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EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION
PROGRAM

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

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**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM**

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INTRODUCTION

In an effort to promote true diversity in the workplace, the Metropolitan Transportation Authority (MTA) has established a consistent and equitable set of personnel policies, procedures, and practices which prohibit discrimination on the basis of race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status, or veteran status against any applicant, employee, and/or contractor. The MTA has established an Equal Employment Opportunity/Affirmative Action Program for women, minority groups, disabled, disabled veterans, and veterans of the Vietnam era. As part of this program, each contracting entity of MTA will establish Equal Employment Opportunity (EEO)/Affirmative Action programs consistent with these guidelines, to be reviewed and approved by the appropriate designee.

In accordance with AB 152, this program adopts an affirmative action plan for management positions which reflects the ethnic demographics of the county, taking into consideration the availability of the work force in the various ethnic groups.

Program Objectives are:

- o to establish a framework for necessary and practical procedures;
- o to provide uniformity in meeting Federal and State requirements; and
- o to achieve a positive, continuing, progressive, and dynamic Equal Employment Opportunity/Affirmative Action program.

This document outlines basic Equal Employment Opportunity and Affirmative Action objectives and responsibilities that notify managerial and supervisory staff of their obligation to assure effective implementation of MTA practices and procedures. The Chief Executive Officer (CEO) shall issue a statement annually, to staff, constituents, and community sources as to the fulfillment of MTA's Equal Employment Opportunity and Affirmative Action objectives.

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STATEMENT OF POLICY

The success of the MTA will result from enhancing and utilizing the abilities of all employees to their fullest extent practical within the framework of the employment environment. The MTA is committed to a policy of Equal Employment Opportunity (EEO) and Affirmative Action.

I am personally committed to the goals of Equal Employment Opportunity and Affirmative Action; to ensure equal opportunity for all qualified persons regardless of race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status or veteran status. As evidence of my commitment, I hereby approve the Equal Employment Opportunity/Affirmative Action Program. The Equal Employment Opportunity/Affirmative Action Program details MTA policies and procedures for nondiscrimination. Under such program, applicants and employees have the right to file complaints of alleged discrimination to designated personnel.

All employment decisions will be made based upon the premise of advancing principles of Equal Employment Opportunity and Affirmative Action. To ensure this:

- o The Equal Opportunity Officer will be responsible for review and monitoring of personnel actions relating to recruitment, selection, assignment, reclassification, transfer, promotion, discipline, and termination as well as programs such as compensation, benefits, training, recreation and commendation; in conformance with EEO policies and objectives; and the development and maintenance of necessary programs, records, and reports to comply with government regulations.
- o Employment goals and timetables will be established consistent with the availability of women and minorities in the MTA workforce. Achievement of such goals will lead to fuller utilization and development of MTA's human resources.
- o EEO will be incorporated into annual objectives, goals, and performance evaluations of management employees, and will include assessment of EEO efforts and Affirmative Action results.
- o Professional Development and Training Programs will be implemented with a goal of increasing the number of women and minorities in all levels of the workforce.

The MTA will assume a leadership role through its Affirmative Action efforts. Participation of women and minorities in management through employment and promotion will continue to be emphasized to provide opportunities to contribute to the success of the MTA.

All employees of the MTA are charged with the responsibility of furthering EEO and Affirmative Action goals and objectives. Full cooperation and assistance from each employee is necessary for success in these areas.

Chief Executive Officer

Date

ORGANIZATIONAL STRUCTURE

The Office of Equal Opportunity is comprised of three departments:

- a. Contract Compliance
- b. Disadvantaged Business Enterprise
- c. Equal Employment Opportunity

The Table of Organization is shown below:

**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
OFFICE OF EQUAL OPPORTUNITY**

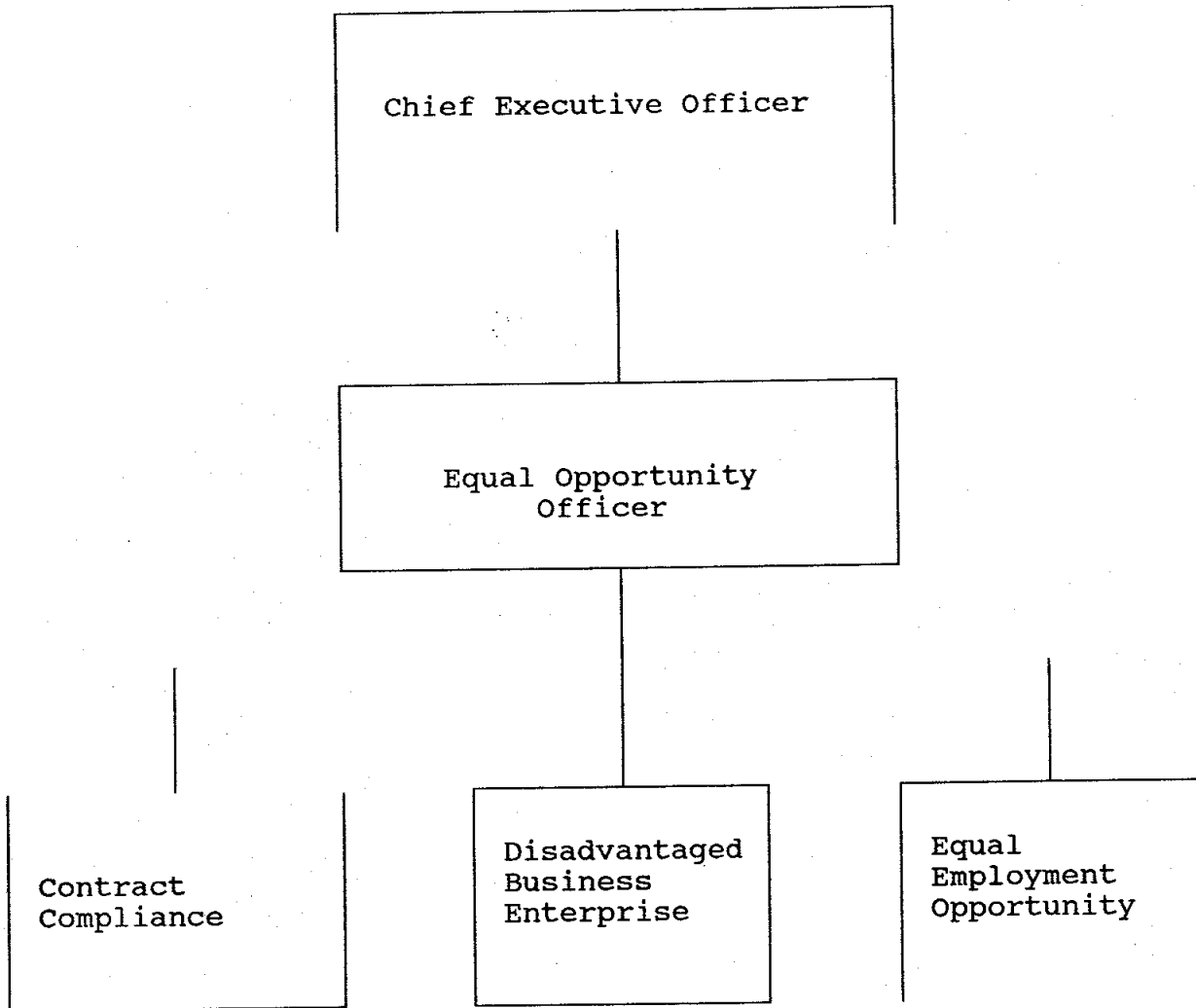


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1.0 AUTHORITY AND RESPONSIBILITY

The authority and responsibility for developing and implementing an Equal Employment Opportunity/Affirmative Action Program is vested in the MTA's Chief Executive Officer and delegated to the Equal Opportunity Officer.

As delegated through the Chief Executive Officer, the Equal Opportunity Officer is responsible for providing leadership in the effective adoption and implementation of EEO and Affirmative Action programs. The Equal Opportunity Officer is responsible for overseeing that the program is consistent with applicable laws, regulations, policies, and guidelines.

Under such direction, the Equal Opportunity Officer is responsible for the design of an administrative support structure that facilitates compliance with applicable laws, regulations, policies, and guidelines; and establishes a mechanism for ongoing coordination, evaluation of such programs, and assessment of managerial and supervisory staff on the fulfillment of their responsibilities for Affirmative Action.

Management and supervisory staff within each division and within each departmental unit shall be responsible for oversight and consistency in the implementation of the programs on a daily basis.

The Departments of Disadvantaged Business Enterprise and Equal Employment Opportunity are also responsible for compliance by contracting entities of and with MTA and will ensure monitoring of such programs as appropriate.

2.0 PURPOSE OF EQUAL EMPLOYMENT OPPORTUNITY

The responsibilities set forth in this program have been established to ensure that every MTA employee and potential employee is afforded the opportunity to grow and achieve on the basis of individual abilities without discrimination on the basis of race, color, creed, ancestry, national origin, sex, religion, age, disability (provided such disability does not prohibit essential job performance), medical condition, marital status, or veteran status.

3.0 AUTHORITY FOR EQUAL EMPLOYMENT OPPORTUNITY DEPARTMENT

The authority for the 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; Americans with Disabilities Act of 1990; Executive Order 11246 (equal employment opportunity, government contractors and subcontractors); Executive Order 11375 (sex discrimination); Equal Employment Opportunity Commission Guidelines (41 CFR Part 60); the related Federal Transit Administration regulations (Circular 4704.1); and the Los Angeles County Metropolitan Transportation Authority Reform Act of 1992, AB 152.

4.0 ORGANIZATIONAL RESPONSIBILITIES

- 4.1 The MTA Board of Directors - Will adopt policies that assure the provision of sufficient resources necessary to administer the EEO Program in a positive and effective manner.
- 4.2 The Chief Executive Officer - Will exercise personal leadership and provide overall policy direction in establishing and maintaining an effective EEO Program within the MTA. The Chief Executive Officer has the ultimate responsibility for the management of the MTA EEO Program, and for ensuring that the program operates in accordance with legislative mandates and regulations. Under the general direction and supervision of the Chief Executive Officer, the Executive Officers, and their staff will provide support for the EEO Program in their respective areas of responsibility, as set forth below.
- 4.3 Executive Officers - Will promote EEO efforts within each of the operating departments responsible to them. Ongoing practices that help to ensure equal opportunity and treatment include, but are not limited to, the following responsibilities:
- o Ensure that executives, department heads, managers and other supervisory personnel, under their direction, are apprised of the equal opportunity posture within the MTA; and are held accountable for individual efforts in this area.
 - o Take prompt and positive action to eliminate possible discrimination within their departments. This action includes identifying and correcting any possible reprisals in the aftermath of discrimination complaints.
- 4.4 Executives, Department Heads - Will work closely with the EEO staff in eliminating or preventing barriers to equal opportunity within the scope of their responsibility. This requires, but is not limited to, the following responsibilities:
- o Review the statistical representation of minorities and women at all levels within their respective departments, and work with the EEO Department to correct any identified deficiencies;
 - 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 and other developmental training programs, so that they may advance in accordance with their potential; and,
 - o Work with the Director of Equal Employment Opportunity to comply with all of the requirements of the policies set forth by the EEO Program.

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4.5 The Director of Human Resources - Will ensure that all personnel procedures are in compliance with applicable civil rights legislation, and that they reflect MTA's commitment to equal employment opportunity. The Director of Human Resources will have the ongoing responsibility to:

- o Take necessary measures to ensure that staff members involved in the employment process use objective, job-related standards in connection with their duties. This responsibility applies to anyone who recruits, interviews, selects, transfers, promotes, trains, recommends discipline, and/or termination or is involved in other personnel actions;
- o Communicate EEO-related policies, as well as employment needs, to recruitment sources without regard to race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status, or veteran status; and solicit their assistance on a continuing basis.
- o Incorporate the MTA EEO goals within 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 non-discriminatory standards can be developed to meet requirements shown to be justified by business necessity.

4.6 The Employee Development Manager - Will ensure that development and training programs are available to qualified employees. This includes the responsibility to:

- o Coordinate and cooperate with the EEO Department in providing career development, counselling and guidance to all employees.
- o Provide training opportunities for the development and promotion of all qualified employees through the Mechanic "C" training programs, tuition reimbursement, pre-supervisory programs; and other developmental and/or action oriented programs.
- o Provide training that allows underutilized employee groups to prepare for positions in which there is under-representation.
- o Coordinate and cooperate with the EEO Department in developing and providing EEO training to managers and supervisors.

4.7 Managers and Supervisors - Will provide personal involvement and support of all executive, managerial and supervisory personnel. Individuals at all managerial levels will be responsible for ensuring that subtle and overt forms of discrimination do not exist within their respective work areas. Managers and supervisors will be delegated responsibility to:

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- o Ensure that all qualified persons, regardless of race, color, creed, ancestry national origin, sex, religion, age, disability, medical condition, marital status, or veteran status are given equal opportunity for promotion, transfer and training, etc.;
 - o Initiate, guide, and take necessary actions for implementing equal employment opportunities at all grade levels; and work with the Human Resources Department to explore job opportunities, where possible, for employees working in jobs lacking opportunity for progression;
 - o Ensure nondiscrimination in any employment practice including, but not limited to, recruitment, selection, assignment, transfer, promotion, discipline, lay off, termination, compensation, benefits; social, recreational and training programming; commendation; and will document management activity in the above personnel actions; and,
 - o Support MTA EEO policies by subscribing to the intent of the program; participate in relevant EEO training; and assist EEO staff in implementing and monitoring the Equal Employment Opportunity/Affirmative Action Program.

