

**AGENDA NO. 6.C****FINANCE AND ADMINISTRATION  
COMMITTEE  
December 16, 2019****INFORMATION****Workforce Diversity Report****Summary:**

In accordance with West Basin Municipal Water District's (West Basin) Strategic Business Plan objectives, the 2019 Workforce Diversity Report (Attachment A) reflecting the demographic breakdown by race and gender of West Basin's full-time employees, has been prepared for review.

**Background:**

The labor force data contained in the report comes from the 2017 American Community Survey (ACS), which is the primary source for producing population and demographic information about America's changing population, housing, and workforce. The ACS data has not been updated since 2017. It is the U.S. Census Bureau's population estimates program that produces and disseminates the official estimates of the population. These tools provide data to be used by employers for Equal Employment Opportunity (EEO) reports.

There were no new positions added to the Fiscal Year 2019-20 Budget. There are a total of 51 full-time regular budgeted positions. Also included in the budget are six full-time limited term positions. Currently, 40 of the budgeted full-time regular positions are filled, in addition to all six full-time limited term positions. West Basin is currently in the process of recruiting qualified candidates to fill the Administrative Assistant, Engineer III, Information Technology Analyst I/II, Information Technology Supervisor, Manager of Operations, Public Information Specialist II, and Senior Engineer (2 vacancies) positions. These positions will be reflected in next year's diversity report.

**Benefit to West Basin:**

West Basin's Strategic Business Plan Goal 4 promotes West Basin's commitment to efficient business operations, financial planning and asset management. One of the objectives under this goal notes that West Basin is to recruit and hire qualified candidates to fill all West Basin positions. Some of the strategies specified to meet this objective are to utilize effective outreach efforts to recruit and hire a broad pool of diverse and qualified candidates, provide an annual workforce diversity report, and focus on internal recruitment and promotional opportunities where feasible.

The attached report demonstrates West Basin's commitment to best practices in its hiring. Further, reporting of this data exhibits West Basin's responsibility of recruiting and hiring qualified candidates in a fair and equitable manner.

**Strategic Business Plan Implementation:**

Goal 4: Sound Financial & Resources Management – West Basin is committed to efficient business operations, financial planning and asset management.

**Fiscal Impact:**

Not applicable.

**Environmental Compliance:**

Not applicable.

**Committee History:**

This item will be reviewed by the Finance and Administration Committee on December 16, 2019.

**Recommendation:**

This item is for information only.

**List of Attachments**

WORKFORCE DIVERSITY REPORT (10-2019)

**Prepared by:** Michelle Green, Human Resources Manager  
**Submitted by:** Michelle Green, Human Resources Manager  
**Reviewed by:** Patrick Sheilds, General Manager

**WEST BASIN MUNICIPAL WATER DISTRICT  
WORKFORCE DIVERSITY REPORT  
October 2019**

Occupational Category	Caucasian	African-American	Hispanic	Asian/Pacific Islander	Other	Total
Management, Business and Finance Professionals Male 38% Female 62%	10 38.5%	3 11.5%	7 26.9%	6 23.1%	0 0.0%	26 100%
Computer, Engineering and Science Professionals Male 38% Female 62%	7 43.8%	1 6.3%	6 37.5%	2 12.5%	0 0.0%	16 100%
Administrative Support Male 20% Female 80%	1 20.0%	1 20.0%	0 0.0%	3 60.0%	0 0.0%	5 100.0%
Total Employees Male 36% Female 64%	18 38.3%	5 10.6%	13 27.7%	11 23.4%	0 0.0%	47 100%

