

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
EQUAL OPPORTUNITY PROGRAM

Prepared by:

Equal Employment Opportunity Department
May 1985

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STATEMENT OF POLICY

People are the vital element essential to the success of a transportation system. That success can be seen through the Equal Opportunity policies that affect its employees.

It is for this reason that I am committed to the Southern California Rapid Transit District (SCRTD) policy that insures Equal Employment Opportunity for all qualified persons regardless of race, ancestry, national origin, sex, religion, age, physical handicap and marital status. I also support the District's requirement of an Equal Employment Opportunity Program which clearly details 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 my commitment to this effort, the Board of Directors has adopted the Equal Employment Opportunity Program, and I designated the Assistant General Manager for Equal Opportunity to manage the program for the District. Under his direction the Equal Employment Opportunity Manager shall implement, monitor, and evaluate this Equal Employment Opportunity Program with respect to all District employees. I expect full cooperation and assistance with the Equal Employment Opportunity Department staff from everyone involved in hiring, developing and promoting personnel.

DATE: June 20, 1985



John A. Dyer
General Manager

Organizational Structure

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
DEPARTMENT OF EQUAL OPPORTUNITY

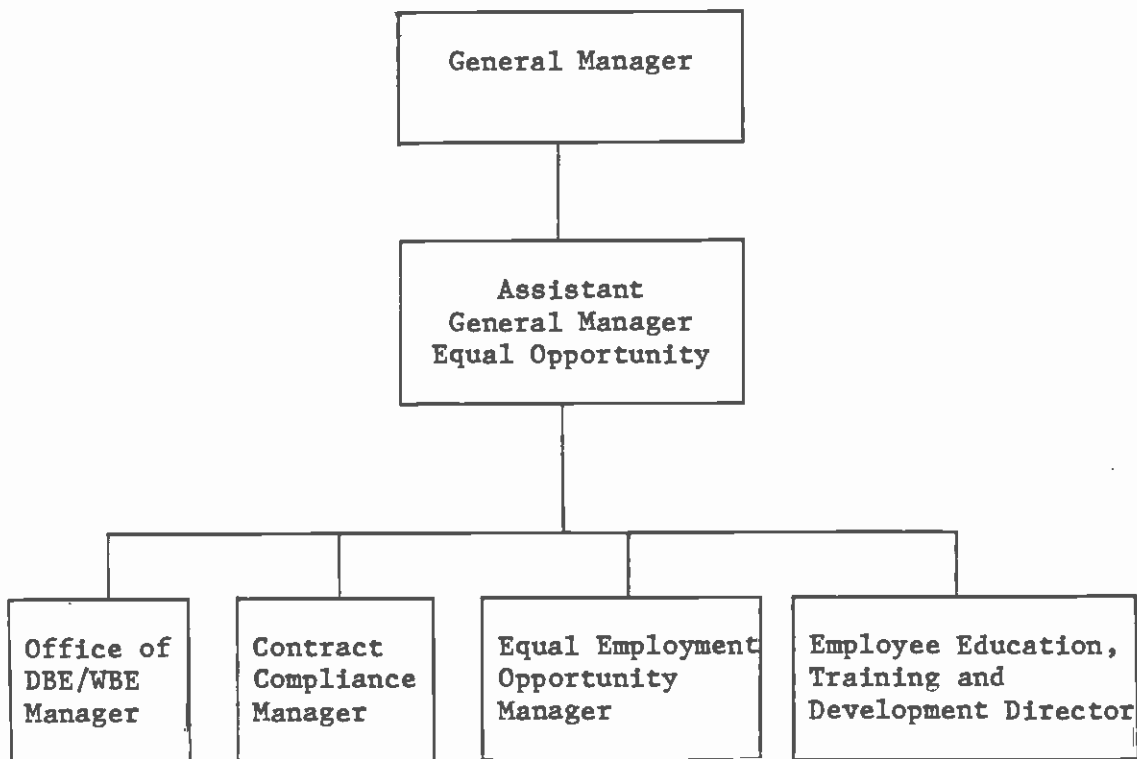


TABLE OF CONTENTS

- 1.0 Authority and Responsibility
- 2.0 Purpose of Equal Employment Opportunity
- 3.0 Authority for Equal Employment Opportunity Department
- 4.0 Organizational Responsibilities
- 5.0 Equal Opportunity Staff Responsibilities
- 6.0 RTD Personnel Practice for Hiring and Promotion
- 7.0 Employee Education, Training and Development
- 8.0 Complaint/Grievance Procedures
- 9.0 Goals and Timetables
- 10.0 Contract Compliance Program
- 11.0 Appendix

1.0 Authority and Responsibility

The authority and responsibility for developing and implementing an Equal Employment Opportunity Program (EEO Program) is vested in the District's General Manager and delegated to the Assistant General Manager for Equal Opportunity. The Manager of Equal Employment Opportunity has the primary responsibility for ensuring this program's implementation throughout all departments. The offices of Equal Employment Opportunity, Contract Compliance, 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 contractors. 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, religion, sex, national origin, ancestry, age, or physical handicap provided such handicap does not prohibit essential job performance.

3.0 Authority for Equal Employment Opportunity Department

Authority for Equal Employment Opportunity Department is set forth in the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act of 1967, as amended; Equal Employment Opportunity Act of 1972; Section 504 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); and related Urban Mass Transportation Administration regulations (Circulars 1160.1 and 1165.1).

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 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 District 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 preventing barriers to equal opportunity within the scope of their responsibility. This responsibility requires the following ongoing practices as minimum:
- o Review the statistical representation 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 qualified employees to enhance their skills through on-the-job training programs so that they may advance in accordance with their potential; and
 - o Work with the EEO Manager to comply with all of the requirements of the program set forth by the EEO Plan.
- 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.

Director of Personnel has the ongoing responsibility to:

- o Take necessary measures to ensure 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, promotes, trains, recommends disciplinary or other personnel actions;
- o Communicate SCRTD's EEO related policies as well as employment needs to recruitment sources without regard to race, religion, sex, national origin or ancestry, marital status, age or physical handicap, and solicit their recruitment assistance on a continuing basis; and
- o Review employee selection procedures on a regular basis to ensure that they do not disproportionately screen out individuals protected by Title VII unless; (1) procedures are significantly related to job performance, and (2) no alternative nondiscriminatory standards can be developed to meet requirements shown to be justified by business necessity.

4.6 Director of Employee Education, Training and Development - Ensures 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 qualified employees through management intern programs, Mechanic "C" training programs, tuition reimbursement, career counseling and pre-supervisory programs.
- o Provide training for under-utilized groups to qualify them to apply for positions where they are underrepresented.

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 ensuring that subtle and overt forms of discrimination do not exist within their respective work areas. Managers and supervisors have the responsibilities to:

- o Ensure that all qualified persons, regardless of race, color, religion, sex, national origin or ancestry, age, physical handicap or marital Status are given equal opportunity to promotion, transfer and training;
- o Initiate, guide, and take necessary actions for implementing equal employment opportunities at all grade levels, and work with the Personnel Department to explore new job opportunities, where possible, for dead-ended employees;
- o Ensure that equal opportunity affects all employment practices including, but not limited to; recruitment, selection, assignment, transfer, promotion, commendation, training, reduction-in-force and termination; and
- o Support SCRTD's EEO Policies by reaffirming the intent of the Program and assisting EEO staff in implementing this Equal Employment Opportunity Program.

5.0 Equal Opportunity Staff Responsibilities

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

- o Implements the District's policy which provides that Equal Employment Opportunity is for all persons, regardless of race, religion, sex, national origin or ancestry, age, physical handicap and marital status;
- o Develops and prepares the work-force representation and evaluation of the Equal Employment Opportunity Plan.
- o Evaluates and updates the District's EEO Program yearly and submit appropriate recommendations for changes as necessary;
- o Provides recognition to employees, supervisors, managers, and organizational units demonstrating outstanding performance in achieving equality of opportunity goals;
- o Ensures that EEO representatives are available to all employees or applicants who believe that they have been discriminated against because of race, religion, sex, national origin or ancestry, age, physical handicap, or marital status, and who desire to file complaints.

- o Supervises the receipt, prompt investigation and disposition of complaints of discrimination from individuals or groups of individuals;
- o Informs the Assistant General Manager of Equal Opportunity and all employees about current EEO activities and EEO legislative matters;
- o Supervises the EEO staff.
- o Develops goals, establishes priorities and assigns work in the Equal Employment Opportunity (EEO) unit;
- o Represents District with federal and state agencies to negotiate resolution of complaints;
- o Makes oral presentations to community groups concerning District EEO policies, procedures and practices;
- o Advises and trains contractors and subcontractors on EEO-related requirements and procedures; and
- o Reviews professional literature and relevant court decisions and legislation.

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

- o Maintains the EEO files and ensures that the confidentiality of the files is maintained at all times;
- o Receives and investigates formal and informal EEO discrimination complaints;
- o Conducts appropriate inquiries into informal complaints of discrimination in Part VIII of this section;
- o Attempts informal resolution of complaints in accordance with established procedures;
- o Keeps a record of counseling and interviewing activities;
- o Advises aggrieved individuals of the right to file a complaint of discrimination if informal resolution is not accomplished within prescribed time limits;

- o Provides a communication link between the EEO manager and SCRTD employees on issues of mutual concern and interest;
- o Investigates all aspects of assigned formal complaints of discrimination in accordance with established procedures in a fair, impartial and timely manner; and,
- o Establishes for each formal complaint an investigation file which includes the formal complaint, witness statements, 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 Training Program

The Equal Employment Opportunity office shall pursue an outreach program to the District's internal and external communities. In this program, 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; and
- o Conduct training classes for department managers in order to assist them in the implementation of the EEO Program;
- o Provide EEO awareness training as part of the First-line Supervisor's Training Program that is offered to new supervisors;
- o Maintain an in-house file of all available job openings and job announcements.

5.4 Outreach Program

- o Upon request of the Personnel Department, the EEO Office shall assist that department in external outreach activities and will contact prospective job applicants and recruitment sources when positions are available.

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 made by submitting a

requisition form through supervisory channels to the Director of Personnel. If a valid eligible list exists, names will be certified to the department in accordance with Section 6.5 of this plan. 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 required for 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 (knowledge, skills, abilities, and special licenses, etc.);
 - o What qualifications (training and experience) the preferred job applicant will possess;
 - o The examination components and weights;
 - o Physical qualifications (if applicable);
 - o The last date applications will be accepted (date that filing closes); and
 - 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" recruitment (those recruitments not limited to current District employees).
- 6.1.4 Recruitment bulletins for exams that are promotional only (limited to permanent District personnel) shall be posted for a minimum of 7 working days. Recruitment bulletins for exams that are open to the public (both open and promotional) shall be posted for a minimum of 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 and posters on buses.
- 6.1.7 In keeping with the District's firm commitment to the principles of equal employment opportunity, the Personnel Department shall make every attempt to obtain an appropriate cross-section of applicants for all recruitments.

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 about specific 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; or
 - o Physical unfitness of the applicant with respect to 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 may, in the doctor's opinion, impair the ability of the employee to perform the duties of the job.

6.2.4 Medical Standards - To insure equitable treatment in pre-employment medical exams, the Personnel Department shall 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 examination 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, examination 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.

6.3.4 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 necessary for certain jobs;
- o Psychological screening by clinical psychologist to determine personality characteristics;
- o Background investigation, including references, work verification and 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 Examination Weights - Weights for the various components of the examination process will be established by the Personnel Department, based on the job analysis for the position. All examination weights will be specified in the recruitment bulletin.

6.3.6 Examination Raters and Rate Sheets - All examination 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 examinations. 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; and
- o All panel appraisal interviews will be tape recorded.

6.4 Eligible Lists

- 6.4.1 Creating of Lists - Following the examination 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 examination 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 - Examinations 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 eligible will be placed at 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 application.

- 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 examination and makes 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 an 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 for 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 ground:
- 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 working days of the date of mailing of such inquiry;
 - o Failure of an 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); or
- 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 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 SCR TD application form will be completed, and candidates will be interviewed by the hiring authority. Any selection will be made in conformance 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.

- o The SCR TD 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 SCR TD. Data Processing Operators are being trained as Programmer Trainees, Personnel Assistants as Personnel Analysts, and Planning Assistants are trained to become Planners. Further, the classes of Junior Engineer, Buyer Assistant, Staff Assistant and Staff Aide have been created. Student Intern is a preparatory class for professional positions;
- o The SCR TD has developed a Special Assistant Program for employees with temporary handicaps which prevents 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 provide the information requested in the application. This procedure permits a more even comparison of candidate's qualifications;
- o Performance appraisals are written against job related tasks and standards, into which the employee has had some input;
- o Validated medical standards for all District job classes are being developed, 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" for the needs of the handicapped applicant to be made more precisely on a case-by-case basis;
- o The gender and ethnic identity of applicants are tracked from information supplied by the applicants, and it is possible 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 table 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 minority groups;
- o A special category of employment, Regular Part-Time Employment, has been developed, permitting the hiring of employees to work between 20 to 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/specifications;
- o Special Hispanic, Asian and female outreach recruitment efforts are maintained on an ongoing basis;
- o A WIN/COD (Work Incentive/Career Opportunities Development) Program has been implemented to increase the number of women bus operators and mechanics;

- 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:

- 7.1 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.
- 7.2 Mechanic "C" Training Program - Twelve or more mechanics per year have been graduated from this program since 1971. The Program is designed for Utility "A" and Service Attendants to become Mechanics "C" 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.
- 7.3 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.
- 7.4 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.
- 7.5 Transit Operations Management Certificate Program - An 18-month Transit Operations Management Certificate Program is scheduled for fiscal year 1986 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.

- 7.6 District's Affirmative Action Career Development Program - The District established the Affirmative Action Career Development Program to increase minority and female representation in entry-level professional and middle-management level positions. This program is training 22 minorities and females in a variety of departments to fill specific positions where currently there is under representation.
- 7.7 Pre-Supervisory/Staff Development Training - Three Pre-Supervisory/Staff Development Training series are projected for fiscal year 1986. Each series consists of four programs: Introduction to Supervision, Introduction of Administrative Analysis, Fundamentals of Interpersonal Relations and Basic Writing Skills. Each of these programs consist of eight 2½-hour modules and are offered in District facilities. The programs are voluntary and are open to all interested employees who attend on their own time.

EETD has developed a five year training plan projecting ongoing and future District training needs in the area of retraining, specialized training, minority development and career development. This master plan reflects analysis of the District's Equal Opportunity Program.

8.0 Complaint/Grievance Procedures

8.1 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.

- 8.1.1 Any SCRTD employee or applicant for employment who feels he/she has been discriminated or retaliated against because of race, religion, sex, national origin, marital status, ancestry, age or physical handicap has the right to register a complaint in accordance with the procedures set forth below:
- o All employees have the unrestricted right to communicate informally and directly with an EEO Representative before, or after their work assignment or on appropriate break periods.
 - o The District considers the intentional filing or registering of false discrimination complaints to be as reprehensible as discriminatory conduct.

Therefore, any employee who intentionally files a false discrimination complaint will be subject to disciplinary action.

- o Complainants, and all parties and their witnesses shall be free from restraint, intimidation, interference, retaliation, coercion, discrimination or reprisal at any stage in the presentation and processing of the complaint, including the counseling stage or any time thereafter. Any party who alleges restraint, intimidation, interference, coercion, discrimination, or reprisal in connection with the presentation of a complaint, may have the allegation included as an issue in the complaint or as an individual complaint of discrimination.
- o SCRTD shall ensure that full cooperation is provided by all employees to the EEO Representatives in the performance of their duties.
- o 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 conferences 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.

8.2 Internal Complaint Process

8.2.1 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 resolve the complaint. The EEO Representative must be contacted within 30 days from:

- o The date of the alleged discriminatory act;
 - o The effective date of the Personnel/Change Authorization Form action; or
 - o The date the aggrieved person became aware or should have become aware of the alleged discriminatory act.
- * (NOTE: These time limits may be extended to beyond 30 days in cases where the complainant shows that he/she was prevented by circumstances beyond his/her control from submitting the complaint within the specified time limits.)

