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SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

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Prepared by:

Equal Employment Opportunity Department
November 1986

STATEMENT OF POLICY

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

It is for this reason that I am committed to the Southern California Rapid Transit District's (SCRTD) policy that ensures equal employment opportunity for all qualified persons regardless of race, ancestry, national origin, sex, religion, age (over 40), physical handicap, medical condition (cancer related), and marital status. I also support the District's requirement of an Equal Employment Opportunity Program which clearly details policies and procedures for preventing discrimination.

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

It is District policy that employees at every level play a vital role in assisting the District in meeting its employment objectives. As evidence of my commitment to this effort, the Board of Directors has adopted the Equal Employment Opportunity Program. I designated the Assistant General Manager for Equal Opportunity to manage the Program for the District. Under his direction, the Equal Employment Opportunity Manager shall implement, monitor and evaluate this Equal Employment Opportunity Program with respect to all District employees. I expect full cooperation and assistance with the Equal Employment Opportunity Department staff from everyone involved in hiring, developing and promoting personnel.

DATE: November 19, 1986



John A. Dyer
General Manager

Organizational Structure

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Organizational Chart

The Department of Equal Opportunity is comprised of four offices:

- a. Disadvantaged and Women-Owned Business Enterprise
- b. Contract Compliance
- c. Equal Employment Opportunity
- d. Employee Education, Training & Development

The Table of Organization is shown below:

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
DEPARTMENT OF EQUAL OPPORTUNITY

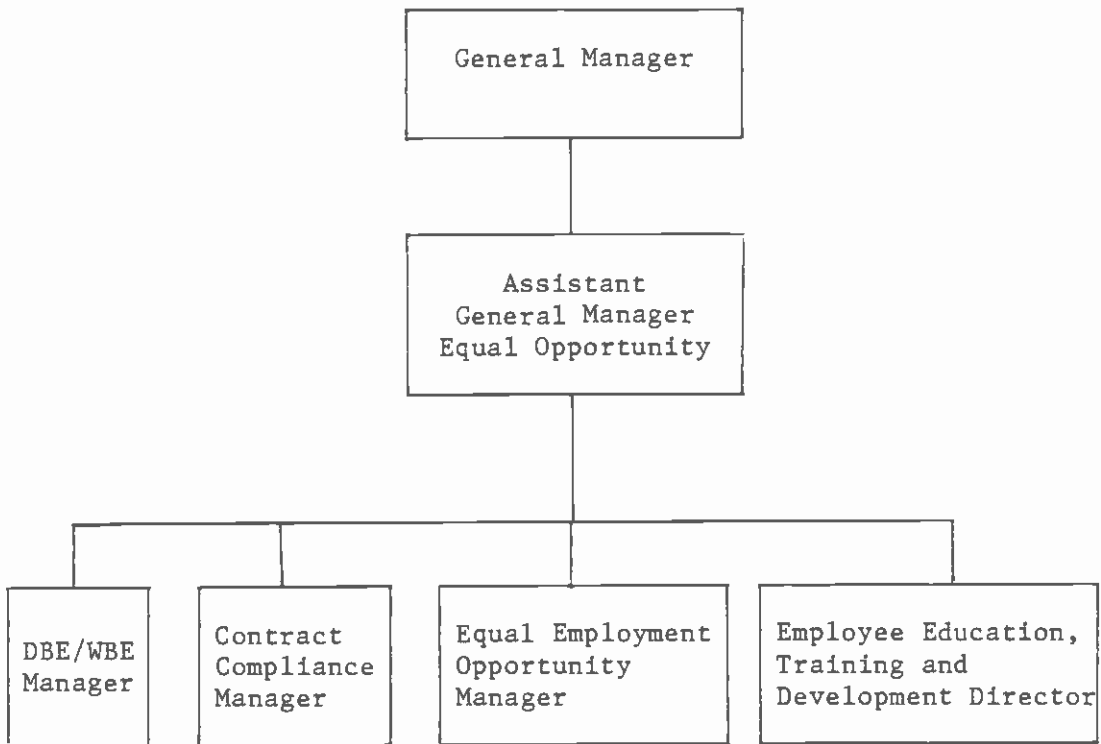


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1.0 Authority and Responsibility

The authority and responsibility for developing and implementing an Equal Employment Opportunity Program (EEO Program) is vested in the District's General Manager and delegated to the Assistant General Manager for Equal Opportunity. The Manager of Equal Employment Opportunity has the primary responsibility for ensuring this Program's implementation throughout all departments. The Departments of DBE/WBE, Contract Compliance, Equal Employment Opportunity, and Employee Education, Training and Development have responsibilities for implementing plans for a program to achieve equality of opportunity for all District employees, potential employees, and similar employees of District contractors. The Equal Employment Opportunity Department is also responsible for monitoring and assisting in the preparation of the District's Title VI submittals to the U.S. Department of Transportation.

2.0 Purpose of Equal Employment Opportunity

The responsibilities set forth in this program have been established to ensure that every SCRTD employee is afforded the opportunity to grow and achieve on the basis of individual abilities without discrimination on the basis of race, religion, sex, national origin, ancestry, age (over 40), marital status, medical condition (cancer related), or physical handicap, provided such handicap does not prohibit essential job performance.

3.0 Authority for Equal Employment Opportunity Department

Authority for Equal Employment Opportunity Department is set forth in the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act of 1967, as amended; Equal Employment Opportunity Act of 1972; Section 504 of the Vocational Rehabilitation Act of 1973; Executive Order 11246 (equal employment opportunity, government contractors and subcontractors); Executive Order 11375 (sex discrimination); Equal Employment Opportunity Commission Guidelines (41 CFR Part 60); and related Urban Mass Transportation Administration regulations (Circulars 1160.1 and 1165.1).

4.0 Organizational Responsibilities

4.1 SCRTD Board of Directors - Adopts policies that assure the provision of sufficient resources necessary to administer the EEO Program in a positive and effective manner.