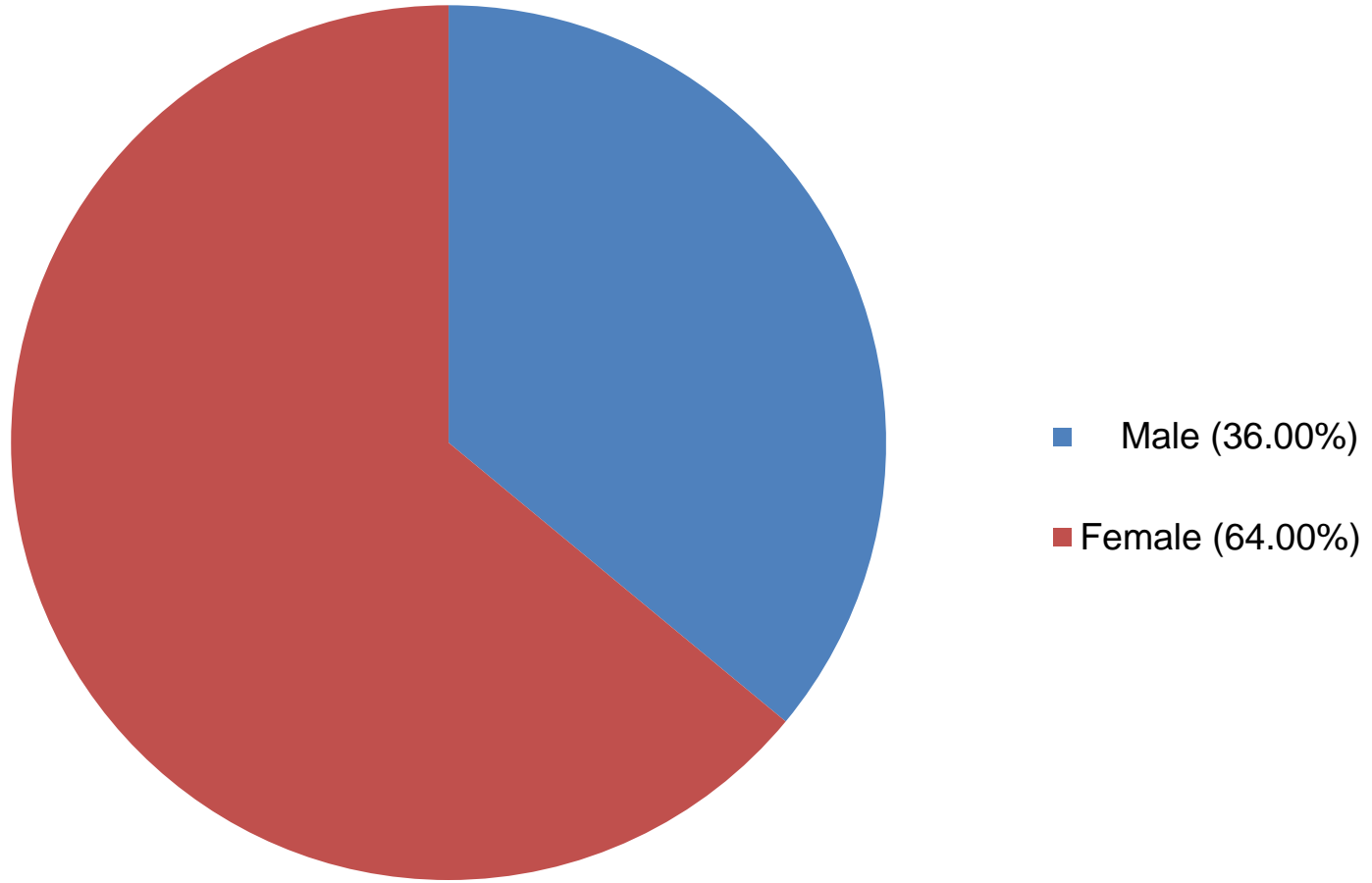
**U.S. Census Bureau - Los Angeles County (2017) by Race and Occupation\*\***

