Equal Employment Opportunity Plan

2014-15

Arturo Delgado, Ed.D., Superintendent of Schools
Darren McDuffie, Ed.D., Chief Human Resources Officer
The Los Angeles County Office of Education, based in Downey, is a public agency that operates a variety of academic, business and consulting programs and services for school communities throughout the county.

Under the leadership of Los Angeles County Superintendent of Schools Arturo Delgado, LACOE is the largest intermediate educational agency in the nation, employing over 4,000 people, more than half of whom are teachers and instructional assistants.

In addition to serving the county’s 80 K-12 school districts and 13 community college districts, LACOE provides education and learning opportunities for children with disabilities, wards of the juvenile court, preschool children and their families, students in career and technical training programs, and students talented in the arts.
STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY

The Los Angeles County of Education (LACOE) remains committed to providing equal employment opportunity without regard to age, race, color, religion, national origin, disability, gender, marital status, pregnancy, sex, sexual orientation, veteran’s status, and any other area protected or which may become protected under state or federal law.

Our continued success depends heavily on the full and effective utilization of qualified persons. Thus, I will continue to direct our employment practices toward ensuring equal opportunity for all. LACOE fully intends that matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs, and reinstatements be free of unlawful discriminatory practices.

As a government contractor we are obligated to keep records, make reports to the federal government, and document the results of our good faith efforts to ensure equality of employment opportunity at LACOE.

As leaders, LACOE managers and supervisors are expected to take an active role in promoting and implementing the agency’s equal employment opportunity (EEO) objectives. It is the responsibility of LACOE management to ensure that all employees are afforded a fair and competitive employment process under merit system principles.

I ask that each manager and supervisor join me in full support of the principles of equal opportunity and inclusion. I invite any applicant or employee to address concerns and questions regarding equal employment opportunity to the Chief Human Resources Officer at (562) 803-8346.

This statement reaffirms the principles of equal employment opportunity and assures that EEO program requirements will be enforced.

Arturo Delgado, Ed.D.
Superintendent
October 2015
Los Angeles County Office of Education
Human Resource Services

EQUAL EMPLOYMENT OPPORTUNITY PLAN
October 2015

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I. INTRODUCTION

It is the Los Angeles County Office of Education's (LACOE) goal to provide equal opportunity to all people interested in working for our agency, and to ensure that they have the realistic opportunity to achieve a place in our workforce that meets their interests and capabilities.

The purposes of LACOE’s Equal Employment Opportunity Plan are to:

1. Ensure that LACOE does not discriminate in employment (i.e., hiring and promotional opportunities) on the basis of race, color, religion, national origin, marital status, sexual orientation, disability, ancestry, age (over 40), sex, pregnancy, and veteran’s status;

2. Ensure that no employee suffers from retaliation for having filed a discrimination complaint;

3. Ensure that employment decisions are based on job-related criteria; and,

4. Increase the representation in the workforce per occupational category of the various ethnic groups, women, and those with disabilities to reflect the countywide labor force.

While this plan directly addresses the actions that LACOE is taking to carry out these purposes, it must be read in the context of laws governing the hiring of educational employees, contract provisions, and Civil Service Commission rules and policies governing the administration of LACOE’s personnel system, which are hereby incorporated by reference.

Employee recruitment is conducted with proactive equal opportunity employment in mind. Employment advertisements are placed in metropolitan newspapers, professional magazines and journals, on various Internet job banks including EDJOIN and Government Jobs, and on the social networking site LinkedIn. Human Resource Services and Personnel Commission (PC) staff travel to recruitment fairs throughout the County, and LACOE's web page allows candidates to apply for positions online. LACOE’s PC also maintains a 24-hour-a-day, seven-days-per-week Employment Opportunity Jobline. The telephone number is listed in all job flyers and the Office Directory.

In the setting of specific goals for improved representation, LACOE clearly understands that achievement of both short-range and long-range goals depends upon the availability of interested applicants, our internal efforts for career development, the use of merit practices, and the availability of revenue to support the level of services and activities currently provided by LACOE.
This plan continues our commitment to achieving equal employment opportunity. It assigns responsibility to various LACOE management authorities and calls for continued participation of all parties in program development, approval, and enforcement.

The plan also calls for comprehensive efforts to improve LACOE’s personnel system, to remove any institutionalized barriers that may exist, and to improve the representation of members of groups that are currently underrepresented. The PC and Human Resource Services also will continue their commitment to providing a responsive discrimination complaint procedure to provide relief for anyone who believes that they have been a victim of discriminatory hiring practices.

The Los Angeles County Superintendent and the Los Angeles County Board of Education expect and support vigorous efforts by all divisions and departments and call for the full cooperation of all management employees in carrying out their program responsibilities in support of this effort.

**Personnel Management Operations and Programs**

In order to achieve LACOE’s goals for Equal Employment Opportunity (EEO), a number of steps have been implemented for the purpose of:

- increasing the number of minority and female candidates, and candidates with disabilities for employment;
- strengthening the job-relatedness of LACOE’s employment practices;
- removing any “artificial” barriers to the employment and promotion of all groups; and,
- making professional development opportunities and information more easily accessible to all employees.