5.0 RESPONSIBILITY FOR IMPLEMENTATION

5.1 The Equal Opportunity Officer - Will assume responsibility for overall effectiveness and implementation of the Equal Employment Opportunity/Affirmative Action Program. The Equal Opportunity Officer will:

- o Ensure that the EEO policies and practices are designed to effectively achieve the goals of the program;
- o Monitor the program and report regularly on its progress to the Chief Executive Officer;
- o Assure EEO compliance with objectives for implementation of the program;
- o Assist the Director of EEO in encouraging managers to actively participate in the effective implementation of the program; and,
- o Provide guidance to the Director of EEO; and work directly with and advise committees which are responsible for EEO policy decisions related to MTA personnel matters.

5.2 Equal Employment Opportunity Staff Responsibilities

5.2.1. The Director of Equal Employment Opportunity

The Director of Equal Employment Opportunity will report directly to the Equal Opportunity Officer be assured complete and unqualified support of executive management to develop, administer, monitor and evaluate the MTA Equal Employment

Opportunity/Affirmative Action Program on behalf of
the Chief Executive Officer.

The Director of Equal Employment Opportunity will:

- o Plan, develop, implement and monitor achievement of the annual MTA EEO Program;
- o Direct, interpret and apply administrative policies and enforcement procedures to ensure compliance with all applicable state and federal EEO laws;
- o Direct, formulate and implement EEO Department policies and procedures;
- o Conduct administrative hearings and make determinations on EEO complaints.
- o Review and analyze existing and new EEO legislation, professional literature, and court decisions; and recommend appropriate changes in the MTA policy to ensure compliance with EEO requirements;
- o Assess the need for developing community-based pre-employment and employment training for meeting MTA needs; as well as MTA contractors and sub-contractors;
- o Represent the MTA by interfacing with community groups, governmental regulatory agencies, public officials and professional organizations; and make presentations concerning MTA EEO policies, procedures and practices;
- o Conduct EEO research and analyses and prepare statistical and narrative reports to the Chief Executive Officer, Board of Directors, regulatory agencies and public entities;
- o Consult with and advise management and staff on complex and/or unique EEO problems;
- o Direct the investigation and resolution of EEO-related complaints filed against the MTA;
- o Interface with regulatory agencies and attend hearings, to represent the MTA, in an effort to resolve discrimination complaints;
- o Represent the Department of EEO and the MTA on EEO matters; including interdepartmental and outside task forces or committees;
- o Provide recognition to employees, supervisors, managers and organizational units

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demonstrating outstanding performance in achieving equal employment opportunity goals and objectives.

- o Review and concur on personnel actions including selection, assignment, advanced step placement, reclassification, transfer, promotion, discipline, layoff, and termination to ensure compliance with EEO laws and MTA EEO program goals.

5.2.2 **Equal Employment Opportunity Staff/Equal Employment Opportunity Representatives** - Will report directly to the Director of Equal Employment Opportunity and will act on his/her behalf when so directed. The EEO staff will:

- o Analyze the labor market against MTA employment opportunities, and departmental racial/ethnic/gender employee characteristics, and develop annual EEO goals.
- o Inform employees of the provisions of Civil Rights and EEO laws.
- o Counsel employees concerning their rights and protection under civil rights and EEO laws.
- o Investigate complaints regarding alleged EEO violations, attempt mediation between parties, and recommend solutions.
- o Assist in updating, monitoring and evaluating MTA performance relative to EEO goals, policies, and procedures.
- o Develop and conduct EEO training programs for MTA management and supervisory staff.
- o Develop community-based employment training programs for MTA as well as for MTA contractors and sub-contractors.
- o Research and analyze existing and new EEO legislation, professional literature and court decisions, and recommend appropriate changes in the MTA EEO policies and procedures to ensure compliance.
- o Perform Section 504 compliance monitoring.
- o Interface with federal and state regulatory agencies during the conducting of EEO complaint investigation and resolution.
- o Interface with union officials to resolve EEO-related issues.

Address community and professional organizations.

- o Conduct studies of the effect of MTA policies on specific sex and ethnic groups, and prepare oral and written reports of findings.
- o Maintain the EEO files and ensure that the confidentiality of the files is maintained at all times.
- o Establish for each formal complaint an investigation file which includes the formal complaint, witness statements, copies of or extracts from records, policy statements, and regulations of the MTA, as well as any other relevant evidence necessary to make a determination on the allegations.
- o Develop and implement EEO procedures and guidelines for compliance with the MTA's EEO policies.
- o Ensure implementation of agreements reached between enforcement agencies, employees and the MTA.
- o Consulting with management on EEO policies and procedures.

5.3 Technical Assistance

The Department of Equal Employment Opportunity will pursue a program of technical assistance and communication. In this program, the Department will:

- o Provide each executive staff member, department head, manager and supervisor with a copy of the annual Equal Employment Opportunity/Affirmative Action Program for implementation;
- o Conduct training classes for executives, department heads and managers, as appropriate, in order to assist them in the implementation of the Equal Employment Opportunity/Affirmative Action Program;
- o Conduct special programs in assisting supervisors in counselling minorities and females on requirements and opportunities for upward mobility;
- o Assist managers in their contacts with community groups that encourage equal employment opportunity;
- o Provide EEO training for all managers and supervisors;

5.4 Outreach

The Equal Employment Opportunity Department will assist in recruiting minorities, disabled and women applicants and establishing outreach sources for use by hiring officials.

Recruitment efforts will be far reaching and include special efforts to attract qualified minorities, women, disabled, and disabled veterans, and Vietnam era veterans. A recruitment directory will be maintained for purposes of communicating job vacancies to appropriate minority, female, disabled, and veteran organizations, agencies, and publications. Deadlines for applications will be adequate to achieve widespread dissemination and provide for sufficient response time.

6.0 DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY

6.1 Internal Dissemination

6.1.1 MTA Policy Statement

The MTA EEO Policy Statement from the Chief Executive Officer will be incorporated into the Employee Handbook for Non-Contract Employees. However, this policy statement applies to all MTA Employees.

6.1.2 Internal Communication Media

Articles covering EEO policy and progress will be included in MTA publications. Equal employment opportunity progress will be included in the Equal Employment Opportunity Performance Reports.

The MTA EEO policy statement will be conspicuously posted on employee bulletin boards, and displayed at other appropriate information sources.

6.1.3 Management Meetings

Periodic meetings will be held with managers and supervisory personnel to assure compliance with the EEO policy, to assist managers in identifying problem areas, and to formulate effective solutions.

6.1.4 Union Relations

The necessity for complying with state and federal equal employment opportunity regulations and guidelines will be communicated to union officials, Contractual provisions are reviewed to ensure that they are nondiscriminatory.

6.1.5 Employee Groups

The Department of Equal Employment Opportunity will be available to meet with MTA employees to get

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6.1.6 Communicating to Employees

The MTA will communicate the existence of the Equal Employment Opportunity/Affirmative Action Program and will advise employees of such elements of this program, to enable all staff to be sufficiently familiar with the functions and benefits of such. A brochure will be developed to provide EEO information to employees to further this effort.

6.2 External Dissemination

6.2.1 Recruiting Sources

MTA recruiting sources will be reviewed by the Human Resources Department, on an ongoing basis, to assess the effectiveness of the sources in providing a diversity of qualified applicants. These sources will include a broad spectrum of professional organizations, minority, female, disabled, and veteran organizations, community agencies and educational institutions. These sources will be informed of the MTA EEO policy.

6.2.2 Prospective Employees

On all written job announcements and other related communiques, the words "Equal Employment Opportunity/Affirmative Action Employer" will be included.

6.2.3 Employment Applications

The MTA employment application, and other forms, will be reviewed by the Human Resources and Equal Employment Opportunity Departments regularly for compliance with state and federal regulations.

6.2.4 Notification of Contractors and Vendors

All MTA vendors and contractors will continue to be notified regularly, in writing, of the EEO policy. An equal employment opportunity clause will continue to be incorporated into all purchase orders and contracts.

MTA contractors shall not discriminate on the basis of race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status, or veteran status in the award and performance of MTA contracts.

The MTA will promote nondiscriminatory employment by transacting business with firms that observe equal employment opportunity practices. The Chief Executive Officer or designee shall be responsible

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for assuring compliance with existing procedures to ensure the inclusion of equal employment opportunity commitments in contracts to perform services for MTA by reviewing reports on contractors, subcontractors, vendors, and supplier compliance with equal employment opportunity.

7.0 PERSONNEL PRACTICES

7.1 Recruitment

Prior to the initiation of any search to fill a vacant or newly created position, an assessment shall be made as to the degree of underutilization which may exist in the job group to which the position belongs. The position description, including job requirements, qualification requirements, and selection criteria will be reviewed in order to assure that they realistically reflect the knowledge, skills, abilities, and experience necessary to perform the job. The classification and qualification standards developed by Human Resources will provide minimum standards for positions, and will be job-related.

When a vacancy occurs within an MTA 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 Human Resources. If a valid eligibility list exists, names will be certified to the department in accordance with Section 7.5 of this plan. If no valid eligibility list exists from which to fill the vacant position, the Human Resources Department will commence recruitment.

- 7.1.1 A representative of the Human Resources 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.
- 7.1.2 The Human Resources 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 range);
 - o Brief description of the duties to be performed;
 - o Minimum qualifications (knowledge, skills, abilities, and special licenses, etc.);
 - o Qualifications (training and experience) the preferred job applicant will possess;

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- o Examination components and weights;
 - o Physical qualifications (if applicable);
 - o Application filing date;
 - o Information on where and how to apply.
- 7.1.3 Recruitment bulletins will be distributed to all MTA departments, and will also be placed on designated MTA bulletin boards. In addition, the Human Resources Department will maintain, and periodically update, a list of minority, women, disabled and veterans organizations to which recruitment bulletins will be sent for all recruitments not limited to current MTA employees.
- 7.1.4 Recruitment bulletins for exams that are promotional only (limited to regular MTA personnel) will be posted for a minimum of seven (7) working days. Recruitment bulletins for exams that are open to the public (both open and promotional) shall be posted for a minimum of ten (10) working days.
- 7.1.5 The Human Resources Department may also place advertisements in newspapers, magazines, or trade publications to help reach qualified applicants.
- 7.1.6 Other recruitment strategies may be used, e.g., job fairs, open houses, career days and posters on buses.
- 7.1.7 The Human Resources Department shall make good-faith efforts to obtain an appropriate cross-section of applicants for all recruitment. Efforts will be documented and made a permanent part of the selection record.

7.2 Selection

Equal Employment Opportunity and Affirmative Action require the examination of employment criteria, qualification requirements and methods of evaluation; as well as a review of the retention and promotion criteria, in order to assure a practice of equal employment opportunity.

In the development and application of selection criteria, care will be taken to differentiate among persons on the basis of their knowledge, skills, abilities, experience, and achievement relative to the nature and requirements of the position under consideration.

Selection devices, including application forms, interviews and written tests, where applicable, will be evaluated to assure the use of valid job-related criteria and evaluation procedures. If such selection results in a substantially different rate of selection in any employment decision that

works to the disadvantage of members of a race, sex, ethnic or disabled group, then such evaluation or selection criteria must be re-examined and justified as to their validity. If such rate is less than 80% of the selection rate of the race, sex, ethnic or nondisabled group with the highest rate of selection; this will be generally regarded as a "substantially different rate." In assessing the rate of separation for both probationary and permanent employees, the lowest percentage rate shall be used as the basis of comparison.

The Chief Executive Officer will delegate to the Equal Opportunity Officer, the Director of Equal Employment Opportunity Programs, and the Equal Employment Opportunity Manager, responsibility for assuring compliance with these procedures. An offer of employment will be extended to the candidates on the basis of a fair and equitable assessment of merit and the needs of the institution. Nothing shall limit the Chief Executive Officer's authority to reject any and all candidates providing that such a decision is not based on a discriminatory factor.

The Director of Equal Employment Opportunity and Director of Human Resources will be responsible for assuring that employees have been properly classified. Periodic reviews will be made to ensure a practice of nondiscrimination in all employment opportunities and working conditions.

Employment benefits will be made available to all regular employees without regard to race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status, or veteran status.

7.2.1 Applications

The Human Resources Department will issue and receive applications for vacant positions. Applications for each job will be submitted on the standard MTA application form the backgrounds of various applicants can be compared based on objective selection criteria. For some positions, a structured supplemental application may also be utilized to obtain information about specific skills and abilities. The Human Resources 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 Human Resources Department, in conjunction with other data pertaining to that recruitment.

An assessment shall be made to determine the extent to which recruitment efforts were successful in attracting a diverse pool of candidates who are both qualified and truly competitive.

Rejection of Application

The following are causes for the rejection of an application:

- 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.

7.2.3

Physical Requirements - It is the policy of the MTA to provide reasonable accommodation for persons with disabilities to qualify for MTA jobs. However, physical disabilities which impair performance of essential job duties will be disqualifying. Pre-employment medical exams will be given appropriately to all new employees prior to hire, and the examining physician will report to the Human Resources Department any physical condition which may, in the doctor's opinion, impair the ability of the employee to perform any essential duty of the job.

7.2.4

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

7.3 Examination Process

All persons involved in the selection process will be informed of the requirements and objectives of Equal Employment Opportunity and Affirmative Action Programs and will be made aware of practices and procedures necessary to assure equal employment opportunity; including considerations regarding valid selection procedures and appropriate interview techniques.