- 8.2.2 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.
- 8.2.3 Immediately upon receipt, the Equal Employment Opportunity Manager will acknowledge receipt in writing to the complainant.
- 8.2.4 The Equal Employment Opportunity Manager may reject a complaint which was not filed in a timely manner or if, after reviewing the allegations, he determines that it does not involve retaliation or discrimination on the basis of race, religion, marital status, sex, national origin or ancestry, age or physical 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.
- 8.2.5 The Manager
- If a complaint is rejected, the manager of Equal Employment Opportunity will communicate the decision to reject the complaint by letter to the complainant or his/her representative within 21 calendar days.
- 8.2.6 Once a complaint of discrimination is accepted for formal processing, the Equal Employment Opportunity Manager will assign an EEO Representative to investigate the complaint and notify the complainant in writing.
- 8.2.7 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 protected group as compared with treatment of other employees in the organizational segment in which the alleged discrimination occurred;
 - o Any policies and practices related to the work situation, including those which may bear on the allegations discrimination, even though they have not been expressly cited by the complainant; and
 - o Any verbal remarks that were made which could be deemed relevant.

- 8.2.8 The EEO Representative shall establish and maintain an investigative file. The file shall contain documents and information acquired during the investigation and shall be considered confidential.
- 8.2.9 The EEO Representative shall prepare a report of the facts of the investigation. The complete investigation file will be forwarded to the Equal Employment Opportunity Manager for an attempt at resolution.
- 8.2.10 The investigative file shall be carefully reviewed by the Equal Employment Opportunity Manager to determine if the facts substantiate the allegation(s) of the discrimination complaint. If a determination is made that the allegation(s) cannot be substantiated, the Equal Employment Opportunity Manager will so notify the complainant and the accused in writing.
- 8.2.11 If the Assistant General Manager - Equal Opportunity (AGM-EO), in consultation with the EEO Manager, determines that there has been differential treatment or other action which may constitute illegal discrimination or a violation of this program, the AGM-EO shall transmit the report of investigation to the Legal Department with a written request that an independent review of the report be made and an opinion rendered in writing as to whether the facts related in the report indicate that it is more likely than not that illegal discrimination or a violation of this program has occurred.

This review shall be completed within ten (10) working days and the written opinion provided to the AGM-EO within five (5) working days thereafter.

This opinion will be treated as attorney work product and will be entitled to the protections against disclosure afforded to confidential and privileged communications under the law.

- 8.2.12 If the AGM-EO in consultation with the EEO Manager upon consideration of the opinion of counsel 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 or supervisor and the general counsel within ten (10) working days of the completion of the review. If the department head agrees with the findings and recommendation he/she shall so notify the Manager of Equal Employment 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 Equal Employment Opportunity

Manager within ten 10 working days, with copies of all material transmitted to the General Manager and the General Counsel.

- 8.2.13 The Manager of Equal Employment Opportunity shall then present the recommended corrective action to the complainant. If the Complainant accepts the recommended action, the case will be closed.
- 8.2.14 In the event that the recommended corrective action is not found to be a satisfactory resolution to the Complainant or the department head, either party or parties may choose to have the facts of the case reviewed by the General Manager. A request for review by the General Manager must be presented within ten (10) working days from the receipt of the recommended corrective action to the AGM-EO in writing. This request must state the reason the party or parties disagree with the recommended corrective action.

8.3 Final Decision

The General Manager shall advise the complainant and department head of a final decision within 20 working days of the presentation of the request for review. The General Manager may extend the period of review upon written notice to the parties. The decision of the General Manager shall be transmitted in writing to the parties and is a final decision within the District.

8.4 Rights of the Alleged Discriminator

In the interest of fairness to all persons involved in the filing of discrimination complaints, SCRTD shall assure that persons named as "Alleged Discriminators" 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 shall apply:

- o When an aggrieved person names or otherwise identifies an individual as being responsible for an alleged act of discrimination, but the EEO Representative learns through an interview that the allegations are not based on illegal discrimination, the EEO Representative shall advise the alleged discriminator:

that he/she has been identified by a potential complainant; and

the nature of the accusations made.

- o During the course of an investigation of a complaint of discrimination, the EEO Representative must take necessary precautions to ensure that the Alleged Discriminator (AD)

is given an opportunity to respond to any and all allegations made against him/her. The EEO Representative shall:

interview and receive information from the AD as many times as necessary to ensure that the person had the opportunity to respond to all of the allegations; and

provide the AD with the opportunity to name witnesses who might be contacted for corroborating testimony.

- o The Equal Employment Opportunity Manager shall provide the AD with a copy of:

the findings and proposed disposition of the complaint; and

SCRTD'S final decision concerning the allegations of discrimination in the complaint.

- o At the time the AD is notified of the nature of the allegations, he or she shall be provided with a copy of Sections 8.4 and 8.5 of the Equal Opportunity Program.

8.5 Complaint File Accessibility

8.5.1 Although, statements contained in the complaint file shall be 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 AD shall not discuss the contents of the file with any person or divulge any information contained in the file except when it is necessary to do so in connection with the investigation of the complaint. The contents of the complaint file are official information and may not be used for other purposes. The California Public Records Act restricts against improper disclosure and is binding on SCRTD employees.

8.5.2 The AD may, upon request, have access to the complaint file consistent with the following:

- o He/she will be given access to relevant and necessary portions of the complaint file if the determination of the Equal Employment Opportunity Manager supports the allegations of discrimination or implies impropriety on the part of the AD. In event of a disagreement concerning which materials in the complainant file are relevant and necessary to the AD, the decision will be made by the Assistant General Manager - Equal Opportunity and the General Counsel.

- o He/she will be given access to the complaint if SCRTD takes or proposes adverse action against the AD based on evidence developed in connection with the investigation of the complaint. For this purpose, corrective action" includes any written reprimand, letter of instruction, suspension, demotion and/or termination.

8.5.3 Except as provided above, disclosure of information from an individual's complaint file is limited to the parties requiring information (i.e., the complainant, his General Counsel, authorized agents, General Manager, Personnel Director, and SCRTD Representative involved in investigating 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 AD(s);
- 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 the Equal Opportunity Commission and the Department of Fair Employment and Housing. The above limitation shall not apply to the General Manager, the General Counsel, the Director of Personnel or their authorized representatives.

8.5.4 This policy of limited disclosure is based on the recognition that complainants, ADs 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 seq.).

8.6 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:

8.6.1 Complainant's Statement - shall be submitted by the complainant to the Office of Equal Opportunity. The submitted Employee Complaint Form must enumerate each allegation separately and specifically. For

example, "I was the victim of harassment" is too generalized. If the complaint alleges harassment, specific acts demonstrating the harassment must be included. Complaints will be accepted only on those specific allegations on which the individual has established a basis of discrimination.

8.6.2 Investigative File - Shall be submitted by the EEO Representative to the Equal Employment Opportunity Manager upon completion of the investigation. It shall include:

- o Report of investigation with factual findings;
- o Declarations of the complainant, of the alleged discriminating official and of other witnesses; and
- o Copies of, or information 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 an objective the setting of specific, detailed, numerical hiring goals and timetables to assist departments which have not met parity. The purpose of this objective is to correct any under-utilization or over-representation 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 District Work-force Analysis for the various departments (see Section 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 categories;

- o The projected number of job openings for such job categories within the District are based upon budgeted positions and projected attrition rates.
- o The flow of applicants for District job openings and the promotability of minorities and females within the District;
- o Correcting areas of under-utilization and over-representation within the District for minorities and female employees.

9.3 Employee Utilization Analysis

The employee utilization analysis is a part of the Work Force Analysis and Goals Chart (see Appendix). This analysis identifies areas of under-utilization and over-concentration of minorities and women within the District's work force. Detailed statistical data as of December 1984 has been compiled for the District. The Goals and Work Force Analysis charts show each department's job categories by sex and race. The Equal Employment Opportunity Commission (EEOC) has established standardized job categories which groups the District's job titles into nine (9) broad occupation categories. These groups 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 which 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 Para-professionals

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 Craft-workers (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, job titles within the District were placed in appropriate job categories.

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 (within labor market or SMSA). The purpose of the

Availability Analysis is to compare the availability of minorities and females in the labor market who have the necessary job skills to perform the various occupations in the District's job categories and could reasonably be expected to be recruited and employed in those positions. This comparison is used to determine whether or not over-concentration or under-utilization of minorities or females exists in the District's work force. The availability data which the District developed is defined by job category for minorities and females. Separate data were developed for each of the District's job categories. 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.

The four factors to be considered in the development of the availability analysis are:

- o The percentage of minority and females in the District's work force as compared with the total work force in the immediate labor market area.
- o The availability of minorities and females having required job skills in the immediate labor market area;
- o The availability of minorities and females having required skills in the area in which the District can reasonably recruit; and
- o The availability of minorities and females within the District's current work force who are promotable and transferable.

These factors must be taken into consideration and, where appropriate, be accounted for when analyzing availability factors into an estimate. Weights are assigned to these factors. 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. Each of the raw percentages is weighted by a certain value factor between 1 and 100%. The weighting system is based on a decimal scale. Each factor must receive some value, and the total value weight must equal 100%.

Factors are weighted in accordance with their importance in regard to the job group. For example, a job group composed of entry-level positions might result in factors 2 and 3 receiving a higher value than factor 4.

A job group composed of more sophisticated technical jobs might result in factors 2 and 3 receiving higher weight values and factor 4 none at all. In a job group with positions filled entirely from within, factor 4 would be assigned a higher weight value. Further, weights are assigned to enable the availability

estimates for a job group to help correct underutilizations. For instance, weights were assigned to female engineers to provide an availability estimate somewhat ahead of their percentages in the job market. The Asian-Pacific, engineers group, was assigned weights to keep the availability estimate at least from falling below the job market level. Where District utilization is at parity for females in a job group, the factors were weighted only to keep the resulting availability estimate in line with percentages in the labor market.

The availability factors thus developed for the District's job categories and the interpretation of the availability are in the appendix of this plan.

9.5 Under-utilization

There must be a comparison of the availability analysis data with the current utilization of each job group identified in the District's work force. This comparison is designed to determine if there is an under-utilization of minorities or women within the District's work force.

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 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 management training program.

9.7 Numerical Goals

From the comparison of the percentage of under-utilization and anticipated job openings, the Equal Employment Opportunity Office is able to set numerical goals for the fiscal year for minorities and females. The goals are projected plans that include protected group members in such numbers that will satisfy work force representation requirements. In the following section, the Office of Equal Employment Opportunity detailed specific goals for any group for which there is a need for correction as shown in the detail for the under-utilization analysis. These numerical goals are related to an anticipated adjusted work force for end of the fiscal program year June 30, 1985 and a projected percentage of representation for minority and female employees.

9.8 Goals Summary

A review of the Standard Metropolitan Statistical Area (SMSA) available labor force for the Long Beach - Los Angeles area shows that minorities and women have increased in the Professional and Technical areas. In fact, during the last 2 years, women and minorities have significantly increased in the RTD work force. Minority and female percentages for each District department were reviewed by job category against expected vacancies and newly budgeted positions. For each job title, current departmental minority and female representation was compared with availability estimates. The comparisons were used to establish 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 symbol (*) was used to indicate that the job group was below a total of 2 positions and is not large enough to be considered for goal setting. The plus sign (+) indicates that parity has been reached.

There are very few Departments that have under-representation of minorities and women. These Departments will be targeted for equal employment opportunity assistance to improve their ethnic and gender representation during 1986. This will be dependent on hiring activities.

The District's employees at lower pay levels need to have a "vehicle" for upward mobility. Training programs and "bridging of classes" can provide that experience or expertise to assist employees to qualify and compete for promotions. Due to the District's under-representation of women at the Assistant General Manager and Executive Staff level, outreach and recruitment should be focused on women to fill any openings in these high level positions.

Overall, the District is at or close to parity for most departments. This is significant to note because a review of last years SCRTD EEO program and the goals that were set, clearly indicates that many departments made efforts to reach their goals.

The District is presently over-represented with minorities in the following categories:

- o Technicians;
- o Para-professionals;
- o Clerical;

- o Craft-workers;
- o Operatives;
- o Laborers;
- o Transit Police; and
- o Service Workers.

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

Hiring goals for each department are summarized below:

1100 General Manager

No vacancies or new positions are anticipated.

1200 District Secretary

In the technical category, one micrographic coordinator position is available. No recommendation, since department is at parity.

2200 Legal

Current minority and female percentages are considerably over parity.

3099 Assistant General Manager for Operations

No vacancies or new positions are anticipated.

3201-Transportation (All Divisions and Departments)

3299

Approximately three hiring opportunities are anticipated in the Senior and Supervisory Professional groups; three road supervisors, four instructors, one senior staff assistant, one division dispatcher and one stops and zones representative. The recommended goal is to hire four minorities and two females in order for this department to remain at parity.

3301-Maintenance and Equipment (All Divisions and Departments)

3399

Approximately thirteen hiring opportunities are anticipated due to retirement and attrition. Anticipated positions are six BRAC clerical, one supervisor II and three roving janitor slots. The composition is above parity, this includes non-white females. Therefore, no goal setting recommendation will be made.

3400 Equipment Engineering

No vacancies are anticipated.

3500 Telecommunications

Two hiring opportunities are anticipated; one electronic maintenance supervisor and one electronic technician. The recommended goal is to focus recruitment efforts toward female candidates.

3600 Safety

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

3800 Transit Police

Approximately fifty-eight hiring opportunities are anticipated in total. Although parity has been met with regard to minorities, the departmental goal is to hire six women to increase female representation in the department.

3900 Scheduling

Approximately ten hiring opportunities are anticipated due to attrition; four professionals, five technician and one clerical. Recommended goals are to hire four minority women to keep representation at an appropriate level.

4099 Assistant General Manager for Planning and Communications

No anticipated vacancies or new positions.

4200 Planning

Nine anticipated hiring opportunities are anticipated in the group of professionals. The goal is to hire two minorities and one female.

4400 Marketing and Communications

Anticipated hiring opportunities are two para-professionals. Parity has been met, therefore, no recommended goals will be made.

4800 Customer Relations

No vacancies are anticipated in the non-contract group since historically there has been little movement in this category. However, an approximate 15% turnover rate is expected for BRAC employees (112 total positions). The department is at parity.

5100 Assistant General Manager for Government and Community Affairs

A new Assistant General Manager will be hired, as authorized by the Board. It is recommended that recruitment efforts be focused on women in order to try to achieve parity at the Assistant General Manager's level.

5500 Community Relations

Two community relations representative positions are anticipated in the entry-level professional category. Department is at parity, therefore, no recommendations will be made.

6099-Assistant General Manager for Equal Opportunity
6400

Two senior equal opportunity representative positions, two entry level representative positions and one entry-level training coordinator positions are anticipated. No goal recommendation will be made since parity has been met.

7099 Controller - Treasurer - Auditor

No turnover expected.

7100 Accounting and Fiscal

No vacancies or new positions are anticipated.

7200 Data Processing

Two positions are anticipated in the Senior and Supervising category. Recommendation is to focus recruitment toward female candidates.

7400 Insurance

There is no expected turnover.

8099 Assistant General Manager for Transit Systems Development

No expected vacancies or new positions.

8100 Metro Rail

One department head position is expected. In addition, eight senior/supervising professionals, one planner, seven engineers, four senior technicians and five entry-level technicians are the anticipated new job openings.

In order to improve upon the low representation of minorities and women in this department, it is recommended that recruitment and outreach efforts concentrate on achieving parity at all levels.

8300 Bus Facilities Engineering

In the Professional category two senior/supervisory professionals and two engineering positions are planned. One new technician and one clerical position is expected to be open. The recommended goal is to hire one minority and one woman in the professional level.

9099 Assistant General Manager for Management

No vacancies or new positions anticipated.

9400 Office of Contracts Procurement and Material

In the Professional category one store supervisor and one buyer position are expected. No recommendation on goals since parity has been met.

9500 Personnel

There are two "BRAC" clerical positions anticipated. Parity has been met.

9610 General Services

No vacancies or new positions anticipated.

9640 Print Shop

No vacancies anticipated.