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

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

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

- Make sure that department heads and other supervisory personnel, under their direction, are apprised of the equal opportunity posture within the District, and are held accountable for their individual efforts in this area;
- Take prompt and positive action to eliminate possible discrimination within their departments. This action includes being alert for any possible reprisals in the aftermath of discrimination complaints.

4.4 Department Heads - Work closely with the EEO staff in preventing barriers to equal opportunity within the scope of their responsibility. This responsibility requires the following ongoing practices as minimum:

- Review the statistical representation of minorities and women at all levels within their respective departments;
- Review and evaluate the performance of supervisors and managers, under their direction, with regard to demonstrated support of equal employment opportunity;
- Provide maximum feasible opportunities to all qualified employees to enhance their skills through on-the-job training programs, so that they may advance in accordance with their potential; and,
- Work with the EEO Manager to comply with all of the requirements of the policies set forth by the EEO Program.

4.5 Director of Personnel - Ensures that all personnel procedures are in compliance with applicable civil rights legislation, and that they reflect the District's commitment to equal employment opportunity.

Director of Personnel has the ongoing responsibility to:

- Take necessary measures to ensure that staff members involved in the employment process use only objective, job-related standards in connection with their duties. This responsibility applies to anyone who recruits,

interviews, selects, promotes, trains, recommends disciplinary or other personnel actions;

- Communicate SCRTD's EEO-related policies, as well as employment needs to recruitment sources, without regard to race, religion, sex, national origin, ancestry, marital status, age (over 40), physical handicap, and medical condition (cancer related), and solicit their recruitment assistance on a continuing basis; and,
- Review employee selection procedures on a regular basis to ensure that they do not disproportionately screen out individuals protected by Title VII unless: (1) procedures are significantly related to job performance, and (2) no alternative non-discriminatory standards can be developed to meet requirements shown to be justified by business necessity.

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

- Provide training to give opportunity for the development and promotion of all qualified employees through Mechanic "C" training programs, tuition reimbursement, career counseling and pre-supervisory programs.
- Provide training for under-utilized groups to qualify them to apply for positions wherein they are under-represented.

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

- Ensure that all qualified persons, regardless of race, color, religion, sex, national origin, ancestry, age (over 40), marital status, physical handicap, or medical condition (cancer related) are given equal opportunity to promotion, transfer and training;
- Initiate, guide, and take necessary actions for implementing equal employment opportunities at all grade levels, and work with the Personnel Department to explore new job opportunities, where possible, for employees working in dead-end jobs;
- Ensure that equal opportunity affects all employment practices including, but not limited to, recruitment,

selection, assignment, transfer, promotion, commendation, training, reduction-in-force and termination; and,

- Support SCRTD's EEO policies by reaffirming the intent of the Program and assisting EEO staff in implementing this Equal Employment Opportunity Program.

5.0 Equal Opportunity Staff Responsibilities

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

- Implement the District's policy which provides that equal employment opportunity is for all persons, regardless of race, religion, sex, national origin, ancestry, age (over 40), physical handicap, medical condition (cancer related), and marital status;
- Develop and prepare the workforce statistical representation and evaluation of the Equal Employment Opportunity Program;
- Evaluate and update the District's EEO Program yearly, and submit appropriate recommendations for changes, as necessary;
- Provide recognition to employees, supervisors, managers, and organizational units demonstrating outstanding performance in achieving equality of opportunity goals;
- Ensure that EEO representatives are available to all employees or applicants who believe that they have been discriminated against because of race, religion, sex, national origin, ancestry, age (over 40), physical handicap, medical condition (cancer related), or marital status, and who may desire to file complaints;
- Determine needs for EEO training and arrange for its provision;
- Supervise the receipt, prompt investigation, and disposition of complaints of discrimination from individuals or groups of individuals;
- Inform the Assistant General Manager of Equal Opportunity and all employees about current EEO activities and EEO legislative matters;

- Supervise the EEO staff;
- Develop goals, establish priorities and assign work in the Equal Employment Opportunity (EEO) unit;
- Represent the District with federal and state agencies to negotiate the resolution of complaints;
- Make oral presentations to community groups concerning District EEO policies, procedures and practices;
- Advise and train contractors and subcontractors on EEO-related requirements and procedures; and,
- Review professional literature and relevant court decisions and legislation.

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

- Maintains the EEO files and ensures that the confidentiality of the files is maintained at all times;
- Receives and investigates formal and informal EEO discrimination complaints;
- Conducts appropriate inquiries into informal complaints of discrimination in Part VIII of this section;
- Attempts informal resolution of complaints, in accordance with established procedures;
- Keeps a record of counseling and interviewing activities;
- Advises aggrieved individuals of the right to file a complaint of discrimination, if informal resolution is not accomplished within prescribed time limits;
- Conducts EEO training, as needed;
- Provides a communication link between the EEO Manager and SCRTD employees on issues of mutual concern and interest;

- Investigates all aspects of assigned formal complaints of discrimination, in accordance with established procedures, in a fair, impartial and timely manner; and,
- Establishes for each formal complaint an investigation file which includes the formal complaint, witness statements, copies of or extracts from records, policy statements, and regulations of the District, organized to show their relevance to the complaint, or the general environment from which the complaint arose.

5.3 Training Program

The Equal Employment Opportunity Department shall pursue a program of communication. In this program the Department shall:

- Provide each executive staff member, department head, and supervisor with a copy of the EEO Program which is the official procedure to be implemented by SCRTD; and,
- Conduct training classes for department managers in order to assist them in the implementation of the EEO Program;
- Provide EEO awareness training as part of the First-line Supervisor's Training Program that is offered to new supervisors;
- Maintain an in-house file of all available job openings and job announcements.

5.4 Outreach Program

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

6.0 RTD Personnel Practice for Hiring and Promotion

6.1 Recruitment

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

vacant position, the Personnel Department will commence recruitment.

6.1.1 A representative of the Personnel Department will meet with the hiring authority to review the knowledge, skills, and abilities required for the position, and to ascertain that the minimum qualifications are appropriate.