7.3.1

Application Screening - After the filing period has closed for a particular position, the Human Resources Department and the hiring authority, or his/her representative, will review the applications submitted and select applicants based on relevant qualifications and EEO objectives to be invited for examination. Specific criteria used in the screening will be reduced to writing and maintained as part of the permanent examination

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Record. The number of candidates invited for examination will vary based on the number of qualified applicants; the number of positions in the classification for which applicants are being tested; and anticipated hiring needs of the MTA.

7.3.2 Notification of Exam

The Human Resources Department will formally notify applicants of the date and time for the examination. As practical, examination processes will be limited to one day in length. The Human Resources Department will also formally notify, those applicants who were disqualified from the process; and those who met the minimum qualifications but were not interviewed.

7.3.4 Exam Components

An examination will consist of one or more 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 essential job duties;
- 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, after job offer is made;
- o Check of applicant's conviction record, through fingerprints, at time of appointment.

7.3.5 Examination Weights

Weights for the various components of the examination process will be established by the Human Resources Department, based on the job

analysis for the position. Examination weights will be specified in the recruitment bulletin.

7.3.6 Examination Raters and Rating Sheets

All examination raters will be briefed on proper rating procedures by the Human Resources 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, will be used for all examinations. The formula for grading and weighing 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 MTA employees, or may be from other agencies, but shall not be the hiring authority for the vacant position(s);
- o To the extent possible, appraisal interview panels will include diverse sex and ethnic representation and will consist of two subject matter experts and a Human Resources Analyst. The subject matter experts may be from other agencies, or one (but not both) may be a MTA 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, leaving the remaining two raters to conduct the interview; and,
- o All panel appraisal interviews will be tape recorded.

7.4 Eligibility Lists

- ### **7.4.1 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 totals, will be placed on the

eligibility 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. The list of those who pass will be known as the "Eligibility List" and will be approved, when completed, by the appropriate authority.

7.4.2 Duration of Eligibility Lists - Eligibility lists will be valid for a period of one year, unless exhausted sooner. An extension may be granted for a period not to exceed six months if qualified eligibles remain on the list.

7.4.3 Eligibility Lists for Single Position Classes

Examinations for classifications containing only a single incumbent will result in an eligibility list good for that selection only. After the vacancy has been filled, the list will be deemed expired. When the position becomes vacant, a new eligibility list will be established.

7.4.4 Reference Checks and Records Review - The Human Resources Analyst, prior to certifying candidates to the departments, will contact current and former employer references as appropriate. Where the candidates are MTA employees, the Human Resources Analyst will review their performance evaluations and attendance records. If their latest performance evaluations are in "Improvement Needed" status, or their attendance records are not within MTA standards at the time the certification is to be made, MTA employee candidates will not be certified, but will remain on the eligibility list. Outside candidates will not be certified if their attendance is not in compliance with their companies' standards. A summary of the reference information will be provided to the hiring authority.

7.5 Certification

7.5.1 Number of Names - The top three candidates on the eligibility list will be certified to the department having the vacant position. If two vacancies exist, four candidates will be certified; if three vacancies, five candidates, etc. The names of a certified candidates will be placed at the bottom of the certification form, and the form will be forwarded to the hiring authority along with a copy of the candidates' applications.

7.5.2 Hiring Authority Interviews - The hiring authority, or designated representative, will contact the certified candidates and arrange to interview them. After selecting the candidate(s) he/she wishes to hire, the hiring authority will note the

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results of the interviews, and the reason for those results, on the certification form, i.e., selected, interviewed but not selected (INS), did not appear (DNA), etc., and return the form to the appropriate Human Resources Analyst, who will make the formal offer of employment (subject to passing the pre-employment medical examination), negotiate salary, and will initiate processing of a Personnel Action Form. The hiring authority, or designated representative, will complete an Affirmative Selection Record and submit the form to the Department of Equal Employment Opportunity Department.

- 7.5.3 Candidates Who Fail to Appear** - A candidate who fails to appear for an interview with the hiring authority will be removed from the eligibility list, and the next name on the list will be certified to the hiring authority in his/her place.
- 7.5.4 Candidates Who Are Not Selected** - The names of the candidates not selected by the hiring authority will be returned to the eligibility list and will be certified for future vacancies as they arise; unless this is a single-position class, in which case the list automatically expires after the initial selection is made.
- 7.5.5 Elimination of Certified Candidates** - Candidates on eligibility lists may be eliminated by the Human Resources Department on the following basis:
- o Two waivers (declinations) of certification or offers of appointment;
 - o Inability of the Human Resources Department to locate the candidate. (It is the candidates' responsibility to notify the Human Resources Department of changes of address or telephone number);
 - o Failure of the applicant to respond to a written inquiry within five (5) working days of the date of mailing of such inquiry;
 - o Failure of the applicant to appear for interview with the hiring authority without notifying the hiring authority or the Human Resources Department;
 - o Falsification or misrepresentation of application papers;
 - o Inability of the applicant to meet physical requirements of position (to be determined through pre-employment physical);

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o Unsatisfactory reference checks, completed by the Human Resources Department; or,

o Voluntary withdrawal by the applicant.

7.5.6 Termination of Eligibility Lists - An eligibility list may be terminated by the Human Resources Department whenever fewer than three names remain on the list.

7.6 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 Chief Executive Officer or an Executive Staff member). Exempt employees, being considered at-will employees, are not governed by non-contract disciplinary procedures. A standard MTA 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. If an exempt employee is terminated, he/she is precluded from grieving the termination.

7.7 Seniority

The MTA will adhere to a policy of making all personnel decisions in accordance with individual qualifications and contributions to the MTA. Seniority will be used only to the extent necessary to comply with collective bargaining agreements.

7.8 Requirements for the Disabled

The MTA will establish procedures designed to facilitate the employment, retention, and advancement of qualified disabled persons throughout all levels of the employee workforce, as part of the overall Equal Employment Opportunity/Affirmative Action Program. The Chief Executive Officer will designate a person responsible for coordination of these efforts, whose identify shall appear on all internal and external communications regarding Equal Employment Opportunity and Affirmative Action programs for the disabled.

7.8.1 Definitions

A "qualified disabled person" is anyone who: has a physical or mental impairment which substantially limits one or more major life activities; has a record of impairment; and who is capable of performing a particular job with reasonable accommodation relative to such person or disability.

"Physical or mental impairment" includes but is not limited to any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; sense organs; respiratory; speech

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organs; cardiovascular; reproductive; digestive;
genitourinary; hemic and lymphatic; skin; and endocrine.

This also includes any mental or psychological disorder, such as mental retardation, emotional or mental illness, and specific learning disabilities.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A disabled person is "substantially limited" if such person is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability.

7.8.2 Program Review

The MTA will establish programs to eliminate procedural, psychological, and physical barriers to the employment of qualified disabled persons and will review these programs annually.

7.8.3 Reasonable Accommodation

The MTA will provide for reasonable accommodation for applicants and employees. "Reasonable Accommodation" is defined as efforts to remove artificial or real barriers which prevent or limit employment of qualified disabled persons. Employment opportunity will not be denied to qualified disabled applicants or employees; if the basis of such denial is the need to make reasonable accommodation.

The provision of reasonable accommodation may include making physical changes to building structures, installation of specialized equipment, purchase of individual devices, job site modification or job restructuring and other related support.

Validated medical standards for all MTA job classifications will be developed which enable judgments to be made concerning the physical capability of applicants to perform them. These standards will also permit the judgment about reasonable accommodation, for the needs of disabled applicants, to be made more precisely on a case-by-case basis;

The MTA will establish a Special Assistant Program for employees with temporary disabilities which prevent them from continuing their usual employment. In order to provide alternate employment that accommodates an

employee's disability, fifty positions will be allocated to this special class. An employee with such a disability may be placed in one of these positions for three weeks to six months, or more, upon the physician's approval;

7.9 Requirements for Disabled Veterans and Vietnam Era Veterans

Employment practices will be reviewed to assure effective implementation of Equal Employment Opportunity and Affirmative Action programs for disabled veterans and veterans of the Vietnam era. The Chief Executive Officer will designate a person to be responsible for coordination of these efforts; whose name shall appear on all internal and external communications concerning this program.

Personnel records of eligible covered veterans should be reviewed to ensure a practice of nondiscrimination. In addition, notices will be sent to employees indicating the existence of the Equal Employment Opportunity/Affirmative Action Program for covered veterans, inviting employees to identify themselves for purposes of program implementation. A survey will be conducted to identify current employees with disabilities. Self-identification will be voluntary and confidential. Employees who do not choose to identify themselves will be made aware that they may do so at any future time.

Recruitment efforts for disabled veterans and veterans of the Vietnam era will be consistent with all others as presented in this document. Recruitment sources will include agencies and groups likely to be in contact with covered veterans.

8.0 EMPLOYEE EDUCATION, TRAINING AND DEVELOPMENT

Employees will be advised of training opportunities that are available without regard to race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status, or veteran status.

Formal and informal training programs will be established for the purpose of professional development and advancement opportunities, especially for groups underrepresented in specific areas of the workforce.

The Employee Development Department will implement and administer the training and development function for MTA employees in order to:

- o Equip each employee with the information and skills necessary for successful performance of assigned tasks and professional/personal development;
- o Facilitate the infusion of innovations/new technologies/approaches that can be applied to achieving organizational goals;
- o Provide resources including: professional contracts, audio and video tapes, printed materials, computer based training, and other items contributing to training and development;
- o Ensure knowledge of established policies and procedures by providing quality and comprehensive training on these issues

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with all staff as changes are implemented; and

- o Research and recommend development programs for MTA staff to ensure that all training efforts meet established quality standards; that incumbent staff are trained to serve as skilled and effective instructors; and that focus on training interest participation levels, cost-effectiveness, and organizational impact are analyzed.

9.0 INTERNAL COMPLAINT PROCEDURES

Complaints of discrimination filed by an applicant or employee on the basis of race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status, or veteran status will be reviewed in accordance with established procedures. Efforts will be made to resolve complaints of discrimination as promptly and fairly as possible.

Efforts will be made to resolve complaints of discrimination, whenever possible through informal conciliation or fact finding conferences with appropriate personnel. Advice and assistance will be provided to all staff in an effort to resolve complaints alleged by applicants or employees.

If formal resolution of a complaint is not possible, individuals may elect to initiate the formal grievance procedure in effect.

It is the responsibility of the Chief Executive Officer to assure that no retaliatory action is taken against any person who files a complaint of discrimination with MTA or an appropriate Federal or State regulatory or enforcement agency.

9.1 Employee Right to File Complaint - Internal Procedure

Procedures for internal processing and review of discrimination complaints will be established and will be strictly followed.

9.1.1 Any MTA applicant or employee who feels he/she has been discriminated or retaliated against because of race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status, or veteran status 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 Complainants, and all parties and their witnesses, will be free from restraint, intimidation, interference, retaliation, coercion or discrimination 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,

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retaliation, coercion or discrimination, 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 The MTA will ensure that full cooperation is provided, by all employees and management, to the EEO Representatives in the performance of their duties.
- o The principal purpose of the discrimination complaint procedure will be is to determine whether an act of discrimination has occurred so remedial action can be taken as appropriate. Investigations and conferences in discrimination complaint cases are essentially fact-finding processes which will have, as their purpose; the development and recording of evidence on which informed and impartial decisions can be based.

9.2 Internal Complaint Process

9.2.1 An applicant or employee 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 Action Form (PAF); or
- o The date the aggrieved person became aware, or should have become aware, of the alleged discriminatory act.

Time limits may be extended 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 limit.

9.2.2 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 Department of Equal Employment Opportunity. The Department of Equal Employment Opportunity has the right and obligation to investigate complaints of harassment without the pre-condition of having a written complaint.

Complainant's Statement - A statement will be submitted by the complainant to the Department of Equal Employment Opportunity. The complaint discrimination form must enumerate each allegation

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separately and specifically. Complaints will be accepted based upon the specific allegations the individual has established as a basis of discrimination.

- 9.2.3 Immediately upon receipt, the Director of Equal Employment Opportunity will acknowledge receipt in writing to the complainant.
- 9.2.4 The complaint may be rejected if not filed in a timely manner or it is determined that the complaint does not involve retaliation or discrimination on the basis of race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status, or veteran status. Further, a new complaint can be rejected if filed by the same complainant, alleging identical issues of a previous complaint; which is either pending or has had a decision rendered.
- 9.2.5 If a complaint is rejected, the decision to reject the complaint will be provided by letter to the complainant or his/her representative within 21 calendar days.
- 9.2.6 Once a complaint of discrimination is accepted for formal processing, an EEO Representative will be assigned to investigate the complaint.
- 9.2.7 The investigation should 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 Relevant policies and practices related to the work situation and allegations of discrimination, even though they may not have been expressly cited by the complainant; and,
 - o Oral remarks that were made which could be deemed relevant.
- 9.2.8 The EEO Representative will establish and maintain an investigative file. The file shall contain documents and information gathered during the investigation. All documents and information acquired during the investigation are considered confidential.
- 9.2.9 The EEO Representative shall prepare a report of the findings of the investigation, along with a recommendation on the disposition of the complaint.

The complete file, along with the report and recommendation, will be forwarded to the Equal Employment Opportunity Manager for review and a determination of the appropriate course of action to be taken on the complaint.

- 9.2.10 The investigative file will 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 Director of Equal Employment Opportunity will so notify the complainant and the accused in writing.
- 9.2.11 If the Director of Equal Employment Opportunity, in consultation with the Equal Employment Opportunity Manager, determines that there has been discriminatory treatment, or other action which may constitute illegal employment discrimination, or a violation of this Program; the Director of Equal Employment Opportunity will present the case to the Equal Opportunity Officer who will discuss the case with MTA General Counsel.
- 9.2.12 If the Equal Opportunity Officer, in consultation with the EEO Director, after reviewing the legal ramifications of the complaint, finds that the allegations are substantiated, in whole or in part, those findings, along with a recommendation for corrective action, will 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 will so notify the Director 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 Director of Equal Employment Opportunity, within ten (10) working days, with copies of all material transmitted to the Chief Executive Officer and the General Counsel.
- 9.2.13 The Director of Equal Employment Opportunity will then present the recommended corrective action to the complainant. If the complainant accepts the recommended action; a written summary of the agreement will be prepared and signed by the complainant, the appropriate department head, or supervisor, and the Director of Equal Employment Opportunity. Upon execution of the agreement, the case will be closed.
- 9.2.14 If the recommended corrective action is not found to be a satisfactory resolution to the complainant or the department head, and there is no mutually

acceptable counter-proposal; either party or parties may choose to have the facts of the case reviewed by the Chief Executive Officer. A request in writing for review by the Chief Executive Officer must be presented within ten (10) working days from the receipt of the recommended corrective action to the Equal Opportunity Officer. This request must state the reason(s) the party or parties disagree with the recommended corrective action.

9.3 Final Decision

The Chief Executive Officer will advise the complainant, and department head, of a final decision within 20 working days of the presentation of the request for review. The Chief Executive Officer may extend the period of review upon written notice to the parties. The decision of the Chief Executive Officer will be transmitted in writing to the parties and is a final decision within the MTA.

9.4 Rights of the Alleged Discriminator

In the interest of fairness to all persons involved in the filing of discrimination complaints, the MTA will 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 will apply:

- o When an aggrieved person names or otherwise identifies an individual as being responsible for an alleged act of discrimination, the EEO Representative will advise the alleged discriminator:
 - that he/she has been identified by a complainant as acting in a discriminatory manner; 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 is given an opportunity to respond to any and all allegations made against him/her. The EEO Representative will:
 - interview and receive all available relevant information from the alleged discriminator, to ensure that the person had the opportunity to respond to all of the allegations; and,
 - provide the alleged discriminator with the opportunity to name witnesses who might be contacted for corroborating testimony.
- o The alleged discriminator will be provided with a copy of:

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the MTA final decision concerning the allegations of discrimination in the complaint.

- o At the time the alleged discriminator is notified of the nature of the allegations, he, or she, will be provided with a copy of Sections 9.4 and 9.5 of the Equal Employment Opportunity/Affirmative Action Program.

9.5 Complaint File Accessibility

9.5.1 Although statements contained in the complaint file will 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. This information will be treated as confidential, and will only be divulged to any party to the extent necessary to complete the investigation. Persons given access to this information, including complainants and alleged discriminators, shall not discuss the contents of the file with any person or divulge any information contained in the file, except to the extent necessary to complete the investigation and resolution of the complaint.

9.5.2 The alleged discriminator 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 Director of Equal Employment Opportunity supports the allegations of discrimination, or implies impropriety on the part of the alleged discriminator. In the event of a disagreement concerning which materials in the complainant file are relevant and necessary to the alleged discriminator, the decision will be made by the Equal Opportunity Officer and the General Counsel.
- o He/she will be given access to the complaint file, if the MTA takes, or proposes to take, corrective action against the alleged discriminator; 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, involuntary transfer, demotion and termination.

9.5.3 Except as provided above, disclosure of information from an individual's complaint file is limited to the parties requiring information (i.e., the complainant, General Counsel, Chief Executive Officer, Director of Human Resources, or their authorized agents, and the MTA Representatives

involved in investigating the complaint). Only with the written consent of the parties concerned, disclosure of information to any other person may be extended to:

- o Confirmation of the name of the complainant and alleged discriminator(s);
- o The status of the case;
- o Results of the MTA final decision; and,
- o The nature of the complaint.

9.5.4 This policy of limited disclosure is based on the recognition that complainants, alleged discriminators 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 Fair Employment and Housing Act, Government Code Section 12900 et seq.

9.6 Discrimination Complaint Reporting - In order to ensure 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:

9.6.1 Investigative File - This will be submitted by the EEO Representative to the Director of Equal Employment Opportunity upon completion of the investigation. It shall include:

- o Completed discrimination complaint form;
- 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 the MTA organized to show their relevance to the complaint or to the general environment from which the complaint emanated.

10.0 UTILIZATION ANALYSIS

10.1 Employee Workforce Utilization Analysis

As required by pertinent laws, regulations, policies, and guidelines, the following data and information will be compiled:

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1. A listing of all regular, full-time staff, by rank, class, or salary, from highest paid to lowest paid within each department, organizational unit, or division is to be maintained.
 2. A separate listing of each line of progression within each department, including supervisory and management ranks. Each line of progression must represent a reasonable career progression path within MTA, using normal occupational groupings as contained in the MTA salary schedule; unless a special occupational grouping can be justified.
 3. For each rank or class:
 - a. the total number of incumbents
 - b. the total number of male and female incumbents within each ethnic group including White, Black, Hispanic, Asian, American Indian
 - c. the salary range

An aggregated MTA Employee Workforce Utilization is shown in the Employee Workforce Utilization Analysis Chart in the Appendix Section. The MTA has reduced the Equal Employment Opportunity Commission's (EEOC) nine broad job categories into eight categories; the Employee Workforce Utilization Analysis Chart reflects these eight broad categories. All job titles within the MTA were placed in the appropriate job categories. A description of each category, together with the pertinent occupational subcategories for each, is as follows:

o **Officials and Administrators**

This category includes occupations requiring administrative personnel who set broad policies, exercise overall responsibility for policy implementation, direct individual departments, or special phases of the MTA's operations.

Executive Staff
Department Heads
Assistant Department Heads
Section Heads
Division Maintenance Managers
Division Transportation Managers
Other

o **Professionals**

This category includes positions requiring personnel which follow policy directives with a high degree of technical skill. These positions usually require a college degree or equivalent experience.

Senior and Supervising
Entry Level
Accountants
Planners
Engineers
Other

o **Technicians**

This category includes 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.

Supervising
Senior
Transit Operations Supervisors
Other

o **Para-Professionals**

This category includes 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 **Administrative Support**

This category includes all positions involving 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 may be included).

o **Skilled Crafts**

This category includes 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.

Mechanics
Mechanic "C" Trainees
Electricians

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Sheet Metal
Other

o **Service and Maintenance**

This category includes workers who operate public transit buses, pick up and let off passengers, collect fares, issue transfers, and provide directions and assistance to the public. Requirements include classroom training and line (field) instruction. It also includes 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.

Full Time Bus Operators
Part Time Bus Operators
Full Time Bus Operator Trainees
Part Time Bus Operator Trainees
Other Operators

Lastly, it includes workers in manual occupations, that generally require no special training, who perform elementary duties, that may be learned in approximately one month.

Utility and Service Attendants
Other

o **Protective and Service**

This category includes workers in both protective and nonprotective service occupations.

Transit Police
Security Guards
Other

10.2 Availability Analysis

The Availability Analysis is a compilation of data which derives information from the availability of minorities and women in the workforce mainly within three population groups: 1) Los Angeles-Long Beach Standard Metropolitan Statistical Area; 2) State of California; and 3) the internal workforce of the MTA.

The purpose of the Availability Analysis is to estimate availability of minorities and females in the labor force who

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have the necessary job skills to perform the various occupations within MTA job categories; who could reasonably be expected to be recruited and employed in those positions. This availability estimate is used to identify any overconcentration, or underutilization of minorities or females in the MTA workforce. The availability data developed for the MTA is defined by job category for minorities and females; including MTA executive, management and professional job categories. These categories were arrived at by refining the basic eight EEO-4 job categories, into appropriate occupational subcategories, to indicate possible upward mobility, or to highlight levels wherein the MTA is trying to correct underrepresentations and overconcentrations.

In determining whether women or minorities are being underutilized in any job group, the following eight factors are to be considered:

1. The minority population of the labor area surrounding MTA and the availability of women seeking employment in the labor or recruitment area of the site.
2. The size of the minority and female unemployment force in the labor area surrounding MTA.
3. The percentages of the minorities and women in the workforce in the immediate labor area.
4. The general availability of minorities and women having requisite skills in the immediate labor area.
5. The availability of minorities and women having requisite skills in an area in which MTA can recruit.
6. The availability of promotable and transferable minorities and women within the MTA workforce.
7. The existence of training or education programs capable of preparing persons in the requisite skills.
8. The degree of training which MTA through individual or resources is reasonably able to undertake as a means of making all job classifications available to minorities and women.

Each factor is to be considered in light of its relevance to the job group being reviewed. Underutilization exists whenever the employment of women or minorities in a job group is less than their availability. If underutilization exists for minorities and women within a job group; MTA will

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establish goals and timetables designed to correct the underutilization.

The four factors actually utilized in computing availability estimates for the aggregated MTA workforce include Factors 1,4,5 and 6; as identified above.

These factors were considered and, where appropriate, accounted for when analyzing availability factors and establishing an estimate. The resultant availability figure that emerges from the sum of factors, multiplied by assigned weights, expresses only an estimated percentage for protected groups in relation to a specific level of the workforce of a given organization, in a given locality, at a given time. Each of the raw percentages is weighted by a certain value between 1 and 100%. The weighing system is based on a decimal scale. With some exceptions, each factor must receive some value, and the total of the weights must equal 100%. Factors are weighted in accordance with their importance in regard to the job group.

10.3 Goals and Timetables, 1993-1996

The MTA Equal Employment Opportunity/Affirmative Action Program has, as an objective, the establishment of specific, detailed, goals and timetables to assist departments where there is underutilization in specified occupational subcategories. The purpose of this objective is to correct any underutilization or overrepresentation of specific affected classes of employees. The Department of Equal Employment Opportunity will be responsible for performing necessary statistical analysis, working in concert with the various MTA department managers, in order to set such employment

goals and timetables. Goals and timetables should represent the results which can reasonably be expected through good faith efforts to achieve affirmative action objectives.

In establishing such, the following shall be considered:

1. Goals will be reasonable, measurable, and attainable.
2. Goals will be specific for planned results, with timetables for completion.
3. Goals will not be rigid and inflexible quotas, but shall be targets reasonably attainable by means of

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applying good faith effort toward the implementation of affirmative action objectives; based upon an assessment of reliable availability data and an analysis of programmatic needs.

4. Timetables will be established on the basis of the areas of anticipated expansion, contraction, and turnover within the workforce, and more specifically determined on the basis of projected or anticipated vacancies.
5. Goals, timetables, and affirmative action objectives must be designed to correct any identified deficiencies. Where numbers and percentages are relevant to developing corrective action, the MTA will establish:
 - a. separate, specific goals and timetables for minorities and women indicating the numbers necessary to corrective underutilization;
 - b. the percentage of each group within the workforce that will eliminate underutilization; and
 - c. the placement rates of new hires to address completion of the timetables.
6. Goals and timetables will be reviewed annually and updated as required. If goals are not attained, the nature and cause of inadequacies or problem areas will be determined and a plan for corrective action developed.

The MTA will establish ultimate goals, sufficient to completely eliminate underutilization. Ultimate goals must be stated as a percentage of the total employees in the job group. They must equal the percentage of women and minorities determined to be available for the job group. A specific timetable for achieving the ultimate goal in the shortest feasible time period will be established.

Annual goals must be stated as percentage placement rates and, at the beginning of each Equal Employment Opportunity/ Affirmative Action Program year; and as specified numbers of projected placements, or hires. Numerical goals are derived by applying the annual percentage placement rate for the job group to the number of projected placements.

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A single goal for minorities may be acceptable unless there is a disparity in utilization of a particular minority group, or men, or women of a particular minority group.

10.4 MTA Ultimate Program Goals

The Department of Equal Employment Opportunity, working in concert with MTA department managers will consider several factors in the establishment of such annual employment goals for specific affected classes of employees. These include, but are not limited to, the following:

- o The MTA Employee Workforce Utilization Analysis for the various departments;
- o The Availability Analysis which is the result of analyzing labor force statistics for minorities and females in the Los Angeles-Long Beach Standard Metropolitan Statistical Area (SMSA) showing the availability of workers for each of the MTA's job categories;
- o The projected number of job openings in these job categories within the MTA, based upon budgeted positions and projected attrition rates;
- o The flow of applicants for MTA job openings;
- o The promotability of minorities and females within the MTA;
- o Special problems encountered in the availability or recruitment of minorities or females for certain classes; and,
- o The need to correct areas of underutilization and overrepresentation within the MTA for minorities and female employees.

Ultimate program goals to overcome underutilization in key job categories and subcategories are located in the Appendix section of this program. The MTA Equal Opportunity/Affirmative Action Program includes comparison of the MTA workforce utilization and labor force availability by sex and ethnicity within each major job category and subcategory within the Officials and Administrators and Professional categories.

Underutilization appeared as indicated below for the sex and/or ethnic groups specified:

1. Officials/Administrators - All Females Non-minority and Minority; Hispanic Males and Asian Males, in various levels of management.

Of the 264 incumbents in this category, the majority (136) are in the Section Head subcategory, which is the lowest management level. With the exception of Hispanic Females and overall Female group, there is no underutilization in this subcategory. Affirmative steps to correct female underrepresentation among section heads and to promote the other minorities from the Section Head ranks will have the long term effect of correcting underutilization in the higher management ranks.

Underrepresentation among Division Maintenance and Transportation Managers will be addressed by identifying promotable minorities and females in the Maintenance Mechanic and Bus Operator classifications.

- 2. **Professionals - Females, with Minority Females slightly underrepresented. Hispanic engineers.**

The MTA has good representation of minorities within the professional ranks. Emphasis will be placed on increasing the female representation with the intent of correcting underutilization of Hispanic and Asian Females in the general professional subcategory. Efforts will also be undertaken to increase the number of Hispanic engineers as openings become available.

- 3. **Technicians - Females.**

As females gain more experience in the Mechanic and Operator ranks, more of those employees will be promoted into this classification.

- 4. **Protective Services - Females**

An aggressive outreach effort will be underway to encourage women to enter this traditionally male dominated area.

- 5. **Paraprofessionals - Black and Hispanic Males, and Hispanic Females.**

This job category has 39 incumbents; there are few opportunities to effect changes in workforce representation. Movement into this category will be monitored to ensure that corrective action is taken.

6. **Administrative Support - Asian Females**

Females and minorities are well represented in this category. The MTA will do target recruitment for clerical positions within this category.

7. **Transit Operators - Females**

No growth is expected within this category. Outreach efforts will be made for the hiring of replacements for terminating employees.

8. **Service Maintenance (Non Operators) - Hispanic and Asian Females.**

No growth is expected within this category. Outreach efforts will be made for the hiring of replacements for terminating employees.

10.5 MTA Annual Program Goals

The MTA has not submitted short term numeric goals due to the merger of the SCRTD and LACTC and the anticipation of a period of no real growth in the number of employees. In addition, the merger will mandate major departmental changes over the next year. Therefore, it is not possible to project the effect of those changes upon placement opportunities. The MTA is committed to managing the workforce in such a manner that females and minorities will not be adversely affected by the merger.

11.0 INTERNAL AUDIT AND REPORTING SYSTEM

11.1 General

To facilitate management evaluation of the Equal Employment Opportunity/Affirmative Action Program effectiveness; and to provide insight into the need for corrective action where improvement or reinforcement of the objectives of the program are warranted; a regular reporting system of the MTA personnel activities will be established.

Procedures will be established for effective monitoring and self assessment that evaluates the effectiveness of the Equal Employment Opportunity/Affirmative Action Program, and that provides for the resolution of problems. In-depth analysis shall be made of:

- o Selection, promotion, reclassification, and separation rates for staff within specified job groups and salary levels by race, ethnicity, and sex.
- o Applicant flow, selection, and rejection rates by position and within job groups by race, ethnicity, and sex.
- o Promotion and separation rates within each unit by race, ethnicity, and sex; including analysis of those eligible for promotion, and the selection/rejection rate.
- o Initial salary step placement of staff within department by race, ethnicity, and sex.

11.2 Reports

Quarterly status reports of personnel activity, including hires, terminations, promotions and transfers, will be maintained by the Department of Equal Employment Opportunity. Substandard performance, relative to established goals and timetables, will be reported to the Equal Opportunity Officer for appropriate action.

The Human Resources Department will maintain formal records on such items as applicant flow, job offers, hires, terminations, promotions and transfers. The Department of Equal Employment Opportunity will complete a statistical analysis of MTA personnel activities annually.

The degree of progress, relative to the achievement of established goals and timetables, will be evaluated and reported to the Equal Opportunity Officer for review quarterly.

The Equal Employment Opportunity/Affirmative Action Program will be included in the Equal Employment Opportunity Department Performance Reports. MTA achievements, relative to equal employment opportunity, will be monitored by the Department of Equal Employment Opportunity and reported to the Chief Executive Officer and Board of Directors whenever appropriate.

12.0 SEX DISCRIMINATION GUIDELINES

Procedures will be established to assure that distinctions are not made in any employment opportunities and practices on the basis of sex, medical condition, or marital status. Such practices shall include but are not limited to: employment, retention and

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advancement, compensation, benefits and working conditions, leaves, grievance procedures, and training programs.

The practices and policies of the MTA are in compliance with the Equal Employment Opportunity/Affirmative Action Program, the Federal Transit Administration, the Equal Employment Opportunity Commission and the Department of Labor guidelines as they relate to:

- o Recruitment
- o Advertisement
- o Written Personnel Policies
- o Equal Opportunity
- o Wages and Benefits
- o Marital Status/Children
- o Physical Facilities
- o Working Conditions
- o Medical Leave of Absence
- o Retirement
- o Wage and Job Assignments
- o Tuition Reimbursement
- o Training

Pregnancy-related leave of absence policies are in compliance with state and federal law.

No personnel policies or practices shall arbitrarily exclude applicants for employment or employees from employment opportunities on the basis of pregnancy, childbirth, or related conditions.

Upon request of any permanent female employee, a leave of absence without pay shall be granted for the purposes of pregnancy, childbirth, and recovery therefrom. The request for a granting of such leave or leave without pay for the purpose of pregnancy, childbirth, or pregnancy related conditions will be handled in the same manner as requests for absences for other reasons.

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No female employee will be required to take a leave of absence prior to the anticipated delivery date so long as the employee is capable of performing her required duties. Following childbirth, at the expiration of her leave, the employee shall be reinstated to her original job or to a position of like status and pay, without loss of service credits.

13.0 HARASSMENT POLICY

Employees will be free from intimidation, harassment, other adverse treatment or condition of employment on the basis of race, color, creed, ancestry, national origin, sex, religion, age, disability, medical condition, marital status, or veteran status.

13.1 Sexual Harassment Policy

Nondiscrimination on the basis of sex will include a prohibition against any form of sexual harassment toward an applicant or an employee.

It is a violation of MTA policy and of federal and state law to subject any employee to sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- o submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- o submission, to or rejection of such conduct, by an individual, is used as a basis for employment decisions affecting such individuals; or
- o such conduct, which may include sexually-oriented material, has the purpose, or effect, of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The MTA will not tolerate such conduct. Personnel who violate this policy will be disciplined.

Any employee who experiences sexual harassment or conduct; or who witnesses such harassment or conduct of another employee, should promptly report the incident to management or to the Department of Equal Employment Opportunity. Sexual harassment complaints will be investigated and remedial action taken.

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While sexual harassment will not be tolerated; it is also recognized that false accusations can be extremely damaging to innocent persons. Therefore, false accusations will serve as a basis for appropriate disciplinary action. The Department of Equal Opportunity may investigate any matter of violation even without the filing of a written complaint.

13.2 Racial Harassment Policy

MTA policy will also provide each employee a work environment free from harassment or derogatory statements that involve race, color, creed, or national origin. This includes the circulation of notes, jokes, cartoons, posters, etc.

The MTA will not tolerate such harassment in day-to-day operations. Employees who perceive themselves to be targets of harassment have the right to report such conduct without retaliation. Supervisors and managers have the duty to investigate and report any observations of such conduct to the next higher level of supervision and to the Director of Equal Employment Opportunity.

Discipline up to and including termination will be assessed against those guilty of such behavior; including managers and supervisors who knowingly fail to report such behavior and/or allow such behavior to continue.

14.0 GUIDELINES ON DISCRIMINATION BASED ON RACE, RELIGION, NATIONAL ORIGIN/ANCESTRY

The MTA will assess employment practices in order to assure a practice of nondiscrimination for members of various religious and ethnic groups.

In addition, reasonable accommodation will be made to the religious observances and practices of prospective employees and employees. Reasonable accommodation will be made through adjustment or work schedules, postponing the performance of certain assignments, and/or using substitute staff to perform needed work assignments, and/or using substitute staff to perform needed work that cannot be postponed consistent with need for necessity.

The practices and policies of the MTA are in compliance with the Equal Employment Opportunity/Affirmative Action Program, the Federal Transit Administration, the Equal Employment Opportunity Commission and the Department of Labor guidelines as they relate to:

- o Recruitment
- o Advertisement
- o Written Personnel Policies

- o Equal Opportunity
- o Wages and Benefits
- o Physical Facilities
- o Working Conditions
- o Medical Leave of Absence
- o Retirement
- o Wage and Job Assignments
- o Training
- o Tuition Reimbursement
- o Religious Accommodation

15.0 NEPOTISM

15.1 Policy

It is MTA policy that related members are not permitted to work in direct reporting relationships; in positions with influence over the performance or appraisal of each other; or in situations which could jeopardize internal security and control. This policy is to ensure effective supervision, internal discipline, security, safety, and morale in the work place and to guard against favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all MTA employees.

WORKFORCE UTILIZATION ANALYSIS.....A
AVAILABILITY ANALYSIS.....B
WORKFORCE/AVAILABILITY/LONG TERM GOALS.....C
ACTION ORIENTED PROGRAMS.....D

EQUAL OPPORTUNITY MANAGEMENT INFORMATION SYSTEM
WORK FORCE ANALYSIS BY JOB CATEGORY/JOB GROUP (DEPT. LEVEL-2)

JOB CATEGORY	JOB GROUP	TOTAL EMPL	TOTAL FEMALE	CAUCA	BLACK	MALE HISP	AS/PI	AI/AN	CAUCA	BLACK	FEMALE HISP	AS/PI	AI/AN	TOTAL MINORITY
OFFICIALS/ADMINSTRATRS	EXECUTIVE STAFF	20	5	11	3	1	0	0	5	0	0	0	0	4
	DEPARTMENT HEADS	59	18	26	4	7	4	0	13	1	2	2	0	20
	ASS'T DEPT HEADS	18	4	11	1	2	0	0	3	0	1	0	0	4
	SECTION HEADS	136	35	59	13	16	13	0	21	8	1	5	0	56
	DIVISION MAINT MGRS	17	0	8	6	3	0	0	0	0	0	0	0	9
	DIVISION TRANSP MGRS	12	1	5	6	0	0	0	1	0	0	0	0	6
	OTHER OFFICALS/ADMIN	2	0	1	0	0	1	0	0	0	0	0	0	1
TOTAL OFFICIALS/ADMINSTRATRS		264	63	121	33	29	18	0	43	9	4	7	0	100
PROFESSIONALS	SENIOR AND SUPERVISING	339	78	156	35	34	36	0	28	24	13	12	1	155
	ENTRY LEVEL	138	64	36	11	13	14	0	17	29	14	4	0	85
	ACCOUNTANTS	52	13	7	9	6	17	0	4	3	2	4	0	41
	PLANNERS	41	19	14	2	3	3	0	10	4	4	1	0	17
	ENGINEERS	43	4	27	2	0	9	1	3	0	0	1	0	13
	OTHER PROFESSIONALS	97	45	32	4	9	6	1	16	16	10	3	0	49
SUPERVISING	3	0	3	0	0	0	0	0	0	0	0	0	0	
TOTAL PROFESSIONALS		713	223	275	63	65	85	2	78	76	43	25	1	360
TECHNICIANS	SUPERVISING	220	18	109	35	42	16	0	3	12	2	1	0	108
	SENIOR	55	13	21	6	13	2	0	5	7	1	0	0	29
	TRANSIT OPS SUPERVISOR	392	66	125	127	67	7	0	21	37	6	2	0	246
	OTHER TECHNICIANS	117	43	30	19	13	12	0	11	16	4	12	0	76
PARAPROFESSIONALS	8	3	3	0	1	1	0	0	2	0	1	0	5	
TOTAL TECHNICIANS		792	143	288	187	136	38	0	40	74	13	16	0	464
PROTECTIVE/SERVICE	TRANSIT POLICE	214	22	78	38	65	9	2	7	9	5	1	0	129
	SECURITY GUARDS	59	3	16	21	10	9	0	0	2	1	0	0	43
TOTAL PROTECTIVE/SERVICE		273	25	94	59	75	18	2	7	11	6	1	0	172
PARAPROFESSIONALS	PARAPROFESSIONALS	56	44	6	2	1	3	0	10	12	10	11	1	40
TOTAL PARAPROFESSIONALS		56	44	6	2	1	3	0	10	12	10	11	1	40
OFFICE/CLERK	OFFICE/CLERICAL	853	545	70	110	102	26	0	102	237	163	38	5	681
TOTAL OFFICE/CLERK		853	545	70	110	102	26	0	102	237	163	38	5	681
SKILLED CRAFT	MECHANICS	1119	34	349	180	389	162	5	3	20	8	2	1	767
	ELECTRICIANS	90	6	21	21	18	24	0	0	3	3	0	0	69

MTA

EQUAL OPPORTUNITY MANAGEMENT INFORMATION SYSTEM
WORK FORCE ANALYSIS BY JOB CATEGORY/JOB GROUP (DEPT. LEVEL-2)01/13/93
16.09.51

JOB CATEGORY	JOB GROUP	TOTAL EMPL	TOTAL FEMALE	-----MALE-----					-----FEMALE-----					TOTAL MINORITY
				CAUCA	BLACK	HISP	AS/PI	AI/AN	CAUCA	BLACK	HISP	AS/PI	AI/AN	
KILLED CRAFT	SHEET METAL	14	0	4	1	5	4	0	0	0	0	0	0	10
	OTHER SKILLED CRAFT	199	8	89	32	43	27	0	3	2	3	0	0	107
TOTAL SKILLED CRAFT		1422	48	463	234	455	217	5	6	25	14	2	1	953
SERVICE/MAINTENANCE	R/T BUS OPERATORS	3936	715	632	1323	1082	171	13	73	495	142	0	5	3231
	P/T BUS OPERATORS	538	148	69	79	179	60	3	27	55	64	2	0	442
	OTHER OPERATORS	21	5	3	6	5	2	0	0	4	1	0	0	18
	UTIL/SERV ATTENDANTS	559	161	61	133	158	43	3	9	98	52	1	1	489
	OTHER SERVICE	44	3	6	18	15	1	1	1	1	1	0	0	37
TOTAL SERVICE/MAINTENANCE		5098	1032	771	1559	1439	277	20	110	653	260	3	6	4217
TOTAL		9471	2123	2088	2247	2302	682	29	396	1097	513	103	14	6987

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JOB CATEGORIES BY TOTAL AND PERCENT

CATEGORY	TOTAL	ALL EMPLOYEES		WHITE		BLACK		HISPANIC		ASIAN PACIFIC ISLANDER		AI-NA	
		M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ADMINISTRATORS PERCENTAGES	116 100.0	100 86.2	16 13.8	61 52.6	9 7.8	20 17.2	2 1.7	14 12.1	2 1.7	5 4.3	3 2.6	0 0.0	0 0.0
PROFESSIONALS PERCENTAGES	434 100.0	305 70.3	129 29.7	176 40.6	46 10.6	38 8.8	43 9.9	36 8.3	23 5.3	55 12.7	17 3.9	0 0.0	0 0.0
TECHNICIANS PERCENTAGES	782 100.0	645 82.5	137 17.5	286 36.6	37 4.7	186 23.8	74 9.5	135 17.3	11 1.4	38 4.9	15 1.9	0 0.0	0 0.0
PROTECTIVE/SERVICES PERCENTAGES	274 100.0	249 90.9	25 9.1	95 34.7	7 2.6	59 21.5	11 4.0	76 27.7	6 2.2	17 6.2	1 0.4	2 0.7	0 0.0
PARAPROFESSIONALS PERCENTAGES	44 100.0	8 18.2	36 81.8	3 6.8	10 22.7	2 4.5	8 18.2	1 2.3	8 18.2	2 4.5	9 20.5	0 0.0	1 2.3
OFFICE/CLERICAL PERCENTAGES	742 100.0	292 39.4	450 60.6	64 8.6	78 10.5	106 14.3	196 26.4	96 12.9	139 18.7	26 3.5	33 4.4	0 0.0	4 0.5
SKILLED CRAFT PERCENTAGES	1424 100.0	1376 96.6	48 3.4	464 32.6	6 0.4	234 16.4	25 1.8	456 32.0	14 1.0	217 15.2	2 0.1	5 0.4	1 0.1
SERVICE/MAINT.-OPRS. PERCENTAGES	4369 100.0	3515 80.5	854 19.5	672 15.4	95 2.2	1369 31.3	548 12.5	1232 28.2	204 4.7	227 5.2	2 0.0	15 0.3	5 0.1
SERVICE/MAINT.-NON/OPS. PERCENTAGES	700 100.0	527 75.3	173 24.7	94 13.4	12 1.7	185 26.4	105 15.0	195 27.9	54 7.7	48 6.9	1 0.1	5 0.7	1 0.1
TOTAL PERCENTAGES	8885 100.0	7017 79.0	1868 21.0	1915 21.6	300 3.4	2199 24.7	1012 11.4	2241 25.2	461 5.2	635 7.1	83 0.9	27 0.3	12 0.1

ETHNIC BREAKDOWN AS OF 12/30/92

APPENDIX B

AVAILABILITY FACTOR COMPUTATION

Legend:

- F = All Females
- MB = Male/Black
- FB = Female/Black
- MH = Male/Hispanic
- FH = Female/Hispanic
- M/API = Male/Asian Pacific Islander
- F/API = Female/Asian Pacific Islander

Occupational
Subcategory

Executive Staff

F

Labor Area

Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.	43.3	.05	2.2									
Percentage of individuals having requisite skills in the immediate area.	39.5	.30	11.8									
Percentage of individuals having requisite skills in a reasonable recruiting area.	37.5	.15	5.6									
Percentage of individuals among those promotable or transferable.	28.3	.50	14.2									
AVAILABILITY ESTIMATE			33.8									

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
4. Representation by percentage among Department Heads, EOMIS Combined Workforce Analysis, SCRTD & LACIC 12/30/92. At least 50% of Executive Staff are chosen from this level.

00010002

Occupational
Subcategory

Executive Staff

F API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										4.8	.05	0.2
Percentage of individuals having requisite skills in the immediate area.										7.5	.30	2.3
Percentage of individuals having requisite skills in a reasonable recruiting area.										3.1	.15	0.5
Percentage of individuals among those promotable or transferable.										3.8	.50	1.9
AVAILABILITY ESTIMATE												4.9

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race. Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File. Detailed Occupations by Sex by Hispanic Origin and Race. Los Angeles County, 8/27/92.
4. Representation by percentage among Department Heads, EOMIS Combined Workforce Analysis, SCRTD & IACIC 12/30/92. At least 50% of Executive Staff are chosen from this level.

Occupational
Subcategory

Executive Staff

M API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										5.6	.05	1.4
Percentage of individ- uals having requisite skills in the immediate area.										5.6	.30	1.7
Percentage of individ- uals having requisite skills in a reasonable recruiting area.										2.8	.15	0.4
Percentage of individ- uals among those promotable or transferable.										5.7	.50	2.9
AVAILABILITY ESTIMATE												6.4

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race. Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File. Detailed Occupations by Sex by Hispanic Origin and Race. Los Angeles County, 8/27/92.
4. Representation by percentage among Department Heads, EOMIS Combined Workforce Analysis, SCRTD & IACIC 12/30/92. At least 50% of Executive Staff are chosen from this level.

P C O T O R O

Occupational
Subcategory

Executive Staff

F B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.9	.10	0.5						
Percentage of individuals having requisite skills in the immediate area.				8.8	.30	2.6						
Percentage of individuals having requisite skills in a reasonable recruiting area.				5.0	.10	0.5						
Percentage of individuals among those promotable or transferable.				1.9	.50	1.0						
AVAILABILITY ESTIMATE						4.6						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race. Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race. Los Angeles County, 8/27/92.
4. Representation by percentage among Department Heads, EOMIS Combined Workforce Analysis, SCRTD & IACIC 12/30/92. At least 50% of Executive Staff are chosen from this level.

0000100100

Occupational
Subcategory

Executive Staff

F H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							13.6	.10	1.4			
Percentage of individuals having requisite skills in the immediate area.							10.8	.30	3.2			
Percentage of individuals having requisite skills in a reasonable recruiting area.							5.5	.10	0.5			
Percentage of individuals among those promotable or transferable.							3.8	.50	1.9			
AVAILABILITY ESTIMATE									7.0			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
4. Representation by percentage among Department Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 50% of Executive Staff are chosen from this level.

Occupational
Subcategory

Executive Staff

M H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							21.1	.05	1.0			
Percentage of individuals having requisite skills in the immediate area.							9.5	.30	2.8			
Percentage of individuals having requisite skills in a reasonable recruiting area.							7.8	.15	1.2			
Percentage of individuals among those promotable or transferable.							13.2	.50	6.6			
AVAILABILITY ESTIMATE									11.6			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
4. Representation by percentage among Department Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 50% of Executive Staff are chosen from this level.

Occupational
Subcategory

Department Heads

F

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.	43.3	.05	2.2									
Percentage of individuals having requisite skills in the immediate area.	48.2	.30	14.5									
Percentage of individuals having requisite skills in a reasonable recruiting area.	46.5	.25	11.6									
Percentage of individuals among those promotable or transferable.	23.8	.40	9.5									
AVAILABILITY ESTIMATE			37.8									

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Assistant Department Heads and Section HEADS, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 40% of Department Heads are selected from those levels.

Occupational
Subcategory

Department Heads

M B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.7	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				7.9	.30	2.4						
Percentage of individuals having requisite skills in a reasonable recruiting area.				5.9	.25	1.5						
Percentage of individuals among those promotable or transferable.				8.6	.40	3.4						
AVAILABILITY ESTIMATE						7.5						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Assistant Department Heads and Section Heads, EOMIS Combined Workforce Analysis, SCR TD & LACTC, 12/30/92. At least 40% of Department Heads are selected from those levels.

01001001000

Occupational
Subcategory

Department Heads

F B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.9	.05	0.2						
Percentage of individ- uals having requisite skills in the immediate area.				13.1	.30	3.9						
Percentage of individ- uals having requisite skills in a reasonable recruiting area.				5.9	.25	1.5						
Percentage of individ- uals among those promotable or transferable.				4.0	.40	1.6						
AVAILABILITY ESTIMATE						7.2						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Assistant Department Heads and Section Heads, EOMIS Combined Workforce Analysis, SCRTRD & LACTC, 12/30/92. At least 40% of Department Heads are selected from those levels.

Occupational
Subcategory

Department Heads

M H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							21.1	.05	1.0			
Percentage of individuals having requisite skills in the immediate area.							8.1	.30	2.4			
Percentage of individuals having requisite skills in a reasonable recruiting area.							5.6	.25	1.4			
Percentage of individuals among those promotable or transferable.							11.2	.40	4.5			
AVAILABILITY ESTIMATE									9.3			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Assistant Department Heads and Section Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 40% of Department Heads are selected from those levels.

2100100100

Occupational
Subcategory

Department Heads

F H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							13.6	.05	0.7			
Percentage of individ- uals having requisite skills in the immediate area.							9.4	.30	2.8			
Percentage of individ- uals having requisite skills in a reasonable recruiting area.							6.0	.25	1.5			
Percentage of individ- uals among those promotable or transferable.							1.3	.40	0.5			
AVAILABILITY ESTIMATE									5.5			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Assistant Department Heads and Section Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 40% of Department Heads are selected from those levels.

Occupational Subcategory Department Heads M API
 Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										5.6	.05	0.3
Percentage of individuals having requisite skills in the immediate area.										4.2	.30	1.3
Percentage of individuals having requisite skills in a reasonable recruiting area.										3.5	.25	0.9
Percentage of individuals among those promotable or transferable.										8.6	.40	3.4
AVAILABILITY ESTIMATE												5.9

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Assistant Department Heads and Section Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 40% of Department Heads are selected from those levels.

P R I N T I N G

Occupational
Subcategory

Department Heads

F API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										4.8	.05	0.2
Percentage of individuals having requisite skills in the immediate area.										3.5	.30	1.0
Percentage of individuals having requisite skills in a reasonable recruiting area.										3.2	.25	0.8
Percentage of individuals among those promotable or transferable.										2.6	.40	1.0
AVAILABILITY ESTIMATE												3.0

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Assistant Department Heads and Section Heads, EOMIS Combined Workforce Analysis, SCRDT & LACTC, 12/30/92. At least 40% of Department Heads are selected from those levels.

Occupational
Subcategory

Assistant Department Heads

F

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.	43.3	.05	2.2									
Percentage of individuals having requisite skills in the immediate area.	48.2	.15	7.2									
Percentage of individuals having requisite skills in a reasonable recruiting area.	46.5	.05	2.3									
Percentage of individuals among those promotable or transferable.	24.0	.75	18.0									
AVAILABILITY ESTIMATE			29.7									

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Section Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 75% of Assistant Department Heads are selected from this level.

Occupational
Subcategory

Assistant Department Heads M R

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.7	.05	0.2						
Percentage of individ- uals having requisite skills in the immediate area.				7.9	.15	1.2						
Percentage of individ- uals having requisite skills in a reasonable recruiting area.				5.7	.05	0.3						
Percentage of individ- uals among those promotable or transferable.				9.0	.75	6.8						
AVAILABILITY ESTIMATE						8.5						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Section Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 75% of Assistant Department Heads are selected from this level.

Occupational
Subcategory

Assistant Department Heads

F B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEHALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.9	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				13.1	.15	2.0						
Percentage of individuals having requisite skills in a reasonable recruiting area.				5.9	.05	0.3						
Percentage of individuals among those promotable or transferable.				4.5	.75	3.4						
AVAILABILITY ESTIMATE						5.9						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Section Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 75% of Assistant Department Heads are selected from this level.

Occupational
Subcategory

Assistant Department Heads

M H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							21.1	.05	1.0			
Percentage of individuals having requisite skills in the immediate area.							8.1	.15	1.2			
Percentage of individuals having requisite skills in a reasonable recruiting area.							5.6	.05	0.3			
Percentage of individuals among those promotable or transferable.							11.3	.75	8.5			
AVAILABILITY ESTIMATE									11.0			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Section Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 75% of Assistant Department Heads are selected from this level.

00010019

Occupational Subcategory Assistant Department Heads F H
 Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							13.6	.10	1.4			
Percentage of individuals having requisite skills in the immediate area.							9.4	.10	0.9			
Percentage of individuals having requisite skills in a reasonable recruiting area.							6.0	.05	0.3			
Percentage of individuals among those promotable or transferable.							0.8	.75	0.6			
AVAILABILITY ESTIMATE									3.2			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Section Heads, EOMIS Combined Workforce Analysis, SCRDT & LACTC, 12/30/92. At least 75% of Assistant Department Heads are selected from this level.

000010020

Occupational
Subcategory

Assistant Department Heads

F API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										4.8	.05	0.2
Percentage of individuals having requisite skills in the immediate area.										3.5	.15	0.5
Percentage of individuals having requisite skills in a reasonable recruiting area.										3.2	.05	0.2
Percentage of individuals among those promotable or transferable.										3.0	.75	2.2
AVAILABILITY ESTIMATE												3.1

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Section Heads, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 75% of Assistant Department Heads are selected from this level.

220010022

Occupational Section Heads
 Subcategory

F

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.	43.3	.05	2.2									
Percentage of individuals having requisite skills in the immediate area.	48.2	.25	12.0									
Percentage of individuals having requisite skills in a reasonable recruiting area.	46.5	.10	4.6									
Percentage of individuals among those promotable or transferable.	23.1	.60	13.9									
AVAILABILITY ESTIMATE			32.7									

00010025

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Senior & Supervising Professionals, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 60% of Section Heads are selected from this level.

Occupational
Subcategory

Section Heads

M B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.7	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				7.9	.25	2.0						
Percentage of individuals having requisite skills in a reasonable recruiting area.				5.7	.10	0.6						
Percentage of individuals among those promotable or transferable.				9.9	.60	5.9						
AVAILABILITY ESTIMATE						8.7						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Senior & Supervising Professionals, EOMIS Combined Workforce Analysis, SCR TD & LACTC, 12/30/92. At least 60% of Section Heads are selected from this level.

0 2 0 1 0 0 2 4

Occupational
Subcategory

Section Heads

F B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.9	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				13.1	.25	3.3						
Percentage of individuals having requisite skills in a reasonable recruiting area.				5.9	.10	0.6						
Percentage of individuals among those promotable or transferable.				7.8	.60	4.7						
AVAILABILITY ESTIMATE						8.8						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Senior & Supervising Professionals, EOMIS Combined Workforce Analysis, SCRTRD & LACTC, 12/30/92. At least 60% of Section Heads are selected from this level.

90010025

Occupational
Subcategory

Section Heads

M H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							21.1	.05	1.0			
Percentage of individuals having requisite skills in the immediate area.							8.1	.25	2.0			
Percentage of individuals having requisite skills in a reasonable recruiting area.							5.6	.10	0.6			
Percentage of individuals among those promotable or transferable.							10.2	.60	6.1			
AVAILABILITY ESTIMATE									9.7			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Senior & Supervising Professionals, EOMIS Combined Workforce Analysis, SCRDT & LACTC, 12/30/92. At least 60% of Section Heads are selected from this level.

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Occupational Subcategory Section Heads F H
 Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							13.6	.05	0.7			
Percentage of individuals having requisite skills in the immediate area.							9.4	.25	2.3			
Percentage of individuals having requisite skills in a reasonable recruiting area.							6.0	.10	0.6			
Percentage of individuals among those promotable or transferable.							3.6	.60	2.2			
AVAILABILITY ESTIMATE									5.8			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Senior & Supervising Professionals, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 60% of Section Heads are selected from this level.

1001002

Occupational Section Heads
Subcategory

M API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										5.6	.05	0.3
Percentage of individuals having requisite skills in the immediate area.										4.2	.25	1.0
Percentage of individuals having requisite skills in a reasonable recruiting area.										3.5	.10	0.3
Percentage of individuals among those promotable or transferable.										10.8	.60	6.5
AVAILABILITY ESTIMATE												8.1

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Senior & Supervising Professionals, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 60% of Section Heads are selected from this level.

07001001000

Occupational
Subcategory

Section Heads

F API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										4.8	.05	0.2
Percentage of individuals having requisite skills in the immediate area.										3.5	.25	0.9
Percentage of individuals having requisite skills in a reasonable recruiting area.										3.2	.10	0.3
Percentage of individuals among those promotable or transferable.										3.6	.60	2.2
AVAILABILITY ESTIMATE												3.6

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Senior & Supervising Professionals, EOMIS Combined Workforce Analysis, SCRTRD & LACTC, 12/30/92. At least 60% of Section Heads are selected from this level.

420010029

Occupational Subcategory Division Transportation Manager F
 Los Angeles - Long Beach SMSA
 Labor Area _____

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.	43.3	.01	0.4									
Percentage of individuals having requisite skills in the immediate area.	43.3	.01	0.4									
Percentage of individuals having requisite skills in a reasonable recruiting area.	43.7	.01	0.4									
Percentage of individuals among those promotable or transferable.	21.0	.97	20.4									
AVAILABILITY ESTIMATE			21.6									

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation among Senior & Supervising Professionals Transportation Department, PER 706, 12/28/92.

Occupational
Subcategory

Division Transportation Manager

M B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.7	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				3.5	.05	0.2						
Percentage of individuals having requisite skills in a reasonable recruiting area.				2.2	.05	0.1						
Percentage of individuals among those promotable or transferable.				10.5	.85	8.9						
AVAILABILITY ESTIMATE						9.4						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation among Senior & Supervising Professionals Transportation Department, PER 706, 12/28/92.

Occupational
Subcategory

Division Transportation Manager F B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.9	.20	0.5						
Percentage of individuals having requisite skills in the immediate area.				4.4	.30	1.3						
Percentage of individuals having requisite skills in a reasonable recruiting area.				2.6	.20	0.5						
Percentage of individuals among those promotable or transferable.				15.8	.40	6.3						
AVAILABILITY ESTIMATE						8.6						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation among Senior & Supervising Professionals Transportation Department, PER 706, 12/28/92.

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Occupational
Subcategory

Division Transportation Manager F H

Labor Area

Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							13.6	.05	0.7			
Percentage of individuals having requisite skills in the immediate area.							6.6	.80	5.3			
Percentage of individuals having requisite skills in a reasonable recruiting area.							4.7	.15	0.7			
Percentage of individuals among those promotable or transferable.							0					
AVAILABILITY ESTIMATE									6.7			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation among Senior & Supervising Professionals Transportation Department, PER 706, 12/28/92.

00001001000

Occupational Subcategory Division Transportation Manager M APT
Los Angeles - Long Beach SMSA
 Labor Area _____

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										5.6	.05	0.3
Percentage of individuals having requisite skills in the immediate area.										7.3	.10	0.7
Percentage of individuals having requisite skills in a reasonable recruiting area.										5.0	.15	0.8
Percentage of individuals among those promotable or transferable.										5.0	.70	3.5
AVAILABILITY ESTIMATE												5.3

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation among Senior & Supervising Professionals Transportation Department, PER 706, 12/28/92.

0010004

Occupational
Subcategory

Division Transporation Manager

F API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										4.8	.10	0.5
Percentage of individuals having requisite skills in the immediate area.										5.2	.45	2.3
Percentage of individuals having requisite skills in a reasonable recruiting area.										4.0	.45	1.8
Percentage of individuals among those promotable or transferable.										0		
AVAILABILITY ESTIMATE												4.6

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation among Senior & Supervising Professionals Transportation Department, PER 706, 12/28/92.

000100100100

Occupational
Subcategory

Division Maintenance Manager

M B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.7	105	0.2						
Percentage of individuals having requisite skills in the immediate area.				3.5	.10	0.3						
Percentage of individuals having requisite skills in a reasonable recruiting area.				2.2	.05	0.1						
Percentage of individuals among those promotable or transferable.				13.5	.80	10.8						
AVAILABILITY ESTIMATE						11.4						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation among Supervising Technicians, Equipment Maintenance Department, PER 706, 12/28/92.

Occupational
Subcategory

Division Maintenance Manager

M H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							21.1	.05	1.0			
Percentage of individuals having requisite skills in the immediate area.							8.3	.10	0.8			
Percentage of individuals having requisite skills in a reasonable recruiting area.							5.6	.05	0.3			
Percentage of individuals among those promotable or transferable.							22.9	.80	18.3			
AVAILABILITY ESTIMATE									20.4			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation among Supervising Technicians, Equipment Maintenance Department, PER 706, 12/28/92.

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Occupational
Subcategory

Division Maintenance Manager

M API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										5.6	.05	0.3
Percentage of individuals having requisite skills in the immediate area.										7.3	.10	0.7
Percentage of individuals having requisite skills in a reasonable recruiting area.										5.0	.05	0.2
Percentage of individuals among those promotable or transferable.										7.6	.80	6.0
AVAILABILITY ESTIMATE												7.2

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation among Supervising Technicians, Equipment Maintenance Department, PER 706, 12/28/92.

Occupational
Subcategory

Professionals

F

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.	43.3	.05	2.2									
Percentage of individuals having requisite skills in the immediate area.	47.7	.45	21.5									
Percentage of individuals having requisite skills in a reasonable recruiting area.	49.0	.20	9.8									
Percentage of individuals among those promotable or transferable.	46.8	.30	14.0									
AVAILABILITY ESTIMATE			47.5									

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation by percentage among Entry Level Professionals, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 30% are selected from this level.

Occupational
Subcategory

Professionals

M B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.7	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				3.4	.45	1.5						
Percentage of individuals having requisite skills in a reasonable recruiting area.				2.1	.20	0.4						
Percentage of individuals among those promotable or transferable.				7.9	.30	2.4						
AVAILABILITY ESTIMATE						4.5						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation by percentage among Entry Level Professionals, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 30% are selected from this level.

00010010040

Occupational Subcategory Professionals

F B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.9	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				5.4	.45	2.4						
Percentage of individuals having requisite skills in a reasonable recruiting area.				3.1	.20	0.6						
Percentage of individuals among those promotable or transferable.				20.9	.30	6.3						
AVAILABILITY ESTIMATE						9.5						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation by percentage among Entry Level Professionals, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 30% are selected from this level.

10010041

Occupational
Subcategory

Professionals

M H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							21.1	.05	1.0			
Percentage of individ- uals having requisite skills in the immediate area.							5.6	.45	2.5			
Percentage of individ- uals having requisite skills in a reasonable recruiting area.							4.1	.20	0.8			
Percentage of individ- uals among those promotable or transferable.							9.4	.30	2.8			
AVAILABILITY ESTIMATE									7.1			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation by percentage among Entry Level Professionals, EOMIS Combined Workforce Analysis, SCR TD & LACTC, 12/30/92. At least 30% are selected from this level.

20010042

Occupational Subcategory Professionals F H
 Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							13.6	.05	0.7			
Percentage of individuals having requisite skills in the immediate area.							6.2	.45	2.8			
Percentage of individuals having requisite skills in a reasonable recruiting area.							4.8	.20	1.0			
Percentage of individuals among those promotable or transferable.							10.8	.30	3.2			
AVAILABILITY ESTIMATE									7.7			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation by percentage among Entry Level Professionals, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 30% are selected from this level.

20010242

Occupational
Subcategory

Professionals

M API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										5.6	.05	0.3
Percentage of individuals having requisite skills in the immediate area.										6.4	.45	2.9
Percentage of individuals having requisite skills in a reasonable recruiting area.										5.6	.20	1.1
Percentage of individuals among those promotable or transferable.										10.8	.30	3.2
AVAILABILITY ESTIMATE												7.5

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation by percentage among Entry Level Professionals, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 30% are selected from this level.

0010044

Occupational
Subcategory

Professionals

F API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										4.8	.05	0.2
Percentage of Individ- uals having requisite skills in the immediate area.										5.7	.45	2.6
Percentage of Individ- uals having requisite skills in a reasonable recruiting area.										4.4	.20	0.9
Percentage of individ- uals among those promotable or transferable.										2.9	.30	0.9
AVAILABILITY ESTIMATE												4.6

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/22/92.
2. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Summary Occupational Groups, California, 8/22/92.
4. Representation by percentage among Entry Level Professionals, EOMIS Combined Workforce Analysis, SCRTRD & LACTC, 12/30/92. At least 30% are selected from this level.

Occupational
Subcategory

Accountants

F

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.	43.3	.05	2.2									
Percentage of individuals having requisite skills in the immediate area.	52.7	.60	1.6									
Percentage of individuals having requisite skills in a reasonable recruiting area.	56.1	.35	19.6									
Percentage of individuals among those promotable or transferable.	NA											
AVAILABILITY ESTIMATE			53.4									

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Accountants and Auditors are hired from the outside.

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Occupational
Subcategory

Accountants

M B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.7	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				2.7	.60	1.6						
Percentage of individuals having requisite skills in a reasonable recruiting area.				2.0	.35	0.7						
Percentage of individuals among those promotable or transferable.				NA								
AVAILABILITY ESTIMATE						2.5						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Accountants and Auditors are hired from the outside.

2001010047

Occupational
Subcategory

Accountants

M H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							21.1	.05	1.0			
Percentage of individuals having requisite skills in the immediate area.							4.8	.60	2.9			
Percentage of individuals having requisite skills in a reasonable recruiting area.							3.5	3.5	1.2			
Percentage of individuals among those promotable or transferable.							NA					
AVAILABILITY ESTIMATE									5.1			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Accountants and Auditors are hired from the outside.

Occupational
Subcategory

Accountants

F H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							13.6	.05	0.7			
Percentage of individuals having requisite skills in the immediate area.							6.2	..65	4.0			
Percentage of individuals having requisite skills in a reasonable recruiting area.							5.1	.35	1.8			
Percentage of individuals among those promotable or transferable.							NA					
AVAILABILITY ESTIMATE									6.5			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Accountants and Auditors are hired from the outside.

Occupational
Subcategory

Accountants

F API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										4.8	.05	0.2
Percentage of individuals having requisite skills in the immediate area.										13.5	.65	8.8
Percentage of individuals having requisite skills in a reasonable recruiting area.										11.0	.35	3.8
Percentage of individuals among those promotable or transferable.										NA		
AVAILABILITY ESTIMATE												12.8

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Accountants and Auditors are hired from the outside.

Occupational
Subcategory

Planners

M B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.7	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				7.1	.40	2.8						
Percentage of individuals having requisite skills in a reasonable recruiting area.				2.1	.20	0.4						
Percentage of individuals among those promotable or transferable.				7.5	.35	2.6						
AVAILABILITY ESTIMATE						6.0						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Planners, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 35% of Planners are selected from this group.

0010002

Occupational
Subcategory

Planners

F B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.9	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				2.8	.40	1.1						
Percentage of individuals having requisite skills in a reasonable recruiting area.				1.7	.20	0.3						
Percentage of individuals among those promotable or transferable.				5.0	.35	1.7						
AVAILABILITY ESTIMATE						3.3						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Planners, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 35% of Planners are selected from this group.

Occupational
Subcategory

Planners

F H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							13.6	.05	0.7			
Percentage of individuals having requisite skills in the immediate area.							5.5	.40	2.2			
Percentage of individuals having requisite skills in a reasonable recruiting area.							3.7	.20	0.7			
Percentage of individuals among those promotable or transferable.							10.0	.35	3.5			
AVAILABILITY ESTIMATE									7.1			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Planners, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 35% of Planners are selected from this group.

Occupational
Subcategory

Planners

F API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										4.8	.05	0.2
Percentage of individuals having requisite skills in the immediate area.										2.1	.40	0.8
Percentage of individuals having requisite skills in a reasonable recruiting area.										1.3	.20	0.3
Percentage of individuals among those promotable or transferable.										5.0	.35	1.7
AVAILABILITY ESTIMATE												3.0

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Representation by percentage among Planners, EOMIS Combined Workforce Analysis, SCRTD & LACTC, 12/30/92. At least 35% of Planners are selected from this group.

Occupational Subcategory Electrical & Electronic Engineers F
 Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	1 X	2 weight	1x2 product	1 X	2 weight	1x2 product	1 X	2 weight	1x2 product	1 X	2 weight	1x2 product
Percentage of the Labor Force.	43.3	.05	2.2									
Percentage of individuals having requisite skills in the immediate area.	11.6	.60	7.0									
Percentage of individuals having requisite skills in a reasonable recruiting area.	10.8	.35	3.8									
Percentage of individuals among those promotable or transferable.	NA											
AVAILABILITY ESTIMATE			13.0									

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Electrical & Electronic Engineers are not hired from within.

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Occupational
Subcategory

Electrical & Electronic Engineers

M B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	1 X	2 weight	1x2 product	1 X	2 weight	1x2 product	1 X	2 weight	1x2 product	1 X	2 weight	1x2 product
Percentage of the Labor Force.				4.7	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				4.0	.60	2.4						
Percentage of individuals having requisite skills in a reasonable recruiting area.				2.4	.35	0.8						
Percentage of individuals among those promotable or transferable.				NA								
AVAILABILITY ESTIMATE						3.4						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Electrical & Electronic Engineers are not hired from within.

Occupational
Subcategory

Electrical & Electronic Engineers

F B

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.				4.9	.05	0.2						
Percentage of individuals having requisite skills in the immediate area.				1.2	.60	0.7						
Percentage of individuals having requisite skills in a reasonable recruiting area.				0.6	.35	0.2						
Percentage of individuals among those promotable or transferable.				NA								
AVAILABILITY ESTIMATE						1.1						

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Electrical & Electronic Engineers are not hired from within.

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Occupational
Subcategory

Electrical & Electronic Engineers M H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							21.1	.05	1.0			
Percentage of individuals having requisite skills in the immediate area.							6.3	.60	3.8			
Percentage of individuals having requisite skills in a reasonable recruiting area.							4.4	.35	1.5			
Percentage of individuals among those promotable or transferable.							NA					
AVAILABILITY ESTIMATE									6.3			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Electrical & Electronic Engineers are not hired from within.

Occupational
Subcategory

Electrical & Electronic Engineers

F H

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.							13.6	.05	0.7			
Percentage of individuals having requisite skills in the immediate area.							0.8	.60	0.5			
Percentage of individuals having requisite skills in a reasonable recruiting area.							0.8	.35	0.3			
Percentage of individuals among those promotable or transferable.							NA					
AVAILABILITY ESTIMATE									1.5			

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Electrical & Electronic Engineers are not hired from within.

Occupational
Subcategory

Electrical & Electronic Engineers

M API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										5.6	.05	0.3
Percentage of individuals having requisite skills in the immediate area.										18.4	.60	11.0
Percentage of individuals having requisite skills in a reasonable recruiting area.										17.6	.35	6.2
Percentage of individuals among those promotable or transferable.										NA		
AVAILABILITY ESTIMATE												17.5

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Electrical & Electronic Engineers are not hired from within.

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Occupational
Subcategory

Electrical & Electronic Engineers

F API

Los Angeles - Long Beach SMSA

Labor Area

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLAND		
	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.										4.5	.65	0.2
Percentage of individuals having requisite skills in the immediate area.										2.3	.60	1.4
Percentage of individuals having requisite skills in a reasonable recruiting area.										2.6	.35	0.9
Percentage of individuals among those promotable or transferable.										NA		
AVAILABILITY ESTIMATE												2.5

1. State of California Census Data Center, 1990 Census, EEO File, Civilian Labor Force by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92
2. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, Los Angeles County, 8/27/92.
3. State of California Census Data Center, 1990 Census, EEO File, Detailed Occupations by Sex by Hispanic Origin and Race, California, 8/27/92.
4. Not Applicable. Electrical & Electronic Engineers are not hired from within.

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WORKFORCE/AVAILABILITY/LONG TERM GOALS BY PERCENT

		BLACK		HISPANIC		A/PI		AI/AN		TOTAL MIN	
		F	M	F	M	F	M	F	M	F	M
Exec Staff	STATUS	25.0	15.0	0.0	5.0	0.0	0.0	0.0	0.0		
	AVAIL	33.8	8.8	4.6	11.6	7.0	5.3	4.9			
	GOAL			4.0	10.0	4.0	4.0	4.0			
Dept Heads	STATUS	30.5	6.8	1.7	11.9	3.4	6.8	3.4			
	AVAIL	37.8	7.5	7.2	9.3	5.5	5.9	3.0			
	GOAL	32.0		4.0		5.5					
Asst Dept Heads	STATUS	22.2	5.6	0.0	11.1	5.6	0.0	0.0			
	AVAIL	29.7	8.5	5.9	11.0	3.2	8.4	3.1			
	GOAL	25.0		3.0			3.0	3.0			
Section Heads	STATUS	25.7	9.6	5.9	11.8	0.7	9.6	3.7			
	AVAIL	32.7	8.7	8.8	9.7	5.8	8.1	3.6			
	GOAL	28.0		8.8		4.0					
Div Maint. Manager	STATUS	8.3	50.0	0.0	0.0	0.0	0.0	0.0			
	AVAIL	21.6	9.4	8.6	6.7	6.7	5.3	4.6			
	GOAL	25.0		8.6	6.7	6.7	5.3	4.6			
Div. Trans. Manager	STATUS	0.0	35.3	0.0	17.6	0.0	0.0	0.0			
	AVAIL	0.0	11.4	0.0	20.4	0.0	7.2	0.0			
	GOAL				20.4		4.0				

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APPENDIX D

ACTION ORIENTED PROGRAMS

Through these activities and programs, the MTA will be able to enhance the skills, knowledge and attitudes of existing employees to meet productivity and other performance requirements and will contribute to the creation of applicant pools for entry level positions.

A. Leadership Through Quality Series Program

In addition to the programs conducted by Employee Development and Training, the MTA will implement a management resource program for all employees, with special emphasis on moving minority and females through the MTA's classification system. This program is designed to guide and enhance the promotability of minorities and females. To assist these targeted individuals in preparing for promotion, educational services using "Leadership Through Quality" principles as a model will be utilized. These classes and special programs will assist in meeting the essential job requisites identified within the MTA's classification structure for major occupational career tracks.

The Leadership Through Quality Series consists of three distinctive components: 1) Identify, 2) Develop, 3) Promote. Each component will have a variety of courses and models that will address the Leadership Through Quality principles. An Employee may take the course in any order and will receive a certificate of successful completion for each course. There are no prerequisites or charges for the courses. Employees may take as many courses that their schedule permits; however, the MTA is recommending that no more than two course are taken per module.

1. Identification - Females and Minorities with basic skills, aptitude, interest and ability, will be identified for career advancement.

a. Management Employee Interview Program (involves managers with employees in mentoring relationship)

Employee Personnel History Form

Skill assessment Profile

Review of Affirmative Action Selection Records

Identification of focus jobs (jobs with underutilization)

Identification of pivot jobs (jobs leading to further advancement)
Identification of job categories containing clusters of employees from one sex or ethnic group

- 2. Development - Existing classes will be combined with new classes to provide the core of the Development Program. Special efforts will be made to ensure promotable females and minorities take advantage of the program.
 - a. Career Development Workshop
 - b. Pre-supervisory Training
 - o Introduction to supervision
 - o Interpersonal relations
 - o Basic writing skills
 - o Introduction to administrative analysis
 - c. Management Development Program
 - o Customer specification
 - o Customer requirements
 - o Managerial writing
 - o Cultural diversity
 - o Time management
 - o Meetings management
 - o Business ethnics
 - d. Professional Development Program
 - o Business writing
 - o Technical and report writing
 - o Project management
 - o Time management
 - o Train the trainer
 - e. First-Line Supervisors Program
 - o Managing excellence

- o Labor relations
- o Risk and safety management
- o Equal Employment Opportunity awareness
- o Employee selection process
- o Preparing and conducting performance appraisals
- o Drug abuse awareness/employee assistance program
- o On-the-job training techniques for supervisors

f. Skills Development

- o Interviewing
- o Test taking
- o Problem solving
- o Presentation
- o Computer training
 - o Introduction to DOS
 - o Wordprocessing
 - o Spreadsheet/graphs
 - o Database management

3. Promotion - Depending on levels of utilization, specific groups of management employees will be targeted for training that will enhance their promotability within the MTA.

a. Critical Assessment Training

This program will include various components that will serve to assess employees' potential for promotion.

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B. Job Training Program

It is the policy of the MTA to require that a certified formal job development and training plan be included in all awarded bids and contracts. The MTA shall give preference to bidders and contractors in the award process in consideration for achieving and going beyond program goals. The MTA shall establish an annual target expenditure level for an individual job development and training plan.

C. Administrative Internship Program

This program will allow for the employment of administrative interns within various MTA Departments, and will provide participants an opportunity to obtain professional employment experience, while developing potential for regular positions within MTA.

D. Transportation Occupations Program (TOPS)

The TOPS program is designed to provide specialized technical instruction and job training associated with the design and construction of the Metro systems. High School students are provided instruction in transportation-focused drafting, engineering, architecture, computer-aided drafting, graphic design and technical math. The Program consists of special courses, paid internships, field trips and, scholarships.

E. Metro Ambassadors Program

The Metro Ambassadors program is a community outreach to the public that supports critical information and community outreach roles for the targeted rail start ups of Metrolink and the Metro Red Line. Individuals hired as Metro Ambassadors possess a variety of bi-lingual and cultural skills; they will increase, support and build relationships among our diversified communities and marketplace. The Metro Ambassadors will be used in a variety of MTA departments on a full-time basis, not to exceed six months. Their employment experience will be diversified through rotation of job responsibilities.

F. Rebuild LA Education/Employment Subcommittee PEACE Fund

The MTA has established a non-profit foundation that will provide additional opportunities for students. This employee-sponsored program called the PEACE Fund sponsors students enrolled in accredited technical schools, junior colleges, and four-year colleges/Universities. By investing in students interested in transportation-related studies including engineering, accounting, public administration, marketing, political science, urban planning and various other majors MTA will help build a

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future transportation workforce that possesses technical and leadership skills.

G. Bridge Classifications

The MTA 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 their free hours, and their tuition expenses are reimbursed by the MTA. "Assistant" classes have been established as trainee levels for a number of professional jobs. (Examples of these include Management and Budget Analyst, Programmer, Human Resources Analyst, Planner, Administrative Analyst and Buyer.) Staff Assistant and Staff Aide provide bridges to Administrative Analyst levels. Further, classes such as Junior Engineer and Student Intern allow opportunities for college graduates to gain professional experience needed to qualify for journey-level openings.

H. Mechanic "C" Training Program

This 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.

I. Tuition Reimbursement Program

This Program offers an important resource for continuing education and development for employees, and has been offered at the MTA since 1972. The current guidelines provide for tuition refunds, to qualified employees, for courses which are related to the work of the MTA 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, and part-time Bus Operators who have completed their probationary period, are eligible to participate.

J. Pre-Supervisory/Staff Development Training Program

A Pre-Supervisory/Staff Development Training Program will be conducted on a regular basis. This program consists of four programs: Introduction to Supervision, Introduction to Administrative Analysis, Fundamentals of Interpersonal Relations and Basic Writing Skills. Each of these consists of eight two and one-half hour modules. The programs are voluntary and are open to all interested

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employees who attend on their own time; or on MTA time with supervisor's permission.

K. Learning Center

The Employee Development Department has established a Learning Center where self instructional programs are available to all employees. The Learning Center provides computer based and video taped training for PC computers such as DOS, Lotus, DBase, and WordPerfect. The center has a full-time employee to assist the in the use of the equipment or in lesson content. The need for improved adult literacy is also addressed in the Center. There is an interactive video disk system with programs in mathematics, reading and writing. For employees who cannot come to the Center, audio and video tapes are available, on a variety of subjects, ranging from basic mathematics to supervisory techniques, which can be checked out and taken home for study.