



City of Austin Workforce Trends as an Employer

Human Resources Department

2018



Purpose

Review detailed City of Austin employee demographic information and workforce trends

Outreach Activities

- Hired a temporary employee to work at AARC; promoted to full-time employee on employment team.
 - At AARC 1 day per week at AARC as a resource for applicants
 - In the 12-month period ending May 2018, 76 customers were assisted.
- AAEN meetings (November 2017, February 2018, May 2018)
 - Upward Mobility Survey Results Review Discussion
- Directly connected and provided information on the City's employment services at the following events:
 - "Where I Belong: Photography Exhibit (January 2018)
 - Indian American Coalition of Texas Annual Gala (January 2018)
 - Tet Festival (February 2018)
 - Career Day, Canyon Vista Middle School, 40% of students are Asian(March 2018)
 - International Women Day, sponsored by North American Telugu Association (NATA) (March 2018)
 - South Asian New year Festival (April 2018)
 - Co-sponsored the Community Job Fair with Austin Public Health held at AARC (May 2018)
 - CelebrAsia Festival at the AARC (May 2018)
 - 19th Annual Asian Pacific American Heritage Month celebration at the Palmer Event Center (May 2018)

Outreach Activities (continued)

- Networking and Branding Opportunities:
 - Attended the Greater Austin Asian American Chamber of Commerce board meeting (December 2017)
 - Met with Jean Zou, Small Business Coordinator, the Greater Austin Asian Chamber of Commerce (February 2018)
 - Partnered with Huy Nguyen, VACAT chair, to post flyers and to advertise in their newsletters (April 2018)
 - Met with Amy Wong Mok at the Asian American Cultural Center to discuss City employment services (May 2018)

Short-term Actions

- Hiring a talent management staff member to focus on diversity and inclusion initiatives.
 - Efforts are underway to broaden the City's internship opportunities for students of color through focused partnerships at local universities, including Huston-Tillotson, Concordia and Southwestern.
- Translated City employment information flyer into five languages:
 - Traditional and Simple Chinese, Korean, Vietnamese, Burmese and Arabic
- Provided department directors the annual report on the demographics for their department and overall for the City (May 2018).
- Leveraged social media more extensively, like LinkedIn, to build a stronger brand for attracting talent.
- Implemented a master agreement with 13 executive recruiting firms to improve efficiencies in our ability to build broader, more diverse candidate pools.

Long Term Opportunities

- Continue to offer targeted support as requested to departments based on demographic data.
- Continue monthly job postings via *Epoch Times* and *Austin South Asian*.
- Coordinate a cross-departmental effort to leverage internship opportunities throughout the City, including building a robust informational website.
- Evaluate best practices in executive recruitment among peer cities.

Executive Recruitments

- Review executive recruiting firms for expertise in hiring for the open position
 - Identify 2-3 firms for open position to consider with hiring manager
 - Consider process including stakeholder engagement, outreach & diversity recruitment initiatives
 - Select firm that can best supports the identified process
 - Work with Purchasing Department to execute the contract
- Conduct review of candidate profile with stakeholders for the position
 - Use City Boards and Commissions and community groups
- Require recruiting firms bring forward a diverse pool of applicants
- Create diverse panels for interview process
- Opportunity for stakeholders to engage with top candidates

Employee Selection

- Municipal Civil Service (MCS) – Charter amendment in November 2012
- Required all hiring, promotions, and lateral transfers to be based on merit and fitness
- MCS Rules passed and effective in 2014
- All open positions, covered by MCS, must be filled through competitive process
 - Certain criteria for direct appointments related to accommodations, demotions, or other compliance with federal, state, or local laws

Employee Development Opportunities

- Lifelong Learning Academy
 - Provides with skills to advance in their current position & professional development opportunities to acquire leadership skills.
- Supervisor Academy
 - New Supervisors develop knowledge and skills to support success
- Management Academy
 - Current & Future managers develop insight, perspective and skills to lead
- Executive Academy
 - Focused on specific executive skills & competencies critical for success and City executive
- Leadership Education and Public Service (LEAPS)
 - Leadership development program for & by City of Austin Employees

Observations Based on Data Analysis

- Data shows an increase in the Officials/Admin job category.
- Public Works had the largest increase in Asian employees.
- Executives increased from 5 to 7.
- The combined salaries for Asian Americans (male and female) remains highest among all ethnic groups.

