

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

EQUAL OPPORTUNITY PROGRAM

Prepared by
Equal Opportunity Department
November, 1983

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1.0 Introduction

1.1 Statement of Policy

It is the policy of the Southern California Rapid Transit District to ensure that there is equal opportunity in employment for all qualified persons regardless of race, color, religion, sex, national origin or ancestry, age, or handicap, provided such handicap does not prohibit essential job performance. It is also the policy of this District to maintain an equal employment opportunity program which clearly details our policies and procedures for preventing discrimination.

The Southern California Rapid Transit District is a major employer in the Los Angeles area. It must ensure that there are no artificial barriers to the recruitment, hiring, training, and promotion of minorities and women. In order to achieve this objective, the Equal Employment Opportunity Program will present employment goals and timetables which are consistent with the availability of minorities and women in the work force.

It is District policy that employees at every level play a vital role in assisting the District to meet its employment objectives. As evidence of the commitment to this effort, the Board of Directors has adopted the Equal Employment Opportunity Program, and the General Manager has designated the Assistant General Manager for Equal Opportunity as the Equal Employment officer for the District. Under his/her direction, the Offices of Equal Employment Opportunity and Employee Education, Training and Development shall implement, monitor, and evaluate this Equal Opportunity Program with respect to District employees. The Office of Contract Compliance shall monitor the equal opportunity efforts made by nonconstruction contractors for the District whose contract value exceeds \$50,000.

As a major supplier of public transit in the Los Angeles area, the District must also provide its services in a fair and equitable manner consistent with Title VI of the Civil Rights Act of 1964, as amended.

12/8/83

Date


John A. Dyer
General Manager

1.2 Organizational Structure

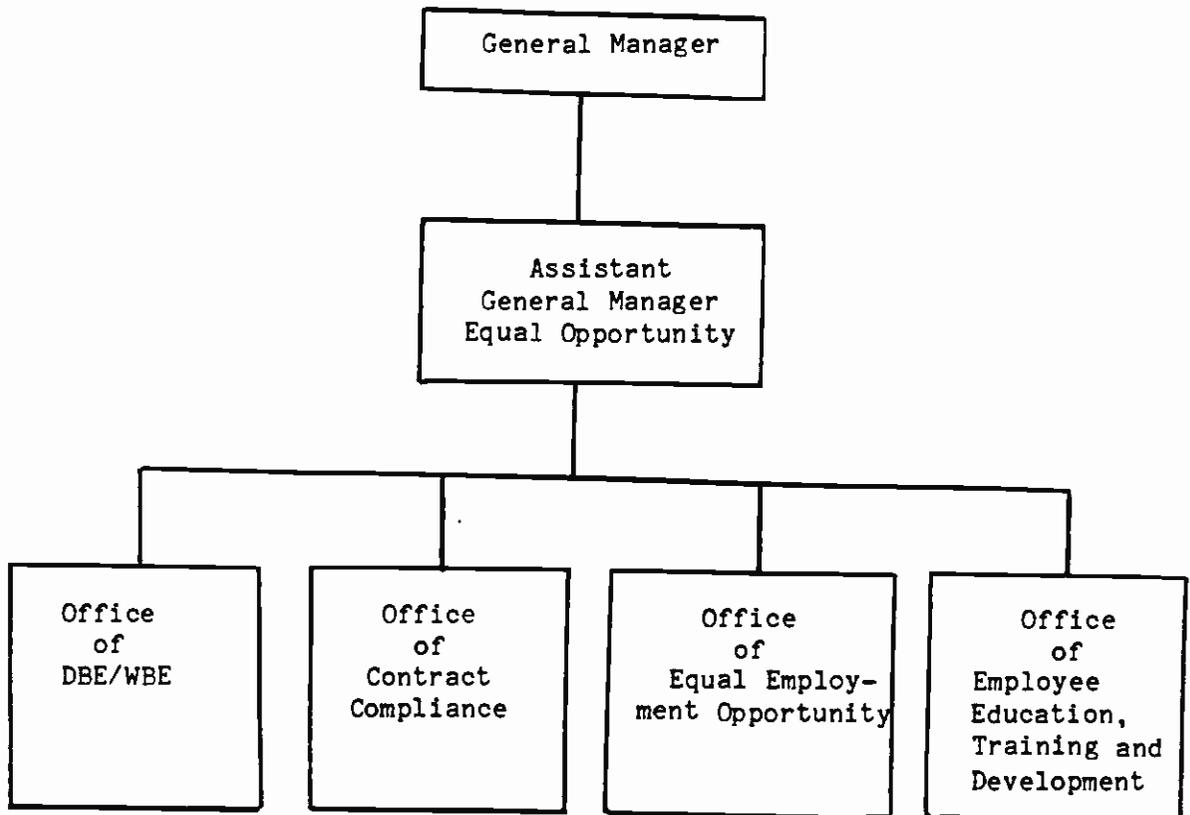
1.2.1 Organizational Chart

The Department of Equal Opportunity is comprised of four offices:

- a. Disadvantaged and women-owned business enterprise
- b. Contract Compliance
- c. Equal Employment Opportunity
- d. Employee Education, Training & Development

The table of Organization is shown below:

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
ORGANIZATIONAL CHART
DEPARTMENT OF EQUAL OPPORTUNITY



1.2.2 Authority and Responsibility

The authority and responsibility for developing and implementing the Equal Employment Opportunity program is vested in the District General Manager and delegated to the Assistant General Manager for Equal Opportunity. He/she is the Equal Employment Opportunity Officer for the District and has the primary responsibility for ensuring this program's implementation throughout all departments. The offices of Equal Employment Opportunity, Contract Compliance, and Employee Education, Training and Development have responsibilities for implementing plans for a program to achieve equality of opportunity for all District employees, potential employees, and similar employees of District nonconstruction contractors whose contract value exceeds \$50,000. The Equal Employment Opportunity Office is also responsible for monitoring and assisting in the preparation of the District's Title VI submittals to the U. S. Department of Transportation.

2.0 Purpose of Equal Employment Opportunity

The responsibilities set forth in this program have been established to ensure that every SCRTD employee is afforded the opportunity to grow and achieve on the basis of individual abilities and ambitions without discrimination on the basis of race, color, religion, sex, national origin or ancestry, age or handicap, provided such handicap does not prohibit essential job performance.

3.0 Authority for Equal Employment Opportunity

The Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Equal Employment Opportunity Act of 1972, Title V of the Vocational Rehabilitation Act of 1973, Executive Order 11246, (equal employment opportunity, government contractors and subcontractors), Executive Order 11375 (sex discrimination), Equal Employment Opportunity Commission Guidelines (41 CFR Part 60), related Urban Mass Transportation Administration regulations (Circulars 1160.1 and 1165.1), and Department of Transportation regulations set forth authority for Equal Employment Opportunity.

4.0 Organizational Responsibilities

4.1 SCRTD Board of Directors - adopts policies that assure the provision of sufficient resources necessary to administer

the EEO Program in a positive and effective manner.

- 4.2 General Manager - exercises personal leadership and provides overall policy direction in establishing and maintaining an effective EEO Program within SCRTD. The General Manager has the ultimate responsibility for the management of SCRTD's EEO Program, and for ensuring that the program operates in accordance with legislative mandates and regulations.

Under the general direction and supervision of the General Manager, the Assistant General Managers and their staff provide support for the EEO Program in their respective areas of responsibility as set forth below.

- 4.3 Assistant General Managers - are responsible for promoting EEO efforts within their Departments. Ongoing practices that help to ensure that equal opportunity and treatment prevail include, but are not limited to, the following:

- o Assure that Department Heads and other supervisory personnel under their direction are apprised of the equal opportunity posture within the Department and are held accountable for their individual efforts in this area;
- o Take prompt and positive action to eliminate possible discrimination within their Departments. This action includes being alert for any possible reprisals in the aftermath of discrimination complaints.

- 4.4 Department Heads - work closely with the EEO staff in identifying specific barriers, if any, to equal opportunity within the scope of their responsibility and developing strategies to remove such barriers. This responsibility requires the following ongoing practices as a minimum:

- o Participate in assessing the status of minorities and women at all levels within their respective Departments;
- o Review and evaluate the performance of supervisors and managers under their direction with regard to demonstrated support of equal employment opportunity;
- o Provide maximum feasible opportunities to all employees to enhance their skills through on-the-job training programs so that they may advance in accordance with their potential.

- 4.5 Director of Personnel - ensures that all personnel procedures are in compliance with applicable civil rights

legislation and that they reflect the District's commitment to equal employment opportunity. The Director of Personnel has the ongoing responsibility to:

- o Take necessary measures to assure that staff members involved in the employment process use only objective, job-related standards in connection with their duties. This responsibility applies to anyone who recruits, interviews, selects, hires, places, promotes, trains, takes disciplinary or other personnel actions;
- o Communicate SCRTD's EEO and related policies as well as employment needs to recruitment sources without regard to race, color, religion, sex, national origin or ancestry, age or handicap, and solicit their recruitment assistance on a continuing basis;
- o Review employee selection procedures on a regular basis to assure that they do not disproportionately screen out individuals protected by Title VII unless (1) procedures can be significantly related to job performance, and (2) no alternate nondiscriminatory standards can be developed to meet requirements shown to be justified by business necessity.

4.6 Director of Employee Education, Training and Development - Ensure that training programs are available to qualified employees. This activity includes the responsibility to:

- o Provide training to give opportunity for the development and promotion of all employees through management intern programs, Mechanic "C" training programs, tuition reimbursement, career counseling and pre-supervisory programs;
- o Provide training for underutilized groups to obtain positions where they are under-represented.

4.7 Managers and Supervisors - The SCRTD EEO Program must have the personal involvement and support of all executive, managerial, and supervisory personnel. Individuals at all managerial levels are responsible for assuring that subtle or overt forms of discrimination do not exist within their respective work areas. Managers and supervisors have the responsibilities to:

- o Assure that equal employment opportunities are given to all persons, regardless of race, color, religion, sex, national origin or ancestry, age or handicap;

- o Initiate, guide, and take necessary actions for implementing equal employment opportunities at all grade levels, and work with the Personnel Department to develop new job opportunities, where possible, for lower grade employees;
- o Ensure that equal opportunity affects all employment practices including, but not limited to, recruitment, placement, assignment, transfer, promotion, commendation, training, reduction-in-force and termination;
- o Support SCRTD's EEO Policies by reaffirming the intent of the Program and assisting EEO staff in implementing the action items of the Equal Employment Opportunity Program.

5.0 Equal Opportunity Staff Responsibilities

5.1 Assistant General Manager, Equal Opportunity has the overall responsibility to develop, administer, monitor, and evaluate SCRTD's Equal Employment Opportunity Action Program on behalf of the General Manager. The Assistant General Manager, Equal Opportunity has the ongoing responsibility to:

- o Implement the District's fundamental policy that equal employment opportunity is for all persons, regardless of race, color, religion, sex, national origin or ancestry, age or handicap;
- o Implement SCRTD's EEO Policy and special items as outlined in the District's EEO Program;
- o Ensure that the annual Equal Employment Opportunity Program contains goals where necessary, evaluation methods, performance standards and the methodology for documenting performance by each designated official, supervisor, and manager;
- o Direct the preparation, development, monitoring, and evaluation of the SCRTD Plan;
- o Evaluate the District's EEO Program yearly and submit appropriate recommendations for action as necessary;
- o Provide recognition to employees, supervisors, managers, and organizational units demonstrating outstanding performance in achieving equality of opportunity goals;
- o Ensure that EEO representatives are available to all

employees or applicants for employment who believe that they have been discriminated against because of race, color, religion, sex, national origin or ancestry, age or handicap;

- o Provide for the receipt, prompt investigation, and disposition of complaints of discrimination from individuals, or groups of individuals;
- o Inform the General Manager, Executive Staff, and all employees of current EEO activities and EEO legislative matters, as appropriate;
- o Provide ongoing training in EEO to managers and supervisors at all levels; and,
- o Direct the EEO staff.