9700 Office of Management and Budget

One administrative analyst position is anticipated in the category of Professionals. Parity has been met therefore, no recommendations will be made.

9800 Labor Relations

No vacancies anticipated.

9810 Employee Activities

No vacancies anticipated.

WORKFORCE ANALYSIS AND GOALS
SUMMARY OF ALL SCRTD DEPARTMENTS

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals for Program Year		Anticipated Workforce as of...		Projected % Representation 6/30/86	
	TOTAL	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attrition	New Posit.	TOT.	Min	Fem	6/30/86	Min.	Fem		
OFFICIALS/MGRS TOTAL	137	117	20	91	13	14	3	8	2	4	2	0	0	28	13				4	4	4	2	n/a				
Executive Staff	13	11	2	10	2	1	0	0	0	0	0	0	0	15	8	8	12	+	4	0	2	2	1	0	15		
Department Heads	32	26	6	21	4	1	0	4	2	0	0	0	0	20	13	8	12	+	+	0	2	2	2	1	32		
Asst. Dept. Heads	34	29	5	23	2	2	2	2	0	2	1	0	0	27	13	9	17	+	4	0	0	0	1	1	30		
Section Heads	33	27	6	23	4	1	1	1	0	2	1	0	0	27	29	12	20	+	+	0	0	0	6	6	21		
Div. Maint. Mgr.	13	13	0	9	0	3	0	1	0	0	0	0	0	31	0	12	*	+	*	0	0	0	4	0	13		
Div. Transp. Mgr.	12	11	1	5	1	6	0	0	0	0	0	0	0	50	8	16	12	+	4	0	0	0	6	1	12		
PROFESSIONAL TOTAL	623	488	135	262	68	125	44	52	14	49	9	0	0	48	22				21	31	52	33	15	646			
Senior/Supervising	424	370	54	200	27	112	22	37	4	21	1	0	0	47	14	11	31	+	17	13	14	27	20	11	443		
Entry Level	156	79	77	39	39	11	22	13	10	16	6	0	0	53	48	9	32	+	+	2	7	9	1	1	152		
Accountants	12	10	2	4	1	0	0	0	0	6	1	0	0	58	17	6	31	+	14	0	0	0	0	0	12		
Planners	4	4	0	2	0	2	0	0	0	0	0	0	0	50	0	5	24	+	+	6	1	7	4	1	5		
Engineers	27	25	2	17	1	0	0	2	0	6	1	0	0	28	8	10	20	+	12	0	9	9	8	2	34		
TECHNICIANS TOTAL	383	292	91	143	32	79	40	52	11	18	8	0	0	54	24				8	28	36	26	15				
Senior/Supervising	383	292	91	143	32	79	40	52	11	18	8	0	0	54	24	18	25	+	+								
Other																											

* Job group too small to allow goal-setting

+Parity has been reached

WORKFORCE ANALYSIS AND GOALS
SUMMARY OF ALL SCRTD DEPARTMENTS

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals for Program Year		Anticipated Workforce as of 6/30/86		Projected Representation 06/30/86	
	TOTAL	M	F	White		Black		Hisp.		Asian		Other		Min. M	Min. F	Min. M	Min. F	Min. M	Min. F	Attrition	New Posit.	Total	Min	Fem	6/30/86	Min.	Fem.	
PARAPROFESSIONALS TOTAL	35	11	24	8	8	2	7	0	6	1	3	0	0	54	69	21	57	+	+									
CLERICAL TOTAL	638	277	361	80	94	115	166	61	85	21	14	0	2	72	57	17	66	+	9									
CRAFTS TOTAL	1225	1210	15	486	1	202	13	402	1	116	0	4	0	60	1	+	5	+	4									
Crafts (general)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal Worker																												
OPERATORS TOTAL	5135	4302	833	1069	109	2281	642	878	77	69	2	5	3	77	16	14	15	+	+									
LABORERS TOTAL	531	374	157	68	30	174	85	111	40	18	1	3	1	82	30	15	24	+	+									
TRANSIT POLICE TOTAL	228	206	22	83	13	70	8	45	1	5	0	3	0	58	10	15	25	+	15									
SERVICE WORKERS' TOTAL	64	42	22	5	1	17	13	15	8	5	0	0	0	90	34	9	16	+	+									
DISTRICT TOTALS	8997	7318	1679	2295	367	3079	1022	1624	244	305	40	15	6															
PERCENTAGES	100	81.4	18.6	25.5	4.1	34.2	11.3	18.0	2.7	3.4	0.5	0.2	0.1															

* Job group too small to allow goal-setting

+ Parity has been reached

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, religion, ancestry, national origin, sex, physical handicap or marital status.

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, denied the benefits of or 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 Manager - reports 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 ensure consistency and program effectiveness;
- o Provide advice and recommendation to the Assistant General Manager - Equal Opportunity, concerning significant developments and changes in 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 Ensure 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; and
- 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 ensure that the District does the following:

- 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 (the UMT Act) of 1964, as amended and, in adapted form in all proposals for negotiated agreements: "In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Part 21, "Non-discrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act"; SCRTD hereby notifies all bidders that SCRTD will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, Disadvantaged/Women owned 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 in 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 UMT 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 provide applicable goals for minority and women participation in the construction industry. All construction contracts, in the excess of \$10,000 shall contain the following provisions:

- 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 (hereafter referred to as the Regulations), which are herein incorporated by reference and made a part of their contract.
- o Non-discrimination - 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 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 contractors' 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, as appropriate, and shall set forth what efforts it has made to obtain the information.

- o Sanctions for Non-compliance - In the event of the contractor's non-compliance with the discrimination provisions of this contract, SCRTD may impose such contract sanctions as it or UMTA 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; 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 Section 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 UTMA may direct as a means of enforcing such provisions including sanctions for non-compliance. 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 government 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 non-construction procurement activities. These procurement activities include architectural and engineering services, professional services, materials and supplies and all other non-construction 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 contractor's work force. The authority for establishing an EEO compliance policy for non-construction procurement contracts is set forth in Executive Order 11246, and Rules and Regulations of 41 CFR, Part 60-2, Affirmative Action Programs for non-construction contractors. The part is also known as Revised Order No. 4 issued by the Office of Federal Contract Compliance on September 30, 1972. The last revision was effective January 29, 1981. The provisions of Revised Order No. 4 require non-construction contractors to develop, implement and maintain a written EEO Program for each of their establishments.

The requirements are as follows:

- 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 non-construction 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 non-construction 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

	ITEM
SCRTD APPLICATION FOR EMPLOYMENT	A
NON-CONTRACT CERTIFICATION FORM	B
SCRTD PERSONNEL CHANGE/AUTHORIZATION 38-78 FORM	C
EMPLOYEE COMPLAINT FORM	D
JOB CATEGORIES BY TOTAL AND PERCENT	E
DEPARTMENTAL STATISTICS	F
AVAILABILITY FACTOR COMPUTATION CHARTS	G

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: _____

NAME _____
Last First Middle

BIRTHDATE: MO/DA/YR _____ (OPTIONAL)

ADDRESS _____
Number Street Apt. No.

SOCIAL SECURITY NO. _____

CITY _____
STATE ZIP

AUTHORITY TO WORK IN THE U.S.

HOME PHONE _____ WORK PHONE _____

U.S. CITIZEN WORK PERMIT NO. _____

IF YOU ARE NOW EMPLOYED BY SCRTD, DEPT. _____

VALID DRIVER'S LICENSE YES NO

JOB TITLE _____ BADGE NO. _____

STATE _____ NUMBER _____

EXPIRATION DATE _____ CLASS _____

WHEN ARE YOU AVAILABLE FOR WORK? _____

HAVE YOU PREVIOUSLY WORKED FOR SCRTD?

YES NO PREVIOUS BADGE NO. _____

DRIVING RECORD: NUMBER OF MOVING VIOLATIONS IN THE LAST 3 YEARS _____

DRIVER'S LICENSE EVER SUSPENDED OR REVOKED? YES NO

CAN YOU WORK: WEEKENDS? YES NO ANY SHIFT? YES NO ANY LOCATION? YES NO

HIGH SCHOOL ATTENDED _____
LOCATION _____

DID YOU GRADUATE? YES NO
IF NOT, HAVE YOU A GED? YES NO

OFFICE USE ONLY

Phys _____
Start _____

NUMBER 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

List any Foreign Language in which you are fluent: _____

OTHER SKILLS. _____

Do you have any physical condition which may limit your ability to perform the job for which you are applying? YES NO

EXPLANATION FOR YES ANSWERS: _____

Other than minor traffic violations, have you ever been convicted of a crime (this includes drunk, negligent or reckless driving)? YES NO

Have you ever been discharged or requested or forced to resign from any position because of misconduct or unsatisfactory service? YES NO

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

PERSONNEL ACTION FORM

ADGE NO.	EMPLOYEE NAME	COMPLETE SHADED AREAS TO REQUEST CHANGE
PROCESS DATE	DEPARTMENT/DIVISION	


EFF DATE	PERS ACTIONS	01 - NEW HIRE 02 - REHIRE 03 - REINSTATED HIRE 04 - DEPT TRANSFER	05 - MERIT/PFP 06 - PROMOTION 07 - DEMOTION 08 - JOB RECLASSIFICATION	09 - LEAVE OF ABSENC 10 - RETURN FROM LEA 11 - TERMINATION 12 - MISC DATA CHANG
----------	--------------	--	--	--

EMPLOYEE NAME (LAST, FIRST MI.)	SUFFIX
---------------------------------	--------

STATUS INFORMATION						
STATUS	STATUS CHG DATE	DISTRICT EMP DATE	REGULAR/ AS NEEDED	FULL-TIME/ PART-TIME	BENEFITS CODE	ELIG FOR OVERTIME

DEPT NO.	UNION CODE	LAST DAY WORKED	LOA REASON	LOA PROJECTED RETURN DATE	TERMINATION CODE	ELIG FOR REHIRE (Y)
----------	------------	-----------------	------------	---------------------------	------------------	---------------------

ROSTER INFORMATION				
ROSTER NO.	SUB-GROUP	ROSTER DATE	POSITION	



RTD

**SOUTHERN CALIFORNIA
RAPID TRANSIT DISTRICT**

JOB ASSIGNMENT INFORMATION						
JOB NO.	CLASS TITLE	CLASS	CLASS DATE	POSITION NO.	PAY CYCLE	
BEGIN DATE	END DATE	PERCENT	TEMP (T)	TIME REPORT	RATE COD	
GRADE	STEP	RATE	FROZEN	PREMIUM CODE	PREMIUM FACTOR	

WORK ORDER	EARNINGS	PERCENT	START DATE	STOP DATE	
1					DATE
2					
3					PREPARED BY
REMARKS:					DEPARTMENT HEAD

DIRECTOR OF PERSONNEL
EXECUTIVE STAFF MEMBER
GENERAL MANAGER

APPENDIX D
EMPLOYEE COMPLAINT FORM

INTERNAL DISCRIMINATION COMPLAINT FORM

Name _____ Area Code _____ Home Telephone _____

Address _____ Area Code _____ Work Telephone _____

Work Address _____

Job Title _____ Dept./Division _____ Department Supervisor _____ Badge No. _____

Cause of Discrimination Based on My (Check Appropriate Box)

- Race Sex Religion National Origin Ancestry
- Age Physical Handicap Marital Status Retaliation

Date most recent or continuing discrimination occurred _____
Mo/Day/Yr

Details of discrimination: (Be as specific as possible i.e. names, dates, etc.)

Signature _____ Date _____

APPENDIX E
JOB CATEGORIES BY TOTAL AND PERCENT

JOB CATEGORIES BY TOTAL AND PERCENT

CLASSIFICATION	ALL EMPLOYEES		WHITE		BLACK		HISPANIC		ASIAN		OTHER		
	TOTAL	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/MGRS :	137	117	20	91	13	14	3	8	2	4	2	0	0
PERCENTAGES:	100.0%	85.4%	14.6%	66.4%	9.5%	10.2%	2.2%	5.8%	1.5%	2.9%	1.5%	0.0%	0.0%
PROFESSIONAL :	623	488	135	262	68	125	44	52	14	49	9	0	0
PERCENTAGES:	100.0%	78.3%	21.7%	42.1%	10.9%	20.1%	7.1%	8.3%	2.2%	7.9%	1.4%	0.0%	0.0%
TECHNICIANS:	383	292	91	143	32	79	40	52	11	18	8	0	0
PERCENTAGES:	100.0%	76.2%	23.8%	37.3%	8.4%	20.6%	10.4%	13.6%	2.9%	4.7%	2.1%	0.0%	0.0%
PARAPROFESSIONALS:	35	11	24	8	8	2	7	0	6	1	3	0	0
PERCENTAGES:	100.0%	31.4%	68.6%	22.9%	22.9%	5.7%	20.0%	0.0%	17.1%	2.9%	8.6%	0.0%	0.0%
CLERICAL:	637	277	360	80	94	115	164	61	85	21	15	0	2
PERCENTAGES:	100.0%	43.5%	56.5%	12.6%	14.8%	18.1%	25.7%	9.6%	13.3%	3.3%	2.4%	0.0%	0.3%
CRAFTS:	1225	1210	15	486	1	202	13	402	1	116	0	4	0
PERCENTAGES:	100.0%	98.8%	1.2%	39.7%	0.1%	16.5%	1.1%	32.8%	0.1%	9.5%	0.0%	0.3%	0.0%
OPERATORS:	5135	4302	833	1069	109	2281	642	878	77	69	2	5	3
PERCENTAGES:	100.0%	83.8%	16.2%	20.8%	2.1%	44.4%	12.5%	17.1%	1.5%	1.3%	.0%	0.1%	0.1%
LABORERS:	531	374	157	68	30	174	85	111	40	18	1	3	1
PERCENTAGES:	100.0%	70.4%	29.6%	12.8%	5.6%	32.8%	16.0%	20.9%	7.5%	3.4%	0.2%	0.6%	0.2%
TRANSIT POLICE:	228	206	22	83	13	70	8	45	1	5	0	3	0
PERCENTAGES:	100.0%	90.4%	9.6%	36.4%	5.7%	30.7%	3.5%	19.7%	0.4%	2.2%	0.0%	1.3%	0.0%
SERVICE WORKERS:	64	42	22	5	1	17	13	15	8	5	0	0	0
PERCENTAGES:	100.0%	65.6%	34.4%	7.8%	1.6%	26.6%	20.3%	23.4%	12.5%	7.8%	0.0%	0.0%	0.0%

APPENDIX F
DEPARTMENTAL STATISTICS

Department 1100 - General Manager

	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 % Representation 6/30/85	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attrition	New Pos.	Total	Min.	Female.	6/30/85	Min.	Female			
Officials and Managers	3	3	0	2	0	0	0	1	0	0	0	0	0	33	0													
Executive Staff	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0	
Department Heads	2	2	0	1	0	0	0	1	0	0	0	0	0	50	0	8	12	*	*	0	0	0	+	*	2	50	0	
Asst. Dept. Heads																												
Section Head																												
Div. Maint. Mgr.																												
Div. Transp. Mgr.																												
Professionals																												
Senior/Supervising																												
Entry Level																												
Accountants																												
Planners																												
Engineers																												
Technicians	2	0	2	0	0	0	0	0	1	0	1	0	0	100	100													
Supervising	2	0	2	0	0	0	0	0	1	0	1	0	0	100	100	18	24	0	0									
Senior																												

*Job group too small to allow goal-setting

+Parity has been reached

Department: 1100 - General Manager

	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 % Representation			
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attrition	New Pos.	Total	Min.	Female.	6/30/05	Min.	Female	
Other																												
Paraprofessionals	1	0	1	0	1	0	0	0	0	0	0	0	0	100	21	57	*	*										
Clerical	1	0	1	0	0	0	0	0	1	0	0	0	0	100	100	17	66	*	*									
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	7	3	4	2	1	0	0	1	2	0	1	0	0	57	57													