Furthermore, LACOE’s classified workforce is staffed under the Merit System provisions of the California Education Code administered by the Office of the PC. The Merit System provides specific protections for equal employment opportunity, job-related selection procedures, and fair, unbiased pre-employment and promotional assessments. For classified positions, the PC is accountable for outreach and representative recruitment across the demographic and geographic dimensions of Los Angeles County. For certificated recruitment, the Human Resource Services division is responsible for conducting the outreach and representative efforts.

The assignment of responsibility for EEO program policy development and enforcement belongs to the Los Angeles County Office of Education’s Superintendent.

Responsibilities for program administration, monitoring, and daily management belong with the division of Human Resource Services with the support of each division and department head. These responsibilities are carried out regardless of the level of funding or rate of hiring LACOE is experiencing.
II. WORKFORCE ANALYSIS

LACOE certificated job titles corresponding to each job category are included in the Appendix on page 14. Classified job titles corresponding to each job category are also included in the appendix section on pages 15, 16, and 17.

Statistical analyses for Los Angeles County Office of Education’s workforce were conducted and results can be viewed on the charts on pages 20, 24, 26, and 30 in the Appendix. These analyses include all relevant job categories (as determined by the federal government), with the data sorted by gender within each job classification. Additionally, the data provides a breakdown of each racial, ethnic, and national origin group within each job classification.

III. AMERICAN COMMUNITY SURVEY STATISTICS

This report provides statistics based on the Equal Employment Opportunity (EEO) Tabulation of data from the U.S. Census Bureau’s American Community Survey (2006-10 Five-Year Estimates). The American Community Survey data serves as the primary external benchmark for comparing race, ethnicity, and sex composition of LACOE’s workforce to an analogous external labor market, within Los Angeles County and by job categories represented within LACOE. The data is sorted by gender within each job classification. Additionally, the data provides a breakdown of each racial, ethnic, and national origin group within each job classification. The American Community Survey data can be viewed on the charts on pages 19, 23, 25, and 29 in the Appendix.

IV. UTILIZATION ANALYSIS

The charts in the Appendix on pages 21, 22, 27 and 28 provide a comparison of LACOE’s workforce with that of the relevant community in order to determine in what job categories, women and/or minorities are under-represented in LACOE’s workforce. This utilization analysis forms the basis for LACOE’s EEO Plan.

Underutilization is defined as having fewer women or minorities in a job category than might reasonably be expected given their availability in Los Angeles County; that is, the difference between availability and actual participation must be statistically significant—underutilization is considered should the percentage of LACOE employees in a specific category calculate to be less than 80% of available workforce (and represent at least one whole person).

In compiling the statistics for the utilization analysis, Human Resources Services staff members followed the race and ethnicity category guidelines as provided by the California Department of Education (CDE) in December, 2009. The ethnic categories used in conducting the utilization analysis are listed in the table below. The corresponding LACOE ethnic categories that match up with these categories are listed in the table.
<table>
<thead>
<tr>
<th>CDE Ethnic Categories</th>
<th>LACOE Ethnic Categories</th>
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</thead>
<tbody>
<tr>
<td>Hispanic/Latino</td>
<td>Hispanic</td>
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<tr>
<td>White</td>
<td>White</td>
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<tr>
<td>Black/African American</td>
<td>African-American</td>
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<tr>
<td>Asian</td>
<td>Asian Indian, Cambodian, Chinese, Filipino, Hmong, Japanese, Korean, Laotian, Vietnamese, Other Asian</td>
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<tr>
<td>Pacific Islander</td>
<td>Guamanian, Hawaiian, Samoan, Tahitian, Other Pacific Islander</td>
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<tr>
<td>American Indian</td>
<td>American Indian/Alaska Native</td>
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</table>

**INTERPRETATIVE GUIDANCE:**

It should be noted that the comparative data used to conduct the utilization analysis contained in this report compare 5 year estimates (averages of data collected daily between 2006 and 2010) from the American Community Survey and data tabulated October 1, 2014 (collected at one point in time) from our database. Therefore, we suggest caution when making interpretations of the data.

In reviewing the underutilization analysis charts and graphs in the Appendix, it is apparent that Asians are under-represented in most job categories.

For another point of reference, pages 31-36 in the Appendix reflect a comparison using California Basic Education Data System (CBEDS) data compiled in 2013-2014. This data compares the ethnicity of LACOE employees to three other large agencies in the County of Los Angeles (Los Angeles County, Los Angeles Unified School District and Long Beach Unified School District). This will give the reader a clearer sense how LACOE is doing comparatively to other large educational employers in Los Angeles County. **Note: LACOE CBEDS data only includes employees who work in the Educational Programs service area.**

**Analysis**

The Los Angeles County Office of Education (LACOE) has historically employed representatives of all groups within the County’s population. In recent years, minorities and women have increasingly secured employment in higher level managerial, professional, and technical jobs. All groups, however, have not been and are not now adequately represented in all job categories.
Areas of Underutilization—Certificated Employees

1. **Administrators:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Hispanic/Latinos, Black/African Americans, Pacific Islanders, American Indians, and Females.

   There is under-representation of Asians as compared to the available workforce in Los Angeles County.