Occupational Category	Caucasian	African-American	Hispanic	Asian/Pacific Islander	Other	Total
Management, Business and Finance Professionals Male 53.19% Female 46.81 %	44.7%	5.7%	21.2%	16.8%	11.6%	100%
Computer, Engineering and Science Professionals Male 74.78% Female 25.22 %	45.2%	4.0%	16.9%	24.1%	9.9%	100%
Administrative Support Male 34.43% Female 65.57%	31.8%	6.7%	33.1%	9.8%	18.5%	100%
Sales	35.1%	4.2%	32.0%	10.6%	18.2%	100%
Other Professionals	49.1%	6.6%	22.0%	9.9%	12.5%	100%
Healthcare Professionals	34.2%	7.6%	19.6%	27.4%	11.2%	100%
Service	27.2%	5.5%	37.5%	8.4%	21.5%	100%
Food Preparation and Serving related Occupations	28.0%	3.7%	37.8%	8.9%	21.6%	100%
Building, Grounds Cleaning and Maintenance	22.6%	2.6%	46.0%	2.2%	26.6%	100%
Personal Care and Service	31.0%	6.3%	30.4%	14.9%	17.5%	100%
Protective Service	28.5%	16.6%	32.4%	4.1%	18.5%	100%
Natural resources, Construction and Maintenance	29.2%	2.1%	42.4%	2.7%	23.6%	100%
Transportation and Material Moving Operative	26.6%	3.7%	41.4%	5.8%	22.5%	100%

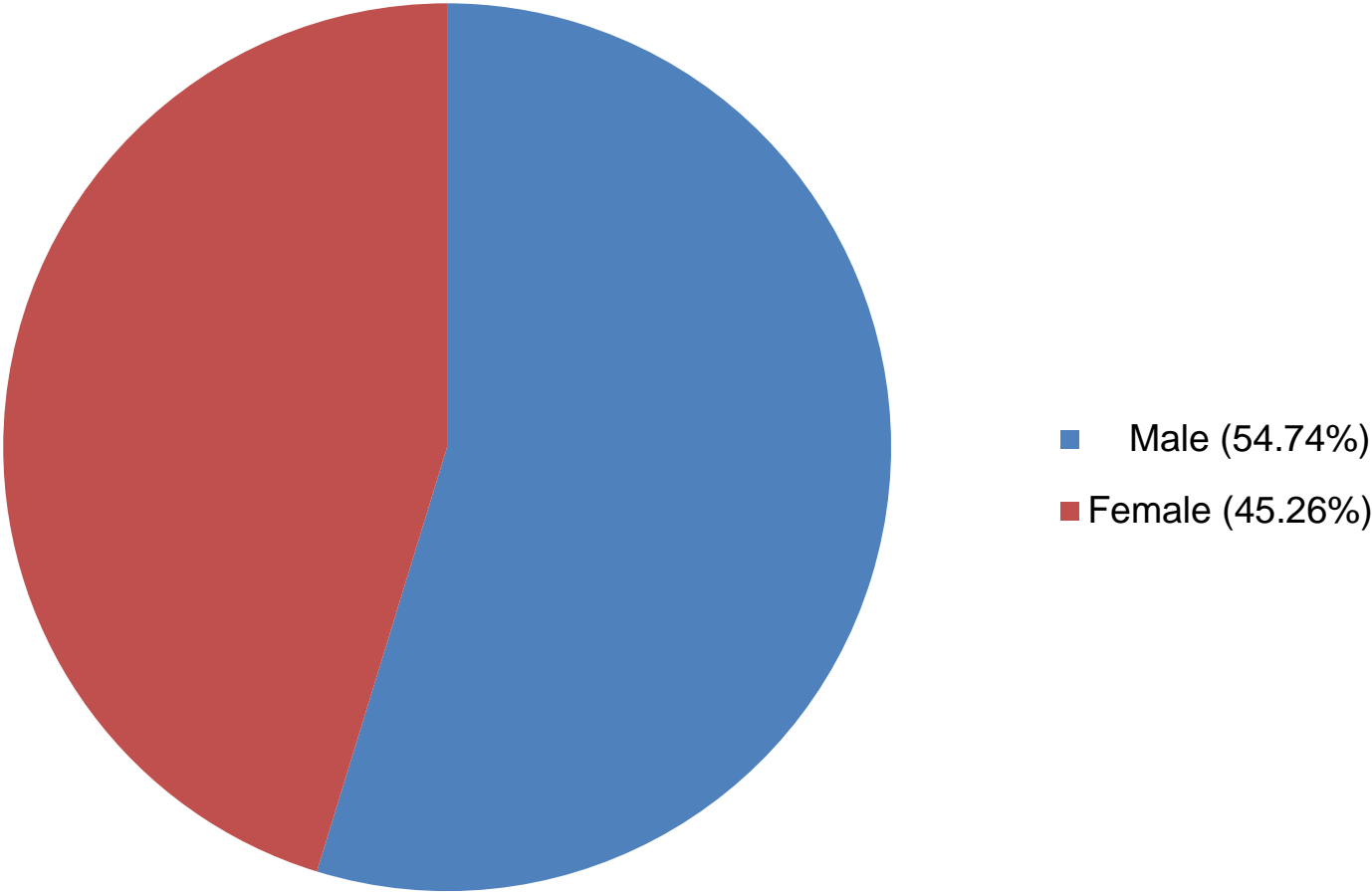
Labor Force	Caucasian	African-American	Hispanic	Asian/Pacific Islander	Other	Total
Los Angeles County Male 54.74% Female 45.26%	33.2%	5.2%	33.0%	10.1%	18.6%	100%