*Job group too small to allow goal-setting

*Parity has been reached

Department 1200 - District Secretary

	All Employees		Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force 6/30/65		Projected % Representation 6/30/65	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri- tion	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female
				M	F	M	F	M	F	M	F	M	F														
Officials and Managers	2	0	2	0	2	0	0	0	0	0	0	0	0	0	100												
Executive Staff	1	0	1	0	1	0	0	0	0	0	0	0	0	0	100	8	12	*	*	0	0	0	*	*	1	0	100
Department Heads	1	0	1	0	1	0	0	0	0	0	0	0	0	0	100	8	12	*	*	0	0	0	*	*	1	0	100
Asst. Dept. Heads																											
Section Head																											
Div. Maint. Mgr.																											
Div. Transp. Mgr.																											
Professionals	2	0	2	0	1	0	0	0	1	0	0	0	0	0	100												
Senior/Supervising																											
Entry Level	2	0	2	0	1	0	0	0	1	0	0	0	0	0	100	9	32	*	*	0	0	0	*	*	1	0	100
Accountants																											
Planners																											
Engineers																											
Technicians	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0												
Supervising	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0	18	24	*	*								
Senior																											

*Job group too small to allow goal-setting

+Parity has been reached

Department 1200 - District Secretary

	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 % Representation			
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri-tion	New Pos.	Total	Min. Female		6/30/85	Min. Female				
Other																														
Paraprofessionals																														
Clerical	3	1	2	1	1	0	1	0	0	0	0	0	0	33.3	66.6	17	66	*	*											
Crafts																														
Crafts, (General)																														
Mechanics																														
Plumbers																														
Electricians																														
Sheet Metal																														
Operators																														
Laborers																														
Transit Police																														
Service Workers																														
Departmental Totals	8	2	6	1	4	1	1	0	1	0	0	0	0	38	63															

*Job group too small to allow goal-setting

+Parity has been reached

Department 2200 - Legal

	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 % Representation 6/30/85	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri-Lion	New Pos.	Total	Min.	Female.	6/30/85	Min.	Female
				H	F	M	F	M	F	M	F	M	F														
Officials and Managers	2	1	1	1	1	0	0	0	0	0	0	0	0	0	50												
Executive Staff	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0
Department Heads																											
Asst. Dept. Heads	1	0	1	0	1	0	0	0	0	0	0	0	0	0	100	9	17	*	*	0	0	0	*	*	1	0	100
Section Head																											
Div. Maint. Mgr.																											
Div. Transp. Mgr.																											
Professionals	5	3	2	2	1	1	1	0	0	0	0	0	0	40	40												
Senior/Supervising	5	3	2	2	1	1	1	0	0	0	0	0	0	40	40	11	31	*	*	0	0	0	+	+	5	40	60
Entry Level																											
Accountants																											
Planners																											
Engineers																											
Technicians																											
Supervising																											
Senior																											

*Job group too small to allow goal-setting

+Parity has been reached

Department 2200 - Legal

	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 Representation		
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri-tion	New Pos.	Total	Min.	Female	6/30/85	Min.	Female	
Other																												
Paraprofessionals	2	0	2	0	1	0	0	0	1	0	0	0	0	50	100	21	57	*	*									
Clerical																												
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	9	4	5	3	3	1	1	0	1	0	0	0	0	33	56													

#Job group too small to allow goal-setting

*Parity has been reached

Department 3099 - Operations

	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 % Representation 6/30/85	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	Max.	Min.	Max.	Attri-tion	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female	
				M	F	M	F	M	F	M	F	M	F	r	F	F	F									
Officials and Managers	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0											
Executive Staff	2	2	0	2	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	2	0	0
Department Heads																										
Asst. Dept. Heads																										
Section Head																										
Div. Maint. Mgr.																										
Div. Transp. Mgr.																										
Professionals	3	2	1	2	1	0	0	0	0	0	0	0	0	0	33											
Senior/Supervising	2	1	1	1	1	0	0	0	0	0	0	0	0	50	11	31	*	*	0	0	0	*	*	2	0	50
Entry Level	1	1	0	1	0	0	0	0	0	0	0	0	0	0	9	32	*	*	0	0	0	*	*	1	0	0
Accountants																										
Planners																										
Engineers																										
Technicians	1	0	1	0	1	0	0	0	0	0	0	0	0	100												
Supervising	1	0	1	0	1	0	0	0	0	0	0	0	0	100	18	25	*	*								
Senior																										

*Job group too small to allow goal-setting

+Parity has been reached

Department 3099 - Operations

	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 % Representation	
	Total	H	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri-tion	New Pos.	Total	Min.	Female.	6/30/85	Min.	Female
				M	F	M	F	M	F	M	F	M	F														
Other																											
Paraprofessionals																											
Clerical	1	0	1	0	0	0	0	0	1	0	0	0	0	100	100	17	66	*	*								
Crafts																											
Crafts, (General)																											
Mechanics																											
Plumbers																											
Electricians																											
Sheet Metal																											
Operators																											
Laborers																											
Transit Police																											
Service Workers																											
Departmental Totals	7	4	3	4	2	0	0	0	1	0	0	0	0	14	43												

*Job group too small to allow goal-setting

+Parity has been reached

Department 3200 - Transportation

	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 % Representation	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri- tion	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female
				M	F	M	F	M	F	M	F	M	F														
Officials and Managers	23	21	2	13	1	8	1	0	0	0	0	0	0	39	9												
Executive Staff																											
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0
Asst. Dept. Heads	5	4	1	3	0	1	1	0	0	0	0	0	0	40	20	9	17	0	0	0	0	0	*	*	5	40	20
Section Head	5	5	0	4	0	1	0	0	0	0	0	0	0	20	0	12	20	0	20	0	0	0	*	*	5	20	10
Div. Maint. Mgr.																											
Div. Transp. Mgr.	12	11	1	5	1	6	0	0	0	0	0	0	0	50	8	16	12	0	0	0	0	0	+	+	12	50	8
Professionals	264	235	29	107	12	98	17	26	0	4	0	0	0	55	11												
Senior/Supervising	258	232	26	106	9	98	17	26	0	2	0	0	0	55	10	11	31	0	21	9	0	9	+	0	258	55	10
Entry Level	6	3	3	1	3	0	0	0	0	2	0	0	0	33	50	9	32	0	0	1	0	1	+	0	6	33	50
Accountants																											
Planners																											
Engineers																											
Technicians	108	89	19	49	4	26	14	12	1	2	0	0	0	51	17												
Supervising	108	89	19	49	4	26	14	12	1	2	0	0	0	51	17	18	25	0	8								
Senior																											

*Job group too small to allow goal-setting

+Parity has been reached

Department 3200 - Transportation

	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 Representation	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	Min.	Min.	Attri-Lion	New Pos.	Total	Min.	Female.	6/30/85	Min.	Female					
Other																													
Paraprofessionals	1	1	0	1	0	0	0	0	0	0	0	0	0	0	21	57	*	*											
Clerical	54	13	41	1	13	6	16	3	11	3	1	0	0	74	76	17	66	+	+										
Crafts	12	12	0	1	0	4	0	7	0	0	0	0	0	92	0	+	5	+	5										
Crafts, (General)																													
Mechanics																													
Plumbers																													
Electricians																													
Sheet Metal																													
Operators	5107	4288	819	1066	1082	274	633	874	73	69	2	5	3	77	16	14	15	+	+										
Laborers																													
Transit Police																													
Service Workers																													
Departmental Totals	5569	4659	910	1238	1382	416	681	922	85	78	3	5	3	75	16														

*Job group too small to allow goal-setting

+Parity has been reached

Department 3300 - Maintenance

	All Employees		Employees by Ethnic Category											Current *		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force As of 6/30/85		Projected Representation 6/30/85	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri- tion	New Pos.	Total	Min.	Female.	6/30/85	Min.	Female	
				M	F	M	F	M	F	M	F	M	F															
Officials and Managers	22	22	0	17	0	3	0	2	0	0	0	0	0	23	0													
Executive Staff																												
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	0	0	1	0	0	
Asst. Dept. Heads	5	5	0	4	0	0	0	1	0	0	0	0	0	20	0	9	17	*	*	0	0	0	0	0	5	20	0	
Section Head	3	3	0	3	0	0	0	0	0	0	0	0	0	0	0	12	20	*	*	0	0	0	0	0	3	0	0	
Div. Maint. Mgr.	13	13	0	9	0	3	0	1	0	0	0	0	0	30	0	12	*	*	*	0	0	0	0	0	13	0	0	
Div. Transp. Mgr.																												
Professionals	16	10	6	7	3	0	1	2	0	1	2	0	0	38	38													
Senior/Supervising	6	6	0	5	0	0	0	1	0	0	0	0	0	16	0	11	31	0	31	3	1	4	1	0	6	16	0	
Entry Level	9	3	6	2	3	0	1	1	0	0	2	0	0	44	66	9	32	0	0	0	0	0	0	0	9	44	66	
Accountants																												
Planners																												
Engineers	1	1	0	0	0	0	0	0	0	1	0	0	0	100	0	10	20	*	*	0	0	0	0	0	1	100	0	
Technicians	118	114	4	54	1	26	2	29	1	5	0	0	0	53	3													
Supervising	118	114	4	54	1	26	2	29	1	5	0	0	0	53	3	16	22	0	19									
Senior																												

*Job group too small to allow goal-setting

+Parity has been reached

Department 3300 - Maintenance

	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 % Representation 6/30/85	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri-tion	New Pos.	Total	Min.	Female.	6/30/85	Min.	Female	
Other																												
Paraprofessionals																												
Clerical	99	40	59	10	15	16	29	10	15	4	0	0	0	75	60	17	66	0	0									
Crafts	1160	1146	14	460	1	186	12	387	1	109	0	4	0	60	1	0	5	0	4									
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators	9	3	6	0	1	2	1	1	4	0	0	0	0	33	66	14	15	0	0									
Laborers	488	365	123	64	12	171	77	110	32	18	1	2	1	84	25	15	24	0	0									
Transit Police																												
Service Workers																												
Departmental Totals	1912	1700	212	612	33	404	122	541	53	137	3	6	1	65	11													

*Job group too small to allow goal-setting

+Parity has been reached

Department 3400 - Equipment Engineering

	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 * Representation					
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri-tion	New Pos.	Total	Min. Female.	6/30/65	Min.	Female									
				M	F	M	F	M	F	M	F	M	F														M	F	6/30/65	Min.	Female				
Officials and Managers	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Executive Staff																																			
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0									
Asst. Dept. Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	9	17	*	*	0	0	0	*	*	1	0	0									
Section Head																																			
Div. Maint. Mgr.																																			
Div. Transp. Mgr.																																			
Professionals	11	11	0	10	0	0	0	1	0	0	0	0	0	9	0																				
Senior/Supervising	10	10	0	9	0	0	0	1	0	0	0	0	10	0	11	31	1	31	0	0	0	0	1	10	1	0									
Entry Level																																			
Accountants																																			
Planners																																			
Engineers	1	1	0	1	0	0	0	0	0	0	0	0	0	0	10	20	*	*	0	0	0	*	*	1	0	0									
Technicians																																			
Supervising																																			
Senior																																			

*Job group too small to allow goal-setting

+Parity has been reached

Department 3400 - Equipment Engineering

	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 Representation		
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	Max.	Min.	Max.	Attrition	New Pos.	Total	Min.	Female.	6/30/05	Min.	Female	6/30/05	Min.	Female
Other																												
Paraprofessionals																												
Clerical	4	0	4	0	1	0	1	0	1	0	0	0	1	75	100	17	66	0	0									
Crafts	4	4	0	1	0	2	0	1	0	0	0	0	0	75	0	0	5	0	5									
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	21	17	4	13	1	2	1	2	1	0	0	0	1	37	21													

*Job group too small to allow goal-setting

+Parity has been reached

Department 3500 - Telecommunications

	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 % Representation 6/30/65	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri-tion	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female	
				M	F	M	F	M	F	M	F	M	F															
Officials and Managers	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0													
Executive Staff																												
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0	
Asst. Dept. Heads																												
Section Head																												
Div. Maint. Mgr.																												
Div. Transp. Mgr.																												
Professionals	8	8	0	7	0	0	0	0	0	1	0	0	0	13	0													
Senior/Supervising	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	11	31	*	*	1	1	2	*	*	3	33	0	
Entry Level	1	1	0	0	0	0	0	0	0	1	0	0	0	100	100	9	32	*	*	0	0	0	*	*	1	*	*	
Accountants																												
Planners																												
Engineers	5	5	0	5	0	0	0	0	0	0	0	0	0	0	0	10	20	10	20	0	0	0	*	*	5	0	0	
Technicians	11	10	1	5	1	2	0	3	0	0	0	0	0	40	10													
Supervising	11	10	1	5	1	2	0	3	0	0	0	0	0	40	10	18	25	0	15									
Senior																												

*Job group too small to allow goal-setting

+Parity has been reached

Department 3500 - Telecommunications

	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 Representation									
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	Mn.	F	Mn.	F	Mn.	F	Attri- tion	New Pos.	Total	Min. Female	6/30/65	Min. Female																
Other																																				
Paraprofessionals	1	0	1	0	1	0	0	0	0	0	0	0	0	0	100	21	57	*	*																	
Clerical	4	1	3	0	2	0	0	0	1	1	0	0	0	50	75	17	66	*	*																	
Crafts	49	48	1	24	0	10	1	7	0	7	0	0	0	51	0	+	5	+	5																	
Crafts, (General)																																				
Mechanics																																				
Plumbers																																				
Electricians																																				
Sheet Metal																																				
Operators	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	14	15	*	*																	
Laborers																																				
Transit Police																																				
Service Workers																																				
Departmental Totals	75	68	7	37	4	12	2	10	1	9	0	0	0	36	9																					

*Job group too small to allow goal-setting

+Parity has been reached

Department 3600 - Safety

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals for Program Year		Anticipated Work Force 6/30/85		Projected % Representation 6/30/85	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. F	Min. F	Min. F	Attri-tion	New Pos.	Total	Min. Female.	6/30/85	Min. Female	6/30/85					
Officials and Managers	1	1	0	0	0	0	0	1	0	0	0	0	0	100	0													
Executive Staff																												
Department Heads	1	1	0	0	0	0	0	1	0	0	0	0	0	100	0	8	12	*	*	0	0	0	*	*	1	100		
Asst. Dept. Heads																												
Section Head																												
Div. Maint. Mgr.																												
Div. Transp. Mgr.																												
Professionals	3	3	0	2	0	0	0	1	0	0	0	0	0	33	0													
Senior/Supervising	1	1	0	0	0	0	0	1	0	0	0	0	0	100	0	11	31	*	*	0	0	0	*	*	1	100	0	
Entry Level	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	9	32	*	*	0	0	0	*	*	2	0	0	
Accountants																												
Planners																												
Engineers																												
Technicians	2	1	1	0	0	0	0	0	1	1	0	0	0	100	50													
Supervising	2	1	1	0	0	0	0	0	1	1	0	0	0	100	50	18	25	0	0									
Senior																												

*Job group too small to allow goal-setting

+Parity has been reached

Department 3600 - Safety

	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 % Representation		
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	Γ	Min.	F	Min.	F	Attri- tion	New Pos.	Total	Min. Female.	6/30/85	Min. Female	6/30/85		
				M	F	M	F	M	F	M	F	M	F															
Other																												
Paraprofessionals																												
Clerical	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	17	60	*	*									
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	7	5	2	2	0	0	1	2	1	1	0	0	0	86	29													

*Job group too small to allow goal-setting

+Parity has been reached

Department 3800 - Transit Police

	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 % Representation	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. J	Min. F	Min. F	Attrition	New Pos.	Total	Min. Female	6/30/85	Min. Female	6/30/85						
Officials and Managers	6	6	0	5	0	0	0	1	0	0	0	0	0	17	0														
Executive Staff																													
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0		
Asst. Dept. Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	9	17	*	*	0	0	0	*	*	1	0	0		
Section Head	4	4	0	3	0	0	0	1	0	0	0	0	0	25	0	12	20	0	20	0	0	0	+	0	4	25	0		
Div. Maint. Mgr.																													
Div. Transp. Mgr.																													
Professionals	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0														
Senior/Supervising	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	11	31	*	*	0	0	0	*	*	1	0	0		
Entry Level																													
Accountants																													
Planners																													
Engineers																													
Technicians	2	1	1	1	1	0	0	0	0	0	0	0	0	0	50														
Supervising	2	1	1	1	1	0	0	0	0	0	0	0	0	0	50	18	25	*	*										
Senior																													

