

# Los Angeles County Metropolitan Transportation Authority

## Affirmative Action Plan

7/1/2014-6/30/2017



# Affirmative Action Program

## Los Angeles County Metropolitan Transportation Authority

**7/1/2011-6/30/2014**



Phillip A. Washington, Chief Executive Officer



Daniel Levy, Executive Officer of  
Civil Rights Programs Compliance

## Table of Contents

1.0 Preface.....	5
2.0 Executive Summary.....	6
3.0 Metro's Service Profile.....	7
4.0.Metro's Executive Staff Profile.....	11
4.1 Summary of Management .....	12
5.0 Equal Opportunity Program .....	13
5.1 Statement of Policy.....	13
5.2 Dissemination.....	13
Internal dissemination.....	13
External Dissemination.....	14
5.3 Designation of personnel responsibility.....	15
Metro Staff Responsibility.....	15
Administration of the EEO Program and AA Plan .....	16
EEO Program and Affirmative Action Plan Compliance .....	17
5.4 Utilization Analysis.....	18
Metro's Utilization Analysis.....	18
Workforce Analysis .....	19
Job Group Analysis.....	19
Availability Analysis.....	19
Availability Factors .....	19
Conducting Utilization Analysis.....	21
5.5Goals and timetables.....	21
Long Term Goals.....	22
Short Term Goals.....	22
5.6 Affirmative Action Remedy Problems.....	23
5.7 Assessment of Employment Practices.....	23
5.8 Monitoring and Reporting .....	28
6.0 Equal Employment Opportunity Complaint Procedures .....	29
7.0 Equal Employment Opportunity Training Activity .....	29
8.0 ADA Accommodations.....	30

## **Exhibits**

<b>Exhibit 1</b>	Annual CEO Equal Employment Opportunity Statement
<b>Exhibit 2</b>	Metro Rail and BRT System Map
<b>Exhibit 3</b>	Metro Management Organizational Chart
<b>Exhibit 4</b>	Metro EEO Statement of Policy
<b>Exhibit 5</b>	Antidiscrimination & Anti-harassment Policies
<b>Exhibit 6</b>	Metro is an EEO Employer Statement
<b>Exhibit 7</b>	EEO Staff Job Descriptions
<b>Exhibit 8</b>	Human Resources Policies on Employment Practices
<b>Exhibit 9</b>	List of Metro attended Job Fairs
<b>Exhibit 10</b>	EEO Concurrence Forms
<b>Exhibit 11</b>	Training & Development Resources
<b>Exhibit 12</b>	EEO Quarterly Progress Report
<b>Exhibit 13</b>	EEO Complaint Procedures & Form
<b>Exhibit 14</b>	EEO Training Materials
<b>Exhibit 15</b>	ADA Reasonable Accommodation Requests

## **Charts**

<b>Chart 1</b>	Workforce Utilization
<b>Chart 2</b>	Availability Analysis
<b>Chart 3</b>	Workforce Analysis
<b>Chart 4</b>	Job Group Analysis
<b>Chart 5</b>	Goals and Timetables
<b>Chart 6</b>	Employment Practices

## **1.0 Preface**

Los Angeles County Metropolitan Transportation Authority and the Public Transportation Service Corporation, together referred herein referred to as Metro, are fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment.

As a federal grantee and in the preparation of this Equal Employment Opportunity Affirmative Action Plan (EEO/AAP), Metro has used the terminology used in Executive Order 11246 and the Department of Transportation Federal Transit Administration's (FTA) regulations pursuant to 49 U.S.C. Section 5532, FTA Circular 4704.1 and 49 CFR Part 27, as a guide. Therefore, the use of such terms as "underutilization," "deficiency," "concentration," "goal," "problem area," etc. should not be construed as an admission by Metro, in whole or in part, that any problem area exists or that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way by the Company in violation of federal, state, or local fair employment practice laws. Furthermore, nothing contained in this EEO/AAP or its supporting data should be construed as an admission by Metro, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing the EEO/AAP, Metro has been guided by its established policy of providing equal employment opportunity. Any placement goals that Metro has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this EEO/AAP. The use of placement goals in this EEO/AAP is not intended, nor is the effect of such placement goals intended, to discriminate against an individual or group of individuals with respect to any employment opportunities for which he, she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions at Metro are made based on job-related criteria. Thus, this EEO/AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608), the DOT and FTA.

This EEO/AAP does not constitute an express or implied contract between Metro and its employees, job applicants, or other persons. Nothing in this EEO/AAP provides any individual or group with a private right of action against Metro.

## **2.0 Executive Summary**

Metro's statement and reaffirmation of Equal Employment Opportunity is issued by the Chief Executive Officer, Arthur T. Leahy annually and is found in **Exhibit 1**. In keeping with this policy, Metro continues to recruit, hire, train and promote the most qualified persons in all job titles without regard to race, color, religious creed, sex, national origin, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical condition (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, genetic information, military or veteran status or any other basis protected by federal or state statute.

Similarly, all other personnel matters such as compensation, benefits, transfers, terminations and tuition assistance continue to be administered in accordance with Metro's commitment to equal opportunity and non-discrimination. Metro continues to base employment decisions on job-related criteria to ensure adherence to principles of equal employment opportunity.

Civil Rights Programs Compliance (CRPC) has been assigned the responsibility of preparing Metro's EEO/AAP Update. Metro is an agency that employs over 50 transit-related employees, and receives Federal capital and operating assistance in excess of 1 million. Metro also receives planning assistance in excess of \$250,000; therefore Metro meets the Federal Transportation Administration (FTA) threshold and must submit an EEO/AAP Update to the FTA every three years. The EEO/AAP outlines Metro's promotion of diversity in the workplace and complies with the Department of Transportation (DOT), the Federal Transit Administration (FTA), Civil Rights requirements set forth in (FTA) Circular 4704.1 (July 26, 1988) and other federal, state, and local laws prohibiting discrimination.

The purpose of Metro's EEO/AA Plan is to formalize Metro's commitment to diversity and equal employment opportunity. It demonstrates Metro's efforts to monitor the composition of its EEO occupational categories and its overall workforce by racial, ethnic, and gender classifications. In addition, the plan demonstrates Metro's efforts to identify and correct areas of underutilization. Metro takes specific steps to eliminate unlawful discrimination, as well as the effects and appearance of unlawful discrimination. The affirmative action steps taken by Metro ensures policies, practices, and programs facilitate non-discriminatory efforts to establish and maintain a workforce that reflects the availability of minority and female individuals ready, willing and able to work. This EEO/AA Plan updates the 2009-2011 EEO/AAP consistent with (FTA) Circular 4704.1 and instructions from the FTA Regional Administrator.

### **3.0 Metro's Service Profile**

Metro is unique among the nation's transportation agencies. It serves as transportation planner and coordinator, designer, builder and operator for one of the country's largest, most populous counties. Metro's transit system services a 1,433 square-mile area. More than nine million people, one third of California's residents live, work, and play within this 1,433 square-mile service area.

Over 2,220 coaches make up the Metro Bus Fleet, covering 170 bus routes. The entire fleet is wheelchair-accessible. Besides operating over 1,900 peak-hour buses on an average weekday, Metro also operates 87 miles of rail Service. The Metro Rail System consists of the Red Line, Purple Line, Blue Line, Green Line, Gold Line and the Expo Line. In total, the Metro Rail System serves 80 rail stations stretching from downtown Los Angeles to North Hollywood, Pasadena, Long Beach, and from Norwalk to El Segundo. Metro also operates Bus Rapid Transit (BRT) service on the Orange and Silver lines. A map of the Metro Rail and BRT System is found in **Exhibit 2**.

In addition to operating its own service, Metro provides funding to all 88 incorporated cities in Los Angeles County, as well as Los Angeles Count unincorporated, for their transportation services. Metro funds a wide variety of transportation projects, including bikeways and pedestrian walkways, local roads and highway improvements, Metrolink and the popular Freeway Service Patrol and Call boxes

Recognizing that no one form of transit can solve urban congestion problems, Metro's multimodal approach uses a variety of transportation alternatives to meet the needs of the highly diverse populations in the region. The "M" logo of Metro's System is the public symbol of this fully-coordinated network.

Metro employs more than 10,000 people in a broad range of technical specialties and services ranging from Metro Bus and Rail operators and mechanics to construction engineers and safety inspectors, from transportation planning professionals to customer information agents.

A number of personnel and organizational events that have occurred within the organization since the submission of the last EEO/AA Plan are listed below.

- **Executive Officer**

Since the last EEO/AA plan update, Metro's former CEO, Arthur T. Leahy, appointed Daniel Levy as Executive Officer of Civil Rights Programs Compliance. Mr. Levy is designated as the EEO Officer. This appointment is consistent with a finding of the 2014 FTA triennial audit, which noted that the Equal Employment Opportunity unit should be elevated to executive level and should report directly to Chief Executive Officer. A reorganization of the executive level was also completed and the number of direct reports to the CEO was reduced from 22 to 10 (Please see **Exhibit 3**).

- **New LRT Line and BRT Extension Opened**

In 2012 Phase 1 of the Expo Light Rail Line was opened from Pico Station to La Cienega and later to Culver City. The new line includes 8 new LRT stations. Later in the same year an extension of the Orange Line BRT was opened extending service from Canoga Station to Chatsworth in the San Fernando Valley. The new service includes 4 new BRT stations.

- **Metro Gold Line Foothill Extension**

Metro has been working with the Metro Gold Line Foothill Extension Construction Authority to extend the existing Metro Gold Line from its current terminus in Pasadena to Azusa. The extension

consists of two phases. The first phase continues from Sierra Madre Villa in Pasadena east over 11 miles with stops in the cities of Arcadia, Duarte, Irwindale, Monrovia and two in Azusa. The Metro Gold Line Extension will offer an alternative transportation option to congested roadways, environmental benefits and economic development opportunities. The Metro Gold Line extension will include stations at:

- Arcadia
- Monrovia
- Duarte/ City of Hope
- Irwindale
- Azusa Downtown
- APU/ Citrus

The proposed phase of the Metro Gold Line Foothill Extension would extend light rail service into San Bernardino County, is not funded yet.

- I-405 Sepulveda Pass Improvement Project Completed

Interstate 405 (I-405) is one of the principal north-south interstate highways in southern California. Heavily traveled by commuters and freight haulers, the I-405 is one of the busiest and most congested freeways in the world and the most congested in the United States. The I-405 is the primary access route connecting the western portion of Southern Los Angeles County with the San Fernando Valley. Metro and the California Department of Transportation (Caltrans) are partners for this project with a shared perspective for success. The improvement project included:

- adding a 10-mile HOV lane to the northbound I-405 between the I-10 freeway and Ventura Boulevard;
- widening the lanes on the I-405; and
- realigning some existing off-ramps.

- Crenshaw/ LAX Transit Project

A January 21, 2014 groundbreaking ceremony, attended by members of the community, Metro officials, and local, state and federal representatives, marked the official beginning of construction on the \$2.058 billion Crenshaw/LAX Transit Project.

In 2012 Metro became the nation's first transit agency to adopt a Project Labor Agreement (PLA) with national targeted hiring goals for federally funded, Federal Transit Administration (FTA) approved projects valued over \$2.5 million. The historic PLA will not only provide construction employment and training opportunities to many who reside along the Crenshaw/LAX Transit Project alignment, it will help build the workforce of tomorrow.

The Crenshaw/LAX Transit Project is an 8.5-mile light-rail line, with eight stations, including Leimert Park and Hindry. The rail line will run between the Expo Line on Exposition Blvd. and the Metro Green Line. It will consist of aerial (La Brea Av/ La Cienega Blvd. and 405 Freeway/ Century Blvd.) and below-grade segments (Exposition Blvd. to 48th St/59th PI to 67th St/ Los Angeles International Airport South Runways) with all remaining areas at-grade.



The Crenshaw/LAX Transit Project will serve the Crenshaw District, Inglewood, Westchester and surrounding area with eight stations, at:

- Expo/Crenshaw
- Crenshaw/Martin Luther King
- Crenshaw/Vernon (Leimert Park)
- Crenshaw/Slauson
- Florence/West
- Florence/La Brea
- Florence/Hindry
- Aviation/Century

In addition to providing an alternative transportation option to congested roadways, the project will also provide significant environmental benefits, economic development and employment opportunities throughout Los Angeles County. The Crenshaw/LAX Project is one of 12 transit projects funded by Measure R, the half-cent sales tax approved by Los Angeles County voters in 2008.

- Purple Line Extension

From the current terminus at Wilshire/Western, the Purple Line Extension will extend westward for about nine miles with seven new stations. It will provide a high-capacity, high-speed, dependable alternative for those traveling to and from LA's "second downtown," including destinations such as Miracle Mile, Beverly Hills, Century City and Westwood.

One of Metro's priority projects, the first section of the Purple Line Extension is funded by local Measure R funds, approved by voters in November 2008, along with federal "New Starts" matching funds and a low-interest loan from the U.S. Department of Transportation's Transportation Infrastructure Finance and Innovation Act (TIFIA) program.

Currently, the project is scheduled to be built in three phases. Metro is already working with the federal government to obtain matching funds for the second section, while also pursuing opportunities to accelerate funding through the [America Fast Forward](#) Initiative that could allow the entire project to be completed sooner.

Los Angeles is closer than ever to making this long-anticipated project a reality, connecting West Los Angeles to the region's growing rail network, and improving mobility for everyone who lives, works and plays throughout Los Angeles County. The Purple Line extension will ultimately include underground stations at:

- Wilshire/ La Brea
- Wilshire/ Fairfax
- Wilshire/la Cienega
- Wilshire/Rodeo
- Century City/Constellation
- Westwood/UCLA
- Westwood/VA Hospital

- Regional Connector Transit Project

The Metro Regional Connector Project extends from the Metro Gold Line Little Tokyo/Arts District Station to the 7th Street/Metro Center Station in downtown Los Angeles, allowing passengers ride the Blue, Expo, and Gold Lines through downtown. The 1.9-mile alignment will serve Little Tokyo,

the Arts District, Civic Center, The Historic Core, Broadway, Grand Av, Bunker Hill, Flower St and the Financial District.

This new Metro Rail extension will provide a one-seat ride for travel across Los Angeles County. Passengers will be able to travel from Azusa to Long Beach or from East Los Angeles to Santa Monica without transferring lines.

The Regional Connector will improve access to both local and regional destinations by providing continuous thru service between these lines and providing connectors to other rail lines via the 7th St/Metro Center Station.

The new Metro Rail extension will offer an alternative transportation option to congested roadways and provide significant environmental benefits, economic development, and employment opportunities throughout Los Angeles County.

- Exposition Transit Corridor, Phase 2 to Santa Monica

Exposition Transit Corridor, Phase 2 is extending the Metro Expo Line west to Santa Monica from the Culver City Station, running along the old Pacific Electric Exposition right-of-way to 4th St. and Colorado Av. in downtown Santa Monica.

The 6.6 mile second phase will connect Santa Monica by rail to Downtown LA, Pasadena, San Fernando Valley, South Bay, Long Beach and dozens of points in between. With seven new stations serving diverse LA neighborhoods such as Century City, West Los Angeles, and Santa Monica, the Metro Rail system will expand to 87 stations and over 93 miles of rail to destinations across L.A. County.

Major construction began in 2012 and is scheduled to be completed in 2015. The Exposition Construction Authority awarded the design-build contract for Phase 2 to Skanska-Rados, Joint Venture in March 2011.

Metro is scheduled to begin train safety tests in late 2015, with a projected line opening in early 2016.

Phase 2 includes new stations at:

- Palms
- Westwood/Rancho Park
- Expo/Sepulveda
- Expo/Bundy
- 26th St./Bergamot
- 17th St./SMC
- Downtown Santa Monica

- Interstate-5 Widening Project

This Project will match Orange County's lanes to Los Angeles County's lanes. The project consists of widening and construction of a carpool lane and one general-purpose lane in each direction between the Orange County Line and Interstate 605 (6.7 miles).

Metro is also exploring options to accelerate the construction of carpool lanes on the I-5 from SR-14 to Parker Road in the North County of Los Angeles. Carpool lanes in this corridor are part of a multi-phase project identified in Metro's Long Range Transportation Plan (LRTP) as I-5 North Capacity Enhancements, which include adding new lanes, such as truck and/or carpool lanes, to relief congestion between SR-14 and Kern County Line. The entire project could cost as much as \$5 billion. Because of its high cost, the project is broken down by phases for implementation.

#### **4.0 METRO'S EXECUTIVE STAFF PROFILE**

METRO, the nation's third largest provider of public transportation, serves as a transportation planner, coordinator, designer, builder and operator in Los Angeles County. The executive staff consists of:

**Arthur T. Leahy**  
Chief Executive Officer

**Lindy Lee**  
Deputy Chief Executive Officer

**Nalini Ahuja**  
Executive Director, Office of Management, Budget & Local Programming

**Brian Boudreau**  
Executive Director,  
Project Management Oversight

**Patricia Torres Bruno**  
Chief Policy Officer

**Dave Edwards**  
Chief Information Officer

**Bill Foster**  
Interim Chief Operations Officer

**Greg Kildare**  
Executive Director, Enterprise Risk & Safety

**Daniel Levy**  
Executive Officer, Civil Rights Programs Compliance

**Don Ott**  
Executive Director, Employee & Labor Relations

**Bryan Pennington**  
Executive Director, Engineering & Construction

**Noelia Rodriguez**  
Chief Communications Officer

**Martha Welborne**  
Chief Planning Officer

**Stephanie Wiggins**  
Executive Director, Vendor/Contract Management

**Vacant**  
Executive Officer, Metro Protective Services

#### **4.1 SUMMARY OF MANAGEMENT**

Metro is organized into thirteen departments: (1) Civil Rights Programs Compliance; (2) Engineering and Construction; (3) Countywide Planning (4) Transit Operations; (5) Information Technology; (6) Vendor/Contract Management; (7) Communications; (8) Management and Budget; (9) Employee and Labor Relations; (10) Program Management; (11) Corporate Safety and Risk Management; (12) Chief Auditor; (13) Metro Protective Services.

In addition to these thirteen departments, overall management responsibility for implementing the policies of the Board of Directors includes the Office of the Board Secretary, the Office of the CEO, the Office of the Inspector General, the Ethics Department, and the Office of the County Counsel. The Office of the CEO is responsible for planning, formulating and implementing Metro's long and short-term business strategies and objectives. A management organizational chart is found in **Exhibit 3**.

## **5.0 EQUAL OPPORTUNITY PROGRAM**

The following information is intended to meet the EEO reporting requirements set forth in (FTA) Circular 4704.1 and is consistent with the instructions from the FTA Regional Administrator.

### **5.1 STATEMENT OF POLICY**

An essential component of Metro's EEO/AAP is a comprehensive policy and procedure prohibiting discrimination and harassment in the workplace on the basis of EEO protected status. Metro's CEO issued an Equal Employment Opportunity Statement regarding EEO policy affecting all employment practices. Metro's CRPC department is responsible for the implementation of this mandate. CRPC has made all Metro employees aware of its commitment to EEO by posting the EEO statement of policy on every floor of the Union Station Gateway Building, at all division and maintenance facilities, and at the employment office. The EEO Statement of Policy and the EEO Statement of Policy Poster are found in **Exhibit 4**.

### **5.2 DISSEMINATION**

Metro has established formal communication mechanisms to publicize and disseminate the EEO policy and appropriate elements of the program to its employees, job applicants and the general public. Metro uses the following procedures to publicize, communicate and disseminate EEO internal and external procedures.

#### Internal Dissemination

1. Written Communication from The Chief Executive Officer

Metro's EEO Policy (**Exhibit 4**) is disseminated internally to all employees through Metro's Intranet and Website. Metro's intranet and website provide employees, supervisors and managers with access to the Equal Employment Opportunity Policy Statement and related policies such as internal complaints, affirmative action and harassment. Metro's related antidiscrimination and anti-harassment policies are found in **Exhibit 5**.

2. Human Resources Policies, Operations Manuals and Other Publications

Metro's EEO/Civil Rights and related policies are disseminated through Metro Human Resources Policies and Metro Operations Manuals. The EEO/Civil Rights Program Manager provides EEO manuals at seminars, training programs and upon request. EEO Publications are also distributed during New Employee Orientation.

3. Semi-Annual Management Meetings

Meetings, roundtable discussions, and personal training sessions are held with all levels of management and supervisory personnel to ensure compliance with EEO policies. Managers are provided assistance in identifying problem areas and formulating effective solutions. EEO Policies are communicated to union officials, and provisions of collective bargaining agreements are reviewed for consistency with the EEO Policy and Affirmative Action Plan.

4. Communication to Non-Supervisory Staff

(a) posting official EEO posters and EEO policy statement on bulletin boards near time

- clocks, employees' cafeteria and snack bar areas and in the employment/personnel office;
- (b) including EEO policies in employee handbooks, reports, manuals and union contracts;
  - (c) meeting with minority and female employees to elicit their suggestions on implementing and improving the EEO program; and
  - (d) presenting and discussing the EEO Policy and Affirmative Action program as part of the employee orientation, Division RAP sessions, and training programs.

The Office of Equal Employment Opportunity (EEO) conducts and sponsors programs covering EEO and Affirmative Action. It participates in Human Resources (HR) training panels to educate and advise employees about the EEO program and Affirmative Action Plan. EEO-sponsored program training panels include Sexual Harassment Prevention and Title VII, and Title VI. HR training panels include New Employee Orientation, Front Line Supervisory Training, and Transit Institute Training. EEO policies are presented and reviewed with all new employees in their initial orientation. Technical and outreach visits are conducted at Metro locations by EEO staff to discuss EEO subjects, counsel employees and management on EEO policies, and intervene to resolve EEO issues.

### External Dissemination

Metro disseminates its EEO policy and program to prospective employees through the application process and recruitment activities, including employment agencies and public media sources. Employment agencies include hiring halls; unions; educational institutions; minority, and women's organizations; organizations that serve communities with disabilities; civil rights organizations; community action groups; training organizations; and others who refer applicants to Metro. Public media sources include radio and television stations, newspapers, magazines, and other publications (including those for disabled and minority populations). All recruitment advertisements include a statement that Metro is an "EEO Employer". The statement is found in **Exhibit 6**.

#### 1. Dissemination to Recruiting Sources

The Human Resources Department identifies recruiting sources that are able to reach a diverse pool of qualified job applicants. Sources include public advertising media, educational institutions, and a broad range of professional, minority, female, disabled and disadvantaged community agencies. Metro keeps recruiting sources informed of its EEO program and Affirmative Action Plan as the need for additional employees arises.

#### 2. Dissemination to Applicants

Metro employment applications notify applicants that Metro is an equal employment opportunity employer in compliance with state and federal nondiscrimination laws and regulations. The employment application includes a section for the applicant's voluntary submission of EEO information.

### **5.3 DESIGNATION OF PERSONNEL RESPONSIBILITY**

The importance Metro places on the EEO Program and Affirmative Action Plan is demonstrated by Metro CEO Arthur T. Leahy's affirmation in his EEO/AA Statement of Policy (**Exhibit 1**). This statement of policy is posted on the agency's intranet, internet and in conspicuous workplaces throughout the agency (*See Statement of Policy*). Daniel Levy, Executive Officer of Civil Rights Programs Compliance, provides oversight of the implementation and management of the EEO Program and Affirmative Action Plan. Mr. Levy reports directly to the CEO. Linda Hoos, EEO and Civil Rights Program Manager, is responsible for the day-to-day management, implementation and execution of Metro's EEO Program /Affirmative Action Plan.

#### **Metro Staff Responsibility**

The responsibilities and requirements related to Metro's EEO program that are administered by Metro's Executive Officer of Civil Rights Programs Compliance include the following:

1. administer Metro's EEO policy, EEO Program and internal/external communication procedures;
2. collect and analyze employment data, identify problem areas, set goals and timetables and develop programs to achieve goals;
3. design, implement and monitor internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where future action is needed;
4. report periodically to the chief executive officer on EEO Program progress in relation to the program's goals;
5. serve as the EEO program liaison between Metro, federal, state, and local governments; regulatory agencies; minority, disabled and women's organizations; and community groups;
6. ensure that current legal requirements affecting affirmative action is disseminated to responsible officials;
7. assist in recruiting minority, disabled and women applicants and establish outreach sources for use by hiring officials;
8. keep abreast of federal and state Civil Rights and EEO regulations and guidelines;
9. concur in hires and promotions; and
10. process employment discrimination complaints;
11. provides a quarterly update to the CEO on Civil Rights compliance including EEO and keeps the CEO abreast of new developments in EEO that may require Metro amend Metro policies or procedures;
12. directs, interprets and enforces Metro EEO policies, procedures, and guidelines in compliance with state and federal laws.

## Administration of the EEO Program and Affirmative Action Plan

The day-to-day management is the responsibility of the EEO & Civil Rights Program Manager. This responsibility is accomplished by:

- (1) assisting in identifying problem areas and establishing Metro goals and objectives;
- (2) being actively involved with local minority organizations, women's and disabled groups, community organizations and service programs designed to promote equal employment;
- (3) participating actively in periodic audits of all aspects of employment to identify and remove EEO/AA-related barriers prohibiting the achievement of EEO goals and objectives;
- (4) holding regular discussions with Metro managers, supervisors and employees to ensure EEO policies and procedures are followed;
- (5) reviewing the qualifications of all employees to ensure that minorities, individuals with disabilities and women are given full opportunities for promotions, training, salary increases and other forms of compensation;
- (6) reviewing and investigating complaints alleging discrimination;
- (7) conducting and supporting career counseling for all employees; and
- (8) participating in periodic audits to ensure that Metro departments comply with EEO procedures and goals.

## Metro Managers and Supervisors

Metro employees, at all managerial and supervisory levels, are responsible for ensuring that subtle and overt forms of discrimination are eliminated within their respective work areas by:

- giving equal opportunity for promotions, transfers, and training to all qualified employees regardless of sex, including sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition, age (40 & over), marital status, veteran status or any other status protected by federal or state laws;
- initiating, guiding, and taking necessary actions to implement equal employment opportunities at all grade levels;
- ensuring nondiscrimination in any employment practice including, but not limited to, recruitment, selection, assignment, transfer, promotion, discipline, layoff, termination, compensation, benefits, social and recreational programs, training and commendation;
- supporting Metro EEO policies by understanding the intent and goals of the EEO program, participating in EEO training, and assisting EEO staff in monitoring the progress of the EEO Policy/Affirmative Action Plan; and
- attending specific training on diversity, affirmative action and the prevention of sexual harassment.

Managers and supervisors are required to carry out the following responsibilities to comply with the Metro EEO Program:

- identify problem areas that could prevent compliance with EEO goals and objectives;



- cooperate with local minority organizations, women's and disability organizations, and community programs to promote equal employment opportunities;
- participate in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives;
- hold regular discussions with other managers, supervisors and employees to ensure that Metro EEO policies and procedures are followed;
- review the qualifications of all employees to ensure that minorities, individuals with disabilities and women are given full opportunities for transfers, promotions, training, salary increases and other forms of compensation;
- participate in the review and investigation of complaints alleging discrimination;
- conduct and support career counseling for all employees; and
- participate in audits to ensure compliance with EEO policies and AA Plan.

#### EEO Program and Affirmative Action Plan Compliance

Metro's Chief Executive Officer (CEO), Chief Operations Officer (COO), and all other Metro officials, managers and supervisors have direct responsibility for ensuring compliance with the EEO Program and Affirmative Action Plan.

All executive officers, managers and supervisors are required to fulfill the Metro EEO Program including the Affirmative Action Plan responsibilities described below.

Additionally, Metro's CRPC staff and Human Resources staff assist with the collection and analysis of employment data to identify areas of underutilization and determine placement goals to correct the areas of underutilization. Metro's CRPC EEO staff ensures Metro's compliance with equal employment opportunity. Job descriptions for Metro's EEO staff are found in **Exhibit 7**.

## **5.4 UTILIZATION ANALYSIS**

The purpose of a utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market. The utilization analysis is also used to set placement goals for job groups that experienced underutilization. Metro's utilization analysis complies with the FTA guidelines set forth in Circular 4704.1.

Metro utilizes the following codes to identify sex, race and ethnicity:

### **Sex, Race and Ethnic Reference Table:**

1. **Min:** Minority:
2. **Fem:** Female:
3. **His:** Hispanic or Latino of any race:
4. **Ind:** American Indian of Alaskan Native:
5. **Asi:** Asian:
6. **Blk:** Black or African American:
7. **Pac:** Native Hawaiian or Other Pacific:
8. **Two:** Two or More Races:

Based on Metro's utilization analysis, Metro has underutilization in the following job groups:

- **Female Officials and Administrators**
- **Female Technicians**
- **Female Protective Service Workers**
- **Female Administrative Support**
- **Female Skilled Workers**
- **Female Service Maintenance**

A comparison between the 2014 Placement Percentage Goals to the 2011 Placement Percentage Goals shows that Metro is no longer underutilized in the following job groups:

- **Female Paraprofessionals**

The following are new Placement Percentage Goals which were not underutilized during the previous reporting period:

- **Female Officials and Administrators**

Although Metro is pleased to report that we did not experience underutilization of our *overall* minority workforce in any of our EEO categories, Metro did conduct an in-depth utilization analysis of each racial and ethnic category and concluded that the following individuals racial and ethnic categories are underutilized:

- **Minority Officials and Administrators (Hispanic and American Indian/Alaskan Native)**
- **Minority Professionals (Hispanic, American Indian/Alaskan Native, Native Hawaiian/Other Pacific)**
- **Minority Technicians (Hispanic)**
- **Minority Protective Service Works (Two or more races)**
- **Minority Administrative Support (American Indian/Alaskan Native)**
- **Minority Skilled Workers (Hispanic and American Indian/Alaskan Native)**
- **Minority Service Maintenance (Hispanic, American Indian/Alaskan Native, Native Hawaiian/ Other Pacific)**

## **WORKFORCE AND JOB GROUP ANALYSIS**

Metro collected data to examine our current workforce. Metro examined multiple factors including, race, sex, job group, job classification, salary, and department code. Metro cross referenced the data by sex, race, and ethnicity.

Next, Metro assigned similar or related job titles to job groups. The following criteria were used to assign job titles into job groups:

- Jobs included in a job group should have similar job responsibilities and requisite skills
- Wage or salary rate for jobs in a job group should be similar
- Job titles of jobs placed in a job group should be similar

Each job group should have a sufficient number of incumbents in order to conduct a meaningful utilization analysis and set placement goals.

## **AVAILABILITY ANALYSIS**

The availability analysis is a part of the Utilization Analysis - the final diagnostic component of the EEO/AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of Metro's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

The availability analysis will identify who is qualified for the job within the reasonable recruitment area for the EEO job categories and evaluates the potential availability of minority and women candidate for the job categories.

## **AVAILABILITY FACTORS**

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and those within the establishment who are promotable, transferable, and/or trainable (internal availability). In determining availability, we have selected our reasonable recruitment area and our pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability we have used as our source of data the most current and discrete statistical information available. For this availability analysis, we have used the EEO Tabulation 2006-2010 American Community Survey data. Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

## **DEFINING THE LABOR MARKET**

Labor markets are defined as the geographical locations where an organization conducts recruitment. Metro conducted the utilization analysis using the 2010 Census EEO tabulation tables for the local labor market which consists of the following counties:

- Los Angeles

- Orange County
- Ventura County
- Riverside County
- San Bernardino County

### **1 - Officials and Administrators**

Factor 1: *Los Angeles CNTY 20%; Orange CNTY 20%; San Bernadine CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%* - This is the geographical area from which the LA usually seeks or reasonably would seek workers to fill positions in job group 1 - Officials and Administrators. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations 2, 4* - This pool of feeder positions for job group 1 - Officials and Administrators was chosen based on reasonable paths of progression within the LA and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **2 - Professionals**

Factor 1: *Los Angeles CNTY 20%; Orange CNTY 20%; San Bernardino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%* - This is the geographical area from which the LA usually seeks or reasonably would seek workers to fill positions in job group 2 - Professionals. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations 2, 5* - This pool of feeder positions for job group 2 - Professionals was chosen based on reasonable paths of progression within the LA and includes all promotable, transferable, and trainable employees. This pool reflects current practices and was defined in such a way as not to have the effect of excluding minorities or women.

### **3 - Technicians**

Factor 1: *Los Angeles CNTY 20%; Orange CNTY 20%; San Bernardino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%* - This is the geographical area from which the LA usually seeks or reasonably would seek workers to fill positions in job group 3 - Technicians. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* - There are no feeder positions for this job group.

### **4 - Protective service workers**

Factor 1: *Los Angeles CNTY 20%; Orange CNTY 20%; San Bernardino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%* - This is the geographical area from which the LA usually seeks or reasonably would seek workers to fill positions in job group 4 - Protective service workers. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* - There are no feeder positions for this job group.

### **5 - Paraprofessionals**

Factor 1: *Los Angeles CNTY 20%; Orange CNTY 20%; San Bernardino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%* - This is the geographical area from which the LA usually seeks or reasonably would seek workers to fill positions in job group 5 - Paraprofessionals. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* - There are no feeder positions for this job group.

### **6 - ADMINISTRATIVE Support**

Factor 1: *Los Angeles CNTY 20%; Orange CNTY 20%; San Bernardino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%* - This is the geographical area from which the LA usually seeks or reasonably would seek workers to fill positions in job group 6 - ADMINISTRATIVE Support. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* - There are no feeder positions for this job group.

### **7 - Skilled workers**

Factor 1: *Los Angeles CNTY 20%; Orange CNTY 20%; San Bernardino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%* - This is the geographical area from which the LA usually seeks or reasonably would seek workers to fill positions in job group 7 - Skilled workers. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* - There are no feeder positions for this job group.

### **8 - Service/Maintenance**

Factor 1: *Los Angeles CNTY 20%; Orange CNTY 20%; San Bernardino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%* - This is the geographical area from which the LA usually seeks or reasonably would seek workers to fill positions in job group 8 - Service/Maintenance. This area was chosen based on current practices and was drawn in such a way as not to have the effect of excluding minorities or women.

Factor 2: *Feeder Job Computations* - There are no feeder positions for this job group.

## **CONDUCTING UTILIZATION ANALYSIS**

To conduct the utilization analysis, Metro utilized Berkshire Associates Inc. Metro has compared the representation of minorities and women in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, Metro conducted a statistical test to determine whether the difference was greater than could reasonably be expected. Where the job group was of a sufficient size to analyze using the two standard deviation test, Metro applied that methodology. Where the use of the two standard deviation test was not appropriate, Metro used the exact binomial methodology.

## **5.5 GOALS AND TIMETABLES**

Goals and timetables are an excellent management tool to assist in the optimum utilization of human resources. Specific and detailed percentages and numerical goals with timetables must be set to correct any underutilization of specific affected classes of persons identified in the utilization analysis.

In establishing placement goals, Metro applied the following principles:

1. When the percentage of minorities or women employed in a particular job group was less than would reasonably be expected given their availability percentage in that job group, Metro established a percentage placement goal using statistically significant methods (the whole person rule). These goals take into account the availability of qualified persons in the local labor market and the anticipated employment opportunities with Metro.
2. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. The Placement goals are guideposts that may be used as a measure of Metro's progress in remedying areas of underutilization in our workforce.
3. In all employment decisions, Metro makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.

4. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results
5. Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Company to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

Metro believes that by making a good faith effort to making all aspects of our EEO/AAP plan work, we will achieve our placement goals. Metro's placement goals are attainable with continued outreach and recruitment efforts targeted towards increasing a diverse pool of qualified applicants and with the implementation of action-oriented programs.

### **Long Term Placement Goals**

Metro's Long Term Placement Goals are established to correct areas of female underutilization in our EEO categories. Metro's long term goals are established for achievement in a four-year period:

- **Female Officials and Administrators** increase by 16 females
- **Female Professionals** increase by 71
- **Female Protective Service Workers** increase by 9 females
- **Female Administrative Support** increase by 150 females
- **Female Skilled Workers** increase by 76 females.
- **Female Service Maintenance** increase by 664 females

### **Short Term Placement Goals**

Metro's Short Term Placement Goals are established to address the more immediate actions taken to achieve our Long Term Placement Goals. The Short Term goals are set in increments of one (1) year.

Additionally, Metro will also take into consideration short term and long term efforts to correct the areas of individual racial and ethnic underutilization in our EEO categories and increase diversity in our applicant pool and continue to enhance our commitment to EEO efforts.

## **5.6 AFFIRMITIVE ACTION REMEDY PROBLEMS**

Metro has conducted in-depth analyses of our total employment process, including the workforce by organizational unit and job group, personnel activity, compensation, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist. Metro has also tailored its affirmative action oriented program to address areas of underutilization.

The following are examples of Metro's efforts to address underutilization:

- Metro attempted to reach the established goals primarily through recruiting and advertising to increase the pool of qualified applicants.
- Through implementation of action-oriented policies and procedures, we attempted to reduce the areas that reflect underutilization. Metro continuously strives to reduce utilization.

By utilizing vacancies, being aware of market availability, conducting effective recruitments to ensure an adequate pool of qualified applicants, and by using an objective selection system, Metro has made a concentrated effort towards meeting our goals. Metro has attempted to achieve goals by reviewing recruitment and selection efforts to increase female employees, and by expanding recruitment efforts to include vocational schools, women resources centers, and other sources for more effective recruitment of females.

## **5.7 ASSESMENT OF EMPLOYEMENT PRACTICES**

Recipients/subrecipients/contractors must conduct a detailed assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization.

Metro, as part of our ongoing commitment to the EEO/AAP program conducted a qualitative and quantitative assessment of our employment practices in order to identify any barriers that may have an adverse impact on minorities and women. All of Metro's employment practices are in compliance with federal and state laws such as:

- Age Discrimination in Employment Act
- Americans with Disability Act
- California Fair Employment and Housing Act
- Civil Rights Act of 1964, Title VII
- Civil Rights Act of 1991
- Uniform Guidelines on Employment Section Procedures
- California Investigative Consumer Reporting Agencies Act
- Fair Credit Reporting Act

In addition Metro complies with agency policies regarding employment practices. Metro's employment practices policies are found in **Exhibit 8**. Metro assessed the following areas: recruitment, hiring, promotions, compensation, testing, retention, and training.

- **Application Procedures:**

All candidates for Metro employment must complete and submit an employment application online

through Metro's website by 5:00 p.m. on the closing date of the job recruitment. Computers are available in Metro's Employment Office for applicants needing access to a computer, or assistance with completing their application. Applicants may find step-by-step instructions on how to submit an applications using Metro's on-line application system, on Metro's Career website: [www.metro.net/about/jobs/](http://www.metro.net/about/jobs/) or by contacting Metro Human Resources Office at 213.922.6217 or write: Metro, Human Resources Department, Plaza Level, One Gateway Plaza, Los Angeles, CA 90012-2952.

- **Recruitment Process:**

Metro's Human Resource department is committed to attracting and selecting the most qualified candidates. If a Qualified Candidate Pool (QCP) does not exist, Human Resources Analysts are responsible for developing and conducting objective recruitment and selection process to fill vacancies in compliance with applicable employment laws, regulations and Metro's Human Resources Policies. Department Representatives represent the hiring authority as a subject matter expert in recruiting and selecting candidates to fill a vacant position in their department and assist in the development and administration of selection processes. The Human Resources department coordinates with CRPC and regularly assesses the demographics of our workforce to determine which job classifications are underutilized. A list of Metro's recruitment activities is found is **Exhibit 9**.

- **Position Description:**

Metro reviews position descriptions prior to posting a bulletin for recruitment purposes. The hiring department reviews the job specification to ensure it is accurate. If the hiring department determines that the job specification requires revision(s), the department will make necessary changes that are then reviewed by Human Resources Classification & Compensation staff. Once the hiring department and Human Resources concur with the changes, updates are made.

- **Selection Standards and Procedures:**

The Human Resources Analyst, in consultation with the hiring representative who will serve as a subject matter expert, will determine the selection process components. The Human Resources Analyst will ensure compliance with LACMTA policy, federal and state equal employment opportunity and labor laws, and the federal guidelines on employee selection. The process may consist of, but not be limited to, any combination of the following: standard and supplemental application information; written, multiple choice, essay, performance, and/or physical agility tests; and appraisal/hiring interviews.

The selection process will be competitive, objective, related to the job criteria and based on the knowledge, skills, and abilities required for the position.

- **Interview Procedures:**

The Appraisal Interview Panel consists of at least two members: A representative of the hiring department at a higher grade level than the position being interviewed and a representative from another department other than the hiring department at a higher grade level than the position being interviewed. A Human Resources Analyst meets with the Interview Panelist prior to the interview to explain all aspects of the interview process. After the interview, the Human Resources Panelist conducts a debriefing with the interview panel to ensure that all candidates have been scored. Efforts are made in the selection of the interview panel to reflect diverse demographics. CRCP staff is available to monitor the interview process. The EEO/Civil Rights Program manager increased participation in employee selection interview panels and discussions with Human Resources to



correct underutilization.

- **Documentation and CRPC Concurrence:**

The CRPC department must concur on all new hires and promotions. For each new hire or promotion, Human Resources must identify the EEO job category and if the position is underutilized or not. If the position is underutilized and the candidate selected does not remedy the underutilization, than Human Resources must justify their selection. CRPC concurrence is required before making a job offer to ensure compliance with anti-discrimination and equal employment opportunity procedures, policies and regulations. Copies of the EEO Concurrence forms are found in **Exhibit 10**.

- **Wage and Salary Structure:**

Wages for union personnel are outlined in each union contract. Wages for non-represented (non-union) classifications are determined by evaluating the education, experience, and other qualifications of an individual and comparing those qualifications to the qualifications of other individuals in the same job classification. If the candidate is being hired into a single position classification, that candidate's qualifications are compared with the qualifications of others in similar positions, salary grades, and cost centers. There are 24 non-contract (non-union) salary grades. Each salary grade has a minimum, mid-point, and maximum salary. Placement in the grade is determined by the qualifications of each incumbent.

- **Seniority Practices:**

Metro union personnel are represented by five collective bargaining unions:

- American Federation of State, County & Municipal Employees (AFSCME)
- Amalgamated Transit Union (ATU)
- Transportation Communications Union/ International Association of Machinist and Aerospace Workers (TCU/IAM)
- International Brotherhood of Teamsters (
- Sheet Metal, Air, Rail, Transportation-Transportation Division (SMART-TD)

Each collective bargaining agreement outlines it seniority practices.

- **Terminations:**

Generally, terminations may be either voluntary or involuntary and are as follows:

- **Voluntary Termination:** Resignation, retirement, abandonment of position, temporary jobs, and expiration of medical disability leave.
- **Involuntary Termination:** Discharge and reduction in force.

- **Trainings:**

Employees may access the Metro Intranet, Training & Development site, and select free classes that cover topics such as workplace safety, leadership development, public speaking, resume writing, and business etiquette. Metro also offers educational programs for employees to receive their Bachelors or Masters Degrees on-site and tuition reimbursement for fulltime employees who wish to pursue higher education.

The Metro Bridge Academy is a partnership between Metro, Los Angeles Valley College, and Career Development Inc., to prepare potential employees and attract diverse and qualified applicants for our

bus operator positions. Metro also offers the MAX Program (Multiple Agency Exchange). The Max Program is a partnership between Metro, Denver Rapid Transit, Metropolitan Atlanta Rapid Transit Authority, and Dallas Area Rapid Transit. Each agency sends eight high potential management employees to participate in an exchange program with the other partner transit agencies. Selection of participants is done with an eye toward ensuring diversity in leadership positions. The goal of the Max Program is to prepare current employees to step into leadership roles that will be vacated due to the anticipated generational turnover during the next 5-10 years. Examples of Metro's training and development opportunities are found in **Exhibit 11**.

- **Transfers:**

Metro allows non-contract employees to transfer from one department or division to another non-contract position in accordance with Human Resources procedures.

There are three types of transfers:

- **Employee-Initiated Transfer:** If an employee wishes to move to another department, the employee must submit a Transfer Request Form and current resume to the Human Resources Department. Employees are eligible to transfer to positions at or below their current salary grade, which are either the same classification as the employee's current position, or a comparable position which requires the same or similar knowledge, skills, and abilities, and for which the employee meets the minimum qualifications. An employee must have received "Effective" or better on his or her most recent Individual Performance Plan before being eligible to request an Employee-Initiated Transfer to an equivalent salary-grade position. When a vacancy occurs, those candidates on the transfer list who most closely match the Ideal Candidate Profile for the vacancy being filled will be certified to the hiring authority for an interview.
- **Management-Initiated Transfer:** Executive Officers or higher in the Metro management hierarchy may initiate a transfer when necessitated by changes in workloads, reorganization, or any other business reason.
- **Disability Transfer:** If an employee becomes permanently disabled and unable to perform the essential functions of his/her job, the employee may be transferred into a vacant, noncontract position with essential duties the employee can perform.

- **Discipline:**

Metro provides a progressive disciplinary process to correct unacceptable behavior by employees; this will provide employees the opportunity to correct improper conduct or conduct that violates Metro policy, before imposing more severe disciplinary action. Commission of the following offenses may result in the offending employee's suspension, demotion or discharge: acts that significantly and negatively impact Metro's day-to-day operations; serious Metro policy violations; violations of state or federal law; and other conduct adversely affecting the employee's work performance or environment. Each collective bargaining agreement outlines its disciplinary practices.

## **5.8 MONITORING AND REPORTING SYSTEM**

Metro has developed and implemented a monitoring and reporting system that periodically measures the effectiveness of its total EEO/AAP. Since 2005, the Equal Employment Opportunity group has received a quarterly written report regarding the hiring of females and minorities in underutilized EEO categories. In addition, the Executive Officer and EEO/ Civil Rights Manager increased participation in employee selection interview panels and discussions with Human Resources to correct underutilization. While not all of the EEO categories show that Metro met all of the labor market standards, Metro is committed to continue making good faith efforts to achieve our goals despite current economic setbacks. Metro views the activities that are listed below as critical to the success of the EEO/AAP.

1. The EEO/Civil Rights Program Manager concurs on all of Metro's hires and promotions and reports the concurrences to the Executive Office of CRPC (**Exhibit 10**).
2. The Executive Officer of CRPC provides an oral EEO progress report to Metro's Chief Executive Officer each quarter. The Executive Officer of CRPC reports on the effectiveness of the program and submits recommendations for improvement. Executive Officer of CRPC drafted a Power Point presentation for the last oral EEO progress report of this EEO/AAP reporting period. For the EEO progress report Power Point, see **Exhibit 12**. An oral report is also given to the Board of Directors.
3. Top management is and will continue to be informed of any problems that arise in their respective areas so that immediate and appropriate steps can be taken to resolve any issues.
4. Metro recognizes its responsibility to affirmative action and is committed to fulfilling this responsibility by complying with all government regulations and laws pertaining to equal employment opportunity. As part of this commitment, management will be kept abreast of developments in the affirmative action area. The primary vehicle for communication with management will be periodic affirmative action briefings.
5. The Executive Officer of CRPC will circulate internal reports on a regular basis to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained.
6. Metro will review report results with all levels of management as to the degree to which their affirmative action goals and compliance are being attained, and will design and implement corrective actions, including adjustments in programs, as needed.
7. Progress on Metro's EEO/AAP will be discussed at supervisors meetings, and relevant information will be communicated to employees during regular departmental meetings as appropriate.
8. EEO staff monitors and conducts EEO Title VII and Title VI investigations for Metro.
9. EEO staff meets regularly with County Counsel and Human Resources to discuss and monitor Metro's Title VII complaint activity.

- **Subcontractor Monitoring:**

Metro is committed to ensuring that our subcontractors carry out the EEO provisions outlined in Chapter III of the UMTA Circular, 4704.1; as such, Metro adheres to policy EO7, Equal Employment Opportunity Contract Compliance. Policy EO 7 describes Metro's procedures for ensuring that our subcontractor's comply with the regulations outlined in Circular 4704.1. Metro's CRPC department currently oversees three (3) subcontractors and has created an EEO/Affirmative Action Plan monitoring program which includes the following:

- i. A thorough triennial review of the subcontractor's EEO/Affirmative Action Program. If Metro finds deficiencies in the subcontractor's EEO program, based on our interpretation of Circular 4704.1, Metro informs the subcontractor of the deficiencies in writing and provides a time frame and a due date for the subcontractor to remedy the deficiency.
- ii. Site visit of the subcontractors' worksites to ensure compliance with EEO Statement of Policy and other antidiscrimination and anti-harassment policies, posting requirements.
- iii. Documentation of subcontractor's compliance with Circular 4704.1.

Metro has and will continue to provide subcontractors with technical assistance in the form supplemental materials including:

- i. Sample documents: Copies of EEO Statement of Policy and Sample EEO/Affirmative Action Plans;
- ii. Tracking matrices to assist subcontractors with organizing their program updates and to allow Metro to document suggestions/corrections to a program update. Policy EO 7 is found in **Exhibit 5**.

## **6.0 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURES**

A priority of Metro’s CRPC’s department is to conduct EEO investigations and make recommendations on corrective actions. Metro is aware that discrimination or the perception of discrimination, can be detrimental to the work environment and therefore we strive to maintain a working environment that values diversity in which all its employees are free from discrimination and harassment. CRPC’s EEO Staff works closely with department and division managers, supervisors, and employees to resolve all EEO Title VII complaints. EEO staff thoroughly and promptly investigates the merit of each complaint in a confidential manner employing a process that is respectful to all parties involved. Any employee may file an internal complaint of alleged sexual harassment or any other form of discrimination and/or harassment with the Office of Equal Employment Opportunity (EEO) without fear of retaliation. All employees are made aware of their EEO protections and rights at new employee orientations, annual sexual harassment prevention trainings, and posted EEO policies. A copy of Metro’s EEO Complaint Procedures and Complaint form is found in **Exhibit 13**.

During the last reporting period of Fiscal Year 2012-2014, Metro received an average of 43 EEO-related complaints per year that result in full investigations. The table below provides a breakdown of Metro EEO related complaints for Fiscal Years 2012, 2013 and 2014:

### **External Cases:**

<b>Fiscal Year</b>	<b>Number of External Title VII Cases</b>
2012	26
2013	14
2014	12
<b>Subtotal</b>	<b>52</b>

### **Internal Cases:**

<b>Fiscal Year</b>	<b>Number of Internal Title VII Cases</b>
2012	20
2013	26
2014	32
<b>Subtotal</b>	<b>78</b>

**Grand Total of Title VII Cases: 130**

## **7.0 EQUAL EMPLOYMENT OPPORTUNITY TRAINING ACTIVITY**

The EEO Unit provides training for managers and supervisor that is complaint with AB 1825 on sexual harassment prevention. Supervisors and managers are required to take the training every two years. The training includes information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education also includes practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and is presented by trainers with knowledge and expertise in the

prevention of harassment, discrimination, and retaliation. New bus and rail operators are also provided with a modified training that addresses sexual harassment prevention. New operator training classes are provided with the training within one week of beginning the training process at Metro. Copies of the New Operator Sexual Harassment Prevention Training Power Point; Sexual Harassment Prevention Training (AB1825) Power Point; and the Sexual Harassment Prevention Training (AB 1825) Workbook are found in **Exhibit 14**.

Number of New Operator Sexual Harassment Prevention Training sessions as of June 30, 2014:

<b>Fiscal Year</b>	<b>Number of Sessions</b>
2012	18
2013	16
2014	15
<b>Grand Total</b>	<b>49</b>

Number of Sexual Harassment Prevention Training (AB 1825) sessions as of June 30, 2014:

<b>Fiscal Year</b>	<b>Number of Sessions</b>
2012	11
2013	18
2014	25
<b>Grand Total</b>	<b>54</b>

CRPC's ADA group also provides an **ADA/Disability Awareness Training**, open to all Metro employees. The course provides an interactive learning experience for all employees, with a "do the right thing" approach to ensuring full accessibility and inclusion for people with disabilities.

During the next EEO/AAP assessment period, CRPC and Training and Development will explore options to expand CRPC EEO trainings to all Metro staff. The expansion options include providing the Sexual Harassment Prevention trainings in an online/e-learning format and offering additional EEO related courses addressing diversity in the workplace.

## **8.0 ADA REASONABLE ACCOMODATIONS**

Metro will provide reasonable accommodations to the known physical or mental disabilities of otherwise qualified applicants or employees, unless the necessary accommodation would pose an undue hardship for Metro. For a list of the ADA reasonable accommodations see **Exhibit 15**.

**Annual CEO  
Equal Employment Opportunity Statement**

May 11, 2015

# EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY - CIV 1

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY / PUBLIC TRANSPORTATION SERVICES

**TO: ALL EMPLOYEES**

**FROM: PHILLIP A. WASHINGTON, CHIEF EXECUTIVE OFFICER**

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY STATEMENT OF POLICY**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is an Equal Employment Opportunity (EEO) employer. LACMTA is committed to maintaining an environment that values diversity in which all its employees are free from illegal discrimination and harassment. Decisions affecting all LACMTA employment practices, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment are made without regard to race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes. This policy protects employees exercising their rights under the Family and Medical Leave Act, the Pregnancy Discrimination Act and related statutes. LACMTA is committed to an affirmative action program, including goals and timetables, to overcome the effects of past discrimination against minorities and females.

## EMPLOYEE AND MANAGEMENT RESPONSIBILITIES

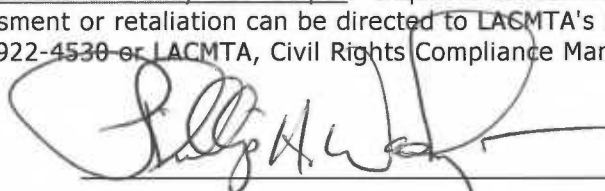
Dan Levy, Executive Officer, of Civil Rights Programs Compliance is designated as the EEO Officer and responsible for LACMTA's EEO Program and Affirmative Action Plan. The Executive Officer is responsible for updating LACMTA EEO policies, monitoring compliance with the Affirmative Action Plan, goals, timetables, providing training, and implementing programs that support LACMTA's policy of promoting diversity, equal employment opportunity, in order to overcome the effects of past discrimination of minorities and women. All of LACMTA's management share in the responsibility for implementing this policy and ensuring compliance with the LACMTA EEO Program and Affirmative Action Plan.

All LACMTA employees must comply with the EEO Statement of Policy — CIV1 and all other Civil Rights policies. All supervisors and managers are responsible for implementing their unit's affirmative action plan. Goals are monitored annually by the EEO Section of the Civil Rights Programs Compliance Department for effectiveness and need for revision to overcome any underutilization of minorities and females. Performance by managers and supervisors will be evaluated on the success of the EEO program the same way as their performance on other agency's goals; and the successful achievement of EEO goals will provide benefits to LACMTA through fuller utilization and development of previously underutilized human resources.

## ANNUAL REVIEW OF POLICY

This EEO Statement of Policy (CIV 1) will be reviewed, updated, and reaffirmed annually. The policy may be found online at <http://mymetro/AdminPolicies/Policies/EEO Statement of Policy CIV 01.pdf>. Inquiries concerning the EEO Statement of Policy or complaints of discrimination, harassment or retaliation can be directed to LACMTA's Manager of EEO and Civil Rights Programs Compliance, EEO at (213) 922-4530 or LACMTA, Civil Rights Compliance Manager, One Gateway Plaza, MS: 99-21-4, Los Angeles, CA 90012.



  
ADOPTED: Phillip A. Washington, CEO  
Effective Date: 6/8/2015



# Metro Rail and BRT System Map

# Go Metro

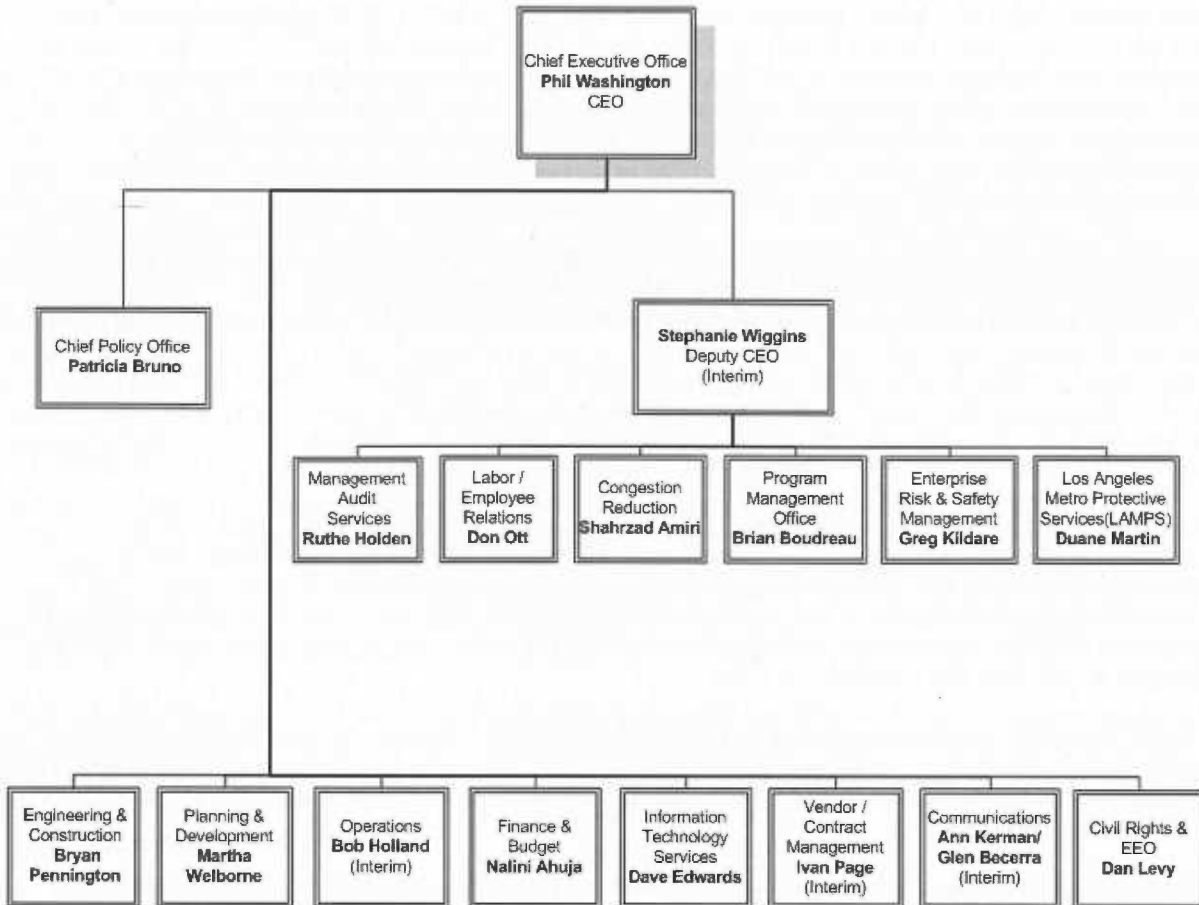


<b>Metro Rail lines and stations</b>	
Red Line	Green Line
Purple Line	Gold Line
Blue Line	Expo Line
<b>Metro Busway lines and stations</b>	
Orange Line	Silver Line
	Street stop
Transfers	
<b>Regional Rail</b>	
Metrolink & Amtrak	
<b>Airport Connections</b>	
LAX Shuttle (free)	
LAX FlyAway	
BUR SuperShuttle (free)	
<b>Parking</b>	
Free	Bike
Paid	
SEP 2014 Subject to Change	



# Metro Management Organizational Chart

## FY16 Organization Chart



# Metro EEO Statement of Policy



Los Angeles County  
Metropolitan Transportation Authority

# Metro

## CIVIL RIGHTS Equal Employment Opportunity Statement of Policy

(CIV 1)

### POLICY STATEMENT

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is committed to maintaining an environment that values diversity in which all its employees are free from discrimination and harassment.

### PURPOSE

The purpose of this policy is to ensure that decisions affecting all LACMTA employment practices, including: recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment, are made without regard to race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes. This policy will be updated annually.

This policy also protects employees exercising their rights under the Family and Medical Leave Act, the Pregnancy Discrimination Act and related statutes.

### APPLICATION

This policy applies to all LACMTA employees, contractors, and sub-recipients who employ 50 or more transit-related employees and request or receive federal transit funding in excess of \$1 million in the previous Federal fiscal year, or request or receive federal planning assistance in excess of \$250,000 in the previous Federal fiscal year.

APPROVED: County Counsel or N/A

Department Head

ADOPTED: CEO

Effective Date: 10/2/15

Date of Last Review: \_\_\_\_\_



**Metro**

**CIVIL RIGHTS**  
**Equal Employment Opportunity Statement of Policy**  
(CIV 1)

**1.0 GENERAL**

The LACMTA is committed to an affirmative action program, including goals and timetables, to overcome the effects of past discrimination of minorities and females. Equal Employment Opportunity (EEO) principles govern all aspects of LACMTA's personnel policies, program practices, and operations.

The EEO & Civil Rights Programs Manager annually updates and revises the Affirmative Action Plan (AAP) in accordance with state and federal law.

LACMTA's commitment to equal employment opportunity extends to all job applicants and employees, and to all aspects of employment, including: recruitment, hiring, training, assignment, promotion, compensation, transfer, layoff, reinstatement, benefits, education, tuition assistance and termination.

The successful achievement of EEO goals will provide benefits to LACMTA through fuller utilization and development of previously underutilized human resources. The achievement of EEO goals will ensure that the diversity of the Metro workforce will reflect the community we serve.

**2.0 PROCEDURES**

Any person who believes that he/she may have been discriminated against on the basis of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes, should contact the EEO & Civil Rights Programs Manager at (213) 922-4530.

**3.0 DEFINITION OF TERMS**

**Discrimination** – any intentional or unintentional action which limits or denies a person any condition of employment because of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, veteran status, or any other basis protected by federal or state statutes.

**Equal Opportunity** – the prohibition of discrimination in recruitment, selection, termination, promotion, transfer, layoff, compensation, training, benefits, and any other term or condition of employment.



**Metro**

**CIVIL RIGHTS  
Equal Employment Opportunity Statement of Policy**

(CIV 1)

**4.0 RESPONSIBILITIES**

**The Executive Officer, Civil Rights Programs Compliance** is designated as the EEO Officer and is responsible for the EEO Program and Affirmative Action Plan; updating LACMTA EEO policies; monitoring compliance with the Affirmative Action Plan goals; providing training; and implementing programs that support LACMTA policy of promoting diversity, equal employment opportunity, and affirmative action.

All LACMTA **Managers and supervisors** are responsible for ensuring that implementation and compliance is achieved through understanding, communicating, and active involvement in support of this policy. All supervisors and managers are responsible for implementing their unit's affirmative action plan. Goals are monitored annually by the Civil Rights Programs Compliance Department for effectiveness and need for revision to overcome any underutilization or concentration of minorities or females. Performance evaluations of managers and supervisors shall include evaluating the success of the EEO program in the same manner as performance on other goals. The successful achievement of EEO goals will provide benefits to LACMTA through fuller utilization and development of previously underutilized human resources.

**Applicants and employees** have the right to file complaints alleging discrimination with the Executive Officer of Civil Rights Programs Compliance, the Equal Employment Opportunity Commission (EEOC), and the California Department of Fair Employment and Housing (DFEH).

All LACMTA employees, contractors, and sub-recipients who employ 50 or more transit-related employees and request or receive federal transit funding in excess of \$1 million in the previous Federal fiscal year, or request or receive federal planning assistance in excess of \$250,000 in the previous Federal fiscal year must comply with this and all other EEO Policies.

**5.0 FLOWCHART**

Not Applicable

**6.0 REFERENCES**

Not Applicable





**Metro**

**CIVIL RIGHTS**  
**Equal Employment Opportunity Statement of Policy**  
(CIV 1)

**7.0 ATTACHMENTS**

Not Applicable

**8.0 PROCEDURE HISTORY**

- 03/01/08 EEO Statement of Policy (EO 1-1).
- 09/24/09 Policy renumbered from EO 1-1 to EO 1 and updated into standardized (GEN 5) policy format.
- 07/27/10 Policy revised to reflect current operations and administrative changes.
- 11/18/11 Policy revised to reflect administrative changes.
- 12/17/12 Annual review: no significant changes made.
- 08/08/12 Annual review: policy revised to respond fully to FTA C 4704.1; The Statement of Policy is being renumbered from EO 1 to CIV 1 and has been revised to consolidate this and the Affirmative Action (EO2) policy. EO2 will be rescinded.
- 12/05/13 Annual review: policy revised to respond fully to FTA C 4704.1; added protections for gender, gender expression, military, and genetic information; the call letters are changing from EO to CIV; this policy is revised to consolidate this and the Affirmative Action (EO2) policy. EO2 will be rescinded.
- 12/15/14 Annual review: no significant changes made.
- 5/26/15 Minor changes to Civil Rights Programs Compliance's and EEO's responsibilities.

# Antidiscrimination & Anti-harassment Policies



Los Angeles County  
Metropolitan Transportation Authority

**Metro**

## CIVIL RIGHTS Gender Transition Policy

(CIV 11)

### POLICY STATEMENT

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is an equal opportunity employer and does not discriminate on the basis of gender, gender identity, gender expression or any other federally or state protected class. It is LACMTA's policy to treat its employees with dignity and respect; and to strive to educate employees, foster dialogue, and help achieve a safe, supportive, productive and inclusive environment.

### PURPOSE

This policy provides workplace requirements for dealing with issues that may arise when an employee goes through a gender transition.

### APPLICATION

This policy applies to all LACMTA employees.

Cassandra G. Langston  
APPROVED: County Counsel or N/A

David Long  
Department Head

Tilly A. Walker  
ADOPTED: CEO

Effective Date: 6/2/15

Date of Last Review: \_\_\_\_\_



**Metro**

## **CIVIL RIGHTS Gender Transition Policy**

(CIV 11)

### **1.0 GENERAL**

Transitioning employees have the right to express themselves in the manner in which they self-identify and may express their gender identity without fear of consequence. This includes using the restroom that corresponds with their gender identity; dressing in accordance with their gender identity; and being addressed by their preferred name and pronoun.

Transitioning employees, supervisors/managers, and co-workers are encouraged to contact the EEO & Civil Rights Programs Manager at (213) 922-4530 with any questions or concerns regarding gender transition in the workplace. For further information, go to the Civil Rights Programs Compliance (CRPC) SharePoint page at: <http://mymetro/CivilRights/Pages/default.aspx> .

### **2.0 PROCEDURES**

All information regarding an employee's transition will be held in the strictest confidence, until the transitioning employee approves the release of the information.

Due to the unique nature of each gender transition, all occurrences and workplace transition plans will be handled, and developed on a case-by-case basis.

#### **2.1 Transitioning Employees**

Regardless of the stage of transition, transitioning employees must:

- Maintain a professional image commensurate with their job classification, and in accordance with LACMTA's Appropriate Workplace Attire (HR 22) policy.
- Notify Human Resources and fill out the Temporary Name Change Affidavit (Attachment 1) if they wish to make an administrative name change (e.g., stationery, name plate, email, etc.).
- Provide Human Resources with proof of legal name change prior to LACMTA changing their name on legal documents (e.g., payroll, insurance, etc.).

Transitioning employees are encouraged to:

- Contact their supervisor/manager, CRPC, and Human Resources when beginning the transition process.
- Work with CRPC and their supervisor and manager in developing a workplace transition plan.



**Metro**

## **CIVIL RIGHTS Gender Transition Policy**

(CIV 11)

### **2.2 Supervisor and Managers**

Once notified of an employee's transition, a supervisor/manager must:

- Contact CRPC, naming the employee only if he/she has consented, and request guidance on how to work with the employee on their gender transition plan.
- Guided by CRPC, work with the transitioning employee on their workplace transition plan and become part of the transition team.
- Direct all inquiries made by coworkers to CRPC.
- Ensure that there are no denials of or reduction in employment opportunities for transitioning employee. For example, working with outside vendors or consultants is not a reason to deny a transitioning employee the right to dress in their reassigned gender role or remove the employee from their work assignment.

### **2.3 Coworkers**

CRPC will provide relevant resources, such as employee training, upon request. Supervisors should direct inquiries by coworkers to CRPC. Discriminatory or harassing behavior, including starting and/or engaging in rumors about the transitioning employee will not be tolerated, and may result in discipline, up to and including termination.

## **3.0 DEFINITION OF TERMS**

- **Cisgender**- The term used to describe people whose gender identity or expression aligns with those typically associated with the sex assigned to them at birth.
- **Transgender** – An umbrella term for people whose gender identity or gender expression is different from those typically associated with the sex assigned to them at birth. Although Transgender and sexual orientation are often conflated, they are distinct from one another.
- **Gender Expression**– Refers to all external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, mannerism, and speech patterns.
- **Gender Identity** – Refers to a person's innate, deeply felt psychological identification as male or female, which may or may not correspond to the person's body or designated sex at birth (meaning what sex was listed on a person's birth certificate).
- **Gender Transition (Transitioning)** – The process that some transgender individuals go through in changing from one gender to another. The process can



**Metro**

## CIVIL RIGHTS Gender Transition Policy

(CIV 11)

include beginning to go by a new first name, using a new pronoun (e.g., “she” instead of “he” and vice versa), and changing one’s appearance to conform to expectations for the new gender. For some people, transition includes medical treatment such as hormone therapy and or surgeries.

- **MTF: “Male to Female”** – Individual who is born and perceived to be male, and then transitions to publicly and privately live as female, ex: transsexual woman or transgendered woman.
- **FTM: “Female to Male”** – Individual who is born and perceived to be female, and then transitions to publicly and privately live as male, ex: transsexual man or transgendered man.
- **Gender Transition Plan** – A document to outline workplace guidelines and address needs and issues that may arise when a transgender individual transitions in the workplace. The Gender Transition Plan is a flexible document that will be unique to the employee undergoing a gender transition in the workplace.

### 4.0 RESPONSIBILITIES

**The Civil Rights Programs Compliance Department (CRPC)** will take the lead in developing the transition plan and process with the transitioning employee; will provide support for the employee and management during time of gender transition; provide educational resources for LACMTA employees; and investigate allegations of discrimination and harassment.

**Supervisors/Managers** will maintain a workplace environment that is free from discrimination and harassment; and work with a transitioning employee to determine specific work-related needs.

**Transitioning Employees** are encouraged to work with management and other employees to ensure their needs are understood; and must comply with their expected job duties.

### 5.0 FLOWCHART

Not Applicable.

### 6.0 REFERENCES

- Equal Employment Opportunity Statement Policy (CIV 1)
- Discrimination/Harassment (CIV 3)
- Internal Complaint Process (CIV 4)
- Appropriate Workplace Attire (HR 22)



**Metro**

**CIVIL RIGHTS  
Gender Transition Policy**

(CIV 11)

- Employee Assistance Program (HR 40)
- Reasonable Accommodation (HR 25)
- Discipline (HR 47)

**7.0 ATTACHMENTS**

1. Temporary Name Change Affidavit

**8.0 PROCEDURE HISTORY**

05/26/15      New policy.



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

**Attachment 1**

Date \_\_\_\_\_

**Temporary Name Change Affidavit**

I, \_\_\_\_\_, (Name) am requesting for my personnel records to be updated to reflect my pending legal name change. I am in the process of legally changing my name to \_\_\_\_\_ (New Name). I expect to complete the process within the next \_\_\_ months. At the completion of the \_\_\_ months, I will provide LACMTA (Metro) with legal documentation verifying my name change. Such legal documentation will include driver's license/identification card and social security card. I understand legal documents such as payroll, pension, and health care benefits cannot be updated to reflect my name change until I provide legal verification of my name change.

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Badge Number: \_\_\_\_\_

To be completed by a Human Resources Professional:

Received By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Badge Number: \_\_\_\_\_





# Metro

## CIVIL RIGHTS Discrimination/Harassment

(CIV 3)

### POLICY STATEMENT

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is an Equal Employment Opportunity (EEO) employer. LACMTA is committed to equal employment opportunity and an environment that values diversity in which all employees are free from discrimination and harassment. Decisions affecting all LACMTA employment practices, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms or conditions of employment will be made without regard to race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes. This policy protects employees exercising their rights under the Family and Medical Leave Act, the Pregnancy Discrimination Act, and related statutes.

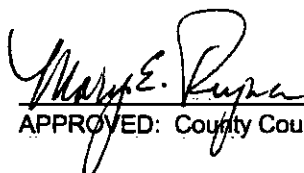
### PURPOSE

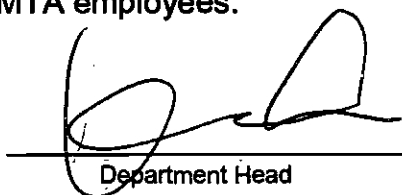
This policy will:

- provide a formal mechanism for management to correct incidents of discrimination or harassment;
- provide employees with a procedure for informing management when they believe they have been harassed or discriminated against; and
- provide employees with a process for notifying the Civil Rights Programs Manager so immediate action can be taken to investigate and resolve complaints of discrimination and/or harassment.

### APPLICATION

This policy applies to all LACMTA employees.

  
 APPROVED: County Counsel or N/A

  
 Department Head

  
 ADOPTED: CEO

Effective Date: 3/20/14



**Metro**

**CIVIL RIGHTS  
Discrimination/Harassment**

(CIV 3)

**1.0 GENERAL**

LACMTA is committed to preventing discrimination or harassment of any person on the basis of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes. This commitment extends to admission to, participation in, and receipt of any LACMTA services or benefits.

**2.0 PROCEDURES**

If an employee believes he/she has been a harassment or discrimination victim, the employee should:

- tell the harasser to stop his/her unwelcome behavior, placing the harasser on notice that his/her behavior is unwelcome and offensive;
- immediately inform a supervisor or manager of the unwelcome behavior; and
- contact the Civil Rights Programs Manager at (213) 922-4530.

Employees should report offensive behavior even if they are not the subject of the harassment.

**2.1 Notification of Harassment or Discrimination**

- When a supervisor or manager is notified of behavior in violation of this policy, he/she should direct the employee to contact the Civil Rights Programs Manager to report the incident of harassment or discrimination.
- The supervisor or manager should also notify the Civil Rights Programs Manager immediately at (213) 922-4530.
- The Civil Rights Programs Manager will contact the supervisor or manager to discuss the possible policy violation.



**Metro**

## **CIVIL RIGHTS Discrimination/Harassment**

(CIV 3)

- Each complaint is handled on a case-by-case basis. The Civil Rights Programs Manager will determine whether a formal investigation is required.

### **2.2 Formal Investigation**

LACMTA's Civil Rights Programs Manager or designee will process all harassment and discrimination complaints pursuant to LACMTA's EEO Internal Complaint Process (CIV 4) policy. A formal investigation will be conducted if necessary. All complaints and investigations are confidential.

### **2.3 Examples of Harassment**

- **Harassment or discrimination** may be verbal, physical, or visual.
  - **Verbal harassment** includes derogatory or offensive comments, language, and insults which are related to race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes.
  - **Physical harassment** includes assault, impeding or blocking movement, or any physical contact of a hostile, suggestive, or sexual nature.
  - **Visual harassment** includes derogatory or offensive posters, cartoons, drawings, or gestures.

### **2.4 Examples of Sexual Harassment**

Unwelcome sexual behavior between two or more parties, regardless of gender, may constitute sexual harassment depending upon the totality of the circumstances which include the severity of the conduct and how often it is repeated.

Examples include:

- unwelcome sexual advances – whether or not they involve physical touching;



**Metro**

## **CIVIL RIGHTS Discrimination/Harassment**

(CIV 3)

- sexual epithets, jokes, written or verbal references to sexual conduct, discussions of sex life, comments about a person's body, sexual activity, deficiencies, or prowess;
- displays of sexually suggestive objects, pictures, or cartoons;
- unwelcome leering, whistling, brushing against a person's body, sexual gestures, and suggestive or insulting sexual comments;
- inquiries into a person's sexual experiences;
- discussion of personal sexual activities; and
- use of electronic media to transmit messages or pictures that include sexual content.

### **2.5 Retaliation**

Retaliation against an employee who has complained about sexual harassment, or who has cooperated with an investigation of sexual harassment or discrimination, is unlawful and against LACMTA policy.

Retaliation includes demotion, suspension, failure to hire, disparate treatment in employment decisions adversely affecting working conditions, or denying other employment benefits to an employee because he/she has opposed unlawful employment practices.

### **3.0 DEFINITION OF TERMS**

**Harassment** – Unreasonable conduct directed at a specific person or group causing substantial emotional distress.

**Discrimination** – Any intentional or unintentional action which limits, excludes, or denies a person any condition of employment because of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes.



# Metro

## CIVIL RIGHTS Discrimination/Harassment

(CIV 3)

**Equal Opportunity** – The prohibition of discrimination in recruitment, selection, termination, promotion, transfer, layoff, compensation, training, benefits, or any other term or condition of employment.

### 4.0 RESPONSIBILITIES

**The Office of Civil Rights, Equal Employment Opportunity** investigates complaints of discrimination and recommends appropriate corrective action.

**Management** provides a work environment free from offensive, intimidating, or hostile behavior. Management is responsible for protecting employees from retaliation for filing or cooperating in an investigation of an internal or external discrimination/harassment complaint.

**LACMTA employees** are responsible for maintaining a work environment free from offensive, intimidating, or hostile behavior.

### 5.0 FLOWCHART

See Internal Complaint Process (CIV4) policy

### 6.0 REFERENCES

1. Title VII of the Civil Rights Act of 1964
2. Internal Complaint Process (CIV4)

### 7.0 ATTACHMENTS

Not Applicable

### 8.0 PROCEDURE HISTORY

03/15/06	EEO Discrimination/Harassment (EO 1-3).
09/24/09	Policy renumbered from EO 1-3 to EO 3 and updated into standardized (GEN 5) policy format. Revision of Definition of Terms.
08/04/10	Policy revised to reflect current operations and administrative changes.
11/18/11	Policy revised to reflect administrative changes.
01/10/14	Biennial review: updated protected classes; updated contact; clarified that sexual harassment cannot occur, regardless of gender.



Los Angeles County  
Metropolitan Transportation Authority

# Metro

## EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process

(CIV 4)

### POLICY STATEMENT

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is committed to equal employment opportunity, and maintains and values diversity in an environment where all employees are free from discrimination and harassment. LACMTA's internal complaint procedure was established to promptly investigate and resolve allegations of discrimination or harassment and to provide a mechanism through which it can identify, respond to, prevent, and eliminate incidents of discrimination and harassment.

### PURPOSE

This policy establishes procedures for filing, investigating and resolving internal complaints of discriminatory employment practices.

### APPLICATION

This policy applies to all LACMTA employees. If a procedural conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

  
APPROVED: County Counsel or N/A

  
Department Head

  
ADOPTED: CEO

Effective Date: 3/20/14



# **Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process**

(CIV 4)

### **1.0 GENERAL**

LACMTA's Department of Civil Rights Programs Compliance, Equal Employment Opportunity Unit (EEO) investigates alleged violations of LACMTA policies on harassment and discrimination. If an employee believes he/she has been harassed or discriminated against, the employee may file a complaint with EEO within 365 days of the alleged violation of LACMTA's Discrimination/Harassment (CIV3) policy.

### **2.0 PROCEDURES**

LACMTA policy prohibits harassment or discrimination. Any employee believing he/she has been harassed or discriminated against, in violation of LACMTA policy on the basis of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes, including the Family and Medical Leave Act, the Pregnancy Discrimination Act, and related statutes, may file a complaint with EEO within 365 days of the alleged CIV3 policy violation.

#### **2.1 Complaint Process**

Employees should notify the Civil Rights Programs Manager at (213) 922-4530, as soon as they believe they have been harassed or discriminated against, or within 365 days of the alleged CIV3 policy violation. Complaints will be investigated as soon as possible. After being notified of a complaint, the Civil Rights Programs Manager will schedule an appointment between the employee and an EEO Investigator.

The employee who filed the complaint (complainant) will complete an Intake Form (Attachment 1), when meeting with the EEO Investigator. If the Civil Rights Programs Manager determines that sufficient grounds exist for filing a formal written complaint, the complainant may file a formal written complaint with EEO. If it is determined sufficient grounds do not exist for filing a formal written complaint, the complainant may pursue external options, with such entities as the State of California Department of Fair Employment and Housing (DFEH), the United States Equal Employment Opportunity Commission (EEOC), the Federal Transit Administration (FTA), and the Department of Transportation (DOT).



**Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process**

(CIV 4)

A formal complaint should include the following:

- complainant's name, address, telephone number, and badge number;
- a detailed description of the alleged discrimination, including date(s) and time(s) the action(s) occurred;
- identification of any witnesses who saw, heard, or otherwise have knowledge of the alleged harassment or discrimination; and
- information supporting the allegation(s).

A complainant may submit additional information at any time during the investigation process.

### **2.2 Subsequent Complaints and Amended Charges**

A complainant may submit a Discrimination Complaint Form (Attachment 2), for any subsequent complaint or amended charge. Amended charges can also be submitted by email or other written format. The Civil Rights Programs Manager will review each subsequent complaint or amendment, and determine whether it should be incorporated into the original complaint, or processed as a separate complaint.

### **2.3 Investigation Process**

The EEO investigation process includes:

- notice to the complainant acknowledging acceptance of the complaint, and providing the assigned case investigator's name;
- notice to the person accused of harassment or discrimination (respondent), providing him/her with an opportunity to respond to the allegation(s);
- notice to the respondent's department head that EEO will be investigating the complaint; and
- the interviewing of witnesses and others, so the EEO Investigator can research facts alleged in the complaint.

EEO investigates every case in a consistent and timely manner. The EEO Investigator prepares a report of the investigation findings that includes a recommendation regarding the complaint's resolution. The Civil Rights Programs Manager reviews the Investigator's report and recommendation with County Counsel, and after final review, sends closing letters to the





**Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process**

(CIV 4)

complainant, respondent, and the respondent's department head. EEO retains copies.

In cases of a "Merit" finding, the department head consults with the Civil Rights Programs Manager and determines the appropriate disciplinary action to be administered. The department head must provide the Civil Rights Programs Manager with a written confirmation of discipline, no later than ten days after the disciplinary action has been taken.

A "No Merit" finding will be recorded if the investigation fails to find sufficient evidence to support the complainant's allegation(s). After a final "No Merit" finding review by the Civil Rights Programs Manager and County Counsel, the complainant and respondent are notified. If the complainant accepts the findings, the matter is closed. The complainant may appeal the "No Merit" finding within 20 business days of the closing letter's date. The appeal should be made to the Director, Civil Rights Programs Compliance. The Director's decision will be final.

At any time during the complaint process, the complainant should promptly notify the Civil Rights Programs Manager in writing if he/she:

- decides to withdraw the complaint;
- files a lawsuit against LACMTA or its employees; or
- changes an address, telephone number, or other contact information.

If a complainant fails to respond to communications from EEO after two written requests, the complaint may be closed for failure to cooperate.

Even if EEO finds no merit, the complainant has a right to consult or file a complaint with the State of California Department of Fair Employment and Housing (DFEH), the United States Equal Employment Opportunity Commission (EEOC), the Federal Transit Administration (FTA), and the Department of Transportation (DOT). If an employee files a complaint with an outside agency, a formal conciliation conference may be scheduled with EEO, County Counsel and the outside agency.



**Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process**

(CIV 4)

### **2.4 Retaliation**

LACMTA's CIV3 policy prohibits retaliation against any complainant(s) or other person who provides information during the investigation. Any employee who believes he/she has been retaliated against should immediately contact the Civil Rights Programs Manager at 213-922-4530.

Any LACMTA employee who retaliates against anyone involved in an EEO matter will be subject to disciplinary action (see the Discipline (HR47) policy), up to and including termination.

### **2.5 Confidentiality**

All attempts will be made to ensure that information gathered during an EEO complaint investigation is kept confidential by the EEO Investigator. However, sensitive information learned in the course of investigations may be generally disclosed on a need-to-know basis

### **2.6 False Accusations**

LACMTA considers false allegations of discrimination or harassment to be an abuse of state and federal law. Intentionally making false allegations of discrimination or harassment, or making false statements to EEO will result in disciplinary action, up to and including termination.

### **2.7 Non-Jurisdictional Complaints**

If a complaint is determined to be non-jurisdictional under EEO criteria, EEO is available to provide conciliation between the employee and management. The conciliation process will follow the CIV4 internal complaint process.

## **3.0 DEFINITION OF TERMS**

**Business Day** – any day LACMTA is open for business, excluding Saturdays, Sundays and Holidays

**Complaint** – written document that states incident(s) of discrimination or harassment, what term or condition of employment was affected, and who is believed to have engaged in discrimination or harassment in violation of LACMTA's EEO policies



# **Metro** EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process

(CIV 4)

**Complainant** – party who filed the complaint

**Information** – any and all tangible or electronically stored data or documents

**“Merit” Finding** – sufficient evidence found to support the complainant’s allegation(s)

**“No Merit” Finding** – insufficient evidence found to support the complainant’s allegation(s)

**Respondent** – party or parties named in the complaint that complainant believes engaged in discrimination or harassment in violation of LACMTA’s EEO policies

## **4.0 RESPONSIBILITIES**

**Managers and Supervisors** have an affirmative duty to:

- refer employees to the Civil Rights Programs Manager at (213) 922-4530, or the Director, Civil Rights Programs Compliance, if they allege they have been a victim of discrimination or harassment;
- contact the Civil Rights Programs Manager to investigate any discrimination complaint as soon as it is received;
- contact the Civil Rights Programs Manager when the manager or supervisor observes behavior that appears to be in violation of LACMTA’s EEO policies;
- document relevant discussions regarding an incident or complaint and forward original documents to the Civil Rights Programs Manager for complaint file; and
- contact the Civil Rights Programs Manager with any questions concerning harassment or discrimination.

**The Department of Civil Rights Programs Compliance, Equal Employment Opportunity Unit (EEO)** designs, develops, implements and monitors LACMTA’s EEO policies and procedures; investigates complaints of employment discrimination and recommends remedies if violations of EEO policies are found.

**Complainant** cooperates with the Department of Civil Rights Programs Compliance, Equal Employment Opportunity during all stages of the internal complaint process.

**Respondent** cooperates with the Department of Civil Rights Programs Compliance, Equal Employment Opportunity during all stages of the internal complaint process.

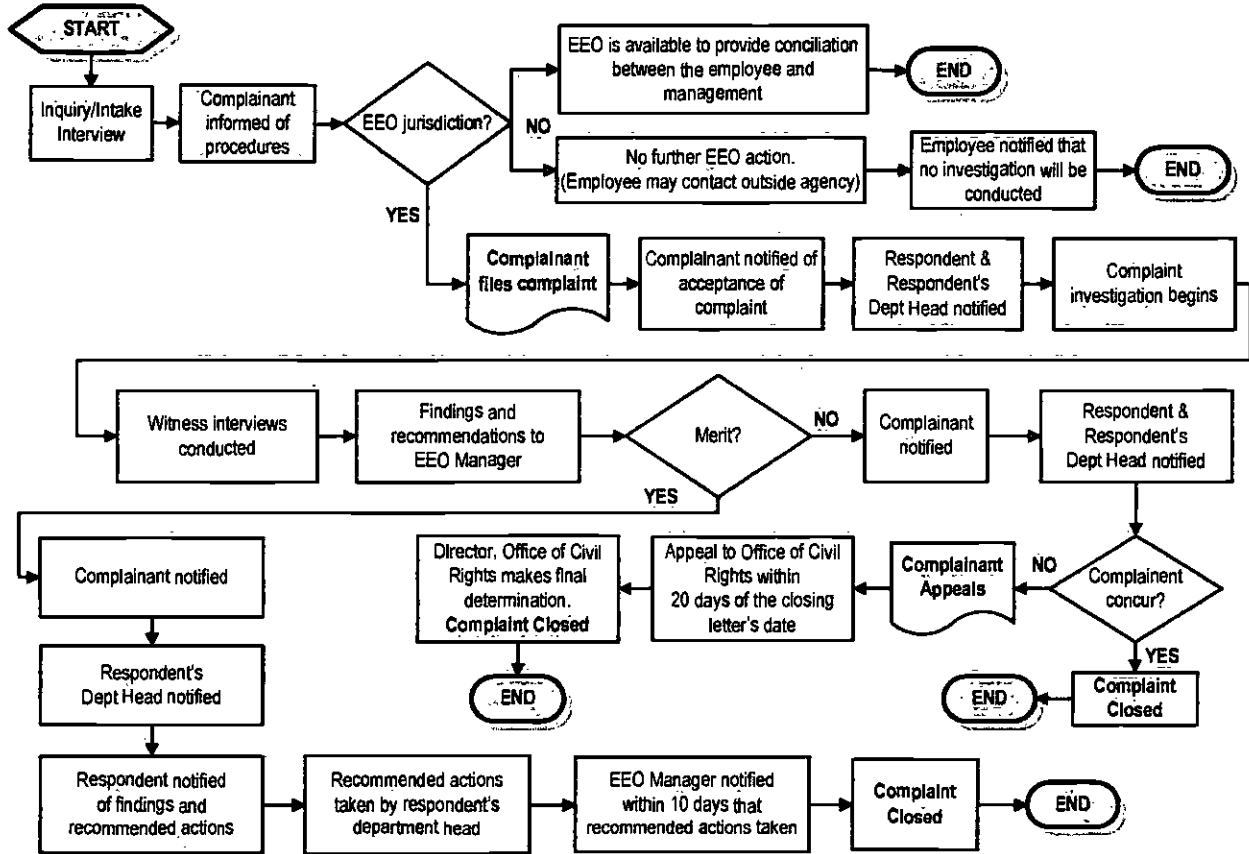


# Metro

## EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process

(CIV 4)

### 5.0 FLOWCHART



### 6.0 REFERENCES

- California Fair Employment and Housing Act
- Title VII of the Civil Rights Act of 1964
- Discrimination/Harassment (CIV3) Policy
- Discipline (HR47)

### 7.0 ATTACHMENTS

1. Intake Form
2. Discrimination Complaint Form



# **Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process**

(CIV 4)

### **8.0 PROCEDURE HISTORY**

- 03/15/06** EEO Internal Complaint Process (EO 1-4).
- 09/24/09** Policy renumbered from EO 1-4 to EO 4 and revised into standardized (GEN 5) policy format. Subsection 2.2 Subsequent Complaints and Amended Charges added to 2.0 Procedures section to reflect current practice.
- 08/04/10** Policy revised to reflect administrative changes. Subsection 2.3 Investigation Process updated to reflect current practice.
- 03/07/12** Policy revised to reflect administrative changes. Statute of Limitations added to § 1.0 General and 2.0 Procedures and subsection 2.1 Complaint Process. Added definitions and attachments and § 2.7 Non-Jurisdictional Complaints. Internal Complaint Processing chart updated to reflect policy revisions.
- 12/04/13** Biennial review: changed call letters from EO to CIV; updated contact information; increased protected classes; modified the confidentiality clause.



CIVIL RIGHTS PROGRAMS COMPLIANCE  
EQUAL EMPLOYMENT OPPORTUNITY

INTAKE FORM

INQUIRY FORM

DATE \_\_\_\_\_

EMPLOYEE'S NAME \_\_\_\_\_  
(PLEASE PRINT)

BADGE NO. \_\_\_\_\_

EMPLOYEE PHONE NO: WORK \_\_\_\_\_

CELL/HOME \_\_\_\_\_

DEPT. NAME \_\_\_\_\_

DIVISION NO. \_\_\_\_\_

EMPLOYEE'S JOB CLASSIFICATION \_\_\_\_\_

WHAT IS THE BASIS OF THE DISCRIMINATION? (Mark all that apply)

- Age (40 and over)
- National Origin
- Religious Creed
- Color
- Mental Disability
- Retaliation
- Physical Disability (including HIV & AIDS)
- Family Care Leave
- Pregnancy Disability
- Race \_\_\_\_\_
- Sexual Harassment
- Marital Status
- Sexual Orientation
- Veteran Status
- Gender: Male  Female
- Gender Identity
- Medical Condition
- Other \_\_\_\_\_

(This section is to be completed by the EEO Investigator)

Jurisdiction:  Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complaint Form Attached

EEO Investigator: \_\_\_\_\_

Date \_\_\_\_\_

Concurrence: EEO Manager: \_\_\_\_\_

Date \_\_\_\_\_


**Metro**

Equal Employment Opportunity (EEO)

**COMPLAINT OF DISCRIMINATION**

(PLEASE PRINT)

Last Name (Complainant)      First Name      Work Extension      Dept/Division

Address      City      State      Zip Code      Cell or Home Phone

Job Title      Badge Number      Hire Date

Department Supervisor's Name      Supervisor's Extension

What is the basis of the discrimination? Mark all that apply:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Mental Disability  | <input type="checkbox"/> Medical Condition (incl. cancer)             | <input type="checkbox"/> Physical Disability (incl. HIV/AIDS) |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Religious Creed                              | <input type="checkbox"/> Color                                |
| <input type="checkbox"/> Ancestry           | <input type="checkbox"/> Age (40 & over)                              | <input type="checkbox"/> Race                                 |
| <input type="checkbox"/> Sexual Harassment  | <input type="checkbox"/> Denial of Family Care Leave                  | <input type="checkbox"/> Hostile Environment                  |
| <input type="checkbox"/> Sex                | <input type="checkbox"/> Denial of Pregnancy Disability               | <input type="checkbox"/> National Origin                      |
| <input type="checkbox"/> Retaliation        | <input type="checkbox"/> Other (i.e., Veteran Status, Marital Status) |   |

 Have you filed a complaint with EEO about any prior incident?  Yes  No

What is the status of the prior complaint? \_\_\_\_\_

Person(s) currently discriminating against you: (Name, title, dept.) \_\_\_\_\_

 Briefly describe your complaint against the above-named person(s). Specifically, how were you discriminated against or treated differently from others on the basis of race, sex, age, etc. Cite specific examples of other examples of other employees treated differently, and specific incidents, acts, or circumstances, including dates, locations name(s) of witness(es) that support your allegation(s) (Use additional sheet(s) if necessary)
   
 \_\_\_\_\_
   
 \_\_\_\_\_
   
 \_\_\_\_\_
   
 \_\_\_\_\_

What remedy are you seeking? \_\_\_\_\_

Non-Contract Employee?  Yes  No

Have you attempted to resolve the matter by discussing it with your Supervisor/Manager?  Yes  No

If "yes", what is the status of the matter? \_\_\_\_\_

Have you filed a report or complaint with your union?  Yes  No Union Name: \_\_\_\_\_

If "yes", what is the status? \_\_\_\_\_

Have you ever filed with an external agency?  Yes  No If "yes", name of agency? \_\_\_\_\_

**READ BEFORE SIGNING:** This complaint will be processed pursuant to Metro Policy EO 4 "Equal Opportunity Internal Complaint Process". Any employee who intentionally files a false discrimination complaint will be subject to disciplinary action. Every effort will be made to ensure that all documents and information acquired during the investigation are kept confidential. Complainant's cooperation is required. Retaliation is prohibited.