2. **School Psychologists/Audiologists:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Hispanic/Latinos, Black/African Americans, Asians, Pacific Islanders, American Indians, and Females.

   There is no under-representation of minorities in this category as compared to the available workforce in Los Angeles County.

3. **Counselors:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Hispanic/Latinos, Black/African Americans, Pacific Islanders, American Indians, and Females.

   There is under-representation of Asians as compared to the available workforce in Los Angeles County.

4. **Teachers:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Black/African Americans, Pacific Islanders, and Females.

   There is under-representation of Hispanic/Latinos, Asians and American Indians as compared to the available workforce in Los Angeles County.

5. **School Nurse:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Black/African Americans, Pacific Islanders, and Females.

   There is under-representation of Hispanic/Latinos, Asians and American Indians as compared to the available workforce in Los Angeles County.

For a visual representation of LACOE certificated employees, see pages 20 and 24 in the Appendix.

Areas of Underutilization—Classified Employees

1. **Administrators:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Hispanic/Latinos, Black/African Americans, Pacific Islanders, American Indians, and Females.

   There is under-representation of Asians as compared to the available workforce in Los Angeles County.
2. **Professional/Technical:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Hispanic/Latinos, Black/African Americans, Pacific Islanders, American Indians, and females.

   There is under-representation of Asians as compared to the available workforce in Los Angeles County.

3. **Supervisory:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Black/African Americans, Asians, Pacific Islanders, and Females.

   There is under-representation of Hispanic/Latinos and American Indians as compared to the available workforce in Los Angeles County.

4. **Secretarial/Clerical:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Hispanic/Latinos, Black/African Americans, Pacific Islanders, American Indians, and Females.

   There is under-representation of Asians as compared to the available workforce in Los Angeles County.

5. **Technical Operations/Media:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Hispanic/Latinos, Black/African Americans, Asians, and Females.

   There is under-representation of Pacific Islanders and American Indians as compared to the available workforce in Los Angeles County.

6. **Custodial/Drivers:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Black/African Americans, Pacific Islanders, and Females.

   There is under-representation of Hispanic/Latinos, Asians, and American Indians as compared to the available workforce in Los Angeles County.

7. **Paraeducators:** Representation in this category is within given parameters or exceeds that of the protected groups in the Los Angeles County labor force of Black/African Americans, Pacific Islanders, American Indians, and Females.

   There is under-representation of Hispanic/Latinos and Asians as compared to the available workforce in Los Angeles County.

For a visual representation of LACOE classified employees, see pages 26 and 30 in the Appendix.
LACOE’s Equal Employment Opportunity Plan

V. OBJECTIVES

LACOE is firmly committed to the ultimate goal of employing a workforce representative of the community it serves in each occupational category and at the various levels within each category. Efforts to achieve that ultimate goal must be consistent with:

- the laws and regulations for hiring certificated and classified employees,
- the availability of persons in the labor force relevant to each occupational category,
- projections concerning future employment, and
- the opportunities to hire and promote individuals.

Below is a summary of our findings regarding LACOE’s areas of underutilization:

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<td>Administrator</td>
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<td>Psychologist/Audiologist</td>
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<td>Counselor</td>
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<td>Teacher</td>
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<td>School Nurse</td>
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<td>Administrator</td>
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<td>Professional/Technical</td>
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<td>Supervisor</td>
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<tr>
<td>Technical Operations/Media</td>
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<tr>
<td>Custodial/Driver</td>
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<tr>
<td>Paraeducator</td>
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HIS=Hispanic/Latinos - BLA=Black/African American - ASI=Asian
PAC=Pacific Islander - AME=American Indian - WOM=Women

Because Hispanic/Latinos, Asians, and American Indians are under-represented in different job classifications, it is our objective to increase their representations by evaluating our recruiting, selection, and promotional practices to ensure that these groups are receiving equal opportunity to be employed and to advance.
VI. STEPS TO ACHIEVE OBJECTIVES

A review of the utilization analysis indicates that the largest area to address is the underutilization of Asian employees across several job categories (i.e., certificated administrators, counselors, teachers, school nurses, classified administrators, professional/technical, secretarial/clerical, custodial/drivers, and paraeducators).

The second largest area to address is the underutilization of Hispanic/Latino employees across a number of categories (i.e., teachers, school nurses, supervisory, technical operations/media, custodial driver, and paraeducators).

Fourteen action steps were developed to help LACOE achieve its EEO objectives and to continue our efforts to promote effective EEO practices. A number of these steps were developed to specifically address the underutilization of the Asian and Hispanic/Latino communities in the greater Los Angeles County. The fourteen steps are sorted into five group headings below (i.e.; Branding, Outreach, Selection, Training, and Monitoring, Tracking and Reporting).

Fourteen Steps to Achieve the Objectives

A. Branding

1. Human Resource Services (HRS) and the PC will actively promote LACOE as an equal opportunity employer and encourage women, minorities, and employees with disabilities to apply to employment opportunities.

2. The Communications department will ensure that materials regarding LACOE employment that are available to the public have “An Equal Employment Opportunity Employer” printed on them and that a diverse portrayal of employees (including women, minorities, and employees with disabilities) is represented in visuals.