*Job group too small to allow goal-setting

+Parity has been reached

Department 3800 - Transit Police

	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 % Representation		
	Total	M	F	White		Black		Hisp.		Asian		Other		Mn.	F	Mn.	F	Mn.	F	Allri- tion	New Pos.	Total	Mn.	Female.	6/30/05	Mn.	Female		
Other																													
Paraprofessionals																													
Clerical	5	1	4	0	0	0	2	0	2	1	0	0	0	100	80	17	66	+	+										
Crafts																													
Crafts, (General)																													
Mechanics																													
Plumbers																													
Electricians																													
Sheet Metal																													
Operators																													
Laborers																													
Transit Police	228	206	22	83	13	70	8	45	1	5	0	3	0	58	10	19	25	+	15										
Service Workers																													
Departmental Totals	242	215	27	90	14	70	10	46	3	6	0	3	0	44	11														

*Job openings small to allow goal-setting

+Partly has been reached

Department 3900 - Scheduling

	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 % Representation 6/30/85	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attrition	New Pos.	Total	Min.	Female.	6/30/85	Min.	Female		
Officials and Managers	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Executive Staff																											
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0
Asst. Dept. Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	9	17	*	*	0	0	0	*	*	1	0	0
Section Head																											
Div. Maint. Mgr.																											
Div. Transp. Mgr.																											
Professionals	13	13	0	11	0	2	0	0	0	0	0	0	0	15	0												
Senior/Supervising	12	12	0	10	0	2	0	0	0	0	0	0	0	16	0	11	31	0	31	0	0	0	+	0	12	16	0
Entry Level	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	9	32	*	*	0	1	1	*	*	2	50	50
Accountants																											
Planners																											
Engineers																											
Technicians	31	22	9	16	3	4	5	2	1	0	0	0	0	39	29												
Supervising	31	22	9	16	3	4	5	2	1	0	0	0	0	39	29	18	25	0	0								
Senior																											

*Job group too small to allow goal-setting

+Parity has been reached

Department 3900 - Scheduling

	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 % Representation	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attrition	New Pos.	Total	Min. Female	6/30/85	Min. Female	6/30/85				
Other																												
Paraprofessionals	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0	21	57	*	*									
Clerical	47	34	13	15	3	16	5	2	3	1	2	0	0	62	28	17	66	+	38									
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators	2	1	1	0	0	1	1	0	0	0	0	0	0	100	50	14	15	+	+									
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	96	73	23	44	6	24	11	4	4	1	2	0	0	43	21													

*Job group too small to allow goal-setting

+Parity has been reached

Department 4099 - Ass't Gen. Mgr Planning and Communications

	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 Representation		
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attrition	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female	6/30/68	Min.	Female	
Officials and Managers	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0														
Executive Staff	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0		
Department Heads																													
Asst. Dept. Heads																													
Section Head																													
Div. Maint. Mgr.																													
Div. Transp. Mgr.																													
Professionals																													
Senior/Supervising																													
Entry Level																													
Accountants																													
Planners																													
Engineers																													
Technicians	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100														
Supervising	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	18	25	0	0										
Senior																													

Job group too small to allow goal-setting

*Parity has been reached

Department 4099 - Ass't Gen. Mgr Planning and Communications

	All Employees			Employees by Ethnic Category								Current %	Availability Factor	% of Underutilization	Anticipated Job Openings			Numeric Goals For Program Year	Anticipated % of Work Force 6/30/05	Projected % Representation 6/30/05
	Total	M	F	White	Black	Hisp.	Asian	Other	Min.	Min.	Min.				Attrition	New Pos.	Total			
Other																				
Paraprofessionals																				
Clerical																				
Crafts																				
Crafts, (General)																				
Mechanics																				
Plumbers																				
Electricians																				
Sheet Metal																				
Operators																				
Laborers																				
Transit Police																				
Service Workers																				
Departmental Totals	2	1	1	1	0	0	1	0	0	0	0	0	0	50	50					

*Job group too small to allow goal-setting

*Parity has been reached

Department 4200 - Planning

	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 Representation 6/30/65	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attri-tion	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female			
Officials and Managers	11	9	2	6	2	1	0	0	0	2	0	0	0	27	18													
Executive Staff																												
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0	
Asst. Dept. Heads	4	4	0	3	0	1	0	0	0	0	0	0	0	25	0	9	17	0	17	0	0	0	+	0	4	25	0	
Section Head	6	4	2	2	2	0	0	0	0	2	0	0	0	33	33	12	20	0	0	0	0	0	+	+	6	33	33	
Div. Maint. Mgr.																												
Div. Transp. Mgr.																												
Professionals	34	25	9	21	5	3	2	0	1	1	1	0	0	24	26													
Senior/Supervising	15	13	2	11	2	1	0	0	0	1	0	0	0	13	13	11	31	0	20	3	0	3	+	2	15	20	13	
Entry Level	19	12	7	10	3	2	2	0	1	0	1	0	0	32	37	9	32	0	0	6	0	6	+	+	19	37	42	
Accountants																												
Planners																												
Engineers																												
Technicians	16	3	13	3	4	0	6	0	1	0	2	0	0	56	81													
Supervising	16	3	13	3	4	0	6	0	1	0	2	0	0	56	81	18	25	0	0									
Senior																												

*Job group too small to allow goal-setting

+Parity has been reached

Department 4200 - Planning

	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 % Representation	
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	Min. r	Min. r	Min. r	Attri- tion	New Pos.	Total	Min.	Female.	6/30/05	Min.	Female	6/30/05	Min.	Female					
Other																											
Paraprofessionals	7	5	2	3	1	1	0	0	0	1	1	0	0	43	29	21	57	+	28								
Clerical	8	1	7	1	2	0	3	0	0	0	1	0	1	63	88	17	66	+	+								
Crafts																											
Crafts, (General)																											
Mechanics																											
Plumbers																											
Electricians																											
Sheet Metal																											
Operators																											
Laborers																											
Transit Police																											
Service Workers																											
Departmental Totals	76	43	33	34	14	5	11	0	2	4	5	0	1	37	43												

*Job group too small to allow goal-setting

+Parity has been reached

Department: 4400 - Marketing and Communications

	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 % Representation	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attrition	New Pos.	Total	Min. Female	6/30/65	Min. Female	6/30/65			
Officials and Managers	6	4	2	3	1	0	1	1	0	0	0	0	0	33	33												
Executive Staff																											
Department Heads	1	1	0	0	0	0	0	1	0	0	0	0	0	100	0	8	12	*	*	0	0	0	*	*	1	1	0
Asst. Dept. Heads																											
Section Head	5	3	2	3	1	0	1	0	0	0	0	0	0	20	40	12	20	0	0	0	0	0	+	+	5	20	40
Div. Maint. Mgr.																											
Div. Transp. Mgr.																											
Professionals	17	10	7	8	2	0	3	2	1	0	1	0	0	41	41												
Senior/Supervising	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	11	31	*	*	0	0	0	*	*	2	0	0
Entry Level	14	7	7	5	2	0	3	2	1	0	1	0	0	29	50	9	32	*	*	0	0	0	+	+	14	29	50
Accountants																											
Planners	1	1	0	1	0	0	0	0	0	0	0	0	0	0	5	24	*	*	0	0	0	*	*	1	0	0	
Engineers																											
Technicians																											
Supervising																											
Senior																											

*Job group too small to allow goal-setting

+Parity has been reached

Department 4400 - Marketing and Communications

	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 Representation	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	Min.	Min.	Attri-tion	New Pos.	Total	Min. Female.	6/30/85	Min. Female	6/30/85		
				M	F	M	F	M	F	M	F	M	F												
Other																									
Paraprofessionals																									
Clerical	7	0	7	0	3	0	3	0	1	0	0	0	0	57	100	17	66	+	+						
Crafts																									
Crafts, (General)																									
Mechanics																									
Plumbers																									
Electricians																									
Sheet Metal																									
Operators																									
Laborers	41	7	34	4	18	2	8	1	8	0	0	0	0	46	83	15	24	+	+						
Transit Police																									
Service Workers																									
Departmental Totals	71	21	50	15	24	2	15	4	10	0	1	0	0	45	70										

*Job group too small to allow goal-setting

+Parity has been reached

Department 4800 - Customer Relations

	All Employees			Employees by Ethnic Category										Current %			Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals for Program Year		Anticipated Work Force 6/30/65		Projected Representation 6/30/65	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min. F	Min. F	Min. F	Attrition	New Pos.	Total	Min. Female	6/30/65	Min. Female	6/30/65						
				M	F	M	F	M	F	M	F	M	F											M	F				
Officials and Managers	2	1	1	0	1	1	0	0	0	0	0	0	0	0	50%	50%													
Executive Staff	1	1	0	0	0	1	0	0	0	0	0	0	0	100%	-	8	12	*	*	0	1	1	*	*	2	100	0		
Department Heads	1	0	1	0	1	0	0	0	0	0	0	0	0	0	100	8	12	*	*	0	1	1	*	*	2	0	100		
Asst. Dept. Heads																													
Section Head																													
Div. Maint. Mgr.																													
Div. Transp. Mgr.																													
Professionals	8	3	5	3	2	0	2	0	1	0	0	0	0	37	62														
Senior/Supervising	3	1	2	1	1	0	0	0	1	0	0	0	0	33	67	11	31	*	*	3	0	3	*	*	3	100	67		
Entry Level	5	2	3	2	1	0	2	0	0	0	0	0	0	40	60	9	32	*	*	3	0	3	+	+	5	60	40		
Accountants																													
Planners																													
Engineers																													
Technicians	13	8	5	3	2	4	2	0	1	1	0	0	0	61	38														
Supervising	13	8	5	3	2	4	2	0	1	1	0	0	0	61	38	18	25	0	0										
Senior																													

*Job group too small to allow goal-setting

+Parity has been reached

Department 4800 - Customer Relations

	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 % Representation								
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	Min. M	Min. F	Min. %	Attri- tion	New Pos.	Total	Min.	Female	6/30/85	Min.	Female																	
Other																																				
Paraprofessionals	1	1	0	1	0	0	0	0	0	0	0	0	0	0	21	57	*	*																		
Clerical	110	32	78	9	19	14	37	9	21	0	1	0	0	74	71	17	66	+	+																	
Crafts																																				
Crafts, (General)																																				
Mechanics																																				
Plumbers																																				
Electricians																																				
Sheet Metal																																				
Operators	3	1	2	0	0	1	2	0	0	0	0	0	0	100	67	14	15	+	+																	
Laborers																																				
Transit Police																																				
Service Workers																																				
Departmental Totals	137	46	91	16	24	20	43	9	23	1	1	0	0	71	66																					

*Job group too small to allow goal-setting

+Parity has been reached

Department : 5100 - Government Affairs

	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 Representation 6/30/65	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Allri- tion	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female	
Officials and Managers																												
Executive Staff																												
Department Heads																												
Asst. Dept. Heads																												
Section Head																												
Div. Maint. Mgr.																												
Div. Transp. Mgr.																												
Professionals	5	3	2	3	2	0	0	0	0	0	0	0	0	40														
Senior/Supervising	1	1	0	1	0	0	0	0	0	0	0	0	0	0	11	31	*	*	0	0	0	*	*	1	0	0	0	
Entry level	4	2	2	2	2	0	0	0	0	0	0	0	0	50	9	32	*	*	0	0	0	*	*	4	0	50	0	
Accountants																												
Planners																												
Engineers																												
Technicians																												
Supervising																												
Senior																												

*Job group too small to allow goal-setting

*Parity has been reached

Department - 5100 - Government Affairs

	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 Representation 6/30/85	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attrition	New Pos.	Total	Min.	Female.	6/30/85	Min.	Female			
Other																												
Paraprofessionals																												
Clerical	2	0	2	0	2	0	0	0	0	0	0	0	0	0	100	17	66	*	*									
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	7	3	4	3	4	0	0	0	0	0	0	0	0	0	57													

Job group too small to allow goal-setting

Parity has been reached

Department 5500 - Community Relations

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force As of 6/30/05		Projected Representation 6/30/05		
	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	6/30/05	Min. Female	6/30/05											
Officials and Managers	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0														
Executive Staff	0																												
Department Heads	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0	8	12	*	*	0	0	0	*	*	1	100	0		
Asst. Dept. Heads																													
Section Head																													
Div. Maint. Mgr.																													
Div. Transp. Mgr.																													
Professionals	12	7	5	2	2	2	2	3	1	0	0	0	0	67	42														
Senior/Supervising	3	3	0	0	0	1	0	2	0	0	0	0	0	100	0	11	31	*	*	0	1	1	*	*	4	75	0		
Entry Level	9	4	5	2	2	1	2	1	1	0	0	0	0	55	55	9	32	0	0	0	1	1	+	+	10	50	50		
Accountants																													
Planners																													
Engineers																													
Technicians																													
Supervising																													
Senior																													

*Job group too small to allow goal-setting

+Parity has been reached

Department 5500 - Community Relations

	All Employees			Employees by Ethnic Category								Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals For Program Year		Anticipating Work Force As of		Projected % Representation				
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri-tion	New Pos.	Total	Min.	Female.	6/30/05	Min.	Female	
				M	F	M	F	M	F	M	F	M	F															
Other																												
Paraprofessionals																												
Clerical	3	0	3	0	0	0	3	0	0	0	0	0	0	100	100	17	66	*	*									
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	16	8	8	2	2	3	5	3	1	0	0	0	0	75	50													

*Job group too small to allow goal-setting

+Parity has been reached

Department 6000 (6099-6400) - Equal Opportunity

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force 6/30/05		Projected % Representation 6/30/05	
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	Min. F	Min. F	Min. F	Attri- tion	New Pos.	Total	Min. Female.	6/30/05	Min. Female											
Officials and Managers	5	4	1	1 0	2 0	1 1	0 0	0 0	80	20																		
Executive Staff	1	1	0	0 0	1 0	0 0	0 0	0 0	100	0	8	12	*	*	0	0	0	*	*	1	100	0						
Department Heads	4	3	1	1 0	1 0	1 1	0 0	0 0	75	25	8	12	0	0	0	0	0	*	*	1	0	0						
Asst. Dept. Heads																												
Section Head																												
Div. Maint. Mgr.																												
Div. Transp. Mgr.																												
Professionals	38	17	21	2 7	9 9	4 4	2 1	0 0	76	55																		
Senior/Supervising	16	9	7	0 5	5 2	3 0	1 0	0 0	69	44	11	31	0	0	2	0	2	2	+	16	69	44						
Entry Level	22	8	14	2 2	4 7	1 4	1 1	0 0	82	64	9	32	0	0	1	0	1	1	+	22	82	64						
Accountants																												
Planners																												
Engineers																												
Technicians	4	0	4	0 3	0 0	0 0	1 0	0 0	25	100	*	*	*	*														
Supervising	4	0	4	0 3	0 0	0 0	1 0	0 0	25	100	18	25	0	0														
Senior																												

*Job group too small to allow goal-setting

+Parity has been reached

Department 6000 (6099-6400) - Equal Opportunity

	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 % Representation	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	Min.	Min.	Min.	Attri-tion	New Pos.	Total	Min. Female.	6/30/85	Min. Female					
-Other	2	0	2	0	2	0	0	0	0	0	0	0	0	100	21	57	*	*										
Paraprofessionals	6	0	6	0	0	0	3	0	2	0	1	0	0	100	100	17	66	+	+									
Clerical																												
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	55	21	34	3	12	11	12	5	8	2	2	0	0	66	64													

*Job group too small to allow goal-setting

+Parity has been reached

Department 7099 - Controller-Treasurer-Auditor

	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 % Representation					
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attrition	New Pos.	Total	Min.	Female	6/30/65	Min.	Female				
				M	F	M	F	M	F	M	F	M	F															M	F		
Officials and Managers	2	1	1	1	0	0	0	0	0	0	1	0	0	50	50																
Executive Staff	1	1	0	1	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0					
Department Heads																															
Asst. Dept. Heads																															
Section Head	1	0	1	0	0	0	0	0	0	0	1	0	0	100	100	12	20	0	0	0	0	0	*	*	1	100	100				
Div. Maint. Mgr.																															
Div. Transp. Mgr.																															
Professionals	6	6	0	2	0	0	0	0	0	4	0	0	0	67	0																
Senior/Supervising	1	1	0	1	0	0	0	0	0	0	0	0	0	0	11	31	*	*	0	0	0	*	*	1	0	0					
Entry Level	5	5	0	1	0	0	0	0	0	4	0	0	0	80	0	9	32	0	32	0	0	0	+	0	5	80	0				
Accountants																															
Planners																															
Engineers																															
Technicians	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100																
Supervising	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	18	25	0	0												
Senior																															

*Job group too small to allow goal-setting

+Parity has been reached

Department 7099 - Controller-Treasurer-Auditor

	All Employees			Employees by Ethnic Category										Current #		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals For Program Year		Anticipated Work Force As of 6/30/05		Projected Representation 6/30/05		
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min.	Γ	Min.	F	Min.	F	Attri-Lion	New Pos.	Total	Min.	Female.	6/30/05	Min.	Female	
Other																												
Paraprofessionals	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	21	57	*	*									
Clerical																												
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	14	15	*	*									
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	11	7	4	3	0	0	3	0	0	4	1	0	0	73	36													

*Job group too small to allow goal-setting

+Parity has been reached

Department 7100 - Accounting & Fiscal

	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 % Representation		
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attrition	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female	6/30/65	Min.	Female	
Officials and Managers	4	3	1	3	0	0	0	0	0	0	1	0	0	25	25														
Executive Staff																													
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0		
Asst. Dept. Heads	3	2	1	2	0	0	0	0	0	0	1	0	0	33	33	9	17	*	*	0	0	0	*	*	3	33	33		
Section Head																													
Div. Maint. Mgr.																													
Div. Transp. Mgr.																													
Professionals	16	12	4	6	2	0	0	0	0	6	2	0	0	50	25														
Senior/Supervising	4	2	2	2	1	0	0	0	0	0	1	0	0	25	50	11	31	0	0	0	0	0	*	*	4	25	50		
Entry Level																													
Accountants	12	10	2	4	1	0	0	0	0	6	1	0	0	58	17	6	31	0	14	0	0	0	+	0	12	58	17		
Planners																													
Engineers																													
Technicians	14	6	8	2	4	1	2	1	1	2	1	0	0	57	57														
Supervising	14	6	8	2	4	1	2	1	1	2	1	0	0	57	57	18	25	0	0										
Senior																													

*Job group too small to allow goal-setting

+Parity has been reached

Department 7100 - Accounting & Fiscal

	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 Representation 6/30/85	
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	M	F	M	F	M	F	M	F	Attri- tion	New Pos.	Total	M	F	M	F		
Other																									
Paraprofessionals	2	0	2	0	0	0	1	0	0	0	1	0	0	100	100	14	27	*	*						
Clerical	77	35	42	14	8	13	22	7	9	1	3	0	0	71	54	17	66	+	12						
Crafts																									
Crafts, (General)																									
Mechanics																									
Plumbers																									
Electricians																									
Sheet Metal																									
Operators																									
Laborers																									
Transit Police																									
Service Workers																									
Departmental Totals	113	56	57	25	14	14	25	8	10	9	8	0	0	65	50										

Job group too small to allow goal-setting

+Parity has been reached

Department 7200 - Data Processing

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals for Program Year		Anticipated Work Force As of			
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min.	F	Min.	F	Min.	F	Attri-Lion	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female	
Officials and Managers	3	3	0	2	0	0	0	0	0	1	0	0	0	33	0													
Executive Staff																												
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	-	-	
Asst. Dept. Heads	2	2	0	1	0	0	0	0	0	1	0	0	0	50	0	9	17	*	*	0	0	0	*	*	2	50	-	
Section Head																												
Div. Maint. Mgr.																												
Div. Transp. Mgr.																												
Professionals	40	34	6	22	2	1	3	3	1	8	0	0	0	40	15													
Senior/Supervising	27	25	2	17	1	1	0	1	1	6	0	0	0	33	7	11	31	0	0	0			+	0	27	33	7	
Entry Level	13	9	4	5	1	0	3	2	0	2	0	0	0	54	31	9	32	0	1	0			+	0	13	54	31	
Accountants																												
Planners																												
Engineers																												
Technicians	22	12	10	5	3	2	3	2	0	3	4	0	0	64	45													
Supervising	22	12	10	5	3	2	3	2	0	3	4	0	0	64	45	18	25	0	0									
Senior																												

*Job group too small to allow goal-setting

+Parity has been reached

Department: 7200 - Data Processing

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals for Program Year		Anticipated Work Force % of	
	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.	6/30/05	Min.	Female						
Other																									
Paraprofessionals																									
Clerical	21	2	19	1	3	0	9	0	4	1	3	0	0	76	90	17	66	+	+						
Crafts																									
Crafts, (General)																									
Mechanics																									
Plumbers																									
Electricians																									
Sheet Metal																									
Operators																									
Laborers																									
Transit Police																									
Service Workers																									
Departmental Totals	86	51	35	30	8	3	15	5	5	13	7	0	0	56	41										

+Parity has been reached

+Parity has been reached

Department: 7400 - Insurance

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force 6/30/65		Projected Representation 6/30/75	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min.	F	Min.	F	Min.	F	Attrition	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female	
Officials and Managers	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0													
Executive Staff																												
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0	
Asst. Dept. Heads																												
Section Head																												
Div. Maint. Mgr.																												
Div. Transp. Mgr.																												
Professionals	2	0	2	0	1	0	0	0	1	0	0	0	0	50	100													
Senior/Supervising																												
Entry Level	2	0	2	0	1	0	0	0	1	0	0	0	0	50	100	9	32	*	*	0	0	0	*	*	2	50	100	
Accountants																												
Planners																												
Engineers																												
Technicians	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0													
Supervising	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0	18	25	0	25									
Senior																												

*Job group too small to allow goal-setting

*Parity has been reached

Department 7400 - Insurance

	All Employees			Employees by Ethnic Category										Current %			Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals for Program Year		Anticipated Abs. Force As of		Projected Representation	
	Total	M	F	White		Black		Hisp.		Asian		Other		M.	F.	M.	F.	Attri-tion	New Pos.	Total	Min.	Female.	6/30/15	Min.	Female				
Other																													
Paraprofessionals	1	0	1	0	1	0	0	0	0	0	0	0	0	100	21	57	21	+											
Clerical	2	1	1	0	0	0	1	1	0	0	0	0	0	100	50	17	66	+	16										
Crafts																													
Crafts, (General)																													
Mechanics																													
Plumbers																													
Electricians																													
Sheet Metal																													
Operators																													
Laborers																													
Transit Police																													
Service Workers																													
Departmental Totals	7	3	4	1	2	1	1	1	1	0	0	0	0	57	57														

*Job group too small to allow goal-setting

*Parity has been reached

Department 8099 - Transit Systems Development

	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 % Representation 6/30/65										
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attrition	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female										
				M	F	M	F	M	F	M	F	M	F															M	F								
Officials and Managers	1	1	0	1	0	0	0	0	0	0	0	0	0	0																							
Executive Staff	1	1	0	1	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0											
Department Heads																																					
Asst. Dept. Heads																																					
Section Head																																					
Div. Maint. Mgr.																																					
Div. Transp. Mgr.																																					
Professionals																																					
Senior/Supervising																																					
Entry Level																																					
Accountants																																					
Planners																																					
Engineers																																					
Technicians	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100																						
Supervising	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	18	25	0	0																		
Senior																																					

*Job group too small to allow goal-setting

*Parity has been reached

Department 8099 - Transit Systems Development

	All Employees			Employees by Ethnic Category										Current #			Availability Factor			% or Underutilization			Anticipated Job Openings			Numeric Goals for Program Year		Anticipated Work Force As of		Projected Representation 5/30/25	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	M	F	M	F	M	F	Attri- tion	New Pos.	Total	M	Female	6/30/15	M	Female				
Other																															
Paraprofessionals																															
Clerical																															
Crafts																															
Crafts, (General)																															
Mechanics																															
Plumbers																															
Electricians																															
Sheet Metal																															
Operators																															
Laborers																															
Transit Police																															
Service Workers																															
Departmental Totals	2	1	1	1	0	0	1	0	0	0	0	0	0	50	50																

*Job group too small to allow goal-setting.

*Parity has been reached

Department 8100 - Metro Rail

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals for Program Year		Anticipated Work Force 6/30/65		Projected Representation 6/30/65				
	Total	M	F	White H F	Black H F	Hisp. H F	Asian H F	Other H F	Hin. M F	Hin. M F	Hin. M F	Attri- tion	New Pos.	Total	Hin. Female.	6/30/65	Hin. Female													
Officials and Managers	15	14	1	13	0	0	1	0	0	1	0	0	0	13	7															
Executive Staff																														
Department Heads	6	6	0	6	0	0	0	0	0	0	0	0	0	0	8	12	8	12	0	1	1	0	0	7	0	0				
Asst. Dept. Heads	5	4	1	3	0	0	1	0	0	1	0	0	0	4	20	9	17	0	0	0	0	+	+	5	40	20				
Section Head	4	4	0	4	0	0	0	0	0	0	0	0	0	0	12	20	12	20	0	0	0	*	*	4	0	0				
Div. Maint. Mgr.																														
Div. Transp. Mgr.																														
Professionals	54	45	9	27	5	5	1	3	3	10	0	0	0	40	17															
Senior/Supervising	26	24	2	16	0	2	0	0	2	6	0	0	0	38	8	11	31	0	23	1	8	9	+	0	34	38	8			
Entry Level	12	6	6	2	4	1	1	1	1	2	0	0	0	50	50	9	32	0	0	0	0	0	+	+	12	50	50			
Accountants																														
Planners	3	3	0	1	0	2	0	0	0	0	0	0	0	100	0	5	24	*	*	0	1	1	+	0	4	75				
Engineers	13	12	1	8	1	0	0	2	0	2	0	0	0	31	8	10	20	0	12	7	0	7	+	0	13	20	8			
Technicians	10	6	4	1	1	3	3	0	0	2	0	0	0	80	60															
Supervising	10	6	4	1	1	3	3	0	0	2	0	0	0	80	60	18	25	0	0											
Senior																														

*Job group too small to allow goal-setting

+Parity has been reached

Department 8100 - Metro Rail

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals for Program Year		Anticipated Work Force		Projected Representation 5/30/85			
	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	6/30/85	Min. Female												
Other																													
Paraprofessionals	2	1	1	1	1	0	0	0	0	0	0	0	0	50	21	57	*	*											
Clerical	13	1	12	0	4	0	8	1	0	0	0	0	0	69	92	17	66	+	+										
Crafts																													
Crafts, (General)																													
Mechanics																													
Plumbers																													
Electricians																													
Sheet Metal																													
Operators	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	14	15	*	*										
Laborers																													
Transit Police																													
Service Workers																													
Departmental Totals	95	67	28	42	11	8	14	4	3	13	0	0	0	44	32														

*Job group too small to allow goal-setting

*Parity has been reached

Department 8300 - Bus Facilities Engineering

	All Employees		Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals For Program Year		Anticipated Work Force As of 6/30/65				
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Min. M	Min. F	Min. M	Min. F	Attrition	New Pos.	Total	Min. Female	6/30/65	Min. Female				
Officials and Managers	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Executive Staff																											
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0		1	0	0	
Asst. Dept. Heads																											
Section Head																											
Div. Maint. Mgr.																											
Div. Transp. Mgr.																											
Professionals	19	17	2	5	1	2	0	1	0	9	1	0	0	68	10												
Senior/Supervising	6	6	0	2	0	1	0	0	0	3	0	0	0	67	0	11	31	0	31	0	2	2	2	0	8	50	0
Entry Level	6	5	1	0	1	1	0	1	0	3	0	0	0	83	17	9	32	0	15	0	0	0	+	0	6	83	17
Accountants																											
Planners																											
Engineers	7	6	1	3	0	0	0	0	0	3	1	0	0	57	14	10	20	0	6	0	2	2	+	1	9	44	11
Technicians	7	6	1	3	1	1	0	1	0	1	0	0	0	43	14												
Supervising	7	6	1	3	1	1	0	1	0	1	0	0	0	43	14	18	25	0	11								
Senior																											

*Job group too small to allow goal-setting

+Parity has been reached

	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 Representation		
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri- tion	New Pos.	Total	Min.	Female.	6/30/05	Min.	Female	
Other																												
Paraprofessionals																												
Clerical	4	2	2	0	1	0	1	2	0	0	0	0	0	0	.75	50	17	66	+	16								
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	31	26	5	9	3	3	1	4	0	10	1	0	0	61	16													

*Job group too small to allow goal-setting

+Parity has been reached

Department 9099 - Management

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals For Program Year		Anticipated Work Force As of		
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Attrition	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female	
				M	F	M	F	M	F	M	F	M	F													M
Officials and Managers	1	1	0	1	0	0	0	0	0	0	0	0	0	0												
Executive Staff	1	1	0	1	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0
Department Heads																										
Asst. Dept. Heads																										
Section Head																										
Div. Maint. Mgr.																										
Div. Transp. Mgr.																										
Professionals	0																									
Senior/Supervising																										
Entry Level																										
Accountants																										
Planners																										
Engineers																										
Technicians	1	0	1	0	1	0	0	0	0	0	0	0	0	100												
Supervising	1	0	1	0	1	0	0	0	0	0	0	0	0	100	18	25	18	0								
Senior																										

*Job group too small to allow goal-setting

+Parity has been reached

Department 9099 - Management

	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 Representation	
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	M	F	M	F	M	F	M	F	Attri- tion	New Pos.	Total	Min. Female.	6/30/05	Min. Female								
Other																														
Paraprofessionals																														
Clerical																														
Crafts																														
Crafts, (General)																														
Mechanics																														
Plumbers																														
Electricians																														
Sheet Metal																														
Operators																														
Laborers																														
Transit Police																														
Service Workers																														
Departmental Totals	2	1	1	1	1	0	0	0	0	0	0	0	0	0	50															

*Job group too small to allow goal-setting

*Parity has been reached

Department 9400 - Contracts, Procurement and Materiel

	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 % Representation 6/30/75			
	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	6/30/65	Min. Female	6/30/75	Min. Female										
Officials and Managers	8	7	1	7	1	0	0	0	0	0	0	0	0	0	13														
Executive Staff																													
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0			
Asst. Dept. Heads	2	2	0	2	0	0	0	0	0	0	0	0	0	0	9	17	*	*	0	0	0	*	*	2	0	0			
Section Head	5	4	1	4	1	0	0	0	0	0	0	0	0	0	20	12	20	12	0	0	0	0	+	5	0	20			
Div. Maint. Mgr.																													
Div. Transp. Mgr.																													
Professionals	14	10	4	6	4	0	0	3	0	1	0	0	0	27	27														
Senior/Supervising	8	7	1	6	1	0	0	0	0	1	0	0	0	13	13	11	31	0	20	0	0	0	+	0	8	13	13		
Entry Level	6	3	3	0	3	0	0	3	0	0	0	0	0	43	43	9	32	0	0	0	0	0	+	+	7	43	43		
Accountants																													
Planners																													
Engineers																													
Technicians	8	7	1	1	1	3	0	2	0	1	0	0	0	75	13														
Supervising	8	7	1	1	1	3	0	2	0	1	0	0	0	75	13	18	25	0	12										
Senior																													

*Job group too small to allow goal-setting

+Parity has been reached

Department 9400 - Contracts, Procurement and Material

	All Employees				Employees by Ethnic Category								Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals for Program Year		Anticipated Work Force Projection 6/30/85				
	Total	M	F		White	Black	Hisp.	Asian	Other					Min.	F	Min.	F	Min.	F	Attri- tion	New Pos.	Total	Min.	Female	6/30/85	Min.	Female
Other																											
Paraprofessionals	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	21	57	*	*								
Clerical	120	96	24	28	7	36	12	23	4	9	1	0	0	70	20	17	66	+	46								
Crafts																											
Crafts, (General)																											
Mechanics																											
Plumbers																											
Electricians																											
Sheet Metal																											
Operators	12	9	3	3	0	3	3	3	0	0	0	0	0	75	25	14	15	+	+								
Laborers	2	2	0	0	0	1	0	0	0	0	0	1	0	100	0	9	16	*	*								
Transit Police																											
Service Workers																											
Departmental Totals	165	131	34	45	13	43	16	31	4	11	1	1	0	61	20												

*Job group too small to allow goal-setting

+Parity has been reached

Department 9500 - Personnel

	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 Representation	
	Total	M	F	White M F	Black M F	Hispanic M F	Asian M F	Other M F	M	F	M	F	M	F	Min.	F	Min.	F	Attrition	New Pos.	Total	Min.	Female.	6/30/05	Min.	Female		
Officials and Managers	2	1	1	1	1	0	0	0	0	0	0	0	0	0	5	50												
Executive Staff																												
Department Heads	1	0	1	0	1	0	0	0	0	0	0	0	0	100	8	12	*	*	0	0	0	*	*	1	0	100		
Asst. Dept. Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	100	0	8	12	*	*	0	0	0	*	*	1	0	100	
Section Head																												
Div. Maint. Mgr.																												
Div. Transp. Mgr.																												
Professionals	13	5	8	2	7	1	0	1	0	1	1	0	0	23	62													
Senior/Supervising	5	2	3	2	3	0	0	0	0	0	0	0	0	60	11	31	11	0	0	0	0	+	+	6	0	60		
Entry Level	8	3	5	0	4	1	0	1	0	1	1	0	0	38	62	9	32	0	0	0	0	+	+	7	43	74		
Accountants																												
Planners																												
Engineers																												
Technicians																												
Supervising																25												
Senior																												

*Job group too small to allow goal-setting

+Parity has been reached

Department 9500 - Personnel

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals for Program Year		Anticipated Force As of		Projected Representation 6/30/85	
	Total	M	F	White		Black		Hisp.		Asian		Other		M	F	M	F	Attrition	New Pos.	Total	Min.	Female	6/30/85	Min.	Female		
Other																											
Paraprofessionals	7	1	6	1	2	0	1	0	3	0	0	0	0	57	86	21	57	+	+								
Clerical	28	3	20	0	8	2	6	1	5	0	1	0	0	65	87	17	66	+	+								
Crafts																											
Crafts, (General)																											
Mechanics																											
Plumbers																											
Electricians																											
Sheet Metal																											
Operators																											
Laborers																											
Transit Police																											
Service Workers																											
Departmental Totals	45	10	35	4	18	3	7	2	8	1	2	0	0	51	78												

Job group too small to allow goal-setting

+Parity has been reached

Department 9610 - General Services

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force 6/30/65		Projected Representation 6/30/65										
	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- Lion	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female																		
Officials and Managers	1	0	1	0	0	0	0	0	1	0	0	0	0	100	100																						
Executive Staff																																					
Department Heads	1	0	1	0	0	0	0	0	1	0	0	0	0	100	100	9	17	0	0	0	0	0	*	*	1	100	100										
Asst. Dept. Heads																																					
Section Head																																					
Div. Maint. Mgr.																																					
Div. Transp. Mgr.																																					
Professionals																																					
Senior/Supervising																																					
Entry Level																																					
Accountants																																					
Planners																																					
Engineers																																					
Technicians	3	2	1	0	0	2	0	0	1	0	0	0	0	100	33																						
Supervising	3	2	1	0	0	2	0	0	1	0	0	0	0	100	33	18	25	0	0																		
Senior																																					

*Job group too small to allow goal-setting

+Parity has been reached

Department 9610 - General Services

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force 6/30/05		Projected % Representation 6/30/05			
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attrition	New Pos.	Total	Min.	Female	6/30/05	Min.	Female			
				H	F	H	F	H	F	M	F	H	F															H	F	
Other																														
Paraprofessionals																														
Clerical	11	7	4	0	0	6	2	1	2	0	0	0	0	100	36	17	66	+	30											
Crafts																														
Crafts, (General)																														
Mechanics																														
Plumbers																														
Electricians																														
Sheet Metal																														
Operators																														
Laborers																														
Transit Police																														
Service Workers	64	42	22	5	1	17	13	15	8	5	0	0	0	91	34	9	16	+	+											
Departmental Totals	79	51	28	5	1	25	15	16	12	5	0	0	0	92	35															

job group too small to allow goal-setting

+Parity has been reached

Department 9640 - Print Shop

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals for Program Year		Anticipated Work Force 6/30/65		Projected % Representation 6/30/75			
	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	6/30/65	Min. Female	6/30/75											
Officials and Managers	1	1	0	0	0	0	0	0	1	0	0	0	0	100	-														
Executive Staff																													
Department Heads																													
Asst. Dept. Heads	1	1	0	0	0	0	0	0	1	0	0	0	0	100	0	9	17	*	*	0	0	0	*	*	1	100	0		
Section Head																													
Div. Maint. Mgr.																													
Div. Transp. Mgr.																													
Professionals	3	2	1	1	1	0	0	1	0	0	0	0	0																
Senior/Supervising	3	2	1	1	1	0	0	1	0	0	0	0	0	33	33	8	28	*	*	0	0	0	*	*	3	33	33		
Entry Level																													
Accountants																													
Planners																													
Engineers																													
Technicians	3	2	1	0	0	2	0	0	1	0	0	0	0	100	33														
Supervising	3	2	1	0	0	2	0	0	1	0	0	0	0	100	33	18	25	0	0										

*Job group too small to allow goal-setting

+Parity has been reached

Department - 9640 - Print Shop

	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 Representation 6/30/85	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attri- tion	New Pos.	Total	Min.	Female	6/30/85	Min.	Female	
				M	F	M	F	M	F	M	F	M	F															
Other																												
Paraprofessionals																												
Clerical	11	7	4	0	0	6	2	1	2	0	0	0	0	100	36	17	66	+	30									
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	18	12	6	1	1	8	2	3	3	0	0	0	0	89	33													

Not enough employees to allow goal-setting

Parity has been reached

Department 9700 - Management and Budget

	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 % Representation						
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	M	F	M	F	M	F	M	F	Attri- tion	New Pos.	Total	Mfn. Female	6/30/65	Mfn. Female											
Officials and Managers	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0																	
Executive Staff																																	
Department Heads	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1							
Asst. Dept. Heads																																	
Section Head																																	
Div. Maint. Mgr.																																	
Div. Transp. Mgr.																																	
Professionals	13	4	9	3	7	0	2	0	0	1	0	0	0	23	69																		
Senior/Supervising	5	3	2	2	1	0	1	0	0	1	0	0	0	60	40	11	31	0	0	0	0	0	+	+	5	60	40						
Entry Level	8	1	7	1	6	0	1	0	0	0	0	0	0	13	88	9	32	0	0	0	0	0	+	+	8	13	88						
Accountants																																	
Planners																																	
Engineers																																	
Technicians	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0																		
Supervising	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0	18	25	0	25														
Senior																																	

*Job group too small to allow goal-setting

+Parity has been reached

Department 9700 - Management and Budget

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals for Program Year		Anticipated Work Force 6/30/16		Projected Representation 6/30/25	
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	M	F	M	F	M	F	M	F	Attri- tion	New Pos.	Total	M	Female	6/30/16 M	Female	6/30/25 M	Female		
Other																											
Paraprofessionals																											
Clerical	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	100	100	17	66	*	*						
Crafts																											
Crafts, (General)																											
Mechanics																											
Plumbers																											
Electricians																											
Sheet Metal																											
Operators																											
Laborers																											
Transit Police																											
Service Workers																											
Departmental Totals	17	6	11	4	7	1	3	0	0	1	0	0	0	0	31	63											

Not enough too small to allow underutilization

Parity has been reached

Department 9800 - Labor Relations

	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 Representation				
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attrition	New Pos.	Total	Min.	Female	6/30/65	Min.	Female			
				M	F	M	F	M	F	M	F	M	F															M	F	
Officials and Managers	2	1	1	1	1	0	0	0	0	0	0	0	0	0	50															
Executive Staff	1	1	0	1	0	0	0	0	0	0	0	0	0	0	8	12	*	*	0	0	0	*	*	1	0	0				
Department Heads	1	0	1	0	1	0	0	0	0	0	0	0	0	0	100	9	17	*	*	0	0	0	*	*	1	0	100			
Asst. Dept. Heads																														
Section Head																														
Div. Maint. Mgr.																														
Div. Transp. Mgr.																														
Professionals	2	2	0	0	0	1	0	1	0	0	0	0	0	100	0															
Senior/Supervising	1	1	0	0	0	0	0	1	0	0	0	0	0	100	0	11	31	*	*	0	0	0	*	*	1	100	0			
Entry Level	1	1	0	0	0	1	0	0	0	0	0	0	0	100	0	9	32	*	*	0	0	0	*	*	1	100	0			
Accountants																														
Planners																														
Engineers																														
Technicians	1	0	1	0	1	0	0	0	0	0	0	0	0	100																
Supervising	1	0	1	0	1	0	0	0	0	0	0	0	0	100	18	25	18	0												
Senior																														

*Job group too small to allow goal-setting

+Parity has been reached

Department 9800 - Labor Relations

	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 Representation	
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	Other M	Other F	Mn.	F	Mn.	F	Mn.	F	Attri-tion	New Pos.	Total	Mn.	Female	6/30/05	Mn.	Female	
Other																												
Paraprofessionals	1	1	0	1	0	0	0	0	0	0	0	0	0	0	21	57	*	*										
Clerical	3	0	3	0	1	0	0	0	1	0	1	0	0	67	100	17	66	*	*									
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	9	4	5	2	3	1	0	1	1	0	1	0	0	44	56													

*Not enough too small to allow goal-setting

*Partly has been reached

Department 9810 - Employee Activities

	All Employees			Employees by Ethnic Category										Current %		Availability Factor		% of Underutilization		Anticipated Job Openings		Numeric Goals For Program Year		Anticipated Work Force 6/30/65		Projected Representation 6/30/65				
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	Other M F	Min. F	Min. F	Min. F	Attri- tion	New Pos.	Total	Min.	Female.	6/30/65	Min.	Female											
Officials and Managers																														
Executive Staff																														
Department Heads																														
Asst. Dept. Heads																														
Section Head																														
Div. Maint. Mgr.																														
Div. Transp. Mgr.																														
Professionals	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100															
Senior/Supervising	1	0	1	0	0	0	1	0	0	0	0	0	0	100	100	11	31	*	*	0	0	0	*	*	1	100	100			
Entry Level																														
Accountants																														
Planners																														
Engineers																														
Technicians																														
Supervising																														
Senior																														

*Job group too small to allow goal-setting

+Parity has been reached

Department 9810 - Employee Activities

	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 Representation	
	Total	M	F	White		Black		Hisp.		Asian		Other		Min.	F	Min.	F	Min.	F	Attrition	New Pos.	Total	Min.	Female	6/30/05	Min.	Female	
				M	F	M	F	M	F	M	F	M	F															
Other																												
Paraprofessionals																												
Clerical	2	0	2	0	1	0	0	0	1	0	0	0	0	50	100	17	66	*	*									
Crafts																												
Crafts, (General)																												
Mechanics																												
Plumbers																												
Electricians																												
Sheet Metal																												
Operators																												
Laborers																												
Transit Police																												
Service Workers																												
Departmental Totals	3	0	3	0	1	0	1	0	1	0	0	0	0	67	100													

*Job group too small to allow goal-setting

*Parity has been reached

APPENDIX G
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			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	.6
Percentage of individuals having requisite skills in the immediate area.	9.4	.45	4.2	8.2	.45	3.7	5.6	.45	2.5	6.0	.45	2.7
Percentage of individuals having requisite skills in a reasonable recruiting area.	7.4	.45	3.3	4.8	.45	2.2	10.2	.45	4.6	6.0	.45	2.7
Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			13.0			7.0			9.6			6.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials and Managers

Executive Staff

Female, Black and Hispanic

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, 1984.

Factor 2. Geographic Profile of Employment and unemployment, 1982 U.S. Department of Labor, Bureau of Statistics, May 1983, Table 15.

Factor 3. Ibid, Table 4.

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

Hispanics

Factor 1 and 2. Same as Factor 1 and 2 above.

Factor 3. Geographic Profile of Employment and Unemployment, 1982. U.S. Department of Labor Bureau of Statistics, May 1983 Table 4.

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

Asians

Factors 1-3. Same as factor 1 above.

Factor 4. Same as above.

Job Group Officials & Managers - Department Head

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.9	.10	1.1	24.6	.15	3.7	6.1	.10	.6
2. Percentage of individuals having requisite skills in the immediate area.	9.4	.40	3.8	8.2	.40	3.3	5.6	.40	2.2	6.0	.40	2.4
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	7.4	.40	3.0	4.8	.40	2.0	10.2	.30	3.1	6.0	.40	2.4
4. Percentage of individuals among those promotable or transferable.	12.5	.10	1.3	14.8	.10	1.5	7.8	.15	1.2	3.9	.10	.4
AVAILABILITY ESTIMATE			13.5			7.9			10.2			5.8

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials and Managers

Department Head

Female and Black

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles, February 1984.

Factor 2. Geographic Profile of Employment and Unemployment, 1982, U.S. Department of Labor, Bureau of Labor Statistics, May 1983, Table 15.

Factor 3. Ibid, Table 4.

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 larger share are promoted from within.

Asian

Factor 1 and 2. Same as Factor 1, above.

Factor 3. Same as Factor 1. above.

Factor 4. Same as factor 4, above.

Hispanic

Factor 1 and 2. Same as above

Factor 3. Same as factor 1

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.

Job Group Officials & Managers - Assistant Department Head

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.15	8.1	10.9	.10	1.1	24.6	.20	5.0	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	9.4	.35	3.3	8.2	.40	3.3	5.6	.40	2.2	6.0	.40	2.4
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	7.4	.30	2.2	4.8	.35	1.7	10.2	.20	2.0	6.0	.40	2.4
4. Percentage of individuals among those promotable or transferable.	27.2	.20	5.4	15.1	.15	2.3	8.6	.20	1.7	14.1	.10	1.4
AVAILABILITY ESTIMATE			19.0			8.4			10.9			6.8

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials & Managers

Assistant Department Head

Female and Black

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles, February 1984.

Factor 2. Geographic Profile of Employment and Unemployment, U.S. Department of Labor, Bureau of Statistics, May 1983, Table 15.

Factor 3. Ibid Table 4.

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

Hispanic

Factor 1 and 2. Same as above.

Factor 3. Same as factor 1.

Factor 4. Same as above.

Asian

Factor 1-3. State of California Employment Development Department, Employment Data and Research for Los Angeles County, February 1984.

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			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.9	.15	1.6	24.6	.5	6.2	6.1	.15	.9
2. Percentage of individuals having requisite skills in the immediate area.	9.4	.25	2.4	8.2	.15	1.2	5.6	.30	1.7	6.0	.15	.9
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	7.4	.20	1.5	4.8	.10	.5	10.2	.35	3.6	6.0	.10	.6
4. Percentage of individuals among those promotable or transferable.	27.2	.45	12.2	15.1	.60	9.1	8.6	.10	.9	14.1	.60	8.5
AVAILABILITY ESTIMATE			21.5			12.4			12.4			10.9

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials & Managers

Section Head

Female and Black

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles, February 1984.

Factor 2. Geographic Profile of Employment and Unemployment, 1982, U.S. Department of Labor, Bureau of Labor Statistics, May 1983, Table 15.

Factor 3. Ibid, Table 4

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

Hispanic

Factor 1 and 2. Same as above.

Factor 3. Same as factor 1 above.

Factor 4. Same as above.

Asian

Factors 1-3. Same as Factor 1 above.

Factor 4. Same as 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 - Divison Maintenance Managers

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	N/A			10.9	.10	1.09	24.6	.10	2.46	6.1	.10	.61
2. Percentage of individuals having requisite skills in the immediate area.	0			8.2	.10	.8	5.6	.10	.6	6.0	.10	.6
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	0			4.8	.10	.5	10.2	.10	1.0	6.0	.10	.6
4. Percentage of individuals among those promotable or transferable.	0			18.0	.70	12.6	18	.70	12.6	3	.70	2.1
AVAILABILITY ESTIMATE			0			15.0			16.7			3.9

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials & Managers

Division Maintenance Managers

Female

No relevant percentages are available. Thus, no availability estimate is possible at this time.