\_\_\_\_\_  
Signature of Employee (Complainant)

\_\_\_\_\_  
Date





**Metro**

**HUMAN RESOURCES  
Reasonable Accommodation**

**(HR25)**

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) will provide reasonable accommodation to the known physical or mental disabilities of otherwise qualified applicants or employees, unless the necessary accommodation would pose an undue hardship for LACMTA.

**PURPOSE**

Reasonable accommodation is intended to provide disabled individuals equal employment opportunity and accessibility in the workplace in compliance with state and federal law.

**APPLICATION**

This policy and its procedures apply to all applicants and employees. If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail, unless the collective bargaining agreement is in conflict with state or federal law.

Cassandra G. Langston  
APPROVED: County Counsel or N/A

Michelle Lopez Callwell  
Department Head

[Signature]  
ADOPTED: CEO

Effective Date: 4/11/13



**Metro**

## **HUMAN RESOURCES Reasonable Accommodation**

**(HR25)**

### **1.0 PROCEDURES**

All requests for reasonable accommodation are considered on a case-by-case basis.

#### **1.1 Job Applicant - Requesting Reasonable Accommodation**

Qualified job applicants with disabilities may make a request for reasonable accommodation during the selection process.

1. The Human Resources Department (HR) notifies applicants of the opportunity to make a request for reasonable accommodation in advance of the testing process.
2. Once an applicant with a disability makes a request for reasonable accommodation, the HR Analyst will initiate the interactive process to determine whether the applicant's disability can be reasonably accommodated.
3. Prior to the testing process, the applicant will be notified if a reasonable accommodation can be made.

#### **1.2 New Hire/Employee – Requesting Reasonable Accommodation**

When individuals with disabilities are hired, or when employees become disabled after hire, the following procedures for requesting reasonable accommodation apply:

1. The employee seeking a reasonable accommodation must submit a Reasonable Accommodation Request Form (Attachment 1) to the HR, Standards and Employee Programs (SEP) Unit.
2. A reasonable accommodation request may be initiated on the employee's behalf by the employee's supervisor, an HR Representative, a Transitional Duty/Return-to-Work Programs Coordinator, or the employee's Union.

##### **1.2.1 Evaluation of the Request**

The SEP Representative, in conjunction with the employee's manager, evaluates the employee's request and conducts an interactive process. The evaluation process includes the following:



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

## **HUMAN RESOURCES Reasonable Accommodation**

**(HR25)**

- determining whether the employee has a disability covered under law;
- analyzing the job to determine the essential function(s);
- determining how the disability may limit performance of the essential functions;
- reviewing the accommodation requested by the employee, or suggesting another accommodation, to enable the employee to perform the essential job functions;
- determining the effectiveness and feasibility of the accommodation; and
- selecting a reasonable accommodation appropriate for both the employee and LACMTA without causing a significant disruption of departmental operations.

After the evaluation, the SEP Representative returns the request to the employee's manager with a recommendation for the appropriate reasonable accommodation.

### **1.2.2 Determination of the Request**

- **Approval of the Request**

If the employee's manager concurs with HR's recommendation, the employee's manager will sign the request and meet with the employee to discuss the approved request. The department will implement the accommodation with assistance from the SEP Representative. Copies of the Reasonable Accommodation Request Form will be returned to the employee and the SEP Representative, with the department and the employee's concurrence. The employee's manager will continuously monitor the employee's performance to ensure the accommodation is



**Metro**

## **HUMAN RESOURCES Reasonable Accommodation**

**(HR25)**

effective and that the employee is performing the essential functions of the job safely and satisfactorily.

- **Denial of the Request**

If the request is denied in total or in part, LACMTA will document the reasons for denial. Reasons for denial are: undue hardship, direct threat to health and safety of employee and others, or inability to perform the essential functions of the job even with a reasonable accommodation. The employee's manager will sign the request and meet with the employee to discuss the reason(s) for the denial. If an employee wishes to appeal the denial, he/she may do so by filing an internal complaint with the Equal Employment Opportunity (EEO) Program Manager under the Internal Complaint Process (EO 4) policy. The request, along with a copy of the denial letter, will be forwarded to both the SEP Representative and the EEO Program Manager.

### **1.3 Employees Unable to Return to their Current Positions**

When employees become disabled and are unable to return to their current positions because reasonable accommodations are unavailable, the following procedures apply:

1. An interactive process request may be initiated on the employee's behalf by an HR, SEP Representative or a Transitional Duty/Return-to-Work Coordinator.
2. An SEP Representative will conduct an interactive process for a maximum of six months to assist the employee in searching for alternative positions within LACMTA. The interactive process includes the following:
  - Meeting face-to-face with the employee to discuss the interactive process: reviewing employee's experience, education and training; identifying employee's work restrictions; and identifying and noting positions for which the employee may qualify and positions for which the employee is interested in pursuing.



**Metro**

## **HUMAN RESOURCES Reasonable Accommodation**

**(HR25)**

- Weekly monitoring and communication of vacancies.
- Notifying employee of specific vacancies when positions come open for which the employee is qualified.
- Coordinating testing and interviewing for the position(s) for which the employee is qualified.
- Notifying employee of results of the test and interview.
- Coordinating return to work/transfer of employee to the new position.

### **2.0 DEFINITION OF TERMS**

**Essential Function** – a function in which one or more of the following criteria apply:

- the position exists to perform the function;
- there are a limited number of other employees available to perform the function, or among whom the function can be shared;
- the function is highly specialized and the person in the position is hired for his/her special expertise or ability to perform that function;  
or
- removing the function would fundamentally change the job.

**Individual with Disability (applicant/employee)** – an individual with an existing physical or mental impairment limiting one or more major life activities such as walking, speaking, seeing, hearing, learning, performing manual tasks, breathing, caring for one's self, or working; having a record of such impairment; or being regarded as having such an impairment. An applicant or employee with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

**Interactive Process** – the process by which LACMTA and the applicant/employee engage in a dialogue to determine a potential reasonable accommodation that will allow the employee to perform the essential functions of a job.



**Metro**

## **HUMAN RESOURCES Reasonable Accommodation**

**(HR25)**

**Reasonable Accommodation** – the modification of a task or job, work environment, or procedure to enable a qualified individual with a disability to have an equal employment opportunity.

**Undue Hardship** – a significant difficulty or expense relative to the resources available; i.e., unduly costly, or would significantly disrupt the operations of the agency.

### **3.0 RESPONSIBILITIES**

**Applicants/Employees with disabilities** are responsible for completing and forwarding a request for reasonable accommodation to the HR Analyst or SEP Representative. They are also responsible for obtaining medical verification of their disability or impairment from a medical professional or rehabilitation counselor.

**Human Resources (HR) Strategic and Employee Programs (SEP) Representative** has overall responsibility for conducting the review process, conducting the interactive process with the employee and in conjunction with the employee's manager, recommending solutions, maintaining records of reasonable accommodation requests and their disposition, and monitoring implementation of approved accommodation requests.

**Transitional Duty/Return-to-Work Programs Coordinators** are responsible for coordinating the activities of the Transitional Duty and Return-to-Work Programs for employees with occupational illnesses or injuries.

**LACMTA Managers** are responsible for notifying HR to initiate the interactive process when they are aware of an employee's need for accommodation, for participating with HR in conducting the interactive process, and for approving or denying an accommodation request.

**Equal Employment Opportunity Program Manager** reviews and responds to an appeal of a denial of a reasonable accommodation request.

### **4.0 FLOWCHART**

| Not Applicable



**Metro**

**HUMAN RESOURCES  
Reasonable Accommodation**

**(HR25)**

**5.0 REFERENCES**

- Americans with Disabilities Act (ADA)
- Fair Employment and Housing Act (FEHA)
- Internal Complaint Process (EO 4) policy
- Discrimination/Harassment (EO 3) policy
- Policy Against Discrimination on the Basis of Disability (EO 8)

**6.0 ATTACHMENTS**

1. Reasonable Accommodation Request Form

**7.0 PROCEDURE HISTORY**

- 02/03/93 Former LACTC and former SCRTD interim procedures Board-adopted.
- 09/27/95 Revised to streamline and reduce operating costs.
- 11/01/04 Revised MTA Policies and Procedures.
- 10/26/09 Biennial revision and update. Changed record series number from HR 3-12 to HR 25.
- 06/18/12 Biennial revision and update. Added §1.3 *Employees Unable to Return to Their Current Positions*. Changed department head to employee's manager.



**Metro**

**REASONABLE ACCOMMODATION REQUEST FORM**  
(CONFIDENTIAL)

**PART A: To be completed by employee**

Name:		Badge #:	
Job Classification:		Div/Dept:	
Phone # (home):		Phone (work):	

**Health Care Provider Information:**

Name & Title:		Specialty:	
Address:		Telephone #:	

Description of disability (Please attach verification):

Describe the essential functions of the job that are difficult to perform due to the disability described above:

Describe the accommodation(s) requested:

Employee's signature:		Date:	
-----------------------	--	-------	--

**PART B: To be completed by Human Resources Standards & Employee Programs (SEP) Representative and forwarded to Department Head for final recommendation**

Recommendation:

**PART C: To be completed by Department Head and returned to HR SEP Rep**

Request granted: <input type="checkbox"/>	Signature		Date	
Request denied: <input type="checkbox"/>	Signature		Date	

Reason(s) for denial (Dept. head must notify employee in writing of reason(s) for denial and forward copy to HR SEP Rep):

- Undue hardship                       Essential duties   
 Threat to health & safety                       Other   
 Describe reason(s):





Los Angeles County  
Metropolitan Transportation Authority

**Metro**

**HUMAN RESOURCES**  
**Relationships in the Workplace**

(HR 24)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) prohibits employees from directly supervising, or otherwise participating in employment decisions related to family members. Family members of the LACMTA Board of Directors are precluded from being hired by LACMTA.

**PURPOSE**

This policy supports effective supervision, internal discipline, security, safety, and positive morale in the workplace, and avoids favoritism, discrimination, appearances of impropriety or other conflicts of interest.

**APPLICATION**

This policy applies to all LACMTA employees, LACMTA Board of Directors and Board staff members who work with the LACMTA on a regular basis. The Human Resources Department, in consultation with the Labor Relations Department will deal with situations that result in a conflict between this policy and the collective bargaining agreement on a case-by-case basis.

Cassandra G. Langston  
APPROVED: County Counsel or N/A

Michelle Caldwell  
Department Head

Arthur J. Jachy  
ADOPTED: CEO

Effective Date: 4/17/12



**Metro**

## **HUMAN RESOURCES Relationships in the Workplace**

**(HR 24)**

### **1.0 GENERAL**

#### **1.1 Family Members**

Qualified family members of LACMTA employees may be hired for a position within LACMTA, but may not work with one another in a direct supervisor/subordinate relationship. Family members may not influence other LACMTA employees who are responsible for making employment decisions regarding a relative.

### **2.0 PROCEDURES**

#### **2.1 Disclosure**

All familial relationships must be disclosed upon initial application for employment with LACMTA. The employees must inform their supervisor within thirty (30) days, if a familial relationship develops after hire. All disclosures will be kept confidential.

#### **2.2 Transfers**

When two employees have a familial relationship that violates this policy, one of the two employees will be required to transfer to a position where no conflict exists. If a transfer conflicts with a collective bargaining agreement, Human Resources and Labor Relations will resolve the conflict on a case-by-case basis.

### **3.0 DEFINITION OF TERMS**

**Family Members** – An employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, aunt, uncle, first cousin, nephew, niece, brother-in-law, sister-in-law, son-in-law, mother-in-law, father-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, grandchild or a person with whom the employee cohabitates.

**Nepotism** – Preferential hiring, promotion or otherwise privileged treatment of a relative in the workplace.



**Metro**

**HUMAN RESOURCES  
Relationships in the Workplace**

**(HR 24)**

**4.0 RESPONSIBILITIES**

**Deputy Executive Officer, Human Resources (or Designee)** coordinates with the employee's direct supervisor to develop appropriate plans to ensure that family members or employees in an intimate relationship are not in a direct supervisor/subordinate relationship.

**Equal Employment Opportunity Department** investigates claims of actions that violate federal/state anti-discrimination laws.

**Employees** are to notify their supervisor or the Deputy Executive Officer, Human Resources regarding changes in their personal situations that may be covered by this policy.

**Executive Officer (or Designee)** in the chain of command of the family members or employees in an intimate relationship implements the plan recommended to comply with this policy.

**Human Resources Department** investigates reports of familial and intimate relationships that are prohibited by this policy, and recommends appropriate action.

**Supervisors or Managers** monitor departmental familial and intimate relationships to ensure compliance with this policy.

**5.0 FLOWCHART**

Not Applicable

**6.0 REFERENCES**

Not Applicable

**7.0 ATTACHMENTS**

Not Applicable

**8.0 PROCEDURE HISTORY**

02/03/93      Former LACTC and former SCRTD interim procedures Board-adopted.

10/24/95      Revised to streamline and reduce operating costs.



**Metro**

**HUMAN RESOURCES  
Relationships in the Workplace**

**(HR 24)**

- 05/07/01**      Revised to define and streamline process.
- 01/01/05**      Revised to include definition of Domestic Partners
- 04/09/12**      Revised to ensure two employees in a familial relationship are not in a supervisor/subordinate relationship, redefines family members and nepotism; added "Procedures" section, revising procedures to deal with relationships in the work place by designating which departments and individuals will be involved and how; Replaces Nepotism (HR 3-5).
- 04/08/14**      Biennial review: non-substantive changes



**Metro**

**HUMAN RESOURCES  
Religious Accommodation**

(HR 20)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes. It is LACMTA's policy to make a good faith effort to reasonably accommodate job applicants', candidates' and employees' sincerely held religious beliefs, practices, and observances, unless the accommodation would pose an undue hardship for LACMTA

**PURPOSE**

This policy establishes standards and procedures for responding to requests for religious accommodation from job applicants, candidates, and employees.

**APPLICATION**

This policy applies to all LACMTA job applicants, candidates and employees. If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

*Cassandra G. Langston*  
APPROVED: County Counsel or N/A

*Donald E. Ott*  
Department Head

*Arthur T. Yeahy*  
ADOPTED: CEO

Effective Date: 6/30/14

Date of Last Review: \_\_\_\_\_



**Metro**

## **HUMAN RESOURCES Religious Accommodation**

(HR 20)

### **1.0 PROCEDURES**

LACMTA will consider requests for reasonable accommodation from job applicants, candidates and employees (requesting individuals) in accordance with the procedures outlined below.\*

\* There is a different set of religious accommodation procedures that apply to job applicants and employees in the following job classifications: Bus Operator Trainee, Part-time Bus Operator and Full-time Bus Operator. These procedures are explained in the Addendum to this policy (Attachment 1).

#### **1.1 Initiating a Request for Religious Accommodation**

##### **1.1.1 Job Applicants and Candidates**

- A. The Human Resources Department (HR) notifies applicants invited to participate in any given selection process of the opportunity to request an accommodation in advance of the testing process.
- B. Job applicants and candidates are responsible for requesting a religious accommodation for any step in the selection process. Upon being invited to a selection process (e.g., written test, interviews, etc.), the applicant must notify the HR Analyst responsible for the process if a religious accommodation (RA) will be necessary. Such notification must be received at least five (5) days prior to the scheduled date of the selection process for which an accommodation is necessary.
- C. If a selected candidate needs an accommodation relating to an offered position, he/she is responsible for informing the responsible HR Analyst of the need for accommodation at the time of the conditional offer of employment. Such an accommodation will not be considered until the applicant receives that offer.

##### **1.1.1.2 HR Analyst's Responsibility**

When the HR Analyst receives a verbal or written request for a religious accommodation from an applicant or candidate, or otherwise receives notice of a religious conflict as referenced above, the HR Analyst will provide the individual a copy of this policy and a Request for Religious Accommodation for Job Applicants form (Attachment 2) for completion and submittal.



**Metro**

## **HUMAN RESOURCES Religious Accommodation**

(HR 20)

### **1.1.2 Employees**

To request a religious accommodation for the employee's current position, the employee should:

- A. Obtain a Request for Religious Accommodation for Current Employees form (Attachment 3), which includes a copy of this policy, in person from HR, or from the HR Forms webpage.
- B. Complete and submit the request form to the RA Administrator (Deputy Executive Officer, Human Resources, or designee) and/or the employee's immediate supervisor. If the request is for time off to observe a religious holiday, it must be made at least 30 days in advance of the holiday. This is necessary so a religious accommodation can be attempted which will not unduly disrupt LACMTA business.

### **1.3 Evaluation of Requests for Religious Accommodation**

Upon receipt of a completed Request for Religious Accommodation form, the immediate supervisor or HR Analyst will forward a copy of the form with supportive documents to the RA Administrator for evaluation.

The RA Administrator, in conjunction with the appropriate LACMTA staff will evaluate all requests for religious accommodation. If additional information is needed, the RA Administrator will contact the requesting individual, or the person in charge of the religious establishment listed on the request form to obtain information needed. Requests will not be processed until the request form, required documents, and any additional requested information are received and reviewed by the RA Administrator. The requesting individual is responsible for reasonably cooperating with LACMTA's accommodation efforts.

### **1.4 Approval/Denial of Requests for Religious Accommodation**

The RA Administrator and respective Department Head, when applicable, are responsible for approving or denying all requests for religious accommodation.

The Department Head will:

- meet with the employee and initiate an Agency-wide search for a work schedule that will accommodate the employee's religious obligation; and



**Metro**

## **HUMAN RESOURCES Religious Accommodation**

(HR 20)

- confer with the bargaining unit of the employee if he/she is represented by a union, to seek a flexible solution to any collective bargaining agreement term which may create an impediment to finding an accommodation, and document those discussions.

If no accommodation can be found in the employee's job classification, the RA Administrator will commence an interactive process with the employee to determine if there are alternative, vacant positions outside of the employee's job classification for which the employee qualifies.

All requesting individuals will be notified in writing of the results of their requests. The RA Administrator and respective Department Head will notify and consult with County Counsel regarding all requests for religious accommodation.

### **1.4.1 Approval**

If the Request for Religious Accommodation is from a job applicant, the responsible HR Analyst will notify the applicant that the accommodation has been approved and will ensure that the accommodation is implemented in the selection process.

If the request is from a candidate or current employee, the Deputy Executive Officer, Human Resources will notify the selected applicant, explaining how and when the accommodation will be implemented.

#### **1.4.1.1 Accommodation Rejected by the Requesting Individual**

If the requesting individual rejects the offered accommodation, he/she may discuss an alternative accommodation differing from the original request. The request for an alternative accommodation will be evaluated in the same manner as the original request.

### **1.4.2 Denial**

If the requesting individual's request for religious accommodation is denied in total or in part, the Deputy Executive Officer, Human Resources will notify him/her in writing, explaining the reason(s) for the denial.

- If a job applicant or candidate wishes to appeal the denial, he or she may do so by writing a letter of complaint to the Deputy Executive Officer, Employee and Labor Relations.





**Metro**

## **HUMAN RESOURCES Religious Accommodation**

(HR 20)

- If an employee wishes to appeal the denial, he/she may file a grievance under the Grievance (HR 48) policy, and submit it to the Deputy Executive Officer, Employee and Labor Relations.

All Requests for Religious Accommodation, along with a copy of the denial letters will be forwarded to the Civil Rights Programs Compliance Manager.

### **1.5 Changes to an Employee's Job Assignment**

An employee's approved religious accommodation request will be valid only while the employee remains in the position held at the time the request was approved, to include the same location of assignment and work schedule.

### **1.6 Maintenance of Requests for Religious Accommodation**

If a request for religious accommodation relates to the selection process or was requested by a candidate who declined the position, the HR Analyst will file all documents related to the request in the Employment Selection File.

If the religious accommodation was requested by a candidate who accepted the position, or from a current employee, all related documents will be filed in both the employee's department Personnel File and his/her centralized Personnel File in HR.

## **2.0 DEFINITION OF TERMS**

**Equalized** – A Bus Operator involuntarily transferred by LACMTA from one division to another because of LACMTA's Bus Operator personnel needs.

**Hardship Transfer** – A transfer of a Bus Operator from one LACMTA division to another by LACMTA at the operator's request.

**Job Applicant/Candidate** – Any individual who is seeking consideration for a LACMTA job by way of new hire, rehire, promotion, lateral transfer, or voluntary demotion. A job applicant has not completed the employment process making him/her eligible for hire; a job candidate has gone through the process and is eligible for hire.

**Religious Accommodation** – Reasonable modifications or adjustments to working conditions that remove conflicts between the employee's working conditions and the employee's religious obligations, and does not cause any undue hardship to LACMTA.



**Metro**

## **HUMAN RESOURCES Religious Accommodation**

(HR 20)

Flexible scheduling, job reassignments and lateral transfers are examples of accommodating an employee's religious beliefs.

**Religious Holiday** – A particular day of the year that a Bus Operator's Religious Obligations would preclude him/her from working.

**Religious Obligations** – All aspects of religious observance and practice, as well as belief. Religious Obligations are not limited to worship, but may include the observance of the Sabbath or the wearing of certain attire.

**Religious Unpaid Leave Status** – A period of time during which a Bus Operator will not work for LACMTA, and will not be paid by LACMTA, because no Suitable Assignment is available.

**Sabbatarian** – A person whose religious obligations require him/her to observe the Sabbath.

**Sabbath** – A period of rest, occurring weekly, during which a Bus Operator's Religious Obligations preclude him/her from working.

**Suitable Assignment** – A work schedule (specifying the days of the week to be worked, the sign-on and sign-off time, and location) that a Bus Operator would not be precluded from working by his/her Religious Obligations.

**Undue Hardship** – Where accommodation of an employee's religious obligations requires more than ordinary administrative costs, diminishes efficiency in other jobs, infringes on other employees' job rights or benefits, impairs workplace safety, causes co-workers to carry the accommodated employee's share of potentially hazardous or burdensome work, or if the proposed accommodation conflicts with another law or regulation.

### **3.0 RESPONSIBILITIES**

**Job Applicants/Candidates** are responsible for completing Requests for Religious Accommodation and following the established procedures when making such requests during the recruitment and selection process.

**Department Head** is responsible for reviewing and approving or denying requests for religious accommodation in conjunction with the Deputy Executive Officer, Human Resources.



**Metro**

## **HUMAN RESOURCES Religious Accommodation**

(HR 20)

**Deputy Executive Officer, Human Resources** will serve as LACMTA's Religious Accommodation Administrator and has overall responsibility for enforcing the provisions of the Religious Accommodation Policy and for reviewing and approving or denying all requests for religious accommodation.

**Employees** are responsible for requesting and completing Requests for Religious Accommodation and following the established procedures when making such requests.

**Deputy Executive Officer, Labor Relations** is responsible for responding to complaints and grievances regarding requests for religious accommodation.

**Human Resources Analysts** are responsible for processing requests for religious accommodation from job applicants and candidates.

### **4.0 FLOWCHART**

Not Applicable

### **5.0 REFERENCES**

EEO Statement of Policy (CIV 1)  
Grievance (HR 48)

### **6.0 ATTACHMENTS**

1. Bus Operator Addendum
2. Request for Religious Accommodation form - Job Applicants
3. Request for Religious Accommodation form - Current Employees
4. Specification of Religious Obligations for Bus Operators

### **7.0 PROCEDURE HISTORY**

01/02/06	New Policy
09/15/09	Biennial review; no substantive changes.
01/30/12	Biennial review: no changes.
02/24/14	Biennial review: updated EEO protections; differentiated between job applicants and candidates; clarified the steps to find accommodations, prior to approval/denial.

## ADDENDUM TO RELIGIOUS ACCOMMODATION POLICY RELIGIOUS ACCOMMODATION FOR BUS OPERATORS

The following are detailed procedures that relate to the Religious Accommodation of LACMTA Bus Operator applicants and employees.

### 1.0 PROCEDURES

When a LACMTA Bus Operator applicant or a Bus Operator employee has a Religious Obligation that prevents the applicant or employee from working a particular period of time, the individual may be eligible, in certain circumstances, for a religious accommodation with respect to his/her schedule.

#### 1.1 Initiating a Request for Religious Accommodation

LACMTA's "Application for Employment for Bus Operator" includes a place for applicants who are not available to work any shift, on any day of the week, whether weekday or weekend, to state the reason for their unavailability. If an applicant on his/her employment application, in his/her appraisal interview or otherwise informs the Human Resources Department that he/she is not available to work any shift, on any day of the week, and that unavailability is compelled by his/her Religious Obligations, the Human Resources Analyst will provide the applicant with a copy of LACMTA's Religious Accommodation Policy, and will allow the applicant to decide whether or not to continue in the hiring process subject to this policy.

LACMTA will, in good faith, accommodate the Religious Obligations of Bus Operator applicants and/or Bus Operator employees on a "first-come, first-serve" basis and as Bus Operator personnel demands allow.

Bus Operator applicants and employees requesting an accommodation due to an inability to work specified periods of time (for example, sundown Friday through sundown Saturday, and/or on Religious Holidays) compelled by their Religious Obligations will be informed by LACMTA that Bus Operator assignments after the initial training assignment are determined based upon seniority. Furthermore, because Bus Operators bid for assignments by seniority, LACMTA cannot guarantee Bus Operators a Suitable Assignment (i.e., one that does not conflict with the Bus Operator's Religious Obligations). Such Bus Operator applicants and employees will be informed that they must accept the assignment that their seniority affords them through the bidding process or go on Religious Unpaid Leave Status (RULS) (subject to the limitations specified in Section 1.2) until a Suitable Assignment is available.

LACMTA requires a Bus Operator applicant to inform LACMTA as soon as possible during the application or interview process of the need for a religious accommodation and to specifically define and document all of his/her Religious Obligations that might affect his/her employment, so that he/she avoids or minimizes scheduling conflicts. LACMTA requires a Bus Operator applicant or employee requesting a religious accommodation to complete a "Specification of Religious Obligations for Bus Operators" form attached hereto as Attachment 4, specifically defining the manner in which his/her Religious Obligations might conflict with the Bus Operator's work requirements. For example, in the case of a

**ADDENDUM TO RELIGIOUS ACCOMMODATION POLICY  
RELIGIOUS ACCOMMODATION FOR BUS OPERATORS**

Sabbatarian, the Bus Operator applicant or employee should state the specific day(s) and time(s) he or she is prevented from working by reason of his/her Religious Obligations. Additionally, the individual should indicate whether his/her Religious Obligations would allow him/her to continue working past the beginning of the Sabbath under a variety of circumstances which are unforeseeable (for example, excessive traffic conditions, his/her relief operator failing to show up on time, or an accident or mechanical breakdown involving his/her bus).

LACMTA will not accommodate a Bus Operator applicant or employee who fails or refuses to fully complete and sign the form as required.

**1.2 Religious Unpaid Leave Status (RULS)**

There are circumstances under which a Bus Operator may be allowed or required to go on Religious Unpaid Leave Status when no Suitable Assignment is available.

The following provisions govern RULS:

1. The maximum duration of any one instance of RULS is 30 calendar days, after which RULS expires. In addition, RULS is limited to a cumulative total of 60 calendar days in any 365-day period, after which RULS expires. If a Bus Operator's RULS expires with no Suitable Assignment available, LACMTA may terminate the Bus Operator's employment, with the Bus Operator not being eligible for rehire.
2. A Bus Operator is permitted to go on RULS no more than three times in any 365-day period. If a Bus Operator who has already been on RULS three times in a 365-day period fails to work his/her assigned shift notwithstanding any conflict with his/her Religious Obligations, LACMTA may terminate the Bus Operator's employment, with the Bus Operator not being eligible for rehire.
3. LACMTA may require a Bus Operator on RULS for more than 21 consecutive calendar days to undergo refresher training before returning to work.
4. A Bus Operator on RULS who received health benefits prior to going on RULS will continue to receive such health benefits while on RULS; however, the Bus Operator will be required to pay the pro rata portion of LACMTA's monthly cost of such benefits (based upon the fraction of the month spent on RULS), in addition to the Bus Operator's own monthly contribution (if any). The Bus Operator is required to execute a payroll deduction authorization allowing LACMTA to deduct such amounts from the Bus Operator's paychecks.
5. Bus Operators on RULS are not entitled to receive any benefits (other than health benefits as provided above). LACMTA will not pay any amount (other than the amounts for health insurance to be collected by LACMTA from the Bus Operator as provided above) for any benefits for a Bus Operator on RULS.

**ADDENDUM TO RELIGIOUS ACCOMMODATION POLICY  
RELIGIOUS ACCOMMODATION FOR BUS OPERATORS**

6. Seniority will continue to accrue for a Bus Operator on RULS. Time on RULS does not count towards the completion of the Bus Operator's probationary period. The fact that a probationary Bus Operator was on RULS, or received any other religious accommodation, will not be held against that Bus Operator by LACMTA in determining whether that Bus Operator successfully completed his/her probationary period.
7. Time on RULS will not count as time worked for purposes of calculating entitlement to personal time off (PTO).
8. RULS will be treated like other non-military leaves of absence for purposes of calculating service time towards pension entitlement and the pension plan for Full-Time Bus Operators. Full-Time Bus Operators on RULS are required to pay their pension plan contributions monthly to LACMTA in accordance with the pension plan.
9. If a Bus Operator is otherwise entitled to use vacation or other paid time off, he/she is allowed to use such vacation or other paid time off before going on RULS. The use of vacation or other paid time off will not count toward the limits on RULS set forth in the sections above. If the use of vacation or other paid time off is subject to seniority bidding at the Bus Operator's division, the Bus Operator will only be permitted to use such vacation or other paid time off before going on RULS if that Bus Operator successfully bids by seniority for such use.

### 1.3 Undue Hardship

If the number of Bus Operators within a classification on RULS at any one time agency-wide reaches 4 Bus Operator trainees, 7 Part-Time Bus Operators, or 13 Full-Time Bus Operators, LACMTA is not obligated to permit another trainee or Bus Operator to be placed on RULS within that classification.

If, in such a situation, LACMTA does not permit another trainee or Bus Operator within that classification to go on RULS, LACMTA may terminate any trainee or Bus Operator requiring such leave unless such trainee or operator agrees to work his/her assigned work assignment notwithstanding any conflict with his/her Religious Obligations. Bus Operator trainees or Bus Operators so terminated will not be eligible for rehire.

In addition to the limits specified above, the maximum number of Bus Operators at any one division on RULS at any one time is six (6). Accordingly, if a seventh Bus Operator at any one division were to request RULS, LACMTA is not obligated to allow that Bus Operator to go on RULS. If, in such a situation, LACMTA does not permit that Bus Operator to go on RULS, LACMTA may, but is not obligated to terminate that Bus Operator unless the Bus Operator agrees to work his/her assigned work assignment notwithstanding any conflict with his/her Religious Obligations. Bus Operators so terminated will not be eligible for rehire.

## ADDENDUM TO RELIGIOUS ACCOMMODATION POLICY RELIGIOUS ACCOMMODATION FOR BUS OPERATORS

If more than one trainee or Bus Operator requires being placed on RULS on the same day, seniority will govern the order which the trainees or Bus Operators will be placed on RULS.

### 1.4 Operations Central Instruction (OCI) Training

A Bus Operator trainee undergoes OCI training Monday through Friday, for four weeks, except when there is a legal holiday during the four-week period; then, the holiday class is rescheduled to the weekend.

Bus Operator applicants whose Religious Obligations prevent them from working on a weekend day will be scheduled into a training session not containing a holiday. Additionally, an applicant who has notified LACMTA of a Religious Holiday that would fall during the training session and that would prevent the applicant from working that day similarly will be scheduled into a later session not containing a Religious Holiday. If unforeseen circumstances occur that otherwise necessitate a weekend class that the applicant's Religious Obligations prevent him/her from attending, the applicant will be placed on RULS for one week, resume training on the same day in the following week's class, and not be charged with an incident of absence or a missout.

### 1.5 Mentor Training

After successfully completing OCI training, a Bus Operator trainee undergoes mentor training at a LACMTA division, consisting of the trainee obtaining two weeks of actual, revenue service (passenger carrying) bus driving experience by being paired with a qualified mentor operator and working the mentor's work assignment with the mentor. LACMTA will make a good faith effort to assign a Bus Operator trainee whose Religious Obligations prevent him/her from working a particular period of time to an available mentor with a Suitable Assignment. As a result, such trainee may be assigned for mentor training to a division further from the trainee's home than would otherwise be the case.

If no mentor with a Suitable Assignment is available, the Bus Operator trainee will be placed on RULS, for a maximum of three weeks, until a mentor with a Suitable Assignment is available. If no such mentor is available within three weeks, the Bus Operator trainee will be required to repeat the four-week OCI training.

A Bus Operator trainee will be permitted to repeat the four week OCI training only once. If no mentor with a Suitable Assignment is available when the Bus Operator trainee completes his/her second OCI training, the trainee will again be placed on RULS for a maximum period of three weeks. If no mentor with a Suitable Assignment is available within this second three-week period, LACMTA may terminate the Bus Operator trainee who will not be eligible for rehire.

LACMTA is under no obligation to adjust any mentor's assignment to accommodate a Bus Operator trainee's Religious Obligations.

## ADDENDUM TO RELIGIOUS ACCOMMODATION POLICY RELIGIOUS ACCOMMODATION FOR BUS OPERATORS

### 1.6 Initial Assignment

LACMTA will make a good faith effort to assign a new Bus Operator whose Religious Obligations prevent him/her from working a particular period of time to a division where a Suitable Assignment is available and the operator will be assigned to such an assignment, if there is such a division. As a result, such an operator may be assigned to a division further from his/her home than would otherwise be the case.

If no Suitable Assignment exists at any division, then the Bus Operator will be placed on RULS until a Suitable Assignment becomes available (subject to the limitations stated above).

LACMTA is not obligated to create a Suitable Assignment in order to accommodate an employee.

### 1.7 Shake-ups and Hardship Transfers

Bus Operators whose Religious Obligations prevent them from working a particular period of time will bid for a Suitable Assignment at Shake-ups, with all other Bus Operators in the operator's division, in seniority order. An assignment is only a Suitable Assignment if it will remain a Suitable Assignment for the entire period of time for which the assignment is expected to last (for example, the six-month period between Shake-Ups). Although Sabbath times may change throughout the year (based upon time of sundown), LACMTA is not required to change the normal duration of any assignment to create a Suitable Assignment. If the operator's seniority is such that he/she is unable to obtain a Suitable Assignment during the Shake-up, he/she may seek a Hardship Transfer to another Division where a Suitable Shift is or becomes available. If a Suitable Assignment has not been obtained when the Shake-up takes effect, and the Bus Operator does not agree to work his/her assignment notwithstanding any conflict with his/her Religious Obligations, the Bus Operator will go on RULS, if allowed, pursuant to Section 1.2, or use vacation or other paid time off that the operator is otherwise entitled to, if any, until a Suitable Assignment becomes available at the operator's division or a Hardship Transfer is granted.

Although Bus Operators seeking a Hardship Transfer generally have to specify a particular division to which they request a transfer, Bus Operators seeking a Hardship Transfer based upon Religious Obligations are not required to specify; rather, such Bus Operators are permitted to request a Hardship Transfer to any division where a Suitable Assignment is or becomes available.

Other than as specified above, Hardship Transfers are governed by the existing rules; that are, Hardship Transfer requests of Equalized employees will continue to be granted first and according to seniority, and seniority and LACMTA's Bus Operator personnel needs will continue to govern which other Hardship Transfers are granted. Operators seeking a Hardship Transfer based upon Religious Obligations will not be



## ADDENDUM TO RELIGIOUS ACCOMMODATION POLICY RELIGIOUS ACCOMMODATION FOR BUS OPERATORS

given priority beyond their seniority over any other Bus Operators seeking Hardship Transfers.

### 1.8 Part-Time Bus Operators and Full-Time Bus Operators

Part-Time Bus Operators have the collectively bargained right to bid weekly for assignments assigned to newly transferred or promoted Part-Time Bus Operators. Similar to Shake-ups, if a Part-Time Bus Operator whose Religious Obligations prevent him/her from working a particular period of time is displaced from a Suitable Assignment by a more senior Part-Time Bus Operator, such operator is required to obtain another Suitable Assignment that his/her own seniority allows him/her to obtain, if there are any. If there are not, he/she may seek a Hardship Transfer to another division having a Suitable Assignment. If a new Suitable Assignment has not been obtained by the date the displacement becomes effective, and the Bus Operator does not agree to work his/her assignment notwithstanding any conflict with his/her Religious Obligations, the Bus Operator will go on RULS, or if allowed pursuant to Section 1.2, use vacation or other paid time off, until a Suitable Assignment becomes available at the operator's division or such Hardship Transfer is granted.

LACMTA will explain to Part-Time Operators whose Religious Obligations prevent them from working a particular period of time and who are considering promotion to Full-Time Bus Operator that some aspects of Full-Time Bus Operator status may interfere with their Religious Obligations.

Specifically, such Part-Time Bus Operators will be informed that: (1) all new Full-Time Bus Operators must work the extra board until they earn sufficient Full-Time seniority to bid a regular assignment; (2) extra board operators bid for their days off based upon seniority; and (3) it is very unlikely that low-seniority extra board operators will be able to obtain either Friday or Saturday off.

### 1.9 Voluntary Exchange of Regular Assignments

Consistent with the Collective Bargaining Agreement, a Full-Time Bus Operator who is not able to obtain a shift that does not conflict with his/her Religious Obligations may seek to exchange his or her regular assignment with another willing operator of the same classification at the same division. Such exchanges are subject to the approval of the appropriate Division Manager or designee and the Local UTU Chairman, whose approval will not be unreasonably withheld.

### 1.10 Religious Holidays

In addition to indicating on the "Specification of Religious Obligations for Bus Operators" form the Religious Holidays their Religious Obligations prevent them from working, Bus Operators with such needs will be expected to remind their Division Transportation Manager or Assistant Transportation Manager, in writing, approximately 30 days in advance of each upcoming Religious Holiday so that a

## ADDENDUM TO RELIGIOUS ACCOMMODATION POLICY RELIGIOUS ACCOMMODATION FOR BUS OPERATORS

religious accommodation can be attempted that does not impact LACMTA's service requirements, violate the Collective Bargaining Agreement, or otherwise cause undue hardship to LACMTA. If the Bus Operator fails to give this written reminder, LACMTA is not obligated to accommodate the Bus Operator's Religious Holiday.

Bus Operators are expected to fully cooperate with LACMTA in avoiding or minimizing any disruption caused by the Religious Holiday, including, upon request by LACMTA, the operator diligently requesting other operators of the same classification to voluntarily swap assignments for the day, and the operator agreeing to accept any other assignment offered to him/her (so long as the replacement assignment would not violate the operator's Religious Obligations or the terms of the Collective Bargaining Agreement). If the Bus Operator fails to so cooperate, LACMTA is not obligated to accommodate the Bus Operator's Religious Holiday.

The Bus Operator may also choose, or be required by LACMTA, to use any vacation or other paid time off the operator is otherwise entitled to for the Religious Holiday consistent with the requirements of the Collective Bargaining Agreement. If the use of vacation or other paid time off is subject to seniority bidding at the Bus Operator's division, the Bus Operator will only be permitted to use such vacation or other paid time off if that Bus Operator successfully bids by seniority for such use.

If the operator is unable to arrange a voluntary swap for the Religious Holiday, or to use vacation or other paid time off as described above, and LACMTA's Bus Operator personnel needs are such that no alternative Bus Operator of the same classification is available at the division to work on a non-overtime basis, the Bus Operator will be charged pursuant to the attendance and missout policies of the Collective Bargaining Agreement (or the MOU for probationary employees) with an absence or missout if he/she fails to work his/her assigned assignment notwithstanding the Religious Holiday.

### 1.11 Dispute Resolution between LACMTA and Bus Operator Applicants or Employees.

Should any dispute arise between LACMTA and its Bus Operator applicants or employees regarding the administration of this policy, LACMTA will attempt to resolve such dispute by means of the following process:

The Deputy Executive Officer, Human Resources will within ten (10) days of learning of the existence of the dispute make a good faith effort to resolve the reported dispute informally.

If the dispute is not resolved by the process specified above, the Bus Operator applicant or employee may appeal the matter to LACMTA's Deputy Executive Officer, Labor Relations within ten (10) days of the Deputy Executive Officer, Human Resources' decision regarding the dispute. The Deputy Executive Officer, Labor Relations' determination will be final.



LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY  
**REQUEST OF RELIGIOUS ACCOMMODATION**  
**FOR JOB APPLICANTS**  
*(CONFIDENTIAL)*

To be completed by Job Applicant  
Please print:

Name:		Telephone Number (work):	
Job and Bulletin # applying for:		Telephone Number (home):	

1. Describe specifically any religious obligations you have which may interfere with your ability to participate in the selection process for the position you have applied for, or which may interfere with your work requirements, if you have been offered a position with Metro.

---

---

---

---

---

---

---

---

2. Describe the religious accommodation that you are requesting.

---

---

---

---

---

---

---

---

3. Provide the name and address of the religious institution where you observe/participate in religious practices or services (e.g., church, synagogue) as well as the name and phone number of the person in charge of that institution.

---

---

---

---

---

---

---

---

4. Attach documentation supporting your request for religious accommodation (i.e., letter from religious advisor).



**Metro**

**Job Applicant** - Please forward your request to the Human Resources Analyst responsible for the examination which you have requested an accommodation.

Send to: Metro Human Resources Department  
One Gateway Plaza, 14<sup>th</sup> floor  
Los Angeles, California 90012  
ATTN: Name of Human Resources Analyst

I certify that the information provided above is true and correct to the best of my knowledge. I understand that providing false information on this form subjects me to disqualification from the selection process for this position.

Requestor's Signature:		Date:	
------------------------	--	-------	--



To be completed by the Deputy Executive Officer, Human Resources and Department Head, if applicable.

1. Request for Accommodation:

Approved: <input type="checkbox"/>	Signature of RAA		Date	
Approved: <input type="checkbox"/>	Signature of Dept. Head		Date	
Denied: <input type="checkbox"/>	Signature of RAA		Date	
Denied: <input type="checkbox"/>	Signature of Dept. Head		Date	
Recommend Alternative Accommodation: <input type="checkbox"/>	Signature of RAA		Date	
Recommend Alternative Accommodation: <input type="checkbox"/>	Signature of Dept. Head		Date	

If request denied, what is the reason?

- Undue hardship
- Threat to health & safety
- Other

Describe reason(s)


If request approved, describe the specific accommodation(s) to be provided.


If recommend different accommodation from that requested, describe the specific accommodation(s) to be provided and why.




LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY  
**REQUEST OF RELIGIOUS ACCOMMODATION**  
**FOR CURRENT EMPLOYEES**  
*(CONFIDENTIAL)*

To be completed by Current Employees  
 Please print:

Name:		Telephone Number:	
Job Title:		Department Name/#:	
Work Shift Days/Hour:		Name of Supervisor:	

1. Describe specifically any religious obligations you have which may interfere with your work requirements. If relating to your work schedule, include in your description, any specific dates, days and/or times your religious obligations preclude you from working.

---

---

---

---

---

---

---

---

2. Describe the religious accommodation that you are requesting.

---

---

---

---

---

---

---

---

3. Provide the name and address of the religious institution where you observe/participate in religious practices or services (e.g., church, synagogue) as well as the name and phone number of the person in charge of that institution.

---

---

---

---

---

---

---

---

4. Attach documentation of days/times that you observe/participate in religious practices or services (i.e., Church Bulletin; Religious Institution's Statement of Belief or Doctrine).



Please forward your request to your immediate supervisor or the Deputy Executive Officer, Human Resources/Religious Accommodation Administrator.

Send to: Metro Human Resources Department  
One Gateway Plaza, 14<sup>th</sup> floor  
Los Angeles, California 90012  
ATTN: (Name of Immediate Supervisor or Deputy Executive Officer, Human Resources)

I certify that the above descriptions of my religious obligations are true and correct to the best of my knowledge. I understand that providing false information on this form subject me to employee discipline by the MTA, up to and including termination. Additionally, I understand that it is my responsibility to complete a form with updated information should the date(s) of my religious obligations or nature of my obligations change from year to year, and that failure to submit another form may result in the denial of future accommodations.

Employee's Signature		Date:	
----------------------	--	-------	--



To be completed by the Deputy Executive Officer, Human Resources and Department Head, if applicable.

**1. Request for Accommodation:**

Approved: <input type="checkbox"/>	Signature of RAA		Date	
Approved: <input type="checkbox"/>	Signature of Dept. Head		Date	
Denied: <input type="checkbox"/>	Signature of RAA		Date	
Denied: <input type="checkbox"/>	Signature of Dept. Head		Date	
Recommend Alternative Accommodation: <input type="checkbox"/>	Signature of RAA		Date	
Recommend Alternative Accommodation: <input type="checkbox"/>	Signature of Dept. Head		Date	

**If request denied, what is the reason?**

- Undue hardship
- Threat to health & safety
- Other

**Describe reason(s)**

---

---

---

---

---

---

**If request approved, describe the specific accommodation(s) to be provided.**

---

---

---

---

**If recommend different accommodation from that requested, describe the specific accommodation(s) to be provided and why.**

---

---

---

---



LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY  
SPECIFICATION OF RELIGIOUS OBLIGATIONS FOR BUS OPERATORS

The Los Angeles County Metropolitan Transportation Authority (Metro) has a policy under which Bus Operators in Metro's Operations Division may be eligible, in certain circumstances, for a religious accommodation with respect to their schedules. It is important that all Bus Operators requesting an accommodation fully understand the details of the policy. A copy of Metro's Religious Accommodation Policy should have been provided with this form. If you did not receive one, or would like further information, please contact Stefan Chasnov. He can be reached at (213) 922-5223 or in person in the Human Resources Department office on the 14<sup>th</sup> floor of the USG Building.

A Bus Operator seeking an accommodation must fill out this form in its entirety and return a copy of it both to Stefan Chasnov, Deputy Executive Officer, Human Resources and to the Bus Operator's Division Manager. Filling out this form does not guarantee that an accommodation can be made. Accommodations will be made only in accordance with the written policy, which takes into account several important factors, including among others, seniority and manpower needs. The information provided on this form is subject to verification. Bus Operators providing false information on this form are subject to discipline, including termination. Questions regarding the information requested on this form should be directed to Stefan Chasnov, Deputy Executive Officer, Human Resources at (213) 922-5223.

Name \_\_\_\_\_ Badge No \_\_\_\_\_ Division \_\_\_\_\_

1. Describe specifically any religious obligation(s) you have which may interfere with your work schedule or other work requirements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the religious accommodation you are requesting. NOTE: If you intend to observe a religious holiday, you must notify your manager at least 30 days in advance of the holiday.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Provide the name and address of the religious institution where you observe/participate in religious practices or services (e.g. church, synagogue) as well as the name and phone number of the person in charge of that institution.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Attach documentation of days/times that you observe/participate in religious practices or services (e.g., church bulletin or religious institutions statement of belief or doctrine, letter from a religious advisor, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information provided above is true and correct to the best of my knowledge. I understand that providing false information on this form subjects me to employee discipline by Metro, up to and including termination. Additionally, I understand that it is my responsibility to complete a form with updated information should the date(s) my religious obligations preclude me from working change from year to year, and that failure to submit another form may result in the denial of future accommodations.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Metro**

**HUMAN RESOURCES  
Violence and Intimidation Prevention**

(HR 43)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) promotes a safe working environment for all of its employees; prohibiting acts or threats of violence in any form, by or against any LACMTA employee, vendor, contractor or visitor. With the exception of sworn officers or security personnel in the course of duty, LACMTA employees are prohibited from possessing weapons at any time on LACMTA property, in LACMTA vehicles, at any LACMTA-sponsored events or while otherwise engaged in LACMTA-related duties

LACMTA requires employees to treat each other professionally, with civility and respect. Intimidating and bullying behavior will not be tolerated

Violations of this policy may lead to removal from the property, discipline up to and including termination, and/or referral to the proper authorities

**PURPOSE**

The purpose of this policy is to provide a safe and secure working environment for all employees, to protect the safety of LACMTA passengers, contractors, vendors and the general public, and to ensure the smooth operation and delivery of service by LACMTA

**APPLICATION**

This policy applies to all LACMTA employees, vendors, contractors and visitors while on LACMTA property, or when performing business with, or providing service for LACMTA.

If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement prevails.

Caesandra G. Langston  
APPROVED County Counsel or N/A

Michelle Caldwell  
Department Head

Arthur T. Yeahy  
ADOPTED CEO

Effective Date 9/26/13



# **Metro** HUMAN RESOURCES

## **Violence and Intimidation Prevention**

(HR 43)

### **1.0 GENERAL**

All employees are responsible for maintaining a safe work environment. Retaliation and/or harassment against an employee who reports real or implied threats of violence or violent behavior, is prohibited. Supervisors and managers who receive reports of threats will respond with serious attention to all incidents.

It is not considered harassment when managers and supervisors are counseling employees in a reasonable manner, about an employee's job performance.

### **2.0 PROCEDURES**

#### **2.1 Workplace Security Measures**

In an effort to fulfill LACMTA's commitment to a safe work environment for employees, vendors, contractors and visitors, the following procedures have been created:

- Access to non-public LACMTA property is limited to those with legitimate business interest.
- Employees entering LACMTA property must display LACMTA identification.
- Visitors must register and display identification while on LACMTA premises.
- Employees separated from LACMTA will not be allowed on LACMTA non-public property except under prescribed and/or supervised circumstances.

#### **2.2 General Reporting**

Employees must immediately notify their manager or supervisor if they experience or witness threats, violence, bullying or intimidation, or other disruptive behavior. The manager or supervisor must take all notifications seriously, promptly investigate, and seek assistance from the Threat Management Team (TMT), if necessary. Employees should seek out the next level of management in their area, if they are uncomfortable talking to their direct supervisor, or if the supervisor is the individual posing the threat. If that is not possible, employees should contact the Violence Prevention Coordinator in Human Resources at (213) 922-4867.

#### **2.3 Crisis Reporting**

If an incident is an emergency or requires immediate attention:

- Call 9-1-1, and call LACMTA Transit Security at (213) 922-7600.
- Provide as many details as possible, including location, description of incident, name(s) of who to contact, telephone number and address.
- Notify the appropriate Department Head or Division Manager.



# **Metro** HUMAN RESOURCES

## **Violence and Intimidation Prevention**

(HR 43)

### **2.4 False Reports**

Employees making intentionally false and malicious complaints of workplace violence will be subject to disciplinary action up to and including termination, and/or referral to authorities as appropriate. Good faith complaints will not be subject to disciplinary action, even if unintentionally erroneous.

### **2.5 Restraining Orders**

Employees who have obtained legal restraining orders that could impact the workplace must report these to their immediate supervisor and LACMTA Transit Security within 24 hours. Copies must be provided to the County Counsel's Office and Violence Prevention Coordinator. Employees who secure restraining orders must abide by them.

### **2.6 Domestic Violence, Sexual Assault, Stalking**

LACMTA will make every effort to assist employees involved in domestic violence, sexual assault, and/or stalking, and comply with legal mandates, upon notification Assistance may include, but is not limited to confidential means for seeking help; resource and referral information through the Employee Assistance Program (EAP), and special considerations at the workplace for employee safety. LACMTA will maintain confidentiality, respecting the employee's rights and privacy

### **2.7 Threatening Communications**

Threatening letters received by an employee ***are to be physically handled as little as possible***, and placed in a plain white envelope for delivery to LACMTA Transit Security or the on-duty LACMTA Transit Security Watch Commander Employees should save any threatening e-mail, voicemail or other social media messages, and immediately inform LACMTA Security.

### **2.8 Policy Violation**

Violations of this policy may lead to removal from the property, discipline up to and including termination, and/or referral to the proper authorities. If classified as serious, and violence imminent, the employee(s) may be immediately suspended, removed from the premises and placed on administrative leave, pending a formal investigation and hearing to determine appropriate disciplinary action, up to and including termination.

During the risk assessment and disciplinary processes, employees may be referred to EAP for an initial assessment or an LACMTA-contracted Health Care Provider for a Fitness-for-Duty evaluation, and he/she must sign all necessary consents, and



# Metro HUMAN RESOURCES

## Violence and Intimidation Prevention

(HR 43)

releases. If allowed to return to work, he/she may also be required to sign an agreement stipulating the terms for continued employment. Failure to submit to the Fitness-for-Duty evaluation or sign all applicable documents may lead to disciplinary action, up to and including termination.

Employees involved in a physical altercation or battery at work will also be referred for Reasonable Suspicion Testing under LACMTA's *Drug and Alcohol Free Work Environment Policy* (HR46).

### 3.0 DEFINITION OF TERMS

**Assault** – Speaking or behaving in such a manner that another person is placed in fear of physical harm or personal jeopardy. The victim does not need to be afraid in the situation for an assault to occur, nor does contact need to be made, if the offender's outward gestures are menacing and the intent to do harm is present.

**Battery** – Intentional and offensive physical contact with a person without his/her consent. Examples include, but are not limited to: hitting, slapping, pushing, pulling, kicking, tripping or punching

**Bullying** – Malicious, aggressive, hostile or hurtful treatment, generally psychologically or emotionally damaging; generally a repeated behavior, but may consist of a single or few extreme actions.

**Crisis** – A situation where a person's life or physical well being is perceived to be in immediate danger or after an act of violence that has resulted in physical injury or death.

**Destructive Behavior** – Any deliberate act of physical destruction or defacing of property, throwing of objects, vandalism or arson that is viewed as an act of violence. Property includes LACMTA property and vehicles as well as employee personal property

**Disruptive Behavior** – Behavior intended to disturb, interfere with or prevent normal work activities such as yelling, using profanity, verbally abusing others, or waving arms and fists.

**Domestic Violence** – Abusive behavior between family or household members, or people in any other intimate relationship. It may include, but is not limited to: physical violence; sexual, emotional and psychological intimidation, verbal abuse and stalking.

**Harassment** – Offensive conduct which, through repetitive and persistent behavior directed at a specific person or group causes substantial emotional distress and creates a hostile and abusive environment in the workplace.

**Intimidation** – Intentional behavior in the workplace that would cause a reasonable person to fear injury or harm, often for the purpose of domination



# Metro HUMAN RESOURCES

## Violence and Intimidation Prevention

(HR 43)

**Menacing** – Behavior indicating an intention to inflict harm to another employee.

**Stalking** – Following, and/or harassing of another employee with the intent of placing an employee in reasonable fear for his or her safety or the safety of immediate family members.

**Threat** – Verbal, gestured, written or otherwise communicated intent of injury or harm to people or property. Threats may include, but are not limited to: verbal and/or physical intimidation, menacing, or excessively aggressive behavior.

**Violence** – Any single behavior or series of behaviors that constitutes actual or potential assault or battery, whether or not it results in bodily harm. Violence also includes intimidation, harassment, stalking, terrorism, bullying, menacing, disruptive or destructive behavior, and willful damage to personal or LACMTA property or vehicles.

**Weapons** – Firearms, imitation firearms, knives, explosives, dangerous chemicals, or other objects intended for use in harming anyone or damaging property.

- Exceptions: knives or knife-like tools required for employee duties; and pen-knives with blades less than 2 inches.
- Note. Weapons, or weapon-like objects, carried as part of a religious obligation are **not** an exempt from this policy unless approved under the *Religious Accommodation* (HR 20) policy.

### 4.0 RESPONSIBILITIES

**County Counsel** will consult with and advise TMT and managers/supervisors, with regard to administrative and criminal investigations and securing restraining orders.

**Employee and Labor Relations** will consult with and advise TMT and managers/supervisors, with regard to disciplinary actions.

**Employees** are responsible for complying with this policy and treating each other professionally at all times. Employees subject to or witnessing any threats, violence, bullying or intimidation, or other disruptive behavior must report the incident(s) in accordance with §2.2. General Reporting.

**Human Resources** maintains the TMT, and administers and communicates this policy, and other violence prevention. The department monitors events and changes in the environment that may trigger violence. Primary responsibility will be with the designated **Violence Prevention Coordinator**.

**Managers/Supervisors** enforce this policy, monitoring work sites and personnel to maintain a violence-free environment. They must investigate and document all incidents of



# Metro HUMAN RESOURCES

## Violence and Intimidation Prevention

(HR 43)

workplace threats, violence, bullying, intimidation, or other disruptive behavior, and notify the Violence Prevention Coordinator. Disciplinary action will be conducted according to the *Discipline* (HR 47) policy. Exigent circumstances require that managers and supervisors act in accordance with §2.3· Crisis Reporting

**LACMTA Transit Security** will provide support and assistance to the TMT and take appropriate action in response to a report of violence or a threat of violence.

**Threat Management Team (TMT)** is a resource and advisory committee whose members can be called upon to conduct initial investigations, assess risks and make recommendations for managing the situation. The TMT will obtain the services of threat assessment professionals as needed on a case-by-case basis

### 4.0 FLOWCHART

Not Applicable

### 5.0 REFERENCES

1. Discrimination/Harassment (EO 3)
2. Employee Assistance Program (HR 40)
3. Discipline (HR 47)
4. Fitness-for-Duty (HR 29)
5. Drug and Alcohol Free Work Environment (HR 46)
6. California Labor Code 230.1
7. Religious Accommodation (HR 20)

### 6.0 ATTACHMENTS

Not Applicable

### 7.0 PROCEDURE HISTORY

- |          |  |
|----------|--|
| 11/01/95 | New Policy   |
| 09/17/07 | Revision underscores responsibility shared by all employees for maintaining a safe work environment; prohibition against weapon extended to parking areas; introduces potential of discipline for malicious false reports; and addresses LACMTA's responsibility to employees experiencing domestic violence. Changed record series number from HR 9-1 to HR 43. |
| 02/15/10 | Revision addresses the issue of weapons carried as a religious obligation and also further clarifies management responsibilities   |
| 08/08/13 | Biennial Review. Streamlined; revised to amplify employee and management responsibilities; addressed issues of intimidation in the workplace.  |



Los Angeles County  
Metropolitan Transportation Authority

# Metro

## EQUAL EMPLOYMENT OPPORTUNITY

### Equal Employment Opportunity Contract Compliance

(EO 7)

#### POLICY STATEMENT

In compliance with federal laws, the Los Angeles County Metropolitan Transportation Authority (LACMTA) prohibits its contractors, subcontractors, and transit providers from employment discrimination on the basis of race, color, religion, sex, national origin, age, disability or veteran status in their employment practices. LACMTA also requires its contractors, subcontractors, and transit providers to demonstrate good faith efforts to meet affirmative action goals for employment of minorities and females.

#### PURPOSE

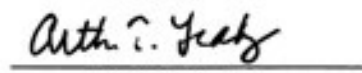
The purpose of this policy is to comply with federal laws related to equal opportunity for all employment applicants and employees of LACMTA contractors, subcontractors, and transit providers who perform contracts that are wholly or in part federally funded.

#### APPLICATION

This policy applies to all LACMTA contractors, subcontractors, and transit providers.

  
Chief of SBU

  
APPROVED: County Counsel or N/A

  
ADOPTED: CEO

Effective Date: 7/21/2009

Date of Last Review: \_\_\_\_\_





# **Metro** EQUAL EMPLOYMENT OPPORTUNITY

## Equal Employment Opportunity Contract Compliance

(EO 7)

### 1.0 GENERAL

The Equal Employment Opportunity (EEO) Unit administers LACMTA's equal employment opportunity and Affirmative Action Program. To ensure that LACMTA contractors, subcontractors, and transit providers comply with federal contract compliance laws, LACMTA's EEO Unit reviews contractor, subcontractor, and transit provider Affirmative Action Programs (AAP) to ensure that federal-fund recipients recruit, select, train, compensate, and provide other terms and conditions of employment without regard to race, color, religion, sex, national origin, disability, age, or veteran status.

### 2.0 PROCEDURES

#### 2.1 Equal Employment Opportunity

State and federal laws prohibit discrimination in employment decisions on the basis of race, color, religion, sex, national origin, age, disability, and veteran status. Federal Transit Administration (FTA) Circular 4704.1 prohibits discrimination based on race, color, creed, national origin, sex, age, or disability under any project, program, or activity funded wholly or in part by federal funds. The Office of Federal Contract Compliance Programs (OFCCP) Executive Order 11246 (E.O. 11246) specifically prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin by contractors or subcontractors with federally-assisted contracts exceeding \$10,000. Section 503 of the Rehabilitation Act prohibits discrimination in employment of qualified individuals with disabilities. The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) and other laws protect veteran status.

If LACMTA's Equal Employment Opportunity (EEO) Unit is aware of a discrimination claim made by a contractor's or subcontractor's job applicant or employee which violates this policy (EO 7), the EEO Unit will work with the contractor or subcontractor to resolve the complaint.



**Metro**

## EQUAL EMPLOYMENT OPPORTUNITY Equal Employment Opportunity Contract Compliance

(EO 7)

### 2.2 Affirmative Action Programs

Federal Transit Administration (FTA) Circular 4704.1 requires that any recipient of federal funds have an equal employment opportunity program with a Statement of Policy and a formal communication process to disseminate the program. The Statement of Policy must include:

1. the recipient/subrecipient/contractor/subcontractor's commitment to equal employment opportunity;
2. a commitment to an affirmative action program (AAP), including goals and timetables to correct underutilization of women and minorities;
3. responsibility for implementation of the AAP assigned to a manager or director;
4. management sharing in AAP responsibility and assigned specific tasks to ensure compliance;
5. complaint filing process;
6. managerial performance evaluated based on success of AAP; and
7. acknowledgment that successful achievement of AAP goals leads to fuller utilization and development of previously underutilized human resources.

The Office of Federal Contract Compliance Programs (OFCCP) Executive Order 11246 (E.O. 11246) also includes affirmative action provisions and requires that federally-funded contractors and subcontractors provide a statement they will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

Non-construction (service and supply) contractors with 50 or more employees and federally-funded contracts of \$50,000 or more are required to develop and implement a written affirmative action program (AAP) for each establishment. The AAP must identify those areas, if any, in the contractor's workforce that reflect utilization of women and minorities. Contractors must establish goals to reduce or overcome any underutilization.



**Metro**

## EQUAL EMPLOYMENT OPPORTUNITY

### Equal Employment Opportunity Contract Compliance

(EO 7)

OFCCP has established a distinct approach to affirmative action for the construction industry due to the fluid and temporary nature of the construction workforce. OFCCP, rather than the contractor, establishes goals and specifies affirmative action which must be undertaken by federally-funded construction contractors.

#### 2.3 Reporting Requirements

- 2.3.1 Construction contractors and subcontractors with 50 or more employees and government contracts of \$50,000 or more are required to make certified copies of all payroll records available for inspection or furnish upon request to LACMTA, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards and the Department of Industrial Relations, in compliance with California Labor Code Section 1776.

Construction contractors and subcontractors must provide updated Monthly Employment Utilization Reports (MEURs) on utilization of minorities and females in their workforce by trade. LACMTA will review goals and timetables of MEURs.

Construction contractors and subcontractors subject to this policy must make good faith efforts to achieve goals set by the Office of Federal Contract Compliance Programs (OFCCP) for the employment of women and minorities in all crafts and trades in their area. These contractors and subcontractors must pursue such goals on all their construction work, whether or not federal or federally assisted.

The Manager of Labor Compliance will conduct compliance evaluations of construction contractors and subcontractors. Those found not in compliance will be notified. The Deputy Executive Officer (DEO) will be notified of any contractor or subcontractor failure to correct noncompliance.

The DEO, Diversity and Economic Opportunity Department (DEOD) is required to take all necessary actions to ensure that no one intimidates or discriminates against an individual for filing a discrimination complaint or participating in a proceeding under Executive Order 11246.



**Metro**

## EQUAL EMPLOYMENT OPPORTUNITY Equal Employment Opportunity Contract Compliance

(EO 7)

- 2.3.2 Non-construction (supply and service) contractors and subcontractors with 50 or more employees and government contracts of \$50,000 or more are required to develop and implement a written affirmative action program (AAP) for each business entity. The AAP should be developed by the contractor with technical assistance from The Department of Labor's Employment Standards Administration's Office of Federal Contract Compliance Programs (OFCCP) if necessary.

If a contractor has no AAP implemented, the contractor may reach agreement with the LACMTA on the development and use of functional AAPs, which are organized along functional or business lines. The AAP is a management tool designed to encourage equal employment opportunity.

In general, the AAP should describe the policies, practices, and procedures that the contractor or subcontractor uses to ensure that all qualified applicants and employees receive equal opportunities for employment and advancement. If the contractor or subcontractor is not employing women or minorities at a rate to be expected given the relevant labor pool, the AAP must include specific practical steps to address the underutilization. Contractors with an AAP must implement the program, keep it on file, and update it annually.

- 2.3.3 Transit Providers that employ 50 or more transit-related employees that also satisfy at least one of four additional criteria (e.g. having a federal contract of \$50,000 or more) must develop written affirmative action program (AAP). An AAP should cover each of the contractor's business entities.

Transit providers must submit a report of specific affirmative action steps taken to meet the goals of the AAP. Specific affirmative actions steps include:

- ensuring and maintaining a working environment free of harassment, intimidations, and coercion at all sites and facilities where employees work;
- establishing and maintaining a current list of minority and female recruitment sources;



**Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY** **Equal Employment Opportunity Contract Compliance**

(EO 7)

- maintaining a current file of names, addresses, and telephone numbers of every minority and female walk-in applicant, as well as minority or female referrals from a union, recruitment source or community organization, including what actions were taken with respect to each walk-in applicant;
- developing on-the-job training and apprenticeship programs for minorities and females relevant to the contractor's employment needs;
- disseminating the contractor's AAP to unions and training programs and requesting their cooperation in assisting the contractor in meeting its EEO obligations;
- reviewing the contractor's EEO/Affirmative Action Program with regard to hiring, assignments, layoffs, and terminations;
- ensuring that seniority practices, job classifications, work assignments, and other personnel practices are not discriminatory; and
- ensuring that all contractor activities are non-segregated.

No contractor's or subcontractor's compliance status will be judged solely on whether or not the goals are reached and timetables are met. Rather, each contractor's or subcontractor's compliance will be reviewed to determine the contents of its program, the extent of its adherence to the program, and its good faith efforts to make its program work toward program goals within program timetables.

### **2.4 Review and Monitoring**

The Manager of EEO Programs reviews all contracts covered by the Affirmative Action Program to determine if contractor and subcontractor performance complies with the AAP requirements and obligations.

### **2.5 Contractor Notification and Resolution of Non-Compliance**

The Manager of EEO Programs reviews the contractor's report for compliance or non-compliance. If any non-compliance is found, the Manager of EEO Programs will notify the contractor in writing, and make every reasonable



**Metro**

## EQUAL EMPLOYMENT OPPORTUNITY Equal Employment Opportunity Contract Compliance

(EO 7)

effort to secure compliance through informal conferences, conciliation, and negotiation. If the contractor does not correct the areas of non-compliance, the Manager of EEO Programs will prepare a notice and "show cause" letter to submit to the DEO, DEOD who will request that the contractor state (show cause) why further action should not be taken.

### 2.6 Remedial Action

The DEO, DEOD and the Manager of EEO Programs will review the contractor's response to the "show cause" letter to determine what actions are appropriate to resolve the non-compliance in accordance with the terms and conditions of the contract.

### 3.0 DEFINITION OF TERMS

**Affirmative Action Plan** – A written, detailed, results-oriented set of procedures designed to achieve prompt and full utilization of women and minorities at all levels and in all areas of an employer's work force.

**Compliance** – Applicant, recipient, or sub-recipient has met the requirements of nondiscrimination on the basis of race, color, creed, national origin, sex, age, disability veteran status.

**Concentration** – A higher representation of a particular group (e.g., Blacks, Hispanics, women, etc.) in a job category or department compared to their representation in the relevant labor market.

**Contractor** – Any entity or organization which has entered into a contract with a LACMTA applicant, recipient, or sub-recipient.

**Discrimination** – Any act, or any failure to act, which has the purpose or effect of limiting, excluding, or denying a person an employment opportunity because of race, color, religion, national origin, sex, age, disability, or veteran status.

**Equal Opportunity** – Terms and conditions of employment without regard to race, age 40 and over, religion, color, sex, national origin, ancestry, disability (including AIDS), cancer-related medical condition, marital status, and veteran status in accordance with state and federal laws.



# **Metro** EQUAL EMPLOYMENT OPPORTUNITY

## Equal Employment Opportunity Contract Compliance

(EO 7)

**Good Faith Efforts** – Actions taken to achieve the objectives of the EEO program, including utilizing processes to implement the specific provisions of this policy.

**Minority Workforce Utilization** – The requirement to utilize women and minorities in proportions established by applicable goals in the geographical location where work is being performed by the contractor or subcontractor.

**Minority or Minority Group Persons** – Includes the following:

- (1) **Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups or Africa;
- (2) **Hispanic:** All person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- (3) **Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, or the Pacific Islands. This area includes, China, Japan, Korea, the Philippine Islands, and Samoa; and
- (4) **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**National Origin** – The country in which a person was born or where the person's parents or ancestors were born.

**Non-compliance** – A failure to meet the requirements of this policy, the guidelines of an AAP, or state and federal laws.

**Primary Recipient** – Any recipient that is authorized or required to request federal assistance on behalf of sub-recipients, and distributes the financial assistance to sub-recipients for the purpose of carrying out a program.

**Probable Non-Compliance** – LACMTA has found that the applicant, recipient, or sub-recipient does not fully satisfy the requirements stated in this policy; LACMTA has requested the applicant, recipient, or sub-recipient to take remedial or corrective actions to achieve compliance; or LACMTA has initiated an enforcement action against the applicant, recipient, or sub-recipient.



# **Metro** EQUAL EMPLOYMENT OPPORTUNITY

## Equal Employment Opportunity Contract Compliance

(EO 7)

**Program Applicant** – An eligible public entity or organization that submits an application for financial assistance under any LACMTA program.

**Recipient** – Any public or private entity to which LACMTA gives financial assistance.

**Subcontractor** – Any entity or organization which has entered into a contract with a prime contractor.

**Sub-Recipient** – Any entity that receives LACMTA financial assistance through a primary recipient.

**Underutilization** – A condition where there are fewer women or minorities in a particular job category or department than would reasonably be expected based on their presence in the relevant labor force.

### 4.0 RESPONSIBILITIES

The Diversity and Economic Opportunity Department (DEOD) is responsible for monitoring contractors, subcontractors, grant applicants, recipients, or sub-recipients and their adherence to this policy.

The Equal Employment Opportunity (EEO) Unit and the Deputy Executive Officer (DEO), DEOD determine the appropriate remedial action for non-compliance of this policy.



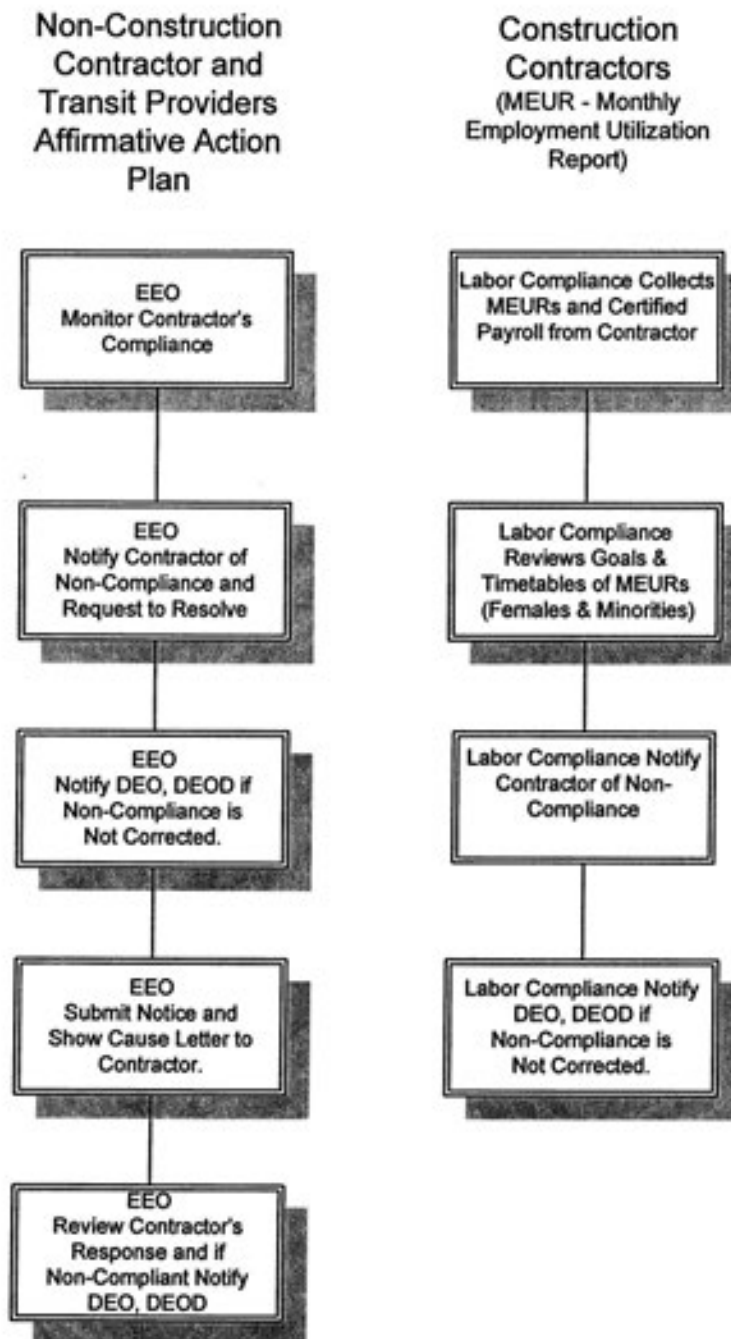


# Metro EQUAL EMPLOYMENT OPPORTUNITY

## Equal Employment Opportunity Contract Compliance

(EO 7)

### 5.0 FLOWCHART





**Metro**

**EQUAL EMPLOYMENT OPPORTUNITY**  
**Equal Employment Opportunity Contract Compliance**

(EO 7)

**6.0 REFERENCES**

Federal Transit Administration Circular 4704.1

Office of Federal Contract Compliance Programs Executive Order 11246, as amended

Section 503 of the Rehabilitation Act, as amended

Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) 38  
U.S.C. 4212

41 CFR 60

**7.0 ATTACHMENTS**

Not Applicable

**8.0 PROCEDURE HISTORY**

07/02/2009 New policy.

# Metro is an EEO Employer Statement

# Certificate of Merit

Summer 2014

*We wish to acknowledge the organization's commitment to Diversity*



**Metro**

*as an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Sexual Orientation, Age, National Origin, Veteran Status, Disability or Genetic Information and prohibits Retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.*

*It is this kind of committed action that keeps America the land of diversity, freedom and opportunity for all.*

*We commend METRO for being a model of equality and diversity. Following their exemplary conduct, we hope for the day that each and every one of us embraces this attitude of fairness and equality in our hearts and minds.*

**LOVICK**

**DIVERSITY CAREER JOURNAL**

## Come Aboard!

Join Metro's team of dedicated transportation professionals and help provide the people of Los Angeles County with one of the most effective and efficiently operated mass transit systems in the entire country.

Metro offers a variety of employment opportunities that present exciting challenges and growth opportunities in an outstanding work environment.

Metro also offers its employees competitive salaries and an attractive benefit package which includes:

- Medical, dental and vision health insurance
- Group life insurance
- Paid holidays, sick leave and vacation leave or Time Off with Pay
- Pension Plan
- 457 Deferred Compensation and 401 (K) Thrift Saving Plans
- Tuition and professional development assistance
- In-house training programs
- Medical and Dependent Care Flexible spending accounts
- Transit Passes for employees and/or eligible dependents and Transportation Subsidy

To provide a safe and customer-friendly experience for those traveling on Metro's system, and to maintain a professional work environment for Metro employees, Metro has adopted a policy prohibiting employees showing visible body-art modifications in the workplace. Body-art modifications include, but are not limited to: tattoos, branding, intentional scarring, sub-dermal implants, non-ear piercings and gauge earrings. All Metro employees must cover up (or remove) **visibly exposed** body-art modifications at all times in the workplace, or while representing Metro in an official capacity.

## Equal Opportunity Employer

Metro is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status, or disability.





Metro Bus  
Operator

Metro Mechanic

Metro  
Transportation  
Planner

Metro Construction  
Staff

## Online Employment Application Process!

Applying for a position with Metro is fast and easy!

You can apply for an unlimited number of vacancies without creating a separate application for each and receive all correspondence from Metro regarding your application results by e-mail. All you need is an e-mail address to create an account.

- Only authorized employees have access to your information submitted.
- Online applications are stored on a secure site.
- Your detailed work history is required on your application.
- A resume submitted in lieu of an application will not be sufficient and applications may be rejected if they are incomplete.

Computers are available to complete Online Employment Applications at the following location:

### **METRO Headquarters**

Employment Office

One Gateway Plaza Level

Los Angeles, CA 90012-2932

Jobline: 213.922.6217

Riders with hearing or speech impairments, use the California Relay Service, 711, and then the number you need.



If you have any questions regarding the application process, contact the Metro Human Resources Office at 213.922.6217 or write: Metro, Human Resources Department, Plaza Level, One Gateway Plaza, Los Angeles, CA 90012-2952.

## Application and Contact Information

A job posting titled "Administrative Intern" will be listed when there are opportunities available. To apply for the Metro Internship Program, visit our Employment Opportunities [website](#).

**Jobline:** 213.922.6217

Looking for a Job?

### Employment Opportunities

Start your application by clicking on the link above. Apply for a position or save your profile and apply at a later time.

#### Additional Information

[Non-Represented Annual Pay Table](#)

[Job Specifications](#)

[Internships](#)

[Entry Level Trainee Program](#)

[Exposition Metro Line Construction Authority Jobs](#)

[Employment Verification](#)

### Metro Bridge Academy



## Fast-track your career

[LEARN MORE](#)

Metro is actively seeking qualified candidates to fill future Bus Operator vacancies. The Metro Bridge Academy, a partnership amongst Metro, Los Angeles Valley College and Community Career Development prepares candidates in a four week pre-employment preparation program to be successful in the Bus Operator selection process. Graduates are guaranteed an interview with Metro.

For viewing MS Word, Powerpoint, and Excel documents - Download [Adobe Acrobat Reader](#) (free) or use [Google Docs Reader](#) (online)



# EEO Staff Job Descriptions

**Los Angeles County Metropolitan Transportation Authority****Job Classification Specification****EXECUTIVE OFFICER, CIVIL RIGHTS PROGRAMS COMPLIANCE**

Pay Grade HAA

(\$ 152,256.00 - \$ 190,340.80 - \$ 228,384.00)

**Basic Function**

To direct and oversee the activities of Metro's civil rights programs, including American with Disability Act (ADA), Equal Employment Opportunity (EEO), and Title VI, to promote equal access and opportunity, and ensure compliance with state and federal laws and regulations preventing unlawful discrimination.

**Classification Characteristics**

This classification is exempt/at will and the incumbent serves at the pleasure of the hiring authority. This classification is exempt/at-will and the incumbent serves at the pleasure of the hiring authority.

**Supervised by:** Chief Executive Officer

**Supervises:** Equal Opportunity And Civil Rights Programs Manager; ADA Compliance Manager; Administrative Analyst

**FLSA:** Exempt

**Work Environment**

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.

**Examples of Duties**

- Directs the administration and implementation of Metro's programs and services in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, California Unruh Act (Civil Code Section 51 et seq), and California Disabled Persons Act (Civil Code Section 54 et seq)
- Engages in meaningful, targeted outreach to older adults, people living with disabilities, ethnic and cultural minorities, people of various national origins, and women; as well as to advocacy groups, associations and service providers representing such groups
- Develops agency-wide support and directs responses to federal and state accessibility audits, evaluations, and inspections of agency's accessibility features and civil rights compliance
- Develops and coordinates responses to civil rights inquiries and concerns from the public, and local, federal, and state agencies
- Manages and directs the review of all construction project plans and drawings, and inspection of new and current facilities for accessibility and Title VI
- Ensures agency-wide coordination of Metro's Title VI programs, including compliance with Service Equity, Public Involvement, Limited English Proficiency (LEP), FTA Title VI Reporting, Title VI complaint response, and other Title VI requirements, and recommends direction for agency's compliance
- Reviews all relevant Metro documents for accessibility and Title VI issues
- Directs the administration of Metro's Equal Employment Opportunity (EEO) program to ensure compliance with applicable policy, state and federal laws/regulations
- Oversees and reviews the development and implementation of training programs for all Metro personnel related to ADA, EEO and Title VI policies and procedures
- Acts as Metro's voting representative on the Access Services Board of Directors
- Oversees the Access Services Contract, including Sheriff Services and Metrolink Services for Access
- Oversees the compliance of Title VI, Title VII, ADA, and EEO for all federal sub-recipients receiving funds through Metro
- Directs and manages the investigation of and reviews recommendations on complaints and grievances from employees, customers and community based organizations regarding ADA, EEO and Title VI compliance
- Directs and manages the monitoring of claims and complaints of compliance with state and federal accessibility rules and regulations; directs accessibility complaints to appropriate Metro units
- Directs the development of studies and reports to evaluate accessibility of agency's programs and facilities
- Monitors capital and operating budgets and adherence to policies and procedures Represents Metro at meetings and conferences with public agencies, the private sector, public and corporate officials, and the general public Directs the conduct of studies, investigations, and analyses; presents oral and written reports of findings and recommendations to DCEO/CEO Maintains and updates long-range staffing plans, resource needs, and contingencies to support Metro projects Supervises subordinate staff and directs consultants as necessary
- Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees
- Maintains, supports, and promotes a safe work environment while complying with all of Metro's safety rules, policies, and procedures Contributes to ensuring that

the EEO policies and programs of Metro are carried out

### **Essential Knowledge and Abilities**

#### **Knowledge of:**

- Theories, principles, and practices of applicable federal, state, and local regulations related to Section 504 of the Rehabilitation Act of 1973 (49 Code of Federal Regulations Part 27); Americans with Disabilities Act (ADA), Department of Transportation regulations 49 Code of Federal Regulations Part 37, Transportation Services for Individual with Disabilities; ADA-ABA Accessibility Guidelines for Buildings and facilities (ADA, Title II regulations at 28 CFR 35
- 151 and the 2004 ADAAG at 36 CFR part 1191, appendices B and D); ADA Accessibility Guidelines for Transportation Vehicles (49 Code of Federal Regulations Part 37); State of California Title 24 Accessibility Requirements; California Unruh Act (Civil Code Section 51 et seq) and California Disabled Persons Act (Civil Code Section 54 et seq)
- Theories, principles, and practices of applicable federal, state, and local regulations related to Equal Employment Opportunity; Titles VII and VI of the Civil Rights Act of 1964 and California's Fair Employment and Housing Act (FEHA)
- Modern management theory
- Budget administration

#### **Ability to:**

- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally, effectively and sensitively with various levels of Metro/PTSC employees and outside representatives
- Prepare comprehensive reports and correspondence
- Meet tight time constraints and deadlines
- Handle highly confidential information
- Represent Metro/PTSC before union officials, contractors, vendors, federal and state auditors, arbitrators, and legal professionals
- Determine strategies to achieve goals
- Exercise judgment and creativity in making decisions
- Implement policies and procedures
- Think and act independently
- Communicate effectively orally and in writing
- Supervise subordinate staff
- Travel to offsite locations within a reasonable timeframe
- Read, write, speak, and understand English

### **Minimum Qualifications**

Potential candidates interested in the EXECUTIVE OFFICER, CIVIL RIGHTS PROGRAMS COMPLIANCE position MUST meet the following requirements:

- Bachelor's degree - Business, Public Administration or other related field
- 8 years' senior-level management-level experience performing professional work in ADA compliance with knowledge or experience in EEO and Title VI Compliance

- Program/project management experience in state or federal level is highly desirable
- Valid California Class C driver's license
- Master's degree in Business Administration or Public Administration is desirable

**Special Conditions**

- May be on call 24 hours a day, 7 days a week

**Disclaimer**

This job specification is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties.

Date Originally Created: 2/13/2015 8:38:13 AM

Date Last Revised: 2/13/2015 8:57:18 AM

Non-Contract: 1237C

## Los Angeles County Metropolitan Transportation Authority

## Job Classification Specification

**EQUAL OPPORTUNITY AND CIVIL RIGHTS PROGRAMS MANAGER**

Pay Grade H10

(\$ 97,136.00 - \$ 121,430.40 - \$ 145,704.00)

**Basic Function**

To manage Metro Civil Rights and Equal Employment Opportunity Programs including oversight of civil rights compliance of sub-recipients and non-construction contractors.

**Classification Characteristics**

**Supervised by:** Director, Civil Rights Programs Compliance

**Supervises:** Civil Rights Compliance Administrator; Sr Equal Employment Opportunity Program Investigator; Equal Employment Opportunity Program Investigator; Asst Administrative Analyst

**FLSA:** Exempt

**Work Environment**

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.

**Examples of Duties**

- Manages, plans, and coordinates civil rights program compliance and Equal Employment Opportunity (EEO) activities, and recommends direction for agency's response to state and federal civil rights, EEO, and Environmental Justice regulations and requirements
- Establishes and implements policies and procedures required to ensure

- compliance with state and federal civil rights legislation including, but not limited to, Title VI, Title VII of Civil Rights Act, and the Unruh Act
- Manages and directs the confidential investigation of complaints and grievances from employees, customers, and community based organizations regarding civil rights
  - Determines appropriate resolution of all complaints and negotiates, conciliates, mediates, or recommends settlements
  - Coordinates and conducts agency wide training on Civil Rights including, but not limited to, Title VI and Title VII of Civil Rights Act, the Unruh Act, and state mandated Sexual Harassment training; ensures that policies and information on EEO are disseminated throughout the agency
  - Reviews and responds to all civil rights and employment discrimination complaints filed with State and Federal compliance agencies for timeliness and completeness
  - Conducts administrative hearings and appeals on civil rights matters
  - Oversees preparation of written documentation regarding audits, disputes, findings, hearings, and appeals
  - Prepares and presents reports to senior management
  - Represents Civil Rights Programs Compliance department at meetings, conferences, and public events
  - Develops inter-business unit support and directs responses to federal and state civil rights audits, evaluations, and inspections, ensuring that any reports are submitted in a timely manner
  - Prepares triennial Title VI Program and Affirmative Action Plan including agency and unit goals, timetables, and objectives
  - Provides assistance in recruiting minority, disabled, and women applicants and establishes outreach sources for use by the human resources department
  - Reviews and concurs in all hires and promotions
  - Participates with local minority organizations, women's and disabled groups, community action organizations, and community service programs designed to promote Civil Rights and EEO
  - Prepares and maintains a Metro staff utilization analysis by race and gender
  - Holds regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed, and reviews qualifications of all employees to assure that minorities, persons with disabilities, and women are given full opportunities for transfers, promotions, salary increases and other forms of compensation
  - Develops studies and reports to evaluate and monitor agency wide compliance with civil rights statutes and regulations including, but not limited to, Title VI, Limited English Proficiency, and Environmental Justice
  - Serves as the agency's liaison with government entities and other organizations concerning overall compliance of state and federal civil rights rules and regulations
  - Supervises subordinates involved in civil rights compliance or project manage multi-department groups tasked to manage, oversee, or implement civil rights or accessibility programs, as necessary
  - Coordinates with Metro's business units in monitoring of the review and updates of Metro publications such as policies and procedures, for compliance with Title VI, Title VII, Environmental Justice, and Limited English Proficiency
  - Coordinates contractor and vendor site visits to verify compliance with agency civil rights policies, procedures, and applicable government regulations

- Analyzes, interprets and keeps abreast of critical legal issues encompassing civil rights including applicable federal, state, and local regulations; communicates changes that are relevant to the agency's programs and facilities to the appropriate individuals
- Supervises subordinate staff and directs consultants
- Communicates and implements safety rules, policies, and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees
- Contributes to ensuring that the EEO policies and programs of Metro are carried out

### **Essential Knowledge and Abilities**

#### **Knowledge of:**

- Theories, principles, and practices of applicable federal, state, and local regulations such as: the Unruh Act, the Civil Rights Act of 1964 including Titles VI and VII, FTA Civil Rights and EEO Guidance, Environmental Justice, and Limited English Proficiency Executive Orders and Guidance
- Business software applications such as Microsoft Access, Excel, Outlook, PowerPoint, and Word
- Modern management theories

#### **Ability to:**

- Oversee a large-scale Civil Rights and EEO program
- Effectively and sensitively communicate with all levels of Metro employees and the public orally and in writing
- Interact professionally with various levels of Metro employees and outside representatives
- Prepare comprehensive reports and correspondence
- Analyze situations, identify problems, recommend solutions, and evaluate outcome
- Handle highly confidential information
- Exercise judgment and creativity in making decisions
- Plan financial and staffing needs
- Determine strategies to achieve goals
- Meet tight time constraints and deadlines
- Compile, analyze, and interpret complex data
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets and labor/management agreements
- Represent Metro/PTSC before union officials, contractors, vendors, federal and state auditors, arbitrators, and judicial or legal professionals
- Supervise subordinate staff
- Travel to offsite locations within a reasonable timeframe
- Read, write, speak, and understand English

#### **Minimum Qualifications**

Potential candidates interested in the EQUAL OPPORTUNITY AND CIVIL RIGHTS PROGRAMS MANAGER position MUST meet the following requirements:



- Bachelor's degree - Business, Public Administration, or other related field
- 5 years' senior-level experience developing and implementing equal opportunity programs
- Valid California Class C driver license

**Special Conditions**

- None

**Disclaimer**

This job specification is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties.

Date Originally Created: 7/30/1994

Date Last Revised: 2/13/2014 4:06:47 PM

Non-Contract: 2604B

**Los Angeles County Metropolitan Transportation Authority**

## Job Classification Specification

**SR EQUAL EMPLOYMENT OPPORTUNITY PROGRAM INVESTIGATOR**

Pay Grade H1K

(\$ 67,683.20 - \$ 84,593.60 - \$ 101,504.00)

**Basic Function**

To perform complex-level work in support of Metro's Equal Employment Opportunity Program.

**Classification Characteristics**

**Supervised by:** Equal Opportunity And Civil Rights Programs Manager

**Supervises:**

**FLSA:** Exempt

**Work Environment**

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.

**Examples of Duties**

- Reviews internal employment discrimination complaints for jurisdictional sufficiency
- Investigates and makes recommendations regarding discrimination complaints
- Coordinates actions with and solicits opinion from County Counsel with the advice of management
- Participates in mediation, negotiation, and conciliation to resolve complaints
- Assists in the preparation of policies and procedures on the non-discrimination, affirmative action, and employment discrimination complaint process
- Prepares and presents training programs on equal employment opportunity

laws, which includes sexual harassment, Metro's Equal Opportunity Policy and the discrimination complaint process

- Prepares Metro's Affirmative Action Program under guidance of Manager
- Presents information to management and employee groups on the progress of Metro's Affirmative Action Program
- Advises management and staff of Metro's non-discrimination policy
- Assists in various audits conducted by the US Department of Transportation
- Prepares reports and various other correspondence
- Contributes to ensuring that the EEO policies and programs of Metro are carried out

## **Essential Knowledge and Abilities**

### **Knowledge of:**

- Theories, principles, and practices of equal employment opportunity administration
- Applicable local, state, and federal laws, rules, and regulations pertaining to equal employment opportunity law
- Contract administration
- Investigative and interview techniques
- Affirmative action compliance requirements
- Training preparation and presentation techniques
- Business software applications such as Access, Excel, Outlook, PowerPoint, and Word

### **Ability to:**

- Lead work teams as assigned
- Perform work in support of equal employment opportunity administration
- Communicate effectively orally and in writing
- Assess training needs, prepare lesson plans, and facilitate training programs
- Represent Metro before the public and compliance agencies such as Department of Transportation, Equal Employment Opportunity Commission, California Department of Fair Employment and Housing, and the United States Department of Justice
- Prepare comprehensive reports and correspondence
- Analyze situations, identify problems, and recommend solutions
- Analyze collective bargaining agreements for their relevance to complaint allegations, findings, and resolutions
- Effectively participate in mediation and conciliation to resolve outstanding complaints
- Compile and analyze complex data
- Handle highly confidential information
- Interact professionally with various levels of Metro employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Read, write, speak, and understand English

## **Minimum Qualifications**

Potential candidates interested in the SR EQUAL EMPLOYMENT OPPORTUNITY PROGRAM INVESTIGATOR position MUST meet the following requirements:

- Bachelor's degree - Public Administration or related field
- 3 years' journey-level experience implementing equal employment opportunity programs
- Valid California Class C driver's license

**Special Conditions**

- Occasional exposure to physical, weather, mechanical, electrical, and chemical hazards during site visits

**Disclaimer**

This job specification is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties.

