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(GENERAL)

COMPTROLLER FILE NUMBER 280326

AFFIRMATIVE ACTION PROGRESS REPORT FOR WOMEN

92

PREPARED BY SEATTLE OFFICE OF WOMEN'S RIGHTS, RE THE POLICE AND FIRE DEPARTMENTS.

12-3-74 file

FILED OCTOBER 31, 1974

C. G. ERLANDSON
COMPTROLLER AND CITY CLERK

BY *[Signature]* DEPUTY

ACTION OF THE COUNCIL

REFERRED

TO

NOVEMBER 4, 1974

HUMAN RESOURCES & JUD.

REFERRED

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DISPOSITION

DEC 9 1974

ON FILE

RE-REFERRED

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DISPOSITION

REPORT OF COMMITTEE

Mr. President:

Your

H. R. & J.

Committee

to which was referred the within

REPORT

would respectfully report that we have considered the same and respectfully recommend that

THE SAME BE PLACED ON FILE

CHAIRMAN



CHAIRMAN



CITY OF SEATTLE

Wes Uhlman, Mayor

EXECUTIVE DEPARTMENT

OFFICE OF WOMEN'S RIGHTS

2200 RAINIER SOUTH ■ SEATTLE, WASHINGTON 98144 ■ 206/583-6830

October 30, 1974

TO: Mayor Wes Uhlman, City of Seattle
Councilman Sam Smith, President-Seattle City Council
Councilman Tim Hill, Chairman, ~~Budget Committee~~-Seattle City Council

FROM: Seattle Office of Women's Rights

SUBJECT: Affirmative Action Progress Report for Women

According to City Council Resolution 23849, we will forward the Affirmative Action Progress Report for women for each department before the scheduled budget hearings. Enclosed is the report for the Police Dept. & Fire Dept. The Department of Human Rights is forwarding reports for minorities.

The reports cover an 18-month period from December, 1972 through June, 1974. They are based on computer print-outs and the quarterly Affirmative Action Reports.

The City's 1977 goal for female representation, 41.9%, was based on the Seattle Civilian Labor Force statistics in 1970. This statistic in turn came from the 1970 U. S. Census data. At that time the study predicted that 42.2% of the Seattle civilian labor force would be female in 1972. Further annual predictions were not made. "Manpower Information for Affirmative Action Programs," Washington Employment Security 1974, states that women currently constitute 44%.

The overall goal of affirmative action for women is to achieve female representation in every employment category in each department according to their representation in the work force. Affirmative hiring, training and promotion refers to the required remedial efforts to change female underrepresentation in City employment.

SBM:maf

cc: Police Department
Councilwoman Phyllis Lamphere - Police Department
Office of Management and Budget
Fire Department
Councilwoman Jeanette Williams - Fire Department

Enclosure

CITY OF SEATTLE
OFFICE OF WOMEN'S RIGHTS

POLICE DEPARTMENT

AFFIRMATIVE ACTION REVIEW

A. SUMMARY OF FINDINGS

1. No goals and timetables have been established for this Department.
2. There has been a significant decrease of female representation in all job categories but two. Female Incumbency in the Official and Administrative Category has remained at 0% and has increased from 1.6% to 58.5% in the Service and Maintenance Category. The increased female representation in this latter category is the result of the inclusion of Parking Meter Checkers - all of whom are female - into this job category. However, the Police Department's overall staffing decrease of 48 positions does not explain the decrease or absence of women in 6 out of 7 categories as the number of white males has increased or remained the same in 5 out of 7 categories and the number of minority males has increased or remained the same in 6 out of 7 categories.
3. Female representation is at or near representative levels in only two employment categories i.e. Office and Clerical and in Service and Maintenance. Minority women remain comparatively under represented in the Office and Clerical field at 12% as this is an area where women as a whole have been and still are grossly over represented.
4. The Protective Services Category which contains 80% of all Police Department positions had 2.9% women as of 12/72 and as of 6/74 only 2.6% women. There are presently no minority women in this category (a loss of one) and two less white females than there were in 12/72. This is particularly significant when it is considered that during this period white male Incumbency increased by 9 positions and minority males increased by 18 positions.
5. White female representation in the Para-Professional Category has decreased by 22, although minority female representation has increased by one. While it should be noted that over all staffing in this category has decreased by 17 it should also be pointed out that white male Incumbency has increased by two positions and minority males also hold an additional two positions.