3. The division of Business Services will ensure that information on LACOE’s EEO policies and procedures is provided to all persons and businesses that contract with LACOE.

B. Outreach

4. PC will continue its practice of participating in community college job fairs throughout Los Angeles County. Historically, community colleges have been a good source for interacting with underrepresented groups.

5. HRS will participate in job fairs in an effort to reach their diverse student and alumni populations.

6. PC will participate in the annual Asian Pacific Job Fair held in the city of Pasadena.

7. PC will work with Chambers of Commerce in select cities with relatively large Asian populations (e.g., Cerritos, Torrance, and Garden Grove) by participating in annual job fairs, monthly events, and/or other special events.
C. Selection

8. HRS, PC, and LACOE administrators and managers with authority
to select candidates for employment will ensure that selection for
employment by the Los Angeles County Office of Education is on
the basis of individual merit that has been assessed by consistent
selection procedures based on job-related criteria, follow the
Uniform Guidelines on Employee Selection Procedures, and utilize
best practices in mitigating adverse impact in employee selection.
The Superintendent and Executive Cabinet members shall ensure
accountability for this through the performance evaluation process.

9. HRS and PC will assess candidates applying for supervisory and
management positions on their understanding and knowledge of
fair labor standards and employment laws, guidelines, court
decisions, LACOE’s EEO plan, and other topics in order to assess
their awareness of and respect for the diverse characteristics and
attributes of the various groups within Los Angeles County and
their EEO responsibilities.

D. Training

10. HRS will provide managers and supervisors with training on new
fair labor standards, employment laws, and topics that will increase
their awareness of and respect for the diverse characteristics and
attributes of the various groups within Los Angeles County and
their EEO responsibilities.

11. HRS and LACOE administrators will ensure that all employees have
opportunities to receive training on diversity-related work
behaviors.

E. Monitoring,
Tracking, and
Reporting

12. PC and HRS will monitor applicant data, including hiring and
promotions, to determine if progress is being made in attracting
candidates in job categories where underutilization exists.

13. On an annual basis, HRS will evaluate the gender and ethnic
composition of all permanent employees in comparison to
workforce statistical data to determine areas of potential
underutilization and whether additional focused recruitment is
necessary.

14. The above listed action steps will be reviewed and updated on an
annual basis by HRS, the Superintendent, and Executive Cabinet
members to evaluate progress.

In addition, LACOE utilizes written tests administered by the PC for positions in the
Professional/Technical, Secretarial and Clerical categories. These tests, developed in conjunction
with outside job skills bank organizations, enhance selection validation and reliability. This
component assists in LACOE’s commitment to Equal Employment Opportunity in the recruitment
and selection process.
VII. DISSEMINATION

To ensure that all employees, applicants for employment, and the public are aware of LACOE’s official policy on Equal Employment Opportunity and its commitment to nondiscrimination and all applicable federal and state civil rights laws, the following steps have been taken:

Internal


2. Ensuring that the Equal Employment Opportunity Plan is readily available for review upon request by employees, school districts, and the public.

3. Ensuring that advertisements and art, programs, program photographs, and similar publications include balanced portrayals of non-stereotypical, minority and female employees, and employees with disabilities.

External

1. Ensuring that all recruiting sources used by LACOE are informed in writing of our Equal Employment Opportunity policy. We will do this by inserting the statement “Equal Employment Opportunity Employer” or “EEO” in all written recruitment documents, including advertisements, flyers, application forms, and supplemental data in support of recruitment efforts.

2. Notifying all vendors and contractors who supply goods and services to LACOE of LACOE’s Equal Employment Opportunity policy. We will do this by ensuring that documents relating to vendors and suppliers inform them of LACOE’s EEO policy.

   In addition, all agreements between LACOE and any vendor and/or contractor will require that they have a non-discrimination policy as well.

3. All purchase orders, leases, and contracts covered by, or subject to, Executive Order 11246 (as amended) or its implementing rules and regulations will contain an appropriate EEO clause therein either by reference or in its entirety.

LACOE EEO Policy
Revised June 2011
LACOE’s Equal Employment Opportunity Plan

VIII. APPENDIX

LACOE Job Titles by EEO Plan Category – Certificated – Page 15

LACOE Job Titles by EEO Plan Job Category – Classified – Page 16

Los Angeles County American Community Survey (2006-2010) – Certificated – Ethnicity by Job Category – Exhibit 1 – Page 19

LACOE – Workforce Analysis – Certificated Employees (October 2014) – Ethnicity by Job Category – Exhibit 2 – Page 20

Comparison between American Community Survey (ACS) and LACOE Certificated Employees – Underutilization Analysis of Ethnicity by Job Category – Exhibit 3 – Page 21

Comparison between American Community Survey (ACS) and LACOE Certificated Employees – Underutilization Analysis of Females by Job Category – Exhibit 4 – Page 22

Los Angeles County American Community Survey (2006-2010) – Certificated – Gender by Job Category – Exhibit 5 – Page 23

LACOE – Workforce Analysis – Certificated Employees (October 2014) – Gender by Job Category – Exhibit 6 – Page 24