6.1.2 The Personnel Department, in conjunction with the hiring authority, will prepare a recruitment (job vacancy) bulletin which should contain the following information:

- Position title;
- Minimum and maximum salaries (salary grade);
- Brief description of the duties to be performed;
- Minimum qualifications (knowledge, skills, abilities, and special licenses, etc.);
- What qualifications (training and experience) the preferred job applicant will possess;
- The examination components and weights;
- Physical qualifications (if applicable);
- The last date applications will be accepted (date that filing closes); and,
- Information on where and how to apply.

6.1.3 Recruitment bulletins will be distributed to all District departments and will also be placed on designated District bulletin boards. In addition, the Personnel Department will maintain and periodically update a list of minority and women's organizations to which recruitment bulletins will be sent for all "Open" recruitments (those recruitments not limited to current District employees).

6.1.4 Recruitment bulletins for exams that are promotional only (limited to permanent District personnel) shall be posted for a minimum of seven (7) working days. Recruitment bulletins for exams that are open to the public (both open and promotional) shall be posted for a minimum of ten (10) working days.

- 6.1.5 The Personnel Department may also place advertisements in newspapers, magazines, or trade publications to help reach qualified applicants.
- 6.1.6 In addition, other recruitment strategies may be used, e.g. job fairs, open house, mobile recruitment bus, career days and posters on buses.
- 6.1.7 In keeping with the District's firm commitment to the principles of equal employment opportunity, the Personnel Department shall make every attempt to obtain an appropriate cross-section of applicants for all recruitments.

6.2 Selection

- 6.2.1 Applications - The Personnel Department will issue and receive applications for vacant positions. Applications for each job will be submitted on the standard SCRTD application form (see Appendix), so that during the screening process the backgrounds of various applicants can be compared based on common criteria. For some highly specialized positions, a structured supplemental application may also be used to get information about specific skills and abilities. The Personnel Department will review each application for completeness, qualifications of the applicant for the position, and verification of required licenses or certificates. All such applications will be retained by the Personnel Department in conjunction with other data pertaining to that recruitment.
- 6.2.2 Rejection of Application - The Personnel Department may reject an application for any of the following reasons:
- Failure of the applicant to show reasonable conformity with one or more of the announced requirements for the examination, such as training and experience, age limits or license requirements;
 - False statements by the applicant on his/her application with regard to any material fact; or
 - Physical unfitness of the applicant with respect to the position applied for.
- 6.2.3 Physical Requirements - It shall be the policy of the District to provide reasonable accommodations for handicapped persons to qualify for District jobs. However, physical or mental handicaps which

seriously impair performance of job duties will be disqualifying. Pre-employment medical exams will be given to all new employees prior to hire, and the examining physician will report to the Personnel Department any physical condition which may, in the doctor's opinion, impair the ability of the employee to perform the duties of the job.

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

6.3 Examination Process

6.3.1 Application Screening - After filing has closed for a particular position, the Personnel Department and the hiring authority, or his/her representative, will review the applications submitted and select only the most qualified applicants to be invited for examination. Specific criteria used in the screening will be reduced to writing and maintained as part of the permanent examination record. The number of candidates invited for examination will vary based on the number of qualified applicants, number of positions in the classification for which applicants are being tested, and anticipated hiring needs of the District.

6.3.2 Notification of Exam - The Personnel Department will notify applicants in writing of the date and time for the examination. Insofar as practicable, examination processes will be limited to one day in length. The Personnel Department will also notify, in writing, those applicants who were disqualified from the process, and those who met the minimum qualifications but were not interviewed because other applicants were considered to be better qualified.

6.3.4 Exam Components - An examination will consist of several, but not necessarily all, of the following components:

- Panel appraisal interview to evaluate training, experience and candidate suitability for the job;
- Written test to determine knowledge and skills necessary for the job;

- Performance test to determine ability to perform duties of the job (may include work samples, writing projects, assessment center exercises, etc.);
- Physical agility test to determine strength and stamina necessary for certain jobs;
- Psychological screening by clinical psychologist to determine personality characteristics;
- Background investigation, including references, work verification, and checks of licenses or certificates;
- Physical examination by licensed physician to determine physical ability to do the job, just prior to appointment;
- Check of applicant's conviction record through fingerprints at time of appointment.

6.3.5 Examination Weights - Weights for the various components of the examination process will be established by the Personnel Department, based on the job analysis for the position. All examination weights will be specified in the recruitment bulletin.

6.3.6 Examination Raters and Rate Sheets - All examination raters will be briefed on proper rating procedures by the Personnel Department, prior to the rating process, and debriefed after the process to ensure maintenance of standards and fairness to all candidates. Structured rating sheets related to the job being examined will be used for all examinations. The formula for grading and weighting shall be applied in the same manner for each examination paper:

- Performance test raters will be subject-matter experts, drawn from persons at least one level above the level for which candidates are being tested. The raters will be persons who have performed the duties which they will be evaluating. These raters may be District employees or may be from other agencies, but shall not be the hiring authority for the application position;
- Insofar as possible, Panel Appraisal Interview Boards will consist of two subject matter experts and a Human Resource Analyst. The

subject matter experts may be from other agencies, or one (but not both) may be a District employee from the department where the vacancy exists. This department interviewer must be at a level equal to or higher than the job for which candidates are being interviewed, and shall not be the hiring authority;

- Exam raters are not to rate any person for whom they are the immediate supervisor, or with whom they are sufficiently well acquainted, so as to be unable to rate the candidate in an unbiased manner. In either of the above cases, the exam rater will have to disqualify him/herself from rating that candidate, leaving the remaining two raters to conduct the interview; and,
- All panel appraisal interviews will be tape recorded.

6.4 Eligible Lists

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

6.5 Certification

- 6.5.1 Number of Names - The top three names on the

eligibility list will be certified to the department having the vacant position. If two vacancies exist, four names will be certified; if three vacancies, five names, etc. The names of the certified eligibles will be placed at the bottom of the certification form (see Appendix), and the form will be forwarded to the hiring authority along with a copy of each of the candidates' applications.