6. There are presently no minority women located in the Official and Administrative/Professional or Protective Services Category nor were there any minority women new hires in the Official and Administrative/Professional/Technical/Protective Services or Service and Maintenance Category.
7. There were no new hires for white females in the Official and Administrative/Professional or in the Service and Maintenance Category.
8. Minority women represented 8% of the new hires. Women as a whole represented only 19.7% of the new hires when the Office and Clerical Category are excluded from consideration.
9. Minority females had access to no cost City training, but no funds were expended on training opportunities for them.
10. White females had access to no cost City training, but did not have equal access to training outside City Government with cost. Only 6% of those persons receiving training outside City Government with cost were women - all white. These women received significantly less than the average cost of training per person although minority males received above the average cost per person.
11. Both white females and minority females benefited from salary increases through upgrades though both received much lower average increases than white males though larger average increases than minority males.
12. White women made up a larger percentage of all those receiving upgrades than white males or minorities of either sex.

B. RECOMMENDATIONS

1. That the Police Department develop separate goals and timetables for the Protective Services Category for women both white and minority and for minority males. A percentage of female cadet hires' should be set for 1975.
2. That special attention be paid to affirmative action considerations in effecting lay-offs to women and especially minority women.

POLICE DEPARTMENT

AFFIRMATIVE ACTION REVIEW - Page 3

3. Special recruiting efforts should be made prior to the next examination for Police Officer to find female candidates, especially female minority candidates and minority male candidates not presently represented -- Japanese and Chinese males.
4. The Dept. recommend the recognition of the Parking Meter Checker classification as lower related to class to Police Officer. There are substantial numbers of qualified and qualifiable women (including minorities) in this class as prospective police officers.
5. That the Dept. develop goals and timetables for providing training to women, especially minority women outside City Government with cost and equalize training costs per person.
6. The Police Department continue to deploy women police officers on patrol duty so that they can become eligible for promotion and function to their full capacity as officers.

C. GOOD FAITH EFFORTS

1. The Police Department made strong affirmative efforts via recruiting and hiring for the Cadet Program for both women and minorities of both sexes. The effects of these efforts were temporarily negated by the abrogation of the Cadet program due to budget cuts.
2. The Police Department deployed two women officers on patrol duty so that they became eligible for promotions, and the success of this experiment should encourage expansion of this duty to other women and make possible further male/female integration of the police force.
3. A positive cooperative effect was made with the Civil Service Department to develop an improved job-related examination for sergeants. Also the height requirement was modified for police officers. Both steps should improve upgrade and entrance opportunities for minorities of both sexes and all ethnic groups as well as white females into the uniformed ranks.

FEMALE GOALS AND TIME TABLES						
1972	1973			1974		
ACTUAL	GOAL	ACTUAL	+/-	GOAL	ACTUAL	+/-
14.6%		14.4%			14.8%	

COMMENTS: The over all representation of women in the Police Department remained virtually unchanged since 1972 despite the inclusion of Parking Meter Checkers under the authority of this Department.