Black

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles, February 1984.

Factor 2. Geographic Profile of Employment and Unemployment, 1982, U.S. Department of Labor, Bureau of Labor Statistics, May 1983, Table 15.

Factor 3. Ibid, table 4.

Factor 4. Percentages represent a feeder group of Maintenance Technicians.

Hispanics

Factor 1 and 2. Same as above

Factor 3. Same as Factor 1.

Factor 4. Same as above.

Asians

Factors 1-3. Same as Factor 1 above.

Factor 4. Same as above.

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			ASIAN - PACIFIC		
	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.	54.2	.05	2.7	10.9	.50	5.5	24.6	.55	14.	6.1	.50	3.1
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.	10.3	.95	9.8	43.0	.50	21.5	10.0	.45	5.0	.9	.50	.45
AVAILABILITY ESTIMATE			12.5			27			19.			3.6

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, February 1984.

Factor 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 Asian-Pacific 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 Asian-Pacifics.

Job Group Professional - Senior & Supervising

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.9	.10	1.1	24.6	.15	3.7	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	17.8	.30	5.3	14.1	.30	4.2	6.6	.25	1.7	7.7	.30	2.3
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	43.4	.30	13.0	8.3	.30	2.5	8.2	.25	2.1	7.7	.30	2.3
4. Percentage of individuals among those promotable or transferable.	27.2	.30	8.2	15.1	.30	4.5	8.6	.35	3.0	14.1	.30	4.2
AVAILABILITY ESTIMATE			31.9			12.3			10.5			9.4

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professional

Senior & Supervising

Female, Black and Hispanic

Factor 1. State of California Employment Development, Employment Data and Research for Los Angeles County, 1984.

Factor 2. Geographic Profile of Employment and Unemployment, 1982, U.S. Department of Labor, Bureau of Labor Statistics. May 1984, Table 15.

Factor 3. Same as Factor 1.

Factor 4. From percentages Professional Category, District workforce.

Asian-Pacific Islander

Factor 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			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	.6
2. Percentage of individuals having requisite skills in the immediate area.	17.8	.45	8.0	14.1	.45	6.4	6.6	.45	3.0	7.7	.45	3.5
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	43.4	.45	19.5	8.3	.45	3.7	8.2	.45	3.7	7.7	.45	3.5
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			32.9			11.2			9.2			7.5

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professional

Entry Level

Female, Black and Hispanic

Factor 1. State of California Employment Development Dept. Employment Data and Research for Los Angeles, February 1984.

Factor 2. Geographic Profile of Employment and Unemployment 1982, U.S. Dept. of Labor, Bureau of Labor Statistics, May 1983, Table 15.

Factor 3. Same as Factor 1.

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

Asian-Pacific Islander

Factors 1-3. Same as factor 1.

Factor 4. See Factor 4 above.

Job Group Accountants

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.9	.10	1.1	24.6	.10	2.5	6.1	.20	1.2
2. Percentage of individuals having requisite skills in the immediate area.	21.6	.50	10.8	10.1	.50	5.1	2.5	.50	1.3	2.2	.40	1.0
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	38.7	.40	15.5	5.5	.40	2.2	3.3	.40	1.3	2.2	.40	1.0
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			31.7			8.4			5.1			3.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Accountants

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, February 1984.

Factor 2. Derived from information supplied by U.S. General Accounting Office, Los Angeles, Nationwide Statistics.

Female, Black and Hispanic

Factor 3. Percentage of Females, Blacks and Hispanics employed as accountants supplied by the U.S. Department of Labor, Bureau of Labor Statistics, 1983 annual average.

Asian-Pacific

Factor 1. Same as above

Factor 2. Same as above

Factor 3. Same as Factor 2, data unavailable from U.S. Department of Labor, Bureau of Labor Statistics.

Job Group Professionals - Planners

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.20	10.8	10.9	.20	2.2	24.6	.25	5.0	6.1	.25	1.5
2. Percentage of individuals having requisite skills in the immediate area.	19.4	.50	9.7	1.8	.50	1.0	2.5	.50	1.25	2.2	.50	1.1
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	19.4	.30	5.8	1.8	.30	.5	2.5	.25	.6	2.2	.25	.6
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			26.3			3.7			6.9			3.2

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professionals

Planners

Factor 1. State of California Employment Development Department, Employment Data and research for Los Angeles County, 1984.

Factor 2 and 3. The Planners Advisory Service Report #382, supplied by American Planners Association, Chicago, Illinois, 1984. 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.

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

Job Group Professionals - Engineers

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.15	8.1	10.9	.15	1.6	24.6	.20	5.0	6.1	.05	.3
2. Percentage of individuals having requisite skills in the immediate area.	18.5	.50	9.3	7.6	.50	3.8	14.6	.50	7.3	11.6	.90	10.4
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	13.2	.35	4.6	2.6	.35	1.0	2.6	.30	1.0	4.3	.05	0.2
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			220			6.4			13.3			10.9

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professionals

Engineers

Factor 1. State of California, Employment Development Department, Employment Data and Research for Los Angeles County, February 1984.

Factor 2. Based on the Scientific Manpower Commissions' Publication of Professional Women and Minorities in Engineering, Washington D.C., April 1982, of nationwide graduates with requisite skills.

Factor 3. Same as Factor 2, based on statewide statistics.

Factor 4. Not applicable.

Job Group Technicians - Supervising

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.05	2.7	10.9	.05	.6	24.6	.05	1.2	6.1	.05	.3
2. Percentage of individuals having requisite skills in the immediate area.	17.8	.15	2.6	14.1	.15	2.1	6.6	.15	1.0	11.7	.15	1.8
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	39.2	.10	3.9	11.13	.10	1.1	11.9	.10	1.2	11.7	.10	1.2
4. Percentage of individuals among those promotable or transferable.	19.1	.70	13.4	36.4	.70	25.5	14.3	.70	10.0	4.8	.70	3.4
AVAILABILITY ESTIMATE			22.6			29.3			13.4			6.7

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Technicians - Supervising

Female

Factor 1. State of California, Employment Development Department, Employment Data and Research for Los Angeles February 1984.

Factor 2. Geographic Profile of Employment and Unemployment, U.S. Department of Labor, 1982, Table 15.

Factor 3. See Factor 1 above.

Factor 4. Percentage representation in the District workforce June 30, 1984.

Asian

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			ASIAN - PACIFIC		
	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.	54.2	.05	2.7	10.9	.05	0.6	24.6	.05	1.2	6.1	.05	0.3
2. Percentage of individuals having requisite skills in the immediate area.	10.8	.15	2.7	14.1	.15	2.1	6.6	.15	1.0	11.7	.15	1.8
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	39.2	.10	3.9	11.1 ³	.10	1.1	11.9	.10	1.2	11.7	.10	1.2
4. Percentage of individuals among those promotable or transferable.	21.6	.70	15.1	52.5	.70	36.8	18.7	.70	13.1	2.2	.70	1.5
AVAILABILITY ESTIMATE			24.4			40.6			21.3			4.8

INTERPRETAION OF AVAILIBILITY FACTOR COMPUTATION

Technicians - Senior

Female, Black and Hispanic

- Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles, February 1984.
- Factor 2. Geographic Profile of Employment and Unemployment, U.S. Dept. of Labor, 1982, Bureau of Labor Statistics, May 1983, Table 15.
- Factor 3. Refer to Factor 1.
- Factor 4. Percentage is representation of female and minority employees in the Technician, Office / Clerical, and Operatives categories within the District workforce as of 6/30/84.

Asian-Pacific Islander

- Factors 1-3. 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 within this job group.

Job Group Technicians - Intermediate

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.05	2.7	10.9	.05	.6	24.6	.05	1.2	6.1	.05	.3
2. Percentage of individuals having requisite skills in the immediate area.	17.8	.30	5.3	14.1	.30	4.2	6.6	.30	2.0	11.7	.30	3.5
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	39.2	.20	7.8	11.1	.20	2.2	11.9	.20	2.4	11.7	.20	2.3
4. Percentage of individuals among those promotable or transferable.	21.6	.45	9.7	52.5	.45	23.6	18.7	.45	8.4	2.2	.45	1.0
AVAILABILITY ESTIMATE			25.5			30.6			14.0			7.1

Technicians

Intermediate

Female, Black & Hispanics

Factor 1. State of California Employment, Development Department, Employment Data and Research for Los Angeles, February, 1984.

Factor 2. Geographic profile of Employment and unemployment, 1982, Bureau of Labor statistics May 1983, Table 15.

Factor 3. Same as factor 1.

Factor 4. Percentage representation of female and minority employees in the Technician, office, clerical and Operatives categories within the District Workforce as of 6/30/84.

Asians

Factor 1-3 same as Factor 1 above.

Factor 4. same as above.

Job Group Technicians - Entry Level

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	.6
2. Percentage of individuals having requisite skills in the immediate area.	17.8	.50	8.9	14.1	.50	7.1	6.6	.50	3.3	11.7	.50	5.9
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	39.2	.40	15.7	11.1	.40	4.4	11.9	.40	4.8	11.7	.40	4.7
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			30.0			12.6			10.6			11.2

Technicians

Entry Level

Female Black and Hispanics

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles, February 1984.

Factor 2. Geographic Profile of Employment and Unemployment, 1982, Bureau of Labor Statistics, May 1983, Table 15.

Factor 3. Same as Factor 1 above.

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

Asian-Pacific Islander

Factor 1. - 3. Same as factor 1 above.

Factor 4. Same as above.

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			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	.6
2. Percentage of individuals having requisite skills in the immediate area.	17.8	.10	1.8	14.1	.10	1.4	6.6	.10	.7	7.7	.10	.8
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	43.4	.10	4.3	8.3	.10	0.8	8.2	.10	.8	7.7	.10	.8
4. Percentage of individuals among those promotable or transferable.	60.1	.70	42.1	43.1	.70	30.2	21.2	.70	14.8	5.6	.70	3.9
AVAILABILITY ESTIMATE			54.			33.5			19.0			6.1

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Paraprofessionals

Female, Black and Hispanic

Factor 1. Employment Development Department, Employment Data and Research for Los Angeles February 1984.

Factor 2. Geographic Profile of Employment and Unemployment, U.S. Department of Labor, 1982, U.S. Dept. of Labor, Bureau of Labor Statistics, May 1983, Table 15.

Factor 3. Same as factor 1 above.

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

Asian-Pacific Islander

Factor 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			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.87	.10	1.1	24.6	.10	2.5	6.1	.10	.6
2. Percentage of individuals having requisite skills in the immediate area.	97.3	.10	9.7	11.0	.20	2.2	14.7	.20	3.0	5.2	.20	1.0
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	97.3	.10	9.7	11.0	.20	2.2	14.7	.20	3.0	5.2	.20	1.0
4. Percentage of individuals among those promotable or transferable.	60.1	.70	42.1	43.1	.50	21.5	21.2	.50	10.6	5.6	.50	2.8
AVAILABILITY ESTIMATE			66.9			27			19.1			5.5

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Clerical

Female and Hispanic

Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles County, February 1984.

Factor 2 and 3. SAME AS FACTOR 1.

Factor 4. Based on percentages of this class in the District workforce 6/30/84.

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			ASIAN - PACIFIC		
	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.	54.2	.10	5.4	10.9	.20	2.2	24.6	.20	5.0	6.1	.20	1.2
2. Percentage of individuals having requisite skills in the immediate area.	2.2	.45	1.5	10.0	.40	4.0	13.7	.40	5.5	3.9	.40	1.6
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	2.2	.45	1.5	10.0	.40	4.0	13.7	.40	5.5	3.9	.40	1.6
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			8.4			10.2			16.0			4.3

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Craftworkers (except Mechanics)

Factors 1, 2 and 3. State of California Employment Development Department, Employment Data and Research for Los Angeles County, February 1984.

Factor 4. Not Applicable. Numbers are too small to be usable.

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			ASIAN - PACIFIC		
	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.	54.2	.002	0.11	10.9	.40	4.4	24.6	.10	2.5	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	2.8	.554	1.22	7.0	.20	1.4	6.0	.30	1.8	6.0	.40	2.4
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	1.9	.294	0.56	8.8	.30	2.6	31.9	.30	9.6	6.0	.40	2.4
4. Percentage of individuals among those promotable or transferable.	35.3	.150	5.30	44.1	.10	4.4	35.3	.30	10.6	5.9	.10	0.6
AVAILABILITY ESTIMATE			7.19			12.8			24.5			6.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Auto and Diesel Mechanics

Female, Black and Hispanics

- Factor 1. State of California, Employment Development, Employment Data and Research for Los Angeles, February 1984.
- Factor 2. Bureau of Labor Statistics, U.S. Dept. of Labor 1983 Annual Averages, January 1984.
- Factor 3. Same as Factor 1 above.
- Factor 4. Percentages based on participation in Mechanic "C" training program at SCRTD, 1983-84.

Asian-Pacific Islander

- Factors 1-3. Same as Factor 1 above.
- Factor 4. Same as above.

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Craftworkers

Plumbers - Females

- Factor 1. State of California Employment Development Department, Employment Data and Research for Los Angeles, February 1984.
- Factor 2. Percentage of Females in apprenticeship programs in California as of 12/31/82, supplied by the State of California Department of Industrial Relations, Division of Apprenticeship Standards.
- Factor 3. Percentage of employed Female Plumbers as researched by the U.S. Department of Labor, Bureau of Labor Statistics, 1983 annual averages.
- 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. Factor 2 is somewhat ahead of the actual marketplace figures. Factor 3 represents a more reliable number. In any case, Factors 2 and 3 are considered the key sources.

Craftworkers

Female Electricians Only.

Factor 1. See explanation for Plumbers.

Factor 2. Represents percentage of females who are active apprentice electricians; figures are for California and are supplied by the State of California, Industrial Relations Department, Division of Apprenticeship Standards, December 1982.

Factor 3. Represents percentage of employed female Electricians as recorded by the U.S. Department of Labor, Bureau of Labor Statistics, 1983 annual averages.

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 electricians in Factor 2. Thus, the percentages used are somewhat ahead of the market-place at this time. Factors 2 and 3 are considered the key ones.

Craftworkers

Female Sheet Metal Workers Only.

Factor 1. See explanation for Plumbers.

Factor 2. Represent percentage of females who are apprentice sheet metal workers in Los Angeles County. Figures are supplied by State of California Department of Industrial Relations, Division of Apprenticeship Standards, April, May, June 1984 Quarterly Statistical Report.

Factor 3. Represents percentage of employed female Sheet Metal Workers as recorded by the U.S. Department of Labor, Bureau of Labor Statistics, 1983 annual averages.

Factor 4. Not applicable.

Weights: Labor Force percentage is of partial negligible use in this kind of estimate. The figures for apprenticeship programs were used in place of percentages of people with requisite skills in Factor 2. They are, thus, somewhat ahead of the actual marketplace figures. In any case, Factors 2 and 3 are considered the key ones.

Job Group. Operatives

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN - PACIFIC		
	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.	54.2	.20	10.1	10.9	.20	2.2	24.6	.20	5.0	6.1	.20	1.2
2. Percentage of individuals having requisite skills in the immediate area.	7.6	.40	3.0	7.5	.40	3.0	20.7	.40	11.0	2.1	.40	1.0
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	7.5	.40	3.0	18.3	.40	7.3	27.2	.40	10.9	2.1	.40	1.0
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			16.1			12.5			26.9			3.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Operatives

Female, Blacks and Hispanics

- Factor 1. Employment Development Department, Employment Data and Research for Los Angeles, February 1984.
- Factor 2. Geographic Profile, 1982 Table 15. Percentages represents "Operatives, except transport."
- Factor 3. Same as Factor 1.
- Factor 4. Not applicable.

Asian

Factors 1-3. Employment Development Department, 1982, Labor Statistics, May 1983. 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 and Hispanic and Asian-Pacific Islander persons may appear inflated.