- 6.5.2 Hiring Authority Interviews - The hiring authority, or designated representative, will contact the certified eligibles and arrange to interview each of them. After selecting the candidate(s) he/she wishes to hire, the hiring authority will note the results of the interviews on the certification form, i.e., selected, interviewed but not selected (INS), did not appear (DNA), etc., and return the form to the selection supervisor who will initiate processing of the Personnel Action Form (see Appendix), schedule a pre-employment medical examination and make the formal offer of employment.
- 6.5.3 Reference Checks and Records Review - The hiring authority, prior to selecting a person for hire, is encouraged to contact references, including current and former employers, on all three candidates. Where the candidates are District employees, the hiring authority is also encouraged to review their personnel and attendance records.
- 6.5.4 Candidates Who Fail to Appear - A candidate who fails to appear for an interview with the hiring authority will be removed from the eligibility list, and the next name on the list will be certified to the hiring authority in his/her place.
- 6.5.5 Candidates Who Are Not Selected - The names of the two candidates not selected by the hiring authority will be returned to the eligibility list and will be certified for future vacancies as they arise (unless this is a single position class, in which case the list is dead).
- 6.5.6 Elimination of Eligibles - Examinees on eligibility lists may be eliminated by the Personnel Department on the following grounds:
- Two waivers (declinations) of certification or offers of appointment;
 - Inability of the Personnel Department to locate the examinee. It is the examinee's

responsibility to notify the Personnel Department of changes of address or telephone;

- Failure of an applicant to respond to a written inquiry within five (5) working days of the date of mailing of such inquiry;
- Failure of an applicant to appear for interview with the hiring authority without notifying the hiring authority or the Personnel Department;
- Falsification or misrepresentation of application papers by examinee;
- Inability of applicant to meet physical requirements of position (to be determined through pre-employment physical); or
- Voluntary withdrawal by applicant.

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

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

6.7 EEO Efforts by Personnel Department - The following are the significant efforts undertaken by the Personnel Department to ensure support of the equal employment opportunity efforts of the District.

- The SCRTD has created "bridge classifications" to allow clerical and blue collar workers to prepare themselves for professional positions. Where needed, incumbents take appropriate college classes during free hours, and their tuition expenses are reimbursed by the SCRTD. We have created "Assistant" classes as trainee levels for a number of professional jobs (for

example, leading into Programmer, Human Resource Analyst, Planner and Buyer). Staff Assistant, Staff Aide and Assistant Administrative Analyst provide bridges to Management Analyst levels. Further, the classes such as Junior Engineer and Student Intern allow opportunities for college graduates to gain professional experience needed to qualify for journey-level openings;

- The SCRTD has developed a Special Assistant Program for employees with temporary handicaps which prevent them from continuing their usual employment. In order to provide alternate employment that accommodates an employee's handicap, forty positions have been allocated to this special class. An employee with such a handicap may be placed in one of these positions for three weeks to six months or more, upon the physician's approval;
- The SCRTD requires a standardized application form to be completed by all applicants. Even if a resume is submitted, each applicant will need to provide the information requested on the application. This procedure permits a more even comparison of candidate's qualifications;
- Performance appraisals are written against job related tasks and standards, into which the employee has had some input;
- Validated medical standards for all District job classes have been developed, which enable judgments to be made concerning the physical capability of applicants to perform them. They also permit the judgment about "reasonable accommodation", for the needs of the handicapped applicant, to be made more precisely on a case-by-case basis;
- The gender and ethnic identity of applicants are tracked from information supplied by the applicants; and from information volunteered by applicants, it is possible to identify the most productive recruiting resources;
- Fair and consistent selection procedures have been developed which measure actual requirements of positions;
- The SCRTD has revised its pension-actuarial table to eliminate discrimination on the basis of sex;
- The SCRTD has revised its affirmative action mailing list to expand recruitment sources for women and minority groups;

- A special category of employment, Regular Part-Time Employment, has been developed, permitting the hiring of employees to work between 20 to 32 hours per week;
- A modified flex-time program is in place in many departments;
- Class specifications for all jobs have been revised to eliminate sexist terms for positions/specifications;
- Special Hispanic, Asian and female outreach recruitment efforts are maintained on an ongoing basis;
- A WIN/COD (Work Incentive/Career Opportunities Development) Program has been implemented to increase the number of women in non-traditional jobs;
- An Employee Assistance Program has been implemented to help alcohol/drug abusers and other employees with problems which impact their health and work productivity;
- A survey has been conducted of the current handicapped employee population.

7.0 Employee Education Training and Development

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

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

- 7.1 Mechanic "C" Training Program - Twelve or more mechanics per year have been graduated from this program since 1971. The Program is designed for Utility "A" and Service Attendants to become Mechanics "C", following 22 weeks of classroom training (three hours twice a week on their own time) and 16 weeks of on-the-job training. The program covers basic diesel mechanic knowledge and skills and, upon successful completion and available vacancies, employees are promoted to Mechanic "C" positions.
- 7.2 Career Counseling Program - Individualized career counseling is available to help all employees determine their career goals, identify their skills and training needs, and define possible career paths within the District.
- 7.3 Tuition Reimbursement Program - This program offers an important resource for continuing education and development

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

- 7.4 Pre-Supervisory/Staff Development Training - Three Pre-Supervisory/Staff Development Training series are projected for fiscal year 1986. Each series consists of four programs: Introduction to Supervision, Introduction of Administrative Analysis, Fundamentals of Interpersonal Relations and Basic Writing Skills. Each of these programs consist of eight 2½-hour modules offered at District facilities. The programs are voluntary and are open to all interested employees who attend on their own time.