Equal Employment Opportunity Commission (EEOC) Code Changes

Effective November 1, 2017

Former Codes	New Codes
White	White
Black	Black or African American
Hispanic	Hispanic or Latino
American Indian/Aleutian	Native American or Alaska Native
Asian/Pacific Islander	Asian
Other	Other
	Native Hawaiian or Pacific Islander
	Two or more races
	Choose not to disclose

Equal Employment Opportunity Commission (EEOC) Code Changes

Effective November 1, 2017

Definitions:

- A) Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- B) White (Non-Hispanic or Latino)** – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- C) Black or African American (Non-Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- D) Asian (Non-Hispanic or Latino)** – 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.
- E) Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- F) Native American or Alaska Native (Non-Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- G) Two or More Races (Non-Hispanic or Latino)** – Persons who identify with two or more racial categories named.

Workforce Diversity – All Regular City Employees

City of Austin (COA) Organization, excluding temporaries, data effective March, 2018

Ethnicity	2016 without Sworn	2017 without Sworn	2018 without Sworn	2016 with Sworn	2017 with Sworn	2018 with Sworn	Austin, Texas 2016+
White	47.2%	46.8%	43.7%	53.9%	53.6%	50.9%	48.5%
Hispanic/Latino	31.5%	32.2%	32.3%	27.9%	28.7%	28.4%	34.8%
Black/Afr. American	16.2%	16.2%	15.6%	13.7%	13.7%	12.5%	6.9%
Asian	3.7%	3.2%	3.4%	3.6%	3.2%	3.5%	7.3%
Choose not to disclose	.4%	.4%	2.5%	.4%	.4%	2.0%	**
Native HI/Pacific Islander	*	*	0.5%	*	*	0.3%	.17%
Two or more races	*	*	1.0%	*	*	1.0%	2.12%
Native Am/Alaska Native	*	*	1.0%	*	*	1.4%	.21%
Gender	2016 without Sworn	2017 without Sworn	2018 without Sworn	2016 with Sworn	2017 with Sworn	2018 with Sworn	Austin, Texas 2016+
Male	61.5%	61.5%	61.0%	68.7%	68.6%	69.3%	50.7%
Female	38.5%	38.5%	39.0%	31.3%	31.4%	30.7%	49.3%

NOTES: + =Based on American Community Survey (ACS) * =Not previously reported ** =Not a selection option in the ACS survey

Job Categories Defined

Job Category	Occupational activities	Job Examples
Officials and Administrators	Set policies or exercise overall responsibility for policy execution; direct individual departments; provide specialized consultation	-department head -director -controller
Professionals	Utilizes specialized and theoretical knowledge usually acquired through college training or equivalent experience	-lawyers -accountants -librarians
Technicians	Requires both scientific/technical knowledge and manual skill obtained from post-secondary education and/or on-the-job training	-software service -inspectors -drafters
Protective Service Workers	Work involving public safety, security and protection from destructive forces.	-security guard -downtown ranger
Para-Professionals	Performs some of the duties of a professional or technician, but with less education/training.	-library assistant -para-legal aide
Administrative Support	Records and retrieves data and/or information and other paperwork required in an office.	-cashier -payroll clerk
Skilled Crafts	Requires special manual skill and a thorough knowledge of processes; often uses apprentices.	-electrician -water treatment operator
Service/Maintenance Worker	Contributes to comfort, convenience or safety of the public or the upkeep of buildings/grounds.	-custodial employees -bus drivers