\*\* The 2017 American Community Survey (ACS) produces population and demographic data; it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population.

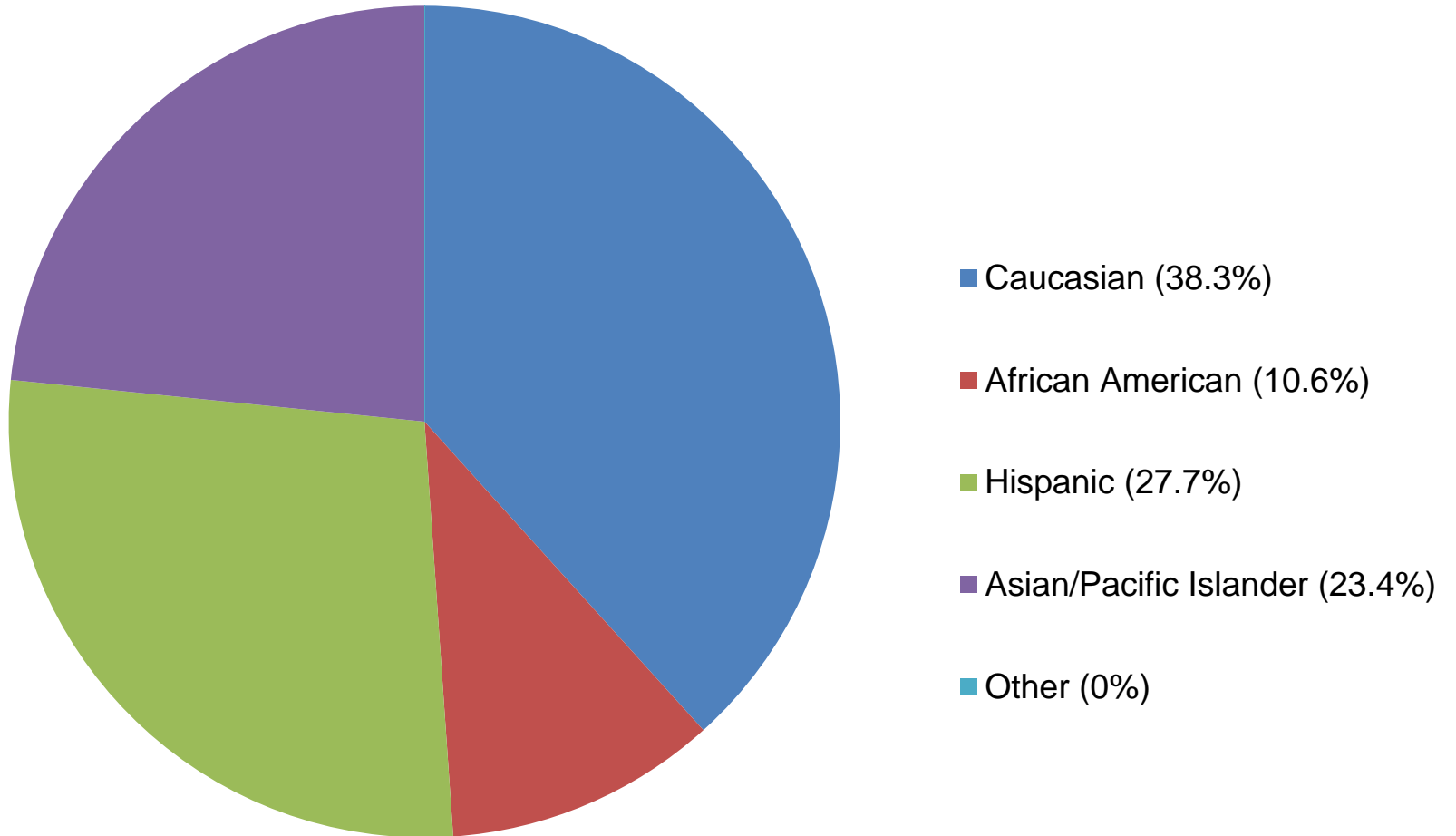
**West Basin Municipal Water District  
2019 Workforce Diversity Report  
Gender Breakdown (West Basin)**



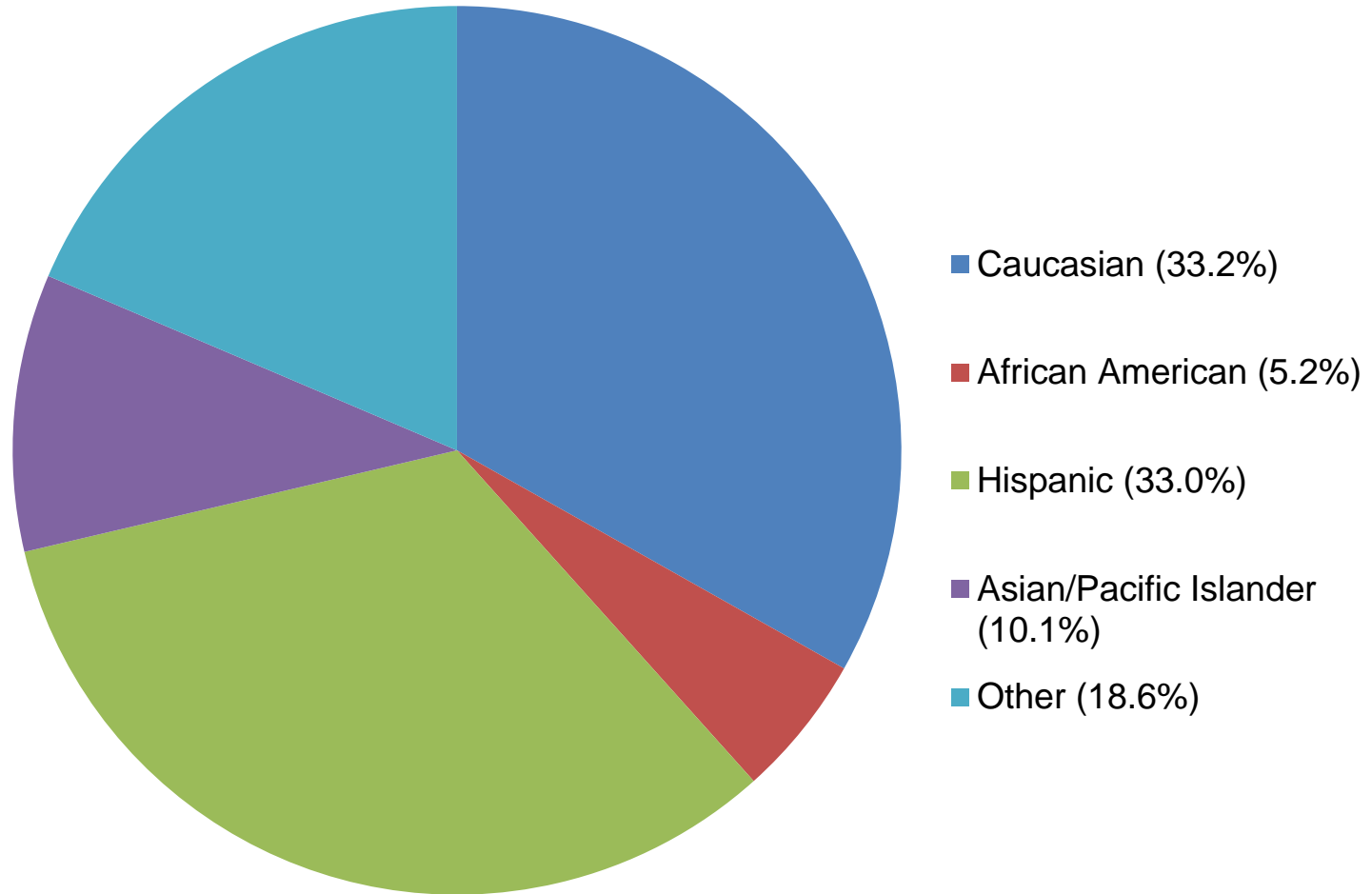
**West Basin Municipal Water District  
2019 Workforce Diversity Report  
Gender Breakdown (Los Angeles County)**