Los Angeles County American Community Survey (2006-2010) – Classified – Ethnicity by Job Category – Exhibit 7 – Page 25

LACOE – Workforce Analysis – Classified Employees (October 2014) – Ethnicity by Job Category – Exhibit 8 – Page 26

Comparison between American Community Survey (ACS) and LACOE Classified Employees – Underutilization Analysis of Ethnicity by Job Category – Exhibit 9 – Page 27

Comparison between American Community Survey (ACS) and LACOE Classified Employees – Underutilization Analysis of Females by Job Category – Exhibit 10 – Page 28

Los Angeles County American Community Survey (2006-2010) – Classified – Gender by Job Category – Exhibit 11 – Page 29

LACOE – Workforce Analysis – Classified Employees (October 2014) – Gender by Job Category – Exhibit 12 – Page 30

California Basic Educational Data System (CBEDS; 2013-14) – Certificated – Administrators’ Ethnicity (includes LA County, LACOE, LAUSD and LBUSD) – Exhibit 13 – Page 31

California Basic Educational Data System (CBEDS; 2013-14) – Certificated – Pupil Services Employees’ Ethnicity (includes LA County, LACOE, LAUSD and LBUSD) – Exhibit 14 – Page 32

California Basic Educational Data System (CBEDS; 2013-14) – Certificated – Teachers’ Ethnicity (includes LA County, LACOE, LAUSD and LBUSD) – Exhibit 15 – Page 33
California Basic Educational Data System (CBEDS; 2013-14) – Classified – Paraprofessionals’ Ethnicity (includes LA County, LACOE, LAUSD and LBUSD) – Exhibit 16 – Page 34

California Basic Educational Data System (CBEDS; 2013-14) – Classified – Office Clerical Employees’ Ethnicity (includes LA County, LACOE, LAUSD and LBUSD) – Exhibit 17 – Page 35

California Basic Educational Data System (CBEDS; 2013-14) – Classified – Other Classified Employees’ Ethnicity (includes LA County, LACOE, LAUSD and LBUSD) – Exhibit 18 – Page 36
## LACOE Job Title by EEO Plan Category - Certificated

### Administrators

**Executive**
- Chief Officer
- Executive Deputy Superintendent
- Superintendent

**Directors**
- Director II
- Director III
- Executive Director

**Middle Management**
- Assistant Director
- Project Director III
- Regional Director
- SELPA Director I
- SELPA Director III

**Consultants**
- Consultant II
- Consultant III
- Coordinator II
- Coordinator III

### Teachers

- Teacher Community Day School
- Teacher Adapted Physical Education
- Teacher Autism
- Teacher Career ED
- Teacher Curriculum & Instruction
- Teacher Intellectual Disability
- Teacher Deaf and Hard of Hearing
- Teacher Designated Instructional Services-Home/Hospital
- Teacher Designated Instructional Services Orthopedically Handicapped
- Teacher Designated Instructional Services Visually Impaired
- Teacher Emotionally Disturbed
- Teacher Independent Study Program (Alternative ED)
- Teacher Juvenile Court Schools
- Teacher Literacy Specialist
- Teacher Language Speech Specialist
- Teacher Multiple Disabilities
- Teacher Mobility Instruction
- Teacher Orthopedically Handicapped
- Teacher Outdoor Education
- Teacher Pregnant Minors
- Teacher Resource Specialist Program
- Teacher Visually Handicapped
- Teacher Visually Impaired and Braille Production

### School Psychologists/Audiologists

- Educational Audiologist
- School Psychologist

### Counselors

### School Nurses
# LACOE’s Equal Employment Opportunity Plan

## LACOE Job Title by EEO Plan Category - Classified

### Administrators

**Administration**
- Chief Officer
- Deputy General Counsel III
- Director
- Exec Director of Business & Finances
- General Counsel

### Middle Management/Consultant

**Middle Management/Consultant Continued**
- Production & Operations Engineer
- Program Coordinator
- Program Manager
- Project Coordinator
- Public Information Officer
- Regional Business Services Coordinator
- Resources & Development Manager
- Risk Management Officer
- Senior Manager, Applications Development
- Senior Manager, Technology Infrastructure Services
- System and Business Administrator
- Web Applications Manager
- Workers Compensation Coordinator

