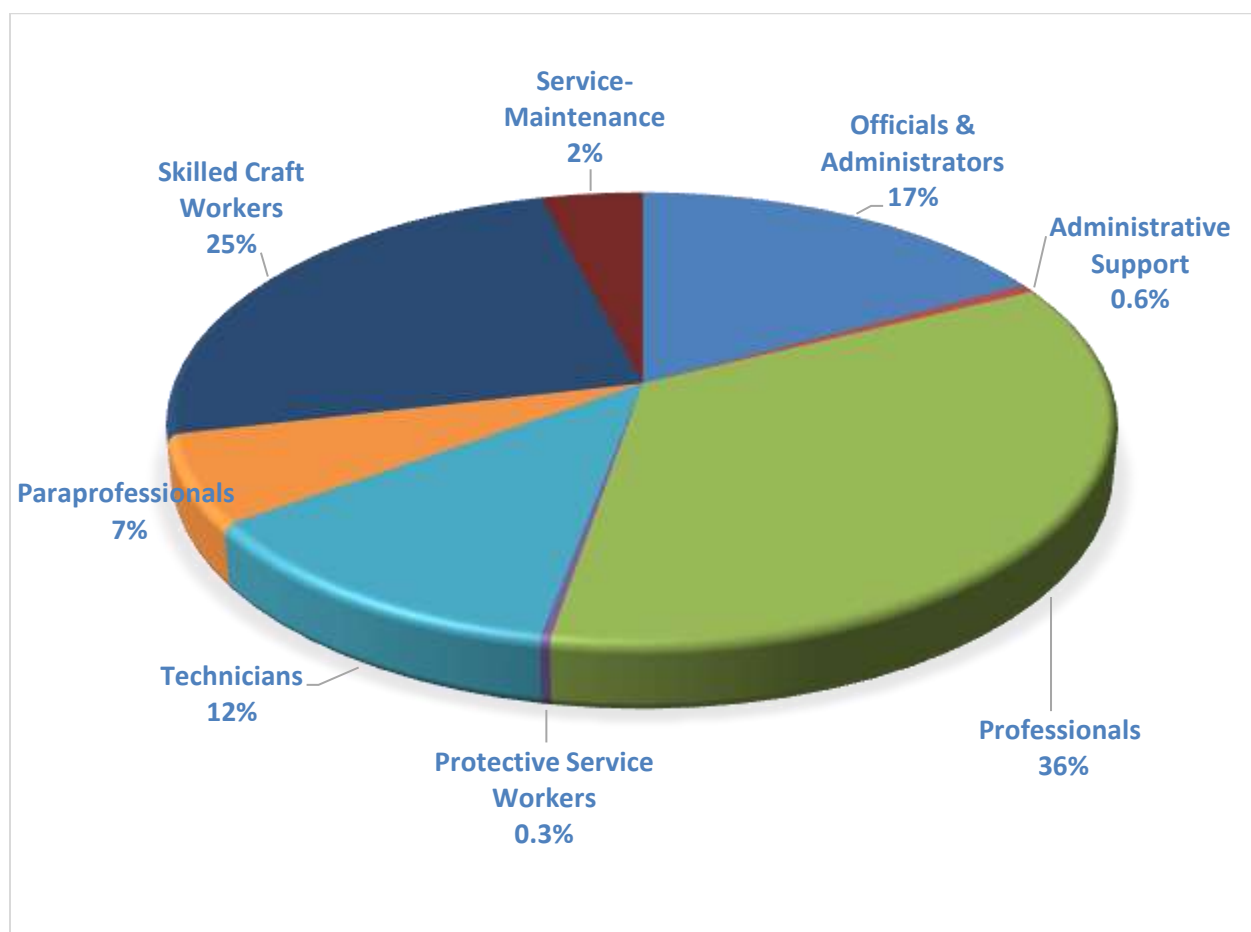


Table 1.4 displays the eight EEO categories by gender, race/ethnicity, and percentage. The EEO category where females are the majority is Paraprofessionals, which includes positions such as Administrative Assistant, Account Technician, and Storekeeper. Female representation increased compared to CY 2020 in three EEO categories, Officials & Administrators, Administrative Support and Service Maintenance. Employees who identify as BIPOC were the majority in six of the eight categories.

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Table 1.4
Metropolitan's Regular Workforce by EEO Category as of 6/30/22

EEO Categories (1760)	Offls & Admintrs (307)	Profs (630)	Techs (216)	Prot Servs (5)	ParaProf (114)	Admin Support (10)	Skilled Craft (442)	Service Maint (36)
Female	32%	44%	9%	0%	76%	40%	1%	14%
Male	68%	56%	91%	100%	24%	60%	99%	86%
White	50%	34%	48%	40%	22%	30%	53%	44%
BIPOC	50%	66%	52%	60%	78%	70%	47%	56%
2 or more	1%	2%	1%	0%	3%	0%	1%	3%
Asian	22%	34%	16%	20%	13%	10%	4%	0%
Black/AA	7%	7%	4%	20%	11%	10%	5%	6%
HISP/Latino	20%	22%	30%	20%	51%	50%	36%	44%
AI/AN	.3%	.3%	0%	0%	0%	0%	1%	3%
NH/PI	.3%	.2%	1%	0%	0%	0%	.2%	0%

Table 1.5 displays a 5-year workforce comparison by sex/gender and race/ethnicity. During this period, the percentage of employees who identified as BIPOC has continued to increase. The highest percentage over the 5-year period was on 6/30/22. Female representation increased slightly over the 5-year period.

Table 1.5
5-year Workforce Comparison

	12/31/17	12/31/18	12/31/19	12/31/20	6/30/22
Total	1711	1713	1756	1780	1760
Female	451 26%	462 27%	491 28%	499 28%	500 28%
Male	1260 74%	1251 73%	1265 72%	1281 72%	1260 72%
White	824 48%	790 46%	791 45%	787 44%	753 43%
BIPOC	887 52%	923 54%	965 55%	993 56%	1006 57%
2 or more races	18 1%	20 1%	22 1%	25 1%	28 2%
Asian	323 19%	331 19%	342 20%	356 20%	354 20%
Black/AA	120 7%	116 7%	115 7%	112 6%	109 6%
Hispanic/Latino	420 25%	448 26%	474 27%	489 28%	503 29%
AI/AN	6 0%	7 0%	10 1%	7 1%	8 0%
NH/PI	0 0%	1 0%	2 0%	4 0%	1 0%

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During fiscal year July 1, 2021, through June 30, 2022, Metropolitan hired a total of 121 employees. Hires do not include contingent labor such as agency temps or consultants. Hires are those selected through a competitive recruitment process of external candidates and those appointed to a position, e.g., some district temporary employees including positions filled through the carpenters union. 72 of the 121 hires filled regular full-time positions and 49 filled temporary positions.

Table 1.6 displays the breakdown of sex/gender and race/ethnicity of the 72 employees hired into regular positions during fiscal year 2021/2022. Some of the hires include Operations & Maintenance Technicians, Engineers, Treatment Plant Operators, and Administrative Assistants. Of the 72 hires, 32 percent were female and 57 percent identified as BIPOC. Management positions made up 7 percent of the 72 hires. Further, 53 percent filled positions in Water System Operations, while 12 percent in Engineering Services. The EEO category of Professionals account for 27 of the hires while 20 of the hires were in Skilled Craft. Those who self-identified as White followed by Asian made up the largest percentage of individuals hired based on race/ethnicity.