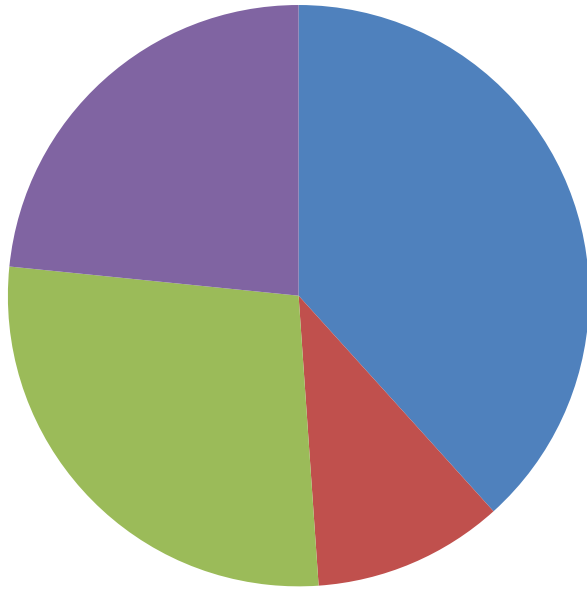


**West Basin Municipal Water District  
2019 Workforce Diversity Report  
Racial Breakdown (West Basin)**



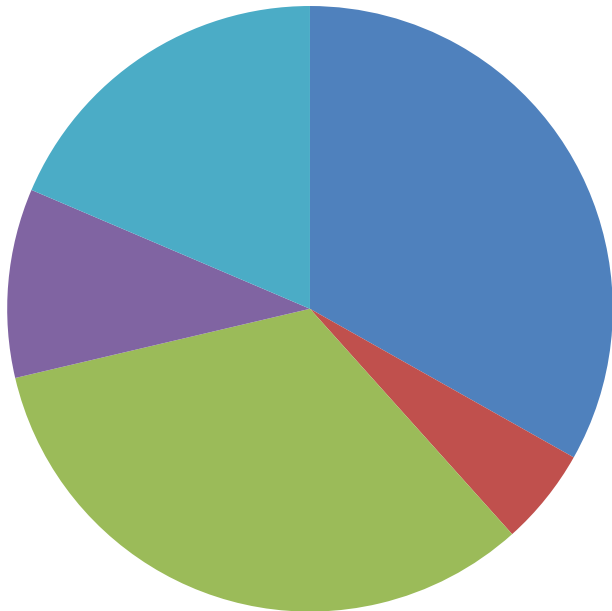
**West Basin Municipal Water District  
2019 Workforce Diversity Report  
Racial Breakdown (Los Angeles County)**





- Caucasian (38.3%)
- African American (10.6%)
- Hispanic (27.7%)
- Asian/Pacific Islander (23.4%)
- Other (0%)

## West Basin



- Caucasian (33.2%)
- African American (5.2%)
- Hispanic (33.0%)
- Asian/Pacific Islander (10.1%)
- Other (18.6%)

## L.A. County