Date Originally Created: 7/30/1994

Date Last Revised: 6/8/2005

Non-Contract: 2603A

**Los Angeles County Metropolitan Transportation Authority**

## Job Classification Specification

**ASST ADMINISTRATIVE ANALYST**

Pay Grade H1G

(\$ 49,192.00 - \$ 61,484.80 - \$ 73,777.60)

**Basic Function**

To perform entry-level work in support of a department's administrative programs and projects.

**Classification Characteristics**

This is an entry-level classification within the professional administrative analyst series. This classification when assigned to the Office of Inspector General (OIG) is at-will and the incumbent serves at the pleasure of the hiring authority.

**Supervised by:** Various

**Supervises:**

**FLSA:** Non-Exempt

**Work Environment**

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions.
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.
- **Civil Rights** – To actively promote compliance with all civil rights statutes, regulations and policies.

**Examples of Duties**

- Assists in performing administrative and organizational analysis and participates in budget and grant preparation and administration
- Conducts research studies and collects data for management reports and programs
- Responds to inquiries for information from staff, management, and the public
- Troubleshoots software and basic hardware problems

- Prepares reports and correspondence
- Maintains and updates reference and procedural materials and computer databases
- Assists in developing policies and procedures
- Reviews and approves invoices
- Catalogs, orders, organizes, and disburses reference and technical materials
- Purchases manuals and materials for department
- Performs analytical work in support of a department's business
- Contributes to ensuring that the EEO policies and programs of Metro are carried out

### **Essential Knowledge and Abilities**

#### **Knowledge of:**

- Theories, principles, and practices of budget or grant planning
- Business computer software applications
- Mathematics and business statistics

#### **Ability to:**

- Prepare reports and correspondence
- Research and compile data for reports and inquiries
- Communicate effectively orally and in writing
- Operate computers and general office equipment
- Analyze situations and identify problems
- Understand, interpret, and apply laws, rules, regulations, policies, and procedures
- Interact professionally with various levels of Metro employees and outside representatives
- Read, write, speak, and understand English

### **Minimum Qualifications**

Potential candidates interested in the ASST ADMINISTRATIVE ANALYST position MUST meet the following requirements:

- Bachelor's degree - Business, Public Administration, or other related field and 1 year experience performing secretarial or paraprofessional administrative work  
OR Associate's degree or equivalent number of units and 3 years experience performing secretarial or paraprofessional administrative work

### **Special Conditions**

- None

### **Disclaimer**

This job specification is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties.

Date Originally Created: 3/25/1996

Date Last Revised: 4/7/2003

Non-Contract: 1213

# Human Resources Policies on Employment Practices



Los Angeles County  
Metropolitan Transportation Authority

**Metro**

**HUMAN RESOURCES  
COMPENSATION**

(HR 10)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is committed to providing appropriate compensation for its employees. LACMTA's compensation program is fiscally responsible and designed to attract, develop and retain qualified employees and to ensure internal equity and external competitiveness.

**PURPOSE**

To provide compensation that is:

- Designed to attract and retain qualified employees;
- Equitable for LACMTA positions with comparable scope and responsibility;
- Competitive with salaries for comparable positions in LACMTA's industry and the business community; and
- Consistent with principles of public accountability and fiscal responsibility.

**APPLICATION**

This policy applies to all non-represented employees.

Department Head

APPROVED: County Counsel or N/A

ADOPTED: CEO

Effective Date: 12/13/2010

Date of Last Review 5-23-2013





**Metro**

**HUMAN RESOURCES  
COMPENSATION**

(HR 10)

**1.0 PROCEDURES**

These procedures establish salary administration guidelines for determining LACMTA employees' salaries.

**1.1 Setting Individual Salaries**

Salary ranges provide guidelines for determining salaries for new hires, promotions, demotions, reclassifications, and interim appointments. Employees' salaries will not be established below the minimum or above the maximum of the salary range.

**New Hires**

In determining starting salaries for new hires, the Hiring Department will consider such factors as unique expertise, prior experience, education, acquired training, as well as external market competitiveness relative to the position and internal equity within LACMTA and within the department. Salary offers approved by the appointing authority should be submitted to the Chief or Executive Officer of the hiring department or the appropriate department head for concurrence.

The salary of a new employee will normally be established between the minimum and midpoint of the salary range.

Salaries below the midpoint of the range must be approved by the respective department head.

Salaries at or above the midpoint (not to exceed the maximum) of the range require approval from the Chief or Executive Officer of the hiring department and concurrence of the Deputy Executive Officer (DEO), Human Resources.

Salaries proposed at \$95,000 and above will require the approval of the Chief or Executive Officer of the hiring department, the DEO, Human Resources and the Chief Executive Officer (CEO) or designee.

Salaries proposed at \$200,000 and above require the approval of the Chief of the hiring department, the DEO, Human Resources, the CEO, and the Board of Directors.



**Metro**

**HUMAN RESOURCES  
COMPENSATION**

(HR 10)

**1.2 Change in Classification**

**1.2.1 Transfer**

Employees transferring into a new position in the same salary grade as their current position will not receive a change in pay. When a transfer occurs, the employee will serve a new six-month probationary period.

**1.2.2 Demotion**

A non-probationary employee who voluntarily demotes into a lower classification will have his/her current salary reviewed and adjusted appropriately within the lower salary range. This includes an employee whose current salary is above the maximum of the salary range of the lower grade. The Human Resources Department, in consultation with the respective department head, will determine the salary adjustment. A voluntary demotion into a lower classification requires approval of the respective department head and review by the DEO, Human Resources.

A new employee who is serving the initial probation is not eligible to volunteer for a demotion.

A non-probationary employee who is demoted involuntarily to a lower classification based on a business necessity or based on performance will have his/her current salary reviewed and adjusted appropriately within the lower salary range. This includes an employee whose current salary is above the maximum of the salary range of the lower grade. The Human Resources Department, in consultation with the respective department head, will determine this salary adjustment. Involuntary demotions will be approved by the respective Dept. Chief or Executive Officer, and reviewed by the DEO, Human Resources.

An employee who is demoted will serve a new six-month probationary period in the new classification.

An employee who fails promotional probation and receives approval to return to his/her former position, per HR Policy 8 - Probationary Period, will have his/her salary adjusted to its previous level. If the employee demotes to a different lower-level position which he/she has never held, the employee will have his/her salary appropriately adjusted within the new salary grade. This adjustment will be determined by the Human Resources Department in consultation with the respective department head.



**Metro**

## HUMAN RESOURCES COMPENSATION

(HR 10)

### 1.2.3 Promotion

A promotion results from the change of an employee from one classification to a different classification assigned to a higher grade after a successful selection process or direct appointment (refer to HR Policy 7 - Recruitment and Selection). Salary increases upon promotion will be at least 5% of the employee's base pay and must fall within the new salary range. In the event a 5% increase would result in the salary exceeding the range, the increase shall only be that percentage which brings the employee's new salary to the top of the range.

Salaries at or above the midpoint (not to exceed the maximum) of the range require approval from the Chief or Executive Officer of the hiring department and concurrence of the DEO, Human Resources. Salary increases which result in salaries of \$95,000 and above require the approval of the Chief or Executive Officer of the hiring department, the DEO, Human Resources, and the CEO or designee.

Salaries proposed at \$200,000 and above require the approval of the Chief of the hiring department, the DEO, Human Resources, the CEO, and the Board of Directors.

It is the department's responsibility, in coordination with Human Resources, to determine the effective date of a promotion. The effective date shall be the first day of a pay period within 15 working days from the date the employee accepts the position. The promoted employee shall assume the duties of the higher graded position on the effective date of the promotion. If there is a delay in the employee assuming his/her new position due to business necessity in the employee's current department, the effective date of the promotion shall be the date agreed to by the hiring authority and the employee's current manager or department head. Delays beyond 15 working days after the employee accepts the new position require the concurrence of the DEO, Human Resources.

An employee who is promoted will serve a six-month probationary period in the new classification.

### 1.2.4 Classification and Salary Equity Review

When the duties of a position have changed significantly, the position may be reclassified to a higher position in a higher pay grade, a lower position in a lower pay grade, or to a different classification within the same pay grade. A request for a classification review may be initiated by the Dept. Chief which is subject to the approval of the CEO.



**Metro**

## HUMAN RESOURCES COMPENSATION

(HR 10)

When a reclassification audit results in a change to a higher-level position and the position exists in multiple departments, the incumbent must be in the Qualified Candidate Pool for the position in order to be reclassified. If the position is one that exists only within the incumbent's Dept. (e.g., Senior Worker's Compensation Analyst), the incumbent must meet the minimum qualifications for position in order to be reclassified. If the incumbent does not meet either of the above criteria, only the position will be reclassified. An incumbent who is reclassified may be considered for a salary increase. Salary increases upon reclassification to a higher level will be at least five percent (5%) of the employee's base pay and must fall within the higher salary range.

Human Resources will consider requests from Dept. Chiefs for salary equity reviews of employees within their Dept's subject to the CEO's approval.

Any changes in classification and salary as a result of a classification and/or salary study by Human Resources must be approved as follows:

- A reclassification which results in a higher-level position and an annual salary for the incumbent of \$200,000 and above, or a salary equity adjustment that results in an annual salary for the incumbent of \$200,000 and above must be approved by the DEO, Human Resources, the respective Dept. Chief, the CEO, and the Board of Directors.
- A reclassification, which results in a higher-level position and an annual salary for the incumbent below \$200,000, or a salary equity adjustment that results in an annual salary for the incumbent below \$200,000 must be approved by the DEO, Human Resources, the respective Dept. Chief, and the CEO.

If a reclassification results in a change to a lower level position, the employee will have his/her current salary reviewed and adjusted appropriately within the lower salary range. This includes an employee whose current salary is above the maximum of the salary range of the lower grade.

If a reclassification results in a change to a different classification within the same pay grade there will be no salary adjustment.



# Metro

## HUMAN RESOURCES COMPENSATION

(HR 10)

The effective date of an employee's reclassification and salary adjustment will be the first pay period following the final approval of the CEO and the Board of Directors (if appropriate).

Creation of new non-contract classifications with a projected salary under \$200,000 within the adopted fiscal year budget must be approved by the DEO, Human Resources, the respective Dept. Chief, and the CEO.

### 1.3 Interim Pay

The pay for an interim appointment in a higher level position is at least five percent (5%) increase above the employee's regular salary. The interim pay will be at least at the minimum of the salary range of the interim position, but will not exceed the maximum of the salary range. Interim assignments must exceed 30 days and must be approved by the Dept. Chief or Executive Officer of the respective department (refer to HR Policy 7 Recruitment and Selection).

The interim pay increase remains in effect as long as the employee is in the interim appointment, but should not exceed six (6) months. Interim pay will cease when the employee returns to his/her regular position.

### 1.4 Performance Based Compensation

In compliance with the performance based compensation program, the following guidelines will apply when determining employees' annual salary increases.

Employees receiving an overall annual performance rating of "Effective", "Commendable", or "Excellent" will be given a fixed percentage increase added to the base pay rate of their regular position up to the maximum of their salary range.

Employees receiving an overall annual performance rating of "Needs Improvement" who are rated as "Effective" at the end of the 90-day plan of improvement period, and have sustained effective performance for an additional 90 days, will receive their salary increase at the end of the 180 day period. This increase is not retroactive and is effective the first payroll period after the 180-day period.

### 1.5 Hours of Work - Exempt Employees

The workweek for a full-time exempt employee is 40 hours. However, an exempt employee may be required to work additional hours to complete work assignments. An exempt employee does not receive overtime compensation (refer to HR Policy 13 - Alternate Work Schedule).



**Metro**

## HUMAN RESOURCES COMPENSATION

(HR 10)

Exempt employees must obtain written approval from their immediate supervisor for any modification to their standard workweek schedule. Failure to obtain prior approval may result in pay deductions. An exempt employee may work any combination of a minimum of 80 hours in a pay period with the concurrence of his/her immediate supervisor.

### 1.6 Hours of Work and Overtime - Non-Exempt Employees

#### 1.6.1 Hours of Work

The workday for a full-time non-exempt employee is 8 hours. Work beyond 8 hours in a day or 40 hours in a workweek **will** be compensated as overtime (refer to HR Policy 13 - Alternate Work Schedule).

A non-exempt employee is paid for all regular hours worked and for time charged to paid leave time. If a non-exempt employee has exhausted all of his/her Time Off With Pay (TOWP), the employee's pay will be reduced for the hours not worked.

#### 1.6.2 Overtime

Overtime is time worked by non-exempt employees that exceeds 8 hours in a day or 40 hours in a workweek. Overtime may be assigned by the immediate supervisor or department head to meet essential operating requirements. All other overtime must be approved in advance by the immediate supervisor.

#### 1.6.3 Compensation for Overtime

A non-exempt employee is compensated at the premium rate of 1½ times his/her base pay for hours worked which exceed 8 hours worked in a day or 40 hours in a workweek.

#### 1.6.4 Compensatory Time Off for Overtime

A non-exempt employee is eligible to receive compensatory time off (CTO) at the premium rate of time and one-half in lieu of cash overtime pay if:

1. the employee and manager/supervisor both agree to the employee's receipt of CTO in lieu of pay before the employee



**Metro**

## HUMAN RESOURCES COMPENSATION

(HR 10)

performs the work and the employee signs a Compensatory Time Off Agreement (Attachment 1). If either party fails to agree, compensation pay for overtime worked will be paid at the premium rate; and

2. the employee's current total CTO accrual is not more than 80 hours. Accruals above the 80-hour maximum require the approval of the DEO, Human Resources.

Use of CTO is at management discretion. CTO must be used within one year from the time overtime was performed. If the department is unable to schedule and grant the time off within six months of the employee's request to use CTO, a cash payment will be made in lieu of CTO. Upon termination of employment, the employee will be paid for any unused CTO.

Departments will schedule CTO consistent with the department's operational requirements. Granting of CTO requests will be based on a consideration of customary work practices, including the normal schedule of work; anticipated peak workloads based on past experience; emergency requirements for staff and services; availability of qualified substitute staff; and control of excess overtime compensation.

### 1.7 Record Keeping

Non-exempt employees must record actual hours worked on a daily basis, including any absences, on the appropriate LACMTA timesheets for submittal to payroll. The appropriate Project/Task number for all hours worked must also be recorded on timesheets. For any full-day absence taken during the reporting period, leave must be reported and charged to TOWP or holiday time. If an employee has exhausted all of his/her TOWP, the employee's pay will be reduced for the hours not worked.

Exempt employees may be required to work more than forty (40) hours within a workweek to complete work assignments. They are required to complete timesheets, not to record their presence at work, but for the specific purpose of recording TOWP, holidays, and the appropriate Project/Task numbers for all hours worked. Any deviation from regular work hours must be approved in advance by the immediate supervisor. Supervisors are accountable for verifying the recording of their employees' work hours to ensure compliance with this policy.



**Metro**

## HUMAN RESOURCES COMPENSATION

(HR 10)

Timesheets for all employees must be signed by the employee's supervisor, with the exception of timesheets for the Chief Executive Officer, Inspector General, Ethics Officer and Board Secretary.

Falsification of timesheets is considered theft of public funds. A charge of theft of public funds sustained against an employee may lead to discipline up to and including discharge.

Employees should promptly notify their supervisor if they believe there has been an improper deduction made from their paycheck. Reports of an improper deduction from wages will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction.

### 1.8 Time Claim

Employees may file a time claim if they believe they have not received their total compensation. Any claim for additional compensation must be filed within ten (10) working days from the date of receipt of paycheck for the specific pay period in question. (Refer to HR 3-11, Grievance)

## 2.0 DEFINITION OF TERMS

**Demotion** - A voluntary or involuntary change of an employee from one position to another position in a different classification which is assigned to a lower grade; the involuntary change is typically a result of business necessity or unsatisfactory performance.

**Exempt Employee** - An employee who, based on duties performed and manner of compensation, is exempt from the FLSA minimum wage and overtime provisions. An Exempt employee receives a salary and may be required to work additional hours to complete work assignments without additional compensation.

**Department Head** - An employee at the Director-level or higher who manages a cost center.

**Interim Appointment** - A temporary assignment of a regular employee to another classification.

**Non-exempt Employee** - A Non-exempt employee is defined as an employee who, based on duties performed and manner of compensation, is subject to all FLSA provisions. A Non-Exempt employee is required to account for all time worked on an hourly basis and is compensated for overtime hours at 1½ times his/her hourly rate.





**Metro**

**HUMAN RESOURCES  
COMPENSATION**

(HR 10)

**Overtime** - Overtime is time worked by a Non-exempt employee that exceeds 8 hours in a workday or 40 hours in a workweek.

**Promotion** - The change of an employee from one position to another position in a different classification which is assigned to a higher grade and for which the employee has either successfully competed in a selection process or has been directly appointed.

**Reclassification** - The change of an employee's current classification to a different classification as a result of an audit and evaluation that concludes that an employee's job duties and responsibilities have changed significantly.

**Salary Equity Adjustment** - A change to an incumbent's salary as a result of an analysis conducted by the Human Resources Department of the equity of an incumbent's salary in comparison to the salaries of other employees in LACMTA and in the department within the same job family.

**Transfer** - The change of an employee from one position to a different position in the same pay grade.

**Time Off With Pay (TOWP)** - Time Off With Pay is measured on an hourly basis. This paid leave includes vacation, sick and floating or personal holiday hours.

**Workweek** - A workweek is a period of 168 hours during seven consecutive 24-hour periods. A regular workweek begins 12:01 a.m. Sunday and ends the following Saturday at 12:00 a.m. (midnight). Employees on a flexible work schedule begin their workweek the mid-work day of the flex day and end the workweek the mid-work day on the 8 hour day (refer to HR Policy 13 - Alternate Work Schedule).

### **3.0 RESPONSIBILITIES**

**Board of Directors** approves all proposed salaries that equal or exceed \$200,000/year.

**Chief Executive Officer (CEO)** delegates to the Executive Officer, Administration and/or DEO, Human Resources authority to ensure that the Compensation program is administered and maintained in accordance with policies. The CEO also reviews and approves all salary offers of \$95,000 and above.

**Deputy Executive Officer, Human Resources** ensures that the Compensation program is administered and maintained in accordance with LACMTA policies and is flexible, equitable, externally competitive; reviews all reclassifications and salary equity reviews



# Metro

## HUMAN RESOURCES COMPENSATION

(HR 10)

and resulting salary changes; and approves all proposed salaries of new hires and promotions above the midpoint of the salary range.

Department Chief and Executive Officer of the hiring department ensures policies and procedures are followed; signs salary offers at or above the midpoint of the range; and approves involuntary demotions. Reclassifications and Salary Equity Reviews may only be authorized and approved by Dept. Chiefs.

Department Head signs salary offers below the midpoint of the salary range and approves voluntary demotions.

Supervisor reviews and approves all work schedules, overtime and scheduled absences.

### 4.0 FLOWCHART

Not Applicable

### 5.0 REFERENCES

1. HR 3-11 Grievance
2. HR 7 - Recruitment and Selection
3. HR 27 - Individual Performance Plan
4. HR 13 - Alternate Work Schedule
5. SOP – Classification Study Process and Salary Equity Review Process
6. Performance Based Compensation Program
7. HR 8 - Probationary Period

### 6.0 ATTACHMENTS

1. Compensatory Time Off Agreement

### 7.0 PROCEDURE HISTORY

02/03/93	Former LACTC and former SCRTD interim procedures Board-adopted.
09/26/95	Revised to streamline and reduce operating costs.
11/01/95	Revised MTA Policies and Procedures.
03/07/02	Revised MTA Policies and Procedures.
01/01/04	Revised MTA Policies and Procedures.



**Metro**

**HUMAN RESOURCES  
COMPENSATION**

(HR 10)

- 08/08/05 Revised to require approval of Board of Directors for salaries exceeding mid-point of range plus 10%, salaries above \$125,000, and higher-level position reclassifications with salary increases.
- 05/08/06 Revised to clarify overtime and compensatory time off (CTO) policies for non-exempt employees.
- 08/27/07 Revised to remove requirement that salaries which exceed the mid-point of the range plus 10% must be approved by the CEO; salaries above the mid-point of the range instead require the approval of the Dept. Chief or Executive Officer of the hiring department and concurrence by the DEO, Human Resources; revised criteria for incumbents to be reclassified to a position that has been reclassified to a higher level; requires Board of Directors to approve all proposed salaries that exceed \$125,000 or above annually; creation of new non-contract classifications with a projected salary under \$125,000 within the adopted fiscal year budget must be approved by the DEO, Human Resources, the respective SBU Chief, and the CEO.
- 10/10/08 Revised to require Board of Directors to approve all proposed salaries that equal or exceed \$175,000/year.
- 11/30/10 Revised to pay employees in interim assignments their interim pay rate for non-work time, such as time off with pay (holidays, vacation and sick) and leave of absence.
- 05/23/13 Revised to require Board of Directors to approve all proposed salaries that equal or exceed \$200,000/year. (Board meeting: 5/23/13; Item 11).



**Metro**

COMPENSATORY TIME OFF AGREEMENT

The Los Angeles County Metropolitan Transportation Authority (LACMTA) has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 8 hours in a day or 40 hours in a workweek. Requests for Compensatory Time Off (CTO) are granted at the discretion of the eligible employee's supervisor and will be scheduled consistent with LACMTA's operational requirements.

By my signature below, I acknowledge that I have received a copy of LACMTA's Compensatory Time Off policy. I understand that compensatory time will be granted at time and one-half for all hours worked in excess of 8 hours in a day or 40 hours in a workweek. I further understand that my compensatory time may be limited, preserved, used or cashed out consistent with LACMTA's CTO policy and federal law.

I understand that CTO must be used within one year from the time overtime work was performed and if LACMTA is unable to schedule and grant the time off within six months of my request for CTO, cash payment will be made in lieu of compensating time off. I understand the maximum accrual of CTO is 80 hours and that LACMTA has the right to compel use of CTO, if it chooses. (Additional accruals above the 80-hour maximum require the approval of the Deputy Executive Officer of Human Resources.) If I terminate my LACMTA employment, I understand I will be paid for any unused CTO.

I knowingly and voluntarily agree to the provisions of LACMTA's Compensatory Time Off policy as a condition of my employment, and I consent to the use of compensatory time in accordance with the CTO policy. I understand that if any portion of the CTO policy conflicts with state or federal law, the conflicting portion will be struck and the remainder of the policy will continue in full force and effect.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name



Los Angeles County  
Metropolitan Transportation Authority

**Metro**

**HUMAN RESOURCES  
Discipline**

(HR 47)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) provides a progressive disciplinary process to correct unacceptable behavior of employees; this will provide employees the opportunity to correct improper conduct or conduct that violates LACMTA policy, *before* imposing more severe disciplinary action. Commission of the following offenses may result in the offending employee's suspension, demotion or discharge: acts that significantly and negatively impact LACMTA's day-to-day operations; serious LACMTA policy violations; violations of state or federal law; and other conduct adversely affecting the employee's work performance or environment.

**PURPOSE**

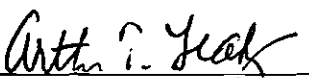
To establish and maintain LACMTA procedures for administering prompt disciplinary action to correct improper employee conduct or violation of LACMTA policies.

**APPLICATION**

This policy applies to all non-represented employees who have completed their initial probationary period. Temporary employees, employees serving an initial probation, Entry Level Trainee Program (ELTP) trainees, and at-will employees who are designated "Grade P" and above may be discharged at any time with neither notice, nor the right to a grievance or appeal.

  
APPROVED: County Counsel or N/A

  
Department Head

  
ADOPTED: CEO

Effective Date: 8/27/13



**Metro**

## **HUMAN RESOURCES Discipline**

(HR 47)

### **1.0 PROCEDURES**

LACMTA may impose the following disciplinary actions when addressing employee misconduct and violations of LACMTA policy. Disciplinary action(s) may be progressive or immediate, with the frequency and magnitude of the offense(s) dictating the appropriate form of discipline.

#### **1.1 Informal Discipline Process**

When an employee's conduct is unacceptable or violates LACMTA policy, the employee's manager or supervisor should counsel the employee regarding his/her misconduct or policy violation.

The manager or supervisor may verbally reprimand an employee regarding misconduct, and instruct the employee on how to improve his/her conduct in an attempt to prevent repeated misconduct and subsequent disciplinary action.

Informal counseling and verbal reprimands are not considered formal discipline.

The manager or supervisor should retain working notes documenting pertinent facts of any employee counseling or verbal reprimand, and include essential information such as date, time, location, specific employee conduct, manager/supervisor instruction given to the employee and his/her response (if any).

#### **1.2 Formal Discipline Process**

##### **1.2.1 Investigation**

When an employee is charged with misconduct, the immediate manager or supervisor will obtain as much information as possible about the incident to determine appropriate disciplinary action.

##### **1.2.2 Written Reprimand**

Managers or supervisors may give employees a signed, written reprimand if they fail to improve their conduct after being directed to change, or if their conduct seriously violates LACMTA policy.

The manager or supervisor will meet with the employee when issuing the written reprimand.



**Metro**

## **HUMAN RESOURCES Discipline**

(HR 47)

The written reprimand should include the following:

- Notice and description of LACMTA policy violation(s) and/or unacceptable conduct, including date, time, and any other relevant information;
- A statement of the allegedly violated policy (if applicable);
- A description of how the conduct has adversely impacted the LACMTA or the department's operations;
- Documentation that the misconduct was previously discussed with the employee (if applicable);
- The specific corrective action(s) required of the employee, and the expected date of correction or compliance; and
- A warning that additional disciplinary action may be taken if the employee's conduct does not improve.

Written reprimands are formal discipline and maintained in both the Human Resources' *and* the employee's departmental personnel files.

### **1.2.3 Notice of Proposed Disciplinary Action**

A written Notice of Proposed Disciplinary Action (Notice) must be provided to an employee prior to any disciplinary action that could result in suspension, demotion or discharge.

The written Notice should include:

- The reason(s) for the proposed disciplinary action.
- A list of materials supporting proposed action. The employee will be given a copy of, or provided access to, any documentation upon which the action is based.
- A right to respond; the employee will have the right to respond either verbally or in writing to the manager or supervisor imposing the discipline within a reasonable time (not to exceed 5 working days).

### **1.2.4 Application of Discipline**

The manager or supervisor should consult with the Employee & Labor Relations department prior to issuing a Notice; and he/she must consult with the Employee & Labor Relations department prior to issuing a notice proposing demotion or discharge. A roundtable of managers from County



**Metro**

## **HUMAN RESOURCES Discipline**

(HR 47)

Counsel, the Equal Employment Opportunity, Human Resources and/or Risk Management departments may consult on cases where potential issues in those respective disciplines may arise.

After providing the Notice to the employee, he/she may respond with a verbal or written response within a reasonable time, not to exceed five (5) working days. The manager or supervisor has ten (10) working days from the date of the employee's response to submit a final determination regarding the results of the investigation. If an adequate investigation cannot be completed within the 10-day period, the manager or supervisor will notify the employee in writing as to the reason for the delay, and when the investigation should be completed.

All disciplinary action should be administered by the employee's immediate manager or supervisor, appropriate to the seriousness of the offense, in a prompt, consistent and objective manner. Suspension, demotion or discharge may be considered if the offense significantly impacts day-to-day operations, is a serious violation of LACMTA policies, or violates state or federal laws as it relates to the employee's job.

The following forms of disciplinary action may be administered depending on the nature and severity of the offense.

### Suspension

Suspension is normally applied in the following circumstances:

- Following a written reprimand;
- As a first step in discipline if warranted by the severity of the misconduct.

### Demotion

Employees may be demoted with a reduction in pay if their conduct is a detriment to the day-to-day LACMTA operations at the employee's current level, but would not be a detriment to operations at a lower level.

For the employee to warrant a disciplinary demotion, a manager or supervisor must have:

- Provided the employee an opportunity to improve his/her conduct within a specified time period;





**Metro**

## **HUMAN RESOURCES Discipline**

(HR 47)

- After the time specified for improvement, determine that an employee's conduct has not improved; and
- Consulted with the Employee & Labor Relations department.

### Discharge

An employee can be discharged for serious misconduct or when other disciplinary actions fail to correct misconduct.

For the employee to warrant a discharge, the manager or supervisor must have consulted with the Employee & Labor Relations department:

- Discharge may be considered if the offense is a serious violation of LACMTA policy;
- The offense significantly impacts day-to-day operations;
- The offense violates state or federal laws as it relates to the employee's job.

Discharge may occur after a single or first offense. A suspension is not a prerequisite for discharge.

### **1.3 Appeal Rights**

Only regular, non-represented employees who have completed their initial probationary period may appeal formal disciplinary action. They must follow the procedures described in the LACMTA Grievance (HR 48) policy. The Grievance policy does not govern initial probationary, temporary and at-will employees; therefore they may not appeal disciplinary actions.

## **2.0 DEFINITION OF TERMS**

**Formal Discipline** – Disciplinary action which includes one or more of the following: a written reprimand, suspension, demotion or discharge.

**Informal Discipline** – Disciplinary action involving an informal discussion or counseling or a verbal reprimand.

**Misconduct** – Offenses that include, but are not limited to: dishonesty, insubordination, violation of LACMTA policy, and state or federal laws.



**Metro**

## **HUMAN RESOURCES Discipline**

(HR 47)

**Notice of Proposed Disciplinary Action (Notice)** – Written notification an employee receives prior to any disciplinary action that could result in suspension, demotion or discharge.

**Progressive Discipline Process** – Disciplinary action that gives an employee the opportunity to correct his/ her behavior before more severe disciplinary action is taken. Progressive discipline provides for increasingly severe penalties to be imposed on an employee. More severe discipline, including discharge, may be administered the first time an employee commits a serious offense.

### **3.0 RESPONSIBILITIES**

**Department Heads and Executive Officers (or designees)** review and concur on formal disciplinary actions relating to their direct-report employees.

**Deputy Executive Officer, Human Resources** processes personnel actions involving demotions, lateral transfers and discharges.

**Employee & Labor Relations** advises managers/supervisors on the progressive discipline process.

**Managers/Supervisors** administer disciplinary actions in accordance with this policy.

### **4.0 FLOWCHART**

Not Applicable

### **5.0 REFERENCES**

1. Compensation (HR 10) policy
2. Grievance (HR 48) policy
3. Individual Performance Plan (HR 27)
4. Violence Prevention (HR 43)

### **6.0 ATTACHMENTS**

Not Applicable



**Metro**

**HUMAN RESOURCES  
Discipline**

(HR 47)

**7.0 PROCEDURE HISTORY**

- 11/01/95 Former LACTC and former SCRTD interim procedures Board-adopted.
- 09/27/95 LACMTA policies adopted
- 11/01/95 New revised LACMTA policies implemented
- 09/25/97 Revised Discipline policy adopted
- 03/29/00 Revised LACMTA policy
- 11/27/01 Revised to define and streamline process
- 06/13/11 Removed requirement that suspension of non-represented exempt employees can only be imposed in increments of five (5) days not to exceed 30 days. Policy updated into new template and record series renumbered from HR 3-10 to HR 47.
- 07/31/13 Biennial review: administrative and procedural clarifications.



Los Angeles County  
Metropolitan Transportation Authority

**Metro**

**HUMAN RESOURCES  
Grievance**

(HR 48)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) seeks to facilitate the resolution of employee grievances, complaints, disputes and discipline issues arising from employment with the LACMTA. Employees are encouraged to utilize the chain of command process through informal discussions with their management/supervisory personnel, without the assistance of a third party, agency or court, prior to filing a formal grievance.

The grievance procedure is designed to address and resolve complaints and disputes involving interpretation or application of LACMTA policies, procedures, rules and regulations, harassment, and formal discipline which includes written reprimands, suspensions, demotions, transfers, and discharge.

This policy should not be construed as preventing, limiting, or delaying the LACMTA from assessing appropriate disciplinary action of any employee, up to and including discharge, where the LACMTA, in its sole discretion, deems such action appropriate.

No employee shall be retaliated against for using or participating in the grievance process.

**PURPOSE**

The purpose of this policy is to establish LACMTA procedures for a consistent, fair and objective dispute resolution process.

**APPLICATION**

This policy applies to all regular, full- and part-time, non-represented employees who have completed their initial probationary period. Initial probationary, temporary, and at-will employees are not covered by this policy.

Represented employees are directed to utilize their respective collective bargaining agreements for the applicable grievance procedure.

*Cassandra G. Langston*  
APPROVED: County Counsel or N/A

*[Signature]*  
Department Head

*Arthur J. Yeakley*  
ADOPTED: CEO

Effective Date: 8/27/13



**Metro**

## **HUMAN RESOURCES Grievance**

(HR 48)

### **1.0 PROCEDURES**

When an employee is unable to resolve a dispute through the chain of command, he/she may file formal grievance(s) in an attempt to resolve the dispute.

All materials relating to the grievance process, including subsequent responses, will be retained in a departmental grievance file maintained by the Employee and Labor Relations Department, separate from the employee's personnel file maintained by the Human Resources Department.

A discharged employee who wishes to appeal his/her discharge may begin at Step Three of the process (Section 1.2.3 below).

#### **1.1 Informal Grievance Process**

Employees are encouraged to discuss and attempt to resolve a dispute internally, in a timely manner with their immediate manager/supervisor, or at the lowest level possible. During the informal meeting(s), the manager/supervisor and employee will review and discuss the issue(s), making a good faith effort to resolve the matter.

When employees cannot discuss issues with their immediate manager/supervisor, employees are encouraged to request a meeting with the next highest level of management. If the dispute cannot be resolved through informal discussion, the employee may pursue the formal grievance process.

#### **1.2 Formal Grievance Process**

Employees who file a formal grievance may represent themselves, or have another LACMTA employee assist in preparing or presenting a grievance at the initial and subsequent levels of review. Management/supervisory or Confidential Employees (see §2.0) may not represent an employee.

Extension of time limits at each step in the formal grievance process may only be granted upon authorization by the Executive Director, Employee and Labor Relations, or designee.

##### **1.2.1 Step One**

Employees must file an LACMTA Grievance Form (Attachment 1) within ten (10) working days from the date of the grieved incident or from the



**Metro**

## **HUMAN RESOURCES Grievance**

(HR 48)

date of the informal discussion with the manager/supervisor or department head, whichever is later. Copies of the Grievance Form will be given to the employee's immediate manager/supervisor *and* the Employee and Labor Relations Department with the following information:

- a) the specific act(s) to be reviewed;
- b) how the employee was adversely affected;
- c) any individual with knowledge of the alleged adverse action;
- d) the remedy requested; and
- e) date(s) of informal resolution attempts, and the name of the persons contacted.

Upon receiving the Grievance Form, the immediate manager/supervisor presents a memo documenting his/her decision to the employee within twenty (20) working days from receipt of the grievance.

### **1.2.2 Step Two**

If the grievance is not resolved at Step One, an employee may appeal to the appropriate Department Head in writing (Attachment 2) within ten (10) working days of the date of the manager/supervisor's Step One response. If the Department Head is also the immediate manager/supervisor, the grievance shall be presented to the next higher level of authority in the chain of command.

The Department Head shall respond to the employee's appeal in writing within twenty (20) working days after the date the formal grievance is provided to the Department Head and the Employee and Labor Relations Department for processing.

### **1.2.3 Step Three**

A grievance that is not resolved at Step Two may be appealed in writing (Attachment 3) to the Employee and Labor Relations Department.

The Step Three appeal must be received by the Employee and Labor Relations Department within (10) working days of the date on which the written response to Step Two was issued. The Employee and Labor Relations Department will provide a written decision to the grievant within twenty (20) working days following receipt of the Step Three appeal.



**Metro**

## **HUMAN RESOURCES Grievance**

(HR 48)

Only issues accepted for review in the initial formal grievance may be introduced. The decision of the Employee and Labor Relations Department will be final, with no other levels of appeal.

Only grievances involving discharge will be arbitrated.

### **1.2.4 Step Four**

A grievance involving discharge that is not satisfactorily resolved at Step Three may be appealed to arbitration. The appeal must be submitted in writing within ten (10) working days of the date of the Step Three decision to the Employee and Labor Relations Department.

### **1.3 Arbitration**

The arbitrator will convene a hearing in which each party will have the opportunity to present evidence, verbal or written, and cross-examine witnesses. The arbitrator will have broad discretion regarding the admissibility and weight of evidence, guided by generally accepted standards regarding admissibility and weight of evidence. Grievance settlement offers or statements made in the course of settlement discussions will be inadmissible as evidence.

Upon request, each party will provide the other with copies of all material to be introduced at the hearing, including the names of witnesses who will testify on the party's behalf. To the extent possible, such materials and names of witnesses will be exchanged at least ten (10) calendar days prior to the hearing.

The hearing will be closed, unless both parties agree in writing to an open hearing. In the absence of such an agreement, the hearing will be closed to all persons other than the principal parties to the grievance (i.e. the manager, supervisor or Department Head, the grievant and one LACMTA representative and one employee representative). A representative of the Employee and Labor Relations Department may be present to facilitate the process.

Guidelines for a formal hearing are as follows:

#### **1.3.1 Selection of Arbitrator**

The arbitrator will be selected from a panel of external, neutral arbitrators (minimum of four). The terminated employee and LACMTA must mutually



**Metro**

## **HUMAN RESOURCES Grievance**

(HR 48)

agree upon the selected arbitrator. The arbitrator selected under this section will serve as the arbitration proceeding's Chairperson.

### **1.3.2 Arbitrator's Decision**

The arbitrator will provide a written decision to the parties with within thirty (30) calendar days of the close of the hearing. The arbitrator will not add to, delete from, or otherwise modify the provisions of LACMTA Human Resources Policies or legislative/regulatory mandates. The hearing representative will have the authority to issue subpoenas. The decision of the arbitrator will be advisory only. The Chief Executive Officer (CEO) reserves the right to adopt or reject the arbitrator's recommendation.

### **1.3.3 Cost of arbitration**

LACMTA will pay the arbitrator's fee and all fees incurred in obtaining a list of arbitrators, as well as court reporter costs. If the employee requests a copy of the transcript, he/she must pay the cost of the copy.

## **1.4 Pay status**

Upon advance request, the employee (grievant) who filed the formal grievance, and the employee's representative, if any, will be granted leave without loss of straight time pay to attend hearings and meetings convened by the LACMTA to consider grievances. Such leave with pay shall be considered time worked.

Time spent by LACMTA employee-witnesses in meetings and hearings convened by the LACMTA within or outside the witnesses' regularly scheduled hours will be classified as leave with pay and considered as time worked.

## **1.5 Remedy**

If the grievance is sustained in whole or part, the remedy will not exceed restoring to the employee the following: pay, benefits or rights lost as a result of the violation of the policy(s), less compensation from outside employment or other sources of income (e.g. Worker's Comp, disability or retirement).

**Workers' Compensation payments for permanent disability are not considered compensation when determining the amount of the grievance remedy. Interest will not be earned or paid on any amount restored to the employee. Compensation will not be granted for any period of time**





**Metro**

## HUMAN RESOURCES Grievance

(HR 48)

**resulting from an extension of time requested by, or on behalf of the employee.**

### 2.0 DEFINITION OF TERMS

**Confidential Employees** – are those persons responsible for negotiating, processing, handling and reviewing the grievance process, or who assist and act in a confidential capacity to those who formulate, determine, and effectuate labor/management relations policies. For the purposes of this policy, Confidential Employees include employees from the Employee and Labor Relations Department and the Equal Employee Opportunity Department.

### 3.0 RESPONSIBILITIES

**Arbitrator** receives testimony from employee, representatives, witness(es) and management, and provides a written decision within specified time frames.

**Department Heads** receive, review and decide grievance at Step Two of the formal grievance process and respond within specified time frames.

**Employee (Grievant)** seeks the resolution of his/her complaint or dispute with his/her immediate manager/supervisor, or the lowest level possible, first, then files a formal grievance (if necessary) within specified time frames.

**Employee & Labor Relations Department** assists and advises employees (upon request) regarding grievance procedures.

**Employee & Labor Relations Manager** receives, reviews and decides grievances at Step Three of the formal grievance process, and coordinates all arbitration arrangements.

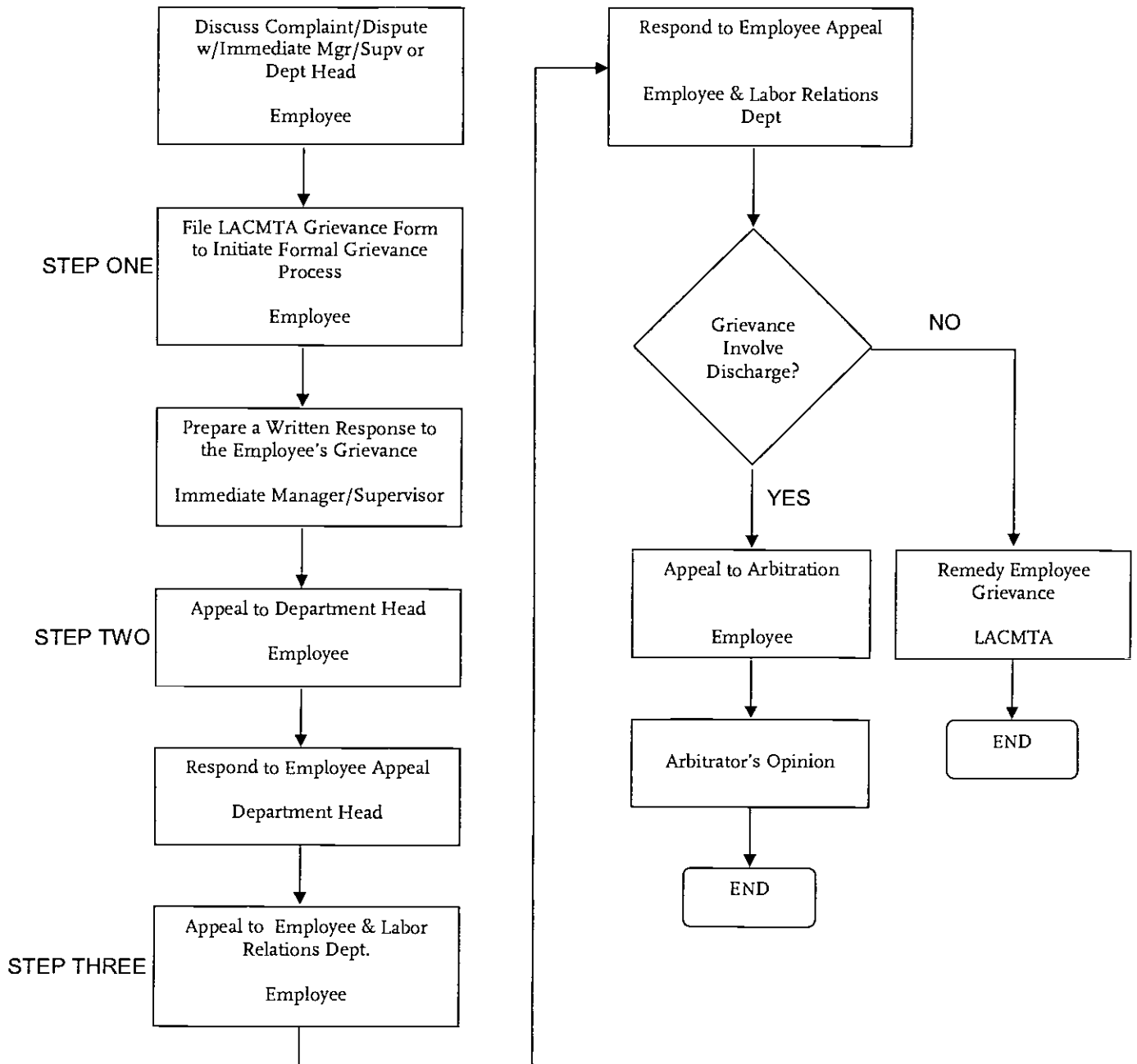
**Executive Director, Employee and Labor Relations or designee** will approve all requests for time extensions, as appropriate.



## HUMAN RESOURCES Grievance

(HR 48)

### 4.0 FLOWCHART





**Metro**

## **HUMAN RESOURCES Grievance**

(HR 48)

### **5.0 REFERENCES**

Discipline (HR 47)

### **6.0 ATTACHMENT(S)**

1. LACMTA Grievance Form – Step I
2. LACMTA Grievance Appeal Form – Step II
3. LACMTA Grievance Appeal Form – Step III

### **7.0 PROCEDURE HISTORY**

02/03/95 Former LACTC and former SCRTD interim procedures Board-adopted

09/27/95 LACMTA policy adopted

11/01/95 New LACMTA policy implemented

11/01/95 Revised Grievance policy adopted

03/10/00 Revised LACMTA policy

6/13/11 Policy reviewed and updated into new template and record series renumbered from HR 3-11 to HR 48.

6/25/13 Biennial policy review: changed the title of the department in charge, as well as its department head; clarified grievance processes; confirmed Att.1 is a "Grievance" form, not a "Grievance Appeal" form.



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

Attachment 1

LACMTA Grievance Form: Step I

Name of Grievant (Print): \_\_\_\_\_ Badge: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept./Div.: \_\_\_\_\_

Hire Date: \_\_\_\_\_

**Summary of Complaint: (state what occurred, when, and all relevant parties involved.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remedy/Resolution Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grievant Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of informal meeting with Manager/Supervisor: \_\_\_\_\_

**Step I – Formal Appeal to Manager/Supervisor**

Date Completed Grievance Form was received by Manager/Supervisor: \_\_\_\_\_

Manager/Supervisor Response:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



# Metro

Attachment 2

## LACMTA Grievance Appeal Form: Step II

Name of Grievant (Print): \_\_\_\_\_ Badge: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept./Div.: \_\_\_\_\_

Hire Date: \_\_\_\_\_

**Summary of Complaint: (state what occurred, when, and all relevant parties involved.)**

---

---

---

---

---

---

---

---

**Remedy/Resolution Requested:**

---

---

---

\_\_\_\_\_  
Grievant Signature Date

Date of informal meeting with Manager/Supervisor: \_\_\_\_\_

**Step II – Formal Appeal to Department Head:**

Date Received by Department Head:

Department Head Response:

---

---

---

---

---

\_\_\_\_\_  
Signature – Department Head Date



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

Attachment 3

LACMTA Grievance Appeal Form: Step III

Name of Grievant (Print): \_\_\_\_\_ Badge: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept./Div.: \_\_\_\_\_

Hire Date: \_\_\_\_\_

**Summary of Complaint: (state what occurred, when, and all relevant parties involved.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remedy/Resolution Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Grievant Signature Date

Date of informal meeting with Manager/Supervisor: \_\_\_\_\_

**Step III – Formal Appeal to the Office of Employee & Labor Relations**

Grievant Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Acknowledgement of Receipt by Date  
Employee & Labor Relations Department

The response by the Employee & Labor Relations Department will be mailed to the grievant within twenty (20) working days of the date the Employee & Labor Relations Manager received the grievance.



Los Angeles County  
Metropolitan Transportation Authority

**Metro**

**HUMAN RESOURCES  
METRO Internship Program (MIP)**

(HR 4)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) offers the Metro Internship Program (MIP) for college students currently enrolled in an accredited institution of higher learning; or United States military veterans who are recently, honorably discharged and their spouses; or current members of a United States military reserve (Veterans). This program offers eligible participants an opportunity to gain practical work experience through a temporary job assignment, where they can learn and explore careers in the transportation industry. Juniors and seniors attending selected high schools within Los Angeles County are eligible to be interns under the Summer Internship Program. Human Resources administers the MIP.

**PURPOSE**

This policy establishes administrative guidelines and procedures for the intern employment process

**APPLICATION**

MIP guidelines apply to MIP and summer internship student participants, but do not apply to student internship programs funded by organizations other than LACMTA.

Caecilia G. Langston  
APPROVED: County Counsel or N/A

Ronald E. Galt  
Department Head

Arthur J. Leahy  
ADOPTED: CEO

Effective Date: 6/30/14

Date of Last Review: \_\_\_\_\_



**Metro**

**HUMAN RESOURCES  
METRO Internship Program (MIP)**

(HR 4)

**1.0 GENERAL**

Internships must be tailored to meet the LACMTA hiring departments' business needs, and provide interns with first-hand experience about LACMTA's business environment.

Internships are designed to provide planned work experiences and an understanding of LACMTA's business environment, mission and goals. The following internships are available:

- **Administrative Interns** – college students currently studying at an accredited institution of higher learning.
- **Summer Interns** – high school Juniors and Seniors currently matriculating at selected Los Angeles County high schools.

**2.0 PROCEDURES**

**2.1 Metro Internship Program Eligibility Criteria**

**2.1.1 Metro Internship Program**

The MIP is available to college students currently enrolled in Associate's, Bachelor's, Master's or Doctoral degree programs at a Council for Higher Education Accreditation (CHEA) or regionally accredited university; Veterans; or high school Juniors and Seniors in a selected Los Angeles County High school.

LACMTA requires each potential college intern submit a current and official college transcript (electronic copy acceptable) stating the student's degree objective (if declared), class level, academic standing, and cumulative GPA.

LACMTA requires each potential Veteran intern to submit an Honorable Discharge certificate, or paperwork indicating his/her status as a current member of a United States military reserve.

All interns must pass the Human Resources pre-employment screening process and meet all Department of Homeland Security (DHS) requirements.





**Metro**

**HUMAN RESOURCES  
METRO Internship Program (MIP)**

(HR 4)

**A. Administrative Intern Eligibility**

Each potential Administrative Intern must meet the following criteria:

- Undergraduate students: maintain a minimum, cumulative 2.5 GPA, and be enrolled in at least 12 semester or quarter units.
- Graduate students: maintain a minimum 3.0 GPA, and be enrolled in at least 6 semester or 8 quarter units.
- All students: pursue a course of study relevant and complementary to the agency's goals and objectives.
- All students: U.S. citizen or permanent resident, or have legal authorization to work in the United States.

Each potential Veteran (as defined in this policy) Administrative Intern must enroll in college within three months of hire, and meet all other Administrative Intern criteria to maintain eligibility for employment.

**B. Summer Internship Program Eligibility**

Summer internships are offered to full-time Juniors and Seniors who are in good standing at a selected Los Angeles County high school. The candidates must meet the following LACMTA HR requirements:

- Be at least 16 years of age and a current, full-time student;
- Maintain a cumulative 2.5 GPA;
- Must fulfill their high school's attendance requirements.

**C. International Students**

- LACMTA does not sponsor international students requiring DHS authorization to work.
- International students must have valid work authorization from DHS to work as interns (paid or unpaid).
- International students without valid DHS authorization to work are not eligible for MIP or summer internships.

**2.2 Requesting Interns**

A department can request hiring an intern by completing an Intern Authorization Form (Attachment 1), signed by the requesting supervisor and department head. The following documents must be attached and forwarded to Human Resources for verification and processing:



**Metro**

**HUMAN RESOURCES  
METRO Internship Program (MIP)**

(HR 4)

- Intern Authorization Form;
- Justification memo describing/outlining the internship job duties, main projects and skills required;
- FIS Report or BIAS Line Item Report showing approved funding for the Intern position;
- Official college transcript (electronic copy acceptable) with the student's degree objective (if declared), class level, academic standing, and cumulative grade point average (GPA);
- Copy of the student's current class schedule; and
- Copy of the student's college identification card.

**2.3 Intern Selection Process**

**2.3.1 Intern Selection Process**

Human Resources will forward intern candidates' information, and if available, resumes and applications, from a minimum of three students to hiring departments for consideration and review. Human Resources will schedule potential interns for interviews, with the interview and selection process based on LACMTA Human Resources policy requirements.

**2.3.2 Maintaining Internship Eligibility Every Six Months**

All MIP interns must submit updated academic and student documentation every six months to ensure they are in good academic standing.

Documents required for submission are:

- Copy of the class schedule and/or class registration; and
- Originals or copies of the official school transcript.

**2.3.3 Requests for Internship Extension**

MIP is funded on a fiscal year basis; interns wishing to be considered for an internship extension must resubmit an application in accordance with the program guidelines.

MIP interns who graduate while employed as an intern may continue their LACMTA internship for no more than six (6) months beyond their graduation date. Extensions may be considered when the Agency's business activities require further intern assistance. Extensions require



**Metro**

## **HUMAN RESOURCES METRO Internship Program (MIP)**

(HR 4)

the approval of the Deputy Executive Officer, Human Resources or designee.

### **2.3.4 New Employee Orientation and Safety First Training**

All newly hired interns must attend both of the following: LACMTA's New Employee Orientation and Safety First Training.

## **2.4 Funding**

Each Executive Officer or designee must determine the number of interns needed to assist their respective departments and request intern funding during LACMTA's annual budget process. Intern funding and compensation is based on the established pay rate schedule.

## **2.5 Benefits**

MIP interns are eligible to receive a transportation pass, and are encouraged to participate in LACMTA-sponsored training and development programs, with supervisor approval. Interns are **not** eligible for medical, dental, vacation, life insurance, educational assistance, or other benefits offered to regular LACMTA/PTSC employees.

## **2.6 Terms and Conditions of Internship**

All hiring departments and MIP interns must comply with the following terms and conditions:

- Interns may work up to:
  - 8 hours per workday;
  - 40 hours per workweek;
  - 80 hours per pay period; and
  - 1,560 hours worked per fiscal year.
- Interns are not eligible for overtime pay.
- Internships may not exceed two academic years.
- Interns who fail to meet MIP eligibility requirements may be subject to disciplinary action up to and including termination.

## **2.7 Terminating an Internship Prior to Scheduled End Date**

A supervisor must notify the MIP Coordinator in writing, and discuss the issues with the Deputy Executive Officer, Human Resources prior to terminating an



**Metro**

**HUMAN RESOURCES  
METRO Internship Program (MIP)**

(HR 4)

internship prematurely. The hiring department must follow Human Resources policies and collect all LACMTA issued items at the time of the termination; a completed, final time sheet must be submitted to the Payroll department. The following guidelines should be considered prior to terminating an intern before the scheduled end date:

- An intern may request a transfer to another assignment or hiring department; and
- An internship may be terminated at any time.

**2.10 Non-Revenue Vehicles**

On a limited basis, an intern may use a LACMTA non-revenue vehicle (NRV) only to carry out supervisor-approved LACMTA business. Interns must comply with LACMTA's Non-Revenue Passenger Vehicle Policy (GEN 16); be at least 21 years old; and licensed to drive in California to drive LACMTA non-revenue vehicles. Interns may not keep a NRV overnight or drive non-LACMTA passengers.

**2.11 Evaluation of Interns' Performance/Internship Close-out**

An Intern Evaluation Form (Attachment 2) must be submitted to the MIP Coordinator at least 15 days prior to the end of a six-month review period, and on their last day as an intern.

An intern's supervisor must complete and submit the Supervisor's Evaluation Form (Attachment 3) to Human Resources at the internship's conclusion; and collect any LACMTA issued employee badge, proximity card and/or departmental keys from the intern at that time.

**3.0 DEFINITION OF TERMS**

**Interns** – Student workers employed at LACMTA to gain work experience relative to their field of study while they continue their educational goals. This working relationship must prioritize school over employment, allowing students the flexibility to achieve academic success while interning. This includes Veterans, as defined in this policy

**Metro Internship Program (MIP)** – Refers to all LACMTA funded internship programs, including Summer Interns (High School Interns) and Administrative Interns (College & Veteran Interns). This program is administered by Human Resources.



**Metro**

## **HUMAN RESOURCES METRO Internship Program (MIP)**

(HR 4)

**Supervisors** – Full-time LACMTA employees who supervise, mentor, and direct the work plans of their respective interns.

**United States Military Veterans (Veterans)** – Honorably discharged veterans of the United States Army, Navy, Air Force, Marines and Coast Guard; and their spouses;

- **Guard/Reserves** – members of the Army, Navy, Air Force, Marine & Coast Guard reserves; and Army & Air Force National Guard who must report for annual training and may be called up to active duty by their respective branches.

### **4.0 RESPONSIBILITIES**

**Department Supervisor:** Responsible for supervising, mentoring and directing the intern's day-to-day work activities. Supervisors should be sensitive to student needs/time constraints and ensure their intern(s) have ample time for academics.

**Human Resources:** Administers the MIP program and ensures all LACMTA Human Resources policies are followed in the recruitment, selection and separation of interns.

**Interns:** Submit the required documents for LACMTA internships in a timely manner through the recruitment and selection process, as well as extensions and separation.

### **5.0 FLOWCHART**

Not Applicable

### **6.0 REFERENCES**

Employment Status Policy (HR 31)

### **7.0 ATTACHMENTS**

1. Intern Authorization Form
2. Internship Program "Intern Evaluation Form"
3. Internship Program "Supervisor Evaluation Form"

### **8.0 PROCEDURE HISTORY**

01/13/03 New LACMTA Policy

01/01/04 Revised and renumbered record series from OD&T 8-4 to HR 8-4



**Metro**

**HUMAN RESOURCES  
METRO Internship Program (MIP)**

(HR 4)

- 10/04/11 Revised to include international student eligibility. Policy renumbered from HR 8-4 to HR 4. Removed "Nepotism" definition. Removed "Department Heads" & "MIP Coordinator" from responsibilities.
- 09/12/13 Biennial review: consolidated and streamlined language for an easier read and understanding; TCAP interns may be chosen from "selected" Los Angeles County high schools, instead of the previously specified high schools.
- 01/06/14 Policy change allowing United States military veterans to become interns. Veterans must enroll in college w/in three months of hire to remain eligible for renewal.



**Metro**

**METRO'S INTERNSHIP PROGRAM (MIP)  
AUTHORIZATION FORM**

**NEW HIRE**     **EXTENSION**

Supervisor Name: _____	Supervisor Phone: _____
Dept. Name: _____	Cost Center: _____
Intern: _____	College: _____
Major: _____	Academic Level/Date of Grad. _____

**Account: 50136 - INTERN                      BIAS Line Item Report (attached)**  
Amount Budgeted: \_\_\_\_\_ Total Hours Budgeted: \_\_\_\_\_

Academic Level (Check One)	<input type="checkbox"/> High School <b>\$8/Hour</b>	<input type="checkbox"/> College Freshmen, Sophomores, Juniors, Seniors <b>\$12.50/Hour</b>	<input type="checkbox"/> College Graduates, Graduate Students <b>\$15/Hour</b>
-------------------------------	---	---	--

**Proposed Start Date** \_\_\_\_\_ **Proposed End Date:** \_\_\_\_\_  
# OF WORK HOURS PER WEEK: \_\_\_\_\_ (Interns are not eligible for overtime)

**SCOPE OF WORK**

Project Description (Please be specific as to the objective and scope of the project.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Skills/Background Required for the Position  
\_\_\_\_\_

Will the Intern be filling a vacant intern position authorized in your department's budget?  YES  NO  
Will intern be required to drive a Metro non-revenue vehicle?  YES  NO  
(not applicable to high school students)

Departmental Manager Approval: \_\_\_\_\_  
Signature Print Name Date

HR Representative Approval: \_\_\_\_\_  
Signature Date



# Metro Internship Program

## Intern Evaluation Form

(To be completed at the end of internship)

Intern's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_

**Please complete the following questions.**

1. What aspects of your internship were most beneficial to your field of study?

---

---

---

2. What was the most significant contribution you made to your department?

---

---

---

3. Describe some of the responsibilities/tasks you were involved in.

---

---

---

4. What skills or knowledge have you acquired over the course of your internship?

---

---

---

5 Please rate the following:

A. HR recruitment/selection process    Excellent   Very good   Good   Fair   Poor

B. Metro Internship Program            Excellent   Very good   Good   Fair   Poor

6. Please provide any recommendations which you feel will improve the MIP.

---

---

**Please return the completed evaluation form to the MIP Coordinator (Mail Stop: 99-14-5).**





**Metro**

**Metro Internship Program**  
**Supervisor Evaluation Form**  
(To be completed at the end of internship)

Supervisor's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Intern's Name: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_

**Please complete the following questions.**

1. What academic knowledge or skill did the intern have which contributed most to your department?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What is the most significant contribution the intern made to your department?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Would you recommend the intern for a regular position at Metro? If yes, what position(s)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please rate the following:

- A. HR recruitment/selection process    Excellent   Very good   Good   Fair   Poor
- B. Metro Internship Program            Excellent   Very good   Good   Fair   Poor

5. Please provide any recommendations which you feel will improve the MIP.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return your completed evaluation form to the MIP Coordinator (Mail Stop: 99-14-5).**



**Metro**

**HUMAN RESOURCES  
Recruitment and Selection**

(HR 7)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) recruits, selects, hires and promotes qualified individuals in accordance with sound human resources practices without regard to race, color, creed, ancestry, national origin, gender, sexual orientation, religion, age, veteran status or disability.

**PURPOSE**

The purpose of this policy is to:

- Ensure a capable, talented and committed workforce;
- Encourage employee development and promotion from within; and
- Ensure rapid, responsive, customer-focused recruitment and selection for all vacancies.

**APPLICATION**

This policy and its procedures apply to filling all non-represented vacancies.

Cassandra G. Langston  
APPROVED: County Counsel or N/A

Michelle Lopez Caldwell  
Department Head

Arthur J. Yeagy  
ADOPTED: CEO

Effective Date: 8/26/13



**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

**(HR 7)**

### **1.0 PROCEDURES**

These procedures are followed when filling non-represented part-time, full-time, at-will, regular, temporary regular, and as-needed (temporary) positions. (Refer to the *Employment Status* (HR 31) policy.)

#### **1.1 Requisition Process**

The hiring authority completes and submits an electronic Employment Requisition/Request Form in Metro's Applicant Tracking System (MATS) for budgeted vacancies. Once approved by the hiring authorities in the approval hierarchy, the Deputy Executive Officer, Human Resources will verify and approve the requisition/request.

If filling a temporary position, the hiring authority completes a Request to Hire or Extend Assignment of Temporary Employee form (Attachment 1) and submits it to the Temporary Program Coordinator in the Employment Section.

#### **1.2 Recruitment Process**

##### **1.2.1 Recruitment & Selection Plan**

If an active Qualified Candidate Pool (QCP) does not exist for the position(s) being filled, the hiring authority meets with the designated Human Resources Analyst to develop a Recruitment and Selection Plan, including considerations of Equal Opportunity hiring goals as required, and:

- Review and sign Confidentiality Statement (Attachment 2)
- Review current job description

If an active QCP exists, and candidate(s) who meet the Ideal Candidate Profile (ICP) for the vacant position are identified, a recruitment process will typically not be initiated. The final decision in this matter is at the discretion of the Deputy Executive Officer, Human Resources.

##### **1.2.2 Posting Job Bulletins**

Internal recruitment bulletins are posted for a minimum of five (5) days; they are limited to regular LACMTA employees, and current temporary employees with at least six (6) months of continuous LACMTA employment.

External recruitment bulletins are posted for a minimum of ten (10) days; they are open to all LACMTA employees and the public.



**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

**(HR 7)**

A continuous filing period may be utilized for those positions that are considered hard-to-fill or where there is predictable turnover. The use of a continuous filing period is at the discretion of the Deputy Executive Officer, Human Resources.

### **1.2.3 Application for Employment**

Applications for employment should be completed and submitted online through MATS by 5:00 p.m. on the closing date of the recruitment. Computers are available in LACMTA's Employment Office for applicants needing access to a computer, or assistance with completing their application.

Regular employees may apply for internal postings during their initial probationary period, but will not be certified to the hiring department for an interview until they have successfully completed the initial probationary period. Under exceptional circumstances, the Deputy Executive Officer, Human Resources or his/her designee, may authorize certification of a probationary employee.

LACMTA employees eligible to retire from the Non-Contract (N/C), American Federation of State, County and Municipal Employees (AFSCME), United Transportation Union (UTU), Amalgamated Transit Union (ATU), or Transportation Communications Union (TCU) pension plans who have not reached age 63 (normal retirement age under these plans), must have a minimum break in service of at least 180 days, or waive their right to immediately retire from these plans before they can be promoted or transferred to, or from the Public Transportation Services Corporation (PTSC), or be rehired by LACMTA or PTSC. The 180-day break in service must occur over a period of time that the employee would normally be working. No pre-retirement agreement between the employee and LACMTA or PTSC, either verbal or written, to return to work is permitted. During the 180-day break in service, employees may not participate in the recruitment and selection processes to be rehired for LACMTA or PTSC positions.

Each respective pension plans' rules will dictate how retiree benefits will be impacted if the retiree resumes employment with LACMTA or PTSC.

Employees who sign a written waiver relinquishing their right to immediately retire from the N/C, AFSCME, UTU, ATU, or TCU pension plans or are the



**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

**(HR 7)**

normal retirement age of 63 years or over, are exempt from the above requirements.

All non-represented employees who have passed their initial probationary period are eligible for transfers. (Refer to the *Transfer* (HR 9) policy.) Employees may submit a Transfer Request Form (Attachment 3) with resume to the Human Resources department at any time for consideration. When a vacancy occurs, the hiring department will interview employees who have submitted requests for transfers and meet the department's ICP for the position being filled.

All employees may apply for external postings.

### **1.3 Screening Process**

#### **1.3.1 Application Screening**

The Human Resources Analyst and/or hiring department representative will review and screen each application to determine who meets the minimum qualifications, as noted on the published job bulletin. Only the candidates determined as most qualified will be invited to participate in the competitive selection process.

Eligibility of applicants with misdemeanor or felony convictions will be evaluated on a case-by-case basis. Applicants currently on any form of probation (summary or formal) or parole are ineligible for employment with LACMTA.

#### **1.3.2 Candidate Pool**

A minimum of three (3) qualified candidates will be identified to participate in the selection process for an open position. If the candidate pool has fewer than three (3) qualified candidates, and the hiring department wishes to proceed with the selection process, then the hiring department manager may request permission from Human Resources to conduct the selection process with fewer than three (3) qualified candidates. If the hiring department manager does not wish to proceed with less than three (3) candidates, the Human Resources Analyst will proceed with a new recruitment after a review of all recruiting sources.



**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

**(HR 7)**

### **1.4 Selection Process**

#### **1.4.1 Test Development**

The Human Resources Analyst, in consultation with the hiring representative who will serve as a subject matter expert, will determine the selection process components. The Human Resources Analyst will ensure compliance with LACMTA policy, federal and state equal employment opportunity and labor laws, and the federal guidelines on employee selection. The process may consist of, but not be limited to, any combination of the following:

- Standard and supplemental application information;
- Written, multiple choice, essay, performance, and/or physical agility tests; and
- Appraisal/hiring Interviews

The selection process will be competitive, objective, related to the job criteria and based on the knowledge, skills, and abilities required for the position.

#### **1.4.2 Qualified Candidate Pool (QCP)**

A candidate who passes the selection process for a given classification will be placed in the QCP. He/she will be eligible for consideration and does not have to reapply or retest for a period of 18 months from their original qualification date.

Once in the QCP, candidates whose qualifications most closely meet the department's ICP for a given vacancy will be certified to the hiring authority for a final hiring interview.

If it is necessary to add candidates to the QCP during the 18-month period, the position may be reposted at the discretion of the Deputy Executive Officer, Human Resources. Candidates in the existing pool will be merged into the new pool, but will retain their original expiration dates.

Hiring departments will also interview transfer candidates who meet the ICP for a specific vacancy in addition to candidates from the QCP.

### **1.5 Equal Employment Opportunity and Employee Code of Conduct Review**

LACMTA is an Equal Opportunity Employer. Hiring decisions should be made in accordance with the procedures established to meet the agency's commitment to



**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

(HR 7)

equal employment opportunity and affirmative action. (Refer to the *Affirmative Action* (EO 2) policy.)

Managers considering hiring someone who has been an LACMTA employee within the past year as a consultant or contractor should review LACMTA's *Employee Code of Conduct*, Section 5-15-210; managers considering hiring someone who has been employed by an LACMTA contractor within the last year should review LACMTA's *Employee Code of Conduct* Section 5-15-160. The manager should contact the Ethics Department in either case, before making the offer to hire such a person.

### **1.6 Reference Checks and Record Reviews**

Prior to extending an employment offer, the Human Resources department and/or hiring authority will conduct background, reference and records checks on the selected candidate, according to Human Resources guidelines.

The drug and alcohol testing background of candidates for safety sensitive positions will be investigated. Internal checks will also be performed for all individuals who were previously employed, or applied for employment at LACMTA. Candidates with a prior, positive drug and/or alcohol test will be considered on a case-by-case basis; the final hiring decision will be made on the merit of each case.

All candidates must be fingerprinted, and the Criminal Offender Record Information (CORI) must be received from the Department of Justice (DOJ) and evaluated before the candidate can start work at LACMTA. Candidates whose CORI indicates they are on any form of probation (summary or formal) or parole, are ineligible for employment with LACMTA.

If, at anytime it is discovered that an application has been falsified, the applicant will be automatically disqualified. If an employee is found to have falsified an application, disciplinary action may be taken, up to, and including termination in accordance with the *Discipline* (HR 47) policy.

### **1.7 Employment Offer**

All job offers and relocation packages will be evaluated by the Deputy Executive Officer, Human Resources, or his/her designee to ensure consistency with LACMTA Human Resources policies, Chief Executive Officer (CEO) directives and approved compensation practices.



**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

(HR 7)

Once the compensation package is approved by the hiring and Human Resources departments, the Human Resources Analyst will extend the job offer by phone. Once accepted, a written offer will be mailed to the candidate. (Refer to the *Compensation* (HR 10) policy.)

All job offers are contingent upon the candidate's successful completion of the pre-employment process. All employees must provide and maintain valid proof of eligibility to work in the United States, throughout their employment at LACMTA. Candidates for safety sensitive positions may not begin working in such positions unless they pass the alcohol and drug tests, as required by federal regulations and LACMTA policy. (Refer to the *Drug and Alcohol Free Work Environment* (HR 46) policy.)

### **1.8 Appointments**

#### **1.8.1 Direct Appointment**

The Board of Directors may appoint individuals to positions that directly report to them. The CEO may directly appoint individuals from within or outside LACMTA, without a selection process.

If an employee is removed from the position to which they were directly appointed, the employee must secure another LACMTA position in accordance with Sections 1.2, 1.3, and 1.4 of this policy to retain employment with LACMTA.

#### **1.8.2 Interim Appointment**

Interim appointments to budgeted positions may be made to fill short-term vacancies of 30 days or more using the Interim Appointment Form (see Attachment 3). Interim appointments should be kept to a minimum, and should not exceed six (6) months.

A person selected to fill an interim appointment must meet the minimum qualifications of the position. If a hiring department has a need to appoint someone to a position on an interim basis in an emergency situation, and the person does not meet the minimum qualifications of the classification, the Deputy Executive Officer, Human Resources may grant approval for such appointment while a recruitment to fill the regular position is conducted. The appointed candidate will be notified that he/she does not meet the minimum qualifications for the position, and may not compete in the selection process.





**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

(HR 7)

Any person selected to fill an interim position may be subsequently selected for the regular position subject to the normal procedures for filling regular vacancies specified in Section 1.4.2.

### **1.8.3 Underfill Appointments**

Underfill appointments are appointments using lower-level classifications to fill vacant, budgeted, higher-level positions for either training or administrative purposes.

- **Trainee Underfill Appointment**

A trainee underfill appointment may be an appropriate means of filling "hard to recruit" positions, furthering employee development and achieving diversity goals. Such appointments provide an opportunity for underfill appointees to acquire the minimum qualifications for the budgeted classification and qualify for promotion to the budgeted classification. To be eligible for a trainee underfill appointment, the appointee must have been selected as a result of a competitive process for the underfill appointment.

- **Administrative Underfill Appointment**

An administrative underfill appointment is when an employee in a lower-level position temporarily fills a vacant budgeted higher-level position, pending either a selection process for the higher-level position or a revision to the budgeted position. The administrative underfill appointee performs only the duties of his/her lower-level position. An administrative underfill does not qualify the incumbent for the higher-level budgeted classification. An administrative underfill appointment shall not exceed twelve (12) months.

## **2.0 DEFINITION OF TERMS**

**Administrative Underfill** – An appointment made using an employee in a lower-level position to temporarily fill a vacant budgeted higher-level position for administrative purposes. The administrative underfill appointee performs only the duties of his/her lower-level position. Such appointments require the approval of the Deputy Executive Officer, Human Resources or his/her designee.



**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

**(HR 7)**

**Applicant** – An individual who submits an LACMTA application in response to an internal job posting or an external advertisement by the Human Resources department, a recruiting firm, or other sources.

**Candidate Pool** – Applicants who meet the minimum qualifications for a designated job and who have been invited to participate in the selection process based on their employment application.

**Continuous Filing Period** – A recruitment process initiated for a given classification whose application filing period is “Open” until sufficient numbers of qualified applications are received.

**Department Representative** – An employee assigned by the hiring authority to participate in the recruitment process as a subject matter expert. The assigned employee must hold a position at the same level or higher than the vacancy to be filled.

**Equal Opportunity Hiring Goals** – LACMTA employment goals intended to ensure minority and female representation consistent with market availability (refer to the *Affirmative Action (EO 2)* policy).

**Hiring Authority** – An LACMTA employee with authorization from his/her Department Head or Executive Officer to initiate the request for recruitment and to select the final candidate.

**Hiring Department** – The LACMTA department that submits a requisition to the Human Resources department to fill a vacant position, which is within its jurisdiction and funded under one of its cost centers.

**Ideal Candidate Profile (ICP)** – Outlines the desired education, training, skills, abilities, and experience for a specific position as defined by the hiring department.

**Job Description** – Defines job requirements, qualifications and duties, and reflects the knowledge, skills, abilities and experience needed to perform the job.

**Qualified Candidate Pool (QCP)** – A group of candidates who successfully completed the selection process for a specific classification from which vacancies are filled.

**Recruitment and Selection Plan** – Outlines the recruitment plan and the selection process with key milestones and target dates for completing the selection. The Human Resources Analyst and the hiring authority or designee develops the Plan jointly.



**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

(HR 7)

**Regular Employee** – An employee who occupies a budgeted full-time or part-time position and who is entitled to full or partial benefits.

**Rehire** – An employee who separates from LACMTA or PTSC (e.g., retires, resigns, or is terminated), receives a cash-out from existing accrued leave banks (TOWP, vacation, etc.), has a break in service or waives his/her right to immediately retire.

**Safety Sensitive Employees** – Those employees who are engaged in certain specific functions defined by 49 CFR Part 40 and Part 655 and under the *Drug and Alcohol Free Work Environment* (HR 46) policy as safety sensitive; such employees are in job classes such: as armed security officers, bus operators and workers who perform maintenance on and maneuver revenue-generating mass transit equipment.

**Supplemental Application** – A customized Supplemental Application, requested from all applicants for certain recruitments to obtain specific information about skills, abilities, prior job performance and experience. A Supplemental Application may include writing or portfolio samples, responses to questions or a portfolio review.

**Trainee Underfill** – An appointment made using an employee who has completed a competitive selection process for appointment to a vacant higher-level position for training purposes. Such appointments require the approval of the Deputy Executive Officer, Human Resources or designee.

### **3.0 RESPONSIBILITIES**

**Hiring Authority** makes the final selection of a candidate and adheres to recruitment and selection procedures.

**Deputy Executive Officer, Human Resources** ensures that all recruitment and selection policies and procedures are fair, objective and in accordance with applicable laws and regulations.

**Equal Employment Opportunity (EEO) Program Manager** monitors the recruitment and selection process to ensure compliance with EEO regulations and Affirmative Action goals, and ensures non-discrimination in employment opportunities and working conditions.

**Department Representatives** represent the hiring authority as a subject matter expert in recruiting and selecting candidates to fill a vacant position in their department. They are responsible for assisting in the development and administration of selection processes to fill vacancies in compliance with applicable employment laws and regulations and LACMTA Human Resources policies and procedures.



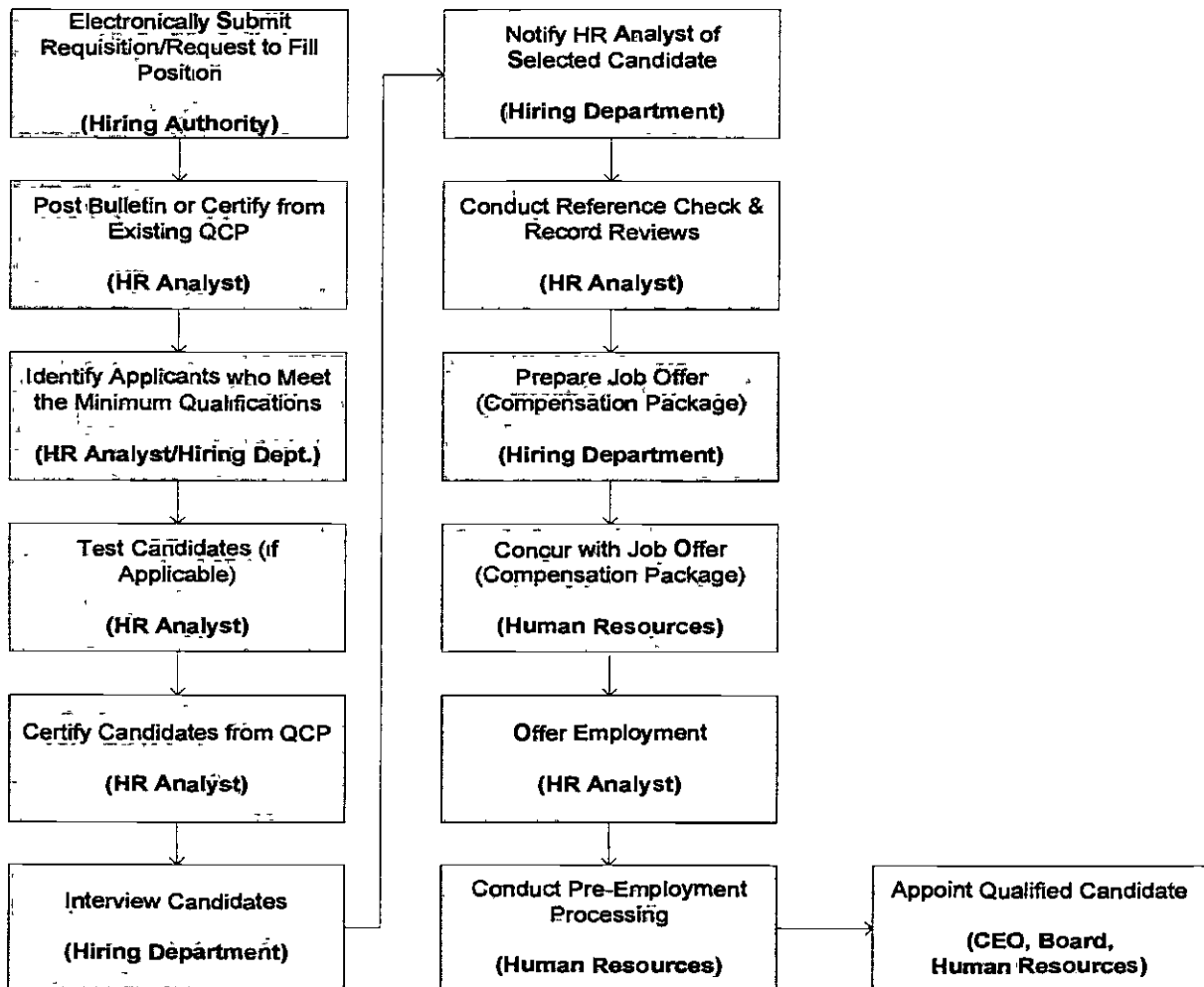
# Metro

## HUMAN RESOURCES Recruitment and Selection

(HR 7)

**Human Resources Analysts** are internal consultants to the hiring authority and responsible for developing and conducting objective recruitment and selection processes to fill vacancies in compliance with applicable employment laws, regulations, and LACMTA Human Resources policies and procedures

### 4.0 FLOWCHART



### 5.0 REFERENCES

- Affirmative Action (EO 2)
- Employment Status (HR 31)
- Compensation (HR 10)
- Discipline (HR 47)
- Drug and Alcohol Free Work Environment (HR 46)
- Transfer (HR 9)



**Metro**

## **HUMAN RESOURCES Recruitment and Selection**

(HR 7)

- Employee Code of Conduct

### **6.0 ATTACHMENTS**

1. Request to Hire or Extend Assignment of Temporary Employee form
2. Confidentiality Statement form
3. Transfer Request Form
4. Interim Appointment Form

### **7.0 PROCEDURE HISTORY**

02/03/93	Former LACTC and former SCRTD interim procedures Board-adopted
03/23/93	Former LACTC and former SCRTD interim procedures Board-adopted
09/28/95	Revised to streamline and reduce operating costs
10/24/95	Revised to streamline and reduce operating costs
09/10/99	Revised MTA procedures
04/22/02	Revised to streamline the process and give hiring managers more responsibility in the hiring process
09/25/02	Revised to incorporate reviewing criminal histories and hiring as-needed (temporary) employees
01/01/04	Revised LACMTA policies and procedures
08/08/05	Revised to extend minimum posting period for external recruitments from 7 to 10 working days; eliminates automatic disqualification of job applicants who have felony convictions; specifies minimum requirements job candidates must meet who have prior positive drug and/or alcohol tests.
07/10/07	Revised to include guidelines for rehiring LACMTA retirees
03/31/10	Biennial review: revised to exclude candidates in non-safety sensitive positions from pre-employment drug testing
07/26/12	Biennial review: revised to reflect current Human Resources practice with regard to investigating the drug and alcohol testing background of candidates for safety sensitive positions.
06/03/13	Changed time of minimum break from 60 to 180 days for retirement-eligible employees to be eligible for transfer or promotion to or within PTSC or for rehire within LACMTA or PTSC.
11/01/13	Clarified that all employees must provide and maintain proof of eligibility to work in the United States, throughout their LACMTA employment.



**Metro**

**HUMAN RESOURCES  
Termination of Employment**

(HR 12)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) maintains a productive work force, retaining the most qualified employees to fulfill its mission. Employment at LACMTA may be terminated by either the employee or LACMTA, through resignation, retirement, abandonment of position, discharge, reduction-in-force, death, or expiration of leave of absence.

**PURPOSE**

This policy specifies the steps to follow when the employment relationship between an employee and LACMTA terminates.

**APPLICATION**

This policy applies to all regular LACMTA employees. If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

Ronald W. Stamm  
APPROVED County Counsel or N/A

Ronald E. OH  
Department Head

Arthur J. Yealy  
ADOPTED CEO

Effective Date 5/30/14

Date of Last Review \_\_\_\_\_



**Metro**

## **HUMAN RESOURCES Termination of Employment**

(HR 12)

### **1.0 PROCEDURES**

#### **1.1 Processing an Employee Termination**

##### **STEP 1 – Receive or Issue Notice of Termination**

###### **1.1.1 Resignation**

LACMTA requests at least two weeks advance notice prior to their final day of work, from employees who intend to resign from LACMTA service. If the notice of intent to resign is given verbally to the supervisor, without the requested written notice, the supervisor should issue a letter to the employee acknowledging the resignation in writing

The supervisor should forward a copy of the resignation notice to the department head and the Deputy Executive Officer, Human Resources.

###### **1.1.2 Retirement**

Retirement is a voluntary termination from active service. There is no mandatory retirement age.

An employee should give written notice 90 days prior to the last day of work to the supervisor, respective department head, and the Pension and Benefits Department.

If the employee only gives the notice of retirement verbally to the supervisor, the supervisor should issue a letter to the employee acknowledging the retirement with a copy sent to the respective department head, Deputy Executive Officer, Human Resources, and Pension and Benefits Department.

###### **1.1.3 Abandonment of Position**

An employee is considered to have abandoned his/her position after an absence of three consecutive working days without contacting the supervisor to request leave and may include:

- failing to return from a leave as scheduled,
- being absent without approval, or



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

## **HUMAN RESOURCES Termination of Employment**

(HR 12)

- failing to notify supervisor in cases of unplanned and unauthorized absences in a timely manner

On the fourth day of the employee's unauthorized absence, the department must send the employee a certified letter of Notice of Proposed Discipline in compliance with the Discipline (HR 47) policy, if recommended by the Employee and Labor Relations Department.

### **1 1.4 Discharge**

Employees may be discharged as a result of:

- misconduct;
- violations of law or LACMTA policies, procedures, and work rules;
- conduct that discredits LACMTA or the employee's position; or
- unsatisfactory job performance.

If the employee is being discharged by LACMTA, the supervisor must comply with the Discipline (HR 47) and Grievance (HR 48) policies, or the applicable collective bargaining agreement. A written notice of termination must be issued to the employee prior to his/her last day.

### **1 1.5 Reduction in Force**

The Chief Executive Officer (CEO) may require a reduction in staff due to budgetary constraints (See the Reduction in Force (HR 26) policy). If employees are laid-off, supervisors will receive specific instructions regarding lay-off procedures.

### **1.1 6 Death**

Upon the death of an employee, the supervisor should notify the Pension and Benefits Department for immediate processing.

### **1 1.7 Expiration of Medical Disability Leave**

A certified letter of Notice of Proposed Termination of Employment will be sent to employees who have been granted a leave of absence and are unable to return to work by the expiration date of the leave of absence





**Metro**

Los Angeles County  
Metropolitan Transportation Authority

## **HUMAN RESOURCES Termination of Employment**

(HR 12)

### **STEP 2 - Provide the Employee with the “Checklist for Employees Terminating from Metro”**

Employees must complete the tasks listed on the Checklist for Employees Terminating from Metro (Attachment 1), prior to their last day of work. Supervisors should provide this list to the employee and use it as a tool to review the termination process with the employee

### **STEP 3 – Complete a Personnel Action Form (PAF)**

Once the supervisor receives or issues a termination letter, the department's staff should complete a PAF (Attachment 2) for the employee, indicating the:

- Effective Date of Termination
- Reason for Termination
- Eligibility for Rehire
- Last Day Worked

The PAF may be generated from the Department HR, Report Submitter System.

### **STEP 4 – Complete the Clearance Order**

The supervisor or his/her designee must follow the instructions outlined in the Addendum to this policy, Instructions for Completing a Clearance Order (Attachment 3) to complete the Clearance Order (Attachment 4), as well as manually complete a payroll timesheet for the terminating employee

### **STEP 5 – Prepare Personnel Record and Medical Record Files for Delivery to Human Resources**

The employee's Personnel Record File and Medical Record File must be prepared for delivery to the Human Resources Department in conformance with the standards specified in LACMTA's Personnel Records (HR 23) policy.



**Metro**

## **HUMAN RESOURCES Termination of Employment**

(HR 12)

### **STEP 6 – Deliver to Human Resources, Records Room**

On or immediately following the employee's last day of work, the following materials must be hand-delivered, or mailed through inter-office mail as one complete package to the Human Resources Department, Records Room, on the Plaza Level of the Gateway Building (Mail Stop 99-PL-1).

- Notice of Termination
- Personnel Action Form (PAF)
- Personnel Record and Medical Record File
- Clearance Order
- Employee Transportation Pass and Dependent Transportation Pass(es)

### **STEP 7 – Notifying Contract Administrators**

If the terminating employee was a Project Manager (PM) on a contract, that PM's supervising department should notify the assigned Contract Administrator with the name of the replacing PM

#### **1.2 Exit Interview**

Upon an employee's voluntary separation from LACMTA employment, HR will mail a letter with a link to an online exit interview questionnaire. The exit interview is an optional and anonymous survey providing employees an opportunity to assess their experiences working at LACMTA. Information gathered by HR will be used to assess and modify/improve the LACMTA work environment, as needed, to improve employee retention; and aid in recruitment and retention efforts.

Employees who terminate will receive their Final Checks on the regular payday of the payroll period in which they terminate. For this reason, the above materials **must** be received by the Human Resources Department no later than the end of the pay period.

Employees who have been terminated may not extend their LACMTA service by using accrued leave per the Time Off With Pay (TOWP; HR 16) policy, Section 1.7

#### **2.0 DEFINITION OF TERMS**

**Accrued Leave** - Includes vacation, sick, frozen sick and frozen vacation, Time Off With Pay (TOWP), and Compensatory Time Off (CTO).



**Metro**

## **HUMAN RESOURCES Termination of Employment**

(HR 12)

**Discharge** - An employee's involuntary separation from LACMTA for disciplinary or performance reasons

**Earned Leave** – Leave that has been earned, but not yet placed in employee's leave bank.

**Resignation** – A voluntary, employee-initiated separation from LACMTA

**Termination** - The cessation of the employment relationship between LACMTA and an employee, either by resignation or business necessity

### **3.0 RESPONSIBILITIES**

**Human Resources Department (HR)** has overall responsibility for the administration of this policy.

**Department Heads** are responsible for signing Clearance Orders.

**Employees** are responsible for providing advance written notice to their supervisor of their resignation or retirement and for completing all tasks outlined on Checklist for Employees Terminating from LACMTA (Attachment 1). These tasks include returning all LACMTA property/equipment, Identification Badge/Transportation Pass and Dependents Passes and paying any outstanding financial obligations to LACMTA.

**Supervisors** are responsible for completing all the termination processing tasks outlined in this policy and its Addendum and for consulting with Labor and Employee Relations prior to making a final determination with respect to discharging a non-represented employee.

### **4.0 FLOWCHART**

Not Applicable

### **5.0 REFERENCES**

- Employee Code of Conduct (§5-15-210)
- ITS Checklist and Certification for Separating Employee form
- Policies.
  - Discipline (HR 47)
  - Grievance (HR 48)
  - Key (GEN 36)



**Metro**

**HUMAN RESOURCES  
Termination of Employment**

(HR 12)

- o Medical Disability Leave (HR 44)
- o Personnel Records (HR 23)
- o Recruitment and Selection (HR 7)
- o Reduction in Force (HR 26)
- o Time Off With Pay (HR 16)
- o Transportation Pass (HR 41)
- o Tuition Reimbursement Program (HR 1)

**6.0 ATTACHMENTS**

1. Checklist for Employees Terminating from Metro
2. Personnel Action Form(PAF)
3. Addendum to Termination of Employment Policy, Section 1.1, Step 4 - Instructions for Completing the Clearance Order
4. Clearance Order
5. Supervisor's Termination Processing Checklist

**7.0 PROCEDURE HISTORY**

- 02/03/93 Former LACTC and former SCRTD interim procedures Board-adopted
- 10/24/95 Revised to streamline and reduce operating costs
- 02/15/02 Revised to define and streamline process
- 08/08/05 Revised to require supervisors or designees to provide an Exit Interview Questionnaire packet to employees who either voluntarily resign or retire.
- 12/18/07 Revised practice of issuing terminating employees' Final Checks on their last day of work, new practice is to issue Final Checks to employees on the payday of the payroll period in which they terminate.
- 01/30/12 Review: no changes at this time
- 02/12/14 Biennial review: changed Metro to LACMTA, added Step 7; Section 1.2 incorporates core aspects from the Exit Interview (HR45) policy (HR45 will be rescinded); updated reference policies.



Los Angeles County  
Metropolitan Transportation Authority

**Metro**

## CHECKLIST FOR EMPLOYEES TERMINATING FROM METRO

This checklist is intended to help you complete the termination process. Employees terminating their employment with Metro are responsible for completing a variety of tasks on or before their last day of work. Please ensure that you complete the various tasks outlined below before you leave Metro. If you have any questions, please speak with your immediate supervisor or contact the Human Resources Department at (213) 922-7127 or (213) 922-7148.

**NOTE:** Failure to return property to Metro or the removal of property may be construed as theft, and appropriate legal action may be taken if the property is not recovered. Metro will deduct the value of any unreturned property from the employee's final check.

Tasks To Complete	Completed
1. If you are voluntarily resigning from Metro, provide your supervisor written notice of your intent to resign at least two weeks prior to your last day of work. If you are retiring, provide written notice of your intent to retire at least 90 days in advance of your last day of work.	
2. Turn in the following items to your immediate supervisor or other appropriate party on or before your last day of work: <ul style="list-style-type: none"> <li>• I.D. Badge/Transportation Pass and Dependent Passes. Employees will be charged a fee equivalent to the fee charged for lost or stolen passes for each unreturned Transportation Pass and Dependent Pass;</li> <li>• Keys;</li> <li>• All tools, property, equipment, manuals and other Metro property in your possession; and</li> <li>• Other items issued to you.</li> </ul>	
3. Complete the Information Technology (IT) Checklist and Certification Form with your supervisor, if applicable. Your supervisor will inform you if this applies to you.	
4. Return any materials you borrowed from Metro's Dorothy Peyton Gray Library (15th floor) and/or the T&D Learning Resource Center (4th floor).	
5. If you are voluntarily resigning or retiring, your department will provide you with an Exit Interview Questionnaire to complete before your last day of work. You are encouraged to complete this Questionnaire and to send it to the Human Resources Department in the pre-addressed stamped confidential envelope that is provided.	