### Professional/Technical Managers & Staff

**Professional/Technical Managers**
- Accountant
- Administrative Analyst
- Administrative Services Coordinator
- Application Architect
- Assistant Development Coordinator
- Auditor
- Budget Analyst
- Business Systems Analyst
- Career Development Program Manager
- Career Development Program Supervisor
- Compensation Analyst
- Credentials Coordinator
- Database Analyst II
- Data Center Operations Analyst
- Distance Learning Resource Specialist
- Employee Benefits Specialist
- Facilities Planning Specialist
- Human Resources Analyst
- Human Resources Operations Manager
- Head Start Business Operations Specialist
- Head Start Child Development & Ed Specialist
- Head Start Communications Specialist
- Head Start Governance Specialist
- Head Start Program Development Specialist
- Head Start Program Results Specialist
- Head Start Train & Tech Assistance Specialist
- Legislative Analyst
- Marketing Coordinator Multimedia Specialist
- Network Engineer
- Nutrition Specialist
<table>
<thead>
<tr>
<th>Professional / Technical Managers Continued</th>
<th>Professional / Technical Staff Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Education Specialist</td>
<td>Data Processing Specialist</td>
</tr>
<tr>
<td>Payroll Systems Coordinator</td>
<td>Desktop/Web Publisher</td>
</tr>
<tr>
<td>Principal Accountant</td>
<td>Graphic Artist</td>
</tr>
<tr>
<td>Principal Auditor</td>
<td>Head Start Program Development Assistant</td>
</tr>
<tr>
<td>Principal Systems Analyst</td>
<td>Information Resource Specialist</td>
</tr>
<tr>
<td>Principal Systems Specialist</td>
<td>Language Interpreter/Translator</td>
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<tr>
<td>Resource &amp; Development Analyst</td>
<td>Legal Technician</td>
</tr>
<tr>
<td>Retirement Systems Coordinator</td>
<td>Micro Computer Support Technician I</td>
</tr>
<tr>
<td>Retirement Systems Supervisor</td>
<td>Micro Computer Support Technician II</td>
</tr>
<tr>
<td>School Facilities Compliance Manager</td>
<td>Migrant Education Regional Recruiter</td>
</tr>
<tr>
<td>Senior Human Resources Analyst</td>
<td>Payroll Specialist</td>
</tr>
<tr>
<td>Server Engineer</td>
<td>Program Analyst II</td>
</tr>
<tr>
<td>Site Analyst</td>
<td>Publications Assistant</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>Research Technician</td>
</tr>
<tr>
<td>Senior Application Developer</td>
<td>School/Career Transition Specialist</td>
</tr>
<tr>
<td>Senior Auditor</td>
<td>Senior Career Development Program Specialist</td>
</tr>
<tr>
<td>Senior Network Engineer</td>
<td>Senior Contracts Specialists</td>
</tr>
<tr>
<td>Senior Payroll Accountant</td>
<td>Senior Data Processing Specialist</td>
</tr>
<tr>
<td>Senior Program/Systems Analyst</td>
<td>Senior Human Resources Specialist</td>
</tr>
<tr>
<td>Senior Real Estate Specialist</td>
<td>Senior Payroll Specialist</td>
</tr>
<tr>
<td>Senior Server Engineer</td>
<td>Senior Specialist Program Assistant</td>
</tr>
<tr>
<td>Staff Development Specialist</td>
<td>Senior Systems Specialist</td>
</tr>
<tr>
<td>Supervising Buyer</td>
<td>Systems Specialist</td>
</tr>
<tr>
<td>System Software Analyst II</td>
<td>Telecommunications Technician</td>
</tr>
<tr>
<td>System Administrator</td>
<td>Training Coordinator, Non-Violent Crisis Interv</td>
</tr>
<tr>
<td>Telecommunications Manager</td>
<td>Transportation Scheduler</td>
</tr>
<tr>
<td>Telecommunications Specialist</td>
<td></td>
</tr>
<tr>
<td>Television Engineer</td>
<td></td>
</tr>
<tr>
<td>Transportation Coordinator</td>
<td></td>
</tr>
<tr>
<td>Transportation Planner</td>
<td></td>
</tr>
<tr>
<td>TV/Multi-Media Production/Director/ED</td>
<td></td>
</tr>
<tr>
<td>Web Coordinator</td>
<td></td>
</tr>
<tr>
<td>Workers Compensation Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Professional / Technical Staff</strong></td>
<td><strong>Supervisor</strong></td>
</tr>
<tr>
<td>Accounting Specialist</td>
<td>Accounting Technician</td>
</tr>
<tr>
<td>Administrative Aide</td>
<td>Assistant Mail Services Supervisor</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Assistant Warehouse Supervisor</td>
</tr>
<tr>
<td>Assistant Administrative Analyst</td>
<td>Computer Operations Shift Supervisor</td>
</tr>
<tr>
<td>Assistant Human Resources Analyst</td>
<td>Custodial Shift Supervisor</td>
</tr>
<tr>
<td>Assistant Network Engineer</td>
<td>Data Control Shift Supervisor</td>
</tr>
<tr>
<td>Budget Technician</td>
<td>Data Management Supervisor</td>
</tr>
<tr>
<td>Buyer</td>
<td>Media Services Manager</td>
</tr>
<tr>
<td>Career Development Program Specialist</td>
<td>Multimedia Developer</td>
</tr>
<tr>
<td>Community Outreach Assistant</td>
<td>Principal Accounting Technician</td>
</tr>
<tr>
<td></td>
<td>Program Activities Specialist</td>
</tr>
<tr>
<td></td>
<td>Site Inspector</td>
</tr>
<tr>
<td></td>
<td>Supervising Inventory Control Technician</td>
</tr>
<tr>
<td></td>
<td>Supervising Credentials Technician</td>
</tr>
<tr>
<td></td>
<td>Support Services Supervisor</td>
</tr>
<tr>
<td></td>
<td>Theater Facility Coordinator</td>
</tr>
</tbody>
</table>