Table 1.6
Hire Activity from July 1, 2021 through June 30, 2022

Total	72	
Female	23	32%
Male	49	68%
White	30	42%
BIPOC	41	57%
2 or more races	1	1%
Asian	21	29%
Black/African American	3	4%
Hispanic or Latino	16	22%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	0	0%
Declined to State	1	1%

Table 1.7 displays a 5-year hiring activity for regular positions. Fiscal year 2021/2022 saw a decrease in the number of hires compared to all previous periods. The largest number of hires over the 5-year period remains in CY 2019. There was a 5 percent increase of females hired and 6 percent decrease of BIPOC hired compared to CY 2020. During this period Metropolitan has consistently hired more individuals identifying as BIPOC compared to White.

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Table 1.7
5-year Hiring Activity

	Jan – Dec 2017	Jan – Dec 2018	Jan – Dec 2019	Jan – Dec 2020	Jul – Jun 21/22
Total	97	118	144	89	72
Female	24 25%	40 34%	42 29%	24 27%	23 32%
Male	73 75%	78 66%	102 71%	65 73%	49 68%
White	46 47%	45 38%	58 40%	33 37%	30 42%
BIPOC	51 53%	73 62%	86 60%	56 63%	41 57%
2 or more races	3 3%	3 3%	4 3%	3 3%	1 1%
Asian	19 20%	25 21%	23 16%	27 30%	21 29%
Black or African American	5 5%	3 3%	4 3%	2 2%	3 4%
Hispanic or Latino	24 25%	41 35%	51 35%	22 25%	16 22%
Amer Indian/Alaskan Native	0 0%	0 0%	3 2%	0 0%	0 0%
Native Hawaiian or other PI	0 0%	0 0%	1 1%	2 2%	0 0%

There were 199 promotions in FY 2021/2022. Promotions include individuals which have either through an internal job bid, job audit, or management requested promotion received a different classification with an increase in pay grade and step. Employees progressing through the apprenticeship program are also included in the promotions data. Normal career progression (42 percent) made up most of the promotions, followed by employees who were promoted through a job bid (30 percent), through advancement in the apprenticeship program (14 percent) and through an out of career progression (14 percent). Two individuals (1 percent) were promoted through an appointment.

Table 1.8 reflects the breakdown of promotions by sex/gender and race/ethnicity. Females made up 32 percent of the overall promotions which reflects a decrease of females promoted over CY 2020. Additionally, females were promoted at a higher rate than their overall percentage in the workforce (28 percent). There was an increase in the number of BIPOC promoted 60 percent compared to the previous reporting period (54 percent). Both males and BIPOC employees were promoted at the highest rates.

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Table 1.8
Promotion Activity from July 1, 2021 through June 30, 2022

Total	199	
Female	63	32%
Male	136	68%
White	80	40%
BIPOC	119	60%
2 or more races	5	3%
Asian	38	19%
Black or African American	9	5%
Hispanic or Latino	64	32%
Amer Indian/Alaskan Native	1	0%
Native Hawaiian or other PI	2	1%

Table 1.9 displays promotional activity for a 5-year period. The percentage of females promoted in CY 2020 continues to be the highest over the 5-year period. Black/African American and White were race groups that saw a decrease in the rate of promotions compared to the previous reporting period. Those identifying as BIPOC were promoted at their highest rate in CY 2019 and FY 2021/2022 which was 60 percent. Additionally, Asian, Hispanic, Native Hawaiian/PI and 2 or more races were groups that saw an increase in their rate of promotion compared to the previous reporting period.

Table 1.9
5-year Promotions Activity

	Jan – Dec 2017		Jan - Dec 2018		Jan – Dec 2019		Jan – Dec 2020		Jul – Jun 21/22	
Total	206		255		262		213		199	
Female	51	25%	75	29%	76	29%	72	34%	63	32%
Male	155	75%	180	71%	186	71%	141	66%	136	68%
White	101	49%	117	46%	104	40%	98	46%	80	40%
BIPOC	105	51%	138	54%	158	60%	115	54%	119	60%
2 or more races	1	1%	3	1%	5	2%	4	2%	5	3%
Asian	35	17%	50	20%	60	23%	35	16%	38	19%
Black/AA	11	5%	10	4%	16	15%	12	6%	9	5%
Hispanic/Latino	57	28%	72	28%	76	29%	63	30%	64	32%
AI/AN	1	1%	3	1%	1	0%	1	0%	1	0%
NH/PI	0	0%	0	0%	0	0%	0	0%	2	1%