6. If you are voluntarily resigning or retiring and have received Tuition Reimbursement in the last six months, you are required to pay 100% of this reimbursement back to Metro. Inform your supervisor if this applies to you. Refer to the Tuition Reimbursement Program (HR1) policy for additional information.	
7. Settle any and all other outstanding financial matters/obligations to Metro not indicated above, with the Payroll Department.	
8. Complete a Statement of Economic Interest (Form 700) — Leaving Statement This only applies to employees who annually complete the Form 700, for more information, contact the Ethics Department.	
9. Turn in Purchase Card (P-Card), if applicable.	
10. If you park in the Gateway Building Parking Structure, return Parking Access Card to Gateway Building to Five Star Parking, Main Office on P-1 of the Gateway Plaza Building. Turn in any other Metro Parking Access Card(s) to the party who issued the card(s) to you	
11. Provide your department with your forwarding mailing address.	
<b>Miscellaneous Tasks To Do (For Employee's Use)</b>	

### OTHER IMPORTANT INFORMATION ABOUT TERMINATING FROM METRO

**Final Check** - Your final check will be issued to you on the next scheduled payday of the payroll period in which you are terminating. It will include unpaid wages, earned and accrued vacation time or TOWP, frozen vacation, and any unused compensatory time off (CTO). If you are retiring, you will also receive up to 100% of your sick time/frozen sick time, depending on your union affiliation or non-union affiliation. Your final check may also reflect deductions for the value of any property/equipment that you have not returned to Metro or any outstanding balances that you owe Metro.

Arrange with your department to have your final check: 1) mailed to you; or 2) available for pick-up on payday at the Metro Treasury Office located on the 21st floor of the Gateway Plaza Building.

**Benefits** - After you leave Metro, you will be notified by mail of optional COBRA-continued health coverage benefits by Metro's Pension and Benefits Department. If you have any questions about your Pension Plan benefits, 401(K) or 457 Plans, or COBRA benefits, please call the Pension and Benefits Department at Ext. 27184.

The Human Resources Department is available to answer any questions you might have regarding the termination process. You may contact a Human Resources representative for assistance at (213) 922-7127.

**PERSONNEL ACTION FORM**

Report Run on

Page 1 of 1

**COMPLETE SHADED AREAS TO REQUEST CHANGE**

Badge/Employee ID      Employee Name

Process Date      Cost Center/Section      Pers Actions      Eff Date

A1    Eff Date      Pers Actions

01

Employee Name(Last,First,MI.)      Suffix

B1

Status      Status Date      Authority Emp Date      Regular/ As Needed      Full Time Part Time      Benefits

C1


R      F

Cost Center /Section      Pay Loc.      Union Code      Last Day Worked      LOA Reason      LOA Projected Return Date      Termination Code      Elig For Rehire (Y/N)

C2

NC

<u>Roster No</u>	<u>Roster Date</u>	<u>Position</u>
D1		
D2		
D3		
D4		



**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY**

Job No    Class Title      Class    Class Date    Position No.    Pay Cycle

1D

B1

Begin Date    End Date      Percent      Temp(T)      Time Report    Rate Code

1E

99-99-99      100%      P      H

Band/Grade    Step      Rate      Frozen      Premium Code    Premium Factor

1F

Work Order    Earnings    Percent      Start Date      Stop Date

1

REG      100%      99-99-99

2

3

Date
Prepared By
Department Head

Remarks: \_\_\_\_\_

\_\_\_\_\_  
DEO, Human Resources

\_\_\_\_\_  
Executive Officer

\_\_\_\_\_  
CEO or Designee

## ADDENDUM TO TERMINATION OF EMPLOYMENT POLICY

### SECTION 1.1 - STEP 4

#### INSTRUCTIONS FOR COMPLETING A CLEARANCE ORDER

**The following is a detailed description of the tasks associated with completing the Metro Clearance Order.**

The Clearance Order is completed by the department in which the terminating employee is paid. Supervisors or their designee(s) are responsible for completing each section of the Clearance Order as indicated below. When all information on the Clearance Order has been completed, the Department Head must sign the Clearance Order.

Please read and follow the instructions below. You may also utilize the Supervisor's Termination Processing Checklist (Attachment 5) to assist you in keeping track of the various tasks which need to be completed.

If you have any questions regarding completing this Clearance Order or the termination process in general, please contact the Human Resources Department at (213) 922-7127 or (213) 922-7148.

1. **Final Check - Wages and Accrued/Earned Leave Banks** – An employee who terminates from Metro is entitled to any unpaid wages, earned and accrued vacation time or TOWP, frozen vacation, and any unused compensatory time off (CTO). If retiring, an employee is entitled up to 100% of his/her accrued sick/frozen sick time. Charges for equipment/property not returned and any outstanding financial obligations to Metro will be deducted from the employee's Final Paycheck.
  - In order to pay the employee his/her final wages, a Payroll Timesheet should be completed for the employee and attached to the Clearance Order.
  - The Payroll Department will be responsible for indicating all other accrued/earned hours in the employee's leave accounts to be paid on the Final Check.
  - The employee's Final Check will be issued by the Treasurer's Office on payday of the normal payroll cycle. Given this new practice, the use of the Manager's Check to pay final unpaid wages is prohibited.
  - Arrange with the employee to receive his/her final check either by: 1) U.S. mail, or 2) pick up on payday at the Treasurer's Office on the 21<sup>st</sup> floor of the Gateway Building. Make sure the employee provides his/her correct forwarding mailing address and that this address is entered into the Oracle HR system. This will also ensure that the employee will receive any future Metro correspondence regarding COBRA benefits, pension benefits, 401(K) or 457 plans, W-2 Forms, etc.



2. Metro Equipment/Property - Ensure that the employee has returned all required Metro equipment/property issued to him/her upon termination. The Clearance Order provides a detailed list of this equipment/property. Indicate on the Clearance Order the amount to be deducted from the employee's final paycheck for the replacement value of any unreturned equipment/property or other fees owed.
3. ITS Checklist and Certification for Separating Employees - This is required to be completed when any employee or contractor is separating from Metro service and if any one of the following conditions exist:
  - The separating employee was assigned computer or communications equipment.
  - The separating employee was assigned an access account to any Information Technology business system.
  - The separating employee has an account access to an application program or service external to Metro's network.
  - The separating employee has been assigned a physical or electronic access control card or key to access storage areas or communication rooms.

Once completed, the Checklist and Certification form should be sent to the ITS Help Desk at Mail Stop 99-8-4.

4. Employee Identification Badge/Transportation Pass and Dependent Passes - Per the Transportation Pass Policy (HR 41), upon termination, all employees must turn in their I.D. Badge/Transportation Pass and family Dependent Pass(es).

Contact the Human Resources Department at ext. 27147 or ext. 27149 to determine the number of Dependent Passes that have been issued to the employee's family members. These passes are to be collected from the employee upon termination. Note on the Clearance Order the number of passes that have not been turned in by the employee. The employee will be charged for each employee and/or dependent Transportation Pass not turned in the amount charged for the replacement of a lost or stolen Transportation Pass. The Human Resources Department will calculate the specific amount that will be deducted from the employee's final check. All returned passes are to be submitted to the Human Resources Department along with the employee's Personnel File, PAF, and Clearance Order and Timesheet.

5. Keys – Refer to Key Policy - GEN 36
6. Exit Interview Questionnaire - When an employee notifies you of his/her intention to voluntarily resign or retire, provide the employee with an Exit Interview Questionnaire Packet before his/her last day of work.

Encourage the employee to complete the voluntary Exit Interview Questionnaire and assure the employee of the confidentiality of the information. Only the Deputy Executive Officer, Human Resources will review the Exit Interview Questionnaire responses.

Advise the employee to send the completed the Questionnaire directly to the HR Department at Mail-Stop 99-14-1 or through the U.S. mail in the pre-addressed stamped envelope provided.

7. Metro Dorothy Peyton Gray Library and T&D Learning Resource Center - Loaned Materials - On or before the employee's last day of work, he/she is required to return all books and other materials loaned to him/her from the Metro Dorothy Peyton Gray Library and the T&D Learning Resource Center at the Gateway Building. To determine if the terminating employee has any unreturned items, call the Library at (213) 922-4859. If the employee has outstanding items, inform the employee that he/she needs to return those items no later than his/her last day of work. If the items are not returned by this time, the employee should be charged for the cost of replacing the items. The Library will be able to determine the cost of replacing any outstanding items. The supervisor should enter this amount on the employee's Clearance Order. The amount will then be deducted from the employee's Final Check.
8. Post-Employment Restrictions - The supervisor must inform the employee that upon termination from Metro the employee must comply with all post-employment restrictions outlined in Metro's Employee Code of Conduct, Section, "5-15-210 Restrictions Upon Leaving the MTA". The Code of Conduct is available on the Ethics Department Website.
9. Statement of Economic Interest (Form 700) - Leaving Statement. If the employee is in a job that requires a Statement (Form 700) upon termination from Metro, direct the employee to the Ethics Department website: [Link to Form 700](#). To determine if an employee is in a job that requires the completion of a Form 700, contact the Ethics Department.  
  
The employee is required by law to submit a Form 700 within 30 days from his/her date of termination. The employee should submit this form directly to the Ethics Department.
10. Tuition Reimbursement – If the employee is resigning or retiring from Metro and has received Tuition Assistance within six months of his/her termination date, the employee must pay 100% of the reimbursement back to Metro. (See Tuition Reimbursement Program (HR 1))
11. Purchase (P) Cards - When a Cardholder terminates employment at Metro, the P-card must be canceled prior to departure. Ensure that the card is returned to the Business Unit Coordinator immediately, for forwarding to the Agency Program Coordinator (APC). The Approving Official (AO) should notify the APC by e-mail, with a copy to the Business Unit Coordinator, to request immediate cancellation of the P-Card. The AO must process a Purchase Card Revisions and Cancellation form.



# CLEARANCE ORDER

Badge/Employee Number	Employee Name
Street Address (City, State, Zip Code)	

**FINAL CHECK:** Employees are entitled to wages, accrued and earned vacation time or TOWP, frozen vacation, unused Compensatory Time Off (CTO), and if retiring, up to 100% of their sick/frozen sick time on their Final Check. **Employees will receive their Final Check on payday of the normal payroll cycle in which they terminate.**

- 1 Indicate Unpaid Hours Worked Hour/Minutes \_\_\_\_\_ **ATTACH EMPLOYEE'S TIMESHEET TO CLEARANCE ORDER.**
- 2 Select below how employee would like to receive his/her Final Check
  - Mail to address above
  - Pick Up: Final Check will be available for pick-up on payday at Metro's Treasury Office, Gateway Building One Gateway Plaza, 20th floor, Los Angeles, CA 90012

**INDICATE BELOW THE CHARGES FOR ANY ITEMS NOT TURNED IN PRIOR TO TERMINATION DATE.**

CHARGE FOR THE FOLLOWING ITEMS NOT TURNED IN:	AMOUNT \$	ITS - CHECKLIST AND CERTIFICATION FOR SEPARATING EMPLOYEES
<b>INFORMATION TECHNOLOGY</b>		Has the supervisor reviewed Checklist with employee and has the employee signed the Certification Form? <input type="checkbox"/> - Yes <input type="checkbox"/> - No <input type="checkbox"/> - N/A If yes, submit signed Checklist/Certification Form to ITS Help Desk, 99-8-4
CELL PHONE		
COMPUTER EQUIPMENT (LAPTOP)		
PAGER		
RADIO		
<b>OPERATIONS</b>		<b>STATEMENT OF ECONOMIC INTEREST FORM (700) - LEAVING STATEMENT</b> Is employee required to file a Form 700 - Leaving Statement? <input type="checkbox"/> - Yes <input type="checkbox"/> - No If yes, employee must complete Form and forward to Ethics Dept 99-11-12
OPERATOR RULE BOOK/SOP		<b>EXIT INTERVIEW QUESTIONNAIRE</b> If employee is resigning or retiring, has employee received an Exit Interview Questionnaire? <input type="checkbox"/> - Yes <input type="checkbox"/> - No <input type="checkbox"/> - N/A
OPERATOR SERVICE GUIDE		
SAFETY VEST & FLASHLIGHT		
TRANSFER PUNCH		
<b>GENERAL</b>		<b>ORIGINATING DEPARTMENT</b> AUTHORIZED BY (PRINT) _____ AUTHORIZED BY (SIGNATURE) _____ TITLE _____ DEPT NO _____
KEY(S)		<b>HUMAN RESOURCES DEPARTMENT</b> AUTHORIZED BY (PRINT) _____ AUTHORIZED BY (SIGNATURE) _____ TITLE _____ DATE _____
LIBRARY/ T&D MATERIALS		
METRO-ISSUED PARKING KEY CARD		
PURCHASE CARD (P-CARD)/CREDIT CARDS		
ID BADGE/TRANSPORTATION PASS		
TRANSPORTATION PASS - DEPENDENT(S)		
OTHER		

FOR PAYROLL USE ONLY		
PAYROLL DEDUCTIONS	AMOUNT \$	EARNED VACATION/TOWP
STATE TAX LEVY (FTB)		VACATION HOURS
FEDERAL TAX LEVY (IRS)		TOWP HOURS
OTHER LEGAL JUDGMENTS (DETAILS)		<b>ACCRUED VACATION/TOWP</b>
		VACATION HOURS
GARNISHMENTS		TOWP HOURS
		<b>FROZEN VACATION</b>
ACCOUNTS RECEIVABLE CASH ADVANCE		
ASSIGNED AUTO		<b>SICK TIME/FROZEN SICK TIME</b>
TRAVEL ADVANCE		HOURS @ 50% - 100% - %
LACTC ADVANCE		<b>COMPENSATORY TIME OFF (CTO)</b>
VACATION ADVANCE		HOURS
UNIFORM/WATCH INSTALLMENT NOTES		<b>ACCOUNTING DEPARTMENT</b>
MEDICAL/LIFE INSURANCE		CHECK NO _____ CHECK DATE _____
		PREPARED BY _____
TUITION REIMBURSEMENT		ACCOUNTING MGR (SIGNATURE) _____
PETTY CASH FUND RESPONSIBILITY		Date _____
ACCT 10 <input type="checkbox"/> - YES <input type="checkbox"/> - NO		

Send to: Human Resources, Records Room (99-PL-1)



Los Angeles County  
Metropolitan Transportation Authority

**Metro**

**SUPERVISOR'S TERMINATION PROCESSING CHECKLIST**

Tasks To Complete	Completed
Step 1 - Receive or Issue Employee's Notice of Termination	
Step 2 - Provide employee Checklist for Employee Terminating from Metro	
Step 3 - Complete Personnel Action Form (PAF)	
Step 4 - Complete Clearance Order	
Step 5 - Prepare employee's Personnel Record and Medical Records Files for delivery to the Human Resources Department	
Step 6 - Deliver all the above materials along with employee I.D Badge/Transportation Pass and family Dependent Badges to the Human Resources, Records Room, Plaza level of the Gateway Headquarters Building on or immediately after the employee's last day of work and before the end of the pay period.	
Step 7 - If terminating employee was a Project Manager on a contract, notify Contract Administrator with name of replacement Project Manager.	
<b>Clearance Order Checklist</b>	
<p>1. Final Check - Have the employee complete a Payroll Timesheet for unpaid wages and attach to the Clearance Order. Note on the Clearance Order the number of work hours the employee should be paid for. Employees will receive their final check in conjunction with the normal payroll cycle.</p> <p>Make arrangements for employee to receive his/her final check by one of the following options: 1) U.S. mail, or 2) pick up at the Metro Treasury Office on the 21<sup>st</sup> floor of the Gateway Building. Ensure employee's forwarding mailing address is accurate and current in the Oracle HR system.</p>	
2. Metro Equipment/Property - Collect all Metro property/equipment from employee.	
3. ITS Checklist and Certification for Separating Employee - Complete with employee, if applicable. To determine if Checklist must be completed for employee, refer to criteria listed on Page 1 of the Checklist.	
4. Employee I.D./Transportation Pass and Dependent Passes - Collect all passes from employee.	
5. Keys - Ensure that all keys that have been issued to employee are returned to immediate supervisor or the Metro Locksmith.	

6. Exit Interview Questionnaire - If employee is voluntarily resigning or retiring, provide Exit Interview Questionnaire packet for him/her to complete which may be obtained from the Human Resources Department by calling ext 27127.	
7. Dorothy Peyton Gray Library and Learning Resource Center Materials - Remind employee that all Library and Learning Resource Center materials must be returned on or before his/her last day of work.	
8. Post-Employment Restrictions – Refer employee Metro’s Code of Conduct, “5-15-210 Restrictions Upon Leaving the MTA” regarding employees’ post-employment restrictions.	
9. Statement of Economic Interest, (Form 700) – If the employee is required to complete Form 700, direct him/her to Ethics Department Website to obtain form.	
10. Tuition Reimbursement - If employee is resigning or retiring, remind employee of his/her obligation under Metro’s Tuition Assistance Program Policy to pay back Metro 100% of any Tuition Assistance received within six months of his/her termination date. This should be coordinated with the Payroll Department.	
11. Purchase (P) Cards - Ensure that employee has returned P-Card, if applicable.	



**Metro**

**HUMAN RESOURCES  
Transfer**

(HR9)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) allows non-contract employees to transfer from one department or division to another non-contract position in accordance with Human Resources procedures.

**PURPOSE**

To give qualified LACMTA employees the opportunity to transfer into departments and/or positions which enhance their careers, while also preserving management's right to assign employees into areas when appropriate.

**APPLICATION**

This policy applies to all regular, non-contract employees who have completed their initial probationary period.

Cassandra G. Langston  
APPROVED: County Counsel or N/A

Michelle Lopez Callender  
Department Head

[Signature]  
ADOPTED: CEO

Effective Date: 4/11/13



**Metro**

## **HUMAN RESOURCES Transfer**

(HR9)

### **1.0 PROCEDURES**

When a transfer occurs, the employee will serve a new six-month probationary period (see the Probationary Period (HR8) policy). The sending and receiving departments must agree upon the transfer's effective date, and a Personnel Action Form (PAF – see Attachment 1) must be prepared and signed.

A transferring employee should be released from the former position within 14 calendar days of the offer acceptance date. A transfer may not be delayed longer than 60 days without the approval of the Deputy Executive Officer of Human Resources.

### **1.1 Types of Transfers**

There are three types of transfers:

- **Employee-Initiated Transfer**: If an employee wishes to move to another department, the employee must submit a Transfer Request Form (see Attachment 2) and current resume to the Human Resources Department. Employees are eligible to transfer to positions at or below their current salary grade, which are either the same classification as the employee's current position, or a comparable position which requires the same or similar knowledge, skills, and abilities, and for which the employee meets the minimum qualifications. An employee must have received "Effective" or better on his or her most recent Individual Performance Plan (IPP – see the IPP (HR27) policy) before being eligible to request an Employee-Initiated Transfer to an equivalent salary-grade position. When a vacancy occurs, those candidates on the transfer list who most closely match the Ideal Candidate Profile for the vacancy being filled will be certified to the hiring authority for an interview.
- **Management-Initiated Transfer**: Executive Officers or higher in the LACMTA management hierarchy may initiate a transfer when necessitated by changes in workloads, reorganization, or any other business reason.
- **Disability Transfer**: If an employee becomes permanently disabled and unable to perform the essential functions of his/her job, the employee may be transferred into a vacant, non-contract position with essential duties the employee can perform.



**Metro**

## **HUMAN RESOURCES Transfer**

(HR9)

**NOTE:** Promotional transfers are addressed in the Recruitment and Selection (HR7) policy.

### **1.2 Performance Evaluations**

At the time of transfer, the employee's supervisor from the sending department will prepare an IPP of the employee's work-to-date, and forward it to the Human Resources Records Room. The sending department will also send the employee's departmental personnel file to both the receiving department and Human Resources Records Room.

Following any transfer, performance evaluations will be given at the mid-way point, and end of the six-month probationary period.

An employee who receives a "Needs Improvement" performance rating after three months will be given a plan for improvement and 90 days to improve. If the employee fails to meet the expectations of the plan for improvement, he/she may return to his/her previous position if it is vacant, and the previous department agrees to accept the employee; secure a transfer to another department in his/her former classification; or secure a position through a competitive examination process. Otherwise, the employee will be terminated in accordance with the Termination of Employment (HR12) policy.

### **2.0 DEFINITIONS**

**Comparable Classification** - Positions at the same salary grade that require the same or similar knowledge, skills, abilities, and experience to perform the duties of the job.

**Ideal Candidate Profile** – An outline of the desired education, training, skills, abilities, and experience for a specific position as defined by the hiring department.

**Initial Probationary Period** - The first six months of continuous service from the date a new regular employee started work; any probation, including after a promotion, may be extended as appropriate based on evaluation of the employee.

**Reassignment** - A change in work responsibilities or job duties within an employee's work unit within the same or comparable job classification.

**Transfer** - The movement of an employee from one work unit to another, to a position at or below his/her current salary grade, which is either the same classification as the





**Metro**

**HUMAN RESOURCES  
Transfer**

(HR9)

employee's current position, or a comparable position for which he/she meets the minimum qualifications.

**3.0 RESPONSIBILITIES**

**The Deputy Executive Officer, Human Resources** is responsible for administering this policy.

**The manager of the employee's sending department** is responsible for agreeing to release the employee within the required timeframe, and prepare and sign the PAF.

**The manager of the employee's receiving department** is responsible for accepting employee into the department with performance standards based on the new job.

**The employee** is responsible for completing the Transfer Request Form, indicating the desired job classification(s) and/or department(s) in which he or she desires to transfer. A resume that reflects the desired job classification's minimum qualifications for education and experience must be attached.

**4.0 FLOWCHART**

Not Applicable

**5.0 REFERENCES**

- Probationary Period (HR8)
- Recruitment and Selection (HR7)
- Individual Performance Plan (HR27)
- Termination of Employment (HR12)

**6.0 ATTACHMENTS**

1. Personnel Action Form (PAF)
2. Transfer Request Form

**7.0 PROCEDURE HISTORY**

- 02/03/93 Former LACTC and former SCRTD interim procedures Board-adopted.
- 09/27/95 Revised to streamline and reduce operating costs.
- 01/01/04 Revised Metro Policies and Procedures.
- 08/08/05 Revised to allow department to terminate an employee who receives a "Needs Improvement" Performance Rating at the end of the 6-month



**Metro**

**HUMAN RESOURCES  
Transfer**

(HR9)

probationary period, given employee receives a 90-day plan of improvement after first 3 months on the job.

- 11/16/12 Biennial Review. Changed references from Metro to LACMTA; added requirements for Employee-Initiated Transfers; added Candidate Profile definition; updated references; added party responsibilities; added Transfer Request Form attachment.

PERSONNEL ACTION FORM

COMPLETE SHADED AREAS TO REQUEST CHANGE

Badge/Employee ID MTA Employee Name SAMPLE, PERSONNEL A

Process Date 09/20/2000 Cost Center/Section 9999 / 00002 Pers Actions 04 DEPT TRANSFER Eff Date 02/06/2000

A1 Eff Date Pers Actions

Employee Name(Last,First,MI.) B1 SAMPLE, PERSONNEL A Suffix

C1 Status A Status Date 10/23/1998 Authority Emp Date 11/23/1995 Regular/ As Needed R Full Time Part Time F Benefits U

C2 Cost Center /Section 9999 / 00002 Pay Loc. 999 Union Code U1 Last Day Worked LOA Reason LOA Projected Return Date Termination Code Elig For Rehire (Y/N)

D1 Roster No. Roster Date Position

Table with 3 columns: Roster No., Roster Date, Position. Rows D1, D2, D3, D4 are shaded.



ID Job No. 1 Class Title BUS OPERATOR (F/T) Class 000850 Class Date 12/15/1996 Position No. 99999 Pay Cycle 81

1E Begin Date 12/15/1996 End Date 12/31/9999 Percent 100.00% Temp(T) Time Report P Rate Code H

1F Band/Grade U99 Step Rate \$28.405 Frozen Premium Code Premium Factor 0

1 Work Order Earnings REG Percent 100.00% Start Date 12/15/1996 Stop Date 12/31/9999

2 3 Remarks:

Director of Human Resources

Executive Officer

CEO or Designee

DATE:

TO: Carmen Sison Mayor  
Director, Human Resources

FROM:

SUBJECT: TRANSFER REQUEST (**RESUME MUST BE ATTACHED**)

<b>Official Use Only</b>	
Date Received	_____
Date Expired	_____
Action taken	_____
	_____
Initials	_____
	_____

**I would like to be considered for a transfer request. I have attached a current resume to this request. I understand my request is valid for eighteen months from the date it is received by the Human Resources Department or until selected, whichever occurs first.**

I understand that I must meet the minimum qualifications of all the classifications to which I request to transfer and that I may only be considered for a classification at or below my current salary grade, which I currently hold or to comparable positions which require the same or similar knowledge, skills, and abilities. I also understand that at the time of certification, Human Resources will certify to the hiring department all candidates from the Qualified Candidate Pool and Transfer List who meet the Ideal Candidate Profile.

The following information is correct and current. If I would like any changes to be made, or if I no longer desire to be considered for a transfer, I will notify the Human Resources Department at x27129.

**PRINT NAME** \_\_\_\_\_ **BADGE#** \_\_\_\_\_  
**CURRENT DEPARTMENT** \_\_\_\_\_ **5-DIGIT EXT** \_\_\_\_\_  
**CURRENT JOB CLASSIFICATION** \_\_\_\_\_

I am interested in being considered for any **vacancies within my classification and in any department.**

I am interested in being considered for any **vacancies within my classification for the following departments only:**

\_\_\_\_\_  
\_\_\_\_\_

I am interested in being considered for any **vacancies within the following classifications:**

<b><u>Classification</u></b>	<b><u>Classification</u></b>
_____	_____
_____	_____

I am interested in being considered for the following **lower level positions:**

<b><u>Classification</u></b>	<b><u>Classification</u></b>
_____	_____
_____	_____



**Metro**

**HUMAN RESOURCES  
Tuition Reimbursement Program**

(HR 1)

**POLICY STATEMENT**

The Los Angeles County Metropolitan Transportation Authority (LACMTA) encourages its employees' professional development and personal growth. The Tuition Reimbursement Program is a benefit to employees for educational and training programs leading to a college degree or professional certification.

**PURPOSE**

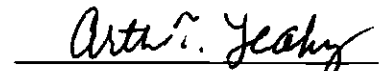
This policy establishes the required procedures to participate in the program and receive tuition reimbursement from LACMTA funds.

**APPLICATION**

This policy applies to regular full- and part-time represented and non-represented employees; and as-needed or Entry Level Trainee Program (ELTP) employees who have been honorably discharged from the United States military; their spouses currently working for LACMTA; or are current members of United States military reserve (Veterans). If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

  
APPROVED: County Counsel or N/A

  
Department Head

  
ADOPTED: CEO

Effective Date: 6/30/14

Date of Last Review: \_\_\_\_\_



**Metro**

## **HUMAN RESOURCES Tuition Reimbursement Program**

(HR 1)

### **1.0 GENERAL**

The Training and Development department (T&D) administers the Tuition Reimbursement Program (TRP). T&D reviews each TRP request to determine that it is for the purpose of broadening LACMTA employees' job-related, academic knowledge through education and training; keeping employees current with business and technology changes; and improving the employees' abilities to compete for attainable jobs within LACMTA.

### **2.0 PROCEDURES**

The Chief Executive Officer (CEO) will determine the maximum amount of tuition reimbursement available per fiscal year to non-represented employees. Tuition reimbursement for represented employees is determined in accordance with the collective bargaining agreement. Funding for the TRP is budgeted within T&D.

#### **2.1 Eligibility**

##### **2.1.1 Eligible Participants**

Regular full-time and part-time represented and non-represented employees are eligible for tuition reimbursement if they are currently on the active payroll (i.e., not on leave of absence status) and have completed their initial probationary period by the course's official end date. As-needed or Entry Level Trainee Program (ELTP) employees who have been honorably discharged from the United States military; their spouses currently working for LACMTA; or are current members of United States military reserve are also eligible for tuition reimbursement (Veterans).

Other than Veterans, all other as-needed employees, interns and temporary employees are not eligible for tuition reimbursement. Regular employees who have not completed their initial probationary period by the course's official end date are not eligible for tuition reimbursement.

##### **2.1.2 Eligible Coursework**

Courses eligible for tuition reimbursement must be:

- required for an accredited college degree or certificate program (i.e., certificate, continuing education units, degree: associate, bachelor, master, doctorate or professional);



**Metro**

## **HUMAN RESOURCES Tuition Reimbursement Program**

(HR 1)

- offered by a U.S. institution that is accredited by a Council for Higher Education Accreditation (CHEA) or U.S. Department of Education (USDE) recognized accrediting organization (see §6.0 References); and
- related to LACMTA's core business and/or the employee's current duties or future promotional opportunity within LACMTA.

LACMTA may request a list of recommended coursework necessary to complete the degree or certification in order to validate tuition reimbursement eligibility.

### **2.1.3 Ineligible Coursework**

Ineligible coursework includes:

- conferences, retreats, seminars, and workshops;
- certificates or continuing education units obtained through professional organizations;
- examination review courses and college entrance examinations (i.e., GRE, LSAT, GMAT); and
- courses leading to degrees or certificates in fields unrelated to LACMTA core business (e.g., cosmetology, hotel management, medical studies, paralegal studies, real estate appraisal, tourism, etc).

Courses may be considered ineligible for tuition reimbursement if similar training is available through LACMTA or its partner agencies. Tuition reimbursement may not be utilized in lieu of educational opportunities that are available free of charge.

### **2.1.4 Voluntary Termination**

If an employee voluntarily terminates employment, he/she must reimburse 100% of any LACMTA tuition reimbursement funds received during the last six (6) months of LACMTA employment. All managers must review every terminating employee's status with the Human Resources department (HR) prior to the employee's last day of employment and determine if LACMTA is due a return of tuition reimbursement payment. HR will review the Clearance Order form for every terminating employee and handle tuition reimbursement that must be paid back to LACMTA.



**Metro**

## **HUMAN RESOURCES Tuition Reimbursement Program**

(HR 1)

### **2.2 Requests for Tuition Reimbursement**

Employees are responsible for paying all costs associated with registering for an educational course prior to requesting tuition reimbursement. LACMTA will accept a letter of deferred payment from a school, college or university registration office, if provided on official letterhead. Upon successful course completion (see §2.4.2), tuition reimbursement will be paid as specified within this policy.

Eligible employees must submit a completed TRP Request form (Attachment 1) for each proposed course enrollment. The form must be approved and signed by the employee's manager and Department Head, and submitted no later than four (4) weeks after the course's start date. TRP requests require full completion providing the TRP Program Coordinator with direct employee communication, as needed.

#### **2.2.1 Course Schedule**

LACMTA is not obligated to adjust an employee's work hours to accommodate a course schedule. The employee's manager should determine whether the time or the requested course is compatible with the employee's work schedule prior to approving the tuition reimbursement request.

#### **2.2.2 Adding Courses or Late Registration**

Tuition reimbursement requests for added courses or late registration must be submitted within the required time period of no later than four (4) weeks from the official start date of the course.

### **2.3 Review and Approval**

Submitting a TRP request does *not* guarantee its approval. T&D has final approval authority for all reimbursement requests, and will review each tuition request for employee and coursework eligibility. Approved course enrollment will be displayed in the employee's TRP profile available on T&D's intranet site. The TRP Program Coordinator will contact employees for requests requiring further information, including class enrollments not eligible for tuition reimbursement.





**Metro**

## **HUMAN RESOURCES**

### **Tuition Reimbursement Program**

(HR 1)

#### **2.4 Requests for Payment**

All eligible course TRP costs will be reimbursed only after the employee successfully has completed the course(s) (see §2.4.2). Employees are required to submit their grade report, receipts, and any other applicable documentation to the TRP Program Coordinator for reimbursement processing.

All requests for tuition reimbursement must be submitted within eight (8) weeks of the course's official end date. T&D will review the documentation for accuracy and compliance with TRP requirements and determine if the employee may receive tuition reimbursement. Once the request for tuition reimbursement has been approved, the reimbursement will be processed and forwarded to Accounts Payable for payment.

Payment will be made via Electronic Fund Transfer (EFT) to the employee's designated bank account. Unless already on file, the employee must submit an Automatic Clearing House (ACH) Payment Authorization form (Attachment 2) to Accounts Payable prior to requesting reimbursement. Should an employee want to opt out of direct deposit for the payment, the employee must submit a written exception request explaining circumstances, approved by his/her manager. In this case, the employee will receive a paper check mailed to his/her home address. There is no in-person pick up.

#### **2.4.1 Eligible Costs**

Eligible costs for tuition reimbursement may include, but is not limited to:

- Course tuition fees
- Mandatory health fees
- Required textbooks
- Required lab fees and materials
- Mandatory study materials

Travel, incidental expenses, parking fees, student identification cards, optional study guides, and other expenses including campus social activities are not eligible for reimbursement.



**Metro**

## **HUMAN RESOURCES Tuition Reimbursement Program**

(HR 1)

### **2.4.2 Course Grade Requirements**

Approved tuition reimbursement may only be paid after the course is successfully completed by receiving a:

- Grade "B" or better for graduate courses
- Grade "C" or better for undergraduate courses
- "P" or "Pass" for Pass/Fail courses

### **2.5 Other Sources of Tuition Reimbursement**

LACMTA will not reimburse education-related costs covered by a second source. The employee must reimburse LACMTA its paid portion of tuition reimbursement if double payment is made for the same education-related costs.

#### **2.5.1 Non-Repayable Sources**

LACMTA will only provide tuition reimbursement for the amount not covered when a second source of non-repayable tuition reimbursement exists (e.g., grants, scholarships, Veteran's Education Assistance Program, or any other forms of educational assistance).

#### **2.5.2 Repayable Sources**

Tuition reimbursement will be allocated on the condition that the employee use the reimbursement for loan payment, if an employee has secured a second source of payment or financial assistance in the form of an education loan. The employee must submit proof that the reimbursement was used towards paying the loan within 30 days after tuition reimbursement. LACMTA will deny the employee further participation in the TRP, and may seek reimbursement for any payments made, if an employee fails to submit proof within 30 days.

### **2.6 Taxable Income**

Employer provided tuition reimbursement may be considered taxable income if the total amount reimbursed exceeds Internal Revenue Service (IRS) limits for a particular tax period. Employees are responsible for consulting with their personal tax advisor regarding tuition reimbursement taxability. When necessary, LACMTA will report the taxable portion of the tuition reimbursement to the IRS.



**Metro**

**HUMAN RESOURCES  
Tuition Reimbursement Program**

(HR 1)

**3.0 DEFINITION OF TERMS**

**Accrediting Agencies** – Educational associations of regional or national scope that develop evaluation criteria and conduct peer evaluations to assess if the college or university complies or meets accreditation criteria.

**Council for Higher Education Accreditation (CHEA)** – A private and non-profit national organization that coordinates accreditation activity in the United States.

**Initial Probationary Period** - The first six months (or up to six additional months, if extended per the *Probationary Period* (HR 8) policy) of continuous service from the date a new or rehired regular employee started work.

**Other Source of Tuition Reimbursement** – Other sources of tuition reimbursement granted through grants, scholarships, military (Veteran’s Educational Assistance Program, Reserve Educational Assistance Program, G.I. Bill, etc.), financial aid, educational loans, or any other forms of education assistance.

**Tuition Reimbursement** – Monetary reimbursement for eligible costs associated with attending an accredited university, college, and educational training program and/or certification program related to LACMTA business.

**U.S. Department of Education (USDE)** – A Federal agency that lists regional or national accrediting agencies recognized as reliable authorities concerning the quality of education or training offered by institutions of higher education or higher education programs.

**United States Military Veterans (Veterans)** – Honorably discharged veterans of the United States Army, Navy, Air Force, Marines and Coast Guard; or their spouses who are currently working for LACMTA;

- **Guard/Reserves** – Members of the Army, Navy, Air Force, Marine & Coast Guard reserves; and Army & Air Force National Guard who must report for annual training and may be called up to active duty by their respective branches.

**4.0 RESPONSIBILITIES**

**Chief Executive Officer** determines the maximum amount of tuition reimbursement available per fiscal year to non-represented employees.



**Metro**

## **HUMAN RESOURCES Tuition Reimbursement Program**

(HR 1)

**Employee** completes the TRP form; obtains manager and department head approvals; submits forms and other necessary documents to T&D within the required time period.

**Training & Development (T&D)** administers and monitors the Tuition Reimbursement Program and processes employee requests for tuition reimbursement.

**Managers and Department Heads** verify an employee's tuition reimbursement request is relevant to core LACMTA business positions. Ensure the course schedule is compatible with the employee's work hours. Provides required signature approval on the TRP form needed for submission within the required time period. Make certain that the employee reimburses LACMTA when the employee voluntarily leaves within the six (6) month period after receiving tuition reimbursement.

### **5.0 FLOW CHART**

Not Applicable

### **6.0 REFERENCES**

- Probationary Period (HR 8) Policy
- CHEA and USDE approved accrediting organizations (updated list: <http://www.chea.org/search/>)

### **7.0 ATTACHMENTS**

TRP Approval and Reimbursement Request Form (the form may be accessed through the following T&D web page: [http://training/reimbursement\\_Lodin\\_Form.asp](http://training/reimbursement_Lodin_Form.asp))

### **8.0 PROCEDURE HISTORY**

- 03/23/93 Former LACTC and former SCRTD interim procedures Board-adopted.
- 12/26/02 Revised to improve internal controls and to streamline the reimbursement process.
- 08/25/08 Policy Records Series number revised from HR 8-1 to HR 1. Policy Statement revised to recognize importance of employee development and growth. New General section added to identify that T&D administers the Tuition Assistance Program. Entire Procedures section revamped and streamlined to reflect current practice and new sub-sections added to clarify employee voluntary termination and other sources of tuition assistance. Added Chief Executive Officer responsibility for determining the maximum



**Metro**

**HUMAN RESOURCES  
Tuition Reimbursement Program**

(HR 1)

tuition assistance available per fiscal year to non-represented employees.  
New terms added to Definition section.

- 01/27/09 Policy updated to include tuition reimbursement payments will be made via Electronic Fund Transfer (EFT) to the employee's bank account. Employees may opt out of direct deposit for the payment, if they submit a written exception request explaining circumstances and approved by their manager.
- 05/07/12 Biennial policy review; changed "Metro" references to "LACMTA"; changed name from "Tuition Assistance Program" (TAP) to "Tuition Reimbursement Program" (TR); deleted reference to the Development and Training Program (HR 2); included link to CHEA website; changed "Organizational Development and Training" to "Training and Development."
- 08/10/12 Clarified employee eligibility.
- 01/06/14 Veterans who are as-needed or ELTPs are now eligible for tuition reimbursement.



## List of Metro Attended Job Fairs

**Job Fairs Attended by Metro**

<b>Date</b>	<b>Time</b>	<b>Organization</b>	<b>HR Analyst</b>
November 19, 2013	10 am to 2 pm	So. California Edison Recruiting Event Pacific Palms Resort	Kandee & Adrienne
November 6, 2013	1 to 4 pm	Wounded Warriors Project Hiring Event 4th flr. T&D Conference Room	Brenda Martinez
October 28, 2013	9 am to 3 pm	Economic Development Summit (LA Metro) African American Musuem	HR Staff (Monica, Brenda, Adrienne, Kandee, Jamie, Jerry)
October 24, 2013	9 am to 3 pm	Hire a Hero; Hire a Vet Job Fair Airtel Plaza Hotel, Van Nuys, CA 91406	Soraya Del Real
October 18, 2013	10 am to 2 pm	Fall Jubilee Job fair (Sen Kevin De leon) Seventh Day Adventist Church, Alvarado, LA	Monica & Soraya
October 12, 2013	10 am - 3:00 pm	Dept of the Army Los Alamitos	Brenda & Carlos
September 26, 2013	9 to 3 pm	"Step Into Success" Annual Job Fair Del Aire Park in the city of Hawthorne	c/o Mimi Long
September 19, 2013	11:00 a.m. to 2:00 p.m.	Union Station Hiring Fair - Heroes for Hire Sponsored by Amtrak	Monica & Kandee



August 21, 2013	11:00am -3:00pm	University of Phoenix - Diversity Career Fair Sheraton Gateway Los Angeles Hotel	Carlos / Intern
July 17, 2013	9:30 to 12:30	Wounded Warrior Project Career Paths to Metro Note: not a job Fair Wilshire Metro WorkSource Center	Monica Santos Brenda Martinez
April 4, 2013	9:00 am - 1:00 pm	US Chamber of Commerce Job fair Long Beach	Timothy Taylor Monica Santos
March 27, 2013	9 a.m. to 12 p.m.	SUPERVISOR MICHAEL D. ANTONOVICH - 12 <sup>th</sup> Annual Community Job Fair & Resource Expo in Pasadena	Kandee Forbes Imelda
March 20, 2013	9 to 5	USC Hiring Veterans Job Fair USC, CA	Joel Cervantes Adrienne Molina
Nov. 10, 2012	1:00 pm - 4:00pm	Veterans Appreciation festival USS Iowa, Berth 87-Port of Los Angeles, San Pedro, CA	Gabriela de Leon Joel Cervantes
Nov. 2, 2012	9:00 am to 12 noon	LA Valley College, Cafeteria Conf Rm Seasonal Job Club to be held at Los Angeles Valley College Valley Glen, CA 91401	Kandee Forbes Timothy Taylor
Oct. 20, 2012	10:00 am to 6:00 pm	Crenshaw/LAX Transit Corridor Taste of Soul Festival on Crenshaw Blvd.	Miriam Long

Oct. 18, 2012	10:00 A.M. - 2:00 P.M.	MCS Hollywood Work Source - Job Fair & Senator Kevin De Leon 22nd District CAMPUS OF LOS ANGELES CITY COLLEGE IN THE (QUAD) AREA.	Brenda Martinez
Oct. 18, 2012	9:00 am - 3:00 pm	7th Annual Honor a Hero-Hire a Vet Job & Resource Fair The Valley Economic Alliance/EDD Woodland Hills, Warner Center Marriott	Gabriela De Leon Maria Mariano
Oct. 12, 2012	9:00 am - 12:00 pm	Maximus Gain - Gain Holiday Job Fair Gain Office: 3307 N. Glenoaks Blvd., Burbank, CA 91504	Jenny Nguyen
Sept. 20, 2012	11:00am-3:00pm	2012 West Hollywood Job & Career Development Fair. Plummer Park, Fiesta Hall	Gabriela De leon Joel Cervantes
Sept. 7,2012	10:00 am - 3:00 pm	Asian American Economic Development Enterprises (AAEDE) The Los Angeles Convention Center, ROOM 515A	Kandee Forbes Joel Cervantes
Aug. 28, 2012	9:00 am - 12:00 pm	Hiring Our Heroes - US Chamber of Commerce Hyatt Regency Century Plaza 2025 Avenue of the Stars, Los Angeles, CA	Steve Ramsey Imelda Hernandez
Aug. 15, 2012	8:00 am - 3:00 pm	Los Angeles's 12th Annual Diversity Employment Day Career Fair Hacienda Hotel, 525 North Sepulveda Blvd. El Segundo, CA 90245	Belen Marquez Maria Mariano

Aug. 9, 2012	8:00 am - 12:00 pm	Military Career Fair San Diego	Stefan Chasnov Lonnie Mitchell
Jul. 20, 2012	8:00 am - 3:00 pm	US Vets Inc Job fair USC Campus	Belen Marquez Joel Cervantes
Jul. 14, 2012	9:00 am - 1:00 pm	2012 Southeast Los Angeles Job Fair  (Congresswoman Lucille Roybal-Allard)  3401 E. Florence Ave. Huntington Park, CA 90255	Monica Santos
May. 26, 2012	10:00am - 3:00 pm	15th Annual Veteran's Event (Michael Antonovich)  405 S. Santa Anita Ave., Arcadia, CA 91006	Stephanie Rodriguez Joel Cervantes
May. 23, 2012	9:00 am - 12:00 pm	2nd Annual Spring Into Summer Hiring Spree (Mark Ridley-Thomas)  419 E. 192nd Street, Carson, CA 90746	Monica Santos
Apr. 25, 2012	9:00 am - 12:00 pm	Los Angeles Trade Tech Job Fair  400 W. Washington Blvd., Los Angeles, CA 90015	Monica Santos Stephanie Rodriguez
Mar. 10, 2012	9:00 am - 12:00 pm	17th Annual Community Job & Information Fair Employment Development Department/ Van de Kamp  2930 Fletcher Drive, Los Angeles, CA 90065	Stephanie Rodriguez

Job Fairs attended by Metro from April 2014 to February 2015:

Hiring Heroes - Gardena, CA
Veterans Job fair - Honor a Hero
Hire a vet - Proud Bird Event Ctr, LA
LA Veteran and families STAND DOWN Job Fair LA Convention
Antelope Valley Community Job fair & Resource Expo
SF Valley/ Antelope Valley - Honor a Hero - Hire a vet Job Fair
Warner Center Marriott Hotel, Woodland Hills
LACC Fall Classic Hiring Spree Job Fair
Unite for Veterans
Hyatt Regency - Century City
Mount St Mary's College,
Anaheim, OC Job Fair EXPO
17th Annual Salute to Veterans (Antonovich)
Arcadia County Park
Assemblyman Hernandez - Citrus College Job Fair
WorkSource (Wilshire) w/ EDD
LA Job Fair - Hiring Our Heroes
Compton Job Resource Fair
Martin Luther King Festival
Construction Career Resources Fair-Metro

# EEO Concurrence Forms



Metro

# New Hire - EEO Concurrence

## SECTION 1 – HUMAN RESOURCES

Department Name and Number \_\_\_\_\_ Location \_\_\_\_\_

Title of Job to be Filled \_\_\_\_\_ Pay Grade \_\_\_\_\_

Number of Positions to be Filled \_\_\_\_\_ Employment Date \_\_\_\_\_

Candidate Name(s) \_\_\_\_\_ (continue on reverse if needed)

EEO Job Category \_\_\_\_\_ Permanent  Temporary  Part Time

1. Is the EEO category underutilized? Yes  No  If yes, by which of the following:  
Black  Hispanics  Women  Asians  Native Americans  Disabled  Pacific Islander  Mixed

2. Indicate #: Gender of person(s) selected: Male \_\_\_\_\_ Female \_\_\_\_\_  
Race of person(s) selected: Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ Native American \_\_\_\_\_  
Pacific Islander \_\_\_\_\_ Mixed \_\_\_\_\_ Caucasian \_\_\_\_\_  
Veteran \_\_\_\_\_ Non-Veteran \_\_\_\_\_ Unknown \_\_\_\_\_  
Persons with Disability \_\_\_\_\_ If known \_\_\_\_\_

3. Number of individuals who applied or were on list of eligibles:  
\_\_\_\_\_ were Black \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Hispanic \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Asian \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Native \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Pacific Is \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Caucasian \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Mixed \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Race not Defined \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Women \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Gender not Defined \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Veterans \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected

4. Composition of Interview Panel  
\_\_\_\_\_ were Black \_\_\_\_\_ were Caucasian  
\_\_\_\_\_ were Hispanic \_\_\_\_\_ were Mixed  
\_\_\_\_\_ were Asian \_\_\_\_\_ were Women  
\_\_\_\_\_ were Native \_\_\_\_\_ were Veterans  
\_\_\_\_\_ were Pacific Is \_\_\_\_\_ were Race not Defined

5. If no candidates from any of the underutilized groups appeared on the list what efforts were made in last six months to assist in the recruitment of candidates? (attach info if appropriate)

---

---

---

6. If the category is underutilized and a member of an affirmative action group applied and was not hired provide a detailed explanation for the hiring decision (attach info if appropriate)

---

---

---

7. Was the position posted? Yes  No

8. Name and position of persons who interviewed candidates (first interview)

---

Turn page

Name and position of persons who interviewed candidates (final interview)

---

9. Name and position of persons who recommended the selection of the candidate

---

---

**SECTION 2 – EEO & CEO or Designee**

---

I have reviewed the eligibility list and concur  do not concur  with this hire. (Remarks below)

---

Name of EEO Representative

Signature of EEO Representative

Date

I approve of this hire

---

CEO or Designee

Signature of CEO or Designee

Date

**No appointment will be processed without this form – Metro Policy EEO X**

---

**SECTION 3 – Notes or Remarks (Optional)**

---

---

---

---

---

---



**Metro**

# Promotion - EEO Concurrence

## SECTION 1 – HUMAN RESOURCES

Department Name and Number \_\_\_\_\_ Location \_\_\_\_\_

Title of Job to be Filled \_\_\_\_\_ Pay Grade \_\_\_\_\_

Number of Positions to be Filled \_\_\_\_\_ Employment Date \_\_\_\_\_

Candidate Name(s) \_\_\_\_\_ (continue on reverse if needed)

EEO Job Category \_\_\_\_\_ Permanent  Temporary  Part Time

1. Is the EEO category underutilized Yes  No  If yes, by which of the following:  
Black  Hispanics  Women  Asians  Native Americans  Disabled  Pacific Islander  Mixed

2. Indicate #: Gender of person(s) selected: Male \_\_\_\_\_ Female \_\_\_\_\_  
Race of person(s) selected: Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ Native American \_\_\_\_\_  
Pacific Islander \_\_\_\_\_ Mixed \_\_\_\_\_ Caucasian \_\_\_\_\_  
Veteran \_\_\_\_\_ Non-Veteran \_\_\_\_\_ Unknown \_\_\_\_\_  
Persons with Disability \_\_\_\_\_ If known \_\_\_\_\_

3. Number of individuals who applied or were on list of eligibles:  
\_\_\_\_\_ were Black \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Hispanic \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Asian \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Native \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Pacific Is \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Caucasian \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Mixed \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Race not Defined \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Women \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Gender not Defined \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected  
\_\_\_\_\_ were Veterans \_\_\_\_\_ were invited \_\_\_\_\_ were interviewed \_\_\_\_\_ were selected

4. Composition of Interview Panel  
\_\_\_\_\_ were Black \_\_\_\_\_ were Caucasian  
\_\_\_\_\_ were Hispanic \_\_\_\_\_ were Mixed  
\_\_\_\_\_ were Asian \_\_\_\_\_ were Women  
\_\_\_\_\_ were Native \_\_\_\_\_ were Veterans  
\_\_\_\_\_ were Pacific Is \_\_\_\_\_ were Race not Defined

4. Did it change the employee's EEO Category? Yes  No



5. If the category is underutilized and a member of an affirmative action group applied and was not promoted provide a detailed explanation decision. (attach info if appropriate)

---

---

---

---

---

---

6. Was the position posted? Yes  No

7. Name and position of persons who interviewed candidates (first interview)

---

---

Name and position of persons who interviewed candidates (final interview)

---

---

8. Name and position of persons who recommended the selection of the candidate

---

---

### SECTION 2 – EEO Concurrence & CEO or Designee Approval

---

I have reviewed the eligibility list and concur  do not concur  with this promotion. (Remarks below)

---

Name of EEO Representative

Signature of EEO Representative

Date

I approve of this hire

---

CEO or Designee

Signature of CEO or Designee

Date

**No appointment will be processed without this form – Metro Policy EEO X**

---

### SECTION 3 – Notes or Remarks (Optional)

---

---

---

---

---

---

---

---

---

---

---





# Training & Development Resources



Today is April 16, 2014

Search this site...

- Training & Development
- T&D Systems
- Programs
- Training
- Forms

Training & Development > Welcome

**VISION**

We are committed to leading Metro to become a world class learning organization through continuous improvement, using collaborative partnerships and best industry practices.

**MISSION:**

We strive to provide Metro employees with a learning environment to develop skills, achieve success, and maximize potential.

**Training Calendar**

Title	Start Time	Audience	Location
TRANSIT TERRORISM AWARENESS TRAINING	4/16/2014 9:00 AM	This is a reminder that "YOU CAN HELP" ensure the safety of Metro employees and passengers. This class is presented by Los Angeles County Sheriff's Department and Transit Services Bureau's THREAT ASSESSMENT TEAM.  You will learn how to assist in reporting suspicious activity (i.e. packages and devices, etc.) and how to take a more active role in keeping Metro's transportation system safe.  BE OUR EARS, EYES, AND VOICE.....	Metro Headquarter, 4th floor, Plaza View Conference Room
SEXUAL HARASSMENT PREVENTION, TITLE VI AND TITLE VII	4/16/2014 1:30 PM	<b>Who Should Attend:</b> Attendance is mandatory for all Metro Senior Executives, Executive Officers, Directors, Managers, Supervisors and lead persons who routinely direct the daily function(s) of another employee, and who have not attended this training within the last 2 years.	Metro Headquarter, 15th floor, William Mulholland Conference Room
INDIVIDUAL PERFORMANCE PLAN EMPLOYEE BRIEFING	4/16/2014 1:30 PM	This course will enable an employee to understand the performance evaluation process. Participants will become familiar with policy guidelines and procedures. The course will cover the performance evaluation process so that employees understand what is expected in terms of their roles and responsibilities. At the end of the course, participants will know how to work in collaboration with their manager to determine task and standards.	Metro Headquarter, 4th floor, University Conference Room
HAZARD COMMUNICATION	4/17/2014 8:00 AM	<b>Who Should Attend:</b> Attendance is mandatory for all Metro Managers and Supervisors who manage or supervise employees who handle or work with hazardous substances. The California Code of regulations, Title 8, Section 5194 (h) requires training of employees, at the time of initial assignment, when a new hazard is introduced into their work area and when employees are reassigned to conduct hazardous operations.  This course is designed to provide information to Managers and Supervisors on the new changes to the Occupational Safety & Health Administration (OSHA) Hazard Communication Standard. These changes include the Global Harmonization System (GHS) of classification and labeling of chemicals. The course discusses Hazard Classification, Labels, Safety Data Sheets (SDS), required training and how to get chemical substances approved. This course is also intended to prepare Managers and Supervisors to train their employees on the new OSHA GHS.	Metro Headquarter, 4th floor, Plaza View Conference Room
DEVELOPING YOUR FULL POTENTIAL - PART I	4/22/2014 9:00 AM	This course is designed for all Metro employees who desire to improve their capacity to make better decisions. Participants will be introduced to techniques that will enable employees to reach their full potential.  This course explores through self-discovery how to develop one's full potential. You will learn how to develop a plan of action using the steps taken from Stephen Covey's Seven Habits of Highly Effective People.	Metro Headquarter, 4th floor, University Conference Room
PC 101 ESSENTIAL CONCEPTS	4/23/2014 9:00 AM	PC 101 is the first of two workshops, which provides introductory classroom instruction to the world of personal computers. This class is designed for employees who have very little knowledge about personal computers and who are interested in learning more. Participants will learn the parts of a computer, computer terminology, the components of the computer, hardware, software, memory, storage and much more. The class includes group exercises to reinforce learning concepts and terminology covered throughout the class. An up-close examination of the inside of the Central Processing Unit (CPU= the brains of the computer) will allow participants to view the inside of a computer box and provide a better understanding of how information is processed.  NOTE: This class is a pre-requisite to the hands-on OCP workshops.	Metro Headquarter, 4th floor, University Conference Room
SEXUAL HARASSMENT PREVENTION, TITLE VI AND TITLE VII	4/23/2014 2:00 PM	<b>Who Should Attend:</b> Attendance is mandatory for all Metro Senior Executives, Executive Officers, Directors, Managers, Supervisors and lead persons who routinely direct the daily function(s) of another employee, and who have not attended this training within the last 2 years.	Metro Headquarter, 15th floor, William Mulholland Conference Room
SEXUAL HARASSMENT PREVENTION, TITLE VI AND TITLE VII	4/28/2014 9:00 AM	<b>Who Should Attend:</b> Attendance is mandatory for all Metro Senior Executives, Executive Officers, Directors, Managers, Supervisors and lead persons who routinely direct the daily function(s) of another employee, and who have not attended this training within the last 2 years.	Metro Headquarter, 15th floor, William Mulholland Conference Room
SAFETY 1st - FRONTLINE SAFETY TRAINING	4/28/2014 1:30 PM	This mandatory class is designed for all those employees who desire to improve their overall safety performance. Attendance is required for all new employees. The training provides information about Metro's Safety 1 <sup>st</sup> Policy and Principles. Participants are shown how to work safely in a variety of specific Metro situations.  This course provides essential support for Metro's vision, mission, and highest values and goals. Proper safety precautions for different environments are demonstrated. Participants have an opportunity to practice working safely under various conditions. You will also have a chance to solve a number of	Metro Headquarter, 4th floor, University Conference Room



Today is April 16, 2014

Search this site



[Training & Development](#) [T&D Systems](#) [Programs](#) [Training](#) [Forms](#)

**Training & Development** » Corporate and Professional Membership

**Policy Statement**

The Los Angeles County Metropolitan Transportation Authority (Metro) encourages employee participation in professional, technical or industry trade organizations whose goals and objectives are agency-related, a requirement for professional certification, and/or when the membership is in alignment with Metro strategic goals and objectives.

**Purpose**

The purpose of this policy is to establish administrative procedures for the approval and payment of Metro-authorized corporate and individual memberships in professional, technical or industry trade organizations.

[Corporate and Professional Memberships Form](#)

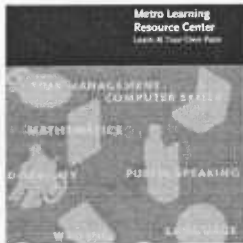


**Metro**

Comments or Questions about MyMetro? Email us [mymetro@metro.net](mailto:mymetro@metro.net)

Training & Development T&D Systems Programs Training Forms

Training & Development > Learning Resource Center



The T&D Unit has a Learning Resource Center (LRC), which offers a one-stop electronic information center for all employees and business units interested in making use of computer technology to gain improvements in education, training or a specific job skill, to better prepare for the changing demands of the workplace. There are four computer stations or labs, which permit employees to work at their own pace using a personal computer, VCR/TV monitor, and/ or a CD-ROM. Typically an employee will either use the Learning Resource Center's equipment on site or will be permitted to check out various tutorials or products for use at home.

The Learning Resource Center is:

Open to all employees (represented/non-represented)  
 Located on the 4th Floor of the Gateway Building  
 Open 7:30 A.M. - 5:30 P.M.

Will open in the evenings between 5:00 P.M. - 8:00 P.M. by appointment only, provided there are 5 - 8 employees interested in using the center. Please contact Shuyen Lin, ext. 25220, Deborah Bishop ext. 27115, 2 weeks prior to your scheduled appointment.

FREE ONLINE TRAINING SITES

<p>Education Portal</p>	<p>Education Portal: <b>Take Free Courses. Earn College Degree</b></p>		<p>Goodwill Community Foundation Office 2010 Training</p>
	<p>Lynda.com (To request access to lynda.com, please email Shuyen Lin at <a href="mailto:sls@metro.net">sls@metro.net</a>)</p>		<p>KHAN ACADEMY: Business Skills &amp; Test Prep Skills</p>
	<p>Microsoft Office 2010 Tutorial Windows 7</p>		<p>Mind Tools: Essential Skills for an Excellent Career</p>
	<p>Stanford University Free Online Video</p>		



Metro

Comments or Questions about MyMetro? Email us [webcontent@metro.net](mailto:webcontent@metro.net)

myMetro

Today is April 16, 2014

Search this site



Training & Development   T&D Systems   Programs   Training   Forms

Training & Development › On Site College Program

## Mineta Transportation Institute

Title

Body

Mineta Transportation Institute

### Why Our Program?

Curriculum is tailored to the needs of the transportation professional

- Core classes take an in-depth look at transportation policy, planning, and systems
- Learn to understand transportation markets from a real-world management perspective
- Learn to manage:
  - a public works department
  - a transportation agency
  - a major investment study
  - and other transportation related tasks
- Up-to-date curriculum with nationally-recognized instructors who are academic or industry experts in their fields
- Fully accredited by the AACSB

### Graduate Transportation Management Programs Master of Science (MSTM)

- Total of 10 classes to earn degree
- 6 core classes
- 3 electives
- Culminating Capstone Course

### Requirements

- Degree from an accredited college/university
- 3.0 GPA target
- 500 GMAT target
- TOEFL (if undergraduate degree program was in a language other than English)

### Graduate Certificate (CTM)

- Total of 4 classes to earn certificate
- Options:
  - 4 core classes or
  - 3 core classes and 1 elective

### Requirements

- Degree from an accredited college/university
- No minimum GPA
- No GMAT

For information, please contact

Viviann Ferea, Education Program Assistant at [ferea@mti.sjsu.edu](mailto:ferea@mti.sjsu.edu) phone number: (408)924-7570

or visit the website: <http://transweb.sjsu.edu/>



Metro

Comments or Questions about MyMetro? Email us [webcontent@metro.net](mailto:webcontent@metro.net)



myMetro

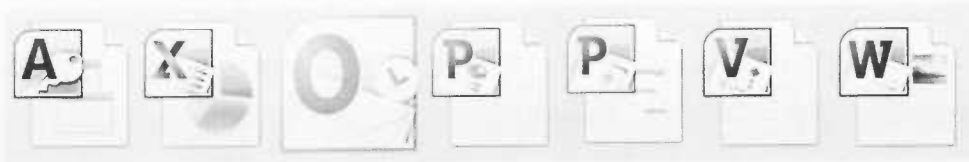
Today is April 16, 2014

Search this site



[Training & Development](#)   [T&D Systems](#)   [Programs](#)   [Training](#)   [Forms](#)

[Training & Development](#) > [Computer Software Training](#)



The Organizational Development & Training (OD&T) department offers hands-on computer training to all Metro & PTSC employees. Each course features a specific skill level to improve an employee's proficiency in one or more Metro computer software applications. Courses are featured quarterly at various dates and times to accommodate staff work schedules.

**Who May Attend?**

The Computer Software Training Program is open to all Metro/PTSC non-represented and represented employees from all work locations and who have obtained prior approval from their manager or supervisor.

**Location & Hours**

Computer classes are convened in the Computer Training Room, located on the 4th floor of the Gateway Building. Half-day sessions are from 8:30 a.m. to 12:00 p.m. or 1:00 p.m. to 4:30 p.m., and mini-modules range from 2 to 2.5 hours. Moderate pace classes are conducted in two half-day sessions (Part One and Part Two). Participants must register for Part One and Part Two in order to successfully complete the course. Please refer to the dates and times on the schedule.

**How To Register**

Click on Training. A pre/post skill assessment may be required prior to confirming your course attendance.

**NOTE: Registered participants who are more than 15 minutes late may not be admitted into the class.**



**Metro**

Comments or Questions about MyMetro? Email us [webcontent@metro.net](mailto:webcontent@metro.net)

myMetro

Today is April 16, 2014

Search this site...

[Training & Development](#)   [T&D Systems](#)   [Programs](#)   [Training](#)   [Forms](#)[Training & Development](#) » Employee Development and Training

The OD&T unit has developed a variety of training workshops that prepare employees for the changing demands of the workplace. These programs are delivered by agency staff, internal/external consultants and include a variety of curricula, but are not limited to:

- Adult CPR/AED
- Advanced Writing Part I
- Advanced Writing Part II
- ARC CPR/AED and First Aid and Preparedness
- Bloodborne Pathogens Awareness (Qualified Cleanup Worker)
- Basic Grammar
- Being a Team Player
- Business Writing Skills
- Communicating One-on-One
- Communication Strategies Part I
- Communication Strategies Part II
- Development Your Full Potential
- Disabilities Awareness Training
- Effective Meetings
- Effective Time Management
- Exceptional Customer Service
- First Aid and Preparedness
- Get Organized for Peak Performance Part I
- Get Organized for Peak Performance Part II
- Hazardous Material Management for Bus and Rail Operations
- Interview Preparation
- Introduction to Human Resources Policies
- Individual Performance Plan for Employees
- Managing Conflict and Anger
- Metro Business Report Writing Part I
- Metro Business Report Writing Part II
- Metro Public Speaking
- Metro's Tuition Assistance Program
- PC 101 Essential Concepts
- People Skills
- Proofreading for Perfection
- Stress Management
- Teamwork Part I
- Teamwork Part II
- Transit Terrorism Awareness Training
- Valuing Diversity for Employees
- Writing Technical Reports
- Writing When English is a Second Language

**Metro**Comments or Questions about MyMetro? Email us [webcontent@metro.net](mailto:webcontent@metro.net)



Today is April 16, 2014

Search this site



Training & Development T&D Systems Programs Training Forms

Training & Development > Leadership Development

T&D leadership development programs are designed to facilitate and support the Metro's strategic goals. T&D has developed five types of programs that are designed specifically for frontline employees, first-line supervisors, team leaders, project managers, and members of self-directed work teams. This program has been designed to develop, enhance or improve ones leadership skills. Participants will increase both their individual and organizational effectiveness, and will work in a cross-functional team environment to blend individual talents to lead the nation in safety, mobility and customer satisfaction.

Pre-Supervisory Training  
First Time Supervision



### LEADERSHIP DEVELOPMENT

PROGRAM NAME	LENGTH & FREQUENCY	TARGET AUDIENCE	PURPOSE
<b>LEADERSHIP DEVELOPMENT</b>			
1. Pre-Supervisory Training (PST)	4 half-day sessions (1x/quarter)	Any employee considering supervision as a career option (Minimum 1 year of service required).	Offers an opportunity for every Metro employee to explore the skills required to be a supervisor
2. First-Time Supervision (FTS)	2 days (1x/quarter)	First-time supervisors, leads, Managers, and those who have successfully completed PST.	Offers training for those participants who transitioned from a staff position to a first-level supervisor position.
3. Managerial & Supervisory Training (MST)	3 half days (1x/quarter)	Managers and Supervisors	Introduces the essential skills needed or required when you are a new manager/supervisor.
4. Management Orientation Program (MOP)	9 mandatory classes 14 regular classes (1x/quarter)	Managers and Supervisors	Provides managers/supervisors training on specific Metro policies and procedures.
5. Leadership Symposium	1 session(4x/year)	All employees	Provides opportunities for Metro employees to hear and engage in dialogue with other industry professionals.
6. Multi-Agency Exchange(MAX) Best Practices Training model Initiative	6 days (2 consecutive days, 3x/year)	6-8 promising employees, selected by the CEO	Participants will share and learn new/innovative techniques and best practices in various disciplines from the host agency.
<b>TRANSIT OPERATIONS FOCUSED</b>			
7. Operations Management Training Program	24 sessions (2x/month for 1 year)	Operations Managers and Assistant Managers	Provides core skills training required for a new Metro Transportation manager to be successful.
<b>INTRODUCTION TO TRANSPORTATION CAREER</b>			
8. Metro Internship Program	maximum 2 years or 1,500 hours per year	TCAP (high school) or college interns	Provides opportunities to learn in area of degree.
9. Entry-Level Training Program	1 year	As-needed employees with college degree and minimum 2 years of service	Provides entry-level skills training for a specific Metro department.
<b>PROFESSIONAL DEVELOPMENT(EDUCATION)</b>			
10. Tuition Reimbursement Program	30 minutes introduction (NEO, PST, FTS, MST classes)	Metro employees	Provides policy guidelines for participating in the Metro Tuition Reimbursement Program.
11. On-Site College Programs	1+class per semester	Metro employees and external students	Provides professional development in a specific area of study
<ul style="list-style-type: none"> <li>• Mineta Transportation Institute</li> <li>• University of La Verne</li> </ul>			



Comments or Questions about MyMetro? Email us [webcontent@metro.net](mailto:webcontent@metro.net)



Today is April 16, 2014

Search this site

Training & Development   T&D Systems   Programs   Training   Forms

Training & Development > Transportation Management Training Program

Topic	Transportation Managers	Bus Maintenance Managers	Rail Maintenance Managers	Material Management Managers
Effective Communication Skills	X	X	X	X
Safety Program: Employee Injury Investigation, Local Safety Committee and the TransitSafe System	X	X	X	X
Managing Employee Performance	X	X	X	X
Customer Relations	X			
Employee/Labor Relations		X	X	X
Extra-Board Management	X			
Inventory Optimization Strategies and Applications Warranty		X	X	X
On-Street Service Management & Operations Control	X			
Preventive Maintenance (What We Do and Why)		X		X
Rail Maintenance Topic TBD			X	
Division Window Operations & Division Instruction	X			
Sustainability, EMS, ISO 14001 and Environmental Regulations		X	X	X
Communicating with Executives, Media, Elected and Community Officials	X	X	X	X
Service Planning and Scheduling	X	X	X	X
Service Performance Monitoring	X	X	X	X
Commercial Vehicle Regulatory Compliance: Sustainability, EMS, ISO 14001	X			
Environmental Regs for Transportation Managers	X			
Commercial Vehicle Regulatory Compliance for Maintenance Managers		X		X
Rail Vehicle Regulatory Compliance for Maintenance Managers			X	
Division of Emergency Response and Management	X	X	X	X
Accident Investigation & Accident Review Board	X			
Maintenance Topic TBD		X	X	X



Comments or Questions about MyMetro? Email us [webcontent@metro.net](mailto:webcontent@metro.net)

# Metro Bridge Academy

A Partnership Between Los Angeles Valley College,  
Metro, and Community Career Development, Inc.

| [HOME](#) | [WHY LAVC BRIDGE](#) | [INFORMATION SESSION DATES](#) | [ABOUT US](#) | [CONTACT](#) |



The Los Angeles County Metropolitan Transportation Authority (Metro) is actively seeking qualified candidates to fill upcoming vacancies as bus operators. These are career opportunities. The Metro Bridge Academy prepares candidates to successfully navigate the pathway to meaningful employment.

**All services are free;** all enrolled applicants who successfully pass the screening process and complete the four-week academy are guaranteed an interview with Metro.

## Why Metro Bridge?

With a proven track record of moving 71% of participants into on-the-job training, the Bridge Program presents the necessary tools to help prospective employees move past the initial stages of employment.

[>> more](#)

### Initial Requirements:

- Successful completion of a background check, drug test, employment verification, and DOT physical to receive an offer of employment
- Must be unemployed, receiving UI benefits, or laid off
- Valid California driver's license (minimum two years)
- At least 21 years of age and speak, read, and write English
- Satisfactory driving record for the past five years
- Good stable ten-year employment history (no gaps)
- Able to obtain a BP permit prior to employment

### Benefits Include:

- \$11.41/hr seven-week training wage
- \$14.72/hr after training (part-time)
- Career ladder opportunities
- Medical, dental, and vision plan
- Tuition assistance program
- Retirement program

If you're interested, visit our [information session page](#) to find out more about our program.



# Metro Bridge Academy

**A Partnership between Los Angeles Valley College, Metro,  
and Community Career Development, Inc.**

The Los Angeles County Metropolitan Transportation Authority (Metro) is actively seeking qualified candidates to fill upcoming vacancies as bus operators. These are career opportunities. The Metro Bridge Academy prepares candidates to successfully navigate the pathway to meaningful employment.

**All services are free;** all enrolled applicants who successfully pass the screening process and complete the four-week academy are guaranteed an interview with Metro.

## Why Metro Bridge?

With a proven track record of moving 71% of participants into on-the-job training, the Bridge Program presents the necessary tools to help prospective employees move past the initial stages of employment.

## Why do I need the Metro Bridge Academy?

Requirements to become a bus operator for the City of Los Angeles are rather stringent. Hence, initial testing has proven to be a hurdle for many of those first taking the requirements test. The Metro Bridge Academy teaches various topics to help candidates get past the first stage, teaching subjects that include:

- DMV class B permit requirements
- Air brakes
- Pre-Trip Inspection
- Operation Central Instruction (OCI)
- Customer Service

In return, for those candidates who successfully complete the course and pass the orientation criteria, we guarantee an interview with Metro. Note that we have helped more than 600 individuals to become employed as bus operators. Remember, this program is a combined effort between Metro and Los Angeles Valley College, hence there is never a charge to candidates.



Students receive instruction about pre-bus inspection from a Metro instructor.

If you're interested, email [Gquintana@communitycareer.org](mailto:Gquintana@communitycareer.org)  
to find out more about our program

**Wilshire Metro WorkSource Center  
3550 Wilshire Boulevard, Suite 500  
Los Angeles, CA 90010**

**Parking: \$6 flat rate at St. Basil Church (corner of Wilshire/Kingsley)**





# Metro

August 16, 2011

**TO: BOARD OF DIRECTORS**

**THROUGH: ARTHUR T. LEAHY** *by [signature]*  
**CHIEF EXECUTIVE OFFICER**

**FROM:** *Michelle Lopes Caldwell*  
**MICHELLE LOPES CALDWELL**  
**CHIEF ADMINISTRATIVE SERVICES OFFICER**

**SUBJECT: TRANSPORTATION EXCHANGE TRAINING PROGRAM (MAX)**

## ISSUE

Metro will join with Denver Rapid Transit District (RTD) and Dallas Area Rapid Transit (DART) to offer a unique transportation learning opportunity. Each agency will send eight high potential management employees to participate in the Multiple Agency Exchange (MAX) Program.

MAX is one of several new programs being developed by Metro to prepare current employees to step into leadership roles that will be vacated due to anticipated generational turnover during the next 5 -10 years. This effort is an important step toward achieving budget theme #6: Prepare Tomorrow's Workforce Today.

MAX will be a series of four-day learning exchange programs in each of the three cities. Participants will experience the following:

- Receive an overview of agency strategy and structure from the Chief Executive of the host agency.
- Learn about the unique challenges of major capital program developments.
- Learn and share best practices and make connections with peers.
- Tour operating and maintenance facilities, ride the current systems, and tour transit corridors under construction.
- Participate in workshops on challenges faced by all bus and rail transit managers, including employee relations, training and employee development, safety, and security.

MAX is scheduled for the following dates.

Host	Dates
Denver	August 30 through September 2, 2011
Los Angeles	January 17 through 20, 2012
Dallas	April 16 through 19, 2012

We are looking forward to our turn as hosts during the week of January 17 - 20, 2012. This will be a Board Committee week. We hope to include exposure to transit agency governance, including attendance at a committee meeting in the schedule.

Evaluation of program material and participant feedback will be collected after each training session. If, as anticipated, the program is successful in providing valuable exposure to other transit agencies, we will consider extending it to include other candidates in subsequent years.



# EEO Quarterly Progress Report

**Los Angeles County  
Metropolitan Transportation Authority**

# **EEO & Title VI CEO Update**

**Quarterly Meeting**

**May 2014**



**Metro**

# New Organization

- **Title VI and Title VII responsibilities under one Manager and four staff:**
  - 2 Investigators
  - 1 Assistant Admin Analyst
  - 1 Title VI Administrator
- **100% staff turnover in 24 months**
  - Many periods of short staffing as positions refilled

# Investigations

- **Internal and external EEO investigations.**

Open Cases (as of April 2014)	37
Total Cases Received (January 2014 – April 2014)	10
Total Cases Closed (January 2014 – April 2014)	15

- **Oldest open investigation 14 months**

- **T6 Investigations**

Open Cases (April)	39
Total Cases Received (January 2014 – April 2014)	4
Total Cases Closed (January 2014 – April 2014)	9

- **Shift to FTA standard to reduce intakes**
- **Greater use of Mystery Ride to supplement**

- **ADA Investigations**

– **Transferred to ADA Group**

# HR Concurrence

- **All new hires and promotions subject to review and concurrence by EEO**
- **In last six months processed approximately 180 concurrences; representing over 800 hires**
- **Highlighted some issues with lack of diversity in interview panels**

# Administrative Functions

- **Case management system currently manual and paper intensive**
- **Need to bring into 21<sup>st</sup> Century to create efficient case management**
- **System has been sourced and procured**
- **I-Sight software contract has been finalized**

# Affirmative Action Plan

- **Due to FTA in May 2015**
- **Utilization Analysis will be focal point**
  - **Ensure proper job group allocation**
  - **Confirm underutilization of females in all categories**
- **Will need to analyze reasons for underutilization and provide specific action items to address**

# Female Utilization Analysis

- **Overall 28.6% of Metro employees are female which is less than the 44.9% market availability level**
  - **Underutilization exists in all 7 categories with the greatest numerical and percentage deficiencies are in the blue collar areas**



# Female Utilization by Category

EEO Category	Employees	Workforce	Availability	Shortfall
Officials and Managers	466	33.84%	40.24%	34
Professionals	619	44.90%	51.66%	47
Technicians	136	23.31%	46.87%	36
Protective Services	82	8.99%	19.80%	8
Administrative Support	1,078	52.35%	59.94%	72
Skilled Craft	1,820	2.26%	6.01%	66
Svc Maintenance/Bus & Rail Ops	5,935	30.63%	40.82%	611

# Training

- **Sexual Harassment Training**
  - CA law requires supervisors to be trained every 2 years for 2 hours
  - Over 900 supervisors identified as delinquent
  - E-mail sent to 200 in March, 300 in April; 300 in May
  - Additional trainings added in April, May and June, and July
- Interest expressed in expanding training to all employees – will explore options

# Pay Equity

- **Equal Pay Act - requires that men and women in the same workplace be given equal pay for equal work.**
  - Job content (not job titles) determines whether jobs are substantially equal.
- **Potential exposure due to pay freezes**
- **One complaint in past year; another recently filed**
- **EEOC has indicated this an area of focus**

# Outreach

- **Working with HR to identify organizations to target for recruitment.**
- **Goal is to increase number of qualified female applicants in all job categories.**

# Contractor Compliance

- **EEO required to ensure that bus contractors comply with EEO guidance**
- **All operators currently in compliance**

# Title VI

- **New interpretation of property acquisition requirements potential affects**
  - ROC
  - Division 13
- **Need to ensure that there are no disparate impacts/disproportionate burdens**
  - Pay parking
  - Bike sharing
  - Etc?

# 2015 Budget

- **Consolidation of Title VI and Title VII reduced FTE by 1 in 2014**
- **Request new FTE for 2015 due to increased ongoing work to meet compliance for**
  - **Internal and external outreach**
  - **Concurrences**
  - **Timely responses to internal and external investigations**
  - **Preparation of AAP**

# EEO Complaint Procedures & Form





Los Angeles County  
Metropolitan Transportation Authority

# Metro

## EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process

(CIV 4)

### POLICY STATEMENT

The Los Angeles County Metropolitan Transportation Authority (LACMTA) is committed to equal employment opportunity, and maintains and values diversity in an environment where all employees are free from discrimination and harassment. LACMTA's internal complaint procedure was established to promptly investigate and resolve allegations of discrimination or harassment and to provide a mechanism through which it can identify, respond to, prevent, and eliminate incidents of discrimination and harassment.

### PURPOSE

This policy establishes procedures for filing, investigating and resolving internal complaints of discriminatory employment practices.

### APPLICATION

This policy applies to all LACMTA employees. If a procedural conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

  
APPROVED: County Counsel or N/A

  
Department Head

  
ADOPTED: CEO

Effective Date: 3/20/14



# **Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY**

### **Internal Complaint Process**

(CIV 4)

#### **1.0 GENERAL**

LACMTA's Department of Civil Rights Programs Compliance, Equal Employment Opportunity Unit (EEO) investigates alleged violations of LACMTA policies on harassment and discrimination. If an employee believes he/she has been harassed or discriminated against, the employee may file a complaint with EEO within 365 days of the alleged violation of LACMTA's Discrimination/Harassment (CIV3) policy.

#### **2.0 PROCEDURES**

LACMTA policy prohibits harassment or discrimination. Any employee believing he/she has been harassed or discriminated against, in violation of LACMTA policy on the basis of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes, including the Family and Medical Leave Act, the Pregnancy Discrimination Act, and related statutes, may file a complaint with EEO within 365 days of the alleged CIV3 policy violation.

##### **2.1 Complaint Process**

Employees should notify the Civil Rights Programs Manager at (213) 922-4530, as soon as they believe they have been harassed or discriminated against, or within 365 days of the alleged CIV3 policy violation. Complaints will be investigated as soon as possible. After being notified of a complaint, the Civil Rights Programs Manager will schedule an appointment between the employee and an EEO Investigator.

The employee who filed the complaint (complainant) will complete an Intake Form (Attachment 1), when meeting with the EEO Investigator. If the Civil Rights Programs Manager determines that sufficient grounds exist for filing a formal written complaint, the complainant may file a formal written complaint with EEO. If it is determined sufficient grounds do not exist for filing a formal written complaint, the complainant may pursue external options, with such entities as the State of California Department of Fair Employment and Housing (DFEH), the United States Equal Employment Opportunity Commission (EEOC), the Federal Transit Administration (FTA), and the Department of Transportation (DOT).



**Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process**

(CIV 4)

A formal complaint should include the following:

- complainant's name, address, telephone number, and badge number;
- a detailed description of the alleged discrimination, including date(s) and time(s) the action(s) occurred;
- identification of any witnesses who saw, heard, or otherwise have knowledge of the alleged harassment or discrimination; and
- information supporting the allegation(s).

A complainant may submit additional information at any time during the investigation process.

### **2.2 Subsequent Complaints and Amended Charges**

A complainant may submit a Discrimination Complaint Form (Attachment 2), for any subsequent complaint or amended charge. Amended charges can also be submitted by email or other written format. The Civil Rights Programs Manager will review each subsequent complaint or amendment, and determine whether it should be incorporated into the original complaint, or processed as a separate complaint.

### **2.3 Investigation Process**

The EEO investigation process includes:

- notice to the complainant acknowledging acceptance of the complaint, and providing the assigned case investigator's name;
- notice to the person accused of harassment or discrimination (respondent), providing him/her with an opportunity to respond to the allegation(s);
- notice to the respondent's department head that EEO will be investigating the complaint; and
- the interviewing of witnesses and others, so the EEO Investigator can research facts alleged in the complaint.

EEO investigates every case in a consistent and timely manner. The EEO Investigator prepares a report of the investigation findings that includes a recommendation regarding the complaint's resolution. The Civil Rights Programs Manager reviews the Investigator's report and recommendation with County Counsel, and after final review, sends closing letters to the



**Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process**

(CIV 4)

complainant, respondent, and the respondent's department head. EEO retains copies.

In cases of a "Merit" finding, the department head consults with the Civil Rights Programs Manager and determines the appropriate disciplinary action to be administered. The department head must provide the Civil Rights Programs Manager with a written confirmation of discipline, no later than ten days after the disciplinary action has been taken.

A "No Merit" finding will be recorded if the investigation fails to find sufficient evidence to support the complainant's allegation(s). After a final "No Merit" finding review by the Civil Rights Programs Manager and County Counsel, the complainant and respondent are notified. If the complainant accepts the findings, the matter is closed. The complainant may appeal the "No Merit" finding within 20 business days of the closing letter's date. The appeal should be made to the Director, Civil Rights Programs Compliance. The Director's decision will be final.

At any time during the complaint process, the complainant should promptly notify the Civil Rights Programs Manager in writing if he/she:

- decides to withdraw the complaint;
- files a lawsuit against LACMTA or its employees; or
- changes an address, telephone number, or other contact information.

If a complainant fails to respond to communications from EEO after two written requests, the complaint may be closed for failure to cooperate.

Even if EEO finds no merit, the complainant has a right to consult or file a complaint with the State of California Department of Fair Employment and Housing (DFEH), the United States Equal Employment Opportunity Commission (EEOC), the Federal Transit Administration (FTA), and the Department of Transportation (DOT). If an employee files a complaint with an outside agency, a formal conciliation conference may be scheduled with EEO, County Counsel and the outside agency.



**Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process**

(CIV 4)

### **2.4 Retaliation**

LACMTA's CIV3 policy prohibits retaliation against any complainant(s) or other person who provides information during the investigation. Any employee who believes he/she has been retaliated against should immediately contact the Civil Rights Programs Manager at 213-922-4530.

Any LACMTA employee who retaliates against anyone involved in an EEO matter will be subject to disciplinary action (see the Discipline (HR47) policy), up to and including termination.

### **2.5 Confidentiality**

All attempts will be made to ensure that information gathered during an EEO complaint investigation is kept confidential by the EEO Investigator. However, sensitive information learned in the course of investigations may be generally disclosed on a need-to-know basis

### **2.6 False Accusations**

LACMTA considers false allegations of discrimination or harassment to be an abuse of state and federal law. Intentionally making false allegations of discrimination or harassment, or making false statements to EEO will result in disciplinary action, up to and including termination.

### **2.7 Non-Jurisdictional Complaints**

If a complaint is determined to be non-jurisdictional under EEO criteria, EEO is available to provide conciliation between the employee and management. The conciliation process will follow the CIV4 internal complaint process.

## **3.0 DEFINITION OF TERMS**

**Business Day** – any day LACMTA is open for business, excluding Saturdays, Sundays and Holidays

**Complaint** – written document that states incident(s) of discrimination or harassment, what term or condition of employment was affected, and who is believed to have engaged in discrimination or harassment in violation of LACMTA's EEO policies



# **Metro** EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process

(CIV 4)

**Complainant** – party who filed the complaint

**Information** – any and all tangible or electronically stored data or documents

**“Merit” Finding** – sufficient evidence found to support the complainant’s allegation(s)

**“No Merit” Finding** – insufficient evidence found to support the complainant’s allegation(s)

**Respondent** – party or parties named in the complaint that complainant believes engaged in discrimination or harassment in violation of LACMTA’s EEO policies

## **4.0 RESPONSIBILITIES**

**Managers and Supervisors** have an affirmative duty to:

- refer employees to the Civil Rights Programs Manager at (213) 922-4530, or the Director, Civil Rights Programs Compliance, if they allege they have been a victim of discrimination or harassment;
- contact the Civil Rights Programs Manager to investigate any discrimination complaint as soon as it is received;
- contact the Civil Rights Programs Manager when the manager or supervisor observes behavior that appears to be in violation of LACMTA’s EEO policies;
- document relevant discussions regarding an incident or complaint and forward original documents to the Civil Rights Programs Manager for complaint file; and
- contact the Civil Rights Programs Manager with any questions concerning harassment or discrimination.

**The Department of Civil Rights Programs Compliance, Equal Employment Opportunity Unit (EEO)** designs, develops, implements and monitors LACMTA’s EEO policies and procedures; investigates complaints of employment discrimination and recommends remedies if violations of EEO policies are found.

**Complainant** cooperates with the Department of Civil Rights Programs Compliance, Equal Employment Opportunity during all stages of the internal complaint process.

**Respondent** cooperates with the Department of Civil Rights Programs Compliance, Equal Employment Opportunity during all stages of the internal complaint process.

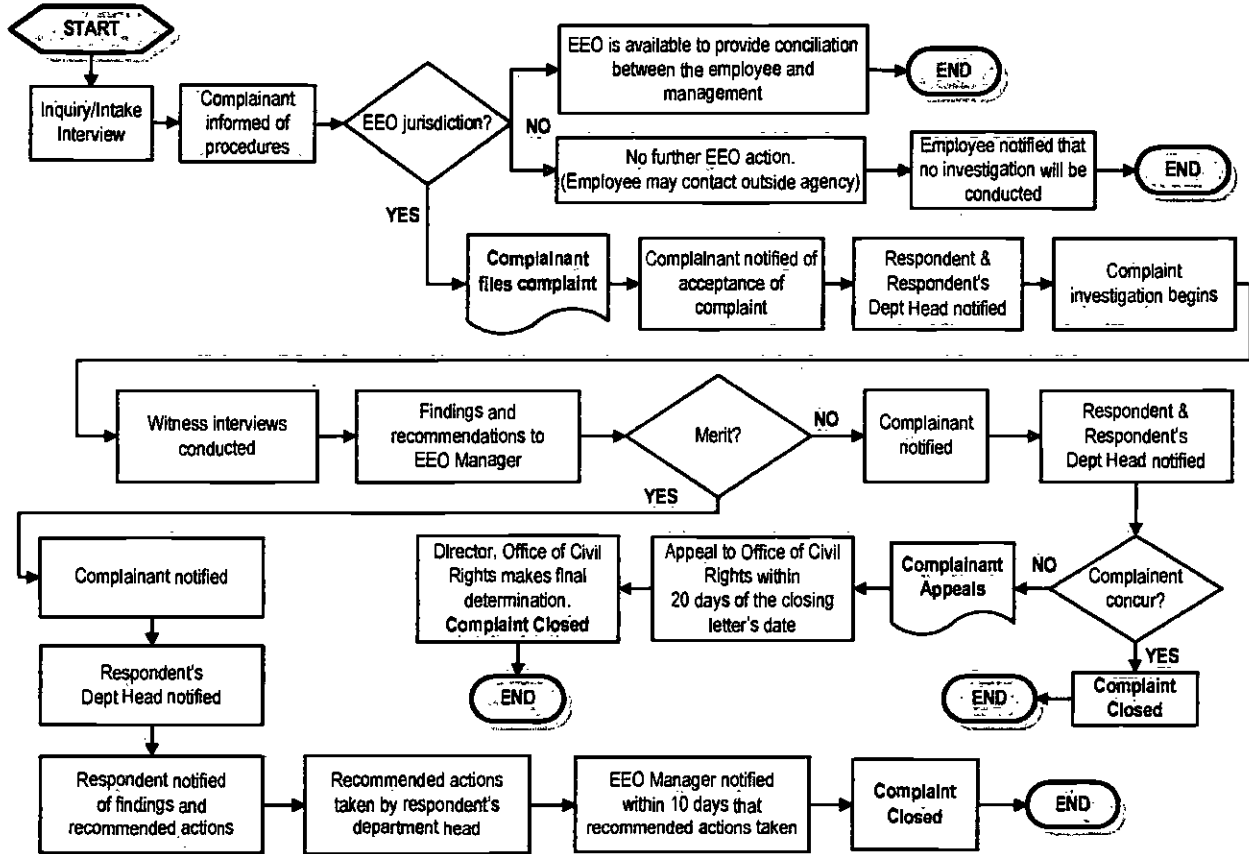


# Metro

## EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process

(CIV 4)

### 5.0 FLOWCHART



### 6.0 REFERENCES

- California Fair Employment and Housing Act
- Title VII of the Civil Rights Act of 1964
- Discrimination/Harassment (CIV3) Policy
- Discipline (HR47)

### 7.0 ATTACHMENTS

1. Intake Form
2. Discrimination Complaint Form



# **Metro**

## **EQUAL EMPLOYMENT OPPORTUNITY Internal Complaint Process**

(CIV 4)

### **8.0 PROCEDURE HISTORY**

- 03/15/06** EEO Internal Complaint Process (EO 1-4).
- 09/24/09** Policy renumbered from EO 1-4 to EO 4 and revised into standardized (GEN 5) policy format. Subsection 2.2 Subsequent Complaints and Amended Charges added to 2.0 Procedures section to reflect current practice.
- 08/04/10** Policy revised to reflect administrative changes. Subsection 2.3 Investigation Process updated to reflect current practice.
- 03/07/12** Policy revised to reflect administrative changes. Statute of Limitations added to § 1.0 General and 2.0 Procedures and subsection 2.1 Complaint Process. Added definitions and attachments and § 2.7 Non-Jurisdictional Complaints. Internal Complaint Processing chart updated to reflect policy revisions.
- 12/04/13** Biennial review: changed call letters from EO to CIV; updated contact information; increased protected classes; modified the confidentiality clause.





CIVIL RIGHTS PROGRAMS COMPLIANCE  
EQUAL EMPLOYMENT OPPORTUNITY

INTAKE FORM

INQUIRY FORM

DATE \_\_\_\_\_

EMPLOYEE'S NAME \_\_\_\_\_  
(PLEASE PRINT)

BADGE NO. \_\_\_\_\_

EMPLOYEE PHONE NO: WORK \_\_\_\_\_

CELL/HOME \_\_\_\_\_

DEPT. NAME \_\_\_\_\_

DIVISION NO. \_\_\_\_\_

EMPLOYEE'S JOB CLASSIFICATION \_\_\_\_\_

WHAT IS THE BASIS OF THE DISCRIMINATION? (Mark all that apply)

- Age (40 and over)
- National Origin
- Religious Creed
- Color
- Mental Disability
- Retaliation
- Physical Disability (including HIV & AIDS)
- Family Care Leave
- Pregnancy Disability
- Race \_\_\_\_\_
- Sexual Harassment
- Marital Status
- Sexual Orientation
- Veteran Status
- Gender: Male  Female
- Gender Identity
- Medical Condition
- Other \_\_\_\_\_

(This section is to be completed by the EEO Investigator)

Jurisdiction:  Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complaint Form Attached

EEO Investigator: \_\_\_\_\_

Date \_\_\_\_\_

Concurrence: EEO Manager: \_\_\_\_\_

Date \_\_\_\_\_


**Metro**

Equal Employment Opportunity (EEO)

**COMPLAINT OF DISCRIMINATION**

(PLEASE PRINT)

Last Name (Complainant)      First Name      Work Extension      Dept/Division

Address      City      State      Zip Code      Cell or Home Phone

Job Title      Badge Number      Hire Date

Department Supervisor's Name      Supervisor's Extension

What is the basis of the discrimination? Mark all that apply:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Mental Disability  | <input type="checkbox"/> Medical Condition (incl. cancer)             | <input type="checkbox"/> Physical Disability (incl. HIV/AIDS) |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Religious Creed                              | <input type="checkbox"/> Color                                |
| <input type="checkbox"/> Ancestry           | <input type="checkbox"/> Age (40 & over)                              | <input type="checkbox"/> Race                                 |
| <input type="checkbox"/> Sexual Harassment  | <input type="checkbox"/> Denial of Family Care Leave                  | <input type="checkbox"/> Hostile Environment                  |
| <input type="checkbox"/> Sex                | <input type="checkbox"/> Denial of Pregnancy Disability               | <input type="checkbox"/> National Origin                      |
| <input type="checkbox"/> Retaliation        | <input type="checkbox"/> Other (i.e., Veteran Status, Marital Status) |   |

 Have you filed a complaint with EEO about any prior incident?  Yes  No

What is the status of the prior complaint? \_\_\_\_\_

Person(s) currently discriminating against you: (Name, title, dept.) \_\_\_\_\_

 Briefly describe your complaint against the above-named person(s). Specifically, how were you discriminated against or treated differently from others on the basis of race, sex, age, etc. Cite specific examples of other examples of other employees treated differently, and specific incidents, acts, or circumstances, including dates, locations name(s) of witness(es) that support your allegation(s) (Use additional sheet(s) if necessary)
   
 \_\_\_\_\_
   
 \_\_\_\_\_
   
 \_\_\_\_\_
   
 \_\_\_\_\_

What remedy are you seeking? \_\_\_\_\_

Non-Contract Employee?  Yes  No

Have you attempted to resolve the matter by discussing it with your Supervisor/Manager?  Yes  No

If "yes", what is the status of the matter? \_\_\_\_\_

Have you filed a report or complaint with your union?  Yes  No Union Name: \_\_\_\_\_

If "yes", what is the status? \_\_\_\_\_

Have you ever filed with an external agency?  Yes  No If "yes", name of agency? \_\_\_\_\_

**READ BEFORE SIGNING:** This complaint will be processed pursuant to Metro Policy EO 4 "Equal Opportunity Internal Complaint Process". Any employee who intentionally files a false discrimination complaint will be subject to disciplinary action. Every effort will be made to ensure that all documents and information acquired during the investigation are kept confidential. Complainant's cooperation is required. Retaliation is prohibited.

\_\_\_\_\_  
Signature of Employee (Complainant)

\_\_\_\_\_  
Date

# EEO Training Materials

# Sexual Harassment Prevention, Title VI & Title VII Training

2015



Metropolitan Transportation Authority

**Metro**

## About the Facilitators:

**Linda Hoos** has been a practicing attorney for over 12 years. Her initial involvement with Civil Rights began in 1999 when she interned with a national civil rights agency during law school. Upon graduating from law school Linda received a two year fellowship from Equal Justice Works to continue the work she started during her internship. She was tasked with developing and implementing a training program for educators and students in public schools that focused on the rights of students and responsibilities of administrators and teachers to combat all forms of harassment. She then practiced law in the private sector with a focus on consumer and employment law.

After that Linda spent 6 years prosecuting consumer fraud at the State of California Department of Justice. Linda has a Bachelor's degree from Brown University and a J.D from USC.

## Sexual Harassment Prevention and Title VII

Civil Rights Programs Compliance  
Gateway Building, MS: 99-21-4  
(213)922-4530

---

---

---

---

---

---

---

---

## Training Objectives

- Explain Civil Rights Programs Compliance Responsibilities and Objectives
- Discuss and Define:
  - Title VI of the Civil Rights Act of 1964
  - Title VII of the Civil Rights Act of 1964
  - Sexual Harassment

---

---

---

---

---

---

---

---

## Civil Rights Act of 1964

- [The Rise and Fall of Jim Crow - Interactive Maps | PBS](#)

---

---

---

---

---

---

---

---

## Title VI

- Title VI prohibits discrimination on the basis of:
  - Race
  - Color
  - National Origin

---

---

---

---

---

---

---

---

## Title VI

- Race
  - Service and Fare change analysis
- National Origin
  - Limited English Proficiency – recipients required to take reasonable steps to ensure meaningful access
  - Four Factor Analysis
    - Result – nine languages

---

---

---

---

---

---

---

---

## Title VII of the Civil Rights Act

- Prohibits harassment and discrimination on the basis of:
  - Race
  - Color
  - Sex
  - Religion
  - National Origin

Others categories are protected under Federal and State statutes as well

---

---

---

---

---

---

---

---



## Race/Color/Religion/National Origin/ Sex

- Employers may not treat employees more or less favorably because of...
- Discrimination is prohibited:
  - hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment
- Harassment is prohibited:
  - slurs, offensive or derogatory remarks, or the display of offensive symbols
- Discrimination also can involve:
  - treating someone unfavorably because the person associates with other members of that race/color

---

---

---

---

---

---

---

---

## Race/Color/Religion/National Origin/ Sex

- Examples of physically harassing conduct:
  - Pranks; intimidating acts
  - Inappropriate touching
- Examples of verbally harassing conduct:
  - Epithets, offensive jokes, stories
  - Offensive terms of address
  - Intrusive questions about an individual's personal life
- Examples of visually harassing conduct:
  - Offensive cartoons, images
  - Display of offensive objects or pictures
  - Offensive gestures

---

---

---

---

---

---

---

---

## Other Protected Classes...

- Disability (mental and physical)
- Medical condition
- Genetic information
- Marital status
- Age
- Military and Veteran Status
- Sex
- Sexual Orientation
- Gender Identity
- Gender Expression

---

---

---

---

---

---

---

---

## Helen Hulick - 1938



---

---

---

---

---

---

---

---

## Sex

- Employers may not treat employees more or less favorably because of their sex
- Examples:
  - Discrimination against a pregnant employee
  - Discrimination based on gender identity or sex stereotyping.

---

---

---

---

---

---

---

---

## Sexual Harassment

---

---

---

---

---

---

---

---

## Why are we here?

- CA Govt. Code Sec. 12950.1
  - CA employers must provide 2 hours of sexual harassment training to supervisors every 2 years
- Metro's commitment to employees

---

---

---

---

---

---

---

---

## Types of Sexual Harassment

- Quid Pro Quo Harassment
  - This for That
  - Job Penalties and Job Benefits
  - Strict Liability - Metro liable where tangible employment action is taken (e.g. firing, failure to promote).
- Hostile Environment
  - Sexually-based ridicule
  - Sexual hostility/insults
  - Severe or pervasive
  - Knew or should have known

---

---

---

---

---

---

---

---

## Basketball Test

<http://www.youtube.com/watch?v=vJG698U2Mvo>

---

---

---

---

---

---

---

---

## Sexual Harassment

- Can consist of:
  - **Unwelcome** sexual advances
    - Repeatedly asking someone out on a date after they have said no
  - Requests for sexual favors
    - Propositioning someone
  - Explicit photos; calendars etc...
  - Other verbal or physical conduct of a sexual nature
    - Vulgar nicknames
    - Abusive language
    - Unwanted touching – shoulder rubs, pinching, hugging

---

---

---

---

---

---

---

---

INTENT



IMPACT

---

---

---

---

---

---

---

---



---

---

---

---

---

---

---

---

## Who is a Harasser?

- Executive
- Manager
- Supervisor
- Co-worker
- Male or Female
- Same or opposite sex
- Outside Vendor
- Customer

---

---

---

---

---

---

---

---

## What to do?

- Assess severity
- Normal Interaction
  - Appropriate
  - Inadvisable
    - Potential violation of workplace policy/unprofessional
- Unacceptable
  - Violates Metro anti-harassment policy; maybe illegal
- Unlawful
  - Illegal

---

---

---

---

---

---

---

---

## What to do?

- If Normal Interaction or Inadvisable
  - Meet with all employees involved; respondent(s) and witnesses
  - Try to mediate
- If Inadvisable:
  - tell complainant to tell you if future bad conduct occurs.
  - Contact EEO.
  - Warn perpetrator of possible disciplinary action if conduct continues or escalates.

---

---

---

---

---

---

---

---

## What to do?

- o If Unacceptable
- o Take immediate and appropriate corrective action
- o Attempt to get as much information as possible
- o Contact EEO
- o Work with EEO to resolve

---

---

---

---

---

---

---

---

## What to do?

- o If Unlawful
- o Take immediate and appropriate corrective action
- o Depending on the situation:
  - o Call law enforcement
  - o Call EEO

---

---

---

---

---

---

---

---

## Scenario #1

Pat and Alex are on their break. You are sitting about 20 feet away from them on your break. They are laughing at something that Pat is showing to Alex on a smartphone. Another employee, Morgan, walks by Pat and Alex and you notice that Morgan is visibly upset after seeing what is on the phone. You hear Morgan say "that is disgusting." You then hear Pat say "lighten up."

What do you do? Does it matter if you are not Pat and Alex's supervisor?

---

---

---

---

---

---

---

---

## Scenario #2

An intern, Alex, comes to your office. Alex tells you that Devin, a colleague, has asked Alex out several times. Alex was shopping recently and saw Devin across the store with a "creepy" smile. Alex has begun to feel uncomfortable. You have heard that Alex has complained about other colleagues, one time involved someone showing racy photos and the other was when someone used "colorful" language. You have also heard that Devin has had a problem taking no for an answer in the past.

What should you do?

---

---

---

---

---

---

---

---

## Scenario #3

[http://www.youtube.com/watch?v=\\_dvzxm8qA](http://www.youtube.com/watch?v=_dvzxm8qA)

What would you do differently?

---

---

---

---

---

---

---

---

## Scenario #4

Jon comes to talk to you. You are not his supervisor. Jon tells you that for the past six months Matt, his supervisor, has been harassing him. He says that Matt calls him "fairy," "princess," and "p-sy." He also says that Matt has been touching and slapping him on the buttocks and making comments about all the use it must get. Jon says that he confronted Matt and then had his hours reduced. You know for a fact that Matt thinks that Jon "is kind of gay" and "feminine." Matt's group is known for "shop talk."

Is this sexual harassment? What should you do?

---

---

---

---

---

---

---

---

## Scenario #5

Clara came to you a month ago to inform you that she was going to begin transitioning. At the time she informed you that she wanted to be addressed as Cliff and referred to with the correct matching pronouns. Cliff is now in your office. He tells you that co-workers are mocking his clothes, grabbing their crotches when he walks by and calling him a "she-male." He is concerned that it is going to escalate and become violent. He also wants to let you know that sometimes you slip and call him Clara.

What do you do?

---

---

---

---

---

---

---

---

## Retaliation

- o Retaliation for complaining of harassment or for cooperating with a harassment investigation is against Metro policy and can be illegal.
- o Evidence of retaliation:
  - o Detrimentally changed job duties
  - o Unwarranted discipline
  - o Schedule change – to a worse schedule for no legitimate reason
  - o Ostracizing related to the complaint

---

---

---

---

---

---

---

---

## Wood v. Boh Bros. Construction (2013)

- o Jury award for sex harassment and retaliation
- o Superintendent "harassed and taunted Woods...by engaging in verbal abuse and taunting gestures of a sexual nature and by exposing himself." Not "rough ironworker"
- o Company accused of retaliation after report made – he was transferred, paid less and ultimately laid off.
- o \$451,000

---

---

---

---

---

---

---

---



## EEOC v. First Student (2011)

- Settlement with EEOC
- Male supervisor harasses four women.
  - Made explicit remarks about body parts and sexual acts
  - Exposed himself and grabbed the breasts of one woman and rubbed himself on her
- The manager who received the complaints not only failed to correct, but disciplined one of the victims and transferred another.
- Victims felt forced to resign.
- \$150,000

---

---

---

---

---

---

---

---

## Carmen v. District of Columbia

- Jury trial
- Supervisor at city facility found guilty of sex harassment
  - Used sexually crude language
  - Propositioned complainant
  - Ogled her when she wore bathing suit
- She reported actions to six supervisors
- Soon after filing complaint she was fired
- \$ 3.5 million

---

---

---

---

---

---

---

---

## Abusive Conduct

- Conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests.
- Not legally actionable, but would be a Metro policy violation

---

---

---

---

---

---

---

---

## Abusive Conduct

- o Abusive conduct may include:
  - o repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets
  - o verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating
  - o or the gratuitous sabotage or undermining of a person's work performance.

---

---

---

---

---

---

---

---

## Abusive Conduct

- o A single act shall not constitute abusive conduct, unless especially severe and egregious.

---

---

---

---

---

---

---

---

## To Sum Up:

- o **What to do**
  - Act immediately
  - Meet with employees separately to get initial information
  - Give employees a chance to explain the situation
  - Contact EEO
  - Review EEO Policy with employees, hand out, sign
  - Ensure no retaliation
  - Do not require that employee keep it confidential
  - Take necessary remedial action (reprimand to discharge - depending on severity)
  - Follow-up to ensure that harassment has not continued
  - Document it

---

---

---

---

---

---

---

---

## Quiz

- We have to treat everyone the same.
  - False
- Only women are protected against sexual harassment.
  - False
- A complainant does not have to file a formal complaint in order to activate the process.
  - True

---

---

---

---

---

---

---

---

## Quiz

- If I don't know it is happening, then it isn't happening.
  - False
- It can't be sexual harassment unless the harasser has demonstrated sexual interest towards the harassed.
  - False

---

---

---

---

---

---

---

---

## Quiz

- If a Manager /Supervisor/Leadperson investigates a complaint and resolves it, they should notify EEO.
  - True
- "We always joke around like this" or "It's just shop talk" is a defense to claims of sexual harassment?
  - False

---

---

---

---

---

---

---

---

## QUESTIONS

- (1) As a Manager/Supervisor/Leadsperson, I have the right to ask my employee for sexual favors in return for job benefits.

True\_\_\_\_\_ False\_\_\_\_\_

- (2) If the manager investigates a complaint of discrimination being brought by an employee and resolves it, EEO does not need to be notified.

True\_\_\_\_\_ False\_\_\_\_\_

- (3) Employees with a different sexual orientation are not protected from sexual harassment.

True\_\_\_\_\_ False\_\_\_\_\_

- (4) All women really have no rights.

True\_\_\_\_\_ False\_\_\_\_\_

- (5) The company can be sued because of my unlawful actions as a supervisor.

True\_\_\_\_\_ False\_\_\_\_\_

- (6) Anti-Discrimination Laws only apply to managers and above me because I am a supervisor.

True\_\_\_\_\_ False\_\_\_\_\_

- (7) All employees have a right to work in an environment that is free of harassment only if they are a protected class.

True\_\_\_\_\_ False\_\_\_\_\_

- (8) Harassment may exist in areas that are not reported, but if no one in management knows, it's acceptable.

True\_\_\_\_\_ False\_\_\_\_\_

# CHECKLIST



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

## Checklist

### o **What to do:**

- Act immediately
- Meet with employees separately to get initial information
- Give employees a chance to explain the situation
- Contact EEO
- Review EEO Policy with employees, hand out, sign
- Ensure no retaliation
- Do not require that employee keep it confidential
- Take necessary remedial action (reprimand to discharge - depending on severity)
- Follow-up to ensure that harassment has not continued
- Document it

## “PUTTING THE BRAKES ON HARASSMENT”



Sexual Harassment,  
Title VI, Title VII and  
Other Relevant Acts

## CIVIL RIGHTS PROGRAMS COMPLIANCE

Gateway Building  
MS: 99-21-4  
(213) 922-4530

## TRAINING OBJECTIVES

Participants will be able to:

- 1) Explain Civil Rights Compliance responsibilities
- 2) Identify “protected categories” and understand that complaints of discrimination and/or harassment must be based on one or more of the protected categories.
- 3) Define sexual harassment and distinguish the two types of sexual harassment
- 4) Recognize behaviors or conduct that can be *perceived* as sexual harassment

## PROTECTED CATEGORIES

- |                     |                      |
|---------------------|----------------------|
| ➤ Age               | ➤ Sex                |
| ➤ Race              | ➤ Sexual Orientation |
| ➤ Color             | ➤ Veteran Status     |
| ➤ Religion          | ➤ Pregnancy          |
| ➤ National Origin   | ➤ Disability         |
| ➤ Political Beliefs | ➤ Retaliation        |
| ➤ Marital Status    | ➤ Sexual Harassment  |
| ➤ Genetic Condition | ➤ Gender Identity    |

## DISCRIMINATION

- Employers may not treat employees more or less favorably based on protected categories.
- Discrimination can involve:
  - treating someone unfavorably because the person associates with other members of a protected category
- Discrimination is prohibited:
  - hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment

## FAVORTISM CAN LEAD TO DISCRIMINATION

Most discrimination in the U.S. is caused by **ordinary favoritism** directed at helping people similar to us.

## HARASSMENT

**Harassment:** to trouble or torment by continual and persistent attacks, questions, comments.

Examples of physically harassing conduct:

- Pranks; intimidating acts
- Inappropriate touching

Examples of verbally harassing conduct:

- Epithets, offensive jokes, stories
- Offensive terms of address
- Intrusive questions about an individual's personal life

Examples of visually harassing conduct:

- Offensive cartoons, images
- Display of offensive objects or pictures
- Offensive gestures



## TRANSPORATION & CIVIL RIGHTS

**Bus Boycott of 1953 in Baton Rouge, LA**

- **1950:** African-American (AA) owned buses were outlawed forcing African Americans to ride on segregated buses
- **June 1953:** A bus boycott resulted in Ordinance 251

**Ordinance 251**-Patrons allowed to sit anywhere on a 1<sup>st</sup> come 1<sup>st</sup> serve basis. However, first two rows are for Whites and last two rows were for Blacks.



## ROSA PARKS and the Montgomery Bus Boycott

- > One day in 1943, Parks boarded a bus and paid the fare. She then moved to her seat but Operator Blake told her to follow city rules and enter the bus again from the back door. Parks exited the bus, but before she could re-board at the rear door, Operator Blake drove off, leaving her to walk home in the rain.
- > Twelve years later, they encountered each other again on December 1, 1955, when Blake ordered Rosa Parks and three other black people to move from the middle to the back of his Cleveland Avenue bus (number 2857) in order to make room for a white male passenger. By Parks' account, Blake said, "I'll better make it light on yourselves and let me have those seats." When she refused, Blake contacted the police and signed the warrant for her arrest. Chapter 6, Section 11 of the city code gave drivers police powers to racially assign seats.
- > 75% of Montgomery City Line riders were AA
- > 13-month protest: 12/5/55-12/20/56
- > Victory: U.S. Supreme Court ruled that bus segregation is unconstitutional

## RACE

- > How many race categories? **FIVE**
- > What are those five race categories?
  1. African-American/Black
  2. Alaska Native/American-Indian
  3. Asian
  4. Caucasian/White
  5. Hawaiian Native/Pacific Islander

## RACE, COLOR and NATIONAL ORIGIN

The traditional definition of **race, color and national origin** is related to biological, physical and sociological factors.

**Race**-tends to refer to a person's physical appearance such as skin and eye color, hair color and texture, bone/jaw structure, etc.

**Color**-shade of a person's skin tone/complexion

**Ethnic/National Origin**-relates to cultural factors such as nationality, culture, ancestry.

## LANGUAGE AND NATIONAL ORIGIN

- > Limited English Proficiency
  - > Recipients required to take reasonable steps to ensure meaningful access
- > Four Factor Analysis
  - > Demographics
  - > Frequency
  - > Importance
  - > Resources



## LANGUAGES IN LA

- How many languages are represented in LA? **120**
- How many languages represented for Metro users? **40**
- How many languages based on focus groups? **9**
- What are those 9 languages?
  - 1) Armenian
  - 2) Cambodian
  - 3) Chinese
  - 4) Japanese
  - 5) Korean
  - 6) Russian
  - 7) Spanish
  - 8) Thai
  - 9) Vietnamese

## RELIGION

- Employees cannot be required to participate “or to refrain from participating” in a religious activity as a condition of employment.
- Employers must **reasonably** accommodate employees' sincerely held religious practices unless doing so would impose an undue hardship on the employer.

## SEX

- Employers may not treat employees more or less favorably because of their sex
- Examples:
  - Discrimination against a pregnant employee
  - Discrimination based on gender identity or gender stereotyping.

## DEFINITIONS

- Sex
- Sexual Orientation
- Gender Identity
- Gender Expression

## Bullying in the Workplace

> **"Abusive Conduct"** means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, unrelated to an employer's legitimate business interest.

**It may include:**

- > repeated infliction of verbal abuse, such as derogatory remarks, insults, and epithets
- > verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating
- > gratuitous sabotage or undermining of a person's work performance

## Bullying Statistics

According to the 2014 National Survey:

- > **65.6 million** U.S. workers are affected by bullying in the workplace.
- > **27%** of U.S. workers reported that they have experienced abusive conduct at work.
- > **21%** of U.S. workers have witnessed abusive conduct of others at work.
- > **25%** of employees surveyed asserted that employers deny that bullying and harassing conduct takes place and fail to investigate complaints.
- > **16%** asserted that employers discount bullying and describe it as non-serious.
- > **15%** asserted that employees rationalize it by describing the bullying as being innocent.
- > **11%** asserted that employers defend abusive conduct when the perpetrators are executives and managers.
- > **12%** found that their employers took steps to eliminate bullying by creating and enforcing certain policies and procedures.

## Is Bullying Actionable?

Currently, California and most other states do not provide a private right of action for an employee to sue for workplace bullying.

**However**, bullying at the workplace – that goes unchecked – can result in negative consequences, such as:

- > decreased productivity and efficiency
- > increased absenteeism
- > loss of morale
- > increased resignations or transfer requests
- > increased hotline calls and internal complaints.

It may also result in **employees suing their employers for harassment or a hostile work environment** based on a protected class, such as **race and gender** under Title VII of the Civil Rights Act of 1964 or for tort liability claims, such as negligent hiring or intentional infliction of emotional distress.

## DEFINITION OF SEXUAL HARASSMENT



- > **Unwelcome** sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature



## “OF A SEXUAL NATURE”



- > **Nonverbal:** Looking up and down a person's body; derogatory gestures or facial expressions of a sexual nature; following a person
- > **Visual:** Posters, drawings, pictures, screensavers, emails texts, tattoos

## TWO TYPES OF SEXUAL HARASSMENT

- > Quid Pro Quo Harassment
- > Hostile Environment

## FACTS ABOUT SEXUAL HARASSMENT

- > The act(s) must be **Severe** or **Pervasive**
- > The victim may be **male** or **female**.
- > The victim may be a **third party**.
- > It is the **impact** of behavior, not **intent**

## WHAT TO DO?

- ✓ Tell harasser to stop
- ✓ Document
- ✓ Talk to your Manager
- ✓ Contact EEO



**SEXUAL HARASSMENT:**  
Is it or is it not?



True False      True False

**SCENARIO-The Hugger**

Sherri works as a dispatcher. She works with fourteen men and two women. The break room has vending machines, a pool table, and a television set. Sherri will initially greet most men that she meets during her shift with a hug. She will smile, say to the man she is about to hug, "Hello," wrap her arms around him and squeeze, and say, "The world needs more hugs."

The men comment to each other about how friendly she is and that she'd do anything for you. Terence, one of her peers, will usually come running up to Sherri and ask for his, "Start my engine hug." None of the other men behave similarly.

**SCENARIO- The Joker**

Robert, Tim, Pauline, and Will are all Operators who have worked together a couple of years. Robert starts most shifts off with a joke. Everyone will either laugh, groan, or walk away. His jokes are usually sexually explicit and sometimes are about women. Barbara, begins working on that shift. Robert tells his sexual jokes when Barbara is around. Barbara tells Robert that she is embarrassed by his jokes. He teases her about being a prude. Robert continues telling his sexual jokes.

Barbara tells her supervisor, Carl, that she doesn't like Robert's sexual jokes. Carl talks to Pauline. He asks her if she feels sexually harassed by Robert's sexual jokes. Pauline says, "No, that's how Robert is."

**SCENARIO-Macho Man**

Jon comes to you. He does not feel comfortable going to his supervisor, Matt. Jon tells you that for six months Matt has been harassing him. He says that Matt calls him "fairy," "princess," and "p--sy." He also says that Matt has been touching and slapping him on the buttocks and making comments about all the use it must get. Jon says that he confronted Matt and then had his hours reduced.

You know for a fact that Matt thinks that Jon "is kind of gay" and "feminine." You also know that Matt's group is known for "shop talk."

## SCENARIO-The Witness

You overhear a male patron making comments of a sexual nature to a female patron. The female patron is visibly upset and keeps moving away from the male patron. You notice that he follows her whenever she moves.

What do you do?

## RETALIATION

Retaliation occurs when an employer illegally strikes back at or seeks revenge on an employee or applicant who has **participated in a civil rights action** which is considered a:

### Protected Activity

- > Filed a complaint
- > Opposed an unlawful practice
- > Participated in an investigation

### Adverse Employment Action

- > Changed job duties
- > Temporary suspension
- > Schedule change
- > Ostracizing

### Causal Connection

## EEO STAFF

- > Linda Hoos, EEO & Civil Rights Programs Manager (213) 922-4530
- > Barbara Thomasson, Senior EEO Investigator (213) 922-4526
- > Jonaura Wisdom, Senior EEO Investigator (213) 922-7134
- > Cinthya Lupian, Assistant Admin Analyst (213) 922-2620

One Gateway Plaza  
Los Angeles, CA 90012  
Mail Stop: 99-21-4

## QUESTIONS



# ADA Reasonable Accommodation Requests

**HUMAN RESOURCES DEPARTMENT  
REASONABLE ACCOMMODATIONS MADE IN THE HIRING PROCESS  
YEARS: 2012, 2013, and 2014**

<b>Year</b>	<b>Disability</b>	<b>Applicant</b>	<b>HRA</b>	<b>How Determined</b>	<b>Accommodation Made</b>	<b>Position</b>
2012	Dsylexia	—	Belen Marquez	Verification letter from educational professional - West End SELPA	Given additional time to take written test in an alternative setting and read directions & provided clarifications when required.	Transit Security Officer II
2012	Dsylexia	—	Monica Santos	Verification letter from doctor	Given additional time to take written test.	Bus Operator
2012	Dyslexia	—	Gabriela De Leon	Verification letter from doctor	Given additional time to take test.	Electrician
2012	Hearing Impaired - Legally Deaf	—	Kandee Forbes / Joel Cervantes	Verification letter from doctor	Given a sign language interpreter on the day of her examniation.	General Clerk III
2012	Legally Blind	—	Kandee Forbes / Joel Cervantes	Verification letter from doctor	Given twice the number of typing sessions for the typing test and provided with a printed copy of the test instructions for the written test.	General Clerk III
2012	Affected Motor Skills (Left side) due to head injury	—	Belen Marquez -	Verification letter from doctor	Given additional 30 minutes for the written test.	Transportation Planner I
2012	Dsylexia	—	Kandee Forbes / Joel Cervantes	Verification letter from doctor	Given time and a half to complete test.	Custodian



**HUMAN RESOURCES DEPARTMENT  
REASONABLE ACCOMMODATIONS MADE IN THE HIRING PROCESS  
YEARS: 2012, 2013, and 2014**

<b>Year</b>	<b>Disability</b>	<b>Applicant / Employee</b>	<b>HRA</b>	<b>How Determined</b>	<b>Accommodation Made</b>	<b>Position</b>
2013	Learning Disability	_____	Gabriela De Leon	Dr's letter indicating learning disability.	50% more time and quiet room for testing.	Facilities System Technician
2013	Bipolar II Disorder	_____	Joel Cervantes	Dr. Kaplan's Disability Documentation	Double time for exam.	Asst. Contract Administrator
2013	Severe Dyslexia	_____	Kandee Forbes	Dr. Pamela Olsen indicating ADHD & Dyslexia	Given time & a half to complete test and use computer rather than pen and paper.	Facilities Maintenance Supervisor

<b>Year</b>	<b>Disability</b>	<b>Applicant / Employee</b>	<b>HRA</b>	<b>How Determined</b>	<b>Accommodation Made</b>	<b>Position</b>
2014	Dyslexia	_____	Adrienne Molina	Letter from Reading Specialist - Cynthia Sielaff	Time and a half with use of a computer for writing exercise.	Electrician
2014	Visually Impaired	_____	Kandee Forbes	Not able to read map as part of written test. Letter from Examining Optometrist - Angela Shihady	Enlarged map to 125%	Special Events Asst (A/N)
2014	Legal Blindness (confirmed) & Dyslexia.	_____	Kandee Forbes	Legal Blindness confirmed by M. J. Keyes, MD - Ophthalmologist	Use of magnifying glass and time & a half for the test.	Systems Electronic Communications Technician

# Workforce Utilization



Los Angeles County Metropolitan Transportation Authority  
Workforce Analysis

CHART 1																												
Dept. Job Title or Number	Hourly Wage Rate	Current Period As Of:																	Current				Availability %		% of Under-Utilization		GOAL	
		EMPLOYEES																	MIN		F							
		All Employees			MALE							FEMALE																
		TOT	M	F	W	Asi	Blk	His	Ind	Pac	Two	W	Asi	Blk	His	Ind	Pac	Two	#	%	#	%	MIN	F	MIN	F	MIN	F
Officials & Administrators	\$35.09- \$156.40	506	344	162	176	50	37	71	0	1	9	53	30	43	29	0	1	6	277	54.7%	162	32.0%	46.4%	36.4%	8.4%	-4.4%	(42.00)	22.00
Professionals	\$26.07- \$46.62	667	344	323	140	96	27	69	3	2	7	91	90	56	71	3	2	10	436	65.4%	323	48.4%	51.4%	46.7%	14.0%	1.7%	(93.00)	(11.00)
Technicians	\$22.09- \$45.62	606	406	201	72	43	110	161	2	2	15	14	7	122	43	0	1	14	520	85.8%	201	33.2%	50.8%	39.1%	35.0%	-5.9%	(212.00)	35.00
Protective Services	\$12.50- \$42.21	77	69	8	6	10	25	26	1	1	0	1	0	3	3	1	0	0	70	90.9%	8	10.4%	63.0%	19.5%	27.9%	-9.1%	(22.00)	7.00
Paraprofessionals	\$20.00- \$42.21	113	37	76	10	1	6	20	0	0	0	14	9	18	31	1	1	2	89	78.8%	76	67.3%	53.1%	53.6%	25.6%	13.6%	(39.00)	(25.00)
Administrative Support	\$8.00- \$30.29	954	443	511	89	51	92	196	1	1	13	55	53	145	241	1	2	14	810	84.9%	511	53.6%	55.5%	70.6%	29.4%	-17.1%	(281.00)	162.00
Skilled Craft	\$20.30- \$39.19	1886	1848	38	387	425	187	758	11	28	52	3	6	15	14	0	0	0	1496	79.3%	38	2.0%	59.6%	6.0%	19.8%	-3.9%	(370.00)	74.00
Service Maintenance	\$14.50- \$39.19	5818	3997	1821	291	313	1324	1953	18	19	79	73	15	1269	389	14	4	57	5454	93.7%	1821	31.3%	69.2%	42.7%	24.6%	-11.4%	(1429.00)	661.00

# Los Angeles County Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## Incumbency vs. Estimated Availability

1		Officials and Administrators							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
506	Employment %	54.74	32.02	15.81	15.81	19.76	0.00	0.40	2.96
	Availability %	46.38	36.42	15.29	6.49	21.18	0.36	0.49	2.55
	Statistical Value		2.059			0.780	1.352	0.305	
	Shortfall		22			7	1		
2		Professionals							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
667	Employment %	65.37	48.43	27.89	12.44	20.99	0.90	0.60	2.55
	Availability %	51.40	46.73	18.20	6.07	22.61	1.07	1.09	2.26
	Statistical Value					1.001	0.428	1.220	
	Shortfall					10	1	3	
3		Technicians							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
606	Employment %	85.81	33.17	8.25	38.28	33.66	0.33	0.50	4.79
	Availability %	50.81	39.10	7.81	6.79	34.10	0.34	0.25	1.46
	Statistical Value		2.992			0.227	0.042		
	Shortfall		35			2			
4		Protective Service Workers							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
77	Employment %	90.91	10.39	12.99	36.36	37.66	2.60	1.30	0.00
	Availability %	62.97	19.51	7.27	17.03	35.00	0.80	0.35	2.55
	Statistical Value		2.020						1.419
	Shortfall		7						1
5		Paraprofessionals							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
113	Employment %	78.76	67.26	8.85	21.24	45.13	0.88	0.88	1.77
	Availability %	53.13	53.61	10.44	7.75	32.28	0.31	0.40	1.92
	Statistical Value			0.553					0.116
	Shortfall			1					

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

## Incumbency vs. Estimated Availability

6		Administrative Support							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
954	Employment %	84.91	53.56	10.90	24.84	45.81	0.21	0.31	2.83
	Availability %	56.47	70.62	9.10	7.35	37.19	0.34	0.38	2.07
	Statistical Value		11.565				0.692	0.329	
	Shortfall		162				1		
7		Skilled Workers							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
1886	Employment %	79.32	2.01	22.85	10.71	40.93	0.58	1.48	2.76
	Availability %	59.57	5.96	6.12	3.19	46.35	1.98	0.47	1.42
	Statistical Value		7.237			4.717	4.354		
	Shortfall		74			102	26		
8		Service/Maintenance							
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two
5818	Employment %	93.74	31.30	5.64	44.57	40.25	0.55	0.40	2.34
	Availability %	69.19	42.67	5.50	18.01	42.52	0.80	0.52	1.84
	Statistical Value		17.535			3.496	2.140	1.322	
	Shortfall		661			131	14	7	

Total Employment: 10627

W - Whole Person Rule

A placement goal is set when employment is less than availability by at least one whole person.

Yellow shading indicates placement goals, red shading indicates areas that require more focus.

In the Statistical Value section, standard deviations of 2.00 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of 0.050 or less are generally regarded as statistically significant.

## Availability Analysis

# Los Angeles County Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## Availability Factor Computation Form

### 1 - Officials and Administrators

Factor	Weight %		Min	Fem	Asi	Blk	His	Ind	Pac	Two			Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	75.00	Raw Statistics	39.22	32.54	10.65	5.35	20.65	0.31	0.32	1.91			Los Angeles CNTY 20%; Orange CNTY 20%; San Bernadino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%
		Weighted Factor	29.42	24.40	7.99	4.01	15.49	0.23	0.24	1.43			
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	25.00	Raw Statistics	67.82	48.02	29.21	9.90	22.77	0.50	0.99	4.46			Feeder Job Computations
		Weighted Factor	16.96	12.00	7.30	2.48	5.69	0.12	0.25	1.12			
		Availability	46.38	36.42	15.29	6.49	21.18	0.36	0.49	2.55			

### 2 - Professionals

Factor	Weight %		Min	Fem	Asi	Blk	His	Ind	Pac	Two			Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	80.00	Raw Statistics	43.41	37.58	15.46	5.50	19.93	0.30	0.33	1.79			Los Angeles CNTY 20%; Orange CNTY 20%; San Bernadino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%
		Weighted Factor	34.73	30.06	12.37	4.40	15.94	0.24	0.26	1.43			
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	20.00	Raw Statistics	83.33	83.33	29.17	8.33	33.33	4.17	4.17	4.17			Feeder Job Computations
		Weighted Factor	16.67	16.67	5.83	1.67	6.67	0.83	0.83	0.83			
		Availability	51.40	46.73	18.20	6.07	22.61	1.07	1.09	2.26			

# Availability Factor Computation Form

## 3 - Technicians

Factor	Weight %	Min	Fem	Asi	Blk	His	Ind	Pac	Two			Source of Statistics	
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	50.81	39.10	7.81	6.79	34.10	0.34	0.25	1.46			Los Angeles CNTY 20%; Orange CNTY 20%; San Bernadino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%
		Weighted Factor	50.81	39.10	7.81	6.79	34.10	0.34	0.25	1.46			
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			Feeder Job Computations
		Weighted Factor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
<b>Availability</b>		<b>50.81</b>	<b>39.10</b>	<b>7.81</b>	<b>6.79</b>	<b>34.10</b>	<b>0.34</b>	<b>0.25</b>	<b>1.46</b>				

## 4 - Protective Service Workers

Factor	Weight %	Min	Fem	Asi	Blk	His	Ind	Pac	Two			Source of Statistics	
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	62.97	19.51	7.27	17.03	35.00	0.80	0.35	2.55			Los Angeles CNTY 20%; Orange CNTY 20%; San Bernadino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%
		Weighted Factor	62.97	19.51	7.27	17.03	35.00	0.80	0.35	2.55			
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			Feeder Job Computations
		Weighted Factor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
<b>Availability</b>		<b>62.97</b>	<b>19.51</b>	<b>7.27</b>	<b>17.03</b>	<b>35.00</b>	<b>0.80</b>	<b>0.35</b>	<b>2.55</b>				

## 5 - Paraprofessionals

Factor	Weight %	Min	Fem	Asi	Blk	His	Ind	Pac	Two			Source of Statistics	
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	53.13	53.61	10.44	7.75	32.28	0.31	0.40	1.92			Los Angeles CNTY 20%; Orange CNTY 20%; San Bernadino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%
		Weighted Factor	53.13	53.61	10.44	7.75	32.28	0.31	0.40	1.92			
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			Feeder Job Computations
		Weighted Factor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
<b>Availability</b>		<b>53.13</b>	<b>53.61</b>	<b>10.44</b>	<b>7.75</b>	<b>32.28</b>	<b>0.31</b>	<b>0.40</b>	<b>1.92</b>				



# Availability Factor Computation Form

## 6 - Administrative Support

Factor	Weight %		Min	Fem	Asi	Blk	His	Ind	Pac	Two			Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	56.47	70.62	9.10	7.35	37.19	0.34	0.38	2.07			Los Angeles CNTY 20%; Orange CNTY 20%; San Bernadino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%
		Weighted Factor	56.47	70.62	9.10	7.35	37.19	0.34	0.38	2.07			
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			Feeder Job Computations
		Weighted Factor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
		Availability	56.47	70.62	9.10	7.35	37.19	0.34	0.38	2.07			

## 7 - Skilled Workers

Factor	Weight %		Min	Fem	Asi	Blk	His	Ind	Pac	Two			Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	59.57	5.96	6.12	3.19	46.35	1.98	0.47	1.42			Los Angeles CNTY 20%; Orange CNTY 20%; San Bernadino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%
		Weighted Factor	59.57	5.96	6.12	3.19	46.35	1.98	0.47	1.42			
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			Feeder Job Computations
		Weighted Factor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
		Availability	59.57	5.96	6.12	3.19	46.35	1.98	0.47	1.42			

## 8 - Service/Maintenance

Factor	Weight %		Min	Fem	Asi	Blk	His	Ind	Pac	Two			Source of Statistics
1: Percentage of minorities or women with requisite skills in the reasonable recruitment area.	100.00	Raw Statistics	69.19	42.67	5.50	18.01	42.52	0.80	0.52	1.84			Los Angeles CNTY 20%; Orange CNTY 20%; San Bernadino CNTY 20%; Riverside CNTY 20%; Ventura CNTY 20%
		Weighted Factor	69.19	42.67	5.50	18.01	42.52	0.80	0.52	1.84			
2: Percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.	0.00	Raw Statistics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			Feeder Job Computations
		Weighted Factor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
		Availability	69.19	42.67	5.50	18.01	42.52	0.80	0.52	1.84			

## Workforce Summary Analysis

# Los Angeles County Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## Workforce Analysis

1110

OFFICE OF BOARD SECRETARY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
4237	H1G	Total	2	Mal	0	0	0	0	0	0	0
BOARD SPECIALIST	5	Tot Min	1	Fem	2	1	0	0	0	1	0
4215	H1K	Total	1	Mal	0	0	0	0	0	0	0
ASST BOARD SECRETARY	2	Tot Min	1	Fem	1	0	1	0	0	0	0
4210	H1O	Total	1	Mal	0	0	0	0	0	0	0
BOARD SECRETARY	2	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 1110		Total	4	Mal	0	0	0	0	0	0	0
		Tot Min	3	Fem	4	1	2	0	0	1	0

1120

ETHICS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
4246	H1K	Total	10	Mal	8	6	1	0	1	0	0
HEARING OFFICER	2	Tot Min	2	Fem	2	2	0	0	0	0	0
4218	H1K	Total	3	Mal	1	1	0	0	0	0	0
SR ETHICS OFFICER	2	Tot Min	0	Fem	2	2	0	0	0	0	0
4245	H1L	Total	2	Mal	1	1	0	0	0	0	0
PRINCIPAL HRNG OFCR	2	Tot Min	1	Fem	1	0	0	1	0	0	0
4223		Total	1	Mal	0	0	0	0	0	0	0
ETHICS OFFICER	2	Tot Min	0	Fem	1	1	0	0	0	0	0
Total for 1120		Total	16	Mal	10	8	1	0	1	0	0
		Tot Min	3	Fem	6	5	0	1	0	0	0

1130

LEGAL SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
8602	H1E	Total	1	Mal	0	0	0	0	0	0	0
SR SECRETARY	6	Tot Min	1	Fem	1	0	1	0	0	0	0

# Workforce Analysis

1130

## LEGAL SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
7806	H1F	Total	1	Mal	0	0	0	0	0	0	0
RECORDS/INFO COORD	6	Tot Min	1	Fem	1	0	0	0	1	0	0
4242	H1J	Total	1	Mal	0	0	0	0	0	0	0
ASST TO THE BOARD CHAIR	5	Tot Min	1	Fem	1	0	0	0	1	0	0
8609	H1K	Total	1	Mal	0	0	0	0	0	0	0
LEGAL SERVICES MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 1130		Total	4	Mal	0	0	0	0	0	0	0
		Tot Min	4	Fem	4	0	2	0	2	0	0

1210

## COUNTY COUNSEL

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
8606	H1F	Total	1	Mal	0	0	0	0	0	0	0
LEGAL SECRETARY	6	Tot Min	1	Fem	1	0	1	0	0	0	0
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0
1212	H1K	Total	1	Mal	1	0	0	1	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 1210		Total	3	Mal	1	0	0	1	0	0	0
		Tot Min	3	Fem	2	0	1	1	0	0	0

1310

## INSPECTOR GENERAL

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	5	Mal	2	2	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	3	2	1	0	0	0	0
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0
8603	H1I	Total	1	Mal	0	0	0	0	0	0	0
EXEC SECRETARY/CEO/OIG	5	Tot Min	1	Fem	1	0	1	0	0	0	0

# Workforce Analysis

1310

## INSPECTOR GENERAL

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
5604	H1K	Total 4	2	1	0	1	0	0	0
SR AUDITOR	2	Tot Min 3	2	0	2	0	0	0	0
4246	H1K	Total 3	0	0	0	0	0	0	0
HEARING OFFICER	2	Tot Min 0	3	3	0	0	0	0	0
1105	H1K	Total 6	6	4	0	1	1	0	0
SR INSPCTR GEN INVSTGR	2	Tot Min 2	0	0	0	0	0	0	0
5603	H1N	Total 1	0	0	0	0	0	0	0
AUDIT MGR	1	Tot Min 1	1	0	0	1	0	0	0
1114	H1N	Total 1	1	1	0	0	0	0	0
FORENSIC INFO TECH MGR	1	Tot Min 0	0	0	0	0	0	0	0
1102	H1Q	Total 1	1	0	0	1	0	0	0
DEPUTY INSP GEN - AUDIT	1	Tot Min 1	0	0	0	0	0	0	0
1107	HAA	Total 1	0	0	0	0	0	0	0
INSPECTOR GENERAL	1	Tot Min 0	1	1	0	0	0	0	0
Total for 1310		Total 24	12	8	0	3	1	0	0
		Tot Min 10	12	6	4	2	0	0	0

2010

## CHIEF EXECUTIVE OFFICE

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
4206	H1T	Total 1	1	1	0	0	0	0	0
DEO, PROJECT MGMT	1	Tot Min 0	0	0	0	0	0	0	0
4212	HDD	Total 1	0	0	0	0	0	0	0
DEPUTY CHIEF EXEC OFCR	1	Tot Min 1	1	0	0	1	0	0	0
4211	HFF	Total 1	1	1	0	0	0	0	0
CHIEF EO	1	Tot Min 0	0	0	0	0	0	0	0
Total for 2010		Total 3	2	2	0	0	0	0	0
		Tot Min 1	1	0	0	1	0	0	0

# Workforce Analysis

2041

## STRATEGIC WORKFORCE PLANNING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	2	Mal	1	0	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	1	0	0	0	1	0	0	0
1211	H1H	Total	1	Mal	1	1	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
8600	H1I	Total	1	Mal	0	0	0	0	0	0	0	0
EXEC SECRETARY/COO	5	Tot Min	0	Fem	1	1	0	0	0	0	0	0
1212	H1K	Total	1	Mal	1	0	1	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9900	H1N	Total	1	Mal	0	0	0	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
1056	H1Q	Total	1	Mal	0	0	0	0	0	0	0	0
DIR, STRA ORGTNL PLNG	1	Tot Min	1	Fem	1	0	1	0	0	0	0	0
4183	HCC	Total	1	Mal	1	0	1	0	0	0	0	0
EXEC DIR, STRAT WRKFRC PLNG 1		Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 2041		Total	8	Mal	4	1	2	0	1	0	0	0
		Tot Min	5	Fem	4	2	1	0	1	0	0	0

2130

## DIVERSITY & ECONOMIC OPPORTUNITY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1217	H1F	Total	5	Mal	2	0	0	0	1	0	0	1
METRO TRAINEE	6	Tot Min	5	Fem	3	0	2	0	1	0	0	0
2601	H1G	Total	3	Mal	0	0	0	0	0	0	0	0
ASST DIVRSTY & ECON OPRTNTY 5		Tot Min	3	Fem	3	0	0	2	1	0	0	0
1213	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	1	Fem	1	0	1	0	0	0	0	0
2409	H1I	Total	7	Mal	4	1	2	1	0	0	0	0
DIV & ECON OPPT REP	2	Tot Min	6	Fem	3	0	1	1	1	0	0	0
2407	H1K	Total	2	Mal	0	0	0	0	0	0	0	0
SR DIVRSTY&ECON OPPT REP	2	Tot Min	2	Fem	2	0	0	1	1	0	0	0

# Workforce Analysis

2130

## DIVERSITY & ECONOMIC OPPORTUNITY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	1	0	1	0	0	0	0
2416	H1L	Total	4	Mal	1	1	0	0	0	0	0
PRNCPL DIV & ECON OPP REP	2	Tot Min	3	Fem	3	0	2	0	1	0	0
2410	H1M	Total	1	Mal	1	0	1	0	0	0	0
DIV & ECON OPPT MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
9652	H1P	Total	1	Mal	0	0	0	0	0	0	0
DIR, FINANCIAL MGMT SVC	1	Tot Min	1	Fem	1	0	0	0	1	0	0
2400	H1P	Total	1	Mal	1	0	0	0	1	0	0
DIR, DIVERSITY & ECO OPPTY	1	Tot Min	1	Fem	0	0	0	0	0	0	0
2411	H1S	Total	1	Mal	0	0	0	0	0	0	0
DEO, DIV & ECO OPPT	1	Tot Min	1	Fem	1	0	1	0	0	0	0
2413	HAA	Total	1	Mal	0	0	0	0	0	0	0
EO, DIV & ECON OPPT	1	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 2130		Total	28	Mal	9	2	3	1	2	0	1
		Tot Min	26	Fem	19	0	9	4	6	0	0

2210

## NEW BUSINESS DEVELOPMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	2	Mal	1	0	0	0	1	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	1	0	0	0	0	0
9897	H1H	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	1	Fem	1	0	0	1	0	0	0
9900	H1N	Total	1	Mal	1	1	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min	0	Fem	0	0	0	0	0	0	0
9894	H1O	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR V	2	Tot Min	0	Fem	1	1	0	0	0	0	0
7602	H1P	Total	1	Mal	0	0	0	0	0	0	0
DIR OF REAL PROP MGMT &	1	Tot Min	1	Fem	1	0	0	1	0	0	0

# Workforce Analysis

2210

## NEW BUSINESS DEVELOPMENT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
9907	H1Q	Total 1	Mal	1	1	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min 0	Fem	0	0	0	0	0	0	0
Total for 2210		Total 7	Mal	3	2	0	0	1	0	0
		Tot Min 3	Fem	4	2	0	2	0	0	0

2220

## CONGESTION REDUCTION

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1204	M01	Total 1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 1	Fem	1	0	0	0	0	0	1
1217	H1F	Total 2	Mal	1	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min 0	Fem	1	1	0	0	0	0	0
9900	H1N	Total 1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min 1	Fem	1	0	0	0	1	0	0
9907	H1Q	Total 1	Mal	0	0	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min 0	Fem	1	1	0	0	0	0	0
9930	HAA	Total 1	Mal	0	0	0	0	0	0	0
EO, CONGSTN REDCTN	1	Tot Min 0	Fem	1	1	0	0	0	0	0
Total for 2220		Total 6	Mal	1	1	0	0	0	0	0
		Tot Min 2	Fem	5	3	0	0	1	0	1

2410

## BOARD RELATIONS, POLICY & RESEARCH

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1204	M01	Total 3	Mal	3	1	1	0	1	0	0
ADMINISTRATIVE INTERN	6	Tot Min 2	Fem	0	0	0	0	0	0	0
1213	H1G	Total 1	Mal	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min 1	Fem	1	0	0	0	0	0	1
8603	H11	Total 1	Mal	0	0	0	0	0	0	0
EXEC SECRETARY/CEO/OIG	5	Tot Min 1	Fem	1	0	0	0	1	0	0



# Workforce Analysis

2410

## BOARD RELATIONS, POLICY & RESEARCH

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
4254	H1Q	Total	1	Mal	0	0	0	0	0	0	0
CHIEF POLICY OFFICER	1	Tot Min	1	Fem	1	0	0	1	0	0	0
4239	HBB	Total	1	Mal	1	1	0	0	0	0	0
SPEC ASST TO CEO I	1	Tot Min	0	Fem	0	0	0	0	0	0	0
4253	HCC	Total	1	Mal	1	1	0	0	0	0	0
SPEC ASST TO CEO II	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 2410		Total	8	Mal	5	3	1	1	0	0	0
		Tot Min	5	Fem	3	0	0	2	0	0	1

2411

## POLICY & RESEARCH

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	4	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	3	Fem	4	1	0	3	0	0	0
Total for 2411		Total	4	Mal	0	0	0	0	0	0	0
		Tot Min	3	Fem	4	1	0	3	0	0	0

2412

## TRANSIT COURT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	1	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	1	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min	0	Fem	0	0	0	0	0	0	0
4244	H1K	Total	1	Mal	0	0	0	0	0	0	0
CITATION PROG SUPRT ADMIN	2	Tot Min	0	Fem	1	1	0	0	0	0	0
4243	H1M	Total	1	Mal	0	0	0	0	0	0	0
CITATION ENFRMNT MGR	1	Tot Min	1	Fem	1	0	0	1	0	0	0
Total for 2412		Total	4	Mal	2	1	0	1	0	0	0
		Tot Min	2	Fem	2	1	0	1	0	0	0

# Workforce Analysis

2413

## CIVIL RIGHTS PROGRAM COMPLIANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1213	H1G	Total	1	Mal	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	1	Fem	1	0	0	0	1	0	0
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0
2603	H1K	Total	2	Mal	0	0	0	0	0	0	0
SR EEO PROG INVESTIGATOR	2	Tot Min	2	Fem	2	0	1	0	1	0	0
1236	H1L	Total	1	Mal	0	0	0	0	0	0	0
CIVIL RIGHTS COMPLIANCE	2	Tot Min	1	Fem	1	0	0	0	1	0	0
1230	H1M	Total	3	Mal	1	1	0	0	0	0	0
COMP & PARATRNST ADMIN	2	Tot Min	1	Fem	2	1	0	0	1	0	0
1229	H1O	Total	1	Mal	1	0	0	0	1	0	0
ADA COMPLIANCE MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
1234	H1P	Total	1	Mal	1	1	0	0	0	0	0
DIR, CIVIL RIGHTS PROG	1	Tot Min	0	Fem	0	0	0	0	0	0	0
1228		Total	2	Mal	2	2	0	0	0	0	0
ADA COMPLNC & PARATRNST	2	Tot Min	0	Fem	0	0	0	0	0	0	0
1235		Total	1	Mal	0	0	0	0	0	0	0
CIVIL RIGHTS PROGRAMS MGR	1	Tot Min	1	Fem	1	0	0	0	1	0	0
Total for 2413		Total	13	Mal	5	4	0	0	1	0	0
		Tot Min	8	Fem	8	1	1	1	5	0	0

2415

## REGIONAL RAIL

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	1	Fem	1	0	1	0	0	0	0
9897	H1H	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	1	Fem	1	0	1	0	0	0	0
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	1	0	0	0	0	0	1

# Workforce Analysis

2415

## REGIONAL RAIL

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
9900	H1N	Total 2	1	1	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min 1	0	0	0	0	0	0	0
4191	HAA	Total 1	1	0	0	0	0	0	0
EO, REGIONAL RAIL	1	Tot Min 0	0	0	0	0	0	0	0
Total for 2415		Total 6	3	2	1	0	0	0	0
		Tot Min 4	3	0	2	0	0	0	1

2420

## EMPLOYEE & LABOR RELATIONS

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
1216	H1F	Total 3	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min 3	3	0	1	0	2	0	0
1213	H1G	Total 1	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min 1	1	0	0	0	1	0	0
3605	H1I	Total 1	0	0	0	0	0	0	0
EMPLOYEE/LABOR RELS REP	2	Tot Min 1	1	0	0	0	1	0	0
3609	H1K	Total 5	3	0	2	0	1	0	0
EMPLOYEE/LABOR REL ADMIN	2	Tot Min 4	2	1	1	0	0	0	0
1212	H1K	Total 1	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min 1	1	0	0	0	1	0	0
3607	H1L	Total 1	1	1	0	0	0	0	0
LABOR RELS ARBITRN SPCLST	2	Tot Min 0	0	0	0	0	0	0	0
3614	H1N	Total 1	0	0	0	0	0	0	0
GRIEVANCE HRNG MGR	1	Tot Min 1	1	0	1	0	0	0	0
3612	H1O	Total 3	0	0	0	0	0	0	0
MGR, EMPLOYEE & LABOR RELS	1	Tot Min 1	3	2	0	0	1	0	0
3611	H1S	Total 1	1	0	0	0	1	0	0
DEO, EMP & LABOR RELATIONS	1	Tot Min 1	0	0	0	0	0	0	0
5101	HBB	Total 1	1	1	0	0	0	0	0
EXEC DIR, EMP & LABOR RELS	1	Tot Min 0	0	0	0	0	0	0	0

## Workforce Analysis

Total for 2420	Total	18	Mal	6	2	2	0	2	0	0	0
	Tot Min	13	Fem	12	3	3	0	6	0	0	0

### 2510 MANAGEMENT AUDIT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1204	M01	Total 6	Mal	3	3	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 3	Fem	3	0	1	1	1	0	0
5606	H1H	Total 2	Mal	1	0	0	1	0	0	0
ASST AUDITOR	2	Tot Min 2	Fem	1	0	0	1	0	0	0
1211	H1H	Total 1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min 1	Fem	1	0	0	0	1	0	0
5613	H1L	Total 1	Mal	0	0	0	0	0	0	0
AUDIT SUPPORT SUPV	2	Tot Min 1	Fem	1	0	0	0	1	0	0
1115	H1M	Total 1	Mal	0	0	0	0	0	0	0
PRINCIPAL AUDITOR	2	Tot Min 1	Fem	1	0	0	1	0	0	0
5600	H1T	Total 1	Mal	0	0	0	0	0	0	0
CHIEF AUDITOR	1	Tot Min 0	Fem	1	1	0	0	0	0	0
Total for 2510		Total 12	Mal	4	3	0	1	0	0	0
		Tot Min 8	Fem	8	1	1	3	3	0	0

### 2514 CONTRACTOR PRE-QUALIFICATION OFFICE

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1217	H1F	Total 1	Mal	1	0	0	0	1	0	0
METRO TRAINEE	6	Tot Min 1	Fem	0	0	0	0	0	0	0
5610	H1I	Total 1	Mal	0	0	0	0	0	0	0
CONTRACTOR REVIEW ANALYST	2	Tot Min 0	Fem	1	1	0	0	0	0	0
5614	H1K	Total 1	Mal	1	1	0	0	0	0	0
SR CONTRCTR REV ANALYST	2	Tot Min 0	Fem	0	0	0	0	0	0	0
Total for 2514		Total 3	Mal	2	1	0	0	1	0	0
		Tot Min 1	Fem	1	1	0	0	0	0	0

# Workforce Analysis

2517

## COMPLIANCE AUDIT

Job Code & Title		Grade & EEO Code			Total	W	B	A	H	I	P	2
5606	H1H	Total	1	Mal	0	0	0	0	0	0	0	0
ASST AUDITOR	2	Tot Min	1	Fem	1	0	0	0	1	0	0	0
5605	H1I	Total	1	Mal	1	0	0	0	0	0	0	1
AUDITOR	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
5604	H1K	Total	2	Mal	1	0	0	1	0	0	0	0
SR AUDITOR	2	Tot Min	2	Fem	1	0	0	1	0	0	0	0
5608	H1L	Total	1	Mal	0	0	0	0	0	0	0	0
SUPVG AUDITOR	1	Tot Min	1	Fem	1	0	0	0	1	0	0	0
1115	H1M	Total	1	Mal	0	0	0	0	0	0	0	0
PRINCIPAL AUDITOR	2	Tot Min	1	Fem	1	0	0	0	1	0	0	0
5603	H1N	Total	1	Mal	0	0	0	0	0	0	0	0
AUDIT MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0	0
Total for 2517		Total	7	Mal	2	0	0	1	0	0	0	1
		Tot Min	7	Fem	5	0	1	1	3	0	0	0

2518

## IT AUDIT

Job Code & Title		Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	1	1	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	0	Fem	0	0	0	0	0	0	0	0
5604	H1K	Total	2	Mal	2	1	0	1	0	0	0	0
SR AUDITOR	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
5603	H1N	Total	2	Mal	1	1	0	0	0	0	0	0
AUDIT MGR	1	Tot Min	1	Fem	1	0	0	0	0	0	0	1
5615	H1S	Total	1	Mal	0	0	0	0	0	0	0	0
DEO OF AUDIT	1	Tot Min	1	Fem	1	0	1	0	0	0	0	0
Total for 2518		Total	6	Mal	4	3	0	1	0	0	0	0
		Tot Min	3	Fem	2	0	1	0	0	0	0	1

# Workforce Analysis

2610

## SYSTEM SECURITY & LAW ENFORCEMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
363	T05	Total	62	Mal	55	4	21	8	20	1	1	0
TRANSIT SECURITY OFCR II	4	Tot Min	57	Fem	7	1	3	0	2	1	0	0
422	T06	Total	14	Mal	13	1	4	2	6	0	0	0
SR TRANSIT SECURITY OFCR	4	Tot Min	13	Fem	1	0	0	0	1	0	0	0
309	T01	Total	1	Mal	1	1	0	0	0	0	0	0
TRANSIT SECURITY OFCR I	4	Tot Min	0	Fem	0	0	0	0	0	0	0	0
8816	C02	Total	8	Mal	8	0	4	1	2	0	0	1
TRANSIT SECURITY SGT	3	Tot Min	8	Fem	0	0	0	0	0	0	0	0
8817	C03	Total	4	Mal	4	1	2	0	1	0	0	0
TRANSIT SECURITY LT	2	Tot Min	3	Fem	0	0	0	0	0	0	0	0
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	1	Fem	1	0	0	0	1	0	0	0
1211	H1H	Total	1	Mal	1	0	0	1	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1212	H1K	Total	1	Mal	1	0	0	0	1	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1205	H1L	Total	1	Mal	1	0	0	1	0	0	0	0
CHIEF ADMIN ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 2610		Total	93	Mal	84	7	31	13	30	1	1	1
		Tot Min	85	Fem	9	1	3	0	4	1	0	0

2611

## EMERGENCY PREPAREDNESS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
8822	H1L	Total	1	Mal	1	0	0	0	0	0	0	1
SR EMRGNCY HMLND SEC	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8821	H1M	Total	1	Mal	1	0	0	0	1	0	0	0
EMRGNCY & HMLND SEC PREP	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 2611		Total	2	Mal	2	0	0	0	1	0	0	1
		Tot Min	2	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3010

## EXECUTIVE OFFICE, TRANSIT OPRNS

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2		
1204	M01	Total 1	Mal	1	0	0	1	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 1	Fem	0	0	0	0	0	0	0	0
1216	H1F	Total 1	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min 0	Fem	1	1	0	0	0	0	0	0
8601	H1G	Total 2	Mal	0	0	0	0	0	0	0	0
EXEC SECRETARY	5	Tot Min 2	Fem	2	0	2	0	0	0	0	0
9897	H1H	Total 1	Mal	0	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min 1	Fem	1	0	0	0	0	0	0	1
8600	H1I	Total 1	Mal	0	0	0	0	0	0	0	0
EXEC SECRETARY/COO	5	Tot Min 1	Fem	1	0	0	0	1	0	0	0
9898	H1J	Total 1	Mal	0	0	0	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min 1	Fem	1	0	0	0	1	0	0	0
1212	H1K	Total 1	Mal	1	0	0	0	1	0	0	0
SR ADMIN ANALYST	2	Tot Min 1	Fem	0	0	0	0	0	0	0	0
1205	H1L	Total 1	Mal	0	0	0	0	0	0	0	0
CHIEF ADMIN ANALYST	2	Tot Min 0	Fem	1	1	0	0	0	0	0	0
9900	H1N	Total 3	Mal	1	0	0	1	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min 2	Fem	2	1	0	0	1	0	0	0
9651	H1S	Total 1	Mal	0	0	0	0	0	0	0	0
DEO, OPNS ADMIN & FINCL	1	Tot Min 1	Fem	1	0	0	0	1	0	0	0
9600	H1S	Total 1	Mal	1	1	0	0	0	0	0	0
DIV MAINT SUPRNTDNT	1	Tot Min 0	Fem	0	0	0	0	0	0	0	0
4206	H1T	Total 1	Mal	0	0	0	0	0	0	0	0
DEO, PROJECT MGMT	1	Tot Min 1	Fem	1	0	1	0	0	0	0	0
4196	HCC	Total 1	Mal	1	1	0	0	0	0	0	0
CHIEF OPNS OFFICER	1	Tot Min 0	Fem	0	0	0	0	0	0	0	0
4184	HCC	Total 2	Mal	0	0	0	0	0	0	0	0
DEPUTY CHIEF OPNS OFCR	1	Tot Min 2	Fem	2	0	1	1	0	0	0	0
Total for 3010		Total 18	Mal	5	2	0	2	1	0	0	0
		Tot Min 13	Fem	13	3	4	1	4	0	0	1

# Workforce Analysis

3020

UFS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	2	Mal	1	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	0	1	0	0	0	0
1217	H1F	Total	3	Mal	1	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	2	1	0	0	1	0	0
9897	H1H	Total	1	Mal	1	0	0	0	1	0	0
TRANSP PLANNER I	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5451	H1H	Total	1	Mal	1	0	0	1	0	0	0
DEPARTMENTAL SYS ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5450	H1K	Total	1	Mal	1	0	0	1	0	0	0
SR DEPTMNTL SYS ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5439	H1L	Total	1	Mal	1	0	0	1	0	0	0
SR NETWORK ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0
9899	H1M	Total	4	Mal	1	0	0	1	0	0	0
TRANSP PLNG MGR III	2	Tot Min	3	Fem	3	1	1	0	1	0	0
3012	H1M	Total	1	Mal	0	0	0	0	0	0	0
TAP REGIONAL SALES MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0
5404	H1N	Total	2	Mal	0	0	0	0	0	0	0
SYSTEMS PROJECT MGR	1	Tot Min	2	Fem	2	0	0	2	0	0	0
5443	H1O	Total	1	Mal	0	0	0	0	0	0	0
SR SYSTEMS PROJ MGR	1	Tot Min	1	Fem	1	0	0	1	0	0	0
3799	H1P	Total	2	Mal	2	2	0	0	0	0	0
SR ENGNRG MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
3824	H1Q	Total	4	Mal	3	2	0	0	1	0	0
DIR, TAP TECH SYST	1	Tot Min	1	Fem	1	1	0	0	0	0	0
4206	H1T	Total	1	Mal	1	1	0	0	0	0	0
DEO, PROJECT MGMT	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 3020		Total	24	Mal	13	7	0	4	2	0	0
		Tot Min	14	Fem	11	3	3	3	2	0	0



## Workforce Analysis

3042

### RAIL VEHICLE ENGINEERING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1205	H1L	Total	1	Mal	0	0	0	0	0	0	0
CHIEF ADMIN ANALYST	2	Tot Min	1	Fem	1	0	0	0	1	0	0
9653	HBB	Total	1	Mal	1	1	0	0	0	0	0
GENERAL MANAGER	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 3042		Total	2	Mal	1	1	0	0	0	0	0
		Tot Min	1	Fem	1	0	0	0	1	0	0

3043

### STRATEGIC VEHICLE & INFRASTRUCTURE DLVRY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
3807	H1K	Total	2	Mal	2	1	0	1	0	0	0
ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0
3806	H1N	Total	1	Mal	1	0	0	0	1	0	0
SR ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0
6409	H1O	Total	1	Mal	1	1	0	0	0	0	0
PROJ CONTROL MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
4217	H1T	Total	2	Mal	2	0	0	0	2	0	0
DEO, OPERATIONS	1	Tot Min	2	Fem	0	0	0	0	0	0	0
Total for 3043		Total	6	Mal	6	2	0	1	3	0	0
		Tot Min	4	Fem	0	0	0	0	0	0	0

3044

### RAIL PROJECT DVLPMNT & TRANSP

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
743	A46	Total	2	Mal	2	0	0	1	1	0	0
RAIL WRNTY EQUIP SPCLST	8	Tot Min	2	Fem	0	0	0	0	0	0	0
7005	C04	Total	1	Mal	1	0	0	1	0	0	0
RAIL EQUIP MAINT SUPV	7	Tot Min	1	Fem	0	0	0	0	0	0	0
849	A47	Total	1	Mal	1	0	0	1	0	0	0
RAIL WRNTY EQUIP SPCLST LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0

## Workforce Analysis

Total for 3044	Total	4	Mal	4	0	0	3	1	0	0	0
	Tot Min	4	Fem	0	0	0	0	0	0	0	0

### 3047 RAIL VEHICLE ACQUISITION

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
7218	H1Q	Total 1	Mal	1	1	0	0	0	0	0
DIR, RAIL VEH ACQ & MAINT	1	Tot Min 0	Fem	0	0	0	0	0	0	0
Total for 3047		Total 1	Mal	1	1	0	0	0	0	0
		Tot Min 0	Fem	0	0	0	0	0	0	0

### 3110 FLEET MGMT & SUPPORT SVCS

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
704	A37	Total 2	Mal	2	0	0	0	2	0	0
ATU FIELD EQUIPMENT TECH	7	Tot Min 2	Fem	0	0	0	0	0	0	0
4011	C04	Total 1	Mal	1	0	0	1	0	0	0
BUS EQUIP MAINT INSTR	3	Tot Min 1	Fem	0	0	0	0	0	0	0
9644	H1K	Total 1	Mal	1	1	0	0	0	0	0
OPS SYST SUPPORT ADMNSTR	2	Tot Min 0	Fem	0	0	0	0	0	0	0
5450	H1K	Total 3	Mal	3	2	0	1	0	0	0
SR DEPTMNTL SYS ANALYST	2	Tot Min 1	Fem	0	0	0	0	0	0	0
9907	H1Q	Total 1	Mal	1	1	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min 0	Fem	0	0	0	0	0	0	0
4004	H1Q	Total 1	Mal	1	1	0	0	0	0	0
DIR OF EQUIP MAINT	1	Tot Min 0	Fem	0	0	0	0	0	0	0
Total for 3110		Total 9	Mal	9	5	0	2	2	0	0
		Tot Min 4	Fem	0	0	0	0	0	0	0

### 3120 QUALITY ASSURANCE

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
992	B76	Total 1	Mal	0	0	0	0	0	0	0
VEHICLE VERIF CLERK	6	Tot Min 0	Fem	1	1	0	0	0	0	0

# Workforce Analysis

3120

## QUALITY ASSURANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
807	A33	Total	10	Mal	10	2	0	2	6	0	0	0
WARRANTY & EQUIP MECH	7	Tot Min	8	Fem	0	0	0	0	0	0	0	0
817	A34	Total	1	Mal	1	1	0	0	0	0	0	0
MECHANIC A	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
743	A46	Total	2	Mal	2	0	0	2	0	0	0	0
RAIL WRNTY EQUIP SPCLST	8	Tot Min	2	Fem	0	0	0	0	0	0	0	0
792	A28	Total	2	Mal	2	0	0	1	1	0	0	0
WARRANTY & EQUIP MECH LDR	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
7005	C04	Total	2	Mal	1	0	0	0	1	0	0	0
RAIL EQUIP MAINT SUPV	7	Tot Min	2	Fem	1	0	0	1	0	0	0	0
4007	C04	Total	1	Mal	1	1	0	0	0	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
849	A47	Total	1	Mal	1	1	0	0	0	0	0	0
RAIL WRNTY EQUIP SPCLST LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4009	H1I	Total	7	Mal	7	0	1	1	4	0	1	0
FIELD EQUIPMENT TECH	3	Tot Min	7	Fem	0	0	0	0	0	0	0	0
2203	H1K	Total	2	Mal	2	2	0	0	0	0	0	0
SR ENVIRONMNTL SPCLST	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
2200	H1O	Total	1	Mal	1	0	0	0	1	0	0	0
ENVIRON COMPL & SVC MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 3120		Total	30	Mal	28	7	1	6	13	0	1	0
		Tot Min	22	Fem	2	1	0	1	0	0	0	0

3151

## SERVICE PLANNING & SCHEDULING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
866	B96	Total	4	Mal	3	0	1	2	0	0	0	0
SCHEDG DOC/ GRAPHIC TECH	6	Tot Min	4	Fem	1	0	0	0	1	0	0	0
329	U03	Total	4	Mal	2	0	1	0	1	0	0	0
SCHEDULE MAKER I	3	Tot Min	4	Fem	2	0	0	0	1	0	0	1

# Workforce Analysis

3151

## SERVICE PLANNING & SCHEDULING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
327	U04	Total	16	Mal	13	5	3	4	1	0	0	0
SCHEDULE MAKER II	3	Tot Min	11	Fem	3	0	0	2	1	0	0	0
8212	C02	Total	1	Mal	1	0	0	0	1	0	0	0
DOCUMENT PROD SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8207	C04	Total	5	Mal	5	1	0	1	2	0	0	1
SCHEDULES SUPV	3	Tot Min	4	Fem	0	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	1	0	0	1	0	0	0	0
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	1	Fem	1	0	0	1	0	0	0	0
8210	H1H	Total	1	Mal	1	1	0	0	0	0	0	0
SCHEDULING SYST ASSOCIATE	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
9898	H1J	Total	1	Mal	0	0	0	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min	1	Fem	1	0	0	1	0	0	0	0
8211	H1J	Total	1	Mal	1	0	0	0	1	0	0	0
SCHEDULING SYS ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8226	H1K	Total	2	Mal	1	0	0	0	0	1	0	0
SR SCHEDULING SYS ANALYST	2	Tot Min	2	Fem	1	0	0	1	0	0	0	0
1212	H1K	Total	2	Mal	1	1	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	1	0	0	0	1	0	0	0
8227	H1M	Total	1	Mal	1	0	0	0	1	0	0	0
SCHEDULING SYS PRJCT LDR	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8205	H1M	Total	1	Mal	1	0	0	0	1	0	0	0
SCHEDULING SYS SUPV	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9900	H1N	Total	10	Mal	7	4	0	1	1	1	0	0
TRANSP PLNG MGR IV	2	Tot Min	5	Fem	3	1	0	1	0	1	0	0
8202	H1O	Total	4	Mal	4	2	1	0	1	0	0	0
SVC DVLPMNT MGR	1	Tot Min	2	Fem	0	0	0	0	0	0	0	0
4217	H1T	Total	1	Mal	1	0	0	1	0	0	0	0
DEO, OPERATIONS	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0

## Workforce Analysis

Total for 3151	Total	56	Mal	42	14	6	9	10	2	0	1
	Tot Min	41	Fem	14	1	0	7	4	1	0	1

**3152**

### DATA COLLECTION

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
853	U06	Total 26	Mal	14	3	5	1	5	0	0
SCHEDULE CHECKER	3	Tot Min 23	Fem	12	0	9	0	2	0	1
8206	C02	Total 1	Mal	1	0	0	0	1	0	0
SCHEDULE CHECKING SUPV	3	Tot Min 1	Fem	0	0	0	0	0	0	0
8227	H1M	Total 1	Mal	1	1	0	0	0	0	0
SCHEDULING SYS PRJCT LDR	2	Tot Min 0	Fem	0	0	0	0	0	0	0
Total for 3152	Total	28	Mal	16	4	5	1	6	0	0
	Tot Min	24	Fem	12	0	9	0	2	0	1

**3160**

### MANPOWER, SYSTEMS & SUPPORT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
733	B03	Total 2	Mal	0	0	0	0	0	0	0
TRANSP CLERK	6	Tot Min 1	Fem	2	1	1	0	0	0	0
951	B13	Total 3	Mal	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min 3	Fem	3	0	0	0	3	0	0
957	B48	Total 4	Mal	0	0	0	0	0	0	0
SERVICE REP	6	Tot Min 4	Fem	4	0	0	0	4	0	0
907	B77	Total 16	Mal	7	0	4	0	3	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min 16	Fem	9	0	6	0	3	0	0
887	BC2	Total 2	Mal	0	0	0	0	0	0	0
MANPOWER SPCLST	6	Tot Min 2	Fem	2	0	1	0	1	0	0
962	B55	Total 1	Mal	0	0	0	0	0	0	0
CLERK/STOPS & ZONES	6	Tot Min 1	Fem	1	0	0	0	1	0	0
9648	C02	Total 3	Mal	1	0	1	0	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min 3	Fem	2	0	1	0	0	0	1
888	BC3	Total 1	Mal	0	0	0	0	0	0	0
LD MANPOWER SPCLST	6	Tot Min 1	Fem	1	0	0	0	1	0	0

# Workforce Analysis

3160

## MANPOWER, SYSTEMS & SUPPORT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
1212	H1K	Total 1	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min 1	1	0	0	0	1	0	0
5404	H1N	Total 1	1	0	0	0	1	0	0
SYSTEMS PROJECT MGR	1	Tot Min 1	0	0	0	0	0	0	0
Total for 3160		Total 34	9	0	5	0	4	0	0
		Tot Min 33	25	1	9	0	14	0	1

3196

## RESOURCE MANAGEMENT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
1204	M01	Total 15	10	4	0	1	4	0	1
ADMINISTRATIVE INTERN	6	Tot Min 10	5	1	2	0	2	0	0
1217	H1F	Total 5	4	1	1	0	2	0	0
METRO TRAINEE	6	Tot Min 4	1	0	0	0	1	0	0
1213	H1G	Total 1	1	0	0	0	1	0	0
ASST ADMIN ANALYST	5	Tot Min 1	0	0	0	0	0	0	0
5216	H1I	Total 1	1	0	1	0	0	0	0
HUMAN RESOURCES ANALYST	2	Tot Min 1	0	0	0	0	0	0	0
1202		Total 1	0	0	0	0	0	0	0
STUDENT INTERN	6	Tot Min 1	1	0	0	0	1	0	0
Total for 3196		Total 23	16	5	2	1	7	0	1
		Tot Min 17	7	1	2	0	4	0	0

3201

## TRANSPORTATION DIV 01

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
850	U31	Total 295	205	7	46	9	141	0	2
BUS OPERATOR (F/T)	8	Tot Min 287	90	1	62	0	25	0	2
999	U22	Total 10	6	1	0	0	5	0	0
BUS OPERATOR (P/T)	8	Tot Min 9	4	0	3	0	1	0	0

# Workforce Analysis

3201

TRANSPORTATION DIV 01

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
951	B13	Total	1	Mal	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	1	Fem	1	0	1	0	0	0	0
9648	C02	Total	8	Mal	2	1	0	1	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	7	Fem	6	0	6	0	0	0	0
9646	C02	Total	6	Mal	3	1	0	1	1	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	5	Fem	3	0	3	0	0	0	0
9657	H1N	Total	3	Mal	2	1	1	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	2	Fem	1	0	1	0	0	0	0
Total for 3201		Total	323	Mal	218	11	47	11	147	0	0
		Tot Min	311	Fem	105	1	76	0	26	0	2

3202

TRANSPORTATION DIV 02

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
850	U31	Total	265	Mal	173	8	55	7	100	1	0
BUS OPERATOR (F/T)	8	Tot Min	257	Fem	92	0	74	0	14	0	4
999	U22	Total	16	Mal	10	3	4	1	2	0	0
BUS OPERATOR (P/T)	8	Tot Min	13	Fem	6	0	4	0	2	0	0
951	B13	Total	1	Mal	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	1	Fem	1	0	0	0	1	0	0
9648	C02	Total	4	Mal	2	0	2	0	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	4	Fem	2	0	2	0	0	0	0
9646	C02	Total	6	Mal	4	0	0	0	3	0	1
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	6	Fem	2	0	2	0	0	0	0
9657	H1N	Total	2	Mal	1	0	1	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	2	Fem	1	0	1	0	0	0	0
9654	H1P	Total	3	Mal	1	0	0	0	1	0	0
TRANSP OPNS MGR	1	Tot Min	3	Fem	2	0	0	0	2	0	0
Total for 3202		Total	297	Mal	191	11	62	8	106	1	0
		Tot Min	286	Fem	106	0	83	0	19	0	4

# Workforce Analysis

3203

TRANSPORTATION DIV 03

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
850	U31	Total	261	Mal	191	16	40	16	113	2	2	2
BUS OPERATOR (F/T)	8	Tot Min	239	Fem	70	6	33	0	28	3	0	0
999	U22	Total	28	Mal	22	3	9	0	9	0	0	1
BUS OPERATOR (P/T)	8	Tot Min	25	Fem	6	0	3	0	3	0	0	0
733	B03	Total	2	Mal	0	0	0	0	0	0	0	0
TRANSP CLERK	6	Tot Min	2	Fem	2	0	1	0	1	0	0	0
951	B13	Total	1	Mal	0	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
9648	C02	Total	6	Mal	2	1	1	0	0	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	5	Fem	4	0	3	0	1	0	0	0
9646	C02	Total	6	Mal	5	1	1	0	3	0	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	5	Fem	1	0	0	0	0	0	0	1
9657	H1N	Total	4	Mal	4	1	2	1	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	3	Fem	0	0	0	0	0	0	0	0
Total for 3203		Total	308	Mal	224	22	53	17	125	2	2	3
		Tot Min	280	Fem	84	6	40	0	34	3	0	1

3205

TRANSPORTATION DIV 05

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
850	U31	Total	282	Mal	137	1	100	3	31	0	0	2
BUS OPERATOR (F/T)	8	Tot Min	280	Fem	145	1	132	0	8	0	0	4
999	U22	Total	19	Mal	10	0	9	0	1	0	0	0
BUS OPERATOR (P/T)	8	Tot Min	19	Fem	9	0	9	0	0	0	0	0
951	B13	Total	1	Mal	0	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
9648	C02	Total	5	Mal	3	0	3	0	0	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	5	Fem	2	0	2	0	0	0	0	0
9646	C02	Total	7	Mal	3	0	3	0	0	0	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	7	Fem	4	0	4	0	0	0	0	0



# Workforce Analysis

3205

TRANSPORTATION DIV 05

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9657	H1N	Total	2	Mal	1	0	1	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	2	Fem	1	0	1	0	0	0	0
9654	H1P	Total	1	Mal	0	0	0	0	0	0	0
TRANSP OPNS MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 3205				Mal	154	1	116	3	32	0	2
				Fem	163	1	150	0	8	0	4

3206

TRANSPORTATION DIV 06

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
850	U31	Total	34	Mal	14	2	10	0	2	0	0
BUS OPERATOR (F/T)	8	Tot Min	31	Fem	20	1	16	0	2	1	0
999	U22	Total	11	Mal	8	1	3	1	3	0	0
BUS OPERATOR (P/T)	8	Tot Min	10	Fem	3	0	2	1	0	0	0
9646	C02	Total	3	Mal	1	0	1	0	0	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	3	Fem	2	0	2	0	0	0	0
9657	H1N	Total	2	Mal	0	0	0	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	2	Fem	2	0	2	0	0	0	0
Total for 3206				Mal	23	3	14	1	5	0	0
				Fem	27	1	22	1	2	1	0

3207

TRANSPORTATION DIV 07

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
850	U31	Total	477	Mal	339	26	149	21	134	1	8
BUS OPERATOR (F/T)	8	Tot Min	446	Fem	138	5	104	0	19	1	9
999	U22	Total	10	Mal	6	0	4	0	2	0	0
BUS OPERATOR (P/T)	8	Tot Min	10	Fem	4	0	4	0	0	0	0
951	B13	Total	1	Mal	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	1	Fem	1	0	0	0	1	0	0

# Workforce Analysis

3207

TRANSPORTATION DIV 07

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
9648	C02	Total	4	Mal	1	0	0	0	1	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	4	Fem	3	0	2	0	1	0	0	0
9646	C02	Total	11	Mal	7	1	5	1	0	0	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	10	Fem	4	0	4	0	0	0	0	0
9657	H1N	Total	2	Mal	0	0	0	0	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	2	Fem	2	0	2	0	0	0	0	0
9654	H1P	Total	1	Mal	0	0	0	0	0	0	0	0
TRANSP OPNS MGR	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
Total for 3207		Total	506	Mal	353	27	158	22	137	1	0	8
		Tot Min	473	Fem	153	6	116	0	21	1	0	9

3208

TRANSPORTATION DIV 08

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
850	U31	Total	326	Mal	239	38	61	24	109	0	2	5
BUS OPERATOR (F/T)	8	Tot Min	280	Fem	87	8	52	1	23	0	0	3
999	U22	Total	4	Mal	3	3	0	0	0	0	0	0
BUS OPERATOR (P/T)	8	Tot Min	1	Fem	1	0	0	0	1	0	0	0
9648	C02	Total	5	Mal	2	0	0	1	1	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	5	Fem	3	0	2	0	0	0	0	1
9646	C02	Total	5	Mal	2	1	0	1	0	0	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	4	Fem	3	0	1	1	1	0	0	0
9657	H1N	Total	2	Mal	2	0	1	0	1	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	2	Fem	0	0	0	0	0	0	0	0
9654	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
TRANSP OPNS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3208		Total	343	Mal	249	43	62	26	111	0	2	5
		Tot Min	292	Fem	94	8	55	2	25	0	0	4

# Workforce Analysis

3209

TRANSPORTATION DIV 09

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
850	U31	Total	407	Mal	298	32	34	27	196	1	2	6
BUS OPERATOR (F/T)	8	Tot Min	366	Fem	109	9	49	2	43	3	0	3
999	U22	Total	29	Mal	18	3	3	3	9	0	0	0
BUS OPERATOR (P/T)	8	Tot Min	23	Fem	11	3	4	0	4	0	0	0
951	B13	Total	1	Mal	0	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
9648	C02	Total	7	Mal	1	0	1	0	0	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	7	Fem	6	0	5	0	1	0	0	0
9646	C02	Total	8	Mal	4	0	0	1	3	0	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	8	Fem	4	0	2	0	2	0	0	0
9657	H1N	Total	2	Mal	2	0	1	0	1	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	2	Fem	0	0	0	0	0	0	0	0
9654	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
TRANSP OPNS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3209		Total	455	Mal	324	36	39	31	209	1	2	6
		Tot Min	407	Fem	131	12	60	2	51	3	0	3

3210

TRANSPORTATION DIV 10

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
850	U31	Total	301	Mal	227	11	62	15	134	2	0	3
BUS OPERATOR (F/T)	8	Tot Min	289	Fem	74	1	42	1	27	1	0	2
999	U22	Total	15	Mal	15	0	3	3	7	0	1	1
BUS OPERATOR (P/T)	8	Tot Min	15	Fem	0	0	0	0	0	0	0	0
9648	C02	Total	7	Mal	2	1	1	0	0	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	5	Fem	5	1	3	0	0	0	0	1
9646	C02	Total	8	Mal	8	0	4	1	3	0	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	8	Fem	0	0	0	0	0	0	0	0
9609	C02	Total	1	Mal	1	0	1	0	0	0	0	0
TRANSIT OPS SUPV (F/T)	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3210

TRANSPORTATION DIV 10

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9657	H1N	Total	3	Mal	0	0	0	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	2	Fem	3	1	1	0	1	0	0
9654	H1P	Total	1	Mal	1	1	0	0	0	0	0
TRANSP OPNS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 3210		Total	336	Mal	254	13	71	19	144	2	1
		Tot Min	320	Fem	82	3	46	1	28	1	0

3215

TRANSPORTATION DIV 15

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
850	U31	Total	399	Mal	317	25	60	34	188	2	2
BUS OPERATOR (F/T)	8	Tot Min	372	Fem	82	2	51	0	25	0	4
999	U22	Total	13	Mal	12	6	1	0	4	0	1
BUS OPERATOR (P/T)	8	Tot Min	7	Fem	1	0	0	0	1	0	0
951	B13	Total	2	Mal	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	2	Fem	2	0	0	0	2	0	0
950	B62	Total	1	Mal	1	0	0	1	0	0	0
CCTV OBSERVER/TCU	8	Tot Min	1	Fem	0	0	0	0	0	0	0
9648	C02	Total	7	Mal	3	2	0	0	1	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	4	Fem	4	1	1	1	1	0	0
9646	C02	Total	5	Mal	2	1	1	0	0	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	3	Fem	3	1	1	0	1	0	0
9657	H1N	Total	3	Mal	1	1	0	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	1	Fem	2	1	0	0	1	0	0
9654	H1P	Total	1	Mal	0	0	0	0	0	0	0
TRANSP OPNS MGR	1	Tot Min	1	Fem	1	0	0	0	1	0	0
Total for 3215		Total	431	Mal	336	35	62	35	193	2	2
		Tot Min	391	Fem	95	5	53	1	32	0	4

# Workforce Analysis

3218

TRANSPORTATION DIV 18

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
850	U31	Total	404	Mal	237	15	144	12	56	4	1	5
BUS OPERATOR (F/T)	8	Tot Min	384	Fem	167	5	146	1	7	2	1	5
999	U22	Total	27	Mal	12	0	11	0	1	0	0	0
BUS OPERATOR (P/T)	8	Tot Min	26	Fem	15	1	12	0	1	0	1	0
733	B03	Total	1	Mal	0	0	0	0	0	0	0	0
TRANSP CLERK	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
951	B13	Total	1	Mal	0	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
9649	C02	Total	1	Mal	1	0	1	0	0	0	0	0
TRANSIT OPS SUPV VEH OPS	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9648	C02	Total	6	Mal	3	0	1	2	0	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	6	Fem	3	0	3	0	0	0	0	0
9646	C02	Total	4	Mal	1	0	1	0	0	0	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	4	Fem	3	0	3	0	0	0	0	0
9609	C02	Total	1	Mal	0	0	0	0	0	0	0	0
TRANSIT OPS SUPV (F/T)	3	Tot Min	1	Fem	1	0	1	0	0	0	0	0
9657	H1N	Total	2	Mal	1	1	0	0	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0	0
Total for 3218		Total	447	Mal	255	16	158	14	57	4	1	5
		Tot Min	425	Fem	192	6	167	1	9	2	2	5

3230

BUS OPERATIONS CONTROL

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
951	B13	Total	1	Mal	0	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
950	B62	Total	5	Mal	3	1	1	0	1	0	0	0
CCTV OBSERVER/TCU	8	Tot Min	3	Fem	2	1	1	0	0	0	0	0
9649	C02	Total	1	Mal	0	0	0	0	0	0	0	0
TRANSIT OPS SUPV VEH OPS	3	Tot Min	1	Fem	1	0	1	0	0	0	0	0

# Workforce Analysis

3230

## BUS OPERATIONS CONTROL

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9648	C02	Total	1	Mal	1	1	0	0	0	0	0
TRANSIT OPS SUPV ADMIN	3	Tot Min	0	Fem	0	0	0	0	0	0	0
9647	C02	Total	52	Mal	26	6	8	2	7	1	0
TRANSIT OPS SUPV CNTRL CNTR	3	Tot Min	44	Fem	26	2	19	0	4	0	1
9657	H1N	Total	5	Mal	3	2	0	0	1	0	0
ASST TRANSP OPNS MGR	1	Tot Min	3	Fem	2	0	1	1	0	0	0
9654	H1P	Total	1	Mal	0	0	0	0	0	0	0
TRANSP OPNS MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 3230		Total	66	Mal	33	10	9	2	9	1	0
		Tot Min	53	Fem	33	3	23	1	5	0	1

3232

## EXECUTIVE DIRECTOR, TRANSPORTATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	2	Mal	1	0	0	0	1	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	1	0	0	0	1	0	0
1217	H1F	Total	2	Mal	1	0	1	0	0	0	0
METRO TRAINEE	6	Tot Min	2	Fem	1	0	0	0	1	0	0
1211	H1H	Total	1	Mal	1	0	0	0	1	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0
8025	H1K	Total	3	Mal	2	1	0	0	1	0	0
TRANS DUTY/RTW PROG COORD	2	Tot Min	2	Fem	1	0	1	0	0	0	0
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	1	0	0	0	1	0	0
1205	H1L	Total	1	Mal	1	0	0	0	0	1	0
CHIEF ADMIN ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0
1208	H1M	Total	1	Mal	0	0	0	0	0	0	0
ADMNSTRN & FINCL SVCS MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0
9610	H1S	Total	6	Mal	4	2	0	0	2	0	0
SERVICE OPS SUPRNTDNT	1	Tot Min	3	Fem	2	1	1	0	0	0	0

# Workforce Analysis

3232

## EXECUTIVE DIRECTOR, TRANSPORTATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
4189	HBB	Total	2	Mal	2	1	1	0	0	0	0
EXEC DIR, TRANSP	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 3232			Total	Mal	12	4	2	0	5	1	0
			Tot Min	Fem	7	1	3	0	3	0	0

3234

## VEHICLE OPERATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9649	C02	Total	60	Mal	50	7	14	3	24	0	0
TRANSIT OPS SUPV VEH OPS	3	Tot Min	51	Fem	10	2	7	0	1	0	0
9646	C02	Total	3	Mal	3	2	0	0	1	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	1	Fem	0	0	0	0	0	0	0
9609	C02	Total	1	Mal	1	1	0	0	0	0	0
TRANSIT OPS SUPV (F/T)	3	Tot Min	0	Fem	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	1	0	0	0	1	0	0
METRO TRAINEE	6	Tot Min	1	Fem	0	0	0	0	0	0	0
9657	H1N	Total	3	Mal	3	0	1	1	1	0	0
ASST TRANSP OPNS MGR	1	Tot Min	3	Fem	0	0	0	0	0	0	0
9654	H1P	Total	2	Mal	2	0	0	0	2	0	0
TRANSP OPNS MGR	1	Tot Min	2	Fem	0	0	0	0	0	0	0
Total for 3234			Total	Mal	60	10	15	4	29	0	0
			Tot Min	Fem	10	2	7	0	1	0	0

3240

## CENTRAL INSTRUCTION - OPRNS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
999	U22	Total	907	Mal	549	28	204	31	263	2	4
BUS OPERATOR (P/T)	8	Tot Min	869	Fem	358	10	270	2	59	2	1
699	B63	Total	1	Mal	0	0	0	0	0	0	0
OCI SPECIALIST	6	Tot Min	1	Fem	1	0	0	0	1	0	0

# Workforce Analysis

3240

## CENTRAL INSTRUCTION - OPRNS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9649	C02	Total	1	Mal	1	0	1	0	0	0	0
TRANSIT OPS SUPV VEH OPS	3	Tot Min	1	Fem	0	0	0	0	0	0	0
9646	C02	Total	34	Mal	19	2	9	0	8	0	0
TRANSIT OPS SUPV INSTRCTN	3	Tot Min	32	Fem	15	0	13	0	2	0	0
9657	H1N	Total	3	Mal	3	1	0	0	2	0	0
ASST TRANSP OPNS MGR	1	Tot Min	2	Fem	0	0	0	0	0	0	0
5404	H1N	Total	1	Mal	1	1	0	0	0	0	0
SYSTEMS PROJECT MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
1202		Total	1	Mal	0	0	0	0	0	0	0
STUDENT INTERN	6	Tot Min	1	Fem	1	0	0	0	1	0	0
Total for 3240		Total	948	Mal	573	32	214	31	273	2	4
		Tot Min	906	Fem	375	10	283	2	63	2	1

3250

## CENTRAL INSTRUCTION - MAINT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	1	0	0	0	0
868	B17	Total	1	Mal	1	0	0	0	0	0	1
MAINT SOFTWARE SPCLST	6	Tot Min	1	Fem	0	0	0	0	0	0	0
670	A31	Total	7	Mal	7	0	4	1	2	0	0
MAINT SPCLST (JAC)	7	Tot Min	7	Fem	0	0	0	0	0	0	0
823	A34	Total	1	Mal	1	0	0	0	1	0	0
TOOLS & MATLS TECH	7	Tot Min	1	Fem	0	0	0	0	0	0	0
7225	C04	Total	2	Mal	2	1	0	0	1	0	0
RAIL EMI, RAIL FLEET	3	Tot Min	1	Fem	0	0	0	0	0	0	0
4011	C04	Total	11	Mal	11	4	2	1	4	0	0
BUS EQUIP MAINT INSTR	3	Tot Min	7	Fem	0	0	0	0	0	0	0
4017	C05	Total	1	Mal	1	0	0	0	1	0	0
SR BUS EQUIP MAINT INSTR	3	Tot Min	1	Fem	0	0	0	0	0	0	0



# Workforce Analysis

3250

## CENTRAL INSTRUCTION - MAINT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
4012	C05	Total	5	Mal	5	3	0	0	1	0	0	1
SR RAIL EQUIP MAINT INSTR	3	Tot Min	2	Fem	0	0	0	0	0	0	0	0
Total for 3250		Total	29	Mal	28	8	6	2	10	0	0	2
		Tot Min	21	Fem	1	0	1	0	0	0	0	0

3306

## EXECUTIVE DIRECTOR, MAINTENANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
3303	C03	Total	1	Mal	1	0	0	0	1	0	0	0
EQUIPMENT ENGRG SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1216	H1F	Total	3	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	3	Fem	3	0	0	1	2	0	0	0
8601	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
EXEC SECRETARY	5	Tot Min	1	Fem	1	0	1	0	0	0	0	0
1213	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	1	Fem	1	0	0	1	0	0	0	0
1211	H1H	Total	2	Mal	1	0	0	1	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	2	Fem	1	0	1	0	0	0	0	0
1212	H1K	Total	2	Mal	1	0	0	0	0	0	1	0
SR ADMIN ANALYST	2	Tot Min	2	Fem	1	0	0	1	0	0	0	0
1205	H1L	Total	1	Mal	0	0	0	0	0	0	0	0
CHIEF ADMIN ANALYST	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
9600	H1S	Total	2	Mal	2	1	1	0	0	0	0	0
DIV MAINT SUPRNTDNT	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4217	H1T	Total	1	Mal	1	1	0	0	0	0	0	0
DEO, OPERATIONS	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4188	HBB	Total	2	Mal	2	1	0	0	1	0	0	0
EXEC DIR, MAINT	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 3306		Total	16	Mal	8	3	1	1	2	0	1	0
		Tot Min	12	Fem	8	1	2	3	2	0	0	0

# Workforce Analysis

3320

## VEHICLE TECHNOLOGY & SUPPORT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
711	B58	Total	2	Mal	1	0	0	0	1	0	0	0
WARRANTY PROCESNG CLERK	6	Tot Min	2	Fem	1	0	0	0	1	0	0	0
3303	C03	Total	2	Mal	2	0	0	0	2	0	0	0
EQUIPMENT ENGRG SUPV	3	Tot Min	2	Fem	0	0	0	0	0	0	0	0
3805	H1L	Total	1	Mal	1	0	1	0	0	0	0	0
PROJECT ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4620	H1M	Total	1	Mal	1	1	0	0	0	0	0	0
ASST PROJ MGR, TRNST PROJ	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
3806	H1N	Total	2	Mal	2	1	0	1	0	0	0	0
SR ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
3820	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
DIR, EQUIP/VEHICLE AC	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3320		Total	9	Mal	8	3	1	1	3	0	0	0
		Tot Min	6	Fem	1	0	0	0	1	0	0	0

3321

## BUS WARRANTY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
807	A33	Total	5	Mal	5	2	1	0	2	0	0	0
WARRANTY & EQUIP MECH	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
3303	C03	Total	1	Mal	1	1	0	0	0	0	0	0
EQUIPMENT ENGRG SUPV	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
792	A28	Total	1	Mal	1	0	1	0	0	0	0	0
WARRANTY & EQUIP MECH LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 3321		Total	7	Mal	7	3	2	0	2	0	0	0
		Tot Min	4	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3351

SAFE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	5	Mal	4	3	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	1	0	0	0	0	0
1217	H1F	Total	3	Mal	3	1	0	1	1	0	0
METRO TRAINEE	6	Tot Min	2	Fem	0	0	0	0	0	0	0
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	1	Fem	1	0	0	0	0	0	1
9898	H1J	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min	1	Fem	1	0	0	0	1	0	0
9887	H1J	Total	1	Mal	0	0	0	0	0	0	0
HIGHWAY OPS PROG ADMIN	2	Tot Min	0	Fem	1	1	0	0	0	0	0
9889	H1N	Total	1	Mal	1	1	0	0	0	0	0
HIGHWAY OPS PROG MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
9894	H1O	Total	1	Mal	1	0	0	1	0	0	0
TRANSP PLNG MGR V	2	Tot Min	1	Fem	0	0	0	0	0	0	0
9888	H1O	Total	2	Mal	2	1	0	1	0	0	0
SR HIGHWAY OPS PROG MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
4179	H1S	Total	1	Mal	1	0	0	0	0	0	1
DEO, HIGHWAY OPERATIONS	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 3351		Total	16	Mal	12	6	0	4	1	0	1
		Tot Min	8	Fem	4	2	0	1	0	0	1

3352

Freeway Service Patrol/ MIR

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1217	H1F	Total	1	Mal	1	0	0	1	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 3352		Total	1	Mal	1	0	0	1	0	0	0
		Tot Min	1	Fem	0	0	0	0	0	0	0

# Workforce Analysis

3366

CMS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	2	Mal	1	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	0	0	0	1	0	0
891	B63	Total	2	Mal	1	0	1	0	0	0	0
GENERAL CLERK III	6	Tot Min	2	Fem	1	0	0	1	0	0	0
907	B77	Total	1	Mal	0	0	0	0	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	1	Fem	1	0	1	0	0	0	0
744	A45	Total	10	Mal	6	0	3	0	3	0	0
SR SERVICE ATTENDANT	8	Tot Min	10	Fem	4	0	3	0	1	0	0
820	A05	Total	1	Mal	1	0	0	1	0	0	0
MECHANIC B	7	Tot Min	1	Fem	0	0	0	0	0	0	0
822	A25	Total	3	Mal	3	0	0	0	3	0	0
MECHANIC C	7	Tot Min	3	Fem	0	0	0	0	0	0	0
807	A33	Total	5	Mal	5	0	1	1	2	0	0
WARRANTY & EQUIP MECH	7	Tot Min	5	Fem	0	0	0	0	0	0	0
779	A33	Total	4	Mal	4	1	0	0	3	0	0
MACHINIST	7	Tot Min	3	Fem	0	0	0	0	0	0	0
833	A30	Total	9	Mal	9	2	1	0	5	0	0
WELDER (RRC)	7	Tot Min	7	Fem	0	0	0	0	0	0	0
752	A31	Total	9	Mal	9	2	0	3	3	1	0
MASTER MECHANIC	7	Tot Min	7	Fem	0	0	0	0	0	0	0
809	A32	Total	3	Mal	3	0	0	0	3	0	0
SHEET METAL WORKER	7	Tot Min	3	Fem	0	0	0	0	0	0	0
817	A34	Total	116	Mal	113	19	12	16	61	0	0
MECHANIC A	7	Tot Min	97	Fem	3	0	3	0	0	0	0
784	A34	Total	19	Mal	19	1	1	0	17	0	0
PAINTER A	7	Tot Min	18	Fem	0	0	0	0	0	0	0
782	A34	Total	37	Mal	37	7	1	7	21	0	0
BODY REPAIRER A	7	Tot Min	30	Fem	0	0	0	0	0	0	0
814	A16	Total	10	Mal	10	2	1	3	1	1	1
MECHANIC A LDR	7	Tot Min	8	Fem	0	0	0	0	0	0	0

# Workforce Analysis

3366

CMS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
811	A16	Total	1	Mal	1	0	0	1	0	0	0
SHEET METAL WORKER LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0
787	A16	Total	1	Mal	1	1	0	0	0	0	0
PAINTER A LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0
786	A16	Total	2	Mal	2	1	0	1	0	0	0
BODY REPAIRER A LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0
791	A40	Total	1	Mal	1	0	0	0	1	0	0
WELDER (RRC) LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0
780	A28	Total	1	Mal	1	1	0	0	0	0	0
MACHINIST LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0
4007	C04	Total	10	Mal	9	6	0	0	3	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	4	Fem	1	0	0	0	1	0	0
753	A17	Total	4	Mal	4	2	0	0	2	0	0
MASTER MECHANIC LDR	7	Tot Min	2	Fem	0	0	0	0	0	0	0
6206	H1J	Total	3	Mal	3	1	0	0	2	0	0
PRODUCTION PLNR	2	Tot Min	2	Fem	0	0	0	0	0	0	0
4014	H1L	Total	1	Mal	1	0	0	0	1	0	0
ASST MGR, EQUIP MAINT	2	Tot Min	1	Fem	0	0	0	0	0	0	0
4005	H1O	Total	2	Mal	2	2	0	0	0	0	0
EQUIPMENT MAINT MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
4600	H1Q	Total	1	Mal	0	0	0	0	0	0	0
DIR OF CENTRAL MAINT	1	Tot Min	0	Fem	1	1	0	0	0	0	0
Total for 3366		Total	258	Mal	246	49	21	33	131	2	1
		Tot Min	208	Fem	12	1	7	1	3	0	0

3367

FACILITIES/PROPERTY MAINTENANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
898	BA3	Total	34	Mal	22	0	9	2	10	0	0
CUSTODIAN	8	Tot Min	34	Fem	12	0	6	0	6	0	0

# Workforce Analysis

3367

## FACILITIES/PROPERTY MAINTENANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
897	B59	Total	8	Mal	8	1	3	2	2	0	0	0
MOPPER WAXER	8	Tot Min	7	Fem	0	0	0	0	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
894	BC1	Total	1	Mal	0	0	0	0	0	0	0	0
HELP DESK COORD	3	Tot Min	1	Fem	1	0	0	0	1	0	0	0
830	A41	Total	2	Mal	2	1	0	0	1	0	0	0
LABORER A	8	Tot Min	1	Fem	0	0	0	0	0	0	0	0
896	BA6	Total	3	Mal	3	0	2	0	1	0	0	0
LEAD CUSTODIAN	8	Tot Min	3	Fem	0	0	0	0	0	0	0	0
798	A05	Total	1	Mal	1	0	0	0	1	0	0	0
POWER YARD SWEEPER	8	Tot Min	1	Fem	0	0	0	0	0	0	0	0
845	A05	Total	19	Mal	18	7	0	0	11	0	0	0
PAINTER	7	Tot Min	12	Fem	1	0	1	0	0	0	0	0
844	A05	Total	1	Mal	1	0	0	0	1	0	0	0
PROPERTY MNTNR B	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
789	A31	Total	22	Mal	22	4	4	4	8	0	1	1
FACILITIES SYS TECH	7	Tot Min	18	Fem	0	0	0	0	0	0	0	0
843	A32	Total	14	Mal	14	5	2	0	7	0	0	0
PROPERTY MNTNR A	7	Tot Min	9	Fem	0	0	0	0	0	0	0	0
806	A32	Total	3	Mal	3	2	1	0	0	0	0	0
PLUMBER	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
805	A32	Total	9	Mal	9	3	0	2	4	0	0	0
ELECTRICIAN	7	Tot Min	6	Fem	0	0	0	0	0	0	0	0
799	A32	Total	10	Mal	10	3	0	2	4	0	1	0
AIR CONDITING TECH	7	Tot Min	7	Fem	0	0	0	0	0	0	0	0
797	A32	Total	5	Mal	5	4	0	0	1	0	0	0
LOCKSMITH	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
793	A34	Total	4	Mal	4	1	1	1	0	0	1	0
CAMERA OP/SCRN PROC TECH	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3367

## FACILITIES/PROPERTY MAINTENANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
4802	C02	Total	3	Mal	3	0	0	0	3	0	0	0
GENERAL SVCS SUPV	5	Tot Min	3	Fem	0	0	0	0	0	0	0	0
816	A19	Total	1	Mal	1	0	0	0	1	0	0	0
POWER YARD SWEEPER LDR	8	Tot Min	1	Fem	0	0	0	0	0	0	0	0
840	A19	Total	3	Mal	3	1	2	0	0	0	0	0
PAINTER LDR	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
841	A16	Total	5	Mal	5	0	0	1	4	0	0	0
PROPERTY MNTNR A LDR	7	Tot Min	5	Fem	0	0	0	0	0	0	0	0
804	A16	Total	1	Mal	1	0	0	1	0	0	0	0
PLUMBER LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
742	A16	Total	1	Mal	1	0	0	1	0	0	0	0
CAMERA OP/SCRN PROC TECH	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4606	C04	Total	16	Mal	15	6	1	0	7	0	0	1
FACILITIES MAINT SUPV	3	Tot Min	9	Fem	1	1	0	0	0	0	0	0
4010	C04	Total	1	Mal	1	0	0	1	0	0	0	0
SCREEN PROCESS SHOP SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
839	A17	Total	2	Mal	2	1	0	0	1	0	0	0
AIR CONDITING TECH LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
790	A17	Total	9	Mal	9	3	2	3	1	0	0	0
FACILITIES SYS TECH LDR	7	Tot Min	6	Fem	0	0	0	0	0	0	0	0
690	A50	Total	1	Mal	1	0	0	1	0	0	0	0
FST LEADER (REG 4)	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4604	H1O	Total	3	Mal	2	1	0	0	0	0	0	1
FACILITIES MAINT MGR	1	Tot Min	2	Fem	1	0	0	0	0	0	0	1
4601	H1Q	Total	1	Mal	1	1	0	0	0	0	0	0
DIR, FACILS MAINT	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3367		Total	184	Mal	167	44	27	21	68	0	3	4
		Tot Min	139	Fem	17	1	7	0	8	0	0	1

# Workforce Analysis

3503

MAINTENANCE DIV 03

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
829	A54	Total	16	Mal	16	0	2	1	13	0	0	0
SERVICE ATTENDANT	8	Tot Min	16	Fem	0	0	0	0	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
907	B77	Total	6	Mal	3	1	1	0	1	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	5	Fem	3	0	2	0	1	0	0	0
827	A51	Total	3	Mal	0	0	0	0	0	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	3	Fem	3	0	1	0	2	0	0	0
744	A45	Total	14	Mal	8	0	3	0	5	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	14	Fem	6	0	2	0	2	0	0	2
820	A05	Total	7	Mal	6	0	1	0	5	0	0	0
MECHANIC B	7	Tot Min	7	Fem	1	0	1	0	0	0	0	0
822	A25	Total	6	Mal	6	1	1	0	4	0	0	0
MECHANIC C	7	Tot Min	5	Fem	0	0	0	0	0	0	0	0
752	A31	Total	3	Mal	3	0	0	0	2	0	1	0
MASTER MECHANIC	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
817	A34	Total	45	Mal	44	5	2	9	26	0	1	1
MECHANIC A	7	Tot Min	40	Fem	1	0	1	0	0	0	0	0
4008	C03	Total	1	Mal	1	1	0	0	0	0	0	0
EQUIPMENT SVC SUPV	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
814	A16	Total	5	Mal	5	1	0	2	2	0	0	0
MECHANIC A LDR	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
815	A28	Total	1	Mal	1	1	0	0	0	0	0	0
ELECTRONIC COMM TECH LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4007	C04	Total	7	Mal	7	1	1	2	3	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	6	Fem	0	0	0	0	0	0	0	0
753	A17	Total	1	Mal	1	0	0	1	0	0	0	0
MASTER MECHANIC LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9656	H1N	Total	1	Mal	1	0	0	0	1	0	0	0
ASST MAINT OPNS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0



# Workforce Analysis

3503

MAINTENANCE DIV 03

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9655	H1P	Total	1	Mal	1	1	0	0	0	0	0
MAINT OPS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 3503		Total	118	Mal	103	12	11	15	62	0	2
		Tot Min	106	Fem	15	0	7	0	6	0	2

3508

MAINTENANCE DIV 08

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
829	A54	Total	19	Mal	15	2	3	3	7	0	0
SERVICE ATTENDANT	8	Tot Min	17	Fem	4	0	3	0	1	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	1	0	0	0	0
907	B77	Total	5	Mal	1	1	0	0	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	2	Fem	4	2	2	0	0	0	0
827	A51	Total	3	Mal	2	2	0	0	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	1	Fem	1	0	1	0	0	0	0
744	A45	Total	7	Mal	4	0	0	0	3	0	1
SR SERVICE ATTENDANT	8	Tot Min	7	Fem	3	0	2	0	0	1	0
820	A05	Total	4	Mal	3	0	0	0	3	0	0
MECHANIC B	7	Tot Min	3	Fem	1	1	0	0	0	0	0
822	A25	Total	2	Mal	2	1	0	1	0	0	0
MECHANIC C	7	Tot Min	1	Fem	0	0	0	0	0	0	0
821	A25	Total	1	Mal	1	0	0	0	1	0	0
MECHANIC C TRN	7	Tot Min	1	Fem	0	0	0	0	0	0	0
752	A31	Total	6	Mal	6	1	0	3	1	0	1
MASTER MECHANIC	7	Tot Min	5	Fem	0	0	0	0	0	0	0
817	A34	Total	43	Mal	42	18	1	7	14	0	1
MECHANIC A	7	Tot Min	25	Fem	1	0	1	0	0	0	0
4008	C03	Total	1	Mal	0	0	0	0	0	0	0
EQUIPMENT SVC SUPV	3	Tot Min	1	Fem	1	0	0	0	1	0	0

# Workforce Analysis

3508

MAINTENANCE DIV 08

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
814	A16	Total	6	Mal	6	3	0	1	2	0	0	0
MECHANIC A LDR	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
4007	C04	Total	5	Mal	5	2	0	3	0	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
753	A17	Total	1	Mal	1	1	0	0	0	0	0	0
MASTER MECHANIC LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
9656	H1N	Total	2	Mal	2	1	0	0	1	0	0	0
ASST MAINT OPNS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9655	H1P	Total	3	Mal	3	3	0	0	0	0	0	0
MAINT OPS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3508		Total	109	Mal	93	35	4	18	32	0	1	3
		Tot Min	71	Fem	16	3	10	0	2	0	1	0

3515

MAINTENANCE DIV 15

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
829	A54	Total	27	Mal	25	2	4	1	18	0	0	0
SERVICE ATTENDANT	8	Tot Min	25	Fem	2	0	0	0	2	0	0	0
891	B63	Total	1	Mal	1	0	0	0	1	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	0	0	0	0	0	0	0	0
907	B77	Total	3	Mal	2	1	0	0	1	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	2	Fem	1	0	1	0	0	0	0	0
827	A51	Total	2	Mal	2	0	0	1	1	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	2	Fem	0	0	0	0	0	0	0	0
744	A45	Total	19	Mal	15	3	5	3	4	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	16	Fem	4	0	3	0	1	0	0	0
820	A05	Total	6	Mal	6	1	1	2	2	0	0	0
MECHANIC B	7	Tot Min	5	Fem	0	0	0	0	0	0	0	0
822	A25	Total	6	Mal	6	1	0	2	2	0	0	1
MECHANIC C	7	Tot Min	5	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3515

MAINTENANCE DIV 15

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
752	A31	Total	3	Mal	3	2	0	0	1	0	0	0
MASTER MECHANIC	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
817	A34	Total	61	Mal	61	17	9	5	23	2	2	3
MECHANIC A	7	Tot Min	44	Fem	0	0	0	0	0	0	0	0
826	A09	Total	1	Mal	1	1	0	0	0	0	0	0
UTILITY A	8	Tot Min	0	Fem	0	0	0	0	0	0	0	0
824	A20	Total	1	Mal	1	0	1	0	0	0	0	0
UTILITY A LDR	8	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4008	C03	Total	1	Mal	1	0	0	1	0	0	0	0
EQUIPMENT SVC SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
814	A16	Total	6	Mal	6	0	1	1	4	0	0	0
MECHANIC A LDR	7	Tot Min	6	Fem	0	0	0	0	0	0	0	0
4007	C04	Total	5	Mal	5	3	2	0	0	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
753	A17	Total	1	Mal	1	1	0	0	0	0	0	0
MASTER MECHANIC LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
9656	H1N	Total	1	Mal	1	1	0	0	0	0	0	0
ASST MAINT OPNS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3515		Total	144	Mal	137	33	23	16	57	2	2	4
		Tot Min	111	Fem	7	0	4	0	3	0	0	0

3590

CONTRACT SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	2	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	2	0	0	0	2	0	0	0
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	0	Fem	1	1	0	0	0	0	0	0
9630	H1J	Total	4	Mal	4	1	0	1	2	0	0	0
CONTRACT SVCS FLD REP	3	Tot Min	3	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3590

## CONTRACT SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9627	H1N	Total	1	Mal	0	0	0	0	0	0	0
TRANSP CONTRACT SVCS MGR	1	Tot Min	1	Fem	1	0	0	1	0	0	0
Total for 3590		Total	8	Mal	4	1	0	1	2	0	0
		Tot Min	6	Fem	4	1	0	3	0	0	0

3601

## MAINTENANCE DIV 01

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
829	A54	Total	16	Mal	14	1	4	2	7	0	0
SERVICE ATTENDANT	8	Tot Min	15	Fem	2	0	0	2	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	1	0	0	0	0
907	B77	Total	4	Mal	1	0	0	0	1	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	4	Fem	3	0	2	0	1	0	0
827	A51	Total	3	Mal	3	0	0	0	3	0	0
SERVICE ATTENDANT LDR	8	Tot Min	3	Fem	0	0	0	0	0	0	0
744	A45	Total	15	Mal	13	0	2	0	10	1	0
SR SERVICE ATTENDANT	8	Tot Min	15	Fem	2	0	1	1	0	0	0
820	A05	Total	4	Mal	4	1	0	2	1	0	0
MECHANIC B	7	Tot Min	3	Fem	0	0	0	0	0	0	0
822	A25	Total	4	Mal	4	1	0	0	3	0	0
MECHANIC C	7	Tot Min	3	Fem	0	0	0	0	0	0	0
821	A25	Total	2	Mal	2	0	0	0	2	0	0
MECHANIC C TRN	7	Tot Min	2	Fem	0	0	0	0	0	0	0
752	A31	Total	4	Mal	4	1	1	0	2	0	0
MASTER MECHANIC	7	Tot Min	3	Fem	0	0	0	0	0	0	0
817	A34	Total	49	Mal	46	3	5	13	19	0	1
MECHANIC A	7	Tot Min	46	Fem	3	0	1	0	2	0	0
4008	C03	Total	1	Mal	1	0	0	0	1	0	0
EQUIPMENT SVC SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0

# Workforce Analysis

3601

MAINTENANCE DIV 01

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
814	A16	Total	7	Mal	7	2	1	0	4	0	0	0
MECHANIC A LDR	7	Tot Min	5	Fem	0	0	0	0	0	0	0	0
4007	C04	Total	5	Mal	5	1	0	1	3	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
753	A17	Total	1	Mal	1	0	0	0	1	0	0	0
MASTER MECHANIC LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9656	H1N	Total	1	Mal	1	0	0	0	1	0	0	0
ASST MAINT OPNS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 3601		Total	117	Mal	106	10	13	18	58	1	1	5
		Tot Min	107	Fem	11	0	5	1	5	0	0	0

3609

MAINTENANCE DIV 09

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
829	A54	Total	15	Mal	14	1	1	2	9	0	0	1
SERVICE ATTENDANT	8	Tot Min	14	Fem	1	0	0	0	0	0	0	1
891	B63	Total	1	Mal	0	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
957	B48	Total	1	Mal	0	0	0	0	0	0	0	0
SERVICE REP	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
907	B77	Total	4	Mal	0	0	0	0	0	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	3	Fem	4	1	1	0	2	0	0	0
827	A51	Total	3	Mal	2	1	0	1	0	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	2	Fem	1	0	0	1	0	0	0	0
744	A45	Total	18	Mal	15	0	2	3	10	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	18	Fem	3	0	0	1	2	0	0	0
820	A05	Total	1	Mal	1	0	0	0	1	0	0	0
MECHANIC B	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
822	A25	Total	6	Mal	6	1	0	2	3	0	0	0
MECHANIC C	7	Tot Min	5	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3609

MAINTENANCE DIV 09

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
821	A25	Total	2	Mal	2	0	0	0	2	0	0	0
MECHANIC C TRN	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
752	A31	Total	4	Mal	4	0	0	1	3	0	0	0
MASTER MECHANIC	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
817	A34	Total	52	Mal	51	8	3	13	23	0	2	2
MECHANIC A	7	Tot Min	44	Fem	1	0	0	0	1	0	0	0
4008	C03	Total	1	Mal	1	0	0	1	0	0	0	0
EQUIPMENT SVC SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
814	A16	Total	7	Mal	7	3	0	0	3	0	0	1
MECHANIC A LDR	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
4007	C04	Total	3	Mal	3	0	0	0	3	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
753	A17	Total	3	Mal	3	1	0	2	0	0	0	0
MASTER MECHANIC LDR	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
9656	H1N	Total	2	Mal	2	1	1	0	0	0	0	0
ASST MAINT OPNS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9655	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
MAINT OPS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3609		Total	124	Mal	112	17	7	25	57	0	2	4
		Tot Min	106	Fem	12	1	1	2	7	0	0	1

3630

STOPS & ZONES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
788	A44	Total	3	Mal	3	1	2	0	0	0	0	0
LABORER B	8	Tot Min	2	Fem	0	0	0	0	0	0	0	0
837	A43	Total	2	Mal	1	0	0	0	1	0	0	0
ROVING JANITOR	8	Tot Min	2	Fem	1	0	1	0	0	0	0	0
794	A07	Total	17	Mal	13	3	3	1	6	0	0	0
LABORER A (STOPS&ZONES)	8	Tot Min	14	Fem	4	0	4	0	0	0	0	0

# Workforce Analysis

3630

STOPS & ZONES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
962	B55	Total	1	Mal	0	0	0	0	0	0	0
CLERK/STOPS & ZONES	6	Tot Min	1	Fem	1	0	0	0	1	0	0
738	A23	Total	1	Mal	1	0	1	0	0	0	0
ROVING JANITOR LDR	8	Tot Min	1	Fem	0	0	0	0	0	0	0
843	A32	Total	2	Mal	2	0	1	0	1	0	0
PROPERTY MNTNR A	7	Tot Min	2	Fem	0	0	0	0	0	0	0
4008	C03	Total	4	Mal	4	2	0	0	1	0	1
EQUIPMENT SVC SUPV	3	Tot Min	2	Fem	0	0	0	0	0	0	0
841	A16	Total	1	Mal	1	0	0	0	1	0	0
PROPERTY MNTNR A LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0
4614	C04	Total	4	Mal	3	0	0	2	0	0	1
STOPS & ZONES SUPV	3	Tot Min	4	Fem	1	0	0	0	1	0	0
5451	H1H	Total	1	Mal	0	0	0	0	0	0	0
DEPARTMENTAL SYS ANALYST	2	Tot Min	1	Fem	1	0	1	0	0	0	0
4604	H1O	Total	1	Mal	1	1	0	0	0	0	0
FACILITIES MAINT MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 3630		Total	37	Mal	29	7	7	3	10	0	2
		Tot Min	30	Fem	8	0	6	0	2	0	0

3706

MAINTENANCE DIV 06

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
829	A54	Total	4	Mal	4	0	0	1	3	0	0
SERVICE ATTENDANT	8	Tot Min	4	Fem	0	0	0	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	1	0	0	0	0
907	B77	Total	3	Mal	2	0	2	0	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	3	Fem	1	0	1	0	0	0	0
827	A51	Total	2	Mal	0	0	0	0	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	2	Fem	2	0	2	0	0	0	0

# Workforce Analysis

3706

MAINTENANCE DIV 06

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
744	A45	Total	3	Mal	0	0	0	0	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	3	Fem	3	0	3	0	0	0	0
820	A05	Total	3	Mal	2	0	0	0	2	0	0
MECHANIC B	7	Tot Min	3	Fem	1	0	0	0	1	0	0
822	A25	Total	1	Mal	1	0	0	0	1	0	0
MECHANIC C	7	Tot Min	1	Fem	0	0	0	0	0	0	0
752	A31	Total	1	Mal	1	0	0	0	1	0	0
MASTER MECHANIC	7	Tot Min	1	Fem	0	0	0	0	0	0	0
817	A34	Total	1	Mal	1	0	0	0	1	0	0
MECHANIC A	7	Tot Min	1	Fem	0	0	0	0	0	0	0
814	A16	Total	1	Mal	1	1	0	0	0	0	0
MECHANIC A LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0
4007	C04	Total	2	Mal	2	2	0	0	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	0	Fem	0	0	0	0	0	0	0
753	A17	Total	1	Mal	1	0	0	0	1	0	0
MASTER MECHANIC LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 3706		Total	23	Mal	15	3	2	1	9	0	0
		Tot Min	20	Fem	8	0	7	0	1	0	0

3707

MAINTENANCE DIV 07

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
829	A54	Total	36	Mal	35	0	4	3	26	0	0
SERVICE ATTENDANT	8	Tot Min	36	Fem	1	0	0	0	1	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0
907	B77	Total	2	Mal	0	0	0	0	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	2	Fem	2	0	1	0	1	0	0
827	A51	Total	3	Mal	2	0	1	0	1	0	0
SERVICE ATTENDANT LDR	8	Tot Min	2	Fem	1	1	0	0	0	0	0



# Workforce Analysis

3707

MAINTENANCE DIV 07

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
744	A45	Total	10	Mal	8	1	2	1	4	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	9	Fem	2	0	1	0	1	0	0	0
820	A05	Total	7	Mal	7	0	0	2	5	0	0	0
MECHANIC B	7	Tot Min	7	Fem	0	0	0	0	0	0	0	0
822	A25	Total	14	Mal	14	2	0	1	10	0	0	1
MECHANIC C	7	Tot Min	12	Fem	0	0	0	0	0	0	0	0
803	A33	Total	1	Mal	0	0	0	0	0	0	0	0
ELECTRONIC COMM TECH	7	Tot Min	1	Fem	1	0	0	0	1	0	0	0
752	A31	Total	2	Mal	2	1	0	0	1	0	0	0
MASTER MECHANIC	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
817	A34	Total	51	Mal	51	13	8	9	19	0	1	1
MECHANIC A	7	Tot Min	38	Fem	0	0	0	0	0	0	0	0
4008	C03	Total	2	Mal	2	2	0	0	0	0	0	0
EQUIPMENT SVC SUPV	3	Tot Min	0	Fem	0	0	0	0	0	0	0	0
814	A16	Total	5	Mal	5	0	1	1	2	0	1	0
MECHANIC A LDR	7	Tot Min	5	Fem	0	0	0	0	0	0	0	0
4007	C04	Total	4	Mal	4	0	0	1	3	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
753	A17	Total	1	Mal	1	0	0	1	0	0	0	0
MASTER MECHANIC LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9656	H1N	Total	1	Mal	1	0	0	0	1	0	0	0
ASST MAINT OPNS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9655	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
MAINT OPS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3707		Total	141	Mal	133	20	16	19	72	0	2	4
		Tot Min	120	Fem	8	1	2	0	5	0	0	0

# Workforce Analysis

3710

MAINTENANCE DIV 10

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
829	A54	Total	7	Mal	6	0	1	0	4	0	0	1
SERVICE ATTENDANT	8	Tot Min	7	Fem	1	0	1	0	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
907	B77	Total	5	Mal	1	0	0	0	1	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	5	Fem	4	0	4	0	0	0	0	0
827	A51	Total	4	Mal	3	0	1	0	2	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	4	Fem	1	0	1	0	0	0	0	0
744	A45	Total	28	Mal	24	0	5	2	17	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	28	Fem	4	0	3	0	1	0	0	0
820	A05	Total	2	Mal	2	0	0	0	2	0	0	0
MECHANIC B	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
822	A25	Total	3	Mal	3	0	0	0	3	0	0	0
MECHANIC C	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
821	A25	Total	4	Mal	4	1	0	0	3	0	0	0
MECHANIC C TRN	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
752	A31	Total	7	Mal	7	1	0	1	5	0	0	0
MASTER MECHANIC	7	Tot Min	6	Fem	0	0	0	0	0	0	0	0
817	A34	Total	54	Mal	53	12	1	7	31	1	1	0
MECHANIC A	7	Tot Min	42	Fem	1	0	0	0	1	0	0	0
4008	C03	Total	1	Mal	1	0	0	0	1	0	0	0
EQUIPMENT SVC SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
814	A16	Total	5	Mal	4	2	0	0	2	0	0	0
MECHANIC A LDR	7	Tot Min	2	Fem	1	1	0	0	0	0	0	0
4007	C04	Total	4	Mal	4	1	1	0	2	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
753	A17	Total	2	Mal	2	0	0	1	1	0	0	0
MASTER MECHANIC LDR	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
Total for 3710		Total	127	Mal	114	17	9	11	74	1	1	1
		Tot Min	109	Fem	13	1	9	0	3	0	0	0

# Workforce Analysis

3790

## MAINTENANCE ADMINISTRATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0
907	B77	Total	1	Mal	0	0	0	0	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	1	Fem	1	0	1	0	0	0	0
827	A51	Total	2	Mal	1	0	0	0	1	0	0
SERVICE ATTENDANT LDR	8	Tot Min	2	Fem	1	0	1	0	0	0	0
744	A45	Total	8	Mal	1	0	1	0	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	8	Fem	7	0	5	0	2	0	0
820	A05	Total	6	Mal	6	0	0	4	2	0	0
MECHANIC B	7	Tot Min	6	Fem	0	0	0	0	0	0	0
822	A25	Total	2	Mal	2	0	1	0	1	0	0
MECHANIC C	7	Tot Min	2	Fem	0	0	0	0	0	0	0
775	A33	Total	7	Mal	7	1	0	0	6	0	0
NON-REV RL EQUIP MECH	7	Tot Min	6	Fem	0	0	0	0	0	0	0
817	A34	Total	23	Mal	23	11	1	5	5	1	0
MECHANIC A	7	Tot Min	12	Fem	0	0	0	0	0	0	0
3303	C03	Total	1	Mal	0	0	0	0	0	0	0
EQUIPMENT ENGRG SUPV	3	Tot Min	0	Fem	1	1	0	0	0	0	0
814	A16	Total	5	Mal	5	1	0	3	1	0	0
MECHANIC A LDR	7	Tot Min	4	Fem	0	0	0	0	0	0	0
4007	C04	Total	1	Mal	1	0	0	1	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	1	Fem	0	0	0	0	0	0	0
4016	C04	Total	1	Mal	1	0	0	0	1	0	0
NON-REV MAINT INSTRUCTOR	3	Tot Min	1	Fem	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	1	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min	0	Fem	0	0	0	0	0	0	0
9655	H1P	Total	1	Mal	1	0	0	0	1	0	0
MAINT OPS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 3790		Total	60	Mal	49	14	3	13	18	1	0
		Tot Min	45	Fem	11	1	7	0	3	0	0

# Workforce Analysis

3802

MAINTENANCE DIV 02

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
829	A54	Total	10	Mal	8	0	1	0	7	0	0	0
SERVICE ATTENDANT	8	Tot Min	10	Fem	2	0	0	0	2	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
907	B77	Total	7	Mal	3	1	0	0	1	1	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	6	Fem	4	0	3	0	1	0	0	0
827	A51	Total	3	Mal	3	1	0	0	2	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	2	Fem	0	0	0	0	0	0	0	0
744	A45	Total	14	Mal	10	1	2	1	6	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	13	Fem	4	0	1	1	2	0	0	0
820	A05	Total	1	Mal	1	0	0	1	0	0	0	0
MECHANIC B	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
822	A25	Total	6	Mal	5	0	0	0	4	0	0	1
MECHANIC C	7	Tot Min	6	Fem	1	0	1	0	0	0	0	0
752	A31	Total	3	Mal	3	0	0	2	0	0	1	0
MASTER MECHANIC	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
817	A34	Total	39	Mal	39	3	9	7	20	0	0	0
MECHANIC A	7	Tot Min	36	Fem	0	0	0	0	0	0	0	0
4008	C03	Total	1	Mal	1	0	0	0	1	0	0	0
EQUIPMENT SVC SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
814	A16	Total	6	Mal	6	2	3	0	1	0	0	0
MECHANIC A LDR	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
4007	C04	Total	5	Mal	5	3	0	0	2	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
753	A17	Total	1	Mal	1	0	0	0	0	0	1	0
MASTER MECHANIC LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9655	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
MAINT OPS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3802		Total	98	Mal	86	12	15	11	44	1	2	1
		Tot Min	86	Fem	12	0	5	1	6	0	0	0

# Workforce Analysis

3805

MAINTENANCE DIV 05

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
829	A54	Total	20	Mal	19	1	5	3	10	0	0	0
SERVICE ATTENDANT	8	Tot Min	19	Fem	1	0	1	0	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
907	B77	Total	3	Mal	0	0	0	0	0	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	3	Fem	3	0	3	0	0	0	0	0
827	A51	Total	3	Mal	3	0	3	0	0	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	3	Fem	0	0	0	0	0	0	0	0
744	A45	Total	18	Mal	12	1	11	0	0	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	16	Fem	6	1	4	0	1	0	0	0
820	A05	Total	7	Mal	7	0	2	0	5	0	0	0
MECHANIC B	7	Tot Min	7	Fem	0	0	0	0	0	0	0	0
822	A25	Total	1	Mal	1	0	0	0	1	0	0	0
MECHANIC C	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
821	A25	Total	2	Mal	2	0	0	0	2	0	0	0
MECHANIC C TRN	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
752	A31	Total	5	Mal	5	2	0	1	2	0	0	0
MASTER MECHANIC	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
817	A34	Total	36	Mal	32	2	12	5	12	0	0	1
MECHANIC A	7	Tot Min	34	Fem	4	0	4	0	0	0	0	0
4008	C03	Total	1	Mal	1	0	0	0	1	0	0	0
EQUIPMENT SVC SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
814	A16	Total	4	Mal	4	1	0	2	1	0	0	0
MECHANIC A LDR	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
4007	C04	Total	3	Mal	3	3	0	0	0	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
753	A17	Total	3	Mal	3	0	0	0	3	0	0	0
MASTER MECHANIC LDR	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
9656	H1N	Total	1	Mal	1	0	0	0	0	0	0	1
ASST MAINT OPNS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3805

MAINTENANCE DIV 05

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9655	H1P	Total	1	Mal	1	1	0	0	0	0	0
MAINT OPS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 3805		Total	109	Mal	94	11	33	11	37	0	2
		Tot Min	97	Fem	15	1	13	0	1	0	0

3818

MAINTENANCE DIV 18

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
829	A54	Total	29	Mal	28	1	5	5	17	0	0
SERVICE ATTENDANT	8	Tot Min	27	Fem	1	1	0	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0
907	B77	Total	4	Mal	0	0	0	0	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min	4	Fem	4	0	4	0	0	0	0
827	A51	Total	3	Mal	2	0	1	1	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	3	Fem	1	0	1	0	0	0	0
744	A45	Total	20	Mal	18	1	13	0	2	0	2
SR SERVICE ATTENDANT	8	Tot Min	19	Fem	2	0	2	0	0	0	0
820	A05	Total	1	Mal	1	0	0	0	1	0	0
MECHANIC B	7	Tot Min	1	Fem	0	0	0	0	0	0	0
822	A25	Total	6	Mal	6	0	0	1	5	0	0
MECHANIC C	7	Tot Min	6	Fem	0	0	0	0	0	0	0
752	A31	Total	5	Mal	5	0	1	0	4	0	0
MASTER MECHANIC	7	Tot Min	5	Fem	0	0	0	0	0	0	0
817	A34	Total	61	Mal	59	6	12	19	18	0	1
MECHANIC A	7	Tot Min	55	Fem	2	0	2	0	0	0	0
4008	C03	Total	1	Mal	0	0	0	0	0	0	0
EQUIPMENT SVC SUPV	3	Tot Min	1	Fem	1	0	0	0	1	0	0
814	A16	Total	6	Mal	6	3	0	0	3	0	0
MECHANIC A LDR	7	Tot Min	3	Fem	0	0	0	0	0	0	0

# Workforce Analysis

3818

MAINTENANCE DIV 18

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
4007	C04	Total	4	Mal	4	0	1	1	2	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
753	A17	Total	3	Mal	3	0	0	1	0	0	1	1
MASTER MECHANIC LDR	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
9656	H1N	Total	1	Mal	1	0	0	0	1	0	0	0
ASST MAINT OPNS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9655	H1P	Total	2	Mal	2	1	0	0	1	0	0	0
MAINT OPS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 3818		Total	147	Mal	135	12	33	28	54	0	2	6
		Tot Min	134	Fem	12	1	9	0	2	0	0	0

3910

RGM, RAIL OPERATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	1	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
898	BA3	Total	2	Mal	2	0	1	0	1	0	0	0
CUSTODIAN	8	Tot Min	2	Fem	0	0	0	0	0	0	0	0
859	U31	Total	10	Mal	7	2	1	0	3	0	0	1
TRAIN OPERATOR (F/T)	8	Tot Min	7	Fem	3	1	1	0	1	0	0	0
850	U31	Total	4	Mal	4	1	1	0	2	0	0	0
BUS OPERATOR (F/T)	8	Tot Min	3	Fem	0	0	0	0	0	0	0	0
775	A33	Total	1	Mal	1	1	0	0	0	0	0	0
NON-REV RL EQUIP MECH	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
789	A31	Total	5	Mal	5	1	1	1	2	0	0	0
FACILITIES SYS TECH	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
766	A31	Total	5	Mal	5	1	0	2	2	0	0	0
TRACTION POWER INSPCTR	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
764	A31	Total	4	Mal	4	0	1	1	2	0	0	0
SIGNAL INSPECTOR	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3910

RGM, RAIL OPERATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
763	A31	Total	4	Mal	4	1	1	2	0	0	0	0
RAIL ELECTRO COMM INSP	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
762	A31	Total	16	Mal	15	6	0	5	2	0	0	2
MAINT SPCLST	7	Tot Min	10	Fem	1	0	0	0	1	0	0	0
765	A32	Total	4	Mal	4	2	0	0	2	0	0	0
TRACK INSPECTOR	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
4802	C02	Total	1	Mal	1	0	0	0	1	0	0	0
GENERAL SVCS SUPV	5	Tot Min	1	Fem	0	0	0	0	0	0	0	0
7205	C02	Total	9	Mal	7	0	2	0	4	0	1	0
RAIL TRANSIT OPS SUPV	3	Tot Min	9	Fem	2	0	1	0	1	0	0	0
776	A28	Total	1	Mal	1	0	0	0	1	0	0	0
NON-REV RL EQUIP MECH LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
7005	C04	Total	1	Mal	1	0	0	0	1	0	0	0
RAIL EQUIP MAINT SUPV	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4007	C04	Total	1	Mal	1	0	0	0	1	0	0	0
EQUIPMENT MAINT SUPV	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4606	C04	Total	1	Mal	1	0	0	0	1	0	0	0
FACILITIES MAINT SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
769	A17	Total	1	Mal	1	0	0	0	1	0	0	0
MAINT SPCLST LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8602	H1E	Total	1	Mal	0	0	0	0	0	0	0	0
SR SECRETARY	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
5421	H1L	Total	1	Mal	1	0	1	0	0	0	0	0
SOFTWARE ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
3806	H1N	Total	2	Mal	2	1	0	1	0	0	0	0
SR ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
9657	H1N	Total	1	Mal	1	1	0	0	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
5404	H1N	Total	1	Mal	1	1	0	0	0	0	0	0
SYSTEMS PROJECT MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0



# Workforce Analysis

3910

RGM, RAIL OPERATIONS

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
9894	H1O	Total 2	Mal	2	2	0	0	0	0	0
TRANSP PLNG MGR V	2	Tot Min 0	Fem	0	0	0	0	0	0	0
4623	H1O	Total 1	Mal	1	0	0	1	0	0	0
PROJ MGR, TRNST CAPTL PROJ	1	Tot Min 1	Fem	0	0	0	0	0	0	0
9607	H1P	Total 1	Mal	1	1	0	0	0	0	0
OPS CONTROL CENTER MGR	1	Tot Min 0	Fem	0	0	0	0	0	0	0
7203	H1P	Total 1	Mal	1	1	0	0	0	0	0
RAIL TRANSP MGR	1	Tot Min 0	Fem	0	0	0	0	0	0	0
3804	H1P	Total 1	Mal	1	1	0	0	0	0	0
SUPVG ENGINEER	1	Tot Min 0	Fem	0	0	0	0	0	0	0
3814	H1Q	Total 2	Mal	2	2	0	0	0	0	0
DIR, PROJ ENGRG	1	Tot Min 0	Fem	0	0	0	0	0	0	0
7003	H1S	Total 1	Mal	1	1	0	0	0	0	0
DEO, RAIL OPS	1	Tot Min 0	Fem	0	0	0	0	0	0	0
4249	H1T	Total 1	Mal	0	0	0	0	0	0	0
DEO, STRAT DEV, FACILS/OPS	1	Tot Min 0	Fem	1	1	0	0	0	0	0
7222	HAA	Total 1	Mal	1	1	0	0	0	0	0
EO, RAIL VEH MAINT	1	Tot Min 0	Fem	0	0	0	0	0	0	0
7221	HAA	Total 1	Mal	1	1	0	0	0	0	0
EO, RAIL WAYSIDE SYS	1	Tot Min 0	Fem	0	0	0	0	0	0	0
4182	HBB	Total 1	Mal	1	1	0	0	0	0	0
EXEC DIR, RAIL OPNS	1	Tot Min 0	Fem	0	0	0	0	0	0	0
Total for 3910		Total 90	Mal	81	29	9	13	26	0	1
		Tot Min 59	Fem	9	2	4	0	3	0	0

3920

HEAVY RAIL WAYSIDE SYSTEMS

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
891	B63	Total 1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min 1	Fem	1	0	0	1	0	0	0

## Workforce Analysis

3920

### HEAVY RAIL WAYSIDE SYSTEMS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
7214	H1Q	Total	2	Mal	2	0	1	1	0	0	0
DIR, WAYSIDE SYSTEMS	1	Tot Min	2	Fem	0	0	0	0	0	0	0
Total for 3920		Total	3	Mal	2	0	1	1	0	0	0
		Tot Min	3	Fem	1	0	0	1	0	0	0

3922

### RAIL COMMUNICATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
763	A31	Total	37	Mal	37	7	10	11	9	0	0
RAIL ELECTRO COMM INSP	7	Tot Min	30	Fem	0	0	0	0	0	0	0
4605	C04	Total	5	Mal	5	2	0	2	1	0	0
RAIL COMMUNICATIONS SUPV	3	Tot Min	3	Fem	0	0	0	0	0	0	0
758	A17	Total	12	Mal	10	4	3	1	2	0	0
RAIL ELECTRO COMM INSP LDR	7	Tot Min	8	Fem	2	0	0	0	2	0	0
688	A48	Total	1	Mal	1	1	0	0	0	0	0
RAIL ELEC COMM INSP (REG 4)	7	Tot Min	0	Fem	0	0	0	0	0	0	0
7210	H1N	Total	1	Mal	0	0	0	0	0	0	0
ASST MGR, WYSDE SYSTEMS	1	Tot Min	0	Fem	1	1	0	0	0	0	0
7213	H1P	Total	1	Mal	1	0	0	0	1	0	0
WAYSIDE SYSTEMS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 3922		Total	57	Mal	54	14	13	14	13	0	0
		Tot Min	42	Fem	3	1	0	0	2	0	0

3924

### WAYSIDE SYSTEMS FACILITY MAINTENANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0
744	A45	Total	1	Mal	1	0	0	0	0	0	1
SR SERVICE ATTENDANT	8	Tot Min	1	Fem	0	0	0	0	0	0	0

# Workforce Analysis

3924

## WAYSIDE SYSTEMS FACILITY MAINTENANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
887	BC2	Total	1	Mal	0	0	0	0	0	0	0
MANPOWER SPCLST	6	Tot Min	1	Fem	1	0	0	0	1	0	0
825	A07	Total	2	Mal	2	1	0	0	0	0	1
ELECTRICIAN HELPER	7	Tot Min	1	Fem	0	0	0	0	0	0	0
789	A31	Total	25	Mal	25	9	0	3	12	0	1
FACILITIES SYS TECH	7	Tot Min	16	Fem	0	0	0	0	0	0	0
843	A32	Total	6	Mal	6	3	0	1	2	0	0
PROPERTY MNTNR A	7	Tot Min	3	Fem	0	0	0	0	0	0	0
805	A32	Total	6	Mal	6	2	0	1	3	0	0
ELECTRICIAN	7	Tot Min	4	Fem	0	0	0	0	0	0	0
841	A16	Total	2	Mal	2	1	0	0	1	0	0
PROPERTY MNTNR A LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0
802	A16	Total	1	Mal	1	0	0	0	1	0	0
ELECTRICIAN LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0
4606	C04	Total	4	Mal	3	0	1	0	2	0	0
FACILITIES MAINT SUPV	3	Tot Min	4	Fem	1	0	0	0	1	0	0
790	A17	Total	2	Mal	2	2	0	0	0	0	0
FACILITIES SYS TECH LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0
9656	H1N	Total	1	Mal	0	0	0	0	0	0	0
ASST MAINT OPNS MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0
4604	H1O	Total	1	Mal	1	0	0	0	1	0	0
FACILITIES MAINT MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 3924		Total	53	Mal	49	18	1	5	22	0	2
		Tot Min	35	Fem	4	0	1	0	3	0	0

3925

## WAYSIDE SYSTEMS CUSTODIAL SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
898	BA3	Total	158	Mal	112	5	57	9	38	0	1
CUSTODIAN	8	Tot Min	152	Fem	46	1	26	0	18	0	1

## Workforce Analysis

3925

### WAYSIDE SYSTEMS CUSTODIAL SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
929	B12	Total	2	Mal	2	1	0	0	1	0	0	0
CUSTOMER INFO AGENT F/T	6	Tot Min	1	Fem	0	0	0	0	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
896	BA6	Total	18	Mal	15	0	9	1	5	0	0	0
LEAD CUSTODIAN	8	Tot Min	17	Fem	3	1	0	0	1	0	0	1
4802	C02	Total	11	Mal	11	5	3	0	3	0	0	0
GENERAL SVCS SUPV	5	Tot Min	6	Fem	0	0	0	0	0	0	0	0
4807	H1M	Total	1	Mal	1	0	0	0	1	0	0	0
ASST MGR, CUSTODIAL SVCS	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 3925		Total	191	Mal	141	11	69	10	48	0	2	1
		Tot Min	178	Fem	50	2	27	0	19	0	0	2

3926

### WAYSIDE SYSTEMS SIGNAL MAINTENANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
764	A31	Total	37	Mal	35	8	4	17	3	2	0	1
SIGNAL INSPECTOR	7	Tot Min	29	Fem	2	0	0	1	1	0	0	0
668	A31	Total	4	Mal	4	0	1	0	3	0	0	0
SIGNAL INSPCTR (JAC	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
702	A46	Total	1	Mal	1	1	0	0	0	0	0	0
RAIL WRNTY SIGNAL SPCLST	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4609	C04	Total	5	Mal	5	2	2	1	0	0	0	0
RAIL SIGNAL SUPV	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
757	A17	Total	8	Mal	8	2	0	3	2	0	0	1
SIGNAL INSPECTOR LDR	7	Tot Min	6	Fem	0	0	0	0	0	0	0	0
4012	C05	Total	1	Mal	1	0	0	0	1	0	0	0
SR RAIL EQUIP MAINT INSTR	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
7210	H1N	Total	1	Mal	1	0	0	0	1	0	0	0
ASST MGR, WYSDE SYSTEMS	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0

## Workforce Analysis

Total for 3926	Total	57	Mal	55	13	7	21	10	2	0	2
	Tot Min	44	Fem	2	0	0	1	1	0	0	0

### 3927 WAYSIDE SYSTEMS TRACK MAINTENANCE

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2		
765	A32	Total 29	Mal	29	7	2	0	19	1	0	0
TRACK INSPECTOR	7	Tot Min 22	Fem	0	0	0	0	0	0	0	0
756	A16	Total 10	Mal	10	3	0	0	7	0	0	0
TRACK INSPECTOR LDR	7	Tot Min 7	Fem	0	0	0	0	0	0	0	0
4608	C04	Total 5	Mal	5	3	0	0	2	0	0	0
RAIL TRACK SUPV	7	Tot Min 2	Fem	0	0	0	0	0	0	0	0
7210	H1N	Total 1	Mal	1	1	0	0	0	0	0	0
ASST MGR, WYSDE SYSTEMS	1	Tot Min 0	Fem	0	0	0	0	0	0	0	0
7213	H1P	Total 1	Mal	1	1	0	0	0	0	0	0
WAYSIDE SYSTEMS MGR	1	Tot Min 0	Fem	0	0	0	0	0	0	0	0
Total for 3927		Total 46	Mal	46	15	2	0	28	1	0	0
		Tot Min 31	Fem	0	0	0	0	0	0	0	0

### 3928 WAYSIDE SYSTEMS TRACTION POWER MAINTENANCE

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2		
744	A45	Total 1	Mal	0	0	0	0	0	0	0	0
SR SERVICE ATTENDANT	8	Tot Min 1	Fem	1	0	1	0	0	0	0	0
766	A31	Total 61	Mal	61	8	9	16	25	1	1	1
TRACTION POWER INSPCTR	7	Tot Min 53	Fem	0	0	0	0	0	0	0	0
4610	C04	Total 6	Mal	6	2	1	2	0	1	0	0
RAIL TRACTION SUPV	7	Tot Min 4	Fem	0	0	0	0	0	0	0	0
755	A17	Total 11	Mal	11	2	3	1	5	0	0	0
TRACTION POWER INSPCTR LDR	7	Tot Min 9	Fem	0	0	0	0	0	0	0	0
691	A48	Total 1	Mal	1	0	1	0	0	0	0	0
TRACTION POWER INSPCTR	7	Tot Min 1	Fem	0	0	0	0	0	0	0	0
7213	H1P	Total 1	Mal	1	0	1	0	0	0	0	0
WAYSIDE SYSTEMS MGR	1	Tot Min 1	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3928

## WAYSIDE SYSTEMS TRACTION POWER MAINTENANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
7007		Total	2	Mal	2	0	0	0	2	0	0	0
RAIL EQUIP MAINT INSTR	3	Tot Min	2	Fem	0	0	0	0	0	0	0	0
Total for 3928		Total	83	Mal	82	12	15	19	32	2	1	1
		Tot Min	71	Fem	1	0	1	0	0	0	0	0

3929

## RAIL MOW ENGINEERING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	1	Mal	1	1	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
3810	H1I	Total	1	Mal	1	0	0	0	1	0	0	0
ENGINEERING ASSOCIATE	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
3806	H1N	Total	1	Mal	1	1	0	0	0	0	0	0
SR ENGINEER	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
3804	H1P	Total	1	Mal	1	0	0	1	0	0	0	0
SUPVG ENGINEER	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 3929		Total	5	Mal	4	2	0	1	1	0	0	0
		Tot Min	3	Fem	1	0	0	0	1	0	0	0

3932

## RAIL TRANSPORTATION CONTROL CENTER

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
951	B13	Total	1	Mal	0	0	0	0	0	0	0	0
DIVISION STENOGRAPHER	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
950	B62	Total	36	Mal	15	0	3	1	10	0	0	1
CCTV OBSERVER/TCU	8	Tot Min	32	Fem	21	4	9	0	8	0	0	0
7205	C02	Total	56	Mal	42	3	15	3	21	0	0	0
RAIL TRANSIT OPS SUPV	3	Tot Min	52	Fem	14	1	5	0	4	0	0	4

## Workforce Analysis

3932

### RAIL TRANSPORTATION CONTROL CENTER

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
1216	H1F	Total 1	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min 1	1	0	1	0	0	0	0
9657	H1N	Total 6	5	0	2	0	3	0	0
ASST TRANSP OPNS MGR	1	Tot Min 6	1	0	1	0	0	0	0
Total for 3932		Total 100	62	3	20	4	34	0	1
		Tot Min 92	38	5	17	0	12	0	4

3936

### RAIL TRANSPORTATION INSTRUCTION

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
891	B63	Total 1	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min 1	1	0	1	0	0	0	0
7205	C02	Total 17	10	1	4	1	3	0	1
RAIL TRANSIT OPS SUPV	3	Tot Min 16	7	0	4	0	3	0	0
1216	H1F	Total 1	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min 1	1	0	0	0	1	0	0
7212	H1N	Total 1	0	0	0	0	0	0	0
RAIL INTEGRATION & INSTR MGR	1	Tot Min 0	1	1	0	0	0	0	0
Total for 3936		Total 20	10	1	4	1	3	0	1
		Tot Min 18	10	1	5	0	4	0	0

3940

### GREEN LINE MAINTENANCE

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
1204	M01	Total 2	1	0	0	0	1	0	0
ADMINISTRATIVE INTERN	6	Tot Min 2	1	0	1	0	0	0	0
907	B77	Total 4	0	0	0	0	0	0	0
EQUIPMENT RECORDS SPCLST	6	Tot Min 4	4	0	2	0	2	0	0
743	A46	Total 3	3	1	0	1	1	0	0
RAIL WRNTY EQUIP SPCLST	8	Tot Min 2	0	0	0	0	0	0	0

# Workforce Analysis

3940

## GREEN LINE MAINTENANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
909	BB4	Total	1	Mal	1	0	0	0	1	0	0	0
LD EQUIP RECORDS SPCLST	8	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
1213	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	1	Fem	1	0	0	0	1	0	0	0
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
3807	H1K	Total	1	Mal	1	0	0	0	1	0	0	0
ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0	0
3806	H1N	Total	2	Mal	2	1	0	1	0	0	0	0
SR ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4015	H1N	Total	1	Mal	1	0	1	0	0	0	0	0
EQUIPMENT MAINT INSTRCTN	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
6800	H1O	Total	1	Mal	1	0	0	0	0	0	1	0
RAIL FLEET SVC WRNTY/QA MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
6409	H1O	Total	1	Mal	0	0	0	0	0	0	0	0
PROJ CONTROL MGR	1	Tot Min	1	Fem	1	0	0	1	0	0	0	0
7002	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
RAIL FLEET SVC MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
7223	H1Q	Total	1	Mal	1	0	0	0	1	0	0	0
DIR, RAIL VEHICLE MAINT	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
3811		Total	1	Mal	1	1	0	0	0	0	0	0
ENGINEERING ASSISTANT	5	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3940		Total	23	Mal	13	4	1	2	5	0	1	0
		Tot Min	18	Fem	10	1	3	2	4	0	0	0



# Workforce Analysis

3941

## BLUE LINE FLEET SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
829	A54	Total	8	Mal	7	1	1	2	2	0	1	0
SERVICE ATTENDANT	8	Tot Min	7	Fem	1	0	1	0	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
827	A51	Total	5	Mal	3	0	1	1	1	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	5	Fem	2	0	2	0	0	0	0	0
744	A45	Total	26	Mal	19	1	12	0	6	0	0	0
SR SERVICE ATTENDANT	8	Tot Min	25	Fem	7	0	6	0	1	0	0	0
767	A33	Total	6	Mal	6	2	0	0	4	0	0	0
RAIL BODY/PAINT REPAIRER	7	Tot Min	4	Fem	0	0	0	0	0	0	0	0
762	A31	Total	61	Mal	61	11	2	27	14	0	3	4
MAINT SPCLST	7	Tot Min	50	Fem	0	0	0	0	0	0	0	0
747	A28	Total	1	Mal	1	1	0	0	0	0	0	0
RAIL BODY/PAINT REPAIR LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
7005	C04	Total	10	Mal	9	2	1	1	5	0	0	0
RAIL EQUIP MAINT SUPV	7	Tot Min	8	Fem	1	0	0	0	1	0	0	0
769	A17	Total	6	Mal	6	1	0	4	1	0	0	0
MAINT SPCLST LDR	7	Tot Min	5	Fem	0	0	0	0	0	0	0	0
7211	H1N	Total	1	Mal	1	1	0	0	0	0	0	0
ASST MGR, RL FLEET SVC	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
7002	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
RAIL FLEET SVC MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3941		Total	126	Mal	114	21	17	35	33	0	4	4
		Tot Min	105	Fem	12	0	9	0	3	0	0	0

3942

## RED LINE FLEET SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
829	A54	Total	6	Mal	4	1	1	1	1	0	0	0
SERVICE ATTENDANT	8	Tot Min	4	Fem	2	1	1	0	0	0	0	0

# Workforce Analysis

3942

## RED LINE FLEET SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	0	1	0	0	0
827	A51	Total	3	Mal	2	0	0	0	1	0	1
SERVICE ATTENDANT LDR	8	Tot Min	3	Fem	1	0	1	0	0	0	0
744	A45	Total	27	Mal	18	2	1	13	2	0	0
SR SERVICE ATTENDANT	8	Tot Min	25	Fem	9	0	4	0	5	0	0
767	A33	Total	3	Mal	3	0	0	0	3	0	0
RAIL BODY/PAINT REPAIRER	7	Tot Min	3	Fem	0	0	0	0	0	0	0
762	A31	Total	57	Mal	56	8	3	24	17	0	1
MAINT SPCLST	7	Tot Min	49	Fem	1	0	0	1	0	0	0
747	A28	Total	1	Mal	1	0	0	0	1	0	0
RAIL BODY/PAINT REPAIR LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0
7005	C04	Total	6	Mal	6	1	1	1	2	0	1
RAIL EQUIP MAINT SUPV	7	Tot Min	5	Fem	0	0	0	0	0	0	0
769	A17	Total	6	Mal	6	1	0	3	0	0	1
MAINT SPCLST LDR	7	Tot Min	5	Fem	0	0	0	0	0	0	0
7211	H1N	Total	1	Mal	1	0	0	1	0	0	0
ASST MGR, RL FLEET SVC	1	Tot Min	1	Fem	0	0	0	0	0	0	0
7002	H1P	Total	2	Mal	2	0	0	2	0	0	0
RAIL FLEET SVC MGR	1	Tot Min	2	Fem	0	0	0	0	0	0	0
Total for 3942		Total	113	Mal	99	13	6	45	27	0	4
		Tot Min	99	Fem	14	1	6	2	5	0	0

3943

## GREEN LINE FLEET SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
829	A54	Total	3	Mal	2	0	1	0	0	1	0
SERVICE ATTENDANT	8	Tot Min	3	Fem	1	0	1	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	1	0	0	0	0

# Workforce Analysis

3943

## GREEN LINE FLEET SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
827	A51	Total	4	Mal	2	0	2	0	0	0	0
SERVICE ATTENDANT LDR	8	Tot Min	4	Fem	2	0	2	0	0	0	0
744	A45	Total	6	Mal	3	0	1	0	1	0	1
SR SERVICE ATTENDANT	8	Tot Min	6	Fem	3	0	3	0	0	0	0
767	A33	Total	1	Mal	1	0	0	0	1	0	0
RAIL BODY/PAINT REPAIRER	7	Tot Min	1	Fem	0	0	0	0	0	0	0
762	A31	Total	20	Mal	20	4	1	10	4	0	1
MAINT SPCLST	7	Tot Min	16	Fem	0	0	0	0	0	0	0
747	A28	Total	1	Mal	1	0	0	0	1	0	0
RAIL BODY/PAINT REPAIR LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0
7005	C04	Total	5	Mal	5	0	2	1	2	0	0
RAIL EQUIP MAINT SUPV	7	Tot Min	5	Fem	0	0	0	0	0	0	0
769	A17	Total	4	Mal	4	1	0	3	0	0	0
MAINT SPCLST LDR	7	Tot Min	3	Fem	0	0	0	0	0	0	0
7211	H1N	Total	2	Mal	2	0	0	0	2	0	0
ASST MGR, RL FLEET SVC	1	Tot Min	2	Fem	0	0	0	0	0	0	0
Total for 3943		Total	47	Mal	40	5	7	14	11	1	2
		Tot Min	42	Fem	7	0	7	0	0	0	0

3944

## GOLD LINE FLEET SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
827	A51	Total	3	Mal	2	0	1	0	1	0	0
SERVICE ATTENDANT LDR	8	Tot Min	3	Fem	1	0	1	0	0	0	0
744	A45	Total	12	Mal	8	1	3	1	3	0	0
SR SERVICE ATTENDANT	8	Tot Min	10	Fem	4	1	1	2	0	0	0
767	A33	Total	2	Mal	2	0	0	0	2	0	0
RAIL BODY/PAINT REPAIRER	7	Tot Min	2	Fem	0	0	0	0	0	0	0
762	A31	Total	12	Mal	11	1	0	5	3	0	1
MAINT SPCLST	7	Tot Min	11	Fem	1	0	0	0	1	0	0

# Workforce Analysis

3944

## GOLD LINE FLEET SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
747	A28	Total	1	Mal	1	0	0	0	1	0	0	0
RAIL BODY/PAINT REPAIR LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
7005	C04	Total	5	Mal	5	4	0	1	0	0	0	0
RAIL EQUIP MAINT SUPV	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
769	A17	Total	3	Mal	3	0	1	1	1	0	0	0
MAINT SPCLST LDR	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
7002	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
RAIL FLEET SVC MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3944		Total	39	Mal	33	7	5	8	11	0	1	1
		Tot Min	31	Fem	6	1	2	2	1	0	0	0

3945

## RAIL FLEET SVCS MAINT ADMIN

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
762	A31	Total	3	Mal	3	0	0	1	1	0	0	1
MAINT SPCLST	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	1	0	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	0	0	0	0	0	0	0	0
7002	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
RAIL FLEET SVC MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
7007		Total	3	Mal	3	1	1	0	1	0	0	0
RAIL EQUIP MAINT INSTR	3	Tot Min	2	Fem	0	0	0	0	0	0	0	0
Total for 3945		Total	8	Mal	8	2	2	1	2	0	0	1
		Tot Min	6	Fem	0	0	0	0	0	0	0	0

3947

## RAIL FLEET SVCS MAINTENANCE EXPO LINE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
767	A33	Total	1	Mal	1	1	0	0	0	0	0	0
RAIL BODY/PAINT REPAIRER	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

3947

## RAIL FLEET SVCS MAINTENANCE EXPO LINE

Job Code & Title	Grade & EEO Code	Total		Total	W	B	A	H	I	P	2
762	A31	Total 13	Mal	13	1	1	10	1	0	0	0
MAINT SPCLST	7	Tot Min 12	Fem	0	0	0	0	0	0	0	0
7005	C04	Total 1	Mal	1	1	0	0	0	0	0	0
RAIL EQUIP MAINT SUPV	7	Tot Min 0	Fem	0	0	0	0	0	0	0	0
Total for 3947		Total 15	Mal	15	3	1	10	1	0	0	0
		Tot Min 12	Fem	0	0	0	0	0	0	0	0

3952

## RAIL TRANSIT OPS BLUE LINE

Job Code & Title	Grade & EEO Code	Total		Total	W	B	A	H	I	P	2
859	U31	Total 107	Mal	73	4	30	4	32	0	0	3
TRAIN OPERATOR (F/T)	8	Tot Min 101	Fem	34	2	24	0	7	0	0	1
850	U31	Total 35	Mal	25	0	9	1	13	0	0	2
BUS OPERATOR (F/T)	8	Tot Min 35	Fem	10	0	9	0	1	0	0	0
891	B63	Total 1	Mal	0	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min 1	Fem	1	0	0	1	0	0	0	0
7205	C02	Total 4	Mal	2	1	1	0	0	0	0	0
RAIL TRANSIT OPS SUPV	3	Tot Min 3	Fem	2	0	1	0	1	0	0	0
9657	H1N	Total 2	Mal	1	0	0	1	0	0	0	0
ASST TRANSP OPNS MGR	1	Tot Min 2	Fem	1	0	1	0	0	0	0	0
9654	H1P	Total 1	Mal	0	0	0	0	0	0	0	0
TRANSP OPNS MGR	1	Tot Min 1	Fem	1	0	1	0	0	0	0	0
Total for 3952		Total 150	Mal	101	5	40	6	45	0	0	5
		Tot Min 143	Fem	49	2	36	1	9	0	0	1

3953

## RAIL TRANSIT OPS GREEN LINE

Job Code & Title	Grade & EEO Code	Total		Total	W	B	A	H	I	P	2
859	U31	Total 42	Mal	25	1	12	6	6	0	0	0
TRAIN OPERATOR (F/T)	8	Tot Min 41	Fem	17	0	15	0	2	0	0	0

# Workforce Analysis

3953

## RAIL TRANSIT OPS GREEN LINE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
997	U22	Total	2	Mal	1	1	0	0	0	0	0
TRAIN OPERATOR (P/T)	8	Tot Min	1	Fem	1	0	1	0	0	0	0
891	B63	Total	1	Mal	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	1	0	1	0	0	0	0
7205	C02	Total	10	Mal	8	0	3	0	4	1	0
RAIL TRANSIT OPS SUPV	3	Tot Min	10	Fem	2	0	1	0	1	0	0
Total for 3953		Total	55	Mal	34	2	15	6	10	1	0
		Tot Min	53	Fem	21	0	18	0	3	0	0

3954

## RAIL TRANSIT OPS RED LINE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
859	U31	Total	77	Mal	64	3	9	13	38	1	0
TRAIN OPERATOR (F/T)	8	Tot Min	72	Fem	13	2	4	0	6	1	0
850	U31	Total	4	Mal	3	0	1	1	1	0	0
BUS OPERATOR (F/T)	8	Tot Min	4	Fem	1	0	0	0	1	0	0
891	B63	Total	1	Mal	1	0	1	0	0	0	0
GENERAL CLERK III	6	Tot Min	1	Fem	0	0	0	0	0	0	0
7205	C02	Total	16	Mal	10	1	2	2	4	0	0
RAIL TRANSIT OPS SUPV	3	Tot Min	15	Fem	6	0	2	0	2	0	2
Total for 3954		Total	98	Mal	78	4	13	16	43	1	0
		Tot Min	92	Fem	20	2	6	0	9	1	2

3955

## RAIL TRANSIT OPS GOLD LINE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
859	U31	Total	51	Mal	39	6	6	6	21	0	0
TRAIN OPERATOR (F/T)	8	Tot Min	43	Fem	12	2	4	0	6	0	0
850	U31	Total	21	Mal	16	3	3	0	9	0	1
BUS OPERATOR (F/T)	8	Tot Min	18	Fem	5	0	3	0	2	0	0

## Workforce Analysis

3955

### RAIL TRANSIT OPS GOLD LINE

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
891	B63	Total 1	0	0	0	0	0	0	0
GENERAL CLERK III	6	Tot Min 1	1	0	0	0	1	0	0
7205	C02	Total 13	9	1	1	0	7	0	0
RAIL TRANSIT OPS SUPV	3	Tot Min 12	4	0	1	1	0	0	1
9654	H1P	Total 1	1	0	1	0	0	0	0
TRANSP OPNS MGR	1	Tot Min 1	0	0	0	0	0	0	0
Total for 3955		Total 87	65	10	11	6	37	0	0
		Tot Min 75	22	2	8	1	9	0	1

3956

### RAIL TRANSIT FIELD OPERATIONS

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
7205	C02	Total 1	1	0	1	0	0	0	0
RAIL TRANSIT OPS SUPV	3	Tot Min 1	0	0	0	0	0	0	0
Total for 3956		Total 1	1	0	1	0	0	0	0
		Tot Min 1	0	0	0	0	0	0	0

3957

### RAIL TRANSIT OPS EXPO LINE

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
7205	C02	Total 7	4	0	2	0	2	0	0
RAIL TRANSIT OPS SUPV	3	Tot Min 7	3	0	2	0	1	0	0
Total for 3957		Total 7	4	0	2	0	2	0	0
		Tot Min 7	3	0	2	0	1	0	0

3962

### SCADA SYSTEMS ENGNRG & MAINT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2
3818	H11	Total 1	1	0	0	1	0	0	0
COMMS&CNTRL SYS ENGR I	2	Tot Min 1	0	0	0	0	0	0	0

# Workforce Analysis

3962

## SCADA SYSTEMS ENGNRG & MAINT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
3817	H1K	Total	4	Mal	4	0	0	3	1	0	0	0
COMMS&CNTRL SYS ENGR II	2	Tot Min	4	Fem	0	0	0	0	0	0	0	0
5421	H1L	Total	1	Mal	0	0	0	0	0	0	0	0
SOFTWARE ENGINEER	2	Tot Min	1	Fem	1	0	0	1	0	0	0	0
3805	H1L	Total	1	Mal	1	1	0	0	0	0	0	0
PROJECT ENGINEER	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
3806	H1N	Total	1	Mal	1	0	0	1	0	0	0	0
SR ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
7210	H1N	Total	1	Mal	1	0	1	0	0	0	0	0
ASST MGR, WYSDE SYSTEMS	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
3804	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
SUPVG ENGINEER	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 3962		Total	10	Mal	9	2	1	5	1	0	0	0
		Tot Min	8	Fem	1	0	0	1	0	0	0	0

4010

## COUNTYWIDE PLANNING & DEVELOPMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	1	Mal	1	1	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	0	Fem	0	0	0	0	0	0	0	0
8601	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
EXEC SECRETARY	5	Tot Min	0	Fem	1	1	0	0	0	0	0	0
9894	H1O	Total	1	Mal	0	0	0	0	0	0	0	0
TRANSP PLNG MGR V	2	Tot Min	1	Fem	1	0	0	1	0	0	0	0
9929	H1T	Total	1	Mal	0	0	0	0	0	0	0	0
DEO, CNTYWIDE PLNG &	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
4178	HAA	Total	3	Mal	2	2	0	0	0	0	0	0
MNGNG EO, CNTYWIDE PLNG &	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
4203	HCC	Total	1	Mal	0	0	0	0	0	0	0	0
CHIEF PLANNING OFFICER	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0



## Workforce Analysis

Total for 4010	Total	8	Mal	3	3	0	0	0	0	0	0	0
	Tot Min	1	Fem	5	4	0	1	0	0	0	0	0

### 4210 LONG RANGE PLANNING ADMINISTRATION

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1211	H1H	Total 1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min 1	Fem	1	0	0	0	1	0	0
9928	HAA	Total 1	Mal	1	1	0	0	0	0	0
EO, COUNTYWIDE PLNG &	1	Tot Min 0	Fem	0	0	0	0	0	0	0
Total for 4210	Total	2	Mal	1	1	0	0	0	0	0
	Tot Min	1	Fem	1	0	0	0	1	0	0

### 4220 LONG RANGE PLANNING

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
9897	H1H	Total 1	Mal	1	0	0	1	0	0	0
TRANSP PLANNER I	2	Tot Min 1	Fem	0	0	0	0	0	0	0
9898	H1J	Total 1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min 0	Fem	1	1	0	0	0	0	0
9900	H1N	Total 1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min 0	Fem	1	1	0	0	0	0	0
9894	H1O	Total 3	Mal	1	0	0	0	1	0	0
TRANSP PLNG MGR V	2	Tot Min 2	Fem	2	1	0	1	0	0	0
9929	H1T	Total 1	Mal	0	0	0	0	0	0	0
DEO, CNTYWIDE PLNG &	1	Tot Min 0	Fem	1	1	0	0	0	0	0
Total for 4220	Total	7	Mal	2	0	0	1	1	0	0
	Tot Min	3	Fem	5	4	0	1	0	0	0

### 4230 SYSTEMS ANALYSIS & RESEARCH

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1204	M01	Total 4	Mal	2	0	0	2	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 3	Fem	2	1	0	1	0	0	0

# Workforce Analysis

4230

## SYSTEMS ANALYSIS & RESEARCH

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9898	H1J	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min	1	Fem	1	0	0	1	0	0	0
9899	H1M	Total	3	Mal	3	1	0	2	0	0	0
TRANSP PLNG MGR III	2	Tot Min	2	Fem	0	0	0	0	0	0	0
9900	H1N	Total	2	Mal	1	1	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min	1	Fem	1	0	0	1	0	0	0
9894	H1O	Total	2	Mal	1	1	0	0	0	0	0
TRANSP PLNG MGR V	2	Tot Min	1	Fem	1	0	0	1	0	0	0
9929	H1T	Total	1	Mal	1	0	0	1	0	0	0
DEO, CNTYWIDE PLNG &	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 4230		Total	13	Mal	8	3	0	5	0	0	0
		Tot Min	9	Fem	5	1	0	4	0	0	0

4240

## REGIONAL TRANSIT PLANNING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	1	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	1	0	0	0	1	0	0
METRO TRAINEE	6	Tot Min	1	Fem	0	0	0	0	0	0	0
9899	H1M	Total	1	Mal	1	1	0	0	0	0	0
TRANSP PLNG MGR III	2	Tot Min	0	Fem	0	0	0	0	0	0	0
9900	H1N	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min	1	Fem	1	0	0	0	1	0	0
9894	H1O	Total	1	Mal	1	0	0	1	0	0	0
TRANSP PLNG MGR V	2	Tot Min	1	Fem	0	0	0	0	0	0	0
9907	H1Q	Total	1	Mal	0	0	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min	1	Fem	1	0	0	0	1	0	0
Total for 4240		Total	6	Mal	4	1	0	2	1	0	0
		Tot Min	5	Fem	2	0	0	0	2	0	0

## Workforce Analysis

4310

### TRANSIT CORRIDORS, ACTIVE TRANSP & SUSTAINABILITY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	0	Fem	1	1	0	0	0	0	0
9928	HAA	Total	1	Mal	1	0	0	0	1	0	0
EO, COUNTYWIDE PLNG &	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 4310		Total	2	Mal	1	0	0	0	1	0	0
		Tot Min	1	Fem	1	1	0	0	0	0	0

4315

### EXEC OFC, TRNST CORRIDORS/SYSTEMWIDE PLNG

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	1	Fem	1	0	1	0	0	0	0
8601	H1G	Total	1	Mal	0	0	0	0	0	0	0
EXEC SECRETARY	5	Tot Min	1	Fem	1	0	0	0	1	0	0
9928	HAA	Total	1	Mal	1	1	0	0	0	0	0
EO, COUNTYWIDE PLNG &	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 4315		Total	3	Mal	1	1	0	0	0	0	0
		Tot Min	2	Fem	2	0	1	0	1	0	0

4320

### TRANSIT CORRIDORS (C/E LA) BIKE PRGRMS & LINKAGE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	4	Mal	3	2	0	0	1	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	1	0	0	0	0	0
9897	H1H	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	0	Fem	1	1	0	0	0	0	0
9900	H1N	Total	3	Mal	1	1	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min	1	Fem	2	1	0	0	1	0	0
9894	H1O	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR V	2	Tot Min	1	Fem	1	0	0	0	1	0	0

# Workforce Analysis

4320

## TRANSIT CORRIDORS (C/E LA) BIKE PRGRMS & LINKAGE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9907	H1Q	Total	1	Mal	0	0	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min	1	Fem	1	0	0	1	0	0	0
Total for 4320		Total	10	Mal	4	3	0	1	0	0	0
		Tot Min	4	Fem	6	3	0	3	0	0	0

4330

## SYSTEMWIDE PLANNING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	12	Mal	7	4	0	1	0	0	2
ADMINISTRATIVE INTERN	6	Tot Min	6	Fem	5	2	1	0	0	0	1
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	1	0	1	0	0	0	0
9898	H1J	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min	1	Fem	1	0	1	0	0	0	0
9894	H1O	Total	1	Mal	1	1	0	0	0	0	0
TRANSP PLNG MGR V	2	Tot Min	0	Fem	0	0	0	0	0	0	0
9907	H1Q	Total	1	Mal	1	1	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 4330		Total	16	Mal	9	6	1	0	0	0	2
		Tot Min	8	Fem	7	2	3	0	0	0	1

4340

## CNTYWIDE SUSTAINABILITY PRGRMS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	3	Mal	1	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	2	1	1	0	0	0	0
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	1	0	1	0	0	0	0
9898	H1J	Total	1	Mal	1	1	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min	0	Fem	0	0	0	0	0	0	0

# Workforce Analysis

4340

## CNTYWIDE SUSTAINABILITY PRGRMS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9899	H1M	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR III	2	Tot Min	0	Fem	1	1	0	0	0	0	0
Total for 4340		Total	6	Mal	2	2	0	0	0	0	0
		Tot Min	2	Fem	4	2	0	2	0	0	0

4350

## TRANSIT CORRIDORS (WESTSIDE)

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	4	Mal	2	2	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	2	1	0	0	1	0	0
1217	H1F	Total	1	Mal	1	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min	0	Fem	0	0	0	0	0	0	0
9897	H1H	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	1	Fem	1	0	0	1	0	0	0
9899	H1M	Total	1	Mal	1	1	0	0	0	0	0
TRANSP PLNG MGR III	2	Tot Min	0	Fem	0	0	0	0	0	0	0
9900	H1N	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min	1	Fem	1	0	0	1	0	0	0
9894	H1O	Total	3	Mal	3	3	0	0	0	0	0
TRANSP PLNG MGR V	2	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 4350		Total	11	Mal	7	7	0	0	0	0	0
		Tot Min	3	Fem	4	1	0	2	1	0	0

4360

## TRANSIT CORRIDORS (SGV), PED PRGRMS & GOODS MVMT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	10	Mal	5	2	1	1	1	0	0
ADMINISTRATIVE INTERN	6	Tot Min	6	Fem	5	2	0	1	2	0	0
1217	H1F	Total	2	Mal	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	2	1	0	1	0	0	0

# Workforce Analysis

4360

## TRANSIT CORRIDORS (SGV), PED PRGRMS & GOODS MVMT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9897	H1H	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	0	Fem	1	1	0	0	0	0	0
9899	H1M	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR III	2	Tot Min	0	Fem	1	1	0	0	0	0	0
9900	H1N	Total	3	Mal	1	0	0	1	0	0	0
TRANSP PLNG MGR IV	2	Tot Min	2	Fem	2	1	0	1	0	0	0
Total for 4360		Total	17	Mal	6	2	1	2	1	0	0
		Tot Min	9	Fem	11	6	0	3	2	0	0

4370

## TRANSIT CORRIDORS (SFV/GATEWAY CITIES)

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	4	Mal	3	0	0	1	2	0	0
ADMINISTRATIVE INTERN	6	Tot Min	4	Fem	1	0	0	1	0	0	0
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	0	Fem	1	1	0	0	0	0	0
9897	H1H	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	1	Fem	1	0	1	0	0	0	0
9898	H1J	Total	1	Mal	1	1	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min	0	Fem	0	0	0	0	0	0	0
9899	H1M	Total	1	Mal	1	1	0	0	0	0	0
TRANSP PLNG MGR III	2	Tot Min	0	Fem	0	0	0	0	0	0	0
9894	H1O	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR V	2	Tot Min	1	Fem	1	0	0	1	0	0	0
9907	H1Q	Total	1	Mal	0	0	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min	1	Fem	1	0	0	1	0	0	0
Total for 4370		Total	10	Mal	5	2	0	1	2	0	0
		Tot Min	7	Fem	5	1	1	3	0	0	0

# Workforce Analysis

4410

EXEC OFC, PLNG, PRGRMS & GRANTS MGMT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 4410		Total	1	Mal	0	0	0	0	0	0	0
		Tot Min	1	Fem	1	0	1	0	0	0	0

4420

REGIONAL PROGRAMMING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	5	Mal	1	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	5	Fem	4	0	1	2	1	0	0
1217	H1F	Total	1	Mal	1	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min	0	Fem	0	0	0	0	0	0	0
8601	H1G	Total	1	Mal	0	0	0	0	0	0	0
EXEC SECRETARY	5	Tot Min	0	Fem	1	1	0	0	0	0	0
1213	H1G	Total	1	Mal	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	1	Fem	1	0	0	1	0	0	0
9897	H1H	Total	2	Mal	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	1	Fem	2	1	0	1	0	0	0
9899	H1M	Total	2	Mal	2	1	0	1	0	0	0
TRANSP PLNG MGR III	2	Tot Min	1	Fem	0	0	0	0	0	0	0
9900	H1N	Total	4	Mal	1	0	0	0	1	0	0
TRANSP PLNG MGR IV	2	Tot Min	4	Fem	3	0	2	0	1	0	0
9894	H1O	Total	5	Mal	3	2	0	1	0	0	0
TRANSP PLNG MGR V	2	Tot Min	1	Fem	2	2	0	0	0	0	0
9912	H1O	Total	1	Mal	1	0	1	0	0	0	0
TRANSP FUNDING MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
9907	H1Q	Total	1	Mal	0	0	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min	0	Fem	1	1	0	0	0	0	0
9929	H1T	Total	1	Mal	1	1	0	0	0	0	0
DEO, CNTYWIDE PLNG &	1	Tot Min	0	Fem	0	0	0	0	0	0	0

## Workforce Analysis

Total for 4420	Total	24	Mal	10	5	1	3	1	0	0	0
	Tot Min	14	Fem	14	5	3	4	2	0	0	0

### 4430 LOCAL PROGRAMMING

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1204	M01	Total 5	Mal	2	2	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 3	Fem	3	0	1	2	0	0	0
9899	H1M	Total 2	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR III	2	Tot Min 1	Fem	2	1	1	0	0	0	0
9900	H1N	Total 1	Mal	1	0	0	1	0	0	0
TRANSP PLNG MGR IV	2	Tot Min 1	Fem	0	0	0	0	0	0	0
5404	H1N	Total 2	Mal	0	0	0	0	0	0	0
SYSTEMS PROJECT MGR	1	Tot Min 1	Fem	2	1	0	1	0	0	0
9894	H1O	Total 4	Mal	2	0	1	1	0	0	0
TRANSP PLNG MGR V	2	Tot Min 2	Fem	2	2	0	0	0	0	0
3824	H1Q	Total 1	Mal	0	0	0	0	0	0	0
DIR, TAP TECH SYST	1	Tot Min 0	Fem	1	1	0	0	0	0	0
Total for 4430		Total 15	Mal	5	2	1	2	0	0	0
		Tot Min 8	Fem	10	5	2	3	0	0	0

### 4440 REGIONAL PROGRAM MANAGEMENT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
9897	H1H	Total 2	Mal	1	0	0	0	0	0	1
TRANSP PLANNER I	2	Tot Min 1	Fem	1	1	0	0	0	0	0
9900	H1N	Total 5	Mal	1	0	0	0	1	0	0
TRANSP PLNG MGR IV	2	Tot Min 4	Fem	4	1	0	2	1	0	0
9894	H1O	Total 4	Mal	4	3	0	0	1	0	0
TRANSP PLNG MGR V	2	Tot Min 1	Fem	0	0	0	0	0	0	0
9929	H1T	Total 1	Mal	0	0	0	0	0	0	0
DEO, CNTYWIDE PLNG &	1	Tot Min 0	Fem	1	1	0	0	0	0	0
9928	HAA	Total 1	Mal	1	0	0	0	0	0	1
EO, COUNTYWIDE PLNG &	1	Tot Min 1	Fem	0	0	0	0	0	0	0



## Workforce Analysis

Total for 4440	Total	13	Mal	7	3	0	0	2	0	0	2
	Tot Min	7	Fem	6	3	0	2	1	0	0	0

### 4510 EXEC OFFICE STRATEGIC INITIATIVES

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1212	H1K	Total 1	Mal	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min 1	Fem	1	0	0	1	0	0	0
9900	H1N	Total 1	Mal	1	1	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min 0	Fem	0	0	0	0	0	0	0
Total for 4510		Total 2	Mal	1	1	0	0	0	0	0
		Tot Min 1	Fem	1	0	0	1	0	0	0

### 4520 STRATEGIC INITIATIVES

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
9907	H1Q	Total 1	Mal	0	0	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min 0	Fem	1	1	0	0	0	0	0
Total for 4520		Total 1	Mal	0	0	0	0	0	0	0
		Tot Min 0	Fem	1	1	0	0	0	0	0

### 4530 NEW MOBILITY REGNL INITIATIVES

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1204	M01	Total 1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 0	Fem	1	1	0	0	0	0	0
1217	H1F	Total 1	Mal	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min 0	Fem	1	1	0	0	0	0	0
9897	H1H	Total 1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min 1	Fem	1	0	0	0	1	0	0
9898	H1J	Total 1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min 1	Fem	1	0	0	1	0	0	0
9900	H1N	Total 1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min 1	Fem	1	0	0	0	0	0	1

## Workforce Analysis

Total for 4530	Total	5	Mal	0	0	0	0	0	0	0	0	0
	Tot Min	3	Fem	5	2	0	1	1	0	0	0	1

### 4540 REGNL RIDESHARE RSRCH & DVLPMNT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2		
1217	H1F	Total 2	Mal	2	2	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min 0	Fem	0	0	0	0	0	0	0	0
9897	H1H	Total 1	Mal	1	1	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min 0	Fem	0	0	0	0	0	0	0	0
1211	H1H	Total 1	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min 0	Fem	1	1	0	0	0	0	0	0
5026	H1J	Total 1	Mal	0	0	0	0	0	0	0	0
SR ACCOUNT EXECUTIVE	2	Tot Min 0	Fem	1	1	0	0	0	0	0	0
9899	H1M	Total 1	Mal	1	1	0	0	0	0	0	0
TRANSP PLNG MGR III	2	Tot Min 0	Fem	0	0	0	0	0	0	0	0
9900	H1N	Total 1	Mal	0	0	0	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min 1	Fem	1	0	1	0	0	0	0	0
Total for 4540		Total 7	Mal	4	4	0	0	0	0	0	0
		Tot Min 1	Fem	3	2	1	0	0	0	0	0

### 4710 HIGHWAY CAPITAL

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2		
1204	M01	Total 1	Mal	1	0	0	1	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 1	Fem	0	0	0	0	0	0	0	0
9900	H1N	Total 1	Mal	0	0	0	0	0	0	0	0
TRANSP PLNG MGR IV	2	Tot Min 1	Fem	1	0	0	1	0	0	0	0
Total for 4710		Total 2	Mal	1	0	0	1	0	0	0	0
		Tot Min 2	Fem	1	0	0	1	0	0	0	0

# Workforce Analysis

4720

## HIGHWAY PROGRAMS A

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	5	Mal	3	0	1	2	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	5	Fem	2	0	0	1	1	0	0
1217	H1F	Total	1	Mal	1	0	0	0	1	0	0
METRO TRAINEE	6	Tot Min	1	Fem	0	0	0	0	0	0	0
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	1	Fem	1	0	0	0	1	0	0
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0
9898	H1J	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER II	2	Tot Min	1	Fem	1	0	0	1	0	0	0
2203	H1K	Total	1	Mal	1	0	1	0	0	0	0
SR ENVIRONMNTL SPCLST	2	Tot Min	1	Fem	0	0	0	0	0	0	0
9899	H1M	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR III	2	Tot Min	1	Fem	1	0	0	0	1	0	0
9900	H1N	Total	2	Mal	2	0	0	1	1	0	0
TRANSP PLNG MGR IV	2	Tot Min	2	Fem	0	0	0	0	0	0	0
9894	H1O	Total	3	Mal	2	0	0	1	1	0	0
TRANSP PLNG MGR V	2	Tot Min	3	Fem	1	0	1	0	0	0	0
9907	H1Q	Total	2	Mal	2	0	0	2	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min	2	Fem	0	0	0	0	0	0	0
Total for 4720		Total	18	Mal	11	0	2	6	3	0	0
		Tot Min	18	Fem	7	0	1	3	3	0	0

4730

## HIGHWAY PROGRAMS B

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	3	Mal	2	1	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	1	0	0	1	0	0	0
1217	H1F	Total	6	Mal	4	0	0	1	3	0	0
METRO TRAINEE	6	Tot Min	6	Fem	2	0	0	1	1	0	0

# Workforce Analysis

4730

HIGHWAY PROGRAMS B

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
9897	H1H	Total	1	Mal	1	1	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	0	Fem	0	0	0	0	0	0	0
9900	H1N	Total	1	Mal	1	0	0	0	1	0	0
TRANSP PLNG MGR IV	2	Tot Min	1	Fem	0	0	0	0	0	0	0
3799	H1P	Total	2	Mal	1	0	0	1	0	0	0
SR ENGNRG MGR	1	Tot Min	2	Fem	1	0	1	0	0	0	0
Total for 4730		Total	13	Mal	9	2	0	3	4	0	0
		Tot Min	11	Fem	4	0	1	2	1	0	0

5010

EXECUTIVE OFFICE, FINANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1208	H1M	Total	1	Mal	1	1	0	0	0	0	0
ADMNSTRN & FINCL SVCS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
1025	H1S	Total	1	Mal	1	0	0	1	0	0	0
DEO, FINANCE	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 5010		Total	2	Mal	2	1	0	1	0	0	0
		Tot Min	1	Fem	0	0	0	0	0	0	0

5110

ACCOUNTING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	5	Mal	3	1	0	2	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	4	Fem	2	0	1	1	0	0	0
940	B04	Total	7	Mal	0	0	0	0	0	0	0
ACCOUNTS PAYABLE CLERK	6	Tot Min	7	Fem	7	0	2	2	3	0	0
658	B28	Total	1	Mal	0	0	0	0	0	0	0
ACCOUNTING CLERK	6	Tot Min	0	Fem	1	1	0	0	0	0	0
948	BB2	Total	1	Mal	0	0	0	0	0	0	0
LEAD DOC IMAGE SPCLST	7	Tot Min	1	Fem	1	0	0	1	0	0	0

# Workforce Analysis

5110

ACCOUNTING

Job Code & Title	Grade & EEO Code				Total	W	B	A	H	I	P	2
917	B38	Total	3	Mal	0	0	0	0	0	0	0	0
ACCTG OPNS SPCLST	3	Tot Min	2	Fem	3	1	0	1	1	0	0	0
1217	H1F	Total	3	Mal	1	0	0	0	0	0	0	1
METRO TRAINEE	6	Tot Min	3	Fem	2	0	0	1	1	0	0	0
8601	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
EXEC SECRETARY	5	Tot Min	1	Fem	1	0	0	0	1	0	0	0
1002	H1G	Total	2	Mal	0	0	0	0	0	0	0	0
ACCOUNTING ASST	5	Tot Min	2	Fem	2	0	0	0	2	0	0	0
1003	H1H	Total	3	Mal	0	0	0	0	0	0	0	0
ACCOUNTANT	2	Tot Min	3	Fem	3	0	0	3	0	0	0	0
5450	H1K	Total	1	Mal	1	0	0	1	0	0	0	0
SR DEPTMNTL SYS ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0	0
1004	H1K	Total	11	Mal	4	0	0	4	0	0	0	0
SR ACCOUNTANT	2	Tot Min	11	Fem	7	0	1	6	0	0	0	0
1039	H1L	Total	9	Mal	1	0	0	1	0	0	0	0
ACCOUNTING SUPV	2	Tot Min	9	Fem	8	0	1	7	0	0	0	0
1017	H1L	Total	5	Mal	1	0	0	0	1	0	0	0
PRINCIPAL ACCOUNTANT	2	Tot Min	5	Fem	4	0	0	4	0	0	0	0
1005	H1N	Total	6	Mal	3	1	0	2	0	0	0	0
ACCOUNTING MGR	1	Tot Min	5	Fem	3	0	0	3	0	0	0	0
1018	H1P	Total	2	Mal	1	0	0	0	1	0	0	0
DIR OF ACCOUNTING	1	Tot Min	2	Fem	1	0	0	1	0	0	0	0
960		Total	2	Mal	0	0	0	0	0	0	0	0
SUPVG ACCTS PAYABLE CLERK	6	Tot Min	2	Fem	2	0	0	1	1	0	0	0
949		Total	2	Mal	0	0	0	0	0	0	0	0
ACCOUNTS CLERK	6	Tot Min	2	Fem	2	0	0	1	1	0	0	0
880		Total	1	Mal	0	0	0	0	0	0	0	0
SUPVG CONTROL CLERK	6	Tot Min	1	Fem	1	0	0	1	0	0	0	0