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

8.0 Complaint/Grievance Procedures

8.1 Employee Right to File Complaint - Internal Procedure

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

- 8.1.1 Any SCRTD employee or applicant for employment who feels he/she has been discriminated or retaliated against because of race, religion, sex, national origin, marital status, ancestry, age (over 40), physical handicap, or medical condition (cancer related) has the right to register a complaint, in accordance with the procedures set forth below:

- All employees have the unrestricted right to communicate informally and directly with an EEO Representative before, or after their work assignment, or on appropriate break periods.
- The District considers the intentional filing or registering of false discrimination complaints to be as reprehensible as discriminatory conduct. Therefore, any employee who intentionally files a false discrimination complaint will be subject to disciplinary action.

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

8.2 Internal Complaint Process

8.2.1 An employee or applicant for employment (aggrieved person) who believes he/she has been discriminated against should first contact an EEO Representative, so that an attempt can be made to resolve the complaint. The EEO Representative must be contacted within 30 days from:

- The date of the alleged discriminatory act;
- The effective date of the Personnel Action Form (PAF) action or;
- The date the aggrieved person became aware or should have become aware of the alleged discriminatory act.

* (NOTE: These time limits may be extended beyond 30 days, in cases where the complainant shows that he/she was prevented, by circumstances beyond his/her control, from submitting the complaint within the specified time limits.)

8.2.2 A complaint of discrimination must be submitted on the form provided and must be signed by the

complainant. The complaint may be submitted by mail or delivered in person to the Department of Equal Employment Opportunity.

8.2.3 Immediately upon receipt, the Equal Employment Opportunity Manager will acknowledge receipt in writing to the complainant.

8.2.4 The Equal Employment Opportunity Manager may reject a complaint which was not filed in a timely manner, or if after reviewing the allegations, it is determined that the complaint does not involve retaliation or discrimination on the basis of race, religion, marital status, sex, national origin or ancestry, age (over 40), physical handicap or medical condition (cancer related). Further, a new complaint can be rejected if filed by the same complainant alleging identical issues of a previous complaint which is either pending or has had a decision rendered.

8.2.5 The Manager

If a complaint is rejected, the Manager of Equal Employment Opportunity will communicate the decision to reject the complaint by letter to the complainant or his/her representative within 21 calendar days.

8.2.6 Once a complaint of discrimination is accepted for formal processing, the Equal Employment Opportunity Manager will assign an EEO Representative to investigate the complaint.

8.2.7 The investigation shall include a thorough review of:

- The circumstances under which the alleged discrimination occurred;
- The treatment of members of the complainant's protected group as compared with treatment of other employees in the organizational segment in which the alleged discrimination occurred;
- Any policies and practices related to the work situation, including those which may bear on the allegations of discrimination, even though they have not been expressly cited by the complainant; and,
- Any oral remarks that were made which could be deemed relevant.

- 8.2.8 The EEO Representative shall establish and maintain an investigative file. The file shall contain documents and information gathered during the investigation. All documents and information acquired during the investigation are considered confidential.
- 8.2.9 The EEO Representative shall prepare a report of the facts of the investigation. The complete investigation file will be forwarded to the Equal Employment Opportunity Manager for review and solutions to resolve the matter.
- 8.2.10 The investigative file shall be carefully reviewed by the Equal Employment Opportunity Manager to determine if the facts substantiate the allegation(s) of the discrimination complaint. If a determination is made that the allegation(s) cannot be substantiated, the Equal Employment Opportunity Manager will so notify the complainant and the accused in writing.
- 8.2.11 If the Assistant General Manager - Equal Opportunity (AGM-EO), in consultation with the EEO Manager, determines that there has been differential treatment or other action which may constitute illegal employment discrimination or a violation of this Program, the AGM-EO shall discuss the case with the Legal Department.

In the event it appears that employment discrimination has occurred, the AGM-EO will submit a written request for a review and legal opinion to ascertain if illegal discrimination or violation of the law or District policy has occurred.

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

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

- 8.2.12 If the AGM-EO, in consultation with the EEO Manager, after reviewing the legal difficulties finds that the allegations are substantiated, in whole or in part, those findings shall be transmitted in writing to the appropriate department head or supervisor and the general counsel within ten (10) working days of the completion of the review. If the department head agrees with the findings and recommendation, he/she shall so notify the Manager of Equal Employment Opportunity within ten (10) working days. If the department head does not concur, then he/she may

submit a counter-recommendation for corrective action to the Equal Employment Opportunity Manager within ten (10) working days, with copies of all material transmitted to the General Manager and the General Counsel.

8.2.13 The Manager of Equal Employment Opportunity shall then present the recommended corrective action to the complainant. If the complainant accepts the recommended action, the case will be closed.

8.2.14 If the recommended corrective action is not found to be a satisfactory resolution to the complainant or the department head, either party or parties may choose to have the facts of the case reviewed by the General Manager. A request in writing for review by the General Manager must be presented within ten (10) working days from the receipt of the recommended corrective action to the AGM-EO. This request must state the reason(s) the party or parties disagree with the recommended corrective action.

8.3 Final Decision

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

8.4 Rights of the Alleged Discriminator

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

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

that he/she has been identified by a complainant as acting in a discriminatory manner;

the nature of the accusations made.

- During the course of an investigation of a complaint of discrimination, the EEO Representative must take necessary

precautions to ensure that the alleged discriminator is given an opportunity to respond to any and all allegations made against him/her. The EEO Representative shall:

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

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

- The Equal Employment Opportunity Manager shall provide the alleged discriminator with a copy of:

the findings and proposed disposition of the complaint; and

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

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

8.5 Complaint File Accessibility

8.5.1 Although statements contained in the complaint file shall be obtained without a pledge of confidence, those statements, as well as other documents in the file, frequently include information of a personal and sensitive nature. Persons given access to this information, including complainants and alleged discriminators shall not discuss the contents of the file with any person or divulge any information contained in the file, except when it is necessary to do so in connection with the investigation of the complaint. The contents of the complaint file are official information and may not be used for other purposes. The California Public Records Act restricts against improper disclosure and is binding on SCRTD employees.

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

- He/she will be given access to relevant and necessary portions of the complaint file if the determination of the Equal Employment Opportunity Manager supports the allegations of discrimination or implies impropriety on the part of the

alleged discriminator. In the event of a disagreement concerning which materials in the complainant file are relevant and necessary to the alleged discriminator, the decision will be made by the Assistant General Manager - Equal Opportunity and the General Counsel.