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For FY 2021/2022, a total of 104 employees retired from Metropolitan. Table 1.10 shows the breakdown by sex/gender and race/ethnicity. Male employees were the highest numbers of those who retired. BIPOC employees retired at the same rate as White employees (50 percent). Of those who retired, 32 percent were in the Professionals category followed by Officials and Administrators (23 percent) and Skilled Craft Workers (20 percent). Almost half of the retirements (46) came from Water System Operations.

Table 1.10
Retirement Activity from July 1, 2021 through June 30, 2022

Total	104	
Female	26	25%
Male	78	75%
White	52	50%
BIPOC	52	50%
2 or more races	2	2%
Asian	27	26%
Black or African American	9	9%
Hispanic or Latino	14	13%
Amer Indian/Alaskan Native	0	0%
Native Hawaiian or other PI	0	0%

Table 1.11 reflects the distribution of retirement activity by sex/gender and race/ethnicity for a 5-year period. Compared to CY 2020, fiscal year 2021/2022 saw an almost 50 percent increase in the number of retirements and is the highest retirement rate for the 5-year period. The retirement rate for BIPOC was the highest in FY 2021/2022 while the retirement rate for females compared to CY 2020 saw a 1 percent increase. There was an increase in retirement rates for Asian and Black/African American employees compared to CY 2020. White employees retired at their lowest rate during the 5-year period.

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Table 1.11
5-year Retirement Activity

	Jan - Dec 2017	Jan - Dec 2018	Jan - Dec 2019	Jan - Dec 2020	Jul - Jun 21/22
Total	84	97	88	58	104
Female	23 27%	22 23%	14 16%	14 24%	26 25%
Male	61 73%	75 77%	74 84%	44 76%	78 75%
White	48 57%	68 70%	46 52%	34 59%	52 50%
BIPOC	36 43%	29 30%	42 48%	24 41%	52 50%
2 or more races	2 2%	1 1%	3 3%	0 0%	2 2%
Asian	14 17%	9 9%	12 14%	12 21%	27 26%
Black/AA	5 6%	8 8%	3 3%	3 5%	9 9%
Hispanic/Latino	14 17%	11 11%	24 27%	8 14%	14 13%
AI/AN	1 1%	0 0%	0 0%	1 2%	0 0%
NH/PI	0 0%	0 0%	0 0%	0 0%	0 0%

For the period of July 1, 2021, through June 30, 2022, a total of 57 employees separated from Metropolitan which included 38 temporary positions and 19 regular positions. Table 1.12 shows the breakdown by sex/gender and race/ethnicity of the 19 regular employees who separated. Separations exclude retirements and include employees who either resigned (15), were released during probation or otherwise discharged (2), or were deceased (2). FY 2021/2022 is the highest number of resignations over the past 10 years. Compared to CY 2020, there was an overall decrease in the number of separations however, the percentage of females and BIPOC increased. Six of the 19 separations were in the Skilled Craft category (32 percent) and five in the Professionals category (26 percent).

Table 1.12
Separation Activity from July 1, 2021, through December 31, 2022

Total	19
Female	5 26%
Male	14 74%
White	12 63%
BIPOC	7 37%
2 or more races	1 5%
Asian	3 16%
Black or African American	0 0%
Hispanic or Latino	3 16%
Amer Indian/Alaskan Native	0 0%
Native Hawaiian or other PI	0 0%

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Affirmative Action Program

Metropolitan is required as a federal contractor to take steps to develop programs, policies and procedures that proactively recruit, hire, train and promote people with disabilities and protected veterans. Annually, the affirmative action program (AAP) for protected veterans and individuals with disabilities (IWD) is updated. As part of these programs, Metropolitan determines if it's meeting the hiring benchmark for protected veterans and a 7 percent placement goal by job group for individuals with disabilities by job group. The benchmark and placement goal are set by the Department of Labor and are measuring sticks used to determine progress toward achieving equal employment opportunity for these two protected categories. The AAPs are in the process of being updated. The Veterans Federal Contractor Report required to be submitted annually to the Department of Labor related to workforce demographics and protected veterans' status was completed.