# Workforce Analysis

5110

ACCOUNTING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
863		Total	1	Mal	0	0	0	0	0	0	0
REVENUE CLERK	6	Tot Min	1	Fem	1	0	0	0	1	0	0
861		Total	2	Mal	0	0	0	0	0	0	0
PAYROLL CLERK	6	Tot Min	1	Fem	2	1	0	0	1	0	0
860		Total	2	Mal	0	0	0	0	0	0	0
PAYROLL SPCLST	6	Tot Min	2	Fem	2	0	0	0	2	0	0
Total for 5110		Total	71	Mal	15	2	0	10	2	0	1
		Tot Min	66	Fem	56	3	5	34	14	0	0

5210

TREASURY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	1	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	0	Fem	0	0	0	0	0	0	0
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	1	0	0	0	1	0	0
1037	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR FINANCIAL ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0
1059	H1L	Total	2	Mal	1	0	0	1	0	0	0
PRNCPL FINANCIAL ANALYST	2	Tot Min	2	Fem	1	0	0	1	0	0	0
1011	H1P	Total	2	Mal	0	0	0	0	0	0	0
ASST TREASURER	1	Tot Min	0	Fem	2	2	0	0	0	0	0
1001	HAA	Total	1	Mal	0	0	0	0	0	0	0
TREASURER	1	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 5210		Total	8	Mal	2	1	0	1	0	0	0
		Tot Min	5	Fem	6	2	1	2	1	0	0

# Workforce Analysis

5211

## PENSION & BENEFITS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	0	0	1	0	0	0
914	BA4	Total	1	Mal	0	0	0	0	0	0	0
EMP PROCESSING SPCLST	6	Tot Min	1	Fem	1	0	0	0	1	0	0
5226	H1I	Total	4	Mal	1	0	0	0	1	0	0
PEN & BENEFITS ANALYST	2	Tot Min	3	Fem	3	1	2	0	0	0	0
5224	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR PENS & BEN ANALYST	2	Tot Min	1	Fem	1	0	1	0	0	0	0
5210	H1N	Total	1	Mal	0	0	0	0	0	0	0
PENSION & BENEFITS MGR	1	Tot Min	1	Fem	1	0	0	0	0	0	1
Total for 5211		Total	8	Mal	1	0	0	0	1	0	0
		Tot Min	7	Fem	7	1	3	1	1	0	1

5310

## RISK MANAGEMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	2	Mal	1	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	1	0	0	1	0	0	0
1206	H1B	Total	3	Mal	2	0	0	0	2	0	0
OFFICE ASSISTANT	6	Tot Min	3	Fem	1	0	0	0	1	0	0
1216	H1F	Total	9	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	7	Fem	9	2	2	1	4	0	0
8601	H1G	Total	1	Mal	0	0	0	0	0	0	0
EXEC SECRETARY	5	Tot Min	1	Fem	1	0	1	0	0	0	0
8013	H1H	Total	1	Mal	0	0	0	0	0	0	0
PL/PD ANALYST	2	Tot Min	0	Fem	1	1	0	0	0	0	0
8011	H1H	Total	9	Mal	1	0	0	0	1	0	0
WRKRS COMP ANALYST	2	Tot Min	9	Fem	8	0	5	0	3	0	0
8029	H1I	Total	1	Mal	1	1	0	0	0	0	0
INVESTIGATOR, WC INVESTGN	2	Tot Min	0	Fem	0	0	0	0	0	0	0

# Workforce Analysis

5310

## RISK MANAGEMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
8012	H1I	Total	9	Mal	4	1	0	2	1	0	0	0
SR WORKERS' COMP ANALYST	2	Tot Min	8	Fem	5	0	2	0	2	0	0	1
8037	H1K	Total	1	Mal	0	0	0	0	0	0	0	0
CASE MGMT NURSE	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
8022	H1K	Total	3	Mal	1	0	0	0	1	0	0	0
WRKRS COMP SUPV	2	Tot Min	2	Fem	2	1	0	0	1	0	0	0
8015	H1K	Total	4	Mal	2	0	0	0	2	0	0	0
SR RISK ANALYST	2	Tot Min	4	Fem	2	0	1	1	0	0	0	0
8036	H1L	Total	1	Mal	1	0	0	1	0	0	0	0
PRNCPL INVSTGTR, WC	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8030	H1L	Total	1	Mal	1	1	0	0	0	0	0	0
PRNCPL RISK ANALYST	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
8027	H1M	Total	1	Mal	1	0	0	0	1	0	0	0
MGR, WC INVESTIGATION	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8021	H1N	Total	1	Mal	1	1	0	0	0	0	0	0
RISK FINANCING MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
8039	H1P	Total	1	Mal	0	0	0	0	0	0	0	0
DIR, WC CLAIMS ADMIN	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
8038	H1P	Total	1	Mal	0	0	0	0	0	0	0	0
DIR, GEN LIABILITY CLAIMS	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
4177	HBB	Total	1	Mal	1	1	0	0	0	0	0	0
EXEC DIR, ENTERPRISE RISK &	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 5310		Total	50	Mal	17	5	0	4	8	0	0	0
		Tot Min	38	Fem	33	7	11	3	11	0	0	1

5420

## CUSTOMER PROGRAMS & SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
927	B06	Total	17	Mal	8	1	4	0	3	0	0	0
CUSTOMER SVC AGENT I	6	Tot Min	15	Fem	9	1	2	0	6	0	0	0



# Workforce Analysis

5420

## CUSTOMER PROGRAMS & SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
926	B31	Total	1	Mal	0	0	0	0	0	0	0
CUSTOMER SVC AGENT II	6	Tot Min	1	Fem	1	0	1	0	0	0	0
925	B35	Total	5	Mal	2	0	1	0	1	0	0
SR CUST SERV AGENT II	6	Tot Min	4	Fem	3	1	0	0	2	0	0
720	B62	Total	17	Mal	6	1	1	0	4	0	0
TAP CUST SVC AGENT	6	Tot Min	16	Fem	11	0	4	0	6	0	1
737	B86	Total	4	Mal	2	0	0	2	0	0	0
LD CUST SVC AGENT	6	Tot Min	4	Fem	2	0	1	0	1	0	0
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	1	Fem	1	0	1	0	0	0	0
5050	H1L	Total	2	Mal	1	0	1	0	0	0	0
CUSTOMER PROG & SVCS SUPV	2	Tot Min	2	Fem	1	0	0	0	1	0	0
5057	H1M	Total	1	Mal	0	0	0	0	0	0	0
TAP COMMUNICATIONS MGR	1	Tot Min	0	Fem	1	1	0	0	0	0	0
5003	H1M	Total	1	Mal	0	0	0	0	0	0	0
COMMUNICATIONS MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0
5038	H1P	Total	1	Mal	0	0	0	0	0	0	0
DIR, CUST PRGMS & SRVCS	1	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 5420		Total	50	Mal	19	2	7	2	8	0	0
		Tot Min	45	Fem	31	3	11	0	16	0	1

5430

## REVENUE COLLECTION EQUIP MT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
844	A05	Total	2	Mal	2	0	0	0	1	0	1
PROPERTY MNTNR B	7	Tot Min	2	Fem	0	0	0	0	0	0	0
803	A33	Total	66	Mal	62	11	9	33	9	0	0
ELECTRONIC COMM TECH	7	Tot Min	54	Fem	4	1	0	2	1	0	0
843	A32	Total	5	Mal	5	2	1	1	1	0	0
PROPERTY MNTNR A	7	Tot Min	3	Fem	0	0	0	0	0	0	0

# Workforce Analysis

5430

## REVENUE COLLECTION EQUIP MT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
841	A16	Total	1	Mal	1	0	0	0	1	0	0	0
PROPERTY MNTNR A LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
815	A28	Total	17	Mal	17	3	3	7	4	0	0	0
ELECTRONIC COMM TECH LDR	7	Tot Min	14	Fem	0	0	0	0	0	0	0	0
4606	C04	Total	3	Mal	2	0	0	0	2	0	0	0
FACILITIES MAINT SUPV	3	Tot Min	3	Fem	1	0	0	0	1	0	0	0
Total for 5430		Total	94	Mal	89	16	13	41	18	0	0	1
		Tot Min	77	Fem	5	1	0	2	2	0	0	0

5440

## REVENUE COLLECTION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
903	B28	Total	25	Mal	18	1	7	0	10	0	0	0
CASH CLERK	6	Tot Min	24	Fem	7	0	4	0	3	0	0	0
882	BB7	Total	12	Mal	12	0	4	2	5	0	0	1
REVENUE COLLECTOR	6	Tot Min	12	Fem	0	0	0	0	0	0	0	0
862	B74	Total	2	Mal	2	0	1	1	0	0	0	0
LD CASH CLERK	6	Tot Min	2	Fem	0	0	0	0	0	0	0	0
1009	C02	Total	2	Mal	1	0	0	0	1	0	0	0
CASH COUNTING SUPV	5	Tot Min	2	Fem	1	0	1	0	0	0	0	0
912	BB8	Total	2	Mal	2	0	1	0	1	0	0	0
LD REVENUE COLLECTOR	8	Tot Min	2	Fem	0	0	0	0	0	0	0	0
1010	C03	Total	1	Mal	0	0	0	0	0	0	0	0
SR CASH COUNTING SUPV	5	Tot Min	1	Fem	1	0	1	0	0	0	0	0
1038	H1J	Total	1	Mal	1	0	1	0	0	0	0	0
REVENUE AUDIT SUPV	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
3807	H1K	Total	1	Mal	1	0	0	1	0	0	0	0
ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
5404	H1N	Total	1	Mal	1	0	1	0	0	0	0	0
SYSTEMS PROJECT MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

5440

## REVENUE COLLECTION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1040	H1P	Total	1	Mal	1	0	0	1	0	0	0
DIR, REVENUE COLLECTIONS	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 5440		Total	48	Mal	39	1	15	5	17	0	1
		Tot Min	47	Fem	9	0	6	0	3	0	0

5610

## OFFICE OF MANAGEMENT & BUDGET

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1217	H1F	Total	1	Mal	1	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min	0	Fem	0	0	0	0	0	0	0
1053	H1H	Total	1	Mal	1	1	0	0	0	0	0
BUDGET ANALYST I	2	Tot Min	0	Fem	0	0	0	0	0	0	0
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	0	Fem	1	1	0	0	0	0	0
1052	H1K	Total	2	Mal	0	0	0	0	0	0	0
BUDGET ANALYST II	2	Tot Min	1	Fem	2	1	0	1	0	0	0
1058	H1L	Total	4	Mal	2	0	1	1	0	0	0
BUDGET ANALYST III	2	Tot Min	3	Fem	2	1	0	1	0	0	0
1060	H1N	Total	4	Mal	1	1	0	0	0	0	0
BUDGET MGMT ANALYST IV	2	Tot Min	3	Fem	3	0	0	2	0	0	1
1061	H1O	Total	3	Mal	1	0	0	1	0	0	0
BUDGET MGMT ANALYST V	1	Tot Min	3	Fem	2	0	0	2	0	0	0
1050	H1P	Total	4	Mal	2	1	0	1	0	0	0
DIR, BUDGET	1	Tot Min	3	Fem	2	0	0	1	0	1	0
9907	H1Q	Total	1	Mal	1	1	0	0	0	0	0
DIR, CNTYWIDE PLNG &	1	Tot Min	0	Fem	0	0	0	0	0	0	0
1025	H1S	Total	2	Mal	1	1	0	0	0	0	0
DEO, FINANCE	1	Tot Min	1	Fem	1	0	0	1	0	0	0
9929	H1T	Total	1	Mal	1	1	0	0	0	0	0
DEO, CNTYWIDE PLNG &	1	Tot Min	0	Fem	0	0	0	0	0	0	0

# Workforce Analysis

5610

OFFICE OF MANAGEMENT & BUDGET

Job Code & Title	Grade & EEO Code				Total	W	B	A	H	I	P	2
4217	H1T	Total	1	Mal	1	0	0	1	0	0	0	0
DEO, OPERATIONS	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4174	HBB	Total	1	Mal	0	0	0	0	0	0	0	0
EXEC DIR, FINANCE & BUDGET	1	Tot Min	1	Fem	1	0	0	1	0	0	0	0
1051		Total	1	Mal	1	1	0	0	0	0	0	0
BUDGET MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1045		Total	1	Mal	1	1	0	0	0	0	0	0
FINANCE MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 5610		Total	28	Mal	14	9	1	4	0	0	0	0
		Tot Min	16	Fem	14	3	0	9	0	0	1	1

6010

EXECUTIVE OFFICER, ADMIN

Job Code & Title	Grade & EEO Code				Total	W	B	A	H	I	P	2
8601	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
EXEC SECRETARY	5	Tot Min	1	Fem	1	0	0	0	1	0	0	0
1213	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	1	Fem	1	0	0	0	1	0	0	0
9897	H1H	Total	1	Mal	0	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	1	Fem	1	0	0	0	1	0	0	0
5450	H1K	Total	2	Mal	2	0	1	0	1	0	0	0
SR DEPTMNTL SYS ANALYST	2	Tot Min	2	Fem	0	0	0	0	0	0	0	0
1212	H1K	Total	2	Mal	1	0	0	0	1	0	0	0
SR ADMIN ANALYST	2	Tot Min	2	Fem	1	0	0	1	0	0	0	0
5454	H1L	Total	1	Mal	1	1	0	0	0	0	0	0
PRNCPL DEPT SYSTEMS	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1205	H1L	Total	1	Mal	1	1	0	0	0	0	0	0
CHIEF ADMIN ANALYST	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
1208	H1M	Total	1	Mal	0	0	0	0	0	0	0	0
ADMNSTRN & FINCL SVCS MGR	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0

# Workforce Analysis

6010

EXECUTIVE OFFICER, ADMIN

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
5228	H1N	Total	1	Mal	1	0	0	0	1	0	0	0
SYSTEMS & ANALYTICS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4811	H1P	Total	1	Mal	1	1	0	0	0	0	0	0
DIR, UNION STATION PROPERTY	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4329	H1S	Total	1	Mal	1	1	0	0	0	0	0	0
DEO, ADMINISTRATION	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4300	HAA	Total	1	Mal	1	1	0	0	0	0	0	0
EO, WORKFORCE SVCS	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4800		Total	1	Mal	0	0	0	0	0	0	0	0
DIR, HUMAN SRVCS	1	Tot Min	1	Fem	1	0	0	0	1	0	0	0
Total for 6010		Total	15	Mal	9	5	1	0	3	0	0	0
		Tot Min	9	Fem	6	1	0	1	4	0	0	0

6220

TRAINING & DEVELOPMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	13	Mal	6	3	0	1	1	0	0	1
ADMINISTRATIVE INTERN	6	Tot Min	9	Fem	7	1	2	1	3	0	0	0
5222	H1I	Total	1	Mal	0	0	0	0	0	0	0	0
DEV & TRAINING SPCLST	2	Tot Min	1	Fem	1	0	0	1	0	0	0	0
5221	H1K	Total	2	Mal	0	0	0	0	0	0	0	0
SR DEV & TRAINING SPCLST	2	Tot Min	1	Fem	2	1	1	0	0	0	0	0
1202		Total	43	Mal	22	1	1	0	20	0	0	0
STUDENT INTERN	6	Tot Min	42	Fem	21	0	0	1	19	1	0	0
Total for 6220		Total	59	Mal	28	4	1	1	21	0	0	1
		Tot Min	53	Fem	31	2	3	3	22	1	0	0

# Workforce Analysis

6230

## Organizational Development and Strategic Planning

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	0	0	1	0	0	0
5221	H1K	Total	1	Mal	1	0	0	1	0	0	0
SR DEV & TRAINING SPCLST	2	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 6230		Total	2	Mal	1	0	0	1	0	0	0
		Tot Min	2	Fem	1	0	0	1	0	0	0

6240

## HUMAN RESOURCES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	23	Mal	6	1	0	2	3	0	0
ADMINISTRATIVE INTERN	6	Tot Min	20	Fem	17	2	1	12	0	1	0
915	B31	Total	4	Mal	0	0	0	0	0	0	0
EMP RCRDS & VERIF SPCLST	6	Tot Min	4	Fem	4	0	1	0	3	0	0
914	BA4	Total	6	Mal	1	0	0	1	0	0	0
EMP PROCESSING SPCLST	6	Tot Min	6	Fem	5	0	1	4	0	0	0
735	BC4	Total	1	Mal	0	0	0	0	0	0	0
LD EMP PROCESSING SPCLST	6	Tot Min	1	Fem	1	0	0	1	0	0	0
1217	H1F	Total	5	Mal	1	0	0	1	0	0	0
METRO TRAINEE	6	Tot Min	5	Fem	4	0	0	2	2	0	0
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	1	Fem	1	0	0	1	0	0	0
5215	H1G	Total	2	Mal	0	0	0	0	0	0	0
HUMAN RESOURCES ASST	5	Tot Min	2	Fem	2	0	0	2	0	0	0
1213	H1G	Total	2	Mal	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	2	Fem	2	0	0	1	0	1	0
5216	H1I	Total	5	Mal	0	0	0	0	0	0	0
HUMAN RESOURCES ANALYST	2	Tot Min	5	Fem	5	0	1	1	3	0	0
5450	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR DEPTMNTL SYS ANALYST	2	Tot Min	0	Fem	1	1	0	0	0	0	0

# Workforce Analysis

6240

## HUMAN RESOURCES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
5229	H1K	Total	4	Mal	0	0	0	0	0	0	0
MED STNRDS & COMPL	2	Tot Min	2	Fem	4	2	0	1	1	0	0
5217	H1K	Total	3	Mal	0	0	0	0	0	0	0
SR HR ANALYST	2	Tot Min	3	Fem	3	0	0	1	1	0	1
5233	H1L	Total	1	Mal	0	0	0	0	0	0	0
PRNCPL TRAINING & DEV	2	Tot Min	1	Fem	1	0	0	1	0	0	0
5227	H1L	Total	2	Mal	0	0	0	0	0	0	0
PRINCIPAL HR ANALYST	2	Tot Min	1	Fem	2	1	0	0	0	0	1
9899	H1M	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLNG MGR III	2	Tot Min	0	Fem	1	1	0	0	0	0	0
5232	H1N	Total	1	Mal	1	0	0	0	1	0	0
TRAINING & DEVLPMNT MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
5212	H1N	Total	2	Mal	1	1	0	0	0	0	0
HUMAN RESOURCES MGR	1	Tot Min	1	Fem	1	0	0	0	1	0	0
5231	H1P	Total	1	Mal	1	0	1	0	0	0	0
DIRECTOR OF TRAINING &	1	Tot Min	1	Fem	0	0	0	0	0	0	0
5214	H1P	Total	1	Mal	0	0	0	0	0	0	0
DIR, HUMAN RESOURCES	1	Tot Min	1	Fem	1	0	0	1	0	0	0
5200	H1T	Total	1	Mal	1	1	0	0	0	0	0
DEO, HUMAN RESOURCES	1	Tot Min	0	Fem	0	0	0	0	0	0	0
1202		Total	70	Mal	36	3	12	0	19	0	2
STUDENT INTERN	6	Tot Min	66	Fem	34	1	15	1	14	0	3
Total for 6240		Total	137	Mal	48	6	13	2	25	0	2
		Tot Min	123	Fem	89	8	19	10	45	1	5

6320

## PURCHASING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
8602	H1E	Total	1	Mal	0	0	0	0	0	0	0
SR SECRETARY	6	Tot Min	1	Fem	1	0	1	0	0	0	0

# Workforce Analysis

6320

PURCHASING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
6213	H1I	Total	7	Mal	3	1	0	0	1	0	1	0
BUYER	2	Tot Min	5	Fem	4	1	2	0	1	0	0	0
6212	H1K	Total	4	Mal	1	1	0	0	0	0	0	0
SR BUYER	2	Tot Min	0	Fem	3	3	0	0	0	0	0	0
6208	H1K	Total	1	Mal	1	0	0	1	0	0	0	0
PROPERTY SALES COORD	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
2404	H1K	Total	2	Mal	0	0	0	0	0	0	0	0
CONTRACT ADMNSTR	2	Tot Min	2	Fem	2	0	2	0	0	0	0	0
2412	H1L	Total	2	Mal	0	0	0	0	0	0	0	0
PROCUREMENT PLNG	2	Tot Min	2	Fem	2	0	2	0	0	0	0	0
2403	H1M	Total	1	Mal	0	0	0	0	0	0	0	0
SR CONTRACT ADMNSTR	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
2402	H1O	Total	2	Mal	2	0	1	1	0	0	0	0
CONTRACT ADMNSTR MGR	1	Tot Min	2	Fem	0	0	0	0	0	0	0	0
2401	H1P	Total	2	Mal	2	0	1	0	1	0	0	0
DIR, CONTRACT ADMNSTRN	1	Tot Min	2	Fem	0	0	0	0	0	0	0	0
6202	H1S	Total	1	Mal	1	1	0	0	0	0	0	0
DEO, PROCUREMENT	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 6320		Total	23	Mal	10	3	2	2	2	0	1	0
		Tot Min	15	Fem	13	5	7	0	1	0	0	0

6330

INVENTORY MANAGEMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
965	B39	Total	7	Mal	6	0	2	0	3	0	0	1
MATERIEL CONTROL CLERK	6	Tot Min	7	Fem	1	0	1	0	0	0	0	0
807	A33	Total	1	Mal	1	1	0	0	0	0	0	0
WARRANTY & EQUIP MECH	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
792	A28	Total	1	Mal	1	1	0	0	0	0	0	0
WARRANTY & EQUIP MECH LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0



# Workforce Analysis

6330

## INVENTORY MANAGEMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
6207	C04	Total	2	Mal	2	1	0	1	0	0	0
INVENTORY CONTROL SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0
6219	H1H	Total	4	Mal	3	0	0	0	3	0	0
MATERIEL INVENTORY ANALYST	2	Tot Min	4	Fem	1	0	1	0	0	0	0
3810	H1I	Total	1	Mal	1	0	0	1	0	0	0
ENGINEERING ASSOCIATE	2	Tot Min	1	Fem	0	0	0	0	0	0	0
6221	H1J	Total	3	Mal	2	0	0	1	1	0	0
MATERIEL PLANNER	2	Tot Min	3	Fem	1	0	1	0	0	0	0
6206	H1J	Total	2	Mal	2	0	0	0	1	0	1
PRODUCTION PLNR	2	Tot Min	2	Fem	0	0	0	0	0	0	0
1212	H1K	Total	1	Mal	1	1	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	0	Fem	0	0	0	0	0	0	0
6225	H1L	Total	1	Mal	1	1	0	0	0	0	0
PRNCPL INVENTORY CNTRL	2	Tot Min	0	Fem	0	0	0	0	0	0	0
6222	H1L	Total	1	Mal	0	0	0	0	0	0	0
PRINCPL MATERIEL PLANNER	2	Tot Min	0	Fem	1	1	0	0	0	0	0
6218	H1N	Total	1	Mal	0	0	0	0	0	0	0
MATERIEL PLNG MGR	1	Tot Min	0	Fem	1	1	0	0	0	0	0
6209	H1N	Total	1	Mal	1	1	0	0	0	0	0
MATERIEL MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 6330		Total	26	Mal	21	6	2	3	8	0	2
		Tot Min	18	Fem	5	2	3	0	0	0	0

6350

## LOGISTICS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	2	Mal	1	0	0	0	1	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	1	0	0	0	1	0	0
961	B40	Total	1	Mal	1	0	0	0	1	0	0
UTILITY A/TCU	8	Tot Min	1	Fem	0	0	0	0	0	0	0

# Workforce Analysis

6350

LOGISTICS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
947	B43	Total	64	Mal	57	5	17	7	27	0	0	1
STOCK CLERK	6	Tot Min	58	Fem	7	1	4	0	2	0	0	0
932	B33	Total	6	Mal	6	2	0	0	4	0	0	0
RECEIVING CLERK	6	Tot Min	4	Fem	0	0	0	0	0	0	0	0
931	B37	Total	2	Mal	2	0	0	0	2	0	0	0
TRUCK DRIVER/CLERK	8	Tot Min	2	Fem	0	0	0	0	0	0	0	0
930	B39	Total	3	Mal	3	0	1	0	2	0	0	0
SR TRUCK DRIVER/CLERK	8	Tot Min	3	Fem	0	0	0	0	0	0	0	0
963	B39	Total	32	Mal	30	2	9	1	17	0	0	1
STOREKEEPER	6	Tot Min	30	Fem	2	0	0	0	2	0	0	0
886	BA7	Total	1	Mal	0	0	0	0	0	0	0	0
ASSIGNMENT COORD CLERK	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
954	BB6	Total	2	Mal	1	0	0	0	1	0	0	0
MANPOWER/PAYROLL MATRL	6	Tot Min	2	Fem	1	0	0	0	1	0	0	0
6211	C03	Total	12	Mal	11	2	3	0	6	0	0	0
MATERIEL SUPV	5	Tot Min	10	Fem	1	0	0	0	1	0	0	0
8614	H1H	Total	1	Mal	0	0	0	0	0	0	0	0
OFFICE SUPERVISOR	6	Tot Min	0	Fem	1	1	0	0	0	0	0	0
1205	H1L	Total	1	Mal	0	0	0	0	0	0	0	0
CHIEF ADMIN ANALYST	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
6209	H1N	Total	3	Mal	3	2	0	0	1	0	0	0
MATERIEL MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
2406	H1O	Total	1	Mal	0	0	0	0	0	0	0	0
ASST DIR, INVENTORY MGMT	1	Tot Min	1	Fem	1	0	1	0	0	0	0	0
6223	H1P	Total	1	Mal	1	0	0	0	1	0	0	0
DIR, INVENTORY MGMT	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 6350		Total	132	Mal	116	13	30	8	63	0	0	2
		Tot Min	116	Fem	16	3	5	0	8	0	0	0

# Workforce Analysis

6410

## GENERAL SERVICES - ADMINISTRATION

Job Code & Title		Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204		M01	Total	2	Mal	1	0	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6		Tot Min	2	Fem	1	0	1	0	0	0	0	0
1216		H1F	Total	1	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5		Tot Min	1	Fem	1	0	1	0	0	0	0	0
4813		H1H	Total	1	Mal	0	0	0	0	0	0	0	0
TRAVEL PROGRAM ADMIN	5		Tot Min	0	Fem	1	1	0	0	0	0	0	0
4815		H1K	Total	1	Mal	0	0	0	0	0	0	0	0
RIDESHARE PRGRM ADMIN	2		Tot Min	0	Fem	1	1	0	0	0	0	0	0
4803		H1N	Total	1	Mal	0	0	0	0	0	0	0	0
GENERAL SVCS MGR	1		Tot Min	1	Fem	1	0	0	0	1	0	0	0
4806		H1S	Total	1	Mal	0	0	0	0	0	0	0	0
DEO, GENERAL SVCS	1		Tot Min	0	Fem	1	1	0	0	0	0	0	0
Total for 6410				Total	7	Mal	1	0	0	0	1	0	0
				Tot Min	4	Fem	6	3	2	0	1	0	0

6415

## MAIL SERVICES

Job Code & Title		Grade & EEO Code			Total	W	B	A	H	I	P	2	
867		B10	Total	4	Mal	1	0	1	0	0	0	0	0
MSNGR CLK/REL MAIL CARRIER	6		Tot Min	4	Fem	3	0	2	0	1	0	0	0
904		B11	Total	5	Mal	3	1	0	1	1	0	0	0
MAIL CARRIER	6		Tot Min	4	Fem	2	0	1	0	1	0	0	0
910		BB5	Total	1	Mal	1	0	1	0	0	0	0	0
LEAD MAIL CLERK	6		Tot Min	1	Fem	0	0	0	0	0	0	0	0
4809		C02	Total	1	Mal	1	1	0	0	0	0	0	0
MAIL SERV SUPV	5		Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 6415				Total	11	Mal	6	2	2	1	1	0	0
				Tot Min	9	Fem	5	0	3	0	2	0	0

# Workforce Analysis

6420

## COPY SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
995	B02	Total	6	Mal	3	0	0	0	3	0	0	0
PHOTOCOPYING MACHINE OP	8	Tot Min	6	Fem	3	0	0	1	2	0	0	0
8401	C02	Total	1	Mal	1	0	0	0	1	0	0	0
PRINTING SVCS SUPV	5	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 6420		Total	7	Mal	4	0	0	0	4	0	0	0
		Tot Min	7	Fem	3	0	0	1	2	0	0	0

6430

## BUILDING SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	1	Mal	1	0	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	0	0	0	0	0	0	0	0
898	BA3	Total	20	Mal	11	1	3	2	5	0	0	0
CUSTODIAN	8	Tot Min	19	Fem	9	0	5	0	4	0	0	0
897	B59	Total	1	Mal	0	0	0	0	0	0	0	0
MOPPER WAXER	8	Tot Min	1	Fem	1	0	0	0	1	0	0	0
895	B59	Total	1	Mal	1	1	0	0	0	0	0	0
MOPPER WAXER/REL MSGNR	8	Tot Min	0	Fem	0	0	0	0	0	0	0	0
906	B11	Total	6	Mal	5	0	3	0	2	0	0	0
MAINTAINER/TCU	8	Tot Min	6	Fem	1	0	1	0	0	0	0	0
894	BC1	Total	2	Mal	0	0	0	0	0	0	0	0
HELP DESK COORD	3	Tot Min	2	Fem	2	0	0	0	2	0	0	0
896	BA6	Total	2	Mal	1	0	0	0	1	0	0	0
LEAD CUSTODIAN	8	Tot Min	2	Fem	1	0	0	0	1	0	0	0
844	A05	Total	3	Mal	3	1	0	0	2	0	0	0
PROPERTY MNTNR B	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0
972	BB9	Total	1	Mal	1	0	0	0	1	0	0	0
LEAD MOPPER WAXER	8	Tot Min	1	Fem	0	0	0	0	0	0	0	0
789	A31	Total	2	Mal	2	0	0	2	0	0	0	0
FACILITIES SYS TECH	7	Tot Min	2	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

6430

## BUILDING SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
806	A32	Total	3	Mal	3	0	0	0	3	0	0	0
PLUMBER	7	Tot Min	3	Fem	0	0	0	0	0	0	0	0
805	A32	Total	1	Mal	1	0	0	1	0	0	0	0
ELECTRICIAN	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
799	A32	Total	1	Mal	1	0	0	0	1	0	0	0
AIR CONDITING TECH	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4802	C02	Total	1	Mal	1	0	0	0	1	0	0	0
GENERAL SVCS SUPV	5	Tot Min	1	Fem	0	0	0	0	0	0	0	0
840	A19	Total	1	Mal	1	1	0	0	0	0	0	0
PAINTER LDR	7	Tot Min	0	Fem	0	0	0	0	0	0	0	0
4606	C04	Total	4	Mal	4	1	0	1	2	0	0	0
FACILITIES MAINT SUPV	3	Tot Min	3	Fem	0	0	0	0	0	0	0	0
839	A17	Total	1	Mal	1	0	0	1	0	0	0	0
AIR CONDITING TECH LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
790	A17	Total	2	Mal	2	1	0	0	0	0	1	0
FACILITIES SYS TECH LDR	7	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	1	0	0	0	1	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1405	H1F	Total	1	Mal	1	0	0	0	0	0	0	1
DRAFTING TECHNICIAN	3	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4604	H1O	Total	1	Mal	1	0	0	0	1	0	0	0
FACILITIES MAINT MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4812	H1P	Total	1	Mal	0	0	0	0	0	0	0	0
DIR, GENERAL SVCS	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
4810		Total	1	Mal	1	1	0	0	0	0	0	0
PROJ MGR, GENERAL SVCS	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 6430		Total	58	Mal	43	7	6	7	21	0	1	1
		Tot Min	50	Fem	15	1	6	0	8	0	0	0

# Workforce Analysis

6440

## RESEARCH & RECORDS INFORMATION MGMT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	5	Mal	2	0	0	0	2	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	5	Fem	3	0	0	0	2	0	0	1
889	B02	Total	2	Mal	0	0	0	0	0	0	0	0
RECORDS CLERK	6	Tot Min	2	Fem	2	0	0	0	2	0	0	0
1206	H1B	Total	1	Mal	0	0	0	0	0	0	0	0
OFFICE ASSISTANT	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
7805	H1H	Total	2	Mal	0	0	0	0	0	0	0	0
REC & INFO MGMT ANALYST	5	Tot Min	0	Fem	2	2	0	0	0	0	0	0
5824	H1J	Total	1	Mal	0	0	0	0	0	0	0	0
ARCHIVIST	2	Tot Min	1	Fem	1	0	0	0	1	0	0	0
7807	H1L	Total	1	Mal	1	1	0	0	0	0	0	0
DIGITAL RSRCS LIBRARIAN	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
7801	H1L	Total	1	Mal	1	1	0	0	0	0	0	0
RECORDS & INFO MGMT MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
5823	H1N	Total	1	Mal	1	1	0	0	0	0	0	0
POLICY RES& LIB SVC ADMNSTR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 6440		Total	14	Mal	5	3	0	0	2	0	0	0
		Tot Min	9	Fem	9	2	0	0	6	0	0	1

6510

## REAL ESTATE ADMINISTRATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	2	Mal	1	0	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	1	0	0	0	1	0	0	0
7608	H1G	Total	1	Mal	1	0	0	0	1	0	0	0
REAL ESTATE ASSISTANT	5	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1213	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	1	Fem	1	0	1	0	0	0	0	0
7607	H1I	Total	1	Mal	0	0	0	0	0	0	0	0
REAL ESTATE OFCR	2	Tot Min	1	Fem	1	0	0	0	1	0	0	0

# Workforce Analysis

6510

## REAL ESTATE ADMINISTRATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
7606	H1K	Total	7	Mal	3	2	0	0	1	0	0	0
SR REAL ESTATE OFCR	2	Tot Min	5	Fem	4	0	2	0	2	0	0	0
7603	H1L	Total	5	Mal	5	2	1	1	1	0	0	0
PRINCIPAL REAL EST OFCR	2	Tot Min	3	Fem	0	0	0	0	0	0	0	0
7605	H1N	Total	1	Mal	1	0	1	0	0	0	0	0
PROJ MGR, REAL ESTATE	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
7602	H1P	Total	1	Mal	0	0	0	0	0	0	0	0
DIR OF REAL PROP MGMT &	1	Tot Min	0	Fem	1	1	0	0	0	0	0	0
7600	H1S	Total	1	Mal	0	0	0	0	0	0	0	0
DEO, REAL ESTATE	1	Tot Min	1	Fem	1	0	1	0	0	0	0	0
Total for 6510		Total	20	Mal	11	4	3	1	3	0	0	0
		Tot Min	15	Fem	9	1	4	0	4	0	0	0

6810

## CORPORATE SAFETY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
8602	H1E	Total	1	Mal	0	0	0	0	0	0	0	0
SR SECRETARY	6	Tot Min	1	Fem	1	0	1	0	0	0	0	0
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	1	0	0	1	0	0	0	0
1213	H1G	Total	1	Mal	0	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	0	Fem	1	1	0	0	0	0	0	0
8007	H1I	Total	1	Mal	0	0	0	0	0	0	0	0
INDUSTRIAL HYGIENIST	2	Tot Min	1	Fem	1	0	0	0	1	0	0	0
8046	H1L	Total	1	Mal	1	0	1	0	0	0	0	0
CORP SFTY MGMT ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8040	H1L	Total	3	Mal	2	2	0	0	0	0	0	0
COLLISION INVSTGTNS SPCLST	2	Tot Min	1	Fem	1	0	1	0	0	0	0	0
8019	H1L	Total	9	Mal	7	3	0	0	2	0	0	2
SR SAFETY SPCLST	2	Tot Min	5	Fem	2	1	0	0	1	0	0	0

# Workforce Analysis

6810

## CORPORATE SAFETY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
8008	H1L	Total	1	Mal	1	0	0	1	0	0	0	0
SR INDSTR L HYGIENIST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8047	H1M	Total	1	Mal	1	0	0	1	0	0	0	0
PRINCIPAL SFTY SPCLST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8041	H1M	Total	1	Mal	1	1	0	0	0	0	0	0
COLLISION INVSTGTNS MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
8107	H1N	Total	3	Mal	3	2	1	0	0	0	0	0
CONSTRUCTION SAFETY MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8103	H1N	Total	3	Mal	2	1	0	0	1	0	0	0
SYSTEMS SAFETY MGR	1	Tot Min	1	Fem	1	1	0	0	0	0	0	0
8045	H1O	Total	1	Mal	1	0	1	0	0	0	0	0
INDUSTRIAL HYGIENE SFTY MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8106	H1P	Total	1	Mal	1	0	1	0	0	0	0	0
DIR, CONSTRUCTION SAFETY	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8043	H1P	Total	1	Mal	1	0	0	1	0	0	0	0
DIR, SFTY CERT & OPS MGMT	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
8042	HAA	Total	1	Mal	1	1	0	0	0	0	0	0
EO, CORPORATE SAFETY	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
8044		Total	1	Mal	1	0	0	0	1	0	0	0
DIR, TRANSIT SYS SAFETY	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 6810		Total	31	Mal	23	10	4	3	4	0	0	2
		Tot Min	18	Fem	8	3	2	1	2	0	0	0

6915

## CHIEF ADMIN SERVICES OFFICER

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1204	M01	Total	1	Mal	1	0	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	0	0	0	0	0	0	0	0
4206	H1T	Total	1	Mal	0	0	0	0	0	0	0	0
DEO, PROJECT MGMT	1	Tot Min	1	Fem	1	0	0	1	0	0	0	0



# Workforce Analysis

6915

CHIEF ADMIN SERVICES OFFICER

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
4176	HBB	Total	1	Mal	0	0	0	0	0	0	0
EXEC DIR, VENDOR/CONTRACT	1	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 6915		Total	3	Mal	1	0	0	1	0	0	0
		Tot Min	3	Fem	2	0	1	0	0	0	0

6940

CONTRACT ADMIN-PLNG/MASD/OIG/CREATIVE SRVS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	3	Mal	2	1	0	0	1	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	1	0	0	0	0	0
8605	H1D	Total	1	Mal	0	0	0	0	0	0	0
SECRETARY	6	Tot Min	1	Fem	1	0	0	1	0	0	0
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	1	0	0	0	1	0	0
2405	H1G	Total	5	Mal	2	1	0	1	0	0	0
ASST CONTRACT ADMNSTR	2	Tot Min	3	Fem	3	1	0	0	0	0	2
2404	H1K	Total	7	Mal	2	1	0	0	1	0	0
CONTRACT ADMNSTR	2	Tot Min	5	Fem	5	1	0	0	4	0	0
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0
2403	H1M	Total	16	Mal	5	3	0	1	1	0	0
SR CONTRACT ADMNSTR	2	Tot Min	10	Fem	11	3	4	3	1	0	0
2414	H1N	Total	3	Mal	2	1	0	1	0	0	0
PRINCIPAL CONTRACT ADMIN	2	Tot Min	2	Fem	1	0	0	0	1	0	0
2402	H1O	Total	8	Mal	5	3	1	0	1	0	0
CONTRACT ADMNSTR MGR	1	Tot Min	5	Fem	3	0	1	0	2	0	0
2401	H1P	Total	5	Mal	4	1	0	1	1	0	1
DIR, CONTRACT ADMNSTRN	1	Tot Min	4	Fem	1	0	0	1	0	0	0
6202	H1S	Total	2	Mal	2	1	0	0	1	0	0
DEO, PROCUREMENT	1	Tot Min	1	Fem	0	0	0	0	0	0	0

# Workforce Analysis

6940

CONTRACT ADMIN-PLNG/MASD/OIG/CREATIVE SRVS

Job Code & Title	Grade & EEO Code		Total	W	B	A	H	I	P	2
2415		Total	1	0	0	0	1	0	0	0
ACQUISITION POLICY OFCR	1	Tot Min	1	0	0	0	0	0	0	0
Total for 6940		Total	53	12	1	4	7	0	0	1
		Tot Min	35	6	5	6	9	0	0	2

6951

ADMINISTRATIVE BUSINESS SERVICES

Job Code & Title	Grade & EEO Code		Total	W	B	A	H	I	P	2
1204	M01	Total	5	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	5	5	0	2	1	2	0	0
881	B22	Total	2	0	0	0	0	0	0	0
GENERAL CLERK	6	Tot Min	2	2	0	0	1	1	0	0
935	BB3	Total	3	1	1	0	0	0	0	0
PURCHASING CLERK	6	Tot Min	2	2	0	0	0	2	0	0
5451	H1H	Total	3	3	2	0	0	1	0	0
DEPARTMENTAL SYS ANALYST	2	Tot Min	1	0	0	0	0	0	0	0
5450	H1K	Total	1	1	0	0	1	0	0	0
SR DEPTMNTL SYS ANALYST	2	Tot Min	1	0	0	0	0	0	0	0
1212	H1K	Total	1	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	0	1	1	0	0	0	0	0
6217	H1L	Total	1	1	0	0	0	1	0	0
PROCUREMENT ADMNSTRN	2	Tot Min	1	0	0	0	0	0	0	0
2402	H1O	Total	1	1	0	0	0	1	0	0
CONTRACT ADMNSTR MGR	1	Tot Min	1	0	0	0	0	0	0	0
4329	H1S	Total	1	0	0	0	0	0	0	0
DEO, ADMINISTRATION	1	Tot Min	1	1	0	1	0	0	0	0
Total for 6951		Total	18	7	3	0	1	3	0	0
		Tot Min	14	11	1	3	2	5	0	0

# Workforce Analysis

7010

EXECUTIVE OFFICE, COMMS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	2	Mal	2	1	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	0	0	0	0	0	0	0
1217	H1F	Total	4	Mal	1	0	0	1	0	0	0
METRO TRAINEE	6	Tot Min	4	Fem	3	0	2	1	0	0	0
1213	H1G	Total	1	Mal	0	0	0	0	0	0	0
ASST ADMIN ANALYST	5	Tot Min	1	Fem	1	0	0	0	1	0	0
9897	H1H	Total	1	Mal	0	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min	0	Fem	1	1	0	0	0	0	0
1205	H1L	Total	1	Mal	0	0	0	0	0	0	0
CHIEF ADMIN ANALYST	2	Tot Min	1	Fem	1	0	1	0	0	0	0
9900	H1N	Total	2	Mal	1	0	0	1	0	0	0
TRANSP PLNG MGR IV	2	Tot Min	2	Fem	1	0	0	0	1	0	0
5055	H1P	Total	1	Mal	0	0	0	0	0	0	0
DIR, COMMUNICATIONS	1	Tot Min	1	Fem	1	0	0	1	0	0	0
4999	HBB	Total	1	Mal	1	0	0	0	1	0	0
CHIEF COMM OFCR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 7010		Total	13	Mal	5	1	0	3	1	0	0
		Tot Min	11	Fem	8	1	3	2	2	0	0

7012

REGIONAL SERVICE COUNCIL

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	1	0	0	0	0	0	1
5033	H1M	Total	1	Mal	1	0	0	0	1	0	0
COMMUNITY RELS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
8230	HBB	Total	1	Mal	1	1	0	0	0	0	0
EXEC DIR, SVC DVLPMNT,	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 7012		Total	3	Mal	2	1	0	0	1	0	0
		Tot Min	2	Fem	1	0	0	0	0	0	1

# Workforce Analysis

7110

## PUBLIC RELATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1217	H1F	Total	3	Mal	1	0	1	0	0	0	0
METRO TRAINEE	6	Tot Min	2	Fem	2	1	0	0	0	0	1
5036	H1G	Total	1	Mal	1	0	0	0	1	0	0
ASST PUBLIC COMM OFCR	5	Tot Min	1	Fem	0	0	0	0	0	0	0
6706	H1I	Total	1	Mal	0	0	0	0	0	0	0
PUBLIC COMM OFCR	2	Tot Min	1	Fem	1	0	0	1	0	0	0
3015	H1I	Total	1	Mal	0	0	0	0	0	0	0
CUSTOMER RELS OFCR	2	Tot Min	1	Fem	1	0	1	0	0	0	0
6705	H1K	Total	2	Mal	1	0	0	0	1	0	0
SR PUBLIC COMM OFCR	2	Tot Min	1	Fem	1	1	0	0	0	0	0
5033	H1M	Total	1	Mal	0	0	0	0	0	0	0
COMMUNITY RELS MGR	1	Tot Min	1	Fem	1	0	0	0	1	0	0
5003	H1M	Total	4	Mal	3	1	0	0	2	0	0
COMMUNICATIONS MGR	1	Tot Min	3	Fem	1	0	0	0	1	0	0
5024	H1S	Total	1	Mal	1	1	0	0	0	0	0
DEO, PUBLIC RELATIONS	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 7110		Total	14	Mal	7	2	1	0	4	0	0
		Tot Min	10	Fem	7	2	1	1	2	0	1

7120

## CREATIVE SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	8	Mal	3	2	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	5	Fem	5	1	0	3	0	0	1
1217	H1F	Total	3	Mal	1	0	1	0	0	0	0
METRO TRAINEE	6	Tot Min	2	Fem	2	1	0	0	1	0	0
9638	H1H	Total	1	Mal	0	0	0	0	0	0	0
OPS TRNG DIGITAL MEDIA	2	Tot Min	1	Fem	1	0	0	0	0	0	1
8411	H1I	Total	1	Mal	0	0	0	0	0	0	0
CREATIVE DESIGNER	2	Tot Min	1	Fem	1	0	0	0	1	0	0

# Workforce Analysis

7120

## CREATIVE SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
8417	H1K	Total	6	Mal	1	0	0	1	0	0	0
SR CREATIVE DESIGNER	2	Tot Min	5	Fem	5	1	0	2	2	0	0
6703	H1K	Total	1	Mal	1	0	0	1	0	0	0
SR PUBLIC ARTS OFCR	2	Tot Min	1	Fem	0	0	0	0	0	0	0
8413	H1N	Total	6	Mal	0	0	0	0	0	0	0
CREATIVE SVCS MGR	1	Tot Min	3	Fem	6	3	0	1	1	0	1
5052	H1P	Total	1	Mal	1	0	0	0	1	0	0
DIR, PUBLIC ARTS & DESIGN	1	Tot Min	1	Fem	0	0	0	0	0	0	0
5018	H1S	Total	1	Mal	0	0	0	0	0	0	0
DEO, CREATIVE SERVICES	1	Tot Min	0	Fem	1	1	0	0	0	0	0
5029		Total	1	Mal	0	0	0	0	0	0	0
ASST WEB COMM ADMIN	5	Tot Min	1	Fem	1	0	0	1	0	0	0
Total for 7120		Total	29	Mal	7	2	1	3	1	0	0
		Tot Min	20	Fem	22	7	0	7	5	0	2

7130

## GOVERNMENT RELATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	1	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	0	Fem	0	0	0	0	0	0	0
5802	H1N	Total	1	Mal	0	0	0	0	0	0	0
GOVERNMENT RELS MGR	1	Tot Min	1	Fem	1	0	0	0	1	0	0
5809	H1O	Total	1	Mal	1	1	0	0	0	0	0
ASST DIR, GOVT RELS	1	Tot Min	0	Fem	0	0	0	0	0	0	0
5820	H1Q	Total	2	Mal	2	2	0	0	0	0	0
DIR OF GOVT RELATIONS	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 7130		Total	5	Mal	4	4	0	0	0	0	0
		Tot Min	1	Fem	1	0	0	0	1	0	0

# Workforce Analysis

7140

## CUSTOMER COMMUNICATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	3	Mal	1	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	2	1	0	0	0	0	1
971	B82	Total	3	Mal	2	0	1	0	1	0	0
BINDERY OPERATOR II	8	Tot Min	2	Fem	1	1	0	0	0	0	0
706	B62	Total	4	Mal	1	0	0	0	1	0	0
TAP ANNUAL PASS PRGRM AGNT	6	Tot Min	4	Fem	3	0	1	0	2	0	0
942	B87	Total	3	Mal	3	0	0	0	3	0	0
PRINTER II	7	Tot Min	3	Fem	0	0	0	0	0	0	0
939	B87	Total	2	Mal	2	0	0	2	0	0	0
PHOTOLITHOGR PROCESS OP	7	Tot Min	2	Fem	0	0	0	0	0	0	0
708	B86	Total	1	Mal	0	0	0	0	0	0	0
LD TAP ANNUAL PASS PRGRM	6	Tot Min	1	Fem	1	0	0	0	1	0	0
8401	C02	Total	1	Mal	1	1	0	0	0	0	0
PRINTING SVCS SUPV	5	Tot Min	0	Fem	0	0	0	0	0	0	0
944	B68	Total	1	Mal	1	0	0	0	1	0	0
LEAD PRINTING SVCS OP	6	Tot Min	1	Fem	0	0	0	0	0	0	0
1217	H1F	Total	3	Mal	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	0	Fem	3	3	0	0	0	0	0
1213	H1G	Total	1	Mal	1	0	0	1	0	0	0
ASST ADMIN ANALYST	5	Tot Min	1	Fem	0	0	0	0	0	0	0
8411	H1I	Total	1	Mal	0	0	0	0	0	0	0
CREATIVE DESIGNER	2	Tot Min	1	Fem	1	0	0	1	0	0	0
5054	H1I	Total	2	Mal	2	1	0	0	1	0	0
PHOTOGRAPHER	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5026	H1J	Total	4	Mal	2	0	1	0	1	0	0
SR ACCOUNT EXECUTIVE	2	Tot Min	3	Fem	2	1	0	0	0	1	0
8417	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR CREATIVE DESIGNER	2	Tot Min	1	Fem	1	0	0	1	0	0	0
5034	H1K	Total	4	Mal	1	0	0	1	0	0	0
SR MKTG & COMM OFCR	2	Tot Min	3	Fem	3	1	0	1	1	0	0

# Workforce Analysis

7140

## CUSTOMER COMMUNICATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
5032	H1L	Total	1	Mal	1	0	1	0	0	0	0
DIGITAL COMM ADMIN	2	Tot Min	1	Fem	0	0	0	0	0	0	0
8414	H1M	Total	1	Mal	0	0	0	0	0	0	0
PRODUCTION MGR	2	Tot Min	0	Fem	1	1	0	0	0	0	0
5059	H1M	Total	1	Mal	1	1	0	0	0	0	0
WEB SYSTEMS DEVELOPER	1	Tot Min	0	Fem	0	0	0	0	0	0	0
5003	H1M	Total	3	Mal	2	1	0	0	0	0	1
COMMUNICATIONS MGR	1	Tot Min	1	Fem	1	1	0	0	0	0	0
8413	H1N	Total	1	Mal	0	0	0	0	0	0	0
CREATIVE SVCS MGR	1	Tot Min	0	Fem	1	1	0	0	0	0	0
8415	H1P	Total	1	Mal	1	1	0	0	0	0	0
CREATIVE DIRECTOR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
5042	H1P	Total	1	Mal	0	0	0	0	0	0	0
DIR, METRO COMMUTE SRVCS	1	Tot Min	0	Fem	1	1	0	0	0	0	0
5027		Total	1	Mal	1	0	0	0	1	0	0
ACCOUNT EXECUTIVE	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5023		Total	1	Mal	0	0	0	0	0	0	0
MARKETING & COMMS OFCR	2	Tot Min	1	Fem	1	0	0	0	1	0	0
Total for 7140		Total	45	Mal	23	5	3	5	9	0	1
		Tot Min	29	Fem	22	11	1	3	5	0	1

7160

## COMMUNITY RELATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	0	0	0	0	0	1
1209	H1B	Total	53	Mal	35	0	30	0	5	0	0
RAIL STATION ASST	8	Tot Min	53	Fem	18	0	17	0	0	0	1
5048	H1D	Total	2	Mal	1	0	0	0	1	0	0
COMMUNICATIONS	5	Tot Min	2	Fem	1	0	0	0	1	0	0

# Workforce Analysis

7160

## COMMUNITY RELATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
1217	H1F	Total	6	Mal	2	0	0	0	2	0	0	0
METRO TRAINEE	6	Tot Min	6	Fem	4	0	2	1	1	0	0	0
5016	H1G	Total	2	Mal	0	0	0	0	0	0	0	0
COMMUNICATIONS ASST	5	Tot Min	1	Fem	2	1	0	0	1	0	0	0
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	1	0	0	0	1	0	0	0
5031	H1K	Total	3	Mal	1	0	0	0	1	0	0	0
SR COMMUNITY RELS OFCR	2	Tot Min	2	Fem	2	1	0	0	1	0	0	0
5033	H1M	Total	13	Mal	5	2	1	1	1	0	0	0
COMMUNITY RELS MGR	1	Tot Min	9	Fem	8	2	2	1	3	0	0	0
5056	H1N	Total	1	Mal	1	0	0	0	0	0	0	1
EXTERNAL AFFAIRS MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0	0
5051	H1P	Total	6	Mal	1	0	0	0	1	0	0	0
DIR, COMMUNITY RELATIONS	1	Tot Min	2	Fem	5	4	0	0	1	0	0	0
5022		Total	1	Mal	1	0	1	0	0	0	0	0
COMMUNITY RELS OFCR	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
Total for 7160		Total	89	Mal	47	2	32	1	11	0	0	1
		Tot Min	79	Fem	42	8	21	2	9	0	0	2

7170

## CUST REL / METRO INFORMATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2	
929	B12	Total	61	Mal	19	1	6	1	11	0	0	0
CUSTOMER INFO AGENT F/T	6	Tot Min	58	Fem	42	2	12	1	23	0	0	4
940	B04	Total	1	Mal	0	0	0	0	0	0	0	0
ACCOUNTS PAYABLE CLERK	6	Tot Min	1	Fem	1	0	0	0	1	0	0	0
924	B14	Total	6	Mal	2	0	0	0	2	0	0	0
PASSENGER REL REP	6	Tot Min	6	Fem	4	0	1	0	3	0	0	0
854	B28	Total	3	Mal	2	1	0	0	1	0	0	0
LD CUSTOMER INFO AGENT	6	Tot Min	1	Fem	1	1	0	0	0	0	0	0



# Workforce Analysis

7170

## CUST REL / METRO INFORMATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
918	B92	Total	1	Mal	0	0	0	0	0	0	0
CUSTOMER RELS CLERK	6	Tot Min	0	Fem	1	1	0	0	0	0	0
731	BC5	Total	1	Mal	1	1	0	0	0	0	0
LD PASSENGER REL REP	6	Tot Min	0	Fem	0	0	0	0	0	0	0
934	B62	Total	26	Mal	8	0	1	0	7	0	0
CUSTOMER INFO AGENT P/T	6	Tot Min	25	Fem	18	1	6	0	11	0	0
725	B62	Total	16	Mal	2	0	0	0	2	0	0
TAP INFO AGENT	6	Tot Min	15	Fem	14	1	4	1	8	0	0
726	B86	Total	2	Mal	0	0	0	0	0	0	0
LD TAP INFO AGENT	6	Tot Min	1	Fem	2	1	0	0	1	0	0
736	BB6	Total	1	Mal	0	0	0	0	0	0	0
MANPOWER/PAYROLL CUST REL	6	Tot Min	1	Fem	1	0	0	0	1	0	0
3016	C03	Total	6	Mal	2	1	0	0	1	0	0
CUSTOMER INFO SUP	3	Tot Min	4	Fem	4	1	1	0	2	0	0
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	0	Fem	1	1	0	0	0	0	0
5450	H1K	Total	2	Mal	1	1	0	0	0	0	0
SR DEPTMNTL SYS ANALYST	2	Tot Min	0	Fem	1	1	0	0	0	0	0
5058	H1M	Total	1	Mal	0	0	0	0	0	0	0
TAP INFORMATION MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0
3023	H1N	Total	1	Mal	1	0	0	0	1	0	0
CUSTOMER COMM MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
5017	H1O	Total	1	Mal	1	0	1	0	0	0	0
COMM CUST INFO MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
3014	H1P	Total	1	Mal	0	0	0	0	0	0	0
DIR OF CUSTOMER RELATIONS	1	Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 7170		Total	131	Mal	39	5	8	1	25	0	0
		Tot Min	116	Fem	92	10	26	2	50	0	4

# Workforce Analysis

8010

EXEC OFC, TRNST PROJ DLVRY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	4	Mal	1	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	3	1	1	0	1	0	0
8605	H1D	Total	1	Mal	0	0	0	0	0	0	0
SECRETARY	6	Tot Min	1	Fem	1	0	1	0	0	0	0
1217	H1F	Total	3	Mal	1	0	0	1	0	0	0
METRO TRAINEE	6	Tot Min	3	Fem	2	0	1	1	0	0	0
8614	H1H	Total	1	Mal	0	0	0	0	0	0	0
OFFICE SUPERVISOR	6	Tot Min	0	Fem	1	1	0	0	0	0	0
1211	H1H	Total	2	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	0	Fem	2	2	0	0	0	0	0
3810	H1I	Total	1	Mal	1	0	1	0	0	0	0
ENGINEERING ASSOCIATE	2	Tot Min	1	Fem	0	0	0	0	0	0	0
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0
6426	H1P	Total	1	Mal	1	1	0	0	0	0	0
SR PROJECT CONTROL MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
6413	H1P	Total	2	Mal	1	1	0	0	0	0	0
SR CONSTRUCTION MGR	1	Tot Min	1	Fem	1	0	1	0	0	0	0
3799	H1P	Total	2	Mal	2	1	0	1	0	0	0
SR ENGNRG MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
3814	H1Q	Total	2	Mal	2	2	0	0	0	0	0
DIR, PROJ ENGRG	1	Tot Min	0	Fem	0	0	0	0	0	0	0
2002	H1Q	Total	4	Mal	3	3	0	0	0	0	0
DIR, CONSTRUCTION MGMT	1	Tot Min	1	Fem	1	0	0	1	0	0	0
4206	H1T	Total	6	Mal	6	3	1	2	0	0	0
DEO, PROJECT MGMT	1	Tot Min	3	Fem	0	0	0	0	0	0	0
4193	HAA	Total	1	Mal	1	1	0	0	0	0	0
EO, PROJECTS ENGNRG	1	Tot Min	0	Fem	0	0	0	0	0	0	0
4199	HBB	Total	1	Mal	1	0	0	1	0	0	0
EO, PROJECT MGMT	1	Tot Min	1	Fem	0	0	0	0	0	0	0

## Workforce Analysis

8010

EXEC OFC, TRNST PROJ DLVRY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
4192	HBB	Total	1	Mal	1	1	0	0	0	0	0
EO, HIGHWAY PROJ MGMT	1	Tot Min	0	Fem	0	0	0	0	0	0	0
4175	HCC	Total	1	Mal	1	1	0	0	0	0	0
EXEC DIR, ENGNRG &	1	Tot Min	0	Fem	0	0	0	0	0	0	0
2005		Total	1	Mal	0	0	0	0	0	0	0
DEO, CONST & PROJ MGMT SPRT 1		Tot Min	1	Fem	1	0	1	0	0	0	0
Total for 8010		Total	35	Mal	22	15	2	5	0	0	0
		Tot Min	16	Fem	13	4	5	3	1	0	0

8110

QUALITY ASSURANCE/COMPLIANCE

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1216	H1F	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE AIDE	5	Tot Min	1	Fem	1	0	1	0	0	0	0
3812	H1K	Total	1	Mal	1	0	0	0	1	0	0
CONSTRUCTION INSPECTOR	3	Tot Min	1	Fem	0	0	0	0	0	0	0
6809	H1L	Total	1	Mal	1	1	0	0	0	0	0
SR QUALITY ENGINEER	2	Tot Min	0	Fem	0	0	0	0	0	0	0
3825	H1L	Total	2	Mal	2	0	0	0	2	0	0
SR CONSTRUCTION INSPECTOR	2	Tot Min	2	Fem	0	0	0	0	0	0	0
6805	H1N	Total	3	Mal	2	1	0	0	1	0	0
QUALITY ASSURANCE MGR	1	Tot Min	1	Fem	1	1	0	0	0	0	0
2002	H1Q	Total	1	Mal	1	1	0	0	0	0	0
DIR, CONSTRUCTION MGMT	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 8110		Total	9	Mal	7	3	0	0	4	0	0
		Tot Min	5	Fem	2	1	1	0	0	0	0

# Workforce Analysis

8320

## MAJOR CAPITAL PROJECT ENGINEERING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	1	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	0	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	1	0	0	1	0	0	0
1404	H1I	Total	1	Mal	0	0	0	0	0	0	0
SR DRAFTING TECH	3	Tot Min	1	Fem	1	0	0	1	0	0	0
3806	H1N	Total	2	Mal	2	1	0	1	0	0	0
SR ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0
1401	H1N	Total	2	Mal	2	1	0	1	0	0	0
SR ARCHITECT	2	Tot Min	1	Fem	0	0	0	0	0	0	0
3804	H1P	Total	5	Mal	3	2	0	1	0	0	0
SUPVG ENGINEER	1	Tot Min	2	Fem	2	1	0	1	0	0	0
3799	H1P	Total	1	Mal	1	0	0	1	0	0	0
SR ENGNRG MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
3814	H1Q	Total	2	Mal	2	2	0	0	0	0	0
DIR, PROJ ENGRG	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 8320		Total	15	Mal	11	6	0	5	0	0	0
		Tot Min	8	Fem	4	1	0	3	0	0	0

8330

## SYSTEMS ENGINEERING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1404	H1I	Total	1	Mal	0	0	0	0	0	0	0
SR DRAFTING TECH	3	Tot Min	0	Fem	1	1	0	0	0	0	0
3806	H1N	Total	5	Mal	5	2	0	3	0	0	0
SR ENGINEER	2	Tot Min	3	Fem	0	0	0	0	0	0	0
3804	H1P	Total	7	Mal	7	0	1	5	1	0	0
SUPVG ENGINEER	1	Tot Min	7	Fem	0	0	0	0	0	0	0
3799	H1P	Total	2	Mal	2	0	0	2	0	0	0
SR ENGNRG MGR	1	Tot Min	2	Fem	0	0	0	0	0	0	0

## Workforce Analysis

8330

### SYSTEMS ENGINEERING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
3814	H1Q	Total	1	Mal	1	0	0	1	0	0	0
DIR, PROJ ENGRG	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 8330		Total	16	Mal	15	2	1	11	1	0	0
		Tot Min	13	Fem	1	1	0	0	0	0	0

8370

### STRATEGIC TRNST ASSET MGMT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
4606	C04	Total	1	Mal	1	0	0	0	1	0	0
FACILITIES MAINT SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0
1212	H1K	Total	1	Mal	0	0	0	0	0	0	0
SR ADMIN ANALYST	2	Tot Min	0	Fem	1	1	0	0	0	0	0
4620	H1M	Total	1	Mal	1	0	0	0	1	0	0
ASST PROJ MGR, TRNST PROJ	2	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 8370		Total	3	Mal	2	0	0	0	2	0	0
		Tot Min	2	Fem	1	1	0	0	0	0	0

8380

### FACILITIES ENGN-OPERATIONS

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	0	0	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	1	0	0	0	1	0	0
1400	H1H	Total	1	Mal	0	0	0	0	0	0	0
ARCHITECTURAL ASSOCIATE	2	Tot Min	1	Fem	1	0	1	0	0	0	0
1404	H1I	Total	2	Mal	2	0	0	2	0	0	0
SR DRAFTING TECH	3	Tot Min	2	Fem	0	0	0	0	0	0	0
4620	H1M	Total	1	Mal	1	1	0	0	0	0	0
ASST PROJ MGR, TRNST PROJ	2	Tot Min	0	Fem	0	0	0	0	0	0	0
3806	H1N	Total	3	Mal	3	1	0	2	0	0	0
SR ENGINEER	2	Tot Min	2	Fem	0	0	0	0	0	0	0

# Workforce Analysis

8380

## FACILITIES ENGN-OPERATIONS

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2		
4619	H1O	Total 1	Mal	1	0	0	0	1	0	0	0
PROJ MGR TRNST PROJ DLVRY	1	Tot Min 1	Fem	0	0	0	0	0	0	0	0
6426	H1P	Total 1	Mal	1	0	0	0	1	0	0	0
SR PROJECT CONTROL MGR	1	Tot Min 1	Fem	0	0	0	0	0	0	0	0
3804	H1P	Total 4	Mal	4	1	0	2	1	0	0	0
SUPVG ENGINEER	1	Tot Min 3	Fem	0	0	0	0	0	0	0	0
1406	H1P	Total 1	Mal	1	0	0	1	0	0	0	0
SUPVG ARCHITECT	1	Tot Min 1	Fem	0	0	0	0	0	0	0	0
4621	H1Q	Total 1	Mal	0	0	0	0	0	0	0	0
DIR OF CAPTL PROJ, TRNST	1	Tot Min 1	Fem	1	0	0	1	0	0	0	0
4206	H1T	Total 1	Mal	1	1	0	0	0	0	0	0
DEO, PROJECT MGMT	1	Tot Min 0	Fem	0	0	0	0	0	0	0	0
Total for 8380		Total 17	Mal	14	4	0	7	3	0	0	0
		Tot Min 13	Fem	3	0	1	1	1	0	0	0

8410

## CONSTRUCTION MANAGEMENT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2		
1204	M01	Total 3	Mal	3	1	2	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 2	Fem	0	0	0	0	0	0	0	0
8602	H1E	Total 1	Mal	0	0	0	0	0	0	0	0
SR SECRETARY	6	Tot Min 1	Fem	1	0	0	0	1	0	0	0
3807	H1K	Total 2	Mal	1	0	0	1	0	0	0	0
ENGINEER	2	Tot Min 1	Fem	1	1	0	0	0	0	0	0
3825	H1L	Total 6	Mal	6	5	0	0	1	0	0	0
SR CONSTRUCTION INSPECTOR	2	Tot Min 1	Fem	0	0	0	0	0	0	0	0
6413	H1P	Total 3	Mal	3	3	0	0	0	0	0	0
SR CONSTRUCTION MGR	1	Tot Min 0	Fem	0	0	0	0	0	0	0	0
2002	H1Q	Total 4	Mal	4	4	0	0	0	0	0	0
DIR, CONSTRUCTION MGMT	1	Tot Min 0	Fem	0	0	0	0	0	0	0	0

# Workforce Analysis

8410

## CONSTRUCTION MANAGEMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
4199	HBB	Total	1	Mal	1	1	0	0	0	0	0
EO, PROJECT MGMT	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 8410		Total	20	Mal	18	14	2	1	1	0	0
		Tot Min	5	Fem	2	1	0	1	0	0	0

8420

## ENVIRONMENTAL COMPLIANCE/SERVICES

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	3	Mal	1	0	0	0	1	0	0
ADMINISTRATIVE INTERN	6	Tot Min	3	Fem	2	0	0	1	1	0	0
1217	H1F	Total	3	Mal	1	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min	1	Fem	2	1	0	1	0	0	0
2205	H1I	Total	3	Mal	2	2	0	0	0	0	0
ENVIRONMENTAL SPCLST	2	Tot Min	0	Fem	1	1	0	0	0	0	0
2203	H1K	Total	2	Mal	1	0	0	1	0	0	0
SR ENVIRONMNTL SPCLST	2	Tot Min	2	Fem	1	0	0	0	1	0	0
2207	H1L	Total	1	Mal	0	0	0	0	0	0	0
PRNCPL ENVIRON SPCLST	2	Tot Min	0	Fem	1	1	0	0	0	0	0
6430	H1N	Total	1	Mal	1	0	0	1	0	0	0
TRANSP SUSTNABLT Y ENRGY	1	Tot Min	1	Fem	0	0	0	0	0	0	0
2200	H1O	Total	1	Mal	1	1	0	0	0	0	0
ENVIRON COMPL & SVC MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
2209	H1S	Total	1	Mal	1	0	0	1	0	0	0
DEO, ENVIRON COMPL SERV	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 8420		Total	15	Mal	8	4	0	3	1	0	0
		Tot Min	8	Fem	7	3	0	2	2	0	0

# Workforce Analysis

8430

## THIRD PARTY ADMINISTRATION

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2		
3810	H1I	Total 1	Mal	1	0	0	1	0	0	0	0
ENGINEERING ASSOCIATE	2	Tot Min 1	Fem	0	0	0	0	0	0	0	0
9401	H1L	Total 4	Mal	4	2	1	0	1	0	0	0
SR THIRD PARTY ADMNSTR	2	Tot Min 2	Fem	0	0	0	0	0	0	0	0
9405	H1N	Total 4	Mal	3	2	1	0	0	0	0	0
THIRD PARTY ADMIN SUPV	2	Tot Min 2	Fem	1	0	0	0	1	0	0	0
9403	H1O	Total 1	Mal	1	1	0	0	0	0	0	0
THIRD PARTY ADMNSTRN MGR	1	Tot Min 0	Fem	0	0	0	0	0	0	0	0
2002	H1Q	Total 1	Mal	1	0	0	0	1	0	0	0
DIR, CONSTRUCTION MGMT	1	Tot Min 1	Fem	0	0	0	0	0	0	0	0
Total for 8430		Total 11	Mal	10	5	2	1	2	0	0	0
		Tot Min 6	Fem	1	0	0	0	1	0	0	0

8610

## PROGRAM MGMT

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2		
1204	M01	Total 1	Mal	1	0	0	1	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 1	Fem	0	0	0	0	0	0	0	0
8602	H1E	Total 1	Mal	0	0	0	0	0	0	0	0
SR SECRETARY	6	Tot Min 1	Fem	1	0	0	0	1	0	0	0
1217	H1F	Total 2	Mal	1	1	0	0	0	0	0	0
METRO TRAINEE	6	Tot Min 0	Fem	1	1	0	0	0	0	0	0
9897	H1H	Total 1	Mal	1	1	0	0	0	0	0	0
TRANSP PLANNER I	2	Tot Min 0	Fem	0	0	0	0	0	0	0	0
6432	H1I	Total 1	Mal	0	0	0	0	0	0	0	0
COST/SCHEDULE ASST	5	Tot Min 0	Fem	1	1	0	0	0	0	0	0
6418	H1K	Total 1	Mal	0	0	0	0	0	0	0	0
SR PROG MGMT ANALYST	2	Tot Min 0	Fem	1	1	0	0	0	0	0	0
6415	H1K	Total 5	Mal	0	0	0	0	0	0	0	0
SR CONF MGMT ANALYST	2	Tot Min 4	Fem	5	1	1	0	3	0	0	0



# Workforce Analysis

8610

PROGRAM MGMT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
6428	H1L	Total	2	Mal	0	0	0	0	0	0	0
CONFIG MGMT SUPV	2	Tot Min	1	Fem	2	1	0	0	1	0	0
6420	H1N	Total	8	Mal	6	3	0	1	2	0	0
PROJ CONTROL SUPV	2	Tot Min	5	Fem	2	0	0	2	0	0	0
6403	H1N	Total	3	Mal	2	1	0	0	1	0	0
SR COST ESTIMATOR	2	Tot Min	2	Fem	1	0	0	1	0	0	0
6431	H1N	Total	1	Mal	0	0	0	0	0	0	0
MGR, PRGRM MGMT OFFICE	1	Tot Min	1	Fem	1	0	0	0	0	0	1
6400	H1O	Total	2	Mal	2	1	0	1	0	0	0
PRNCPL TECH ESTIMATOR	2	Tot Min	1	Fem	0	0	0	0	0	0	0
6409	H1O	Total	1	Mal	0	0	0	0	0	0	0
PROJ CONTROL MGR	1	Tot Min	1	Fem	1	0	0	0	1	0	0
6426	H1P	Total	3	Mal	2	0	0	0	1	0	1
SR PROJECT CONTROL MGR	1	Tot Min	2	Fem	1	1	0	0	0	0	0
6407	H1P	Total	1	Mal	0	0	0	0	0	0	0
DIR OF CONFIGURATION SYS	1	Tot Min	0	Fem	1	1	0	0	0	0	0
6424	H1Q	Total	3	Mal	3	2	0	0	1	0	0
DIR, PROJECT CONTROL	1	Tot Min	1	Fem	0	0	0	0	0	0	0
4187	HBB	Total	1	Mal	1	1	0	0	0	0	0
EXEC DIR, PROJ MGMT	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 8610		Total	37	Mal	19	10	0	3	5	0	1
		Tot Min	20	Fem	18	7	1	3	6	0	1

8640

ESTIMATING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	1	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	0	Fem	0	0	0	0	0	0	0
6400	H1O	Total	2	Mal	2	0	0	2	0	0	0
PRNCPL TECH ESTIMATOR	2	Tot Min	2	Fem	0	0	0	0	0	0	0

# Workforce Analysis

8640

ESTIMATING

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
6397	H1Q	Total	1	Mal	1	1	0	0	0	0	0
DIR COST ESTIMATING	1	Tot Min	0	Fem	0	0	0	0	0	0	0
Total for 8640		Total	4	Mal	4	2	0	2	0	0	0
		Tot Min	2	Fem	0	0	0	0	0	0	0

9210

INFORMATION MANAGEMENT

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	1	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	0	Fem	0	0	0	0	0	0	0
7205	C02	Total	1	Mal	1	0	0	0	1	0	0
RAIL TRANSIT OPS SUPV	3	Tot Min	1	Fem	0	0	0	0	0	0	0
5451	H1H	Total	1	Mal	1	0	0	1	0	0	0
DEPARTMENTAL SYS ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5412	H1K	Total	15	Mal	7	3	0	3	0	0	1
SR PROGRAMMER ANALYST	2	Tot Min	8	Fem	8	4	0	3	1	0	0
5421	H1L	Total	12	Mal	9	5	0	4	0	0	0
SOFTWARE ENGINEER	2	Tot Min	7	Fem	3	0	0	3	0	0	0
5441	H1M	Total	4	Mal	4	3	0	1	0	0	0
SR SOFTWARE ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5404	H1N	Total	4	Mal	3	2	0	1	0	0	0
SYSTEMS PROJECT MGR	1	Tot Min	1	Fem	1	1	0	0	0	0	0
5443	H1O	Total	3	Mal	2	0	0	2	0	0	0
SR SYSTEMS PROJ MGR	1	Tot Min	3	Fem	1	0	0	1	0	0	0
5431	H1Q	Total	1	Mal	1	0	0	0	1	0	0
DIR OF INFO TECH	1	Tot Min	1	Fem	0	0	0	0	0	0	0
5445	H1S	Total	1	Mal	1	1	0	0	0	0	0
DEO, ENTRPRS INFO MGMT	1	Tot Min	0	Fem	0	0	0	0	0	0	0
5442	H1T	Total	1	Mal	1	1	0	0	0	0	0
DEPUTY CIO	1	Tot Min	0	Fem	0	0	0	0	0	0	0

# Workforce Analysis

Total for 9210	Total	44	Mal	31	16	0	12	2	0	0	1
	Tot Min	23	Fem	13	5	0	7	1	0	0	0

## 9220 OPERATIONS & SERVICE DELIVERY

Job Code & Title	Grade & EEO Code	Total	W	B	A	H	I	P	2	
1204	M01	Total 1	Mal	1	1	0	0	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min 0	Fem	0	0	0	0	0	0	0
892	B92	Total 1	Mal	0	0	0	0	0	0	0
WORD PROCESSOR OPERATOR	6	Tot Min 1	Fem	1	0	1	0	0	0	0
873	BA8	Total 1	Mal	1	0	1	0	0	0	0
COMPUTER OPS SPECIALIST	6	Tot Min 1	Fem	0	0	0	0	0	0	0
836	A31	Total 11	Mal	11	0	2	9	0	0	0
DIGITAL SYSTEMS TECH	7	Tot Min 11	Fem	0	0	0	0	0	0	0
819	A31	Total 13	Mal	13	2	2	2	7	0	0
SYS ELECTRO COMM TECH	7	Tot Min 11	Fem	0	0	0	0	0	0	0
808	A32	Total 4	Mal	4	1	0	2	1	0	0
DIGITAL TECHNICIAN	7	Tot Min 3	Fem	0	0	0	0	0	0	0
5432	C04	Total 2	Mal	2	0	0	0	1	0	1
SYSTEMS MAINT SUPV	3	Tot Min 2	Fem	0	0	0	0	0	0	0
838	A17	Total 2	Mal	2	1	0	0	1	0	0
DIGITAL SYSTEMS TECH LDR	7	Tot Min 1	Fem	0	0	0	0	0	0	0
813	A17	Total 3	Mal	3	0	1	0	2	0	0
SYS ELECTRO COMM TECH LDR	7	Tot Min 3	Fem	0	0	0	0	0	0	0
1217	H1F	Total 1	Mal	1	0	0	0	0	1	0
METRO TRAINEE	6	Tot Min 1	Fem	0	0	0	0	0	0	0
5413	H1F	Total 2	Mal	0	0	0	0	0	0	0
NETWORK SUPPORT ANALYST	3	Tot Min 2	Fem	2	0	2	0	0	0	0
5446	H1H	Total 1	Mal	0	0	0	0	0	0	0
SR NETWORK SUPRT ANALYST	2	Tot Min 1	Fem	1	0	0	0	1	0	0
5435	H1I	Total 1	Mal	0	0	0	0	0	0	0
NETWORK SUPPORT SUPV	3	Tot Min 0	Fem	1	1	0	0	0	0	0
5439	H1L	Total 1	Mal	1	0	0	1	0	0	0
SR NETWORK ENGINEER	2	Tot Min 1	Fem	0	0	0	0	0	0	0

# Workforce Analysis

9220

## OPERATIONS & SERVICE DELIVERY

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
5404	H1N	Total	1	Mal	1	1	0	0	0	0	0
SYSTEMS PROJECT MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
5436	H1O	Total	1	Mal	1	0	1	0	0	0	0
SYSTEMS MAINT MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
734		Total	1	Mal	1	0	0	1	0	0	0
DIGITAL TECHNICIAN LDR	3	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 9220		Total	47	Mal	42	6	7	15	12	0	1
		Tot Min	40	Fem	5	1	3	0	1	0	0

9230

## SYSTEMS ARCHITECTURE & TECH INTEGRATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	2	Mal	1	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	2	Fem	1	0	0	1	0	0	0
873	BA8	Total	6	Mal	6	1	2	2	1	0	0
COMPUTER OPS SPECIALIST	6	Tot Min	5	Fem	0	0	0	0	0	0	0
1217	H1F	Total	1	Mal	1	1	0	0	0	0	0
METRO TRAINEE	6	Tot Min	0	Fem	0	0	0	0	0	0	0
5451	H1H	Total	1	Mal	0	0	0	0	0	0	0
DEPARTMENTAL SYS ANALYST	2	Tot Min	1	Fem	1	0	0	1	0	0	0
1404	H1I	Total	1	Mal	1	0	0	0	1	0	0
SR DRAFTING TECH	3	Tot Min	1	Fem	0	0	0	0	0	0	0
3809	H1J	Total	1	Mal	1	0	0	1	0	0	0
NETWORK ADMINISTRATOR	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5412	H1K	Total	1	Mal	1	0	0	1	0	0	0
SR PROGRAMMER ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0
3822	H1K	Total	1	Mal	1	1	0	0	0	0	0
SR NETWORK ADMNSTRTR	2	Tot Min	0	Fem	0	0	0	0	0	0	0
3808	H1K	Total	1	Mal	1	0	0	1	0	0	0
NETWORK ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0

# Workforce Analysis

9230

## SYSTEMS ARCHITECTURE & TECH INTEGRATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
3807	H1K	Total	1	Mal	1	0	1	0	0	0	0
ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5439	H1L	Total	1	Mal	1	0	0	1	0	0	0
SR NETWORK ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5437	H1L	Total	3	Mal	2	0	0	1	1	0	0
DATABASE ADMIN	2	Tot Min	3	Fem	1	0	0	1	0	0	0
5421	H1L	Total	3	Mal	3	0	0	3	0	0	0
SOFTWARE ENGINEER	2	Tot Min	3	Fem	0	0	0	0	0	0	0
5441	H1M	Total	1	Mal	1	1	0	0	0	0	0
SR SOFTWARE ENGINEER	2	Tot Min	0	Fem	0	0	0	0	0	0	0
5438	H1M	Total	1	Mal	1	0	0	0	1	0	0
SR DATABASE ADMIN	2	Tot Min	1	Fem	0	0	0	0	0	0	0
5434	H1M	Total	1	Mal	1	1	0	0	0	0	0
NETWORK SUPPORT MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0
5404	H1N	Total	1	Mal	1	0	1	0	0	0	0
SYSTEMS PROJECT MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
5443	H1O	Total	2	Mal	2	1	0	0	0	0	1
SR SYSTEMS PROJ MGR	1	Tot Min	1	Fem	0	0	0	0	0	0	0
3799	H1P	Total	1	Mal	0	0	0	0	0	0	0
SR ENGNRG MGR	1	Tot Min	1	Fem	1	0	0	0	0	0	1
5444	H1S	Total	1	Mal	1	0	0	1	0	0	0
DEO, ENTRPRS ARCH &	1	Tot Min	1	Fem	0	0	0	0	0	0	0
Total for 9230		Total	31	Mal	27	6	4	12	4	0	1
		Tot Min	25	Fem	4	0	0	3	0	0	1

9240

## ITS ADMINISTRATION

Job Code & Title	Grade & EEO Code			Total	W	B	A	H	I	P	2
1204	M01	Total	1	Mal	1	0	0	1	0	0	0
ADMINISTRATIVE INTERN	6	Tot Min	1	Fem	0	0	0	0	0	0	0

# Workforce Analysis

9240

ITS ADMINISTRATION

Job Code & Title		Grade & EEO Code			Total	W	B	A	H	I	P	2
8602	H1E	Total	1	Mal	0	0	0	0	0	0	0	0
SR SECRETARY	6	Tot Min	1	Fem	1	0	0	1	0	0	0	0
5451	H1H	Total	1	Mal	1	0	0	0	1	0	0	0
DEPARTMENTAL SYS ANALYST	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1211	H1H	Total	1	Mal	0	0	0	0	0	0	0	0
ADMINISTRATIVE ANALYST	2	Tot Min	1	Fem	1	0	0	0	1	0	0	0
3808	H1K	Total	1	Mal	1	0	0	0	1	0	0	0
NETWORK ENGINEER	2	Tot Min	1	Fem	0	0	0	0	0	0	0	0
1205	H1L	Total	1	Mal	1	1	0	0	0	0	0	0
CHIEF ADMIN ANALYST	2	Tot Min	0	Fem	0	0	0	0	0	0	0	0
5426	H1M	Total	1	Mal	0	0	0	0	0	0	0	0
INFO SECURITY OFCR	2	Tot Min	0	Fem	1	1	0	0	0	0	0	0
5440	H1N	Total	1	Mal	1	1	0	0	0	0	0	0
ITS ADMNSTRN/PLNG MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
5404	H1N	Total	1	Mal	1	1	0	0	0	0	0	0
SYSTEMS PROJECT MGR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
5431	H1Q	Total	1	Mal	1	1	0	0	0	0	0	0
DIR OF INFO TECH	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
5410	HAA	Total	1	Mal	1	1	0	0	0	0	0	0
CHIEF INFO OFCR	1	Tot Min	0	Fem	0	0	0	0	0	0	0	0
Total for 9240		Total	11	Mal	8	5	0	1	2	0	0	0
		Tot Min	5	Fem	3	1	0	1	1	0	0	0

# Job Group Analysis

# Los Angeles Country Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1045 - FINANCE MGR	#	0	0	0	0	0	0	0	0		
1 Employee	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1051 - BUDGET MGR	#	0	0	0	0	0	0	0	0		
1 Employee	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1235 - CIVIL RIGHTS PROGRAMS MGR	#	1	1	0	0	1	0	0	0		
1 Employee	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
2005 - DEO, CONST & PROJ MGMT SPRT	#	1	1	0	1	0	0	0	0		
1 Employee	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
2415 - ACQUISITION POLICY OFCR	#	1	0	0	0	1	0	0	0		
1 Employee	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
4800 - DIR, HUMAN SRVCS	#	1	1	0	0	1	0	0	0		
1 Employee	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
4810 - PROJ MGR, GENERAL SVCS	#	0	0	0	0	0	0	0	0		
1 Employee	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8044 - DIR, TRANSIT SYS SAFETY	#	1	0	0	0	1	0	0	0		
1 Employee	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
4211 - CHIEF EO	#	0	0	0	0	0	0	0	0		
1 Employee	HFF %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4212 - DEPUTY CHIEF EXEC OFCR	#	1	1	1	0	0	0	0	0		
1 Employee	HDD %	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
4175 - EXEC DIR, ENGNRG & CONSTRCTN	#	0	0	0	0	0	0	0	0		
1 Employee	HCC %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4183 - EXEC DIR, STRAT WRKFRC PLNG	#	1	0	0	1	0	0	0	0		
1 Employee	HCC %	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
4184 - DEPUTY CHIEF OPNS OFCR	#	2	2	1	1	0	0	0	0		
2 Employees	HCC %	100.00	100.00	50.00	50.00	0.00	0.00	0.00	0.00		
4196 - CHIEF OPNS OFFICER	#	0	0	0	0	0	0	0	0		
1 Employee	HCC %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		



# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4203 - CHIEF PLANNING OFFICER	#		0	1	0	0	0	0	0	0		
1 Employee	HCC	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
4253 - SPEC ASST TO CEO II	#		0	0	0	0	0	0	0	0		
1 Employee	HCC	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4174 - EXEC DIR, FINANCE & BUDGET	#		1	1	1	0	0	0	0	0		
1 Employee	HBB	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
4176 - EXEC DIR, VENDOR/CONTRACT MGMT	#		1	1	0	1	0	0	0	0		
1 Employee	HBB	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
4177 - EXEC DIR, ENTERPRISE RISK & SFTY MGMT	#		0	0	0	0	0	0	0	0		
1 Employee	HBB	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4182 - EXEC DIR, RAIL OPNS	#		0	0	0	0	0	0	0	0		
1 Employee	HBB	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4187 - EXEC DIR, PROJ MGMT OVERSIGHT	#		0	0	0	0	0	0	0	0		
1 Employee	HBB	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4188 - EXEC DIR, MAINT	#		1	0	0	0	1	0	0	0		
2 Employees	HBB	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
4189 - EXEC DIR, TRANSP	#		1	0	0	1	0	0	0	0		
2 Employees	HBB	%	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00		
4192 - EO, HIGHWAY PROJ MGMT	#		0	0	0	0	0	0	0	0		
1 Employee	HBB	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4199 - EO, PROJECT MGMT	#		1	0	1	0	0	0	0	0		
2 Employees	HBB	%	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00		
4239 - SPEC ASST TO CEO I	#		0	0	0	0	0	0	0	0		
1 Employee	HBB	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4999 - CHIEF COMM OFCR	#		1	0	0	0	1	0	0	0		
1 Employee	HBB	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
5101 - EXEC DIR, EMP & LABOR RELS	#		0	0	0	0	0	0	0	0		
1 Employee	HBB	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8230 - EXEC DIR, SVC DVLPMNT, SCHDLNG & ANALYSIS	#		0	0	0	0	0	0	0	0		
1 Employee	HBB	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
9653 - GENERAL MANAGER	#		0	0	0	0	0	0	0	0		
1 Employee	HBB	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1001 - TREASURER	#		1	1	0	1	0	0	0	0		
1 Employee	HAA	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
1107 - INSPECTOR GENERAL	#		0	1	0	0	0	0	0	0		
1 Employee	HAA	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
2413 - EO, DIV & ECON OPPT	#		1	1	0	1	0	0	0	0		
1 Employee	HAA	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
4178 - MNGNG EO, CNTYWIDE PLNG & DVLPMNT	#		0	1	0	0	0	0	0	0		
3 Employees	HAA	%	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00		
4191 - EO, REGIONAL RAIL	#		0	0	0	0	0	0	0	0		
1 Employee	HAA	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4193 - EO, PROJECTS ENGNRG	#		0	0	0	0	0	0	0	0		
1 Employee	HAA	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4300 - EO, WORKFORCE SVCS	#		0	0	0	0	0	0	0	0		
1 Employee	HAA	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5410 - CHIEF INFO OFCR	#		0	0	0	0	0	0	0	0		
1 Employee	HAA	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
7221 - EO, RAIL WAYSIDE SYS	#		0	0	0	0	0	0	0	0		
1 Employee	HAA	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
7222 - EO, RAIL VEH MAINT	#		0	0	0	0	0	0	0	0		
1 Employee	HAA	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8042 - EO, CORPORATE SAFETY	#		0	0	0	0	0	0	0	0		
1 Employee	HAA	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
9928 - EO, COUNTYWIDE PLNG & DEVLPMNT	#		2	0	0	0	1	0	0	1		
4 Employees	HAA	%	50.00	0.00	0.00	0.00	25.00	0.00	0.00	25.00		
9930 - EO, CONGSTN REDCTN INITIATIVE	#		0	1	0	0	0	0	0	0		
1 Employee	HAA	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
4206 - DEO, PROJECT MGMT	#		5	2	3	2	0	0	0	0		
11 Employees	H1T	%	45.45	18.18	27.27	18.18	0.00	0.00	0.00	0.00		
4217 - DEO, OPERATIONS	#		4	0	2	0	2	0	0	0		
5 Employees	H1T	%	80.00	0.00	40.00	0.00	40.00	0.00	0.00	0.00		
4249 - DEO, STRAT DEV, FACILS/OPS	#		0	1	0	0	0	0	0	0		
1 Employee	H1T	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5200 - DEO, HUMAN RESOURCES		#	0	0	0	0	0	0	0	0		
1 Employee	H1T	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5442 - DEPUTY CIO		#	0	0	0	0	0	0	0	0		
1 Employee	H1T	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5600 - CHIEF AUDITOR		#	0	1	0	0	0	0	0	0		
1 Employee	H1T	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
9929 - DEO, CNTYWIDE PLNG & DEVLPMNT		#	1	3	1	0	0	0	0	0		
6 Employees	H1T	%	16.67	50.00	16.67	0.00	0.00	0.00	0.00	0.00		
1025 - DEO, FINANCE		#	2	1	2	0	0	0	0	0		
3 Employees	H1S	%	66.67	33.33	66.67	0.00	0.00	0.00	0.00	0.00		
2209 - DEO, ENVIRON COMPL SERV		#	1	0	1	0	0	0	0	0		
1 Employee	H1S	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
2411 - DEO, DIV & ECO OPPT		#	1	1	0	1	0	0	0	0		
1 Employee	H1S	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
3611 - DEO, EMP & LABOR RELATIONS		#	1	0	0	0	1	0	0	0		
1 Employee	H1S	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
4179 - DEO, HIGHWAY OPERATIONS		#	1	0	0	0	0	0	0	1		
1 Employee	H1S	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
4329 - DEO, ADMINISTRATION		#	1	1	0	1	0	0	0	0		
2 Employees	H1S	%	50.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00		
4806 - DEO, GENERAL SVCS		#	0	1	0	0	0	0	0	0		
1 Employee	H1S	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
5018 - DEO, CREATIVE SERVICES		#	0	1	0	0	0	0	0	0		
1 Employee	H1S	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
5024 - DEO, PUBLIC RELATIONS		#	0	0	0	0	0	0	0	0		
1 Employee	H1S	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5444 - DEO, ENTRPRS ARCH & INFRASTRUCTURE		#	1	0	1	0	0	0	0	0		
1 Employee	H1S	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
5445 - DEO, ENTRPRS INFO MGMT		#	0	0	0	0	0	0	0	0		
1 Employee	H1S	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5615 - DEO OF AUDIT		#	1	1	0	1	0	0	0	0		
1 Employee	H1S	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
6202 - DEO, PROCUREMENT		#	1	0	0	0	1	0	0	0		
3 Employees	H1S	%	33.33	0.00	0.00	0.00	33.33	0.00	0.00	0.00		
7003 - DEO, RAIL OPS		#	0	0	0	0	0	0	0	0		
1 Employee	H1S	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
7600 - DEO, REAL ESTATE		#	1	1	0	1	0	0	0	0		
1 Employee	H1S	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
9600 - DIV MAINT SUPRNTDNT		#	1	0	0	1	0	0	0	0		
3 Employees	H1S	%	33.33	0.00	0.00	33.33	0.00	0.00	0.00	0.00		
9610 - SERVICE OPS SUPRNTDNT		#	3	2	0	1	2	0	0	0		
6 Employees	H1S	%	50.00	33.33	0.00	16.67	33.33	0.00	0.00	0.00		
9651 - DEO, OPNS ADMIN & FINCL MGMT SRVCS		#	1	1	0	0	1	0	0	0		
1 Employee	H1S	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
1056 - DIR, STRA ORGTNL PLNG		#	1	1	0	1	0	0	0	0		
1 Employee	H1Q	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
1102 - DEPUTY INSP GEN - AUDIT		#	1	0	1	0	0	0	0	0		
1 Employee	H1Q	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
2002 - DIR, CONSTRUCTION MGMT		#	2	1	1	0	1	0	0	0		
10 Employees	H1Q	%	20.00	10.00	10.00	0.00	10.00	0.00	0.00	0.00		
3814 - DIR, PROJ ENGRG		#	1	0	1	0	0	0	0	0		
7 Employees	H1Q	%	14.29	0.00	14.29	0.00	0.00	0.00	0.00	0.00		
3824 - DIR, TAP TECH SYST		#	1	2	0	0	1	0	0	0		
5 Employees	H1Q	%	20.00	40.00	0.00	0.00	20.00	0.00	0.00	0.00		
4004 - DIR OF EQUIP MAINT		#	0	0	0	0	0	0	0	0		
1 Employee	H1Q	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4254 - CHIEF POLICY OFFICER		#	1	1	0	0	1	0	0	0		
1 Employee	H1Q	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
4600 - DIR OF CENTRAL MAINT		#	0	1	0	0	0	0	0	0		
1 Employee	H1Q	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
4601 - DIR, FACILS MAINT		#	0	0	0	0	0	0	0	0		
1 Employee	H1Q	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4621 - DIR OF CAPTL PROJ, TRNST PROJ DLVRY		#	1	1	1	0	0	0	0	0		
1 Employee	H1Q	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5431 - DIR OF INFO TECH		#	1	0	0	0	1	0	0	0		
2 Employees	H1Q	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
5820 - DIR OF GOVT RELATIONS		#	0	0	0	0	0	0	0	0		
2 Employees	H1Q	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6397 - DIR COST ESTIMATING		#	0	0	0	0	0	0	0	0		
1 Employee	H1Q	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6424 - DIR, PROJECT CONTROL		#	1	0	0	0	1	0	0	0		
3 Employees	H1Q	%	33.33	0.00	0.00	0.00	33.33	0.00	0.00	0.00		
7214 - DIR, WAYSIDE SYSTEMS		#	2	0	1	1	0	0	0	0		
2 Employees	H1Q	%	100.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00		
7218 - DIR, RAIL VEH ACQ & MAINT		#	0	0	0	0	0	0	0	0		
1 Employee	H1Q	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
7223 - DIR, RAIL VEHICLE MAINT		#	1	0	0	0	1	0	0	0		
1 Employee	H1Q	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
9907 - DIR, CNTYWIDE PLNG & DEVLPMNT		#	5	6	3	0	2	0	0	0		
12 Employees	H1Q	%	41.67	50.00	25.00	0.00	16.67	0.00	0.00	0.00		
1011 - ASST TREASURER		#	0	2	0	0	0	0	0	0		
2 Employees	H1P	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
1018 - DIR OF ACCOUNTING		#	2	1	1	0	1	0	0	0		
2 Employees	H1P	%	100.00	50.00	50.00	0.00	50.00	0.00	0.00	0.00		
1040 - DIR, REVENUE COLLECTIONS		#	1	0	1	0	0	0	0	0		
1 Employee	H1P	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
1050 - DIR, BUDGET		#	3	2	2	0	0	0	1	0		
4 Employees	H1P	%	75.00	50.00	50.00	0.00	0.00	0.00	25.00	0.00		
1234 - DIR, CIVIL RIGHTS PROG COMPLIANCE		#	0	0	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1406 - SUPVG ARCHITECT		#	1	0	1	0	0	0	0	0		
1 Employee	H1P	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
2400 - DIR, DIVERSITY & ECO OPPTY		#	1	0	0	0	1	0	0	0		
1 Employee	H1P	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
2401 - DIR, CONTRACT ADMNSTRN		#	6	1	2	1	2	0	0	1		
7 Employees	H1P	%	85.71	14.29	28.57	14.29	28.57	0.00	0.00	14.29		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3014 - DIR OF CUSTOMER RELATIONS		#	1	1	0	1	0	0	0	0		
1 Employee	H1P	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
3799 - SR ENGNRG MGR		#	7	2	5	1	0	0	0	1		
10 Employees	H1P	%	70.00	20.00	50.00	10.00	0.00	0.00	0.00	10.00		
3804 - SUPVG ENGINEER		#	13	2	10	1	2	0	0	0		
19 Employees	H1P	%	68.42	10.53	52.63	5.26	10.53	0.00	0.00	0.00		
3820 - DIR, EQUIP/VEHICLE AC		#	0	0	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4811 - DIR, UNION STATION PROPERTY MGMT		#	0	0	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4812 - DIR, GENERAL SVCS		#	0	1	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
5038 - DIR, CUST PRGMS & SRVCS		#	1	1	0	1	0	0	0	0		
1 Employee	H1P	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
5042 - DIR, METRO COMMUTE SRVCS		#	0	1	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
5051 - DIR, COMMUNITY RELATIONS		#	2	5	0	0	2	0	0	0		
6 Employees	H1P	%	33.33	83.33	0.00	0.00	33.33	0.00	0.00	0.00		
5052 - DIR, PUBLIC ARTS & DESIGN		#	1	0	0	0	1	0	0	0		
1 Employee	H1P	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
5055 - DIR, COMMUNICATIONS		#	1	1	1	0	0	0	0	0		
1 Employee	H1P	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
5214 - DIR, HUMAN RESOURCES		#	1	1	1	0	0	0	0	0		
1 Employee	H1P	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
5231 - DIRECTOR OF TRAINING & DEVLPMNT		#	1	0	0	1	0	0	0	0		
1 Employee	H1P	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
6223 - DIR, INVENTORY MGMT		#	1	0	0	0	1	0	0	0		
1 Employee	H1P	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
6407 - DIR OF CONFIGURATION SYS		#	0	1	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
6413 - SR CONSTRUCTION MGR		#	1	1	0	1	0	0	0	0		
5 Employees	H1P	%	20.00	20.00	0.00	20.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
6426 - SR PROJECT CONTROL MGR		#	3	1	0	0	2	0	0	1		
5 Employees	H1P	%	60.00	20.00	0.00	0.00	40.00	0.00	0.00	20.00		
7002 - RAIL FLEET SVC MGR		#	2	0	2	0	0	0	0	0		
6 Employees	H1P	%	33.33	0.00	33.33	0.00	0.00	0.00	0.00	0.00		
7203 - RAIL TRANSP MGR		#	0	0	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
7213 - WAYSIDE SYSTEMS MGR		#	2	0	0	1	1	0	0	0		
3 Employees	H1P	%	66.67	0.00	0.00	33.33	33.33	0.00	0.00	0.00		
7602 - DIR OF REAL PROP MGMT & DVLOPMNT		#	1	2	1	0	0	0	0	0		
2 Employees	H1P	%	50.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00		
8038 - DIR, GEN LIABILITY CLAIMS ADMIN		#	0	1	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
8039 - DIR, WC CLAIMS ADMIN		#	0	1	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
8043 - DIR, SFTY CERT & OPS MGMT		#	1	0	1	0	0	0	0	0		
1 Employee	H1P	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
8106 - DIR, CONSTRUCTION SAFETY		#	1	0	0	1	0	0	0	0		
1 Employee	H1P	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
8415 - CREATIVE DIRECTOR		#	0	0	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
9607 - OPS CONTROL CENTER MGR		#	0	0	0	0	0	0	0	0		
1 Employee	H1P	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
9652 - DIR, FINANCIAL MGMT SVC		#	1	1	0	0	1	0	0	0		
1 Employee	H1P	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
9654 - TRANSP OPNS MGR		#	10	7	0	4	6	0	0	0		
14 Employees	H1P	%	71.43	50.00	0.00	28.57	42.86	0.00	0.00	0.00		
9655 - MAINT OPS MGR		#	2	0	0	0	2	0	0	0		
11 Employees	H1P	%	18.18	0.00	0.00	0.00	18.18	0.00	0.00	0.00		
1061 - BUDGET MGMT ANALYST V		#	3	2	3	0	0	0	0	0		
3 Employees	H1O	%	100.00	66.67	100.00	0.00	0.00	0.00	0.00	0.00		
1229 - ADA COMPLIANCE MGR		#	1	0	0	0	1	0	0	0		
1 Employee	H1O	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
2200 - ENVIRON COMPL & SVC MGR		#	1	0	0	0	1	0	0	0		
2 Employees	H1O	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
2402 - CONTRACT ADMNSTR MGR		#	8	3	1	3	4	0	0	0		
11 Employees	H1O	%	72.73	27.27	9.09	27.27	36.36	0.00	0.00	0.00		
2406 - ASST DIR, INVENTORY MGMT		#	1	1	0	1	0	0	0	0		
1 Employee	H1O	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
3612 - MGR, EMPLOYEE & LABOR RELS		#	1	3	0	0	1	0	0	0		
3 Employees	H1O	%	33.33	100.00	0.00	0.00	33.33	0.00	0.00	0.00		
4005 - EQUIPMENT MAINT MGR		#	0	0	0	0	0	0	0	0		
2 Employees	H1O	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4604 - FACILITIES MAINT MGR		#	4	1	0	0	2	0	0	2		
6 Employees	H1O	%	66.67	16.67	0.00	0.00	33.33	0.00	0.00	33.33		
4619 - PROJ MGR TRNST PROJ DLVRY		#	1	0	0	0	1	0	0	0		
1 Employee	H1O	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
4623 - PROJ MGR, TRNST CAPTL PROJ		#	1	0	1	0	0	0	0	0		
1 Employee	H1O	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
5017 - COMM CUST INFO MGR		#	1	0	0	1	0	0	0	0		
1 Employee	H1O	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
5436 - SYSTEMS MAINT MGR		#	1	0	0	1	0	0	0	0		
1 Employee	H1O	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
5443 - SR SYSTEMS PROJ MGR		#	5	2	4	0	0	0	0	1		
6 Employees	H1O	%	83.33	33.33	66.67	0.00	0.00	0.00	0.00	16.67		
5809 - ASST DIR, GOVT RELS		#	0	0	0	0	0	0	0	0		
1 Employee	H1O	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6409 - PROJ CONTROL MGR		#	2	2	1	0	1	0	0	0		
3 Employees	H1O	%	66.67	66.67	33.33	0.00	33.33	0.00	0.00	0.00		
6800 - RAIL FLEET SVC WRNTY/QA MGR		#	1	0	0	0	0	0	1	0		
1 Employee	H1O	%	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00		
8045 - INDUSTRIAL HYGIENE SFTY MGR		#	1	0	0	1	0	0	0	0		
1 Employee	H1O	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
8202 - SVC DVLPMNT MGR		#	2	0	0	1	1	0	0	0		
4 Employees	H1O	%	50.00	0.00	0.00	25.00	25.00	0.00	0.00	0.00		



# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
9403 - THIRD PARTY ADMNSTRN MGR		#	0	0	0	0	0	0	0	0		
1 Employee	H1O	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
9888 - SR HIGHWAY OPS PROG MGR		#	1	0	1	0	0	0	0	0		
2 Employees	H1O	%	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00		
9912 - TRANSP FUNDING MGR		#	1	0	0	1	0	0	0	0		
1 Employee	H1O	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
1005 - ACCOUNTING MGR		#	5	3	5	0	0	0	0	0		
6 Employees	H1N	%	83.33	50.00	83.33	0.00	0.00	0.00	0.00	0.00		
1114 - FORENSIC INFO TECH MGR		#	0	0	0	0	0	0	0	0		
1 Employee	H1N	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3023 - CUSTOMER COMM MGR		#	1	0	0	0	1	0	0	0		
1 Employee	H1N	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
3614 - GRIEVANCE HRNG MGR		#	1	1	0	1	0	0	0	0		
1 Employee	H1N	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
4015 - EQUIPMENT MAINT INSTRCTN MGR		#	1	0	0	1	0	0	0	0		
1 Employee	H1N	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
4803 - GENERAL SVCS MGR		#	1	1	0	0	1	0	0	0		
1 Employee	H1N	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
5056 - EXTERNAL AFFAIRS MGR		#	1	0	0	0	0	0	0	1		
1 Employee	H1N	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
5210 - PENSION & BENEFITS MGR		#	1	1	0	0	0	0	0	1		
1 Employee	H1N	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00		
5212 - HUMAN RESOURCES MGR		#	1	1	0	0	1	0	0	0		
2 Employees	H1N	%	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00		
5228 - SYSTEMS & ANALYTICS MGR		#	1	0	0	0	1	0	0	0		
1 Employee	H1N	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
5232 - TRAINING & DEVLPMNT MGR		#	1	0	0	0	1	0	0	0		
1 Employee	H1N	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
5404 - SYSTEMS PROJECT MGR		#	7	5	4	2	1	0	0	0		
15 Employees	H1N	%	46.67	33.33	26.67	13.33	6.67	0.00	0.00	0.00		
5440 - ITS ADMNSTRN/PLNG MGR		#	0	0	0	0	0	0	0	0		
1 Employee	H1N	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5603 - AUDIT MGR		#	3	3	1	1	0	0	0	1		
4 Employees	H1N	%	75.00	75.00	25.00	25.00	0.00	0.00	0.00	25.00		
5802 - GOVERNMENT RELS MGR		#	1	1	0	0	1	0	0	0		
1 Employee	H1N	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
5823 - POLICY RES& LIB SVC ADMNSTR		#	0	0	0	0	0	0	0	0		
1 Employee	H1N	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6209 - MATERIEL MGR		#	1	0	0	0	1	0	0	0		
4 Employees	H1N	%	25.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00		
6218 - MATERIEL PLNG MGR		#	0	1	0	0	0	0	0	0		
1 Employee	H1N	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
6430 - TRANSP SUSTNABLY ENRGY MGR		#	1	0	1	0	0	0	0	0		
1 Employee	H1N	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
6431 - MGR, PRGRM MGMT OFFICE		#	1	1	0	0	0	0	0	1		
1 Employee	H1N	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00		
6805 - QUALITY ASSURANCE MGR		#	1	1	0	0	1	0	0	0		
3 Employees	H1N	%	33.33	33.33	0.00	0.00	33.33	0.00	0.00	0.00		
7210 - ASST MGR, WYSDE SYSTEMS		#	2	1	0	1	1	0	0	0		
4 Employees	H1N	%	50.00	25.00	0.00	25.00	25.00	0.00	0.00	0.00		
7211 - ASST MGR, RL FLEET SVC		#	3	0	1	0	2	0	0	0		
4 Employees	H1N	%	75.00	0.00	25.00	0.00	50.00	0.00	0.00	0.00		
7212 - RAIL INTEGRATION & INSTR MGR		#	0	1	0	0	0	0	0	0		
1 Employee	H1N	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
7605 - PROJ MGR, REAL ESTATE		#	1	0	0	1	0	0	0	0		
1 Employee	H1N	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
8021 - RISK FINANCING MGR		#	0	0	0	0	0	0	0	0		
1 Employee	H1N	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8103 - SYSTEMS SAFETY MGR		#	1	1	0	0	1	0	0	0		
3 Employees	H1N	%	33.33	33.33	0.00	0.00	33.33	0.00	0.00	0.00		
8107 - CONSTRUCTION SAFETY MGR		#	1	0	0	1	0	0	0	0		
3 Employees	H1N	%	33.33	0.00	0.00	33.33	0.00	0.00	0.00	0.00		
8413 - CREATIVE SVCS MGR		#	3	7	1	0	1	0	0	1		
7 Employees	H1N	%	42.86	100.00	14.29	0.00	14.29	0.00	0.00	14.29		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
9627 - TRANSP CONTRACT SVCS MGR	#		1	1	0	0	1	0	0	0		
1 Employee	H1N	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
9656 - ASST MAINT OPNS MGR	#		8	1	0	2	5	0	0	1		
11 Employees	H1N	%	72.73	9.09	0.00	18.18	45.45	0.00	0.00	9.09		
9657 - ASST TRANSP OPNS MGR	#		37	17	4	22	11	0	0	0		
47 Employees	H1N	%	78.72	36.17	8.51	46.81	23.40	0.00	0.00	0.00		
9889 - HIGHWAY OPS PROG MGR	#		0	0	0	0	0	0	0	0		
1 Employee	H1N	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1208 - ADMNSTRN & FINCL SVCS MGR	#		1	2	0	1	0	0	0	0		
3 Employees	H1M	%	33.33	66.67	0.00	33.33	0.00	0.00	0.00	0.00		
2410 - DIV & ECON OPPT MGR	#		1	0	0	1	0	0	0	0		
1 Employee	H1M	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
3012 - TAP REGIONAL SALES MGR	#		1	1	0	1	0	0	0	0		
1 Employee	H1M	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
4243 - CITATION ENFRCMNT MGR	#		1	1	0	0	1	0	0	0		
1 Employee	H1M	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
5003 - COMMUNICATIONS MGR	#		5	3	0	1	3	0	0	1		
8 Employees	H1M	%	62.50	37.50	0.00	12.50	37.50	0.00	0.00	12.50		
5033 - COMMUNITY RELS MGR	#		11	9	2	3	6	0	0	0		
15 Employees	H1M	%	73.33	60.00	13.33	20.00	40.00	0.00	0.00	0.00		
5057 - TAP COMMUNICATIONS MGR	#		0	1	0	0	0	0	0	0		
1 Employee	H1M	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
5058 - TAP INFORMATION MGR	#		1	1	0	1	0	0	0	0		
1 Employee	H1M	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
5059 - WEB SYSTEMS DEVELOPER	#		0	0	0	0	0	0	0	0		
1 Employee	H1M	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5434 - NETWORK SUPPORT MGR	#		0	0	0	0	0	0	0	0		
1 Employee	H1M	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8027 - MGR, WC INVESTIGATION	#		1	0	0	0	1	0	0	0		
1 Employee	H1M	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
8041 - COLLISION INVSTGTNS MGR	#		0	0	0	0	0	0	0	0		
1 Employee	H1M	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

1

Officials and Administrators

EEO Code: 1

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
8821 - EMRGNCY & HMLND SEC PREP MGR		#	1	0	0	0	1	0	0	0		
1 Employee	H1M	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
5608 - SUPVG AUDITOR		#	1	1	0	0	1	0	0	0		
1 Employee	H1L	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
7801 - RECORDS & INFO MGMT MGR		#	0	0	0	0	0	0	0	0		
1 Employee	H1L	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8609 - LEGAL SERVICES MGR		#	1	1	0	1	0	0	0	0		
1 Employee	H1K	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
506 Employees	Totals	#	277	162	80	80	100	0	2	15		
		%	54.74	32.02	15.81	15.81	19.76	0.00	0.40	2.96		

# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1228 - ADA COMPLNC & PARATRNST ANALYST		#	0	0	0	0	0	0	0	0		
2 Employees		%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4223 - ETHICS OFFICER		#	0	1	0	0	0	0	0	0		
1 Employee		%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
5022 - COMMUNITY RELS OFCR		#	1	0	0	1	0	0	0	0		
1 Employee		%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
5023 - MARKETING & COMMS OFCR		#	1	1	0	0	1	0	0	0		
1 Employee		%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
5027 - ACCOUNT EXECUTIVE		#	1	0	0	0	1	0	0	0		
1 Employee		%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
4210 - BOARD SECRETARY		#	1	1	0	1	0	0	0	0		
1 Employee	H1O	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
6400 - PRNCPL TECH ESTIMATOR		#	3	0	3	0	0	0	0	0		
4 Employees	H1O	%	75.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00		
9894 - TRANSP PLNG MGR V		#	15	12	9	2	4	0	0	0		
33 Employees	H1O	%	45.45	36.36	27.27	6.06	12.12	0.00	0.00	0.00		
1060 - BUDGET MGMT ANALYST IV		#	3	3	2	0	0	0	0	1		
4 Employees	H1N	%	75.00	75.00	50.00	0.00	0.00	0.00	0.00	25.00		
1401 - SR ARCHITECT		#	1	0	1	0	0	0	0	0		
2 Employees	H1N	%	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00		
2414 - PRINCIPAL CONTRACT ADMIN		#	2	1	1	0	1	0	0	0		
3 Employees	H1N	%	66.67	33.33	33.33	0.00	33.33	0.00	0.00	0.00		
3806 - SR ENGINEER		#	11	0	10	0	1	0	0	0		
19 Employees	H1N	%	57.89	0.00	52.63	0.00	5.26	0.00	0.00	0.00		
6403 - SR COST ESTIMATOR		#	2	1	1	0	1	0	0	0		
3 Employees	H1N	%	66.67	33.33	33.33	0.00	33.33	0.00	0.00	0.00		
6420 - PROJ CONTROL SUPV		#	5	2	3	0	2	0	0	0		
8 Employees	H1N	%	62.50	25.00	37.50	0.00	25.00	0.00	0.00	0.00		
9405 - THIRD PARTY ADMIN SUPV		#	2	1	0	1	1	0	0	0		
4 Employees	H1N	%	50.00	25.00	0.00	25.00	25.00	0.00	0.00	0.00		
9900 - TRANSP PLNG MGR IV		#	32	26	13	4	12	2	0	1		
48 Employees	H1N	%	66.67	54.17	27.08	8.33	25.00	4.17	0.00	2.08		

# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1115 - PRINCIPAL AUDITOR	#	2	2	1	0	1	0	0	0	0		
2 Employees	H1M	%	100.00	100.00	50.00	0.00	50.00	0.00	0.00	0.00		
1230 - COMP & PARATRNST ADMIN	#	1	2	0	0	1	0	0	0	0		
3 Employees	H1M	%	33.33	66.67	0.00	0.00	33.33	0.00	0.00	0.00		
2403 - SR CONTRACT ADMNSTR	#	10	12	4	4	2	0	0	0	0		
17 Employees	H1M	%	58.82	70.59	23.53	23.53	11.76	0.00	0.00	0.00		
4620 - ASST PROJ MGR, TRNST PROJ DLVRY	#	1	0	0	0	1	0	0	0	0		
3 Employees	H1M	%	33.33	0.00	0.00	0.00	33.33	0.00	0.00	0.00		
4807 - ASST MGR, CUSTODIAL SVCS	#	1	0	0	0	1	0	0	0	0		
1 Employee	H1M	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
5426 - INFO SECURITY OFCR	#	0	1	0	0	0	0	0	0	0		
1 Employee	H1M	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
5438 - SR DATABASE ADMIN	#	1	0	0	0	1	0	0	0	0		
1 Employee	H1M	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
5441 - SR SOFTWARE ENGINEER	#	1	0	1	0	0	0	0	0	0		
5 Employees	H1M	%	20.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00		
8047 - PRINCIPAL SFTY SPCLST	#	1	0	1	0	0	0	0	0	0		
1 Employee	H1M	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
8205 - SCHEDULING SYS SUPV	#	1	0	0	0	1	0	0	0	0		
1 Employee	H1M	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
8227 - SCHEDULING SYS PRJCT LDR	#	1	0	0	0	1	0	0	0	0		
2 Employees	H1M	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
8414 - PRODUCTION MGR	#	0	1	0	0	0	0	0	0	0		
1 Employee	H1M	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
9899 - TRANSP PLNG MGR III	#	8	9	4	2	2	0	0	0	0		
19 Employees	H1M	%	42.11	47.37	21.05	10.53	10.53	0.00	0.00	0.00		
1017 - PRINCIPAL ACCOUNTANT	#	5	4	4	0	1	0	0	0	0		
5 Employees	H1L	%	100.00	80.00	80.00	0.00	20.00	0.00	0.00	0.00		
1039 - ACCOUNTING SUPV	#	9	8	8	1	0	0	0	0	0		
9 Employees	H1L	%	100.00	88.89	88.89	11.11	0.00	0.00	0.00	0.00		
1058 - BUDGET ANALYST III	#	3	2	2	1	0	0	0	0	0		
4 Employees	H1L	%	75.00	50.00	50.00	25.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1059 - PRNCPL FINANCIAL ANALYST		#	2	1	2	0	0	0	0	0		
2 Employees	H1L	%	100.00	50.00	100.00	0.00	0.00	0.00	0.00	0.00		
1205 - CHIEF ADMIN ANALYST		#	4	5	1	1	0	2	0	0		
9 Employees	H1L	%	44.44	55.56	11.11	11.11	0.00	22.22	0.00	0.00		
1236 - CIVIL RIGHTS COMPLIANCE ADMIN		#	1	1	0	0	1	0	0	0		
1 Employee	H1L	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
2207 - PRNCPL ENVIRON SPCLST		#	0	1	0	0	0	0	0	0		
1 Employee	H1L	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
2412 - PROCUREMENT PLNG ADMNSTRTR		#	2	2	0	2	0	0	0	0		
2 Employees	H1L	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
2416 - PRNCPL DIV & ECON OPP REP		#	3	3	0	2	1	0	0	0		
4 Employees	H1L	%	75.00	75.00	0.00	50.00	25.00	0.00	0.00	0.00		
3607 - LABOR RELS ARBITRN SPCLST		#	0	0	0	0	0	0	0	0		
1 Employee	H1L	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3805 - PROJECT ENGINEER		#	1	0	0	1	0	0	0	0		
2 Employees	H1L	%	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00		
3825 - SR CONSTRUCTION INSPECTOR		#	3	0	0	0	3	0	0	0		
8 Employees	H1L	%	37.50	0.00	0.00	0.00	37.50	0.00	0.00	0.00		
4014 - ASST MGR, EQUIP MAINT		#	1	0	0	0	1	0	0	0		
1 Employee	H1L	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
4245 - PRINCIPAL HRNG OFCR		#	1	1	1	0	0	0	0	0		
2 Employees	H1L	%	50.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00		
5032 - DIGITAL COMM ADMIN		#	1	0	0	1	0	0	0	0		
1 Employee	H1L	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
5050 - CUSTOMER PROG & SVCS SUPV		#	2	1	0	1	1	0	0	0		
2 Employees	H1L	%	100.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00		
5227 - PRINCIPAL HR ANALYST		#	1	2	0	0	0	0	0	1		
2 Employees	H1L	%	50.00	100.00	0.00	0.00	0.00	0.00	0.00	50.00		
5233 - PRNCPL TRAINING & DEV SPCLST		#	1	1	1	0	0	0	0	0		
1 Employee	H1L	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
5421 - SOFTWARE ENGINEER		#	12	4	11	1	0	0	0	0		
17 Employees	H1L	%	70.59	23.53	64.71	5.88	0.00	0.00	0.00	0.00		

# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5437 - DATABASE ADMIN		#	3	1	2	0	1	0	0	0		
3 Employees	H1L	%	100.00	33.33	66.67	0.00	33.33	0.00	0.00	0.00		
5439 - SR NETWORK ENGINEER		#	3	0	3	0	0	0	0	0		
3 Employees	H1L	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
5454 - PRNCPL DEPT SYSTEMS ANALYST		#	0	0	0	0	0	0	0	0		
1 Employee	H1L	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5613 - AUDIT SUPPORT SUPV		#	1	1	0	0	1	0	0	0		
1 Employee	H1L	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
6217 - PROCUREMENT ADMNSTRN SUPV		#	1	0	0	0	1	0	0	0		
1 Employee	H1L	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
6222 - PRINCPL MATERIEL PLANNER		#	0	1	0	0	0	0	0	0		
1 Employee	H1L	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
6225 - PRNCPL INVENTORY CNTRL ANALYST		#	0	0	0	0	0	0	0	0		
1 Employee	H1L	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
6428 - CONFIG MGMT SUPV		#	1	2	0	0	1	0	0	0		
2 Employees	H1L	%	50.00	100.00	0.00	0.00	50.00	0.00	0.00	0.00		
6809 - SR QUALITY ENGINEER		#	0	0	0	0	0	0	0	0		
1 Employee	H1L	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
7603 - PRINCIPAL REAL EST OFCR		#	3	0	1	1	1	0	0	0		
5 Employees	H1L	%	60.00	0.00	20.00	20.00	20.00	0.00	0.00	0.00		
7807 - DIGITAL RSRCS LIBRARIAN		#	0	0	0	0	0	0	0	0		
1 Employee	H1L	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8008 - SR INDSTR L HYGIENIST		#	1	0	1	0	0	0	0	0		
1 Employee	H1L	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
8019 - SR SAFETY SPCLST		#	5	2	0	0	3	0	0	2		
9 Employees	H1L	%	55.56	22.22	0.00	0.00	33.33	0.00	0.00	22.22		
8030 - PRNCPL RISK ANALYST		#	0	0	0	0	0	0	0	0		
1 Employee	H1L	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8036 - PRNCPL INVSTGTR, WC INVSTGTNS		#	1	0	1	0	0	0	0	0		
1 Employee	H1L	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
8040 - COLLISION INVSTGTNS SPCLST		#	1	1	0	1	0	0	0	0		
3 Employees	H1L	%	33.33	33.33	0.00	33.33	0.00	0.00	0.00	0.00		



# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
8046 - CORP SFTY MGMT ANALYST		#	1	0	0	1	0	0	0	0		
1 Employee	H1L	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
8822 - SR EMRGNCY HMLND SEC SPCLST		#	1	0	0	0	0	0	0	1		
1 Employee	H1L	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
9401 - SR THIRD PARTY ADMNSTR		#	2	0	0	1	1	0	0	0		
4 Employees	H1L	%	50.00	0.00	0.00	25.00	25.00	0.00	0.00	0.00		
1004 - SR ACCOUNTANT		#	11	7	10	1	0	0	0	0		
11 Employees	H1K	%	100.00	63.64	90.91	9.09	0.00	0.00	0.00	0.00		
1037 - SR FINANCIAL ANALYST		#	1	1	1	0	0	0	0	0		
1 Employee	H1K	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
1052 - BUDGET ANALYST II		#	1	2	1	0	0	0	0	0		
2 Employees	H1K	%	50.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00		
1105 - SR INSPCTR GEN INVSTGR		#	2	0	1	0	1	0	0	0		
6 Employees	H1K	%	33.33	0.00	16.67	0.00	16.67	0.00	0.00	0.00		
1212 - SR ADMIN ANALYST		#	20	17	8	3	7	0	1	1		
25 Employees	H1K	%	80.00	68.00	32.00	12.00	28.00	0.00	4.00	4.00		
2203 - SR ENVIRONMNTL SPCLST		#	3	1	1	1	1	0	0	0		
5 Employees	H1K	%	60.00	20.00	20.00	20.00	20.00	0.00	0.00	0.00		
2404 - CONTRACT ADMNSTR		#	7	7	0	2	5	0	0	0		
9 Employees	H1K	%	77.78	77.78	0.00	22.22	55.56	0.00	0.00	0.00		
2407 - SR DIVRSTY&ECON OPPT REP		#	2	2	1	0	1	0	0	0		
2 Employees	H1K	%	100.00	100.00	50.00	0.00	50.00	0.00	0.00	0.00		
2603 - SR EEO PROG INVESTIGATOR		#	2	2	0	1	1	0	0	0		
2 Employees	H1K	%	100.00	100.00	0.00	50.00	50.00	0.00	0.00	0.00		
3609 - EMPLOYEE/LABOR REL ADMIN		#	4	2	0	3	1	0	0	0		
5 Employees	H1K	%	80.00	40.00	0.00	60.00	20.00	0.00	0.00	0.00		
3807 - ENGINEER		#	5	1	3	1	1	0	0	0		
7 Employees	H1K	%	71.43	14.29	42.86	14.29	14.29	0.00	0.00	0.00		
3808 - NETWORK ENGINEER		#	2	0	1	0	1	0	0	0		
2 Employees	H1K	%	100.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00		
3817 - COMMS&CNTRL SYS ENGR II		#	4	0	3	0	1	0	0	0		
4 Employees	H1K	%	100.00	0.00	75.00	0.00	25.00	0.00	0.00	0.00		

# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3822 - SR NETWORK ADMNSTRTR	#		0	0	0	0	0	0	0	0		
1 Employee	H1K	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4215 - ASST BOARD SECRETARY	#		1	1	0	1	0	0	0	0		
1 Employee	H1K	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
4218 - SR ETHICS OFFICER	#		0	2	0	0	0	0	0	0		
3 Employees	H1K	%	0.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00		
4244 - CITATION PROG SUPRT ADMIN	#		0	1	0	0	0	0	0	0		
1 Employee	H1K	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
4246 - HEARING OFFICER	#		2	5	0	1	1	0	0	0		
13 Employees	H1K	%	15.38	38.46	0.00	7.69	7.69	0.00	0.00	0.00		
4815 - RIDESHARE PRGRM ADMIN	#		0	1	0	0	0	0	0	0		
1 Employee	H1K	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
5031 - SR COMMUNITY RELS OFCR	#		2	2	0	0	2	0	0	0		
3 Employees	H1K	%	66.67	66.67	0.00	0.00	66.67	0.00	0.00	0.00		
5034 - SR MKTG & COMM OFCR	#		3	3	2	0	1	0	0	0		
4 Employees	H1K	%	75.00	75.00	50.00	0.00	25.00	0.00	0.00	0.00		
5217 - SR HR ANALYST	#		3	3	1	0	1	0	0	1		
3 Employees	H1K	%	100.00	100.00	33.33	0.00	33.33	0.00	0.00	33.33		
5221 - SR DEV & TRAINING SPCLST	#		2	2	0	1	1	0	0	0		
3 Employees	H1K	%	66.67	66.67	0.00	33.33	33.33	0.00	0.00	0.00		
5224 - SR PENS & BEN ANALYST	#		1	1	0	1	0	0	0	0		
1 Employee	H1K	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
5229 - MED STNRDS & COMPL ADMNSTR	#		2	4	1	0	1	0	0	0		
4 Employees	H1K	%	50.00	100.00	25.00	0.00	25.00	0.00	0.00	0.00		
5412 - SR PROGRAMMER ANALYST	#		9	8	7	0	1	0	0	1		
16 Employees	H1K	%	56.25	50.00	43.75	0.00	6.25	0.00	0.00	6.25		
5450 - SR DEPTMNTL SYS ANALYST	#		6	2	4	1	1	0	0	0		
11 Employees	H1K	%	54.55	18.18	36.36	9.09	9.09	0.00	0.00	0.00		
5604 - SR AUDITOR	#		6	3	4	2	0	0	0	0		
8 Employees	H1K	%	75.00	37.50	50.00	25.00	0.00	0.00	0.00	0.00		
5614 - SR CONTRCTR REV ANALYST	#		0	0	0	0	0	0	0	0		
1 Employee	H1K	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
6208 - PROPERTY SALES COORD		#	1	0	1	0	0	0	0	0		
1 Employee	H1K	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
6212 - SR BUYER		#	0	3	0	0	0	0	0	0		
4 Employees	H1K	%	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00		
6415 - SR CONF MGMT ANALYST		#	4	5	0	1	3	0	0	0		
5 Employees	H1K	%	80.00	100.00	0.00	20.00	60.00	0.00	0.00	0.00		
6418 - SR PROG MGMT ANALYST		#	0	1	0	0	0	0	0	0		
1 Employee	H1K	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
6703 - SR PUBLIC ARTS OFCR		#	1	0	1	0	0	0	0	0		
1 Employee	H1K	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
6705 - SR PUBLIC COMM OFCR		#	1	1	0	0	1	0	0	0		
2 Employees	H1K	%	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00		
7606 - SR REAL ESTATE OFCR		#	5	4	0	2	3	0	0	0		
7 Employees	H1K	%	71.43	57.14	0.00	28.57	42.86	0.00	0.00	0.00		
8015 - SR RISK ANALYST		#	4	2	1	1	2	0	0	0		
4 Employees	H1K	%	100.00	50.00	25.00	25.00	50.00	0.00	0.00	0.00		
8022 - WRKRS COMP SUPV		#	2	2	0	0	2	0	0	0		
3 Employees	H1K	%	66.67	66.67	0.00	0.00	66.67	0.00	0.00	0.00		
8025 - TRANS DUTY/RTW PROG COORD		#	2	1	0	1	1	0	0	0		
3 Employees	H1K	%	66.67	33.33	0.00	33.33	33.33	0.00	0.00	0.00		
8037 - CASE MGMT NURSE		#	0	1	0	0	0	0	0	0		
1 Employee	H1K	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
8226 - SR SCHEDULING SYS ANALYST		#	2	1	1	0	0	1	0	0		
2 Employees	H1K	%	100.00	50.00	50.00	0.00	0.00	50.00	0.00	0.00		
8417 - SR CREATIVE DESIGNER		#	6	6	4	0	2	0	0	0		
7 Employees	H1K	%	85.71	85.71	57.14	0.00	28.57	0.00	0.00	0.00		
9644 - OPS SYST SUPPORT ADMNSTR		#	0	0	0	0	0	0	0	0		
1 Employee	H1K	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1038 - REVENUE AUDIT SUPV		#	1	0	0	1	0	0	0	0		
1 Employee	H1J	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
3809 - NETWORK ADMINISTRATOR		#	1	0	1	0	0	0	0	0		
1 Employee	H1J	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5026 - SR ACCOUNT EXECUTIVE		#	3	3	0	1	1	0	1	0		
5 Employees	H1J	%	60.00	60.00	0.00	20.00	20.00	0.00	20.00	0.00		
5824 - ARCHIVIST		#	1	1	0	0	1	0	0	0		
1 Employee	H1J	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
6206 - PRODUCTION PLNR		#	4	0	0	0	3	0	0	1		
5 Employees	H1J	%	80.00	0.00	0.00	0.00	60.00	0.00	0.00	20.00		
6221 - MATERIEL PLANNER		#	3	1	1	1	1	0	0	0		
3 Employees	H1J	%	100.00	33.33	33.33	33.33	33.33	0.00	0.00	0.00		
8211 - SCHEDULING SYS ANALYST		#	1	0	0	0	1	0	0	0		
1 Employee	H1J	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
9887 - HIGHWAY OPS PROG ADMIN		#	0	1	0	0	0	0	0	0		
1 Employee	H1J	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
9898 - TRANSP PLANNER II		#	7	8	5	0	2	0	0	0		
10 Employees	H1J	%	70.00	80.00	50.00	0.00	20.00	0.00	0.00	0.00		
2205 - ENVIRONMENTAL SPCLST		#	0	1	0	0	0	0	0	0		
3 Employees	H1I	%	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00		
2409 - DIV & ECON OPPT REP		#	6	3	2	3	1	0	0	0		
7 Employees	H1I	%	85.71	42.86	28.57	42.86	14.29	0.00	0.00	0.00		
3015 - CUSTOMER RELS OFCR		#	1	1	0	1	0	0	0	0		
1 Employee	H1I	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
3605 - EMPLOYEE/LABOR RELS REP		#	1	1	0	0	1	0	0	0		
1 Employee	H1I	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
3810 - ENGINEERING ASSOCIATE		#	4	0	2	1	1	0	0	0		
4 Employees	H1I	%	100.00	0.00	50.00	25.00	25.00	0.00	0.00	0.00		
3818 - COMMS&CNTRL SYS ENGR I		#	1	0	1	0	0	0	0	0		
1 Employee	H1I	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
5054 - PHOTOGRAPHER		#	1	0	0	0	1	0	0	0		
2 Employees	H1I	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
5216 - HUMAN RESOURCES ANALYST		#	6	5	1	2	3	0	0	0		
6 Employees	H1I	%	100.00	83.33	16.67	33.33	50.00	0.00	0.00	0.00		
5222 - DEV & TRAINING SPCLST		#	1	1	1	0	0	0	0	0		
1 Employee	H1I	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5226 - PEN & BENEFITS ANALYST		#	3	3	0	2	1	0	0	0		
4 Employees	H1I	%	75.00	75.00	0.00	50.00	25.00	0.00	0.00	0.00		
5605 - AUDITOR		#	1	0	0	0	0	0	0	1		
1 Employee	H1I	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
5610 - CONTRACTOR REVIEW ANALYST		#	0	1	0	0	0	0	0	0		
1 Employee	H1I	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
6213 - BUYER		#	5	4	0	2	2	0	1	0		
7 Employees	H1I	%	71.43	57.14	0.00	28.57	28.57	0.00	14.29	0.00		
6706 - PUBLIC COMM OFCR		#	1	1	1	0	0	0	0	0		
1 Employee	H1I	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
7607 - REAL ESTATE OFCR		#	1	1	0	0	1	0	0	0		
1 Employee	H1I	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
8007 - INDUSTRIAL HYGIENIST		#	1	1	0	0	1	0	0	0		
1 Employee	H1I	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
8012 - SR WORKERS' COMP ANALYST		#	8	5	2	2	3	0	0	1		
9 Employees	H1I	%	88.89	55.56	22.22	22.22	33.33	0.00	0.00	11.11		
8029 - INVESTIGATOR, WC INVESTGN		#	0	0	0	0	0	0	0	0		
1 Employee	H1I	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8411 - CREATIVE DESIGNER		#	2	2	1	0	1	0	0	0		
2 Employees	H1I	%	100.00	100.00	50.00	0.00	50.00	0.00	0.00	0.00		
1003 - ACCOUNTANT		#	3	3	3	0	0	0	0	0		
3 Employees	H1H	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
1053 - BUDGET ANALYST I		#	0	0	0	0	0	0	0	0		
1 Employee	H1H	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
1211 - ADMINISTRATIVE ANALYST		#	14	16	6	1	6	0	0	1		
20 Employees	H1H	%	70.00	80.00	30.00	5.00	30.00	0.00	0.00	5.00		
1400 - ARCHITECTURAL ASSOCIATE		#	1	1	0	1	0	0	0	0		
1 Employee	H1H	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
5446 - SR NETWORK SUPRT ANALYST		#	1	1	0	0	0	1	0	0		
1 Employee	H1H	%	100.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00		
5451 - DEPARTMENTAL SYS ANALYST		#	6	2	3	1	2	0	0	0		
8 Employees	H1H	%	75.00	25.00	37.50	12.50	25.00	0.00	0.00	0.00		

# Job Group Analysis

2

Professionals

EEO Code: 2

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5606 - ASST AUDITOR		#	3	2	2	0	1	0	0	0		
3 Employees	H1H	%	100.00	66.67	66.67	0.00	33.33	0.00	0.00	0.00		
6219 - MATERIEL INVENTORY ANALYST		#	4	1	0	1	3	0	0	0		
4 Employees	H1H	%	100.00	25.00	0.00	25.00	75.00	0.00	0.00	0.00		
8011 - WRKRS COMP ANALYST		#	9	8	0	5	4	0	0	0		
9 Employees	H1H	%	100.00	88.89	0.00	55.56	44.44	0.00	0.00	0.00		
8013 - PL/PD ANALYST		#	0	1	0	0	0	0	0	0		
1 Employee	H1H	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
8210 - SCHEDULING SYST ASSOCIATE		#	0	0	0	0	0	0	0	0		
1 Employee	H1H	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
9638 - OPS TRNG DIGITAL MEDIA COORD		#	1	1	0	0	0	0	1	0		
1 Employee	H1H	%	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00		
9897 - TRANSP PLANNER I		#	11	13	4	2	3	0	0	2		
19 Employees	H1H	%	57.89	68.42	21.05	10.53	15.79	0.00	0.00	10.53		
2405 - ASST CONTRACT ADMNSTR		#	3	3	1	0	0	0	0	2		
5 Employees	H1G	%	60.00	60.00	20.00	0.00	0.00	0.00	0.00	40.00		
8817 - TRANSIT SECURITY LT		#	3	0	0	2	1	0	0	0		
4 Employees	C03	%	75.00	0.00	0.00	50.00	25.00	0.00	0.00	0.00		
667 Employees	Totals	#	436	323	186	83	140	6	4	17		
		%	65.37	48.43	27.89	12.44	20.99	0.90	0.60	2.55		

# Job Group Analysis

3

Technicians

EEO Code: 3

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
7007 - RAIL EQUIP MAINT INSTR		#	4	0	0	1	3	0	0	0		
5 Employees		%	80.00	0.00	0.00	20.00	60.00	0.00	0.00	0.00		
734 - DIGITAL TECHNICIAN LDR		#	1	0	1	0	0	0	0	0		
1 Employee		%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
3812 - CONSTRUCTION INSPECTOR		#	1	0	0	0	1	0	0	0		
1 Employee	H1K	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
9630 - CONTRACT SVCS FLD REP		#	3	0	1	0	2	0	0	0		
4 Employees	H1J	%	75.00	0.00	25.00	0.00	50.00	0.00	0.00	0.00		
1404 - SR DRAFTING TECH		#	4	2	3	0	1	0	0	0		
5 Employees	H1I	%	80.00	40.00	60.00	0.00	20.00	0.00	0.00	0.00		
4009 - FIELD EQUIPMENT TECH		#	7	0	1	1	4	0	1	0		
7 Employees	H1I	%	100.00	0.00	14.29	14.29	57.14	0.00	14.29	0.00		
5435 - NETWORK SUPPORT SUPV		#	0	1	0	0	0	0	0	0		
1 Employee	H1I	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
1405 - DRAFTING TECHNICIAN		#	1	0	0	0	0	0	0	1		
1 Employee	H1F	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
5413 - NETWORK SUPPORT ANALYST		#	2	2	0	2	0	0	0	0		
2 Employees	H1F	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
4012 - SR RAIL EQUIP MAINT INSTR		#	3	0	0	0	2	0	0	1		
6 Employees	C05	%	50.00	0.00	0.00	0.00	33.33	0.00	0.00	16.67		
4017 - SR BUS EQUIP MAINT INSTR		#	1	0	0	0	1	0	0	0		
1 Employee	C05	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
4010 - SCREEN PROCESS SHOP SUPV		#	1	0	1	0	0	0	0	0		
1 Employee	C04	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
4011 - BUS EQUIP MAINT INSTR		#	8	0	2	2	4	0	0	0		
12 Employees	C04	%	66.67	0.00	16.67	16.67	33.33	0.00	0.00	0.00		
4016 - NON-REV MAINT INSTRUCTOR		#	1	0	0	0	1	0	0	0		
1 Employee	C04	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
4605 - RAIL COMMUNICATIONS SUPV		#	3	0	2	0	1	0	0	0		
5 Employees	C04	%	60.00	0.00	40.00	0.00	20.00	0.00	0.00	0.00		
4606 - FACILITIES MAINT SUPV		#	21	3	1	2	17	0	0	1		
29 Employees	C04	%	72.41	10.34	3.45	6.90	58.62	0.00	0.00	3.45		

# Job Group Analysis

3

Technicians

EEO Code: 3

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4614 - STOPS & ZONES SUPV		#	4	1	2	0	1	0	0	1		
4 Employees	C04	%	100.00	25.00	50.00	0.00	25.00	0.00	0.00	25.00		
5432 - SYSTEMS MAINT SUPV		#	2	0	0	0	1	0	0	1		
2 Employees	C04	%	100.00	0.00	0.00	0.00	50.00	0.00	0.00	50.00		
6207 - INVENTORY CONTROL SUPV		#	1	0	1	0	0	0	0	0		
2 Employees	C04	%	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00		
7225 - RAIL EMI, RAIL FLEET		#	1	0	0	0	1	0	0	0		
2 Employees	C04	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
8207 - SCHEDULES SUPV		#	4	0	1	0	2	0	0	1		
5 Employees	C04	%	80.00	0.00	20.00	0.00	40.00	0.00	0.00	20.00		
3016 - CUSTOMER INFO SUP		#	4	4	0	1	3	0	0	0		
6 Employees	C03	%	66.67	66.67	0.00	16.67	50.00	0.00	0.00	0.00		
3303 - EQUIPMENT ENGRG SUPV		#	3	1	0	0	3	0	0	0		
5 Employees	C03	%	60.00	20.00	0.00	0.00	60.00	0.00	0.00	0.00		
4008 - EQUIPMENT SVC SUPV		#	10	2	2	0	7	0	0	1		
15 Employees	C03	%	66.67	13.33	13.33	0.00	46.67	0.00	0.00	6.67		
7205 - RAIL TRANSIT OPS SUPV		#	126	40	7	48	59	1	2	9		
134 Employees	C02	%	94.03	29.85	5.22	35.82	44.03	0.75	1.49	6.72		
8206 - SCHEDULE CHECKING SUPV		#	1	0	0	0	1	0	0	0		
1 Employee	C02	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
8212 - DOCUMENT PROD SUPV		#	1	0	0	0	1	0	0	0		
1 Employee	C02	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
8816 - TRANSIT SECURITY SGT		#	8	0	1	4	2	0	0	1		
8 Employees	C02	%	100.00	0.00	12.50	50.00	25.00	0.00	0.00	12.50		
9609 - TRANSIT OPS SUPV (F/T)		#	2	1	0	2	0	0	0	0		
3 Employees	C02	%	66.67	33.33	0.00	66.67	0.00	0.00	0.00	0.00		
9646 - TRANSIT OPS SUPV INSTRCTN		#	96	44	6	60	28	0	0	2		
106 Employees	C02	%	90.57	41.51	5.66	56.60	26.42	0.00	0.00	1.89		
9647 - TRANSIT OPS SUPV CNTRL CNTR		#	44	26	2	27	11	1	0	3		
52 Employees	C02	%	84.62	50.00	3.85	51.92	21.15	1.92	0.00	5.77		
9648 - TRANSIT OPS SUPV ADMIN		#	55	40	5	40	7	0	0	3		
63 Employees	C02	%	87.30	63.49	7.94	63.49	11.11	0.00	0.00	4.76		



# Job Group Analysis

3

Technicians

EEO Code: 3

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
9649 - TRANSIT OPS SUPV VEH OPS		#	54	11	3	24	25	0	0	2		
63 Employees	C02	%	85.71	17.46	4.76	38.10	39.68	0.00	0.00	3.17		
327 - SCHEDULE MAKER II		#	11	3	6	3	2	0	0	0		
16 Employees	U04	%	68.75	18.75	37.50	18.75	12.50	0.00	0.00	0.00		
329 - SCHEDULE MAKER I		#	4	2	0	1	2	0	0	1		
4 Employees	U03	%	100.00	50.00	0.00	25.00	50.00	0.00	0.00	25.00		
917 - ACCTG OPNS SPCLST		#	2	3	1	0	1	0	0	0		
3 Employees	B38	%	66.67	100.00	33.33	0.00	33.33	0.00	0.00	0.00		
894 - HELP DESK COORD		#	3	3	0	0	3	0	0	0		
3 Employees	BC1	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
853 - SCHEDULE CHECKER		#	23	12	1	14	7	0	0	1		
26 Employees	U06	%	88.46	46.15	3.85	53.85	26.92	0.00	0.00	3.85		
606 Employees	Totals	#	520	201	50	232	204	2	3	29		
		%	85.81	33.17	8.25	38.28	33.66	0.33	0.50	4.79		

# Job Group Analysis

4

Protective Service Workers

EEO Code: 4

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
309 - TRANSIT SECURITY OFCR I		#	0	0	0	0	0	0	0	0		
1 Employee	T01	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
422 - SR TRANSIT SECURITY OFCR		#	13	1	2	4	7	0	0	0		
14 Employees	T06	%	92.86	7.14	14.29	28.57	50.00	0.00	0.00	0.00		
363 - TRANSIT SECURITY OFCR II		#	57	7	8	24	22	2	1	0		
62 Employees	T05	%	91.94	11.29	12.90	38.71	35.48	3.23	1.61	0.00		
77 Employees	Totals	#	70	8	10	28	29	2	1	0		
		%	90.91	10.39	12.99	36.36	37.66	2.60	1.30	0.00		

# Job Group Analysis

5

Paraprofessionals

EEO Code: 5

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
3811 - ENGINEERING ASSISTANT		#	0	0	0	0	0	0	0	0		
1 Employee		%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5029 - ASST WEB COMM ADMIN		#	1	1	1	0	0	0	0	0		
1 Employee		%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
4242 - ASST TO THE BOARD CHAIR		#	1	1	0	0	1	0	0	0		
1 Employee	H1J	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
6432 - COST/SCHEDULE ASST		#	0	1	0	0	0	0	0	0		
1 Employee	H1I	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
8600 - EXEC SECRETARY/COO		#	1	2	0	0	1	0	0	0		
2 Employees	H1I	%	50.00	100.00	0.00	0.00	50.00	0.00	0.00	0.00		
8603 - EXEC SECRETARY/CEO/OIG		#	2	2	0	1	1	0	0	0		
2 Employees	H1I	%	100.00	100.00	0.00	50.00	50.00	0.00	0.00	0.00		
4813 - TRAVEL PROGRAM ADMIN		#	0	1	0	0	0	0	0	0		
1 Employee	H1H	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
7805 - REC & INFO MGMT ANALYST		#	0	2	0	0	0	0	0	0		
2 Employees	H1H	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
1002 - ACCOUNTING ASST		#	2	2	0	0	2	0	0	0		
2 Employees	H1G	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
1213 - ASST ADMIN ANALYST		#	14	13	4	2	6	1	0	1		
15 Employees	H1G	%	93.33	86.67	26.67	13.33	40.00	6.67	0.00	6.67		
2601 - ASST DIVRSTY & ECON OPRTNTY REP		#	3	3	2	0	1	0	0	0		
3 Employees	H1G	%	100.00	100.00	66.67	0.00	33.33	0.00	0.00	0.00		
4237 - BOARD SPECIALIST		#	1	2	0	0	0	0	1	0		
2 Employees	H1G	%	50.00	100.00	0.00	0.00	0.00	0.00	50.00	0.00		
5016 - COMMUNICATIONS ASST		#	1	2	0	0	1	0	0	0		
2 Employees	H1G	%	50.00	100.00	0.00	0.00	50.00	0.00	0.00	0.00		
5036 - ASST PUBLIC COMM OFCR		#	1	0	0	0	1	0	0	0		
1 Employee	H1G	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
5215 - HUMAN RESOURCES ASST		#	2	2	0	0	2	0	0	0		
2 Employees	H1G	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
7608 - REAL ESTATE ASSISTANT		#	1	0	0	0	1	0	0	0		
1 Employee	H1G	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		

# Job Group Analysis

5

Paraprofessionals

EEO Code: 5

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
8601 - EXEC SECRETARY		#	7	9	0	4	3	0	0	0		
9 Employees	H1G	%	77.78	100.00	0.00	44.44	33.33	0.00	0.00	0.00		
1216 - ADMINISTRATIVE AIDE		#	25	29	3	9	12	0	0	1		
29 Employees	H1F	%	86.21	100.00	10.34	31.03	41.38	0.00	0.00	3.45		
5048 - COMMUNICATIONS COORDINATOR		#	2	1	0	0	2	0	0	0		
2 Employees	H1D	%	100.00	50.00	0.00	0.00	100.00	0.00	0.00	0.00		
1010 - SR CASH COUNTING SUPV		#	1	1	0	1	0	0	0	0		
1 Employee	C03	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
6211 - MATERIEL SUPV		#	10	1	0	3	7	0	0	0		
12 Employees	C03	%	83.33	8.33	0.00	25.00	58.33	0.00	0.00	0.00		
1009 - CASH COUNTING SUPV		#	2	1	0	1	1	0	0	0		
2 Employees	C02	%	100.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00		
4802 - GENERAL SVCS SUPV		#	11	0	0	3	8	0	0	0		
16 Employees	C02	%	68.75	0.00	0.00	18.75	50.00	0.00	0.00	0.00		
4809 - MAIL SERV SUPV		#	0	0	0	0	0	0	0	0		
1 Employee	C02	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8401 - PRINTING SVCS SUPV		#	1	0	0	0	1	0	0	0		
2 Employees	C02	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
113 Employees	Totals	#	89	76	10	24	51	1	1	2		
		%	78.76	67.26	8.85	21.24	45.13	0.88	0.88	1.77		

# Job Group Analysis

6

Administrative Support

EEO Code: 6

Job Code & Title	Grade	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1202 - STUDENT INTERN	#	110	57	2	28	74	1	0	5		
115 Employees	%	95.65	49.57	1.74	24.35	64.35	0.87	0.00	4.35		
860 - PAYROLL SPCLST	#	2	2	0	0	2	0	0	0		
2 Employees	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
861 - PAYROLL CLERK	#	1	2	0	0	1	0	0	0		
2 Employees	%	50.00	100.00	0.00	0.00	50.00	0.00	0.00	0.00		
863 - REVENUE CLERK	#	1	1	0	0	1	0	0	0		
1 Employee	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
880 - SUPVG CONTROL CLERK	#	1	1	1	0	0	0	0	0		
1 Employee	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
949 - ACCOUNTS CLERK	#	2	2	1	0	1	0	0	0		
2 Employees	%	100.00	100.00	50.00	0.00	50.00	0.00	0.00	0.00		
960 - SUPVG ACCTS PAYABLE CLERK	#	2	2	1	0	1	0	0	0		
2 Employees	%	100.00	100.00	50.00	0.00	50.00	0.00	0.00	0.00		
8614 - OFFICE SUPERVISOR	#	0	2	0	0	0	0	0	0		
2 Employees	H1H %	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
1217 - METRO TRAINEE	#	63	48	19	12	28	0	1	3		
90 Employees	H1F %	70.00	53.33	21.11	13.33	31.11	0.00	1.11	3.33		
7806 - RECORDS/INFO COORD	#	1	1	0	0	1	0	0	0		
1 Employee	H1F %	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
8606 - LEGAL SECRETARY	#	1	1	0	1	0	0	0	0		
1 Employee	H1F %	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
8602 - SR SECRETARY	#	7	7	1	4	2	0	0	0		
7 Employees	H1E %	100.00	100.00	14.29	57.14	28.57	0.00	0.00	0.00		
8605 - SECRETARY	#	2	2	1	1	0	0	0	0		
2 Employees	H1D %	100.00	100.00	50.00	50.00	0.00	0.00	0.00	0.00		
1206 - OFFICE ASSISTANT	#	4	2	0	0	4	0	0	0		
4 Employees	H1B %	100.00	50.00	0.00	0.00	100.00	0.00	0.00	0.00		
944 - LEAD PRINTING SVCS OP	#	1	0	0	0	1	0	0	0		
1 Employee	B68 %	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
888 - LD MANPOWER SPCLST	#	1	1	0	0	1	0	0	0		
1 Employee	BC3 %	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		

# Job Group Analysis

6

Administrative Support

EEO Code: 6

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
735 - LD EMP PROCESSING SPCLST	#		1	1	0	0	1	0	0	0		
1 Employee	BC4	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
736 - MANPOWER/PAYROLL CUST REL CLERK	#		1	1	0	0	1	0	0	0		
1 Employee	BB6	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
954 - MANPOWER/PAYROLL MATRL CLERK	#		2	1	0	0	2	0	0	0		
2 Employees	BB6	%	100.00	50.00	0.00	0.00	100.00	0.00	0.00	0.00		
708 - LD TAP ANNUAL PASS PRGRM AGNT	#		1	1	0	0	1	0	0	0		
1 Employee	B86	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
726 - LD TAP INFO AGENT	#		1	2	0	0	1	0	0	0		
2 Employees	B86	%	50.00	100.00	0.00	0.00	50.00	0.00	0.00	0.00		
737 - LD CUST SVC AGENT	#		4	2	2	1	1	0	0	0		
4 Employees	B86	%	100.00	50.00	50.00	25.00	25.00	0.00	0.00	0.00		
862 - LD CASH CLERK	#		2	0	1	1	0	0	0	0		
2 Employees	B74	%	100.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00		
910 - LEAD MAIL CLERK	#		1	0	0	1	0	0	0	0		
1 Employee	BB5	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
962 - CLERK/STOPS & ZONES	#		2	2	0	0	2	0	0	0		
2 Employees	B55	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
706 - TAP ANNUAL PASS PRGRM AGNT	#		4	3	0	1	3	0	0	0		
4 Employees	B62	%	100.00	75.00	0.00	25.00	75.00	0.00	0.00	0.00		
720 - TAP CUST SVC AGENT	#		16	11	0	5	10	0	1	0		
17 Employees	B62	%	94.12	64.71	0.00	29.41	58.82	0.00	5.88	0.00		
725 - TAP INFO AGENT	#		15	14	1	4	10	0	0	0		
16 Employees	B62	%	93.75	87.50	6.25	25.00	62.50	0.00	0.00	0.00		
934 - CUSTOMER INFO AGENT P/T	#		25	18	0	7	18	0	0	0		
26 Employees	B62	%	96.15	69.23	0.00	26.92	69.23	0.00	0.00	0.00		
873 - COMPUTER OPS SPECIALIST	#		6	0	2	3	1	0	0	0		
7 Employees	BA8	%	85.71	0.00	28.57	42.86	14.29	0.00	0.00	0.00		
711 - WARRANTY PROCESNG CLERK	#		2	1	0	0	2	0	0	0		
2 Employees	B58	%	100.00	50.00	0.00	0.00	100.00	0.00	0.00	0.00		
866 - SCHEDG DOC/ GRAPHIC TECH	#		4	1	2	1	1	0	0	0		
4 Employees	B96	%	100.00	25.00	50.00	25.00	25.00	0.00	0.00	0.00		

# Job Group Analysis

6

Administrative Support

EEO Code: 6

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
887 - MANPOWER SPCLST	#		3	3	0	1	2	0	0	0		
3 Employees	BC2	%	100.00	100.00	0.00	33.33	66.67	0.00	0.00	0.00		
886 - ASSIGNMENT COORD CLERK	#		1	1	0	0	1	0	0	0		
1 Employee	BA7	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
882 - REVENUE COLLECTOR	#		12	0	2	4	5	0	0	1		
12 Employees	BB7	%	100.00	0.00	16.67	33.33	41.67	0.00	0.00	8.33		
914 - EMP PROCESSING SPCLST	#		7	6	0	1	6	0	0	0		
7 Employees	BA4	%	100.00	85.71	0.00	14.29	85.71	0.00	0.00	0.00		
731 - LD PASSENGER REL REP	#		0	0	0	0	0	0	0	0		
1 Employee	BC5	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
935 - PURCHASING CLERK	#		2	2	0	0	2	0	0	0		
3 Employees	BB3	%	66.67	66.67	0.00	0.00	66.67	0.00	0.00	0.00		
892 - WORD PROCESSOR OPERATOR	#		1	1	0	1	0	0	0	0		
1 Employee	B92	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
918 - CUSTOMER RELS CLERK	#		0	1	0	0	0	0	0	0		
1 Employee	B92	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
907 - EQUIPMENT RECORDS SPCLST	#		61	48	0	41	19	1	0	0		
68 Employees	B77	%	89.71	70.59	0.00	60.29	27.94	1.47	0.00	0.00		
963 - STOREKEEPER	#		30	2	1	9	19	0	0	1		
32 Employees	B39	%	93.75	6.25	3.13	28.13	59.38	0.00	0.00	3.13		
965 - MATERIEL CONTROL CLERK	#		7	1	0	3	3	0	0	1		
7 Employees	B39	%	100.00	14.29	0.00	42.86	42.86	0.00	0.00	14.29		
992 - VEHICLE VERIF CLERK	#		0	1	0	0	0	0	0	0		
1 Employee	B76	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
658 - ACCOUNTING CLERK	#		0	1	0	0	0	0	0	0		
1 Employee	B28	%	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00		
854 - LD CUSTOMER INFO AGENT	#		1	1	0	0	1	0	0	0		
3 Employees	B28	%	33.33	33.33	0.00	0.00	33.33	0.00	0.00	0.00		
903 - CASH CLERK	#		24	7	0	11	13	0	0	0		
25 Employees	B28	%	96.00	28.00	0.00	44.00	52.00	0.00	0.00	0.00		
924 - PASSENGER REL REP	#		6	4	0	1	5	0	0	0		
6 Employees	B14	%	100.00	66.67	0.00	16.67	83.33	0.00	0.00	0.00		

# Job Group Analysis

6

Administrative Support

EEO Code: 6

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
925 - SR CUST SERV AGENT II		#	4	3	0	1	3	0	0	0		
5 Employees	B35	%	80.00	60.00	0.00	20.00	60.00	0.00	0.00	0.00		
957 - SERVICE REP		#	5	5	0	0	5	0	0	0		
5 Employees	B48	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
932 - RECEIVING CLERK		#	4	0	0	0	4	0	0	0		
6 Employees	B33	%	66.67	0.00	0.00	0.00	66.67	0.00	0.00	0.00		
868 - MAINT SOFTWARE SPCLST		#	1	0	0	0	0	0	0	1		
1 Employee	B17	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		
915 - EMP RCRDS & VERIF SPCLST		#	4	4	0	1	3	0	0	0		
4 Employees	B31	%	100.00	100.00	0.00	25.00	75.00	0.00	0.00	0.00		
926 - CUSTOMER SVC AGENT II		#	1	1	0	1	0	0	0	0		
1 Employee	B31	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00		
947 - STOCK CLERK		#	58	7	7	21	29	0	0	1		
64 Employees	B43	%	90.63	10.94	10.94	32.81	45.31	0.00	0.00	1.56		
927 - CUSTOMER SVC AGENT I		#	15	9	0	6	9	0	0	0		
17 Employees	B06	%	88.24	52.94	0.00	35.29	52.94	0.00	0.00	0.00		
881 - GENERAL CLERK		#	2	2	1	0	1	0	0	0		
2 Employees	B22	%	100.00	100.00	50.00	0.00	50.00	0.00	0.00	0.00		
904 - MAIL CARRIER		#	4	2	1	1	2	0	0	0		
5 Employees	B11	%	80.00	40.00	20.00	20.00	40.00	0.00	0.00	0.00		
951 - DIVISION STENOGRAPHER		#	14	14	0	3	11	0	0	0		
14 Employees	B13	%	100.00	100.00	0.00	21.43	78.57	0.00	0.00	0.00		
699 - OCI SPECIALIST		#	1	1	0	0	1	0	0	0		
1 Employee	B63	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
891 - GENERAL CLERK III		#	27	24	4	11	12	0	0	0		
27 Employees	B63	%	100.00	88.89	14.81	40.74	44.44	0.00	0.00	0.00		
940 - ACCOUNTS PAYABLE CLERK		#	8	8	2	2	4	0	0	0		
8 Employees	B04	%	100.00	100.00	25.00	25.00	50.00	0.00	0.00	0.00		
733 - TRANSP CLERK		#	4	5	0	3	1	0	0	0		
5 Employees	B03	%	80.00	100.00	0.00	60.00	20.00	0.00	0.00	0.00		
929 - CUSTOMER INFO AGENT F/T		#	59	42	2	18	35	0	0	4		
63 Employees	B12	%	93.65	66.67	3.17	28.57	55.56	0.00	0.00	6.35		



# Job Group Analysis

6

Administrative Support

EEO Code: 6

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
889 - RECORDS CLERK		#	2	2	0	0	2	0	0	0		
2 Employees	B02	%	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00		
867 - MSNGR CLK/REL MAIL CARRIER		#	4	3	0	3	1	0	0	0		
4 Employees	B10	%	100.00	75.00	0.00	75.00	25.00	0.00	0.00	0.00		
1204 - ADMINISTRATIVE INTERN		#	152	111	50	24	67	0	1	10		
222 Employees	M01	%	68.47	50.00	22.52	10.81	30.18	0.00	0.45	4.50		
954 Employees	Totals	#	810	511	104	237	437	2	3	27		
		%	84.91	53.56	10.90	24.84	45.81	0.21	0.31	2.83		

# Job Group Analysis

7

Skilled Workers

EEO Code: 7

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
690 - FST LEADER (REG 4)		#	1	0	1	0	0	0	0	0		
1 Employee	A50	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
688 - RAIL ELEC COMM INSP (REG 4)		#	0	0	0	0	0	0	0	0		
1 Employee	A48	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
691 - TRACTION POWER INSPCTR (REG 4)		#	1	0	0	1	0	0	0	0		
1 Employee	A48	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
849 - RAIL WRNTY EQUIP SPCLST LDR		#	1	0	1	0	0	0	0	0		
2 Employees	A47	%	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00		
753 - MASTER MECHANIC LDR		#	17	0	6	0	8	0	2	1		
22 Employees	A17	%	77.27	0.00	27.27	0.00	36.36	0.00	9.09	4.55		
755 - TRACTION POWER INSPCTR LDR		#	9	0	1	3	5	0	0	0		
11 Employees	A17	%	81.82	0.00	9.09	27.27	45.45	0.00	0.00	0.00		
757 - SIGNAL INSPECTOR LDR		#	6	0	3	0	2	0	0	1		
8 Employees	A17	%	75.00	0.00	37.50	0.00	25.00	0.00	0.00	12.50		
758 - RAIL ELECTRO COMM INSP LDR		#	8	2	1	3	4	0	0	0		
12 Employees	A17	%	66.67	16.67	8.33	25.00	33.33	0.00	0.00	0.00		
769 - MAINT SPCLST LDR		#	17	0	11	1	3	0	1	1		
20 Employees	A17	%	85.00	0.00	55.00	5.00	15.00	0.00	5.00	5.00		
790 - FACILITIES SYS TECH LDR		#	7	0	3	2	1	0	1	0		
13 Employees	A17	%	53.85	0.00	23.08	15.38	7.69	0.00	7.69	0.00		
813 - SYS ELECTRO COMM TECH LDR		#	3	0	0	1	2	0	0	0		
3 Employees	A17	%	100.00	0.00	0.00	33.33	66.67	0.00	0.00	0.00		
838 - DIGITAL SYSTEMS TECH LDR		#	1	0	0	0	1	0	0	0		
2 Employees	A17	%	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
839 - AIR CONDITING TECH LDR		#	2	0	1	0	1	0	0	0		
3 Employees	A17	%	66.67	0.00	33.33	0.00	33.33	0.00	0.00	0.00		
4007 - EQUIPMENT MAINT SUPV		#	37	1	9	5	23	0	0	0		
60 Employees	C04	%	61.67	1.67	15.00	8.33	38.33	0.00	0.00	0.00		
4608 - RAIL TRACK SUPV		#	2	0	0	0	2	0	0	0		
5 Employees	C04	%	40.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00		
4609 - RAIL SIGNAL SUPV		#	3	0	1	2	0	0	0	0		
5 Employees	C04	%	60.00	0.00	20.00	40.00	0.00	0.00	0.00	0.00		

# Job Group Analysis

7

Skilled Workers

EEO Code: 7

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
4610 - RAIL TRACTION SUPV		#	4	0	2	1	0	1	0	0		
6 Employees	C04	%	66.67	0.00	33.33	16.67	0.00	16.67	0.00	0.00		
7005 - RAIL EQUIP MAINT SUPV		#	23	2	6	4	12	0	1	0		
31 Employees	C04	%	74.19	6.45	19.35	12.90	38.71	0.00	3.23	0.00		
747 - RAIL BODY/PAINT REPAIR LDR		#	3	0	0	0	3	0	0	0		
4 Employees	A28	%	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00		
776 - NON-REV RL EQUIP MECH LDR		#	1	0	0	0	1	0	0	0		
1 Employee	A28	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
780 - MACHINIST LDR		#	0	0	0	0	0	0	0	0		
1 Employee	A28	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
792 - WARRANTY & EQUIP MECH LDR		#	3	0	1	1	1	0	0	0		
4 Employees	A28	%	75.00	0.00	25.00	25.00	25.00	0.00	0.00	0.00		
815 - ELECTRONIC COMM TECH LDR		#	14	0	7	3	4	0	0	0		
18 Employees	A28	%	77.78	0.00	38.89	16.67	22.22	0.00	0.00	0.00		
791 - WELDER (RRC) LDR		#	1	0	0	0	1	0	0	0		
1 Employee	A40	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
742 - CAMERA OP/SCRN PROC TECH LDR		#	1	0	1	0	0	0	0	0		
1 Employee	A16	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
756 - TRACK INSPECTOR LDR		#	7	0	0	0	7	0	0	0		
10 Employees	A16	%	70.00	0.00	0.00	0.00	70.00	0.00	0.00	0.00		
786 - BODY REPAIRER A LDR		#	1	0	1	0	0	0	0	0		
2 Employees	A16	%	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00		
787 - PAINTER A LDR		#	0	0	0	0	0	0	0	0		
1 Employee	A16	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
802 - ELECTRICIAN LDR		#	1	0	0	0	1	0	0	0		
1 Employee	A16	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
804 - PLUMBER LDR		#	1	0	1	0	0	0	0	0		
1 Employee	A16	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
811 - SHEET METAL WORKER LDR		#	1	0	1	0	0	0	0	0		
1 Employee	A16	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
814 - MECHANIC A LDR		#	51	1	13	7	26	1	2	2		
73 Employees	A16	%	69.86	1.37	17.81	9.59	35.62	1.37	2.74	2.74		

# Job Group Analysis

7

Skilled Workers

EEO Code: 7

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
841 - PROPERTY MNTNR A LDR		#	8	0	1	0	7	0	0	0		
9 Employees	A16	%	88.89	0.00	11.11	0.00	77.78	0.00	0.00	0.00		
840 - PAINTER LDR		#	2	0	0	2	0	0	0	0		
4 Employees	A19	%	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00		
704 - ATU FIELD EQUIPMENT TECH		#	2	0	0	0	2	0	0	0		
2 Employees	A37	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
702 - RAIL WRNTY SIGNAL SPCLST		#	0	0	0	0	0	0	0	0		
1 Employee	A46	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
782 - BODY REPAIRER A		#	30	0	7	1	21	0	0	1		
37 Employees	A34	%	81.08	0.00	18.92	2.70	56.76	0.00	0.00	2.70		
784 - PAINTER A		#	18	0	0	1	17	0	0	0		
19 Employees	A34	%	94.74	0.00	0.00	5.26	89.47	0.00	0.00	0.00		
793 - CAMERA OP/SCRN PROC TECH		#	3	0	1	1	0	0	1	0		
4 Employees	A34	%	75.00	0.00	25.00	25.00	0.00	0.00	25.00	0.00		
817 - MECHANIC A		#	514	16	115	87	276	4	10	22		
632 Employees	A34	%	81.33	2.53	18.20	13.77	43.67	0.63	1.58	3.48		
823 - TOOLS & MATLS TECH		#	1	0	0	0	1	0	0	0		
1 Employee	A34	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
765 - TRACK INSPECTOR		#	24	0	0	2	21	1	0	0		
33 Employees	A32	%	72.73	0.00	0.00	6.06	63.64	3.03	0.00	0.00		
797 - LOCKSMITH		#	1	0	0	0	1	0	0	0		
5 Employees	A32	%	20.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00		
799 - AIR CONDITING TECH		#	8	0	2	0	5	0	1	0		
11 Employees	A32	%	72.73	0.00	18.18	0.00	45.45	0.00	9.09	0.00		
805 - ELECTRICIAN		#	11	0	4	0	7	0	0	0		
16 Employees	A32	%	68.75	0.00	25.00	0.00	43.75	0.00	0.00	0.00		
806 - PLUMBER		#	4	0	0	1	3	0	0	0		
6 Employees	A32	%	66.67	0.00	0.00	16.67	50.00	0.00	0.00	0.00		
808 - DIGITAL TECHNICIAN		#	3	0	2	0	1	0	0	0		
4 Employees	A32	%	75.00	0.00	50.00	0.00	25.00	0.00	0.00	0.00		
809 - SHEET METAL WORKER		#	3	0	0	0	3	0	0	0		
3 Employees	A32	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		

# Job Group Analysis

7

Skilled Workers

EEO Code: 7

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
843 - PROPERTY MNTNR A		#	17	0	2	4	11	0	0	0		
27 Employees	A32	%	62.96	0.00	7.41	14.81	40.74	0.00	0.00	0.00		
939 - PHOTOLITHOGR PROCESS OP		#	2	0	2	0	0	0	0	0		
2 Employees	B87	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00		
942 - PRINTER II		#	3	0	0	0	3	0	0	0		
3 Employees	B87	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
668 - SIGNAL INSPCTR (JAC		#	4	0	0	1	3	0	0	0		
4 Employees	A31	%	100.00	0.00	0.00	25.00	75.00	0.00	0.00	0.00		
670 - MAINT SPCLST (JAC)		#	7	0	1	4	2	0	0	0		
7 Employees	A31	%	100.00	0.00	14.29	57.14	28.57	0.00	0.00	0.00		
752 - MASTER MECHANIC		#	42	0	11	2	25	1	2	1		
52 Employees	A31	%	80.77	0.00	21.15	3.85	48.08	1.92	3.85	1.92		
762 - MAINT SPCLST		#	151	3	83	7	44	0	5	12		
182 Employees	A31	%	82.97	1.65	45.60	3.85	24.18	0.00	2.75	6.59		
763 - RAIL ELECTRO COMM INSP		#	33	0	13	11	9	0	0	0		
41 Employees	A31	%	80.49	0.00	31.71	26.83	21.95	0.00	0.00	0.00		
764 - SIGNAL INSPECTOR		#	33	2	19	5	6	2	0	1		
41 Employees	A31	%	80.49	4.88	46.34	12.20	14.63	4.88	0.00	2.44		
766 - TRACTION POWER INSPCTR		#	57	0	18	9	27	1	1	1		
66 Employees	A31	%	86.36	0.00	27.27	13.64	40.91	1.52	1.52	1.52		
789 - FACILITIES SYS TECH		#	40	0	10	5	22	0	1	2		
54 Employees	A31	%	74.07	0.00	18.52	9.26	40.74	0.00	1.85	3.70		
819 - SYS ELECTRO COMM TECH		#	11	0	2	2	7	0	0	0		
13 Employees	A31	%	84.62	0.00	15.38	15.38	53.85	0.00	0.00	0.00		
836 - DIGITAL SYSTEMS TECH		#	11	0	9	2	0	0	0	0		
11 Employees	A31	%	100.00	0.00	81.82	18.18	0.00	0.00	0.00	0.00		
833 - WELDER (RRC)		#	7	0	0	1	5	0	0	1		
9 Employees	A30	%	77.78	0.00	0.00	11.11	55.56	0.00	0.00	11.11		
767 - RAIL BODY/PAINT REPAIRER		#	10	0	0	0	10	0	0	0		
13 Employees	A33	%	76.92	0.00	0.00	0.00	76.92	0.00	0.00	0.00		
775 - NON-REV RL EQUIP MECH		#	6	0	0	0	6	0	0	0		
8 Employees	A33	%	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00		

# Job Group Analysis

7

Skilled Workers

EEO Code: 7

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
779 - MACHINIST		#	3	0	0	0	3	0	0	0		
4 Employees	A33	%	75.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00		
803 - ELECTRONIC COMM TECH		#	55	5	35	9	11	0	0	0		
67 Employees	A33	%	82.09	7.46	52.24	13.43	16.42	0.00	0.00	0.00		
807 - WARRANTY & EQUIP MECH		#	16	0	3	2	10	0	0	1		
21 Employees	A33	%	76.19	0.00	14.29	9.52	47.62	0.00	0.00	4.76		
821 - MECHANIC C TRN		#	10	0	0	0	10	0	0	0		
11 Employees	A25	%	90.91	0.00	0.00	0.00	90.91	0.00	0.00	0.00		
822 - MECHANIC C		#	53	1	7	3	40	0	0	3		
60 Employees	A25	%	88.33	1.67	11.67	5.00	66.67	0.00	0.00	5.00		
820 - MECHANIC B		#	47	3	12	5	30	0	0	0		
50 Employees	A05	%	94.00	6.00	24.00	10.00	60.00	0.00	0.00	0.00		
844 - PROPERTY MNTNR B		#	5	0	0	0	4	0	0	1		
6 Employees	A05	%	83.33	0.00	0.00	0.00	66.67	0.00	0.00	16.67		
845 - PAINTER		#	12	1	0	1	11	0	0	0		
19 Employees	A05	%	63.16	5.26	0.00	5.26	57.89	0.00	0.00	0.00		
825 - ELECTRICIAN HELPER		#	1	0	0	0	0	0	0	1		
2 Employees	A07	%	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00		
948 - LEAD DOC IMAGE SPCLST		#	1	1	1	0	0	0	0	0		
1 Employee	BB2	%	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00		
1886 Employees	Totals	#	1496	38	431	202	772	11	28	52		
		%	79.32	2.01	22.85	10.71	40.93	0.58	1.48	2.76		

# Job Group Analysis

8

Service/Maintenance

EEO Code: 8

Job Code & Title	Grade	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1209 - RAIL STATION ASST	#	53	18	0	47	5	0	0	1		
53 Employees	H1B %	100.00	33.96	0.00	88.68	9.43	0.00	0.00	1.89		
816 - POWER YARD SWEEPER LDR	#	1	0	0	0	1	0	0	0		
1 Employee	A19 %	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
824 - UTILITY A LDR	#	1	0	0	1	0	0	0	0		
1 Employee	A20 %	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
912 - LD REVENUE COLLECTOR	#	2	0	0	1	1	0	0	0		
2 Employees	BB8 %	100.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00		
909 - LD EQUIP RECORDS SPCLST	#	1	0	0	0	1	0	0	0		
1 Employee	BB4 %	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
826 - UTILITY A	#	0	0	0	0	0	0	0	0		
1 Employee	A09 %	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
743 - RAIL WRNTY EQUIP SPCLST	#	6	0	4	0	2	0	0	0		
7 Employees	A46 %	85.71	0.00	57.14	0.00	28.57	0.00	0.00	0.00		
738 - ROVING JANITOR LDR	#	1	0	0	1	0	0	0	0		
1 Employee	A23 %	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
950 - CCTV OBSERVER/TCU	#	36	23	2	14	19	0	0	1		
42 Employees	B62 %	85.71	54.76	4.76	33.33	45.24	0.00	0.00	2.38		
972 - LEAD MOPPER WAXER	#	1	0	0	0	1	0	0	0		
1 Employee	BB9 %	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
798 - POWER YARD SWEEPER	#	1	0	0	0	1	0	0	0		
1 Employee	A05 %	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
896 - LEAD CUSTODIAN	#	22	4	1	11	9	0	0	1		
23 Employees	BA6 %	95.65	17.39	4.35	47.83	39.13	0.00	0.00	4.35		
794 - LABORER A (STOPS&ZONES)	#	14	4	1	7	6	0	0	0		
17 Employees	A07 %	82.35	23.53	5.88	41.18	35.29	0.00	0.00	0.00		
830 - LABORER A	#	1	0	0	0	1	0	0	0		
2 Employees	A41 %	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00		
971 - BINDERY OPERATOR II	#	2	1	0	1	1	0	0	0		
3 Employees	B82 %	66.67	33.33	0.00	33.33	33.33	0.00	0.00	0.00		
837 - ROVING JANITOR	#	2	1	0	1	1	0	0	0		
2 Employees	A43 %	100.00	50.00	0.00	50.00	50.00	0.00	0.00	0.00		

# Job Group Analysis

8

Service/Maintenance

EEO Code: 8

Job Code & Title	Grade		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
744 - SR SERVICE ATTENDANT		#	244	74	29	111	95	1	2	6		
257 Employees	A45	%	94.94	28.79	11.28	43.19	36.96	0.39	0.78	2.33		
827 - SERVICE ATTENDANT LDR		#	44	17	5	23	15	0	1	0		
49 Employees	A51	%	89.80	34.69	10.20	46.94	30.61	0.00	2.04	0.00		
930 - SR TRUCK DRIVER/CLERK		#	3	0	0	1	2	0	0	0		
3 Employees	B39	%	100.00	0.00	0.00	33.33	66.67	0.00	0.00	0.00		
931 - TRUCK DRIVER/CLERK		#	2	0	0	0	2	0	0	0		
2 Employees	B37	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
788 - LABORER B		#	2	0	0	2	0	0	0	0		
3 Employees	A44	%	66.67	0.00	0.00	66.67	0.00	0.00	0.00	0.00		
906 - MAINTAINER/TCU		#	6	1	0	4	2	0	0	0		
6 Employees	B11	%	100.00	16.67	0.00	66.67	33.33	0.00	0.00	0.00		
995 - PHOTOCOPYING MACHINE OP		#	6	3	1	0	5	0	0	0		
6 Employees	B02	%	100.00	50.00	16.67	0.00	83.33	0.00	0.00	0.00		
961 - UTILITY A/TCU		#	1	0	0	0	1	0	0	0		
1 Employee	B40	%	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00		
895 - MOPPER WAXER/REL MSNGR CLK		#	0	0	0	0	0	0	0	0		
1 Employee	B59	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
897 - MOPPER WAXER		#	8	1	2	3	3	0	0	0		
9 Employees	B59	%	88.89	11.11	22.22	33.33	33.33	0.00	0.00	0.00		
829 - SERVICE ATTENDANT		#	204	19	24	41	132	1	1	5		
216 Employees	A54	%	94.44	8.80	11.11	18.98	61.11	0.46	0.46	2.31		
997 - TRAIN OPERATOR (P/T)		#	1	1	0	1	0	0	0	0		
2 Employees	U22	%	50.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00		
999 - BUS OPERATOR (P/T)		#	1027	418	42	562	378	4	7	34		
1089 Employees	U22	%	94.31	38.38	3.86	51.61	34.71	0.37	0.64	3.12		
850 - BUS OPERATOR (F/T)		#	3291	1090	175	1548	1454	24	10	80		
3515 Employees	U31	%	93.63	31.01	4.98	44.04	41.37	0.68	0.28	2.28		
859 - TRAIN OPERATOR (F/T)		#	264	79	29	106	122	2	0	5		
287 Employees	U31	%	91.99	27.53	10.10	36.93	42.51	0.70	0.00	1.74		
898 - CUSTODIAN		#	207	67	13	107	82	0	2	3		
214 Employees	BA3	%	96.73	31.31	6.07	50.00	38.32	0.00	0.93	1.40		



# Job Group Analysis

8

Service/Maintenance

EEO Code: 8

Job Code & Title	Grade	Min	Fem	Asi	Blk	His	Ind	Pac	Two			
5818 Employees	Totals	#	5454	1821	328	2593	2342	32	23	136		
		%	93.74	31.30	5.64	44.57	40.25	0.55	0.40	2.34		

# Goals and Timetables



Los Angeles County Metropolitan Transportation Authority  
Workforce Analysis

CHART 1																																							
Dept. Job Title or Number	Hourly Wage Rate	Current Period As Of:																				Current				Availability %		% of Under-Utilization		GOAL		PROJECTED % REPRESENTATION							
		EMPLOYEES																		MIN		F		12 MO	2 YR							3 YR		4 YR					
		All Employees			MALE									FEMALE																									
		TOT	M	F	W	Asi	Blk	His	Ind	Pac	Two	W	Asi	Blk	His	Ind	Pac	Two	#	%	#	%	MIN	F	MIN	F	MIN	F	MIN	F	MIN	F							
Officials & Administrators	\$35.09- \$156.40	506	344	162	176	50	37	71	0	1	9	53	30	43	29	0	1	6	277	54.7%	162	32.0%	46.4%	36.4%	8.4%	-4.4%	(42.00)	22.00			1.00%	1.50%	1.50%	0.40%					
Professionals	\$26.07- \$46.62	667	344	323	140	96	27	69	3	2	7	91	90	56	71	3	2	10	436	65.4%	323	48.4%	51.4%	46.7%	14.0%	1.7%	(93.00)	(11.00)											
Technicians	\$22.09- \$45.62	606	406	201	72	43	110	161	2	2	15	14	7	122	43	0	1	14	520	85.8%	201	33.2%	50.8%	39.1%	35.0%	-5.9%	(212.00)	35.00	2.00%	2.00%	1.00%	90.00%							
Protective Services	\$12.50- \$42.21	77	69	8	6	10	25	26	1	1	0	1	0	3	3	1	0	0	70	90.9%	8	10.4%	63.0%	19.5%	27.9%	-9.1%	(22.00)	7.00	2.00%	2.00%	3.00%	2.10%							
Paraprofessionals	\$20.00- \$42.21	113	37	76	10	1	6	20	0	0	0	14	9	18	31	1	1	2	89	78.8%	76	67.3%	53.1%	53.6%	25.6%	13.6%	(39.00)	(25.00)											
Administrative Support	\$08.00- \$30.28	954	443	511	89	51	92	196	1	1	13	55	53	145	241	1	2	14	810	84.9%	511	53.6%	55.5%	70.6%	29.4%	-17.1%	(281.00)	162.00	5.00%	5.00%	5.00%	2.10%							
Skilled Craft	\$20.30- \$39.19	1886	1848	38	387	425	187	758	11	28	52	3	6	15	14	0	0	0	1496	79.3%	38	2.0%	59.6%	6.0%	19.8%	-3.9%	(370.00)	74.00	1.00%	1.00%	1.00%	0.90%							
Service Maintenance	\$14.50- \$39.19	5818	3997	1821	291	313	1324	1953	18	19	79	73	15	1269	389	14	4	57	5454	93.7%	1821	31.3%	69.2%	42.7%	24.6%	-11.4%	(1429.00)	661.00	2.00%	3.00%	4.00%	2.40%							

# Los Angeles County Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## Shortfall

1		Officials and Administrators									
Total Emp 506	# Employed	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Available	277	162	80	80	100	0	2	15		
	Persons Required	234.7	184.3	77.4	32.8	107.2	1.8	2.5	12.9		
2		Professionals									
Total Emp 667	# Employed	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Available	436	323	186	83	140	6	4	17		
	Persons Required	342.8	311.7	121.4	40.5	150.8	7.1	7.3	15.1		
3		Technicians									
Total Emp 606	# Employed	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Available	520	201	50	232	204	2	3	29		
	Persons Required	307.9	236.9	47.3	41.1	206.6	2.1	1.5	8.8		
4		Protective Service Workers									
Total Emp 77	# Employed	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Available	70	8	10	28	29	2	1	0		
	Persons Required	48.5	15.0	5.6	13.1	27.0	0.6	0.3	2.0		
5		Paraprofessionals									
Total Emp 113	# Employed	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Available	89	76	10	24	51	1	1	2		
	Persons Required	60.0	60.6	11.8	8.8	36.5	0.4	0.5	2.2		
6		Administrative Support									
Total Emp 954	# Employed	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Available	810	511	104	237	437	2	3	27		
	Persons Required	538.7	673.7	86.8	70.1	354.8	3.2	3.6	19.7		
7		Skilled Workers									
Total Emp 1886	# Employed	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
	# Available	1496	38	431	202	772	11	28	52		
	Persons Required	1123.5	112.4	115.4	60.2	874.2	37.3	8.9	26.8		

# Shortfall

8		Service/Maintenance									
Total Emp		Min	Fem	Asi	Blk	His	Ind	Pac	Two		
5818	# Employed	5454	1821	328	2593	2342	32	23	136		
	# Available	4025.5	2482.5	320.0	1047.8	2473.8	46.5	30.3	107.1		
	Persons Required	0	661	0	0	131	14	7	0		

W - Whole Person Rule

A placement goal is set when employment is less than availability by at least one whole person.

# Employment Practices

# Los Angeles County Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## Demotion Summary For Period: 7/1/2011 to 6/30/2014

	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1 - Officials and Administrators	14	9	5	1	4	4	0	0	0		
2 - Professionals	4	4	2	0	0	4	0	0	0		
3 - Technicians	6	4	3	0	0	4	0	0	0		
4 - Protective Service Workers	1	1	0	0	1	0	0	0	0		
5 - Paraprofessionals	2	2	1	0	2	0	0	0	0		
6 - Administrative Support	71	66	37	10	25	31	0	0	0		
7 - Skilled Workers	43	31	0	5	0	24	0	0	2		
8 - Service/Maintenance	99	88	29	11	34	36	0	2	5		
Totals	# 240	205	77	27	66	103	0	2	7		
	%	85.42	32.08	11.25	27.50	42.92	0.00	0.83	2.92		

# Los Angeles County Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## Discipline Summary For Period: 7/1/2011 to 6/30/2014

	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1 - Officials and Administrators	1	0	0	0	0	0	0	0	0		
3 - Technicians	48	46	20	0	22	24	0	0	0		
6 - Administrative Support	36	35	27	0	20	15	0	0	0		
7 - Skilled Workers	255	191	6	13	38	126	1	4	9		
8 - Service/Maintenance	7,041	6,711	2,844	151	4,072	2,235	46	19	188		
Totals	# 7,381	6,983	2,897	164	4,152	2,400	47	23	197		
	%	94.61	39.25	2.22	56.25	32.52	0.64	0.31	2.67		



# Los Angeles County Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## New Hire Summary For Period: 7/1/2011 to 6/30/2014

	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1 - Officials and Administrators	102	48	34	16	11	19	0	1	1		
2 - Professionals	250	146	125	49	36	51	0	0	10		
3 - Technicians	141	120	44	11	48	51	0	0	10		
4 - Protective Service Workers	13	10	1	2	2	5	1	0	0		
5 - Paraprofessionals	44	36	30	4	9	20	0	1	2		
6 - Administrative Support	547	439	294	78	90	244	1	3	23		
7 - Skilled Workers	282	227	1	57	22	140	1	1	6		
8 - Service/Maintenance	2,718	2,569	933	167	1,336	970	9	11	76		
Totals	# 4,097	3,595	1,462	384	1,554	1,500	12	17	128		
	%	87.75	35.68	9.37	37.93	36.61	0.29	0.41	3.12		

# Los Angeles County Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## Promotion Summary by Old Job For Period: 7/1/2011 to 6/30/2014

	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1 - Officials and Administrators	175	106	64	31	25	39	0	2	9		
2 - Professionals	177	124	94	62	15	39	3	1	4		
3 - Technicians	27	26	12	4	11	11	0	0	0		
4 - Protective Service Workers	4	4	0	1	3	0	0	0	0		
5 - Paraprofessionals	8	7	4	1	2	3	0	0	1		
6 - Administrative Support	156	143	87	9	31	97	0	0	6		
7 - Skilled Workers	222	185	2	54	17	104	1	5	4		
8 - Service/Maintenance	244	224	48	33	77	107	1	0	6		
Totals	# 1,013	819	311	195	181	400	5	8	30		
	%	80.85	30.70	19.25	17.87	39.49	0.49	0.79	2.96		

# Los Angeles County Metropolitan Transportation Authority

July 1, 2014 Affirmative Action Plan

Los Angeles, CA

## Termination Summary For Period: 7/1/2011 to 6/30/2014

	Total	Min	Fem	Asi	Blk	His	Ind	Pac	Two		
1 - Officials and Administrators	84	39	19	13	12	12	0	1	1		
2 - Professionals	85	51	38	17	15	15	2	0	2		
3 - Technicians	85	60	22	6	33	19	0	0	2		
4 - Protective Service Workers	9	9	1	1	6	2	0	0	0		
5 - Paraprofessionals	13	8	8	0	5	3	0	0	0		
6 - Administrative Support	81	67	54	10	30	26	0	0	1		
7 - Skilled Workers	196	139	7	41	27	65	1	2	3		
8 - Service/Maintenance	2,200	2,034	775	130	1,162	664	12	7	59		
Totals	# 2,753	2,407	924	218	1,290	806	15	10	68		
	%	87.43	33.56	7.92	46.86	29.28	0.54	0.36	2.47		