Page 16
## LACOE Job Title by EEO Plan Category - Classified

### Secretarial/Clerical
- **Secretarial**
  - Division Secretary
  - Division Secretary Bilingual Spanish
  - Executive Assistant
  - Executive Legal Secretary
  - Legal Secretary
  - School Administrative Secretary
  - Secretary
  - Secretary Bilingual Spanish
  - Senior Division Secretary
  - Senior Executive Assistant

- **Clerical/Trainee**
  - Career Development Program Assistant
  - Counselor Assistant
  - Data Control Clerk
  - Data Processing Assistant
  - Department Assistant Music
  - Event Coordination Specialist
  - Forms Technician
  - Human Resources Assistant
  - Human Resources Specialist
  - Intermediate Accounting Clerk
  - Intermediate Typist Clerk
  - Inventory Control Clerk
  - Media Dispatching Clerk
  - Migrant Education Assistant
  - Migrant Education Specialist
  - Receptionist
  - School Clerk
  - Senior Accounting Clerk
  - Senior Clerk
  - Senior Data Control Clerk
  - Senior Human Resource Assistant
  - Senior Human Resource Specialist-Credentials
  - Senior Human Resource Specialist-Merit System
  - Senior School Clerk
  - Senior Typist Clerk
  - Senior Typist Clerk-Bilingual Spanish
  - Typist Clerk
  - Workers Compensation Assistant

### Technical Operations/Media
- Braille Transcriber
- Computer Operator
- Instructional Media Specialist
- Production Assistant
- Senior Computer Operator
- Telecommunications Assistant

### Custodial/Warehouse/Driver
- Custodian
- Delivery Driver
- Lead Maintenance Worker
- Maintenance Worker
- Reproduction Worker
- Senior Custodian
- Senior Reprographics Worker
- Warehouse Worker

### Paraeducator
- Educational Sign Language Coordinator
- Educational Sign Language Interpreter
- Paraeducator
- Paraeducator Academic
- Paraeducator Academic Readiness
- Paraeducator Health care
- Paraeducator Restricted
- Paraeducator Special Services
- Paraeducator Transcriber
- Paraeducator Translation Hearing Impaired
- Paraeducator Translator Restricted
- Speech-Language Pathology Assistant
CHARTS
Los Angeles County
U.S. Census Bureau, 2006-2010 American Community Survey
Certificated - Ethnicity by Job Category

LACOE's Equal Employment Opportunity Plan

Certificated - Ethnicity by Job Category

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Hispanic/Latino</th>
<th>White</th>
<th>Black/African American</th>
<th>Asian</th>
<th>Pacific Islander</th>
<th>American Indian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>22%</td>
<td>9%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Psychologist/Audiologist</td>
<td>9%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Counselor</td>
<td>20%</td>
<td>18%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Teacher</td>
<td>24%</td>
<td>56%</td>
<td>7%</td>
<td>11%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Registered Nurse</td>
<td>14%</td>
<td>34%</td>
<td>9%</td>
<td>40%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Los Angeles County
U.S. Census Bureau, 2006-2010 American Community Survey
Certificated - Ethnicity by Job Category

LACOE's Equal Employment Opportunity Plan
Los Angeles County Office of Education - Workforce Analysis
Certificated Employees October 2014 - Ethnicity by Job Category

LACOE's Equal Employment Opportunity Plan


Administrator

Psychologist/Audiologist

Counselor

Teacher

School Nurse

Hispanic/Latino

White

Black/African American

Asian

Pacific Islander

American Indian
Comparison Between ACS* and Los Angeles County Office of Education**
Certificated - Underutilization Analysis of Ethnicity by Job Category

Underutilization defined as a Utilization % under 80%

100% means 100% or greater

**U.S. Census Bureau, 2006-2010 American Community Survey
**LACOE = Data as of October 1, 2014
HUMAN RESOURCE ADVISORY AND SUPPORT SERVICES
Comparison Between ACS* and Los Angeles County Office of Education**
Certificated - Underutilization Analysis of Females by Job Category
Underutilization defined as a Utilization % under 80%

100% means 100% or greater

80% and below

*U.S. Census Bureau, 2006-2010 American Community Survey
**LACOE = Data as of October 1, 2014
HUMAN RESOURCE ADVISORY AND SUPPORT SERVICES

Page 22
LACOE’s Equal Employment Opportunity Plan
Exhibit 4
Los Angeles County
U.S. Census Bureau, 2006-2010 American Community Survey
Certificated - Gender by Job Category

**Administrator**
- 65% Females
- 35% Males

**School Psychologist/Audiologist**
- 28% Females
- 72% Males

**Counselor**
- 67% Females
- 33% Males

**Teacher**
- 70% Females
- 30% Males

**School Nurse**
- 87% Females
- 13% Males
Los Angeles County
U.S. Census Bureau, 2006-2010 American Community Survey
Classified - Ethnicity by Job Category