TABLE 2

JOB CATEGORIES - 18 MONTHS COMPARISON							
CATEGORY	DATE	TOTAL	MALE		FEMALE		FEMALE %
			WHITE	MIN.	WHITE	MIN.	
OFFICIALS & ADMINISTRATORS	12/72	13	12	1	0	0	0
	6/74	14	13	1	0	0	0
PROFESSIONALS	12/72	13	7	2	3	1	30.8
	6/74	16	9	3	4	0	25.5
TECHNICIANS	12/72	8	5	0	2	1	37.5
	6/74	5	4	0	0	1	20.0
PROTECTIVE SERVICES	12/72	1212	1120	47	34	1	2.8
	6/74	1226	1129	65	32	0	2.6
PARA PROFESSIONALS	12/72	42	5	11	24	2	61.9
	6/74	25	7	13	2	3	20.0
OFFICE & CLERICAL	12/72	176	13	3	144	16	90.9
	6/74	188	25	7	136	20	82.9
SKILLED CRAFTS	12/72	0	0	0	0	0	0
	6/74	0	0	0	0	0	0
SERVICE & MAINTENANCE	12/72	124	108	14	1	1	1.6
	6/74	53	18	4	26	5	58.5
TOTAL	12/72	1588	1270	98	208	22	14.6
	6/74	1540	1205	93	200	29	14.8

COMMENTS: The most significant under representation of women, both minority and white is in the Protective Services which employs the largest numbers of persons. Further, female incumbency is declining with no minority women presently represented. The dramatic decline of female representation in the Para-Professional Category is significant in that it sharply curtails opportunities for future female upward mobility within the Department.

TABLE 3

NEW HIRES 18 MONTH PERIOD - DEC 1972 - JUNE 1974						
CATEGORY	TOTAL	MALE		FEMALE		FEMALE %
		WHITE	MIN.	WHITE	MIN.	
OFFICIALS & ADMINISTRATORS	0	0	0	0	0	0
PROFESSIONALS	3	3	0	0	0	0
TECHNICIANS	0	0	0	0	0	0
PROTECTIVE SERVICES	33	16	10	7	0	21.2
PARA-PROFESSIONALS	6	2	2	1	1	33.3
OFFICE AND CLERICAL	28	4	1	18	5	82.1
SKILLED CRAFTS	0	0	0	0	0	0
SERVICE AND MAINTENANCE	4	2	2	0	0	0
TOTAL	74	27	15	26	6	43.2%

COMMENTS: This data covers the period from June 1973 to June 1974, as the earlier information was incomplete. Women represented 43.2% of all new hires with the largest numbers gained in the Office and Clerical category where women are already over represented. Minority women accounted for 8% of all new hires.

TABLE 4

TOTAL EMPLOYMENT 18 MONTHS COMPARISON										
	TOTAL	WHITE	MINORITY	AMER. IND.	BLACK	CHINESE	FILIPINO	JAPANESE	HISPANIC NAME	OTHER
DEC 1972										
MALE		1270	88	15	52	1	5	5	7	3
FEMALE	1588	208	22	2	12	2	1	3	1	1
JUNE 1974										
MALE		1205	93	17	56	3	8	8	7	1
FEMALE	1540	200	29	2	13	2	3	5	2	1

COMMENTS: The total employment decreased by 3% while minority employment increased by 13.7% with black females being notably under represented as compared to black males. Overall female employment remains virtually unchanged with a slight increase of minority women.

TABLE 5

TRAINING RECEIVED: 18 MONTHS COMPARISON - DEC., 1972 - JUNE 1974					
NUMBER OF TRAINING	TOTAL	MALE		FEMALE	
		White	MIN.	White	MIN.
WITHIN CITY GOVERNMENT AT NO COST	371	222	9	113	27
OUTSIDE CITY GOVERNMENT WITH COST	335	303	13	19	0
AVERAGE COST OF TRAINING PFR PERSON	\$225	\$221.00	\$389.00	\$181.00	0

COMMENTS: Minority women did not attend any training sessions that required money. Only 6% of those persons receiving training outside City Government with cost were women - all white. The minority males received training monies above the average cost per person. White women received less than the average cost per person.

TABLE 6

UPGRADE OF PERSONNEL: 18 MONTHS COMPARISON - DEC 1972 - JUNE '74					
	TOTAL	MALE		FEMALE	
		White	MIN.	White	MIN.
NUMBER OF EMPLOYEES	101	37	5	49	10
AVERAGE MONTHLY INCREASE	\$183.00	\$279.00	\$98.00	\$121.00	\$172.00
% OF ALL THOSE RECEIVING UPGRADE		36.6%	4.9%	48.5%	9.9%
% OF ALL AVERAGE INCREASE RECEIVED		152%	54%	66%	94%

COMMENTS: Of all personnel that received an upgrade, white males received far greater a average increase than did any other group with minority females receiving a higher increase than white females, and minority males receiving the lowest average increase.

CITY OF SEATTLE
OFFICE OF WOMEN'S RIGHTS

FIRE DEPARTMENT

AFFIRMATIVE ACTION REVIEW

A. SUMMARY OF FINDINGS

1. Goals and timetables were not established by this Department.
2. During this period of review, the total work force decreased by 30 positions while the number of female employees remained virtually static.
3. Women compose only 2% of the total Department work force. Over 90% of these women are employed in the Office and Clerical Category.
4. No women are located in the Protective Services, where 93.5% of the Fire Department employees are to be found. Only 2 minority women are employed by this Department, both in Office/Clerical.
5. Only 6.1% of all new hires during this period were women. Only one minority woman was hired although 17 minority male and 74 white male new hires took place. All female new hires were in the Office/Clerical category where women are already overrepresented.
6. Minority females and white females received nearly equal amounts of training expenditures based on the average cost per person. However this amount was significantly less than the amount received by minority males which in turn was much lower than that received by white males.
7. White women received average monthly increases comparable to those received by white males. Minority women received the lowest dollar average monthly increases of all who were upgraded.

B. RECOMMENDATIONS

1. Goals and timetables should be established immediately for women both minority and white with special attention payed to the Protective Services category.
2. During the next year, when hiring of both trainees and recruits will be nil or minimal, the Department should continue to work with the Civil Service Department to develop better selection devices for both trainees and recruits. Height requirements and other requirements which tend to screen out women and certain ethnic groups, and especially the physical portion of the Civil Service exam for fire fighter recruits and trainees

FIRE DEPARTMENT

AFFIRMATIVE ACTION REVIEW - Page 2

should continue to be scrutinized so that appropriate modifications can be made where employee efficiency will not jeopardized.

3. Efforts should continue to recruit women and minority groups of both sexes with special emphasis on women and on all Asian Groups and Spanish-surnamed, whose very significant underrepresented is related to past minimum height standards.
4. Women should have equal access to cost training outside of city government and the cost per person average should be more nearly equalized among all groups.
5. Increased attention should be directed toward providing increased upward mobility training and upgrade salary increases more comparable to the average monthly increase for all employees where minority females are concerned, who received the lowest amount of upgrade increase.

C. GOOD FAITH EFFORTS

1. Discussions have been initiated in October by the Fire Department with the Office of Women's Rights and other appropriate personnel to develop entry level opportunities for women to recruit and trainee positions.
2. Steps have been taken to reclassify dispatcher positions as civilian, which will allow the entry and upgrade of women into positions which have been traditionally held by non-civilian males.
3. The Fire Department requested of the Civil Service Commission that extensive test validation be undertaken.

FEMALE GOALS AND TIME TABLES						
1972	1973			1974		
ACTUAL	GOAL	ACTUAL	+/-	GOAL	ACTUAL	+/-
1.6%		1.7%			2.0%	

COMMENTS: Specific goals and timetables have not been established by this Department. Female employment has remained virtually unchanged during the past 18 months.

TABLE 2

JOB CATEGORIES - 18 MONTHS COMPARISON							
CATEGORY	DATE	TOTAL	MALE		FEMALE		FEMALE %
			WHITE	MIN.	WHITE	MIN.	
OFFICIALS & ADMINISTRATORS	12/72	35	35	0	0	0	0
	6/74	34	34	0	0	0	0
PROFESSIONALS	12/72	3	3	0	0	0	0
	6/74	3	3	0	0	0	0
TECHNICIANS	12/72	1	1	0	0	0	0
	6/74	2	1	0	1	0	50.0
PROTECTIVE SERVICES	12/72	1005	940	65	0	0	0
	6/74	975	898	77	0	0	0
PARA PROFESSIONALS	12/72	1	0	1	0	0	0
	6/74	1	0	0	1	0	100.0
OFFICE & CLERICAL	12/72	20	2	0	16	2	90.0
	6/74	19	0	0	17	2	100.0
SKILLED CRAFTS	12/72	7	7	0	0	0	0
	6/74	6	6	0	0	0	0
SERVICE & MAINTENANCE	12/72	0	0	0	0	0	0
	6/74	0	0	0	0	0	0
TOTAL	12/72	1072	988	66	16	2	1.6
	6/74	1042	942	77	19	2	2.0