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

8.5.3 Except as provided above, disclosure of information from an individual's complaint file is limited to the parties requiring information (i.e., the complainant, General Counsel, General Manager, Director of Personnel, or their authorized agents, and SCRTD Representative involved in investigating the complaint). Without the written consent of the parties concerned, disclosure of information to any other person shall be limited to:

- Confirmation of the name of the complainant and alleged discriminator(s);
- The status of the case;
- Results of SCRTD's decision; and
- The nature of the complaint.

8.5.4 This policy of limited disclosure is based on the recognition that complainants, alleged discriminators and their witnesses shall be free from restraint, interference, coercion, discrimination, or reprisal at any stage in the presentation and processing of the complaint, including the counseling stage or any time thereafter. The statutory foundation for this policy is the California Fair Employment and Housing Act, Government Code Section 12900 et seq.

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

8.6.1 Complainant's Statement - Shall be submitted by the complainant to the Office of Equal Employment Opportunity. The submitted Complaint of

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

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

- Report of investigation with factual findings;
- Declarations of the complainant, of the alleged discriminating official and of other witnesses; and
- Copies of, or information from, records, policy statements and regulations of SCRTD organized to show their relevance to the complaint or to the general environment from which the complaint emanated.

9.0 Goals and Timetables

9.1 Objectives and Responsibility

The District's Equal Employment Opportunity Program has as an objective the setting of specific, detailed, numerical hiring goals and timetables to assist departments which have not met parity in specified occupational subcategories. The purpose of this objective is to correct any underutilization or overrepresentation of specific affected classes of employees. The Equal Employment Opportunity Department has the responsibility to perform the necessary statistical analysis, working in concert with the various District department managers, in order to set such employment goals and timetables.

9.2 Program Goals

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

- The District Workforce Analysis for the various departments (see Section 9.3);

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

9.3 Employee Utilization Analysis

The employee Utilization Analysis is shown in the Workforce Analysis and Goals Charts (see Appendix F: "Departmental Statistics"). This Analysis identifies areas of underutilization and overconcentration of minorities and women within the District's workforce. Detailed statistical data, as of June, 1986, has been compiled for the District. The Workforce Analysis and Goals charts show the incumbents of each department's job categories by sex and race.

The District has reduced the Equal Employment Opportunity Commission's (EEOC) nine broad job categories into eight categories, and the Workforce Analysis utilizes these eight broad categories. A description of each category, together with the pertinent occupational subcategories for each, is as follows:

- Officials and Administrators

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

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

- Professionals

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

Senior and Supervising
Entry Level
Accountants
Planners
Engineers
Other

- Technicians

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

Supervising
Senior
Transit Operations Supervisors
Other

- Para-professionals

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

- Office and Clerical

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

- Skilled Crafts

Manual workers of relatively high-skill level having a thorough and comprehensive knowledge of the processes involved in their work. They should exercise

considerable independent judgment and usually receive an intensive period of training.

Mechanics
Mechanic "C" Trainees
Electricians
Sheet Metal
Other

- Service and Maintenance

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

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

Full Time Bus Operators
Part Time Bus Operators
Full Time Bus Operator Trainees
Part Time Bus Operator Trainees
Other Operators
Utility and Service Attendants
Other

- Protective and Service

Workers in both protective and nonprotective service occupations.

Transit Police
Security Guards
Other

For the purpose of analysis, all District job titles within the District were placed in the appropriate job categories.

9.4 Availability Analysis

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

The purpose of an Availability Analysis is, as its name suggests, to estimate availability of minorities and females in the labor force (external and internal), who have the necessary job skills to perform the various occupations in the District's job categories and could reasonably be expected to be recruited and employed in those positions. This estimate is used to determine whether or not overconcentration or underutilization of minorities or females exists in the District's workforce. The availability data, which the District developed, is defined by job category for minorities and females. Separate data were developed for each of the District's job categories in this Program. These categories were arrived at by refining the basic eight EEO-4 job categories into appropriate occupational subcategories, to indicate possible upward mobility or to highlight levels wherein the District is trying to correct underrepresentations.

There are four factors which must be considered in computing an Availability Analysis:

- The percentage of minority and females in the aggregate external labor force;
- The percentage of minorities and females having the requisite job skills in the immediate labor market area;
- The percentage of minorities and females who have requisite skills and live in the area in which the District can reasonably recruit; and,
- The percentage of minorities and females, within the District's current workforce, who are promotable or transferable into an appropriate EEO-4 occupational subcategory (e.g., from Entry-Level Professional to Senior/Supervising Professional).

These factors must be taken into consideration and, where appropriate, be accounted for when analyzing availability factors into an estimate. The figure that emerges from the sum of factors, multiplied by assigned weights, expresses only an estimated percentage for protected groups in relation to a specific level of the workforce of a given organization, in a given locality, at a given time. Each of the raw percentages is weighted by a certain value between 1 and 100%. The weighting system is based on a decimal scale. With some exceptions, each factor must receive some value, and the total of the weights must equal 100%. Factors are weighted in accordance with their importance in regard to the job group. For example, a job group composed of entry-level positions might result in Factors 2 and 3 receiving a higher value than Factor 4. A job group composed of more sophisticated technical jobs

might result in Factors 2 and 3 receiving higher weight values and Factor 4 none at all. In a job group with positions filled entirely from within, Factor 4 would be assigned a higher weight value.

Further, weights are assigned to enable the availability estimate for a job group to help correct underutilizations. For instance, in the computation for Senior and Supervising Professionals, Factor 4 was given a higher weight for the Hispanic and Asian-Pacific Island groups to aid in increasing their representation. Or, for Section Heads, females were more highly weighted in Factor 2 to bring up their representation.