Demographics by Job Category - 2016

Job Category	City of Austin Employees	% by Job Cat.	Asian/Pacific Islander Employee Counts	% of Asian/Pac Islander by Job Cat.	Asian/Pacific Islander as a % of all COA Employees in the Job Category
Officials/Admin	130	1.4%	5	1.5%	3.8%
Professional	2,860	31.7%	201	60.2%	7.0%
Technician	813	9.0%	37	11.1%	4.6%
Protect/Svc	194	2.2%	3	0.9%	1.5%
Para-Professional	1,594	17.7%	38	11.4%	2.4%
Admin Support	1,101	12.2%	32	9.6%	2.9%
Skilled Craft	1,065	11.8%	6	1.8%	0.6%
Serv/Maint	1,255	13.9%	13	3.9%	1.0%
TOTAL	9,012	100.0%	334	100.0%	3.7%

Data effective September 2016

Demographics by Job Category - 2017

Job Category	City of Austin Employees	% by Job Category	Asian/Pac. Islander Employee Counts	% by Job Category	Asian as a % of City of Austin Employees
Officials/Admin	172	2%	7	2%	4.1%
Professional	2,953	32%	201	60%	6.8%
Technician	830	9%	35	10.4%	4.2%
Protect/Svc	242	3%	3	1%	1.2%
Para-Professional	1582	17%	38	11.3%	2.4%
Admin Support	1109	12%	30	9%	2.7%
Skilled Craft	1066	12%	8	2.5%	.1%
Serv/Maint	1328	14%	13	3.8%	.1%
TOTAL	9282	100%	335	100%	3.6%

Data effective September 2017

Demographics by Job Category - 2018

Job Category	City of Austin Employees	% by Job Category	Asian Employee Counts	% by Job Category	Asian as a % of City of Austin Employees
Officials/Admin	186	2.0%	8	2.5%	4.3%
Professional	3000	32.0%	189	58.7%	6.3%
Technician	832	8.9%	36	11.2%	4.3%
Protect/Svc	246	2.6%	3	0.9%	1.2%
Para-Professional	1582	16.9%	38	11.8%	2.4%
Admin Support	1105	11.8%	30	9.3%	2.7%
Skilled Craft	1066	11.4%	8	2.5%	0.8%
Serv/Maint	1348	14.4%	10	3.1%	0.7%
TOTAL	9365	100%	322	100.0%	3.4%

African American Employee Counts	Total	1,456	As a % of COA employees	15.5%
Hispanic Employee Counts	Total	2,976	As a % of COA employees	31.8%
White	Total	4,098	As a % of COA employees	44.0%

Asian American Demographics by Department 2016

Department	# in dept.	# of Asian American	% of Asian/Pac islander	Department	# in dept.	# of Asian American	% of Asian/Pac islander
Animal Services	100	2	2.0%	Labor Relations	6	1	16.7%
Austin Code	111	5	4.5%	Law	84	2	2.4%
Austin Energy	1,554	84	5.4%	Library	387	19	4.9%
Austin Resource Recovery	406	2	0.5%	Management Services	59	3	5.1%
Austin Transportation	208	12	5.8%	Mayor & Council	45	3	6.7%
Austin Water Utility (22e,23e)	1,086	36	3.3%	Medical Director	7	0	0.0%
Aviation	373	19	5.1%	Municipal Court	178	5	2.8%
Building Services	163	1	0.6%	Neighb Housing & Community Dev	46	2	4.3%
City Clerk	22	0	0.0%	Office Of The City Auditor	26	3	11.5%
Communication & Tech Mgmt	257	17	6.6%	Parks & Recreation	647	16	2.5%
Communications & Public Inform	21	0	0.0%	Planning And Zoning	50	5	10.0%
Convention Center	246	5	2.0%	Police	615	13	2.1%
Development Services Dept.	305	7	2.3%	Public Works	440	16	3.6%
Economic Development	50	0	0.0%	Real Estate	30	2	6.7%
Emergency Medical Services	76	2	2.6%	Small & Minority Business Rsrc	28	1	3.6%
Financial Services	221	14	6.3%	TARA	14	0	0.0%
Fire	121	3	2.5%	Watershed Protection	262	11	4.2%
Fleet Services	205	2	1.0%	Wireless Communication Svcs	34	0	0.0%
Governmental Relations	4	0	0.0%	Grand Total	9,012	334	3.7%
Health & Human Services	421	16	3.8%				
Human Resources	104	6	5.8%				

Asian American Demographics by Department 2017

Department	# in dept.	# of Asian	% of Asian/Pac islander	Department	# in dept	# of Asian	% of Asian/Pac islander
Animal Services	100	1	1.0%	Labor Relations	5	1	20.0%
Austin Code	105	4	3.8%	Law	101	5	5.0%
Austin Energy	1582	79	5.0%	Library	400	21	5.3%
Austin Resource Recovery	426	3	0.7%	Management Services	56	2	3.6%
Austin Transportation	222	13	5.9%	Mayor & Council	46	3	6.5%
Austin Water Utility (22e,23e)	1101	35	3.2%	Medical Director	7	0	0.0%
Aviation	395	19	4.8%	Municipal Court	182	6	3.3%
Building Services	162	1	0.6%	Neighb Housing & Community Dev	53	1	1.9%
City Clerk	24	0	0.0%	Office Of The City Auditor	24	3	12.5%
Communication & Tech Mgmt	251	20	8.0%	Parks & Recreation	645	15	2.3%
Communications & Public Inform	21	0	0.0%	Planning And Zoning	44	2	4.5%
Convention Center	265	5	1.9%	Police	658	13	2.0%
Development Services Dept.	318	6	1.9%	Public Works	468	20	4.3%
Economic Development	56	0	0.0%	Real Estate	33	2	6.1%
Emergency Medical Services	76	2	2.6%	Small & Minority Business Rsrc	31	1	3.2%
Financial Services	232	14	6.0%	TARA	14	0	0.0%
Fire	136	5	3.7%	Watershed Protection	280	10	3.6%
Fleet Services	201	1	0.5%	Wireless Communication Svcs	36	1	2.8%
Governmental Relations	3	0	0.0%	Grand Total	9,282	335	3.6%
Public Health	425	17	4.0%				
Human Resources	108	4	3.7%				

data effective September 2017

Asian American Demographics by Department 2018

Department	# in dept.	# of Asian	% of Asian/Pac islander	Department	# in dept	# of Asian	% of Asian/Pac islander
Animal Services	100	0	0.0%	Labor Relations	5	1	20.0%
Austin Code	93	4	4.3%	Law	97	3	3.1%
Austin Energy	1606	76	4.7%	Library	422	18	4.3%
Austin Resource Recovery	422	2	0.5%	Management Services	56	3	5.4%
Austin Transportation	233	16	6.9%	Mayor & Council	44	3	6.8%
Austin Water Utility (22e,23e)	1109	32	2.9%	Medical Director	7	0	0.0%
Aviation	400	18	4.5%	Municipal Court	176	4	2.3%
Building Services	157	1	0.6%	Neighb Housing & Community Dev	56	2	3.6%
City Clerk	24	0	0.0%	Office Of The City Auditor	25	2	8.0%
Communication & Tech Mgmt	251	20	8.0%	Parks & Recreation	658	10	1.5%
Communications & Public Inform	22	1	4.5%	Planning And Zoning	46	2	4.3%
Convention Center	275	5	1.8%	Police	613	13	2.1%
Development Services Dept.	319	4	1.3%	Public Works	469	23	4.9%
Economic Development	59	1	1.7%	Real Estate	32	1	3.1%
Emergency Medical Services	75	1	1.3%	Small & Minority Business Rsrc	30	1	3.3%
Financial Services	227	15	6.6%	TARA	14	0	0.0%
Fire	183	6	3.3%	Watershed Protection	293	11	3.8%
Fleet Services	200	0	0.0%	Wireless Communication Svcs	36	1	2.8%
Governmental Relations	3	0	0.0%	Grand Total	9365	322	3.4%
Public Health	425	16	3.8%				
Human Resources	103	6	5.8%				

data effective March 2018

Total Demographics by Department – March 2018

Department	# in dept.	# of Hispanic	% of Hispanic	# of Asian	% of Asian	# of African American	% of African American
Animal Services	100	23	23.00%	0	0.00%	5	5.00%
Austin Code	93	29	31.20%	4	4.30%	21	22.60%
Austin Energy	1,606	410	25.50%	76	4.70%	220	13.70%
Austin Resource Recovery	422	155	36.70%	2	0.50%	173	41.00%
Austin Transportation	233	70	30.00%	16	6.90%	23	9.90%
Austin Water Utility (22e,23e)	1,109	381	34.40%	32	2.90%	148	25.80%
Aviation	400	113	28.30%	18	4.50%	95	23.80%
Building Services	157	69	43.90%	1	0.60%	42	26.80%
City Clerk	24	8	33.30%	0	0.00%	0	0.00%
Communication & Tech Mgmt	251	52	20.70%	20	8.00%	33	13.10%
Communications & Public Inform	22	4	18.20%	1	4.50%	3	13.60%
Convention Center	275	104	37.80%	5	1.80%	63	22.90%
Development Services Dept.	319	89	27.90%	4	1.30%	28	8.80%
Economic Development	59	17	28.80%	1	1.70%	6	10.20%
Emergency Medical Services	75	26	34.70%	1	1.30%	12	16.00%
Financial Services	227	56	24.70%	15	6.60%	33	14.50%
Fire	183	52	28.40%	6	3.30%	10	5.50%
Fleet Services	200	78	39.00%	0	0.00%	24	12.00%
Governmental Relations	3	2	66.70%	0	0.00%	0	0.00%
Public Health	425	173	40.70%	16	3.80%	72	16.90%
Human Resources	103	27	26.20%	6	5.80%	26	25.20%

Total Demographics by Department – March 2018 (continued)

Department	# in dept.	# of Hispanic	% of Hispanic	# of Asian	% of Asian	# of African American	% of African American
Labor Relations	5	2	40.00%	1	20.00%	2	40.00%
Law	97	20	20.60%	3	3.10%	14	14.40%
Library	422	111	26.30%	18	4.30%	49	11.60%
Management Services	56	13	23.20%	3	5.40%	6	10.70%
Mayor & Council	44	13	29.50%	3	6.80%	3	6.80%
Medical Director	7	2	28.60%	0	0.00%	0	0.00%
Municipal Court	176	68	38.60%	4	2.30%	19	10.80%
Neighb Housing & Community Dev	56	14	25.00%	2	3.60%	12	21.40%
Office Of The City Auditor	25	5	20.00%	2	8.00%	3	12.00%
Parks & Recreation	658	271	41.20%	10	1.50%	96	14.60%
Planning And Zoning	46	8	17.40%	2	4.30%	0	0.00%
Police	613	193	31.50%	13	2.10%	72	11.70%
Public Works	469	202	43.10%	23	4.90%	85	18.10%
Real Estate	32	9	28.10%	1	3.10%	3	9.40%
Small & Minority Business Rsrc	30	11	36.70%	1	3.30%	15	50.00%
TARA	14	4	28.60%	0	0.00%	1	7.10%
Watershed Protection	293	85	29.00%	11	3.80%	37	12.60%
Wireless Communication Svcs	36	7	19.40%	1	2.80%	2	5.60%
Grand Total	9,365	2,976	31.78%	322	3.44%	1,456	15.55%

Pay Comparisons April 2018

	Count			Average			Median		
Ethnicity	M	F	All	M	F	All	M	F	All
Asian	157	165	322	\$42.55	\$36.88	\$39.65	\$41.85	\$36.53	\$38.87
White	2,497	1,578	4,075	\$35.64	\$33.16	\$34.68	\$33.52	\$29.98	\$32.03
Choose Not To Disclose	179	125	304	\$33.56	\$31.85	\$32.86	\$30.75	\$27.50	\$29.91
Native Amer or Alaska Native	40	27	67	\$31.27	\$34.10	\$32.41	\$28.97	\$29.98	\$29.10
Two or More Races	53	63	116	\$32.70	\$32.33	\$32.50	\$29.04	\$28.61	\$28.66
Black or African Amer	924	530	1,454	\$27.34	\$29.69	\$28.20	\$23.64	\$25.88	\$24.78
Hispanic or Latino	1,828	1,143	2,971	\$27.41	\$27.10	\$27.29	\$23.86	\$24.78	\$24.46
Native Hawaiian or Pacific Isl	4	4	8	\$20.56	\$31.78	\$26.17	\$17.91	\$30.27	\$22.57
All *	5,686	3,638	9,324	\$31.70	\$30.86	\$31.37	\$28.61	\$27.27	\$28.28

* Note: Total (All) includes 7 individuals whose ethnicity coding is listed as 'Invalid'.

Executive Ethnicity/Gender Comparison as of September 2016

Ethnicity Description	Gender	Executive Count	Percent
American Indian/Aleutian	Female	2	1.5%
	Male	0	
Asian/Pacific Islander	Female	0	3.8%
	Male	5	
Black	Female	14	17.7%
	Male	9	
Hispanic	Female	5	18.5%
	Male	19	
White	Female	34	57.7%
	Male	41	
Other	Female	0	0.8%
	Male	1	
		130	

	Counts	Percent
Females	55	42.3%
Males	75	57.7%

Executive Ethnicity/Gender Comparison as of September 2017

Ethnicity Description	Gender	Executive Count	Percent
American Indian/Aleutian	Female	2	1.5%
	Male	0	
Asian/Pacific Islander	Female	0	3.8%
	Male	5	
Black	Female	14	17.4%
	Male	9	
Hispanic	Female	5	18.9%
	Male	20	
Other	Female	0	0.8%
	Male	1	
Unknown	Female	0	0.8%
	Male	1	
White	Female	30	56.8%
	Male	45	
Total		132	

	Counts	Percent
Females	51	38.6%
Males	81	61.4%

Executive Ethnicity/Gender Comparison as of June 2018

Ethnicity Description	Gender	Executive Count	Percent
Native American or Alaska Native	Female	1	1.4%
	Male	1	
Asian	Female	1	4.9%
	Male	6	
Black or African American	Female	15	16.7%
	Male	9	
Choose Not to Disclose	Female	0	1.4%
	Male	2	
Hispanic	Female	7	20.1%
	Male	22	
Native Hawaiian or Pacific Islander	Female	0	0.0%
	Male	0	
Two or More Races	Female	1	1.4%
	Male	1	
White	Female	35	54.2%
	Male	43	
Total		144	

	Counts	Percent
Females	60	41.7%
Males	84	58.3%

City Wide Promotions

	Supervisors		Managers		Executives		Total	
Women	30	23.8%	20	29.0%	8	53.3%	58	27.6%
Men	96	76.2%	49	71.0%	7	46.7%	152	72.4%
Total	126	100.0%	69	100.0%	15	100.0%	210	100.0%
Other	1	----	----	----	----	----	1	----
Native American or Alaska Native	1	----	----	----	----	----	1	----
Asian	4	3.2%	1	----	----	----	5	2.4%
Black or African American	11	8.7%	4	5.8%	4	26.7%	19	9.0%
Choose not to disclose	7	5.6%	5	7.2%	1	6.7%	13	6.2%
Hispanic or Latino	20	15.9%	22	31.9%	5	33.3%	47	22.4%
Two or more races	1	----	1	----	----	----	2	----
White	81	64.3%	36	52.2%	5	33.3%	122	58.1%
Total	126	100.0%	69	100.0%	15	100.0%	210	100.0%

Data from 05/14/17 to 04/28/18

2018 Selected vs Applied Demographics

	White	Black or African Amer.	Hispanic or Latino	Native Hawaiian or Pacific Islander	Asian	Native American or Alaska Native	Other	Choose not to Disclose	Two or More Races	Total+
Applicants Number *	12,908	6,235	9,409	3	1,427	197	1,348	1,585	81	34,344
Applicants Percent *	37.6%	18.2%	27.4%	0.0%	4.2%	0.6%	3.9%	4.6%	0.2%	100.0%
Selected Number	323	124	257	0	39	6	25	29	3	830
Selected Percent	38.9%	14.9%	31.0%	0.0%	4.7%	0.7%	3.0%	3.5%	0.4%	100.0%

*Applicant demographic data is voluntary

*Total includes 1151 people who did not make a selection.

Data effective March 2018