COMMENTS: Women compose on 2% of the total Departmental workforce. Over 90% of these women are employed in the Office and Clerical Category. No women are located in the Protective Services, where 93.5% of the Fire Department employees are incumbents. Only 2 minority women are employed by this Department, both in Office/ Clerical.

TABLE 3

NEW HIRES 18 MONTH PERIOD - DEC 1972 - JUNE 1974						
CATEGORY	TOTAL	MALE		FEMALE		FEMALE %
		WHITE	MIN.	WHITE	MIN.	
OFFICIALS & ADMINISTRATORS	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0
TECHNICIANS	0	0	0	0	0	0
PROTECTIVE SERVICES	91	74	17	0	0	0
PARA PROFESSIONALS	0	0	0	0	0	0
OFFICE AND CLERICAL	6	0	0	5	1	100.0
SKILLED CRAFTS	0	0	0	0	0	0
SERVICES AND MAINTENANCE	0	0	0	0	0	0
TOTAL	97	74	17	5	1	6.1

COMMENTS: 6.1% of all new hires during this period were women. 1% of the hires were minority women. All new female hires took place in the Office/Clerical category where women are already over represented.

TABLE 4

TOTAL EMPLOYMENT 18 MONTHS COMPARISON										
	TOTAL	WHITE	MINORITY	AMER. IND.	BLACK	CHINESE	FILIPINO	JAPANESE	HISPANIC NAME	OTHER
DEC. 1972										
MALE		988	66	10	48	1	2	2	1	2
FEMALE	1072	16	2	0	0	0	0	2	0	0
JUNE 1974										
MALE		942	77	13	51	1	2	4	4	1
FEMALE	1042	19	2	0	1	0	0	1	0	0

COMMENTS: Women as a whole are grossly underrepresented in comparison to their representation in the City of Seattle Work force. Minority women are particularly underrepresented even in comparison to minority males.

TABLE 5

TRAINING RECEIVED: 18 MONTHS COMPARISON - DEC 1972 - JUNE 1974					
NUMBER OF TRAINING	TOTAL	MALE		FEMALE	
		WHITE	MIN.	WHITE	MIN.
WITHIN CITY GOVERNMENT AT NO COST	1120	1029	76	14	1
OUTSIDE CITY GOVERNMENT WITH COST	408	370	33	4	1
AVERAGE COST OF TRAINING PER PERSON	\$40.00	\$41.00	\$29.00	\$12.00	\$11.00

COMMENTS: Women had access to no cost training programs comparable to their presence in the departmental workforce, while having considerably less access to training outside city government with cost. White females received less than half the average cost of training per person received by minority males although minority women received the lowest average cost of training per person of any group.

TABLE 6

UPGRADE OF PERSONNEL: 18 MONTHS COMPARISON - DEC 1972 - JUNE 74					
	TOTAL	MALE		FEMALE	
		WHITE	MIN.	WHITE	MIN.
NUMBER OF EMPLOYEES	50	39	5	5	1
AVERAGE MONTHLY INCREASE	\$102.00	\$109.00	\$60.00	\$104.00	\$35.00
% OF ALL THOSE RECEIVING UPGRADE		78.0	10.0	10.0	2.0
% OF ALL AVERAGE INCREASES RECEIVED		107%	59%	102%	34%

COMMENTS: White women received average monthly increases comparable to those received by white males. Minority women received the lowest dollar average monthly increases of all who were upgraded.

TIME AND DATE STAMP

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_____ *Scott Williams* _____

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COMMITTEE(S) REFERRED TO: HR 49

[Signature]

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