With regard to Factor 4, it may be noted that it was used in widely varying ways depending upon the specific job group being considered. In entry-level positions, it is virtually negligible, as it is with some executive-level positions for which the District has recruited and hired very largely from the outside. For those positions in which District experience counts very heavily, e.g., Transit Operations Supervisor (Supervising Technicians in the Availability Factor charts and in the charts in Appendix F), Factor 4 should be given a significant weight. However, this Factor has to be weighted guardedly with some minority groups who already are overrepresented in a particular occupational subcategory. Bottom-line availability estimates need to be kept in some reasonable proportion, in most cases, to labor market parity to maintain credibility.

The reader is referred to Appendix G to see how the availability factor computation was carried out for each of the occupational subcategories.

9.5 Underutilization

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

9.6 Anticipated Job Openings

The Equal Employment Opportunity Department performed an analysis of all the District departments' anticipated job openings. This analysis was accomplished by adding newly budgeted positions to each department's expected attrition, for the budgeted year, in the Officials and Administrators and Professional job categories. Anticipated job openings, thus arrived at, are shown in the departmental Workforce Analysis charts in Appendix F.

9.7 Numerical Goals

From the comparison of the percentage of underutilization with anticipated job openings, the Equal Employment Opportunity Department is able, in cooperation with Department Heads, to set numerical goals for the fiscal year for minorities and females. The goals are projected plans that include protected group members in such numbers that will satisfy workforce representation requirements. In the following section, the Equal Employment Opportunity Department detailed specific goals for any group for which there is a need for correction, as shown in the Workforce Analysis charts. These numerical goals are related to an anticipated adjusted workforce for the end of the fiscal program year June 30, 1987, and a projected percentage of representation for minority and female employees.

9.8 Goals Summary

Minority and female percentages for each District department were reviewed by occupational subcategory, together with expected vacancies and newly budgeted positions. For each occupational subcategory, current departmental minority and female representations were compared with availability estimates. The comparisons were used to establish hiring goals in response to attrition and/or new budgeted positions. The availability factors were taken from the Availability Factor Computation Charts in Appendix G. The minority availability percentage was computed by combining Black, Hispanic and Asian-Pacific Islander factors for each occupational subcategory. A summary of this information is provided in the Workforce Analysis and Goals Chart at the end of this section.

In the Workforce Analysis and Goals Charts, an asterisk symbol (*) was used to indicate that the occupational subcategory was below a total of two positions and is not large enough to be considered for goal setting. The plus sign (+) indicates that parity has been reached. The pound sign (#) indicates the lack of sufficiently adequate labor-market information to permit forming an availability estimate.

There are very few departments that have underrepresentation of minorities and women. These departments will be targeted for equal employment opportunity assistance to improve their ethnic and gender representation during 1986-87. This will, of course, be dependent on hiring activities.

District employees, at lower pay levels, need to have a "vehicle" for upward mobility. Training programs and "bridging of classes" can provide that experience or expertise to assist employees to qualify and compete for

promotions. Due to the District's underrepresentation of women at the Executive Staff level, outreach and recruitment should be focused on women to fill any openings in these high-level positions.

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

The District is presently overrepresented with minorities in the following categories:

- Technicians;
- Para-professionals;
- Office and Clerical;
- Skilled Crafts;
- Service and Maintenance;
- Protective and Service

The Equal Employment Opportunity Department will attempt to identify programs designed to correct overrepresentation in these areas.

The only job categories that were considered for goal-setting were Officials and Administrators and Professionals, because parity and beyond has been reached for minorities in other job categories. There are still some problem areas for female representation in the Transportation and Equipment Maintenance Departments. However, efforts are being made to correct this, e.g., the Mechanic "C" Training Program.

Hiring goals for each department are summarized below:

1100 General Manager

Three new exempt positions in the Officials and Administrators job group are to be opened. However, not enough is known about them to permit goalsetting.

1200 District Secretary

No new positions or attrition are expected.

1800 Transit Police

No job openings are expected among Officials and Administrators or among Professionals.

2200 Legal

One new Assistant Counsel position is open and Associate Counsel is to be hired also. The department is at parity

for minority attorneys. It is recommended that one of the two openings be filled with a female attorney to advance toward parity in that subcategory.

3099 Assistant General Manager for Operations

No job openings are anticipated.

3201-Transportation (All Divisions and Departments)

3299

One opening at the Assistant Department Head level is to be filled by mid-November, and several women are candidates. Three Transportation Superintendent positions will be filled. Hispanic representation, particularly, needs to be increased in this job group. There are two Division Manager vacancies to be filled, but an established list precludes sitting goals. Three Assistant Division Manager vacancies are expected, and a goal of one female hire has been accepted. Three Senior and Supervising Professional positions are also to be filled. Although there is some female under representation, minority representation is above parity. The constraint of a limited number of female candidates makes it difficult to increase the percentage of females at this level. However, the department will attempt to hire one woman at this level.

(Also see Dept. 3200 in Appendix F - changes in numbers and percentages.

3301-Maintenance and Equipment (All Divisions and Departments)

3399

One new Division Manager position is to be filled. Since this class has reached parity for minorities, no recommendation is made. No Professional-level hiring is anticipated. However, a goal of one female Equipment Maintenance Supervisor should be established.

3510 General Services

No hiring into positions in the Officials & Administrators or in the Professionals category is expected.

3540 Print Shop

No hiring for Officials & Administrators or for Professional positions is expected. However, a goal of one female Printer should be established.

3599 Facilities Maintenance

No job openings are anticipated among Officials and Administrators, or among Professionals. However, for the Electronics Communications Technicians openings, a goal of two minority females should be established.

3900 Scheduling

There are no anticipated job openings among Officials & Administrators. One new position will be open in the Senior and Supervising Professional occupational subcategory. A goal of hiring a female has been accepted to help correct underutilization of females at this level.

4099 Assistant General Manager for Planning and Communications

No job openings are expected.

4200 Planning

No vacancies are expected among Officials and Administrators. Among Professionals, seven are to be hired at the Senior and Supervising level, if five of these positions which are now frozen are released. To help correct underutilization, the department has set goals of one minority and two female hires at this level. Among Entry-Level Professionals, parity has been met. However, with four hires in view, a goal of one female has been set to maintain parity.