5.2 Equal Employment Opportunity Staff - administers, supervises, coordinates, recommends, monitors, and evaluates the daily operations of the EEO Program. The EEO staff reports directly to the Assistant General Manager, Equal Opportunity and acts on his/her behalf when so directed. The EEO staff performs the following functions:

- o Develop, prepare, implement and evaluate the SCRTD EEO Program;
- o Make recommendations to the Assistant General Manager, Equal Opportunity, regarding employees, supervisors, managers, and organizational units demonstrating outstanding performance in achieving equality of opportunity goals;
- o Maintain the EEO files and ensure that the confidentiality of the files is maintained at all times;
- o Receive and investigate formal and informal EEO discrimination complaints;
- o Conduct appropriate inquiries into informal complaints of discrimination in accordance with the procedures set forth in Part VIII of this section;
- o Attempt informal resolution of complaints in accordance with established procedures;
- o Keep a record of counseling activities;
- o Advise aggrieved individuals of the right to file a complaint of discrimination if informal resolution is not

accomplished within prescribed time limits;

- o Provide a communication link between the EEO Officer and SCRTD employees on issues of mutual concern and interest;
- o Investigate all aspects of assigned formal complaints of discrimination in accordance with established procedures in a fair, impartial and timely manner; and,
- o Establish for each formal complaint an investigative file which includes affidavits of the complainant, the alleged discriminatory officials, and other witnesses; and copies of or extracts from records, policy statements, and regulations of the District organized to show their relevance to the complaint or the general environment from which the complaint arose.

5.3 Outreach Program

5.3.1 Internal

The Equal Employment Opportunity office shall aggressively pursue an Outreach Program to the District's internal and external communities. In the internal process, the EEO Office shall:

- o Provide each Executive Staff member, department head and supervisor with a copy of the EEO Program which is the official procedure to be implemented by SCRTD;
- o Conduct training seminars for Department Managers and supervisory personnel and annual seminars for new managers and supervisors to explain the intent of the EEO Program and their role in its implementation, as well as to review changes in the law;
- o Develop and distribute an SCRTD handbook for employees which includes Equal Employment Opportunity Policy and appropriate program elements;
- o Maintain an in-house log of all available openings and positions.

5.3.2 External

- o Upon the request of the Personnel Department, the EEO Office shall assist that department in the following external outreach activities;

- o Contact prospective job applicants and recruitment sources when positions are available;
- o Except when positions are open only to in-house employees, provide all SCRTD Job Vacancy Bulletins to local and national minority news media, SCRTD list of women and handicapped service organizations, community agencies, and local and national colleges and training organizations with concentrations of minority and female students.

6.0 RTD Personnel Practice for Hiring and Promotion

6.1 Recruitment

Whenever a vacancy occurs in a District department, the hiring authority may request the recruitment of qualified personnel to fill such vacancy. The request will be accomplished by submitting a requisition form through supervisory channels to the Personnel Director. If a valid eligible list exists, names will be certified to the department in accordance with Section 6.5. If no valid eligible list exists from which to fill the vacant position, the Personnel Department will commence recruitment.

- 6.1.1 A representative of the Personnel Department will meet with the hiring authority to review the knowledge, skills, and abilities requisite in the position and to ascertain that the minimum qualifications are appropriate.
- 6.1.2 The Personnel Department, in conjunction with the hiring authority, will prepare a recruitment (job vacancy) bulletin which should contain the following information:
 - o Position title;
 - o Minimum and maximum salaries (salary grade);
 - o Brief description of the duties to be performed;
 - o Minimum qualifications (knowledges, skills, abilities, and special licenses, etc.);
 - o What qualifications (training and experience) the preferred job applicant will possess;
 - o The category of persons eligible to take the exam (open, promotional, or both);

- o The exam components and weights;
 - o Physical qualifications, if unusually restrictive;
 - o The last date applications will be accepted (date that filing closes);
 - o Information on where and how to apply.
- 6.1.3 Recruitment bulletins will be distributed to all District departments and will also be placed on designated District bulletin boards. In addition, the Personnel Department will maintain and periodically update a list of minority and women's organizations to which recruitment bulletins will be sent for all "Open" recruitments (those recruitments not limited to current District employees).
- 6.1.4 Recruitment bulletins for exams that are promotional only, i.e., limited to permanent District personnel, shall be posted for a minimum of seven (7) working days. Recruitment bulletins for exams that are open to the public, or both open and promotional, shall be posted for a minimum of ten (10) working days.
- 6.1.5 The Personnel Department may also place advertisements in newspapers, magazines, or trade publications to help reach qualified applicants.
- 6.1.6 In addition, other recruitment strategies may be used, e.g., job fairs, open house, mobile recruitment bus, career days, posters on buses.
- 6.1.7 For all recruitments, the Personnel Department shall make every attempt to obtain a broad cross-section of applicants, in keeping with the District's firm commitment to the principles of equal employment opportunity.

6.2 Selection

- 6.2.1 Applications - The Personnel Department will issue and receive applications for vacant positions. Applications for each job will be submitted on the standard SCRTD application form (see Appendix), so that during the screening process the backgrounds of various applicants can be compared based on common criteria. For some highly specialized positions, a structured supplemental application may also be used to get information on specific knowledges, skills,

and abilities. The Personnel Department will review each application for completeness, qualifications of the applicant for the position, and verification of required licenses or certificates. All such applications will be retained by the Personnel Department in conjunction with other data pertaining to that recruitment.

6.2.2 Rejection of Application - The Personnel Department may reject an application for any of the following reasons:

- o Failure of the applicant to show reasonable conformity with one or more of the announced requirements for the examination, such as training and experience, age limits, or license requirements;
- o False statements by the applicant on his/her application with regard to any material fact;
- o Physical unfitness of the applicant with respect to the requirements of the position applied for.

6.2.3 Physical Requirements - It shall be the policy of the District to provide reasonable accommodations for handicapped persons to qualify for District jobs. However, physical or mental handicaps which seriously impair performance of job duties will be disqualifying. Pre-employment medical exams will be given to all new employees prior to hire, and the examining physician will report to the Personnel Department any physical condition which, in the doctor's opinion, may impair the ability of the employee to perform the duties of the job. Physical conditions may be causes for rejection, subject to decision of the Personnel Department.

6.2.4 Medical Standards - To insure equitable treatment in pre-employment medical exams, the Personnel Department will develop and maintain job-related physical requirements (medical standards) for all jobs. These medical standards will be used by the physician in conducting the pre-employment medical exam.

6.3 Examination Process

6.3.1 Application Screening - After filing has closed for a particular position, the Personnel Department and the hiring authority or his/her representative will

review the applications submitted and select only the most qualified applicants to be invited for examination. Specific criteria used in the screening will be reduced to writing and maintained as part of the permanent exam record. The number of candidates invited for examination will vary based on the number of qualified applicants, number of positions in the classification for which applicants are being tested, and anticipated hiring needs of the District.

- 6.3.2 Notification of Exam - The Personnel Department will notify applicants in writing of the date and time for the examination. Insofar as practicable, exam processes will be limited to one day in length. The Personnel Department will also notify in writing those applicants who were disqualified from the process and those who met the minimum qualifications but were not interviewed because other applicants were considered to be better qualified.
- 6.3.3 Job-Related Examination - All parts of the exam process will be job-related, i.e., based on the knowledge, skills, and abilities necessary to perform the job, as shown by job analysis data and current tasks and standards for the job.
- 6.3.4 Exam Components - An examination will consist of several, but not necessarily all, of the following components:
- o Panel appraisal interview to evaluate training, experience, and candidate suitability for the job;
 - o Written test to determine knowledge and skills necessary for the job;
 - o Performance test to determine ability to perform duties of the job (may include work samples, writing projects, assessment center exercises, etc.);
 - o Physical agility test to determine strength and stamina requisite in certain jobs;
 - o Psychological screening by clinical psychologist to determine personality characteristics;
 - o Background investigation, including references, work verification, checks of licenses or certificates;

- o Physical examination by licensed physician to determine physical ability to do the job, just prior to appointment;
 - o Check of applicant's conviction record through fingerprints, at time of appointment.
- 6.3.5 Exam Weights - Weights for the various components of the exam process will be established by the Personnel Department, based on the job analysis for the position. All exam weights will be specified in the recruitment bulletin.
- 6.3.6 Exam Raters and Rate Sheets - All exam raters will be briefed on proper rating procedures by the Personnel Department prior to the rating process and debriefed after the process to ensure maintenance of standards and fairness to all candidates. Structured rating sheets related to the job being examined for will be used for all exams. The formula for grading and weighting shall be applied in the same manner for each examination paper.
- o Performance Test Raters will be subject-matter experts, drawn from persons at least one level above the level for which candidates are being tested. The raters will be persons who have performed the duties which they will be evaluating. These raters may be District employees or may be from other agencies, but shall not be the hiring authority for the application position;
 - o Insofar as possible, Panel Appraisal Interview Boards will consist of two subject matter experts and a Personnel Analyst. The subject matter experts may be from other agencies, or one (but not both) may be a District employee from the department where the vacancy exists. This department interviewer must be at a level equal to or higher than the job for which candidates are being interviewed and shall not be the hiring authority;
 - o Exam raters are not to rate any person for whom they are the immediate supervisor or with whom they are sufficiently well acquainted so as to be unable to rate the candidate in an unbiased manner. In either of the above cases, the exam rater will have to disqualify him/herself from rating that candidate and the remaining two raters will conduct the interview;

- o All panel appraisal interviews will be tape recorded.

6.4 Eligible Lists

- 6.4.1 Creation of Lists - Following the exam process, final overall scores will be calculated using weights promulgated on the recruitment bulletin. The names of the examinees, together with their weighted scores for each exam component and in total, will be placed on the eligible list. The highest scoring examinee will be placed first on the list, the next highest second, etc., until the name of the lowest scored passing examinee is listed. Those who failed will be listed separately. The list of those who pass will be known as the Eligible List and will be approved, when completed, by the Supervising Personnel Analyst.
- 6.4.2 Duration of Eligible Lists - Eligible lists will be valid for a period of one year, unless exhausted sooner.
- 6.4.3 Eligible Lists for Single Position Classes - Exams for classifications containing only a single incumbent will result in an eligible list good for that selection only. After the vacancy has been filled, the list will be deemed expired. Should the position become vacant in the future, a new eligible list will be established.

6.5 Certification

- 6.5.1 Number of Names - The top three names on the eligible list will be certified to the Department having the vacant position. If two vacancies exist, four names will be certified; if three vacancies, five names, etc. The names of the certified eligibles will be placed on the bottom of the certification form (see Appendix) and the form will be forwarded to the hiring authority, along with a copy of each of the candidate's applications.
- 6.5.2 Hiring Authority Interviews - The hiring authority or designated representative will contact the certified eligibles and arrange to interview each of them. After selecting the candidate(s) he/she wishes to hire, the hiring authority will note the results of the interviews on the requisition form, i.e., selected, interviewed but not selected (INS), did not appear (DNA), etc., and return the form to the

selection supervisor who will, after the Personnel Change/Authorization form (See Appendix) is signed, schedule a pre-employment medical and make the formal offer of employment.

- 6.5.3 Reference Checks and Records Review - The hiring authority, prior to selecting a person for hire, is encouraged to contact references, including current and former employers, on all three candidates. Where the candidates are District employees, the hiring authority is also encouraged to review their personnel and attendance records.
- 6.5.4 Candidates Who Fail to Appear - A candidate who fails to appear for interview with the hiring authority will be removed from the eligible list and the next name on the list will be certified to the hiring authority in his/her place.
- 6.5.5 Candidates Who Are Not Selected - The names of the two candidates not selected by the hiring authority will be returned to the eligible list and will be certified to future vacancies as they arise, unless this is a single position class, in which case the list is dead.
- 6.5.6 Elimination of Eligibles- Examinees on eligible lists may be eliminated by the Personnel Department on the following grounds:
 - o Two waivers (declinations) of certification or offers of appointment;
 - o Inability of the Personnel Department to locate the examinee. It is the examinee's responsibility to notify the Personnel Department of changes of address or telephone;
 - o Failure of an applicant to respond to a written inquiry within five (5) working days of the date of mailing of such inquiry;
 - o Failure of applicant to appear for interview with the hiring authority without notifying the hiring authority or the Personnel Department;
 - o Falsification or misrepresentation of application papers by examinee;

- o Inability of applicant to meet physical requirements of position (to be determined in pre-employment medical);
- o Voluntary withdrawal by applicant.

6.5.7 Termination of Eligible Lists - An eligible list may be terminated by the Personnel Department whenever fewer than three names remain on the list.

6.6 Exempt Positions - Exempt positions are created by the General Manager with the approval of the Board of Directors. These positions are usually at the department head level or above and serve at the pleasure of the hiring authority (usually the General Manager or an Executive Staff Member). Exempt employees are not required to serve a probationary period, nor are they governed by non-contract disciplinary procedures. If an exempt employee is terminated, he/she is precluded from grieving the termination. Exempt positions may not necessarily be filled through the recruitment and selection processes previously described. However, a standard SCRTD application form will be completed, and candidates will be interviewed by the hiring authority. Any selection will be made consistent with the Equal Employment Opportunity Commission (EEOC) Guidelines on Employee Selection. No eligibility lists will be established for exempt positions.

6.7 EEO Efforts by Personnel Department - The following are the significant efforts undertaken by the Personnel Department to insure support of the Equal Employment Opportunity efforts of the District. These efforts shall continue under this program.

- o The SCRTD has created "bridge classifications" to allow clerical and blue collar workers to prepare themselves for professional positions. Where needed, incumbents take appropriate college classes during free hours, and their tuition expenses are reimbursed by the SCTR. Data Processing Operators are being trained as Computer Trainees, and Personnel Technicians are Personnel Analyst Trainees. Further, the new classes of Engineering Aide and Buyer Assistant have been created. Student Intern is a preparatory class for professional positions;
- o The SCRTD has developed a Special Assistant Program for employees with temporary handicaps which prevent them from continuing their usual employment. In order to provide alternate employment that accommodates an employee's handicap, eight positions have been allocated to this

special class. An employee with such a handicap may be placed in one of these positions for three weeks to six months upon his or her wish to be so placed and upon the physician's approval;

- o The SCRTD requires a standardized application form to be completed by all applicants. Even if a resume is submitted, each applicant will need to supply the information requested in the application. This procedure permits a more even comparison of candidates' qualifications;
- o Flexible minimal qualifications have been developed for Non-Contract positions, which encourage a wider spectrum of applicants;
- o Performance appraisals are written against job related tasks and standards, into which the employee has had some input;
- o Validated medical standards for a group of benchmark positions are being developed. Medical standards for other positions will follow, which will enable judgments to be made concerning the physical capability of applicants to perform them. They will also permit the judgment about "reasonable accommodation" to the needs of the handicapped applicant to be made more precisely on a case-by-case basis;
- o Since 1980, the SCRTD has tracked the identity of applicants and, from information supplied by them, is able to identify the most productive recruiting resources;
- o Fair and consistent selection procedures have been developed which measure actual requirements of positions;
- o The SCRTD has revised its pension-actuarial tables to eliminate discrimination on the basis of sex;
- o The SCRTD has revised its Affirmative Action mailing list to expand recruitment sources for women and ethnic groups;
- o The Blue Collar Management Certificate Program has enabled maintenance and transportation blue collar employees to train for technician and professional positions;
- o A special category of employment, Regular Part-Time Employment, has been developed, permitting the hiring of employees to work between 20 and 32 hours per week;

- o A modified flex-time program is in place in many departments;
- o Class specifications for all jobs have been revised to eliminate sexist terms for positions/specs;
- o A special Asian outreach recruitment effort was initiated during the summers of 1982 and 1983;
- o A WIN/COD (Work Incentive/Career Opportunities Development) Program has been implemented to increase the number of women bus operators;
- o An Employee Assistance Program has been implemented to help alcohol/drug abusers and other employees with problems which affect their health and productivity;
- o A survey has been conducted of the current handicapped employee population;

7.0 Employee Education, Training and Development

The Employee Education, Training and Development Department (EETD), under the direction of the Assistant General Manager, Equal Opportunity, provides training programs to meet the current and future work needs of the District, individual departments, and individual employees.

EETD administers six continuing programs directed toward employee promotional preparation. The programs are:

- o Management Intern Program;

This program is designed to prepare qualified college graduates for anticipated staff and management vacancies requiring a formal education. Four to six program participants are rotated through regular departments at three-month intervals to provide a comprehensive knowledge of District functions and to help sharpen their administrative skills.

- o Mechanic "C" Training Program;

Twelve mechanics or more per year have been graduated from this program since 1971. The program is designed for Utility A and Service Attendants to become C Mechanics following 22 weeks of classroom training (three hours twice a week on their own time) and 16 weeks of on the job training. The program covers basic diesel mechanic knowledge and skills and, upon successful completion and available vacancies, employees are promoted to Mechanic "C" positions.

o Career Counseling Program;

Individualized career counseling is available to help all employees determine their career goals, identify their skills and training needs, and define possible career paths within the District.

o Tuition Reimbursement Program;

This program offers an important resource for continuing education and development for employees and has been offered at RTD since 1972. The current guidelines provide for tuition refunds to qualified employees for courses which are related to the work of the District and which are taken at universities or colleges after work hours. The program is designed to encourage employees to prepare for promotional opportunities and to increase their capabilities in their present position. All full-time employees are eligible to participate.

o Transit Operations Management Certificate Program;

A second 18-month Transit Operations Management Certificate Program is scheduled for FY84 for employees in Transportation and Maintenance Equipment Departments. This is a six-course management development program offered through the University of California at Los Angeles Extension to prepare employees, selected through a competitive screening process, for possible promotion to the position of Division Manager

o Pre-Supervisory Development Program;

Six Pre-Supervisory Development programs are projected for FY 84. The eleven 2-1/2 hour modules that comprise the program include six modules on general supervision, four modules in basic writing skills and one module devoted to career counseling. The program is voluntary, open to all interested employees, and is offered on-site on the employees own time.

To increase minority and female participation in entry-level professional and middle-management level positions, the District initiated an Affirmative Action Career Development Program which will be implemented in FY 1984 and administered by EETD. This program will train 24 minorities and females to fill 12 entry-level professional positions and 12 middle-manager positions in areas of under-representation. Also in FY 1984, the Employee Development Department and the Office of Equal Employment Opportunity will plan specific training programs to facilitate implementation of career ladders both in areas of over-concentration and areas of under-representation. Other new

training programs in FY 84 will focus on increased awareness training for managers, supervisors and professional staff.

EETD is currently developing a long-range master training plan projecting ongoing and future District training needs in the areas of retraining, specialized training, minority development and career development. This master plan will reflect analysis of the District's Equal Opportunity Program.

8.0 Complaint/Grievance Procedures

8.1 Employee Right to File Complaint - Union Employee

Each of the present contracts the District has with its labor unions contains a clause which forbids any unlawful discrimination against a union member. These agreements give employees the right to file a grievance when they believe that they have been unlawfully discriminated against. This grievance procedure may result in a hearing before an impartial arbitrator. The hearing may result in binding arbitration but does not infringe upon the outside legal remedies of the complainant.

8.2 Employee Right to File Complaint - Internal Procedure

This section provides procedures for internal processing and review of discrimination complaints. The procedures contained herein are strictly followed in the processing of discrimination complaints.

- 8.2.1 Any SCRTD employee or applicant for employment who feels he/she has been discriminated against because of race, color, religion, sex, national origin or ancestry, age, or handicap has the right to register a complaint in accordance with the procedures set forth below.
- 8.2.2 All employees have the unrestricted right to communicate informally and directly with an EEO Representative.
- 8.2.3 Intentional filing of false discrimination complaints for purposes such as harassment and embarrassment of supervisory or other staff personnel is just as reprehensible as discrimination itself and will not be tolerated.
- 8.2.4 Previous disciplinary action or poor judgment on the part of the aggrieved party shall not be used to invalidate or otherwise prejudice the discrimination complaint. The circumstances associated with the

alleged discriminatory act will be considered on their own merit.

- 8.2.5 Complainants, all parties and their witnesses, shall be free from restraint, intimidation, interference, coercion, discrimination or reprisal at any stage in the presentation and processing of the complaint, including the counseling stage or anytime thereafter. Any party who alleges restraint, intimidation, interference, coercion, discrimination, or reprisal in connection with the presentation of a complaint, may have the allegation reviewed as an issue in the complaint or as an individual complaint of discrimination.
- 8.2.6 SCRTD shall assure that full cooperation is provided by all employees to the EEO Representatives in the performance of their duties. The conditions of item 8.2.5 also apply to EEO Representatives in connection with the performance of their EEO duties.
- 8.2.7 The principal purpose of the discrimination complaint procedures is to determine whether, in fact, discrimination has occurred, so that remedial action can be taken as appropriate. Investigations and hearings in discrimination complaint cases are essentially fact-finding processes which have as their purpose the development and recording of evidence on which informed and impartial decisions can be based.

8.3 Formal In-House Complaint Process

- 8.3.1 An employee or applicant for employment (aggrieved person) who believes he/she has been discriminated against should first contact an EEO Representative so that an attempt can be made to informally resolve the complaint. The EEO Representative must be contacted within 30 days from:
 - o The date of the alleged discriminatory act; or,
 - o The effective date of the Personnel/Change Authorization form action; or,
 - o The date the aggrieved person became aware or reasonably should have become aware of the alleged discriminatory act.

(NOTE: These time limits may be extended in cases where the complainant shows that he/she was not notified of the alleged discriminatory act; was not otherwise aware of it; or was prevented by circumstances beyond his/her control from submitting the complaint within the specified time limits.)

- 8.3.2 A complaint of discrimination must be submitted on the form provided and must be signed by the complainant. The complaint may be submitted by mail or delivered in person to the Office of Equal Opportunity.
- 8.3.3 Immediately upon receipt, the Assistant General Manager, Equal Opportunity, will acknowledge receipt in writing to the complainant or the complainant's representative.
- 8.3.4 The Assistant General Manager, Equal Opportunity may reject a complaint which was not filed in a timely manner or if, after reviewing the allegations, he/she determines that it does not involve discrimination on the basis of race, color, religion, sex, national origin or ancestry, age or handicap. A complaint may also be rejected if it is based on allegations of identical matters contained in a previous complaint filed by the same individual whenever a decision is pending or a decision has been rendered.
- 8.3.5 The Assistant General Manager, Equal Opportunity will transmit the decision to reject or cancel the complaint by letter to the complainant or his/her representative.
- 8.3.6 Once a complaint of discrimination is accepted for formal processing, the Assistant General Manager, Equal Opportunity will assign an EEO Representative to investigate the complaint. The Assistant General Manager, Equal Opportunity will provide the Representative with written authorization to investigate all aspects of the complaint of discrimination.
- 8.3.7 The investigation shall include a thorough review of:
 - o The circumstances under which the alleged discrimination occurred;
 - o The treatment of members of the complainant's group

as compared with treatment of other employees in the organizational segment in which the alleged discrimination occurred; and,

- o Any policies and practices related to the work situation which may constitute discrimination, even though they have not been expressly cited by the complainant.

- 8.3.8 The EEO Representative shall establish and maintain an investigative file. The file shall contain documents and information acquired during the investigation.
- 8.3.9 The EEO Representative shall prepare a report of the investigation. The completed investigative file will then be forwarded to the Assistant General Manager, Equal Opportunity for an attempt at resolution.
- 8.3.10 The investigative file shall be carefully reviewed to determine if the facts substantiate the allegation(s) of discrimination. If a determination is made that the allegation(s) cannot be substantiated, the Office of Equal Opportunity will so notify the complainant in writing.
- 8.3.11 If the Assistant General Manager, Equal Opportunity finds that the allegations are substantiated, in whole or in part, said findings and a recommended resolution shall be transmitted in writing to the appropriate department head within ten (10) working days of the completion of the review. If the department head agrees with the findings and recommendations, he/she shall so notify the Office of Equal Opportunity within ten (10) working days. If the department head does not concur, then he/she may submit a counter-recommendation for corrective action to the Office of Equal Opportunity within (10) working days, with copies of all material transmitted to the General Manager.
- 8.3.12 The Office of Equal Opportunity shall then present the recommended corrective action to the complainant. If the complainant accepts the recommended action, the case will be closed.

8.3.13 If a mutually satisfactory resolution cannot be achieved, then the complainant or the department head may choose to have the facts of the case reviewed by the General Manager. This option must be exercised within ten (10) working days of the receipt of the response from the department head.

8.4 Final Decision

8.4.1 The General Manager will advise the employee of a final decision within ten (10) working days of the completion of the review. This decision is final within the District.

8.4.2 The decision shall be in writing and shall be transmitted by letter to the complainant. The decision letter shall include a copy of the findings, analysis, recommended decision of the General Manager and a complete copy of the hearing record (if applicable).

8.4.3 A final decision may require a remedial or corrective action, as authorized by law and which is determined necessary to effect the resolution of the issue discrimination and to promote the District's policy of equal employment opportunity.

8.5 Rights of the Alleged Discriminating Official

8.5.1 In the interest of fairness to all persons involved in the processing of discrimination complaints, SCRTD shall assure that persons named as "alleged discriminating officials" (ADO) are adequately informed of any charges made against them, and are afforded a full and fair opportunity to respond to such charges. The following provisions apply:

o When, at the informal counseling stage, an aggrieved individual has named or otherwise identified an individual as being responsible for an alleged act of discrimination, and when through the counseling, the EEO Representative satisfies the aggrieved person that no discrimination occurred, the EEO Representative shall advise the ADO:

1. That he/she has been identified by a potential complainant; and,
2. Of the nature of the accusations made.

- o During the course of an investigation of a formal complaint of discrimination, the EEO Representative must take necessary precautions to ensure that the ADO is given an opportunity to respond to any and all allegations made against him/her. The EEO Representative shall:
 1. Interview and receive information from the ADO as many times as may be necessary to assure that the official has the opportunity to respond to all of the allegations; and,
 2. Provide the ADO with the opportunity to suggest witnesses who might be contacted for corroborating testimony.
- o The Assistant General Manager, Equal Opportunity shall provide the ADO with a copy of:
 1. The findings and proposed disposition of the complaint; and,
 2. SCRTD's final decision on the complaint.
- o Where evidence suggests that any ADO has discriminated against a complainant, the appropriate Department Head or Executive Staff member shall, upon completion of the investigation, promptly initiate disciplinary proceedings against the ADO.

8.6 Complaint File Accessibility

- 8.6.1 While statements included in the complaint file are obtained without a pledge of confidence, those statements, as well as other documents in the file, frequently include information of a personal and sensitive nature. Persons given access to this information, including complainants and ADO's, shall not discuss contents of the file with any person or divulge any information contained in the file except if it is necessary to do so in connection with further investigation of the complaint. The contents of the complaint file are official information and may not be used for private purposes. The California Public Records Act restrictions against improper disclosure are binding on SCRTD employees.
- 8.6.2 The ADO may, upon request, have access to the complaint file consistent with the following:

- o He/she will not be given access to the entire complaint file if the Assistant General Manager, Equal Opportunity's decision is to reject the complainant's allegations against the ADO;
- o He/she will be given access to the entire complaint file if the Assistant General Manager, Equal Opportunity's decision supports the allegation of discrimination or implies impropriety on the part of the ADO;
- o He/she will be given access to the entire complaint file if SCRTD takes or proposes adverse action or other disciplinary action against the ADO based on evidence developed in connection with the processing of the complaint. For this purpose, "disciplinary action" includes any action which would constitute censure of the ADO's conduct or competence.

8.6.3 Except as provided above, disclosure of information from an individual's complaint file is limited to the parties concerned (i.e., the complainant and the SCRTD Representatives involved in processing the complaint). Without the written consent of the parties concerned, disclosure of information shall be limited to:

- o Confirmation of the name of the complainant and the names of other parties concerned;
- o The status of the case;
- o Results of SCRTD's decision; and,
- o The nature of the complaint.

This limited information may be disclosed to authorized SCRTD authorities (i.e.: the General Manager, the General Counsel, and the Director of Personnel) and representatives of outside compliance agencies (i.e.: the Equal Employment Opportunity Commission and the Department of Fair Employment and Housing).

8.6.4 This policy of limited disclosure is based on the recognition that complainants, ADOs and their witnesses shall be free from restraint, interference, coercion, discrimination, or reprisal at any stage in the presentation and processing of the complaint,

including the counseling stage, or any time thereafter. The statutory foundation for this policy is the California Public Records Act (Government Code Sections 6250 et seq.).

8.7 Discrimination Complaint Reporting - In order to ensure the efficient processing of discrimination complaints, it is important for all persons involved at every stage to document their efforts at resolution and submit reports on a timely basis. The required reports are set forth below.

8.7.1 Complainant's Statement - is submitted by the complainant to the Office of Equal Opportunity. The statement is submitted on the Employee Complaint Form and must enumerate each allegation separately and specifically. For example, statements such as "I was the victim of harassment", etc., are too generalized to be accepted. If the complainant is charging harassment, specific acts demonstrating the harassment should be provided. Since complaints will only be accepted on those specific allegations upon which the individual has been counseled, it is necessary to list all allegations to be sure that the full scope of the problem is presented.

8.7.2 Investigative File - is submitted by the EEO Representative to the Assistant General Manager, Equal Opportunity upon completion of the investigation. It includes:

- o Affidavits of the complainant, of the alleged discriminating official, and of other witnesses; and,
- o Copies of, or extracts from, records, policy statements, and regulations of SCRTD organized to show their relevance to the complaint or to the general environment from which the complaint arose.

9.0 Goals and Timetables

9.1 Objectives and Responsibility

The District's Equal Employment Opportunity Program has as objective the setting of specific, detailed numerical hiring goals and timetables for each District department. The purpose of this objective is to correct any underutilization or overconcentration of specific affected classes of employees. The Office of Equal Employment Opportunity has the responsibility to perform the necessary statistical

analysis, working in concert with the various District Department Managers, in order to set such employment goals and timetables.

9.2 Program Goals

The Office of Equal Employment Opportunity, working in concert with the various District Department Managers, shall take into consideration several factors in the establishment of such yearly employment goals for specific affected classes of employees. These include, but are not limited to, the following:

- o The employee utilization analysis for the District's various Departments and for the District as a whole. (See 9.3)
- o The employee availability analysis which is the result of analyzing labor force statistics for minorities and females based on the Los Angeles - Long Beach Standard Metropolitan Statistical Area (SMSA) availability of workers for each of the District's identified work areas.
- o The projected number of job openings for such job categories within the District based upon budgeted positions and projected attrition rates.
- o Consideration of other factors such as the flow of applicants for District job openings and the promotability of minorities and females within the District.
- o The areas of underutilization and overconcentration within the District for minorities and women employees.

9.3 Employee Utilization Analysis

The employee utilization analysis is a part of the Workforce Analysis and Goals Chart (see Appendix). This analysis identifies areas of underutilization and over-concentration of minorities and women within the district workforce. Detailed data as of October, 1983 has been compiled for the District. The analysis as expressed on the Workforce Analysis and Goals Chart compares each Department's job categories by the factors of sex and race. The Equal Employment Opportunity Commission (EEOC) has established recommended standardized job categories which groups the District's job titles into nine (9) broad occupation classes. These groupings are also used by the Bureau of the Census in presenting their data concerning the availability of minorities and women workers in the Los Angeles - Long Beach SMSA. The description of each job category is as follows.

o Officials and Managers

Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for policy implementation, direct individual departments or special phases of the District's operations.

o Professionals

Positions requiring personnel who follow policy directive with a high degree of technical skill. These positions usually require a college degree or equivalent experience.

o Technicians

Occupations requiring a combination of basic scientific knowledge and manual skill, which is usually obtained through approximately two years of post high school education, either through technical schools, junior colleges, or equivalent on-the-job training.

o Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role which usually requires less formal training and/or experience than is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "new career" concept.

o Office and Clerical

Includes all clerical-type work, regardless of level of difficulty, if the activities are primarily non-manual (although some manual work not directly involved with altering or transporting the products is included).

o Craftworkers (skilled)

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. They should exercise considerable independent judgment and usually receive an intensive period of training.

o Operatives (semi-skilled)

Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill level that can be mastered in a few weeks and require only limited training. (includes bus operators.)

o Laborers (unskilled)

Workers in manual occupations that generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

o Service Workers

Workers in both protective and nonprotective service occupations.

For the purpose of analysis, all Job Titles in the District were placed in appropriate Job Groups and Job Categories. In order to complete a utilization analysis, an average salary grade analysis will be completed for each job category and for each sex and ethnic category. A new compensation program was recently approved by the Board of Directors and implemented by the General Manager. In the next six months, the Equal Employment Opportunity Office will perform a salary grade analysis to complete the utilization analysis. However, there are enough EEOC approved factors available with which to sufficiently complete this analysis in order to set employment goals and timetables.

9.4 Availability Analysis

The availability analysis is a compilation of data which derives information from the availability of minorities and women in the work force at large. The purpose of the availability analysis is to compare the availability of minorities and females in the labor area who have the necessary job skills to perform the various occupations in the District's Job Groups and could reasonably be expected to be recruited and/or apply for those positions. This comparison is used to determine whether or not overconcentration or underutilization of minorities or females exists in the District work force.

The availability data which the District developed is defined by job group for minorities and females. Separate data was developed for each of the District's Job Groups. In addition, where a particular minority group constitutes 2% or more of the appropriate labor area population, a separate analysis was conducted for each of those minority groups.

There are four factors required to be considered in the development of the availability analysis.

- o The percentage of the minority and female work force as compared with the total workforce in the immediate labor area.
- o The availability of minorities and females having required skills in the immediate labor area.
- o The availability of minorities and females having required skills in an area in which the District can reasonably recruit.
- o The availability of promotable and transferrable minorities and females within the District's current work force.

These factors must be taken into consideration and, where appropriate, be accounted for when analyzing availability. They will be used to establish goals and timetables for the District work force. There is no set formula, which covers all groups and all job categories, for converting the four availability factors into an estimate. Weights are assigned to these factors, but there is no predetermined way of allocating them. The percentage that emerges from the sum of factors multiplied by assigned weights expresses only an estimate for protected groups in relation to a specific level of the work force of a given organization in a given locality at a given time.

The availability factors thus developed for the District's job categories and the interpretation of the availability factor computation for those job categories are found in the appendix to this plan. These factors were updated in January of 1983 and shall remain in place until new data is available during fiscal year 1984. Data collected at that time shall be included in the updating of this plan for fiscal year 1985.

9.5 Underutilization

There must be a comparison of the availability analysis data with the current utilization of each job group identified in the District Work Force. This comparison is designed to determine if there is an underutilization of minorities and/or women within the District Work Force. Whenever the percentage of total minorities or women in a job or group of jobs is lower than the percentage of minorities or women available for that job or job group, an underutilization of minorities exists in that group.

9.6 Anticipated Job Openings

The Equal Employment Opportunity Office performed an analysis of the various District Department's anticipated job openings. This analysis was accomplished by adding newly budgeted positions to each department's expected attrition rate for the budgeted year. The expected attrition rate was factored from two sources: (1) each department's estimate from its forecast and experience, (2) an expected attrition rate for each department which resulted from a study completed for the Employee Education, Training and Development Department. This study was part of an UMTA Section 3 grant to develop and implement an entry and mid-level minority Management training program.

9.7 Numeric Goals

From the comparison of the percentage of underutilization and the anticipated job openings, the Equal Employment Opportunity Office is able to set numeric goals for the fiscal year for minorities and females. The minority goals is a grouping of goals for the several minority ethnic groupings. In the following section, the Office of Equal Employment Opportunity detailed specific goals for any ethnic group for which there is a need for correction as shown in the detail for the underutilization analysis. These numeric goals were related to an anticipated adjusted workforce for the end of the fiscal-program year (6/30/84) and a work projected percentage of representation for minority and female employees.

9.8 Goals Summary

Minority and female percentages for each District department were reviewed by job category against expected vacancies and new budgeted positions. For each job title, current departmental minority and female representation was compared with availability estimates. The comparisons were used to suggest hiring goals in response to attrition and/or new budgeted positions. The availability factors were taken from the Availability Factor Computation Charts in the appendix. The minority availability percentage was computed by combining Black, Hispanic and other minority factors for each job group. A summary of this information is provided in the Work Force Analysis and Goals Chart at the end of this section.

In the Work Force Analysis and Goals Chart, an asterisk (*) was used to indicate that the job group is too small to allow goal-setting or that the projected increase is not large enough to consider. The plus sign (+) indicates that parity has been reached.

Overall, the District is at or close to parity for every department.

The following job titles and groups were not analyzed for goal setting because, with rare exceptions, they have overconcentrations of minorities or females. An exception is an under-representation of females in the crafts.

- o Technicians;
- o Paraprofessionals;
- o Clerical;
- o Craftworkers;
- o Operatives;
- o Laborers;
- o Transit Police and Service Workers.

The Equal Employment Opportunity Office will attempt to identify programs designed to correct overconcentrations in these areas.

Hiring goals for each department are summarized below.

1100 General Manager

A Senior Secretary position is to be added, but the projected growth of this office is too small to require the setting of goals.

1200 District Secretary

A Micrographics Coordinator will add to the Entry-Level Professional category. There is no need to set goals for this department.

2200 Legal

A new Assistant Counsel will join the staff this year, but since current minority and female percentages are considerably over parity, no goals need to be set.

3099 Assistant General Manager for Operations

No vacancies or new positions are anticipated.

3201- Transportation (All Divisions and Departments)
3299

Eight hiring opportunities are anticipated as a result of a new division opening. A new Division Manager position will be added, and the recommended goal is to hire a minority for this position. Approximately seven additional positions (one Assistant Division Manager and six Division Dispatchers) are anticipated in the Senior or Supervising Professional group. The recommended goal is to hire three females to keep representation at an appropriate level.

3301- Maintenance and Equipment (All Divisions
3399 and Departments)

A Division Manager position will increase positions in this classification to 14. The ethnic composition is above parity for minority groups. There are no female incumbents, nor is there a known source for locating female candidates. Hence, no goals have been set; however, the District will continue to search for qualified candidates and encourage movement of women up the ranks as applicable.

3400 Equipment Engineering

An engineer is to be added to the professional staff, but no goal needs to be set. This new position is not indicated on the Workforce Analysis and Goals Chart.

3500 Telecommunications

The only growth is anticipated among Engineers. Here, one vacancy plus one new position will allow two hiring opportunities. However, with so small a group, setting goals for minorities and females is not realistic.

3600 Safety

No vacancies or new positions are anticipated. Managerial and professional levels now exceed parity in minority representation.

3800 Transit Police

One new position is anticipated at the Section Head level of the Officials and Managers group. However, with so small a group, setting goals for minorities and females is not realistic.

3900 Scheduling

The only job group in which a hiring opportunity will occur is that of Senior and Supervising Professional. A goal of one female is recommended.

4099 Assistant General Manager for Planning & Communications

No vacancies or new positions are anticipated.

4200 Planning

Seven new positions are expected in the Managerial and Professional groups. These positions are so specialized that availability estimates cannot be made at this time. Therefore, these positions are not indicated on the Availability Factor Chart. There has been good movement of minorities and women in this department.

4400 Marketing and Communications

The only category for which a goal can be recommended is that of entry-level professional. One hiring opportunity will come from attrition. A female should be hired to bring female representation in line with availability.

4800 Customer Relations

No vacancies or new positions are anticipated.

5100 Government Affairs

No vacancies or new positions are anticipated.

5500 Community Relations

One Senior Community Relations Representative position and two Community Relations Representative positions are anticipated in the senior-and entry-level professional categories, respectively. However, there is no need to set goals for this department for either minority or female representation.

- 6099 Assistant General Manager for Equal Opportunity
No vacancies or new positions are anticipated.
- 6100 Equal Opportunity
New positions are planned but are not included in the budget for fiscal year 1984. Goals will be set when the number of new positions has been determined.
- 6300 Employee Education, Training and Development
A total of 24 new positions are planned: 12 middle manager trainees and 12 entry-level professional trainees. These are to be developed through the Affirmative Action Career Development Project. All trainees are to be minorities and women.
- 7099 Controller-Treasurer-Auditor
No vacancies or new positions are anticipated.
- 7100 Accounting and Fiscal
No vacancies or new positions are anticipated.
- 7200 Management Information Systems
In the senior and supervising professional job group, eight new positions are planned. To provide appropriate representation, a goal of two female hires is suggested.
- 7400 Insurance
There are no new positions anticipated. The entry-level professional category is at parity.
- 8099 Assistant General Manager for Transit Systems Development
No vacancies or new positions are anticipated.
- 8100 Metro Rail
Eight new positions in the Officials and Managers job group are anticipated. Recommended goals are for two minority hires and one female hire. Twenty-three new senior and supervising Professional positions are planned. Goals of two minority and two female hires are suggested. In the Engineer job group, 13 new positions are in view. The recommended goal is for one minority hire.

8300 Bus Facilities

Three new engineer positions are planned. However, since this group already exceeds parity for minorities and females, no goals are suggested.

9099 Assistant General Manager for Management

No vacancies or new positions are anticipated.

9400 Contracts and Purchasing

Two hiring opportunities are anticipated at the Section Head level of Officials and Managers. In order to maintain an appropriate minority representation, a goal of one minority hire is recommended.

9500 Personnel

No vacancies or new positions are anticipated.

9610 General Services

No vacancies or new positions are anticipated.

9640 Print Shop

No vacancies or new positions are anticipated.

9700 Management and Budget

No vacancies or new positions are anticipated.

9800 Labor Relations

No vacancies or new positions are anticipated.

9810 Employee Activities

No vacancies or new positions are anticipated.

Overall, the District is close to parity for minorities and females, with the exceptions indicated above. There is a need to increase minority and female participation in middle and upper management. The Office of Equal Employment Opportunity will work with all departments to increase participation at these levels.

The following Work Force Analysis and Goals Chart summarizes minority and female percentages for employees District-wide.

WORK FORCE ANALYSIS AND GOALS
SUMMARY OF ALL SCRFD DEPARTMENTS

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force As of		Projected % Representatin	
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	Min. M F	Min. M F	Min. M F	Attri- tion	New Pos.	Total	Min. Female	6/30/84	Min. Female	6/30/84										
Other	86	28	58	9 23	7 20	6 5	6 10	0 0	56 67	23 13	0 0																	
Paraprofessionals	56	23	33	9 13	3 10	7 4	4 6	0 0	61 59	56 46	0 0																	
Clerical	613	245	368	82 112	98 164	48 76	17 13	0 3	68 60	55 51	0 0																	
Crafts																												
Crafts, (General)	82	82	0	32 0	17 0	30 0	3 0	0 0	61 0	24 5	0 5																	
Mechanics	1094	1083	11	398 0	235 10	342 0	105 0	3 1	64 1	30 1	0 0																	
Plumbers	5	5	0	1 0	2 0	2 0	0 0	0 0	80 0	24 2	0 2																	
Electricians	62	61	1	29 0	14 1	10 0	7 0	1 0	53 2	24 7	0 5																	
Sheet Metal	14	14	0	5 0	1 0	6 0	2 0	0 0	64 0	24 4	0 4																	
Operators	4813	4115	698	1093 88	2210 563	758 45	49 1	5 1	75 15	44 17	0 2																	
Laborers	526	398	128	74 11	194 89	118 26	9 1	3 1	84 24	29 9	0 0																	
Transit Police																												
Service Workers	112	94	18	31 10	41 7	17 1	4 0	1 0	63 16	27 18	0 2																	
As-Needed Service Workers	70	69	1	28 1	22 0	19 0	0 0	0 0	59 1	27 18	0 17																	
TOTAL	6499	7037	1462	2256 340	3056 912	1460 164	252 40	13 6	69 17	N/A N/A	N/A N/A																	

10.0 Contract Compliance Program

10.1 Purpose

This section prescribes policies and outlines procedures for the implementation of the District's Contract Compliance Program. The initiatives set forth herein have been established to ensure that no program, project or activity receiving funds from the District discriminates on the basis of race, color, religion, national origin, sex, or handicap.

10.2 Authority

To assure contract compliance, the Southern California Rapid Transit District agrees that as a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S. 2000d-4 and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations; Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, creed, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which SCRTD receives Federal financial assistance from the Department of Transportation, including the Urban Mass Transportation Administration (UMTA).

10.3 Staff Responsibility

10.3.1 Contract Compliance Officer - reports directly to the Assistant General Manager, Equal Opportunity, and is responsible for the administration of the nondiscrimination compliance and implementation of the enforcement procedure and shall:

- o Conduct continuous review, evaluation, and monitoring of the District's activities and programs, and recommend necessary changes to assure consistency and program effectiveness;
- o Provide advice and recommendation to the Assistant General Manager, Equal Opportunity, concerning significant developments and changes in the implementation of the District's compliance responsibilities;
- o Provide primary coordination and liaison with appropriate agencies, public and private organizations and communities to achieve program objectives;
- o Assure that all EEO Plans submitted by contractors are in compliance with EEO standard specifications of the construction contracts;
- o Review and analyze all Monthly Employment Utilization Reports submitted by construction contractors and subcontractors to ensure compliance pursuant to rules and regulations;
- o Coordinate Department Of Transportation's annual compliance evaluation report.

10.4 Contract Compliance Program Components

10.4.1 Title VI Program - In accordance with the aforementioned contract compliance rules and regulations, this program is designed to assure that the District:

- o Agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations;
- o Shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with a project under the Urban Mass Transportation Act of 1964, as amended (the UMTA Act) and, in adapted form in all proposals for negotiated agreements:

SCRTD, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 the Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged/women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, creed, color, sex or national origin in consideration for an award.

- o Where Federal financial assistance is received to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith;
- o Where Federal financial assistance is received in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property;
- o Where Federal financial assistance is received to carry out a program under the UMTA Act, routing, scheduling, quality of service, frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, creed, color, sex or national origin.

10.4.2 Executive Order 11246 Executive Order 11246 was amended on November 3, 1980, to establish rules and regulations to establish applicable goals for minority and women participation in the construction industry. All construction contracts, in the excess of \$10,000 must comply with the following specifications:

- o Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (DOT) Title 49,

Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

- o Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- o Solicitation for Subcontracts, Including Procurements of Materials and Equipment: In all solicitation either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, creed, color, sex or national origin.
- o Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, or other sources of information, and its facilities as may be determined by SCRTD or the Urban Mass Transportation Administration (UMTA) to be pertinent to ascertain compliance with such regulations, orders and instructions. Where any information is required or a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to SCRTD, or the Urban Mass Transportation Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
- o Sanctions for Noncompliance: In the event of the contractor's noncompliance with the discrimination provisions of this contract, SCRTD may impose such contract sanctions as it or the Urban Mass Transportation Administration may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the contractor under the contract until the contractor complies;
 2. Cancellation, termination or suspension of the contract, in whole or in part; and/or,
 3. Placing the contractor on an ineligible list for future SCRTD contractual assignments.
- o Incorporation of Provisions: The contractor shall include the provisions of paragraphs under 10.4.2 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as SCRTD or the Urban Mass Transportation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such litigation to protect the interest of SCRTD, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

10.4.3 Contract Compliance

The Southern California Rapid Transit District, in establishing its compliance, implementation, or complaint procedures, further assures that the District or a nonconstruction contractor shall develop Equal Employment Opportunity Programs involving nonconstruction procurement activities. These procurement activities include architectural and engineering services, professional services, materials and supplies, and all other nonconstruction District activity. The compliance requirement of the EEO Program is to develop and implement results-oriented procedures that will achieve prompt and full utilization of minorities and women at all levels and in all segments of the contractors' workforce.

The authority for establishing an EEO compliance policy for nonconstruction procurement contracts is set forth in Executive Order 11246, Rules and Regulations of 41 CFR Part 60-2 Affirmative Action

Programs for nonconstruction contractors. The part is also known as Revised Order No. 4 issued by the Office of Federal Contract Compliance on September 30, 1972, last revised effective January 29, 1981. The provisions of this part require nonconstruction contractors to develop, implement and maintain a written EEO Program for each of their establishments. This part shall apply to nonconstruction contractors which meet the following criteria:

- o Each contractor which has 50 or more employees and (1) has a contract of \$50,000 or more; or (2) has contracts (including Government bills of lading) which, in any 12-month period, total or can reasonably be expected to total \$50,000 or more; (3) which is a financial institution which (i) serves as a depositor of Government funds in any amount; (ii) acts as issuing or redeeming agent for U.S. savings bonds and savings notes in any amount; or (iii) subscribes to Federal deposit or share insurance, shall develop, implement and maintain a written EEO program for each of its establishments.
- o When a nonconstruction contractor has not developed, implemented or maintained an EEO Program, in lieu of the program, the contractor may submit the latest compliance report for the company. The nonconstruction contractor shall provide, for desk compliance review, all data or information determined by the District to be necessary to analyze more comprehensively whether there are any deficiencies or violations concerning the maximum utilization of minorities and women available in the area of the installation or establishment.

11.0 APPENDIX

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APPENDIX A
SCRTD APPLICATION FOR EMPLOYMENT



APPLICATION FOR EMPLOYMENT
USE ONLY BLACK PEN OR TYPEWRITER ON THIS FORM

Exact Title of Position you are Applying for: _____

<p>NAME _____ Last First Middle</p> <p>ADDRESS _____ Number Street Apt. No.</p> <p>CITY _____ STATE ZIP</p> <p>HOME PHONE _____ WORK PHONE _____</p> <p>IF YOU ARE NOW EMPLOYED BY SCR TD, DEPT. _____</p> <p>JOB TITLE _____ BADGE NO. _____</p> <p>WHEN ARE YOU AVAILABLE FOR WORK? _____</p> <p>DRIVING RECORD: NUMBER OF MOVING VIOLATIONS IN THE LAST 3 YEARS _____</p> <p>DRIVER'S LICENSE EVER SUSPENDED OR REVOKED? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>CAN YOU WORK: WEEKENDS? YES <input type="checkbox"/> NO <input type="checkbox"/> ANY SHIFT? YES <input type="checkbox"/> NO <input type="checkbox"/> ANY LOCATION? YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>BIRTHDATE: MO/DA/YR _____ (OPTIONAL)</p> <p>SOCIAL SECURITY NO. _____</p> <p>AUTHORITY TO WORK IN THE U.S.</p> <p>U.S. CITIZEN [] WORK PERMIT NO. _____</p> <p>VALID DRIVER'S LICENSE YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>STATE _____ NUMBER _____</p> <p>EXPIRATION DATE _____ CLASS _____</p> <p>HAVE YOU PREVIOUSLY WORKED FOR SCR TD?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> PREVIOUS BADGE NO. _____</p>
---	--

<p>HIGH SCHOOL ATTENDED _____</p> <p>LOCATION _____</p>	<p>DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>IF NOT, HAVE YOU A GED? YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">OFFICE USE ONLY</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phys _____</p> <p>Start _____</p>
---	---	--

NAMES OF COLLEGES / UNIVERSITIES ATTENDED	Dates	Course of Study/Major	Units Completed	If graduate, Type of Degree / Date Completed

OTHER RELEVANT COURSES AND TRAINING	NAME AND LOCATION OF INSTITUTION	Length of Course	Date Ended

PROFESSIONAL LICENSE OR CERTIFICATE, IF REQUIRED	Serial No.	Date Issued	Expiration Date

<p>List any Foreign Language in which you are fluent: _____</p>	<p>OTHER SKILLS: _____</p>
---	-----------------------------------

<p>Do you have any physical condition which may limit your ability to perform the job for which you are applying? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Other than minor traffic violations, have you ever been convicted of a crime (this includes drunk, negligent or reckless driving)? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Have you ever been discharged or requested or forced to resign from any position because of misconduct or unsatisfactory service? YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>EXPLANATION FOR YES ANSWERS:</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	---

CERTIFICATE OF APPLICANT: I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE, AND I AGREE THAT ANY MISSTATEMENT OR CONCEALMENT OF FACT MAY SUBJECT ME TO DISQUALIFICATION OR DISMISSAL. I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT IS CONTINGENT UPON PASSING A PHYSICAL EXAMINATION FOR THE POSITION FOR WHICH I AM APPLYING.

SIGNATURE _____ DATE _____

APPLICANTS MUST FILL OUT BOTH SIDES OF THIS APPLICATION

THIS SECTION MUST BE FILLED OUT; Additionally, you may attach a resume or other relevant documents to further describe your qualifications.

EMPLOYMENT HISTORY: List your work record for the last 10 years. Begin with your most recent experience. Include volunteer and U.S. Military Service. Describe the work you did as completely as possible, or refer to resume for description of duties only. List each promotion separately. Explain any gaps between employment periods. If more space is needed, use a separate sheet prepared in the same form and attach securely.

TO: MO. YR. MO. YR.		EMPLOYER (Business or Agency Name)	TITLE OF YOUR PRESENT POSITION	No. Employees Supervised by You
Hours Per Wk.		ADDRESS	Name of Supervisor	Supervisor's Phone No.
Salary: \$		City/State/Zip	Reason for Leaving:	
DUTIES:				
TO: MO. YR. MO. YR.		EMPLOYER (Business or Agency Name)	TITLE OF POSITION	No. Employees Supervised by You
Hours Per Wk.		ADDRESS	Name of Supervisor	Supervisor's Phone No.
Salary: \$		City/State/Zip	Reason for Leaving:	
DUTIES:				
TO: MO. YR. MO. YR.		EMPLOYER (Business or Agency Name)	TITLE OF POSITION	No. Employees Supervised by You
Hours Per Wk.		ADDRESS	Name of Supervisor	Supervisor's Phone No.
Salary: \$		City/State/Zip	Reason for Leaving:	
DUTIES:				
TO: MO. YR. MO. YR.		EMPLOYER (Business or Agency Name)	TITLE OF POSITION	No. Employees Supervised by You
Hours Per Wk.		ADDRESS	Name of Supervisor	Supervisor's Phone No.
Salary: \$		City/State/Zip	Reason for Leaving:	
DUTIES:				

INQUIRY MAY BE MADE OF YOUR FORMER EMPLOYERS OR THE LAST SCHOOL YOU ATTENDED REGARDING YOUR PERFORMANCE RECORD. MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

APPENDIX B
NON-CONTRACT CERTIFICATION FORM

PERSONNEL DEPARTMENT
NON-CONTRACT CERTIFICATION

To:

Date:

From:

Subject: _____ Vacancy

The following qualified candidates are submitted for consideration for the above referenced position:

<u>Candidate</u>	<u>Disposition</u>					<u>Discussion</u>
	<i>INS</i>	<i>DNA</i>	<i>Withdraw</i>	<i>Declined</i>	<i>Selected</i>	

Personnel Dept. Representative _____

Hiring Authority _____

Date _____

APPENDIX C
SCRTD PERSONNEL CHANGE/AUTHORIZATION
38-78 FORM

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT PERSONNEL CHANGE/AUTHORIZATION

EMP. LAST NAME	FIRST NAME	M.I.	DISTRICT EMP. DATE	DIV./DEPT NO
79 80	7	12	13 17	18
EFFECTIVE DATE		DOCUMENT NO.	1ST LETTER LAST NAME	BADGE NO
7		13 17	18	19 23 24
DISTRICT EMP. DATE		25		

1	LAST NAME	FIRST NAME	M.I.	DIV./DEPT. NO	SOCIAL SECURITY NO
30	31 48	49 60	61	62 65	66 67 75

1 REGULAR 2 REG. PART TIME 3 PART TIME 4 AS NEEDED 5 INTERN 6 RETIRED 7 OTHER	EMPLOYEE SOURCE 1 NEW HIRE 2 REHIRE 3 REINSTATED	TERMINATION CODE 1 RESIGNATION 2 DISCHARGE 3 LAYOFF-FURLOUGH 4 RETIRED 5 DECEASED	BIRTHDATE	SEX M MALE F FEM	MARITAL STATUS S SINGLE M MARRIED D DIVORCED W WIDWED	ETHNIC CODE 1 WHITE 2 BLACK 3 HISPANIC 4 ASIAN/PAC 5 OTHER
76	77	78	24 29 30	31	32	33

POSITION ID NO.	CLASSIFICATION CODE	RATE OF PAY	GRADE	STEP/SHIFT	PAY LOC.
34 38	39 41	42 50	51 53	54	55 56

FEDERAL TAX STATUS 1 SINGLE/MARRIED W/H TAX @ HIGHER SINGLE RATE 2 MARRIED	EXEMPTIONS	ADDIT'L W/H	STATE TAX STATUS 1 SINGLE/MARRIED W/H TAX @ HIGHER SINGLE RATE 2 MARRIED 3 HEAD OF HOUSEHOLD	EXEMPTIONS	ADDIT'L EXEMPTIONS	ADDIT'L W/H
57	58 59	60 62	63	64 65	66 67	68 70

STREET	CITY	STATE	ZIP CODE
31	54 55	71 72	73 74 78

ROSTER NO.	BRAC. GROUP	ROSTER STATUS 1 PRIMARY 2 SECONDARY	ROSTER DATE POSITION	ROSTER DATE	DRIVERS LICENSE NO.	YEAR EXPIRES
24 25	26	27	28 29	30 31 36	37 44	45 46

SICK BALANCE	SICK Y.T.D.	VACATION BALANCE	VACATION Y.T.D.	HOLIDAY BALANCE	HOLIDAY Y.T.D.	VACATION CARRYOVER Y YES N NO
47 51	52 56	57 61	62 66	67 70	71 74	75

LAST DAY WORKED	LAST PHYS. EXAM MO YR	ELIGIBLE FOR MGT. PHYS. Y YES N NO	R.T.D. SPOUSE Y YES N NO	NO. CHILDREN
30 31 36	37 40	41	42	43 44

HOME PHONE AREA CODE	WORK EXT.	WORK LOC.
45 54	55 58	59 62

NON CONTRACT PERF. EVAL.
MERIT
SPECIAL
RECOMMENDED
NOT RECOMMENDED

REMARKS

DATE ENTERED STEP: _____ DEPARTMENT HEAD _____ EXECUTIVE STAFF MEMBER _____

CLASSIFICATION CHANGES _____
TO _____ DIRECTOR OF PERSONNEL _____ GENERAL MANAGER _____

FROM _____ DATE _____ PREPARED BY _____

APPENDIX D
EMPLOYEE COMPLAINT FORM

EMPLOYEE COMPLAINT FORM

Name _____ Area Code _____ Home Telephone _____
Address _____ Area Code _____ Work Telephone _____
Work Address _____ Date Employed _____
Position _____ Dept./Div. _____ Department Supervisor _____ Badge No. _____

Cause of Discrimination Based on My (Check Appropriate Box)

Race Sex Religion National Origin
 Age Physical Handicap Other _____

Date most recent or continuing discrimination took place _____
Mo/Day/Yr

Particulars of discrimination are: _____

(continue on back if necessary)

If Applicable		
Hearing Date _____	Date Suspended _____	Date Terminated _____
Union _____	Union Representative _____	

Signature _____ Date _____

For Department Use

Representative's Comments:

APPENDIX E
AVAILABILITY FACTOR COMPUTATION CHARTS

Job Group Officials and Managers - Executive Staff

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	39.0	.10	3.9	9.5	.10	1.0	15.9	.10	1.6	3.7	.10	0.4
Percentage of individuals having requisite skills in the immediate area.	8.3	.45	3.7	3.3	.45	1.5	6.0	.45	2.7	4.1	.45	1.8
Percentage of individuals having requisite skills in a reasonable recruiting area.	8.5	.45	3.8	3.3	.45	1.5	5.6	.45	2.5	4.1	.45	1.8
Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			11.4			4.0			6.8			4.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials and Managers

Executive Staff

Female and Hispanic

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factor 2. Geographic Profile of Employment and Unemployment, 1979. U. S. Department of Labor, Bureau of Statistics, December, 1980, Table 13.

Factor 3. Ibid, Table 5

Factor 4. Not applicable. Executive Staff are not promoted from within regularly enough to permit forming a meaningful percentage.

Black and Other Minority

Factors 1-3. Same as Factor 1, above.

Factor 4. Not applicable. See Factor 4, above.

Job Group Officials & Managers - Department Head

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	39.0	.10	3.9	9.5	.10	1.0	15.9	.15	2.4	3.7	.10	0.4
Percentage of individuals having requisite skills in the immediate area.	8.3	.40	3.3	3.3	.40	1.3	6.0	.40	2.4	4.1	.40	1.6
Percentage of individuals having requisite skills in a reasonable recruiting area.	8.5	.40	3.4	3.3	.40	1.3	5.6	.30	1.7	4.1	.40	1.6
Percentage of individuals among those promotable or transferable.	19.0	.10	1.9	14.3	.10	1.4	7.9	.15	1.2	4.8	.10	0.5
AVAILABILITY ESTIMATE			12.5			5.0			7.7			4.1

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials and Managers

Department Head

Female and Hispanic

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factor 2. Geographic Profile of Employment and Unemployment, 1979, U.S. Department of Labor, Bureau of Labor Statistics, December 1980, Table 13.

Factor 3. Ibid, Table 5

Factor 4. Percentages of all in Officials and Managers category, below level of Department Head. This was not given a high weight in that not a large share are promoted from within.

Black and Other Minority

Factors 1-3. Same as Factor 1, above.

Factor 4. Same as Factor 4, above.

Weights: To correct for an underrepresentation, weights for Hispanics were changed somewhat to allow a higher estimate than would otherwise have been possible.

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.15	5.9	9.5	.10	1.0	15.9	.20	3.2	3.7	.10	0.4
2. Percentage of individuals having requisite skills in the immediate area.	8.3	.35	2.9	3.3	.40	1.3	6.0	.40	2.4	4.1	.40	1.6
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	8.5	.30	2.6	3.3	.35	1.2	5.6	.20	1.1	4.1	.40	1.6
4. Percentage of individuals among those promotable or transferable.	19.1	.20	3.8	16.9	.15	2.5	5.6	.20	1.1	9.7	.10	1.0
AVAILABILITY ESTIMATE			15.2			6.0			7.8			4.6

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials & Managers

Assistant Department Head

Female and Hispanic

Factor 1. Same as for Department Head.

Factor 2. Same as for Department Head.

Factor 3. Same as for Department Head.

Factor 4. Percentages represent those in the Professional category, considered the feeder group for this job group. Approximately 50% are selected from within.

Black and Other Minority

Factors 1-3. State of California Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factor 4. Same as Factor 4, above.

Weights: Weights were chosen to permit higher availability estimates than for the Department Head group. Females are already well-represented in this job group, but Blacks and Hispanics are not. Thus, weights were selected accordingly.

Job Group Officials & Managers - Section Head

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	39.0	.10	3.9	9.5	.15	1.4	15.9	.25	4.0	3.7	.15	0.6
Percentage of individuals having requisite skills in the immediate area.	8.3	.35	2.9	3.3	.15	0.5	6.0	.40	2.4	4.1	.15	0.6
Percentage of individuals having requisite skills in a reasonable recruiting area.	8.5	.15	1.3	3.3	.10	0.3	5.6	.30	1.7	4.1	.10	0.4
Percentage of individuals among those promotable or transferable.	19.1	.40	7.6	16.9	.60	10.1	5.6	.05	0.3	9.7	.60	5.8
AVAILABILITY ESTIMATE			15.7			12.3			8.4			7.4

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials & Managers

Section Head

Female and Hispanic

Factor 1. Same as for Department Head.

Factor 2. Same as for Department Head.

Factor 3. Same as for Department Head.

Black and Other Minority

Factors 1-3. Same as for Assistant Department Head.

Factor 4. Same as for Factor 4 above.

Weights: Approximately one-third of this job group incumbents are women, a considerable over-concentration. On the other hand, all minority groups are underrepresented. Weights were chosen to bring some correction to this distribution.

Job Group Officials & Managers - Division Maintenance Managers

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	N/A			9.5	.10	1.0	15.9	.10	1.6	3.7	.10	0.4
Percentage of individuals having requisite skills in the immediate area.	0			3.3	.20	0.7	6.0	.20	1.2	4.1	.20	0.8
Percentage of individuals having requisite skills in a reasonable recruiting area.	0			3.3	.20	0.7	5.6	.20	1.1	4.1	.20	0.8
Percentage of individuals among those promotable or transferable.	0			21.1	.50	10.5	19.3	.50	9.7	2.7	.50	1.4
AVAILABILITY ESTIMATE			0			12.9			13.6			3.4

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials & Managers

Division Maintenance Managers

Female

No relevant percentages are available or are so small as to be unusable. Thus, no availability estimate is possible at this time.

Black & Other Minority

Factors 1-3. Same source as for other Officials & Managers groups.

Factor 4. The feeder group consists of Maintenance Technicians, and percentages are representations of Black and Other Minority persons who are Maintenance Techs.

Hispanics

Factors 1-3. Same source as for other Officials & Managers groups.

Factor 4. Percentages reflect representations of Hispanic employees among Maintenance Techs.

Weights: Although Maintenance Managers have been selected from external sources more frequently in recent years, the weight given to the internal candidate source is greater.

Job Group Officials and Managers - Division Transportation Managers

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.05	2.0	9.5	.60	5.7	15.9	.50	8.0	3.7	.50	1.9
2. Percentage of individuals having requisite skills in the immediate area.	N/A			N/A			N/A			N/A		
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	N/A			N/A			N/A			N/A		
4. Percentage of individuals among those promotable or transferable.	9.2	.95	8.7	49.2	.40	19.6	12.0	.50	6.0	1.1	.50	0.6
AVAILABILITY ESTIMATE			10.7			25.3			14.0			2.5

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials and Managers

Division Transportation Managers

Factor 1. State of California, Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factors 2 and 3. Not applicable in that selections are entirely from within.

Factor 4. Since there are at present no Hispanic Assistant Division Managers, this usual feeder group was expanded to include Division Dispatchers, Instructors of Vehicle Operations, Supervisors of Vehicle Operations and Radio Dispatchers. Admittedly this is artificial, but necessary to provide representation for Hispanics. Percentages listed for this factor are those of female, Black, Hispanic, and Other Minority persons in the expanded group.

Weights: With only two factors to consider, weights were chosen that would yield availability estimates that would both bear some reasonable relationship to present representations and help to correct overconcentration of Blacks and underrepresentation of females, Hispanics and Other Minorities.

Job Group Professional - Senior & Supervising

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.10	3.9	9.5	.10	1.0	15.9	.15	2.4	5.7	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	15.8	.30	4.7	5.5	.30	1.7	4.8	.25	1.2	4.1	.30	1.2
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	16.3	.30	4.9	5.5	.30	1.7	6.0	.25	1.5	4.1	.30	1.2
4. Percentage of individuals among those promotable or transferable.	19.1	.30	5.7	16.9	.30	5.1	5.6	.35	2.0	9.7	.30	2.9
AVAILABILITY ESTIMATE			19.2			9.5			7.1			5.9

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professional

Senior & Supervising

Female and Hispanic

Factor 1. State of California Employment Development, Employment Data and Research for Los Angeles County, 1981.

Factor 2. Geographic Profile of Employment and Unemployment, 1979, U.S. Department of Labor, Bureau of Labor Statistics, December 1980, Table 13.

Factor 3. Ibid, Table 8

Factor 4. From percentages of females and Hispanics in the Professional Category, District workforce.

Black and Other Minority

Factors 1-3. See Factor 1, above.

Factor 4. See Factor 4, above.

Weights: Weights were chosen to give considerable importance to Factor 4 in that the great majority of the positions in this group are filled in-house. Same adjustment was made for Hispanics to compensate for underrepresentation among District professionals.

Job Group Professional - Entry Level

LaboR Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	39.0	.10	3.9	9.5	.10	1.0	15.9	.10	1.6	5.7	.10	0.6
Percentage of individuals having requisite skills in the immediate area.	15.8	.45	7.1	5.5	.45	2.5	4.8	.45	2.2	4.1	.45	1.8
Percentage of individuals having requisite skills in a reasonable recruiting area.	16.3	.45	7.3	5.5	.45	2.5	6.0	.45	2.7	4.1	.45	1.8
Percentage of individuals among those promotable or transferable.	N/A			N/A			N/W			N/A		
AVAILABILITY ESTIMATE			18.3			6.0			6.5			4.2

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professional

Entry Level

Female and Hispanic

Factor 1. Same as for Professional - Senior and Supervising.

Factor 2. " " " " " " "

Factor 3. " " " " " " "

Factor 4. Not applicable as very few in this job group are selected from within.

Black and Other Minority

Factors 1-3. See Factor 1, above

Factor 4. See Factor 4, above.

Job Group Accountants

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	39.0	.10	3.9	9.5	.10	1.0	15.9	.10	1.6	3.7	.10	0.4
Percentage of individuals having requisite skills in the immediate area.	38.4	.50	19.2	8.0	.50	4.0	6.0	.50	3.0	11.7	.50	5.9
Percentage of individuals having requisite skills in a reasonable recruiting area.	38.4	.40	15.4	8.0	.40	3.2	6.0	.40	2.4	11.7	.40	4.7
Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			38.5			8.2			7.0			11.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Accountants

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factors 2 and 3. Derived from information supplied by Coopers and Lybrands, Public Accountants, Los Angeles.

Factor 4. Not applicable. The District does not hire from within into this class.

Job Group Professionals - Planners

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.20	7.8	9.5	.20	1.9	15.9	.25	4.0	3.7	.25	1.4
2. Percentage of individuals having requisite skills in the immediate area.	14.0	.50	7.0	2.3	.50	1.2	0.7	.50	0.4	0.4	.50	0.2
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	14.0	.30	4.2	2.3	.30	0.7	0.7	.25	0.2	0.4	.25	0.1
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			19.0			3.8			4.6			1.7

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professionals

Planners

Female and Hispanic

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factors 2 and 3. The Longhini Study, Salaries and Tenure of Professional Planners, American Planning Association, Chicago, Illinois, 1980. A.P.A. states that approximately one-third of their membership is located in California, with one-half of that in Southern California.

Factor 4. Not applicable.

Black and Other Minority

Factor 1. See above

Factors 2 and 3. See above

Factor 4. See above.

Weights: Weights were selected to bring the estimates more into line with enrollment in undergraduate planning curricula in the universities.

Job Group Professionals - Engineers

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	39.0	.15	5.8	9.5	.15	1.4	15.9	.20	3.1	3.7	.05	0.2
Percentage of individuals having requisite skills in the immediate area.	3.4	.50	1.7	1.8	.50	0.9	6.9	.50	3.4	5.6	.90	5.0
Percentage of individuals having requisite skills in a reasonable recruiting area.	3.4	.35	1.2	1.5	.35	0.5	2.1	.30	0.6	1.9	.05	0.1
Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			8.7			2.8			7.1			5.3

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professionals

Engineers

Factor 1. State of California, Employment Development Department, Employment Data and Research for Los Angeles County, June 1981.

Factor 2. Based on the U.S. Department of Labor Study, Los Angeles County Manpower Information for Affirmative Action Programs, July, 1979. Separate data for females was not made available in this study. Hence, the percentage for Factor 3 was used.

Factor 3. Based on nationwide data compiled by the Engineers' Joint Council for Project Engineer level.

Factor 4. Not applicable.

Weights: Weights were selected to give some reasonable relationship to percentages in Factors 2 and 3 and to enrollment data supplied by the U.C.L.A. School of Engineering Placement Office.

Job Group Technicians - Supervising

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	39.0	.05	2.0	9.5	.05	0.5	15.9	.05	0.8	3.7	.05	0.2
Percentage of individuals having requisite skills in the immediate area.	10.5	.15	1.6	4.7	.15	0.7	11.6	.15	1.7	6.3	.15	0.9
Percentage of individuals having requisite skills in a reasonable recruiting area.	10.0	.10	1.0	4.5	.10	0.5	11.3	.10	1.1	6.1	.10	0.6
Percentage of individuals among those promotable or transferable.	17.7	.70	12.4	36.1	.70	25.3	12.7	.70	8.9	9.7	.70	6.8
AVAILABILITY ESTIMATE			17.0*			27.0			12.5			8.5

* Not to be applied to Equipment Maintenance Supervisor or Instructor positions.

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Technicians - Supervising

Female and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factor 2. Geographic Profile of Employment and Unemployment, U. S. Department of Labor, 1980, Table 13.

Factor 3. Ibid., Table 8

Factor 4. Percentage representation in the District workforce 12/31/81.

Black and Other Minority

Factors 1-3. See Factor 1, above.

Factor 4. See Factor 4, above.

Weights: Factor 4 is the most important, reflecting approximately three times as many selections from inside candidates as from outside.

Job Group Technicians - Senior

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.05	2.0	9.5	.05	0.5	15.9	.05	1.6	3.7	.05	0.2
2. Percentage of individuals having requisite skills in the immediate area.	10.5	.15	1.6	4.7	.15	0.7	11.6	.15	1.7	6.3	.15	0.9
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	10.0	.10	1.0	4.5	.10	0.5	11.3	.10	1.1	6.1	.10	0.6
4. Percentage of individuals among those promotable or transferable.	29.1	.70	20.4	45.6	.70	31.9	15.7	.70	11.0	2.8	.70	2.0
AVAILABILITY ESTIMATE			25.0			33.6			15.4			3.7

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Technicians - Senior

Female and Hispanic

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factor 2. Geographic Profile of Employment and Unemployment. U.S. Department of Labor, 1980, Table 13.

Factor 3. Ibid., Table 5

Factor 4. Percentage representation of female and minority employees in the Technician, Office and Clerical, and Operatives categories.

Black and Other Minority

Factor 1. See Factor 1, above.

Factor 2 and 3. See Factor 1, above.

Factor 4. See Factor 4, above.

Weights: Weights were selected to represent the approximate ratio of 2½ to 1 selection of inside to outside candidates with this job group.

Job Group Technicians - Intermediate

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.05	1.9	9.5	.05	0.5	15.9	.05	1.6	3.7	.05	0.2
2. Percentage of individuals having requisite skills in the immediate area.	10.5	.30	3.2	4.7	.30	1.4	11.6	.30	3.5	6.3	.30	1.9
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	10.0	.20	2.0	4.5	.20	0.9	00.3	.20	2.3	6.1	.20	1.2
4. Percentage of individuals among those promotable or transferable.	29.1	.45	13.1	45.6	.45	20.5	15.7	.45	7.1	2.8	.45	1.3
AVAILABILITY ESTIMATE			20.2			23.3			14.5			4.6

Technicians

Intermediate

Factor 1. Same as for Senior Technician.

Factors 2 and 3. Same as for Senior Technician.

Factor 4. Same as for Senior Technician.

Weights: Just over half of these positions are filled from outside the District. Thus, somewhat larger weights were assigned to Factors 2 and 3 than to Factor 4.

Job Group Technicians - Entry Level

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.10	3.9	9.5	.10	1.0	15.9	.10	1.6	3.7	.10	0.4
2. Percentage of individuals having requisite skills in the immediate area.	10.5	.50	5.3	4.7	.50	2.4	11.6	.50	5.8	6.3	.50	3.2
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	10.0	.40	4.0	4.5	.40	1.8	11.3	.40	4.5	6.1	.40	2.4
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			13.2			5.2			11.9			6.0

Technicians

Entry Level

Factor 1. Same as for Senior Technician.

Factors 2 and 3. Same as for Senior Technician.

Factor 4. Not applicable in that nearly all are hired from the outside into this group.

Weights: Factors 2 and 3 are considered the most important.

Job Group Paraprofessionals

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	39.0	.20	3.9	9.5	.20	1.9	15.9	.20	3.2	3.7	.20	0.7
Percentage of individuals having requisite skills in the immediate area.	15.8	.10	1.6	6.0	.10	0.6	4.8	.10	0.5	4.6	.10	0.5
Percentage of individuals having requisite skills in a reasonable recruiting area.	16.3	.10	1.6	6.0	.10	0.6	6.0	.10	0.6	4.6	.10	0.5
Percentage of individuals among those promotable or transferable.	56.2	.70	39.3	45.1	.70	31.6	17.8	.70	12.5	3.7	.70	2.6
AVAILABILITY ESTIMATE			46.4			34.7			16.8			4.3

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Paraprofessionals

Female and Hispanic

Factor 1. Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factor 2. Geographic Profile of Employment and Unemployment, U.S. Department of Labor, 1980, Table 13.

Factor 3. Ibid., Table 5.

Factor 4. Percentages taken from categories of Office and Clerical, which is the feeder group for about 80% of these positions.

Black and Other Minority

Factors 1-3. See Factor 1, above.

Factor 4. See Factor 4, above.

Weights: Weights were assigned to reflect the large percentages of hires from within into this category. The resulting estimates are in some relationship to labor force percentages except for Black.

Job Group Clerical

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.10	3.9	9.5	.10	1.0	15.9	.10	1.6	3.7	.10	0.4
2. Percentage of individuals having requisite skills in the immediate area.	39.1	.10	3.9	6.9	.20	1.4	14.2	.20	2.8	3.9	.20	0.8
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	39.1	.10	3.9	6.9	.20	1.4	14.2	.20	2.8	3.9	.20	0.8
4. Percentage of individuals among those promotable or transferable.	56.2	.70	39.3	45.1	.50	22.5	17.8	.50	8.9	3.7	.50	1.8
AVAILABILITY ESTIMATE			51.0			26.3			16.1			3.8

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Clerical

Female and Hispanic

Factor 1. Employment Development Department, 1981.

Factors 2 and 3. Geographic Profile, 1980, Table 13.

Factor 4. Based on percentages of this class in the District workforce 12/31/81.

Black and Other Minority

Factors 1-3. Employment Development Department, 1981.

Factor 4. See Factor 4 above.

Weights: Weights were chosen to reflect the preponderant numbers of clerical positions that are filled from within.

Job Group Craftworkers (Except Mechanics)

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
Percentage of the Labor Force.	39.0	.10	3.9	9.5	.20	1.9	15.9	.20	3.2	3.7	.20	0.7
Percentage of individuals having requisite skills in the immediate area.	1.6	.45	0.7	6.9	.40	2.8	13.2	.40	5.3	2.5	.40	1.0
Percentage of individuals having requisite skills in a reasonable recruiting area.	1.6	.45	0.7	6.9	.40	2.8	13.2	.40	5.3	2.5	.40	1.0
Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			5.3			7.5			13.8			2.7

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Craftworkers (except Mechanics)

Female and Hispanic

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factors 2 and 3. Geographic Profile of Employment and Unemployment. B.L.S., December, 1980 Table 13.

Factor 4. Not applicable. Numbers are too small to be useable.

Black and Other Minority

Factors 1-3. Same as Factor 1, above.

Factor 4. See Factor 4, above.

Weights: Weights were selected to yield estimates that have a reasonable relationship to percentages of persons with requisite skills, yet a little in advance of these percentages, recognizing that the most serious underrepresentation is that of females.

Job Group Auto and Diesel Mechanics

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.002	0.08	9.5	.40	0.950	15.9	.10	1.600	3.7	.10	0.4
2. Percentage of individuals having requisite skills in the immediate area.	1.0	.554	0.55	9.5	.50	4.750	18.6	.50	9.300	4.8	.50	2.4
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	1.0	.294	0.30	9.5	.30	2.850	18.6	.30	5.580	4.8	.40	1.9
4. Percentage of individuals among those promotable or transferable.	0.5	.150	0.08	0.5	.10	0.050	0.2	.10	0.020	0	0	0
AVAILABILITY ESTIMATE			1.01			8.7			16.5			4.7

Auto and Diesel Mechanics

Factor 1. State of California, Employment Development, Employment Data and Research for Los Angeles County, 1981.

Factors 2 and 3. Employment Development Department data used, except for females, for whom information was secured from three sources:

1. Auto and diesel mechanic instructors at Los Angeles Trade Tech.
2. Teamsters Auto Workers Union, Local 495, Los Angeles.
3. Machinists' Lodge 1186, Los Angeles.

Factor 4. Percentages based on participation in Mechanic "C" training program at SCRTD during 1981.

Job Group Plumbers (Females Only)

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.005	0.2									
2. Percentage of individuals having requisite skills in the immediate area.	1.3	.550	0.7									
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	1.3	.445	0.6									
4. Percentage of individuals among those promotable or transferable.	N/A											
AVAILABILITY ESTIMATE			1.5									

Craftworkers

Plumbers (Females)

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, 1981.

Factors 2 and 3. Percentage of females in apprenticeship programs in L.A. County as of 7/1/82, supplied by L.A. Metropolitan Plumbers Joint Apprenticeship Committee, 1111 W. 9th Street, Los Angeles 90015.

Factor 4. Not applicable.

Weights: The Labor Force percentage is of almost negligible use in this kind of estimate. Figures for apprenticeship programs were used in place of percentages of workers with requisite skills. They are, thus, somewhat ahead of the actual marketplace figures and are more exact, since an accurate percentage of female journeymen plumbers would be very difficult to obtain. In any case, Factors 2 and 3 are considered the key ones.

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.005	0.2									
2. Percentage of individuals having requisite skills in the immediate area.	6.4	.550	3.5									
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	6.4	.445	2.8									
4. Percentage of individuals among those promotable or transferable.	N/A											
AVAILABILITY ESTIMATE			6.5									

Craftworkers

Female Electricians Only.

Factor 1. See explanation for Plumbers.

Factors 2 and 3. Represents percentage of females who are apprentice electricians; figures are for L. A. County and are supplied by the International Brotherhood of Electrical Workers, Local Union 11, 2316 W. 7th Street, Los Angeles, 90057.

Factor 4. Not applicable.

Weights: A percentage for Factor 1 is of almost negligible use in this estimate. Figures for female apprentice electricians were used in place of percentages of female journeyman electricians, which would be very difficult to obtain. The percentages used are thus somewhat ahead of the marketplace at this time. Factors 2 and 3 are considered the key ones.

Job Group Sheet Metal Workers (Female)

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.005	0.2									
2. Percentage of individuals having requisite skills in the immediate area.	3.5	.550	1.9									
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	3.5	.445	1.6									
4. Percentage of individuals among those promotable or transferable.	N/A											
AVAILABILITY ESTIMATE			3.7									

Craftworkers

Female Sheet Metal Workers Only.

Factor 1. See explanation for Plumbers.

Factors 2 and 3. Represent percentage of females who are apprentice sheet metal workers in Los Angeles County. Figures were supplied by the Los Angeles Sheet Metal Workers Joint Apprenticeship Committee, 866 South Westmoreland Avenue, P.O. Box 17096, Los Angeles, 90017.

Factor 4. Not applicable.

Weights: Labor Force percentage is of almost negligible use in this kind of estimate. The figures for apprenticeship programs were used in place of percentages of people with requisite skills. They are, thus, somewhat ahead of the actual marketplace figures, and are more exact since an accurate percentage of female journeyman sheet metal workers would be very difficult to obtain. In any case, Factors 2 and 3 are considered the key ones.

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.20	7.8	9.5	.20	1.9	15.9	.20	3.2	3.7	.20	0.7
2. Percentage of individuals having requisite skills in the immediate area.	12.0	.40	4.8	11.6	.40	4.6	31.9	.40	12.8	4.3	.40	1.7
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	12.0	.40	4.8	11.6	.40	4.6	31.9	.40	12.8	4.3	.40	1.7
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			17.4			11.1			28.8			4.1

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Operatives

Female and Hispanic

Factor 1. Employment Development Department, 1981.

Factors 2 and 3. Geographic Profile, 1980 Table 13. Percentage represents "Operatives, except transport."

Factor 4. Not applicable.

Black and Other Minority

Factors 1-3. Employment Development Department, 1981 Percentages in Factors 2 and 3 represent "Operatives, except transport."

Factor 4. Not applicable.

Note: For percentages of individuals with requisite skills, the labor force percentage for those who are operatives, except transport, was used. It was thought that this group would be closest in skill-level to those hired as Bus Operator and would be the fairest for consideration of availability estimates for women and minority groups and the most consistent data base, even though estimates for Hispanic and Other Minority persons may appear inflated.

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.20	7.8	9.5	.20	1.9	15.9	.20	3.2	3.7	.20	0.7
2. Percentage of individuals having requisite skills in the immediate area.	1.3	.40	0.5	14.5	.40	5.8	7.8	.40	3.1	7.1	.40	2.8
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	1.3	.40	0.5	14.5	.40	5.8	7.8	.40	3.1	7.1	.40	2.8
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			8.8			13.5			9.4			6.3

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Laborers

Female and Hispanic

Factor 1. Employment Development Department, 1981.

Factors 2 and 3. Geographic Profile, 1980, Table 13.

Factor 4. Not applicable.

Black and Other Minority

Factors 1-3. Employment Development Department, 1981.

Factor 4. Not applicable.

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			OTHER MINORITY		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	39.0	.15	5.9	9.5	.10	1.0	15.9	.10	1.6	3.7	.10	0.4
2. Percentage of individuals having requisite skills in the immediate area.	13.6	.50	6.8	12.0	.45	5.4	12.6	.45	5.8	1.7	.45	0.8
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	13.6	.35	4.8	12.0	.45	5.4	12.6	.45	5.8	1.7	.45	0.8
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			17.5			11.8			13.2			2.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Transit Police

Factor 1. State of California Employment Development Department Employment Data and Research for Los Angeles County, 1981.

Factors 2 and 3. Los Angeles County Sheriff Department data, 8/21/81.

Factor 4. Not applicable. Those recruited from within not a significant percentage.