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Hispanic/Latino</th>
<th>White</th>
<th>Black/African American</th>
<th>Asian</th>
<th>Pacific Islander</th>
<th>American Indian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>20%</td>
<td>6%</td>
<td>44%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Professional/Technical</td>
<td>19%</td>
<td>14%</td>
<td>35%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Supervisor</td>
<td>20%</td>
<td>14%</td>
<td>8%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Secretarial/Clerical</td>
<td>34%</td>
<td>22%</td>
<td>8%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>Technical</td>
<td>36%</td>
<td>38%</td>
<td>15%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Custodial/Driver</td>
<td>71%</td>
<td>15%</td>
<td>6%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Paraprofessionals</td>
<td>45%</td>
<td>24%</td>
<td>18%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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</tbody>
</table>
Comparison Between ACS* and Los Angeles County Office of Education**
Classified - Underutilization Analysis of Ethnicity by Job Category
Underutilization defined as a Utilization % under 80%

*U.S. Census Bureau, 2006-2010 American Community Survey
**LACOE = Data as of October 1, 2014
HUMAN RESOURCE ADVISORY AND SUPPORT SERVICES

Page 27 Exhibit 9
Comparison Between ACS* and Los Angeles County Office of Education**
Classified - Underutilization Analysis of Females by Job Category
Underutilization defined as a Utilization % under 80%

100% means 100% or greater

80% and below

*U.S. Census Bureau, 2006-2010 American Community Survey
**LACOE = Data as of October 1, 2014
HUMAN RESOURCE ADVISORY AND SUPPORT SERVICES
Los Angeles County
U.S. Census Bureau, 2006-2010 American Community Survey
Classified - Gender by Job Category

- Administrator
  - Females: 41%
  - Males: 59%

- Professional/Technical
  - Females: 44%
  - Males: 56%

- Supervisor
  - Females: 61%
  - Males: 39%

- Secretarial/Clerical
  - Females: 84%
  - Males: 16%

- Technical Operations/Media
  - Females: 28%
  - Males: 72%

- Custodial/Driver
  - Females: 24%
  - Males: 76%

- Paraeducators
  - Females: 84%
  - Males: 16%
Los Angeles County Office of Education - Workforce Analysis
Classified Employees October 2014 - Gender by Job Category

Administrator
- Males: 45%
- Females: 55%

Professional/Technical
- Males: 39%
- Females: 61%

Supervisor
- Males: 52%
- Females: 48%

Secretarial/Clerical
- Males: 11%
- Females: 89%

Technical Operations/Media
- Females: 42%
- Males: 58%

Custodial/Driver
- Females: 19%
- Males: 81%

Paraeducators
- Females: 82%
- Males: 18%

LACOE’s Equal Employment Opportunity Plan

HUMAN RESOURCE ADVISORY AND SUPPORT SERVICES
Page 30
Exhibit 12
California Basic Educational Data System (CBEDS)
Los Angeles County, LACOE, LAUDS, LBUSD
2013-14 Certificated - Administrators' Ethnicity

LACOE’s Equal Employment Opportunity Plan

Los Angeles County, LACOE, LAUSD, LBUSD
California Basic Educational Data System (CBEDS)
Los Angeles County, LACOE, LAUDS, LBUSD
2013-14 Certificated - Pupil Services Employees' Ethnicity

LACOE’s Equal Employment Opportunity Plan

Hispanic/Latino
White
Black/African American
Asian
Pacific Islander
American Indian
California Basic Educational Data System (CBEDS)
Los Angeles County, LACOE, LAUSD, LBUSD
2013-14 Certificated - Teachers’ Ethnicity

LACOE’s Equal Employment Opportunity Plan

Bar chart showing the percentage distribution of teachers' ethnicity across Los Angeles County, LACOE, LAUSD, and LBUSD for the 2013-14 school year. The categories included are Hispanic/Latino, White, Black/African American, Asian, Pacific Islander, and American Indian. The chart indicates the percentage of teachers in each category for each district.
California Basic Educational Data System (CBEDS)
Los Angeles County, LACOE, LAUSD, LBUSD
2013-14 Classified - Paraprofessionals' Ethnicity

LACOE's Equal Employment Opportunity Plan
California Basic Educational Data System (CBEDS)
Los Angeles County, LACOE, LAUSD, LBUSD
2013-14 Classified - Office Clerical Employees’ Ethnicity

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>LOS ANGELES COUNTY</th>
<th>LACOE</th>
<th>LAUSD</th>
<th>LBUSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic/Latino</td>
<td>53%</td>
<td>44%</td>
<td>60%</td>
<td>38%</td>
</tr>
<tr>
<td>White</td>
<td>25%</td>
<td>28%</td>
<td>11%</td>
<td>14%</td>
</tr>
<tr>
<td>Black/African American</td>
<td>12%</td>
<td>6%</td>
<td>17%</td>
<td>37%</td>
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<tr>
<td>Asian</td>
<td>7%</td>
<td>2%</td>
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</tr>
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<td>Pacific Islander</td>
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<td>3%</td>
<td>0.4%</td>
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<tr>
<td>American Indian</td>
<td>0.5%</td>
<td>0.5%</td>
<td>0.7%</td>
<td>0%</td>
</tr>
</tbody>
</table>

LACOE’s Equal Employment Opportunity Plan
California Basic Educational Data System (CBEDS)
Los Angeles County, LACOE, LAUSD, LBUSD
2013-14 Classified - Other Classified Employees' Ethnicity

LACOE's Equal Employment Opportunity Plan