Table 1.13 displays the last seven AAP plan years and if Metropolitan met the hiring benchmark. In three of the seven years, the hiring benchmark was met. For the years where the hiring benchmark was not met, a review of efforts taken to attract protected veterans is completed which helps to determine the additional efforts to attract protected veterans.

Table 1.13
Veteran Hiring Ratio

	July 2015 thru June 2016	July 2016 thru June 2017	July 2017 thru June 2018	July 2018 thru June 2019	July 2019 thru June 2020	July 2020 thru June 2021	July 2021 thru June 2022
Hiring Benchmark	6.9%	6.7%	6.4%	5.9%	5.7%	5.6%	5.5%
Total Hires (reg + temp)	165	160	203	235	193	131	121
Total Protected Veteran Hires	8	15	13	12	7	12	6
% of Protected Veteran Hires	5%	9%	6.4%	5.1%	3.6%	9.2%	5%

Nondiscrimination Program

As a state contractor, Metropolitan is required to annually prepare a Nondiscrimination Program (NDP) for the purpose of ensuring equal employment opportunity (EEO) for all employees and applicants and identifying any underutilization based on race/ethnicity and/or sex/gender. Metropolitan most recently updated its NDPs for plan year 2021/2022 and is currently working on updating the NDPs for 2022/2023. The NDPs are meant to evaluate the initiatives and strategies to achieve equal employment opportunity by business functions or Groups and includes a statistical evaluation of the representation of females and BIPOC in the workforce, as compared with the representation of individuals with similar skills in the relevant labor market. It provides information related to which jobs require more vigorous outreach efforts.

In plan year 2021/2022 there were 11 separate NDPs with a total of 180 job groups which were analyzed. Table 1.14 lists each of the NDPs, the total number of job groups in each plan and the number of job groups in each plan that were identified as having underutilization by either female or BIPOC categories. Hispanic was the most often race/ethnicity category where underutilization was found.

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Table 1.14
Identified Underutilization
Nondiscrimination Plans 2021/2022

Nondiscrimination Plan (# of job groups)	# of Job groups with underutilization Female	# of Job groups with underutilization BIPOC
Audit, Legal, Ethics (5)	0	1 (BIPOC)
Chief Administrative Officer (14)	1	1 (Hispanic)
Chief Financial Officer (8)	0	1 (Hispanic)
Engineering Services (38)	0	5 (Asian, Hispanic)
External Affairs (7)	0	0
Human Resources (6)	1	0
Information Technology (15)	0	1 (Hispanic)
General Manager/Bay Delta (5)	0	0
Real Property (8)	1	0
Water Resource Management (9)	0	0
Water System Operations (65)	5	10 (Hispanic)
Total	8	19

Guaranteeing equal results is not the goal of these programs. Females and other protected groups that have faced past discrimination should be fairly represented in Metropolitan's work force over time if equal opportunity to employment, development and promotional opportunities are provided. Metropolitan must continue to undertake efforts that increase qualified diverse applicants and remove any barriers to employment or to the development of internal staff. Creating a work environment that provides all employees equal access to promotional and development opportunities and expanding outreach efforts for hiring opportunities are the best methods to impact workforce demographics and assist in reaching hiring benchmarks and reducing underutilization.

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With labor challenges, including a rise in retirements, a skills shortage, and an increased desire for telework, Metropolitan's ability to attract and retain a high-quality, diverse workforce and create an inclusive and equitable work environment is critical when competing for talent.