4400 Marketing and Communications

No job openings are anticipated among Officials and Administrators. However, three Entry-Level Professionals are to be hired. Parity has been reached for minority representation, but there is some female underutilization. A goal of one female hire has been accepted to correct this.

4500 Policy Analysis

No job openings are expected.

4800 Customer Relations

No job openings among either Officials and Administrators or among Professionals are anticipated.

5100 Government Affairs

No hiring is expected among Officials and Administrators or among Professionals. The one available position was deleted for FY 86-87.

5500 Community Relations

No job openings among Officials and Administrators are anticipated. The only hiring in view for Professionals is at the Entry-Level where six vacancies for Community Relations representatives are to be filled. The department

already exceeds parity, at this level, for both female and minority representation. However, in order to maintain parity for females, a goal of one female hire has been accepted.

6099-Assistant General Manager for Equal Opportunity

6400

No change at the Officials and Administrators level is in view. Assuming that one frozen position is released, two hires are anticipated at the Senior and Supervising Professional level. Two hires are also expected in the Entry-Level Professional subcategory. However, because parity has already been met, no goals have been set.

7099 Controller - Treasurer - Auditor

No hiring expected.

7100 Accounting and Fiscal

There are no definite plans for hiring either in the Officials and Administrators category or in the Professional category.

7200 Data Processing

Four positions at the Senior and Supervising Professional level are to be filled, as is one at the Entry-Level Professional level. Both of these occupational subcategories exceed parity for minority employees, but are somewhat deficient in utilization of female professionals. A goal of one female Senior and Supervising Professional, and one Entry Level female Professional have been accepted, recognizing the difficulty of finding female candidates. The current training of Programmer Assistants, consisting of minority and/or females, should assist in the entry-level goal.

8099-Assistant General Manager for Transit Systems Development

8300

Three new Assistant Department Head positions are to be filled. However, because of the small number in this group and the limited number of minority and female candidates with the needed experience, no goal has been set. Seven new positions at the Senior and Supervising Professional level have been budgeted. Minority representation at this level now exceeds parity. However, there is no female representation; a goal of one female for one of these seven new positions has been accepted.

9099 Assistant General Manager for Management

There are no anticipated job openings.

9100 Risk Management

A Claims Manager is to be hired. Since the number at this level is so small, no goal has been set.

9100 Safety

One new position at the Senior and Supervising Professional level is to be filled, as is one in the Entry-Level Professional subcategory. Minority utilization in this department is high, but there is a need for more female representation. A goal of at least one female hire, in the Professional category, has been accepted.

9100 Insurance

No new positions or vacancies are in view.

9400 Office of Contracts Procurement and Materiel

Five new Entry-Level Professional positions are to be filled. Parity has been met for minority representation in this subcategory, but female representation is below parity. A goal of one female hire has been accepted, recognizing the difficulty of finding female Contract Administrators.

9500 Personnel

One new Entry-Level Professional position is to be filled. Since both minority and female representation exceed parity, no goal has been set.

9700 Office of Management and Budget

A vacant position in the Officials and Administrators category (Director of Management and Budget) is to be filled. There are also two new Entry-Level Professional positions to be filled. Since parity for both minority and female representation has been met, no goal has been set for females. However, in order to keep minority representation from falling below parity, a goal of one minority is suggested in the Professional category.

9800 Employee Relations

There are two new Entry-Level Professional positions (Labor Relations Analyst). However, since there is already good minority and female representation, and the total number of positions is so small, no goal has been set.

The Workforce Analysis and Goals Summary of all SCRTD Departments is listed as Appendix H.

10.0 Contract Compliance Program

10.1 Purpose

This section prescribes policies and outlines procedures for the implementation of the District's Contract Compliance Program. The initiatives set forth herein have been established to ensure that no program, project or activity receiving funds from the District discriminates on the basis of race, religion, ancestry, national origin, sex, age (over 40), physical handicap, medical condition (cancer related), or marital status.

10.2 Authority

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

10.3 Staff Responsibility

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

- Conduct continuous review, evaluation, and monitoring of the District's activities and programs, and recommend necessary changes to ensure consistency and program effectiveness;
- Provide advice and recommendation to the Assistant General Manager - Equal Opportunity, concerning significant developments and changes in implementation of the District's compliance responsibilities;
- Provide primary coordination and liaison with appropriate agencies, public and private

organizations, and communities to achieve program objectives;

- Ensure that all EEO plans submitted by contractors are in compliance with EEO standard specifications of the construction contracts;
- Review and analyze all Monthly Employment Utilization Reports submitted by construction contractors and subcontractors to ensure compliance pursuant to rules and regulations.

10.4 Contract Compliance Program Components

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

- Agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations;
- Shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with a project under the Urban Mass Transportation Act (the UMT Act) of 1964, as amended and, in adopted form in all proposals for negotiated agreements: "In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Part 21, "Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act"; SCRTD hereby notifies all bidders that SCRTD will affirmatively ensure that, in regard to any contract entered into pursuant to this advertisement, Disadvantaged/Women owned Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, creed, color, sex or national origin, in consideration for an award.
- Where federal financial assistance is received to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith;

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

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

- Compliance with Regulations - The contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of their contract.
- Nondiscrimination - The contractor, with regard to the work performed during the contract, shall not discriminate in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate, either directly or indirectly, in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- Solicitation for Subcontracts, Including Procurements of Materials and Equipment - In all solicitation, either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractors'

obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, creed, color, sex or national origin.

- Information and Reports - The contractor shall provide all information and reports required by the Regulations or Directives issued pursuant thereto, and shall permit access to its books, records, accounts, or other sources of information, and its facilities as may be determined by SCRTD, or the Urban Mass Transportation Administration (UMTA), to be pertinent to ascertain compliance with such regulations, orders and instructions. Where any information is required or a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to SCRTD, or, as appropriate, and shall set forth what efforts it has made to obