

M E M O

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To: Ezra Rapport, Executive Director

From: Patricia M. Jones, Assistant Executive Director
Herbert L. Pike, Finance Director

Subject: **Report on Diversity and Business Opportunities - FY 2009/10**

This status report summarizes ABAG's business opportunities, recruitment, promotion and training activities during FY 2009-2010 (ending June 30, 2010) and recommends programs that will continue our record toward improving the Agency's diversity.

Executive Summary

ABAG has limited opportunities for employment and promotion due to our size and funding. The fiscal year ended with 77 employees. However, during this past fiscal year, ABAG was able to add two males to our professional staff. We promoted one Black female and three White females all within the professional level.

ABAG's Diversity Program has three goals:

- To achieve in major job classifications (Management, Professional, Support) the same proportion of under-represented group members as exists in the nine-county San Francisco Bay Area labor force;
- To provide opportunities for all under-represented group members employed by ABAG to participate in training and education programs that will improve their personal advancement and contributions to the work of the Agency; and
- To ensure that the promotion of under-represented group members employed by ABAG be consistent with relevant skills, experience and background of the employees, performance requirements of higher job classifications and the needs for particular skills and positions in the Agency's work program.

This policy is consistent with the requirements and objectives set forth in Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e); the Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq); Section 504 of the Rehabilitation

Act of 1973 (29 U.S.C. § 793); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq); and California Government Code Sections 12940 et seq. The following table shows the racial make-up of the total population and the labor force in the nine Bay Area counties. This reflects 2000 census information.

BAY AREA NINE COUNTIES	TOTAL POPULATION	18 & Older (Labor Force)
RACIAL MAKE-UP	6,783,760	5,181,902
Amer. Indian, Eskimo & Aleut	0.6%	0.6%
Asian & Pacific Islander	19.5%	19.8%
Black	7.5%	7.1%
Hispanic*	19.4%	16.9%
Others	9.2%	8.1%
White	58.1%	60.6%
Two or More Races	4.9%	3.8%

The racial make-up of the three counties (Alameda, Contra Costa and San Francisco) from which ABAG staff is primarily drawn differs from the nine-county Bay Area as shown below.

ALAMEDA, CONTRA COSTA AND SAN FRANCISCO COUNTIES	TOTAL POPULATION	18 & OLDER (Labor Force)
RACIAL MAKE-UP	3,169,290	2,450,122
Amer. Indian, Eskimo & Aleut	0.6%	0.6%
Asian & Pacific Islander	20.7%	20.9%
Black	11.5%	10.7%
Hispanic*	17.4%	15.2%
Others	8.1%	7.1%
White	54.0%	56.6%
Two or More Races	5.1%	4.0%

*Persons of Hispanic origin may be of any race. Percents of White, Black, Asian and Pacific Islander, American Indian, Eskimo and Aleut, Others and Two or More Races may not total 100 percent due to rounding of decimals. Persons who identified themselves in the 2000 census as of Hispanic origin are also included in the racial categories.

Current Composition of Staff

The table below shows the composition of the ABAG staff as of June 30, 2010. Of 77 employees, 48 are White (62 percent); 12 are Asian (16 percent); 10 are Black (13 percent); 5 are Hispanic (6 percent); and 2 are Other (3 percent). On June 30, 2009, ABAG had 80 employees; the composition was 62.5 percent White, 16 percent Asian, 12.5 percent Black, 6 percent Hispanic and 3 percent Other. Because of the relatively small size of the staff, the addition or loss of one or two employees appears significant in percentages.

Progress towards diversity shows some variations for different under-represented members when examined by classification. Hispanics are not currently represented in the management and support classifications. As opportunities become available additional effort will be made to recruit this group.

ETHNIC BREAKDOWN BY CLASSIFICATION							
Race	Management		Professional		Support		Total
Amer. Indian	--		--		--		--
Asian	--		10	17%	2	20%	12 16%
Black	1	11%	4	7%	5	50%	10 13%
Hispanic	--		5	9%	--		5 6%
Others	1	11%	1	2%	--		2 3%
White	7	78%	38	65%	3	30%	48 62%
Total	9	100%	58	100%	10	100%	77 100%

An examination of the composition of staff by classification and sex in the following table shows a need for more females in management and more males in professional and support classifications.

STAFF COMPOSITION BY CLASSIFICATION & GENDER							
Management (9)		Professional (58)		Support (10)		Total (77)	
Male	(7) 78%	Male	(22) 38%	Male	(3) 30%	Total	(32) 42%
Female	(2) 22%	Female	(36) 62%	Female	(7) 70%	Total	(45) 58%

During FY 2009-2010, three staff members left the Agency. Two resigned and one was laid off. All three were women.

	White*	Black	Asian	Hispanic	Male	Female
Management	--	--	--	--	--	--
Professional	3	--	--	--	--	3
Support	--	--	--	--	--	--
Totals	3	--	--	--	--	3

*White includes American Indian and Other

Recruitment

During FY 2009-2010, the Agency added two staff members, both of whom were male.

	White*	Black	Asian	Hispanic	Male	Female
Management	--	--	--	--	--	--
Professional	2	--	--	--	2	--
Support	--	--	--	--	--	--
Totals	2	--	--	--	2	--

*White includes American Indian and Other

Job openings were advertised in the Sunday issue of the San Francisco Chronicle, with other regional councils of governments, and other professional and non-profit organizations. Agency job openings were also posted on the Internet and the application was available online.

Interview Panels have, whenever possible, included under-represented group members as well as both genders. This policy will continue. The Human Resources Manager and hiring manager select applicants for interview without knowledge of their ethnic status. If, however, this process does not produce representatives of under-represented groups, they are asked to re-examine the credentials of under-represented candidates. Whenever possible, qualified under-represented applicants are invited to interview.

The following table presents the salary breakdown for classified staff by race and sex as of June 30, 2010.

ASSOCIATION OF BAY AREA GOVERNMENTS
COMPOSITION OF CLASSIFIED STAFF BY SEX, RACE AND SALARY RANGE
(As of June 30, 2010)

SALARY RANGE	WHITE*		BLACK		ASIAN		HISPANIC		SUB-TOTAL		TOTAL
	M	F	M	F	M	F	M	F	M	F	
MANAGEMENT											
\$115,008-\$174,996	7	1	--	1	--	--	--	--	7	2	
SUBTOTAL	7	1	--	1	--	--	--	--	7	2	9
PROFESSIONAL											
\$94,932-\$115,380	2	3	--	--	--	1	--	2	2	6	
\$75,024-\$100,548	2	5	1	1	1	--	--	1	4	7	
\$68,280-\$83,004	7	9	--	--	4	--	--	1	11	10	
\$56,820-\$69,060	3	5	--	1	--	2	1	--	4	8	
\$49,512-\$60,180	1	2	--	1	--	2	--	--	1	5	
SUBTOTAL	15	24	1	3	5	5	1	4	22	36	58
SUPPORT											
\$44,832-\$54,660	--	2	--	1	--	--	--	--	--	3	
\$38,952-\$47,352	--	--	--	4	2	--	--	--	2	4	
\$35,304-\$42,948	--	--	--	--	--	--	--	--	--	--	
\$30,360-\$37,080	1	--	--	--	--	--	--	--	1	--	
SUBTOTAL	1	2	--	5	2	--	--	--	3	7	10
	WHITE*	BLACK	ASIAN	HISPANIC	SUB-TOTAL	TOTAL					
	M F	M F	M F	M F	M F						
TOTAL	23	27	1	9	7	5	1	4	32	45	77

*White includes American Indian and Other

Internship Program

Due to our financial situation, we did not hire interns for our traditional summer intern program. However, the Tranter-Leong Graduate Student Intern Program, which allows students to receive experience in their field of study and provides valuable practical experience for those planning a career in public administration,

filled two slots this summer. One unpaid intern worked for the Agency for a total of 6 weeks. The Internship Program consistently attracts a high caliber of applicants. The Agency received a total of thirty-eight applications and hired one high school intern and three college interns who were continuing or had just completed their education. Of the 4 interns, 2 were White (50 percent) and 2 were Asian (50 percent).

Training

It is the Agency's policy to encourage staff to participate in training to enhance their performance and develop skills for future growth. Thirty-eight employees participated in 125 classes with the assistance of our training and development program. The Agency's expenditure was \$27,404.70 which compares to \$33,727.19 invested in FY 08/09 and \$29,797 invested in FY 07/08. The participants were from every classification and represented all races and genders. Although not represented in these numbers, the Agency encourages and supports managers and professionals to participate in workshops and associations related to their field. The expenditures for these on-going professional development programs are included in individual program and project budgets.

All program managers are encouraged to promote the professional growth of their staff. Since funds are limited, we encourage focus on those efforts that enhance the position-related qualifications of regular staff members. A special effort will be made to identify under-represented group members who need guidance and encouragement, as well as financial help, to further their careers. This is especially true for those interested in completing their college education.

Promotions

There were four promotions during this fiscal year. All four promotions were for women and one was from an underrepresented group. All of the members were promoted within the professional level.

Business Opportunities - FY 09/10

Our adopted diversity policy states in part that:

“ABAG will, in its contracts with third parties for technical, consulting or other professional and non-professional services, comply with Federal rules regarding third-party relationships. ABAG will solicit proposals: from consultants with the required expertise who have protected group representatives among their employees, and from protected group consultants with the required expertise.”

In this spirit during FY 2009-10, ABAG used – and in most cases continues to use – the MBE/WBE firms, organizations or companies presented on Tables I and II.

In the past year, the agency consulting/service contracts with MBE/WBE organizations totaled \$1.16 million representing a decrease of 15.3 percent from FY 2008-09. However, this is largely because our total consulting/service contract decreased 22.7 percent. Our MBE/WBE contracts as a percentage of total business increased from 22.1 percent in FY 2008-09 to 24.2 percent in FY 2009-10. Table I — List of Firms/Contracts by Name and Table II — List of Firms/Contracts by Type are attached and provide additional detail.

Conclusion

Progress toward achieving and maintaining a diverse workforce continues to be a challenge. As in previous years, we continue to seek Hispanic applicants in the professional and support classifications to round out ABAG's diverse workforce. We will also continue to reach out and provide contracting opportunities to as many under-represented groups as possible, while maintaining our requirements of excellence.

