

Date: July 12, 2022
To: All Administrative Officers
From: Ramon Garcia, Human Resources Officer (Training & EEO)
Subject: **Race and Gender Designation Updates**

To comply with federal reporting requirements, all state and local government agencies with 100 or more employees must submit demographic workforce data, including data by race/ethnicity, sex, job category, and salary band, on a biennial basis. Although the City of Long Beach does not report individually identifiable data to the federal government, it does report the total number of staff in various categories as required by the U.S. Equal Employment Opportunity Commission (EEOC).

The federal government has changed the reporting categories for race and ethnicity, and all employees have the option to consider updating their information. With new reporting categories, individuals can identify themselves by one of the following racial/ethnic groups:

- Asian
- American Indian or Alaska Native
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Two or More Races
- White

Race and ethnicity designations as used by the U.S. Equal Employment Opportunity Commission for the EEO-4 report do not denote scientific definitions of anthropological origins. Starting with the 2023 reporting period, the City will report staff data to the U.S. Equal Employment Opportunity Commission using the newly added gender and race/ethnic categories.

Federal Government Definitions of race and ethnicity categories are as follows:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not 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.

American Indian or Alaska Native (Not 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.

Two or More Races – All persons who identify with more than one of the above races/ethnicities (White, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Asian, American Indian or Alaska Native).

Reporting categories for gender designation have been updated as well, with the introduction of non-binary as an additional designation option. Non-binary is a term used by people who identify as neither entirely male nor entirely female. This can include people who are agender, bigender, genderfluid, gender nonconforming, and genderqueer, among others.

Beginning Monday, July 25, 2022, City employees interested in updating their race/ethnic and/or gender code, may choose to do so through the following processing path:

1. Employee submits Employee Demographic Change Form (attached) to their department Payroll/Personnel Assistant (PPA)
2. PPA enters employee's designation(s) in the HRMS
3. PPA will remit the form to the City of Long Beach, Human Resources EEO Division: EEOCLB@longbeach.gov

All new hire forms and system programming will be updated by 7/25/22 to reflect these changes.

Should you have any questions or concerns, please feel free to contact me at Ramon.Garcia@longbeach.gov or 562-570-6474.

ATTACHMENTS

- Employee Demographics Change Form

CC: JOE AMBROSINI, HUMAN RESOURCES DIRECTOR
FRED VERDUGO, DEPUTY HUMAN RESOURCES DIRECTOR
GARY ANDERSON, ASSISTANT CITY ATTORNEY
ALL DEPARTMENT HEADS

Instructions:

Complete this form to update your gender information and/or Ethnic/Racial Code. The completed form should be turned in to your department's Payroll/Personnel assistant or designee.

EMPLOYEE INFORMATION	
Name:	Last 4 of SSN:
Department:	

GENDER DESIGNATION
Sex: Male <input type="checkbox"/> Female: <input type="checkbox"/> Non-binary: <input type="checkbox"/>

ETHNIC/RACIAL CODE
Select only ONE option: <ul style="list-style-type: none"> <input type="checkbox"/> A = Asian (Not 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. <input type="checkbox"/> B = Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa. <input type="checkbox"/> H = Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. <input type="checkbox"/> I = American Indian or Alaska Native (Not 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. <input type="checkbox"/> N = Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. <input type="checkbox"/> T = Two or More Races: All persons who identify with more than one of the above races/ethnicities (White, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Asian, American Indian, or Alaska Native). <input type="checkbox"/> W = White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

EMPLOYEE SIGNATURE	
Signature:	Date:

THIS SECTION IS FOR DEPARTMENT PERSONNEL OFFICE STAFF USE ONLY:

Indicate the employee’s designation(s) in the system prior to the update.

GENDER DESIGNATION		
Male <input type="checkbox"/>	Female: <input type="checkbox"/>	Non-binary: <input type="checkbox"/>

ETHNIC/RACIAL CODE
<ul style="list-style-type: none"> <input type="checkbox"/> A = Asian (Not Hispanic or Latino) <input type="checkbox"/> B = Black or African American (Not Hispanic or Latino) <input type="checkbox"/> H = Hispanic or Latino <input type="checkbox"/> I = American Indian or Alaska Native (Not Hispanic or Latino) <input type="checkbox"/> N = Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) <input type="checkbox"/> T = Two or More Races <input type="checkbox"/> W = White (Not Hispanic or Latino)

ENTERED INTO HRMS BY:	
Name:	Date:

DEPARTMENT: ONCE THE DATA HAS BEEN ENTERED IN HRMS, PLEASE REMIT THIS FORM TO THE HUMAN RESOURCES EEO DIVISION VIA EMAIL:

EEOCLB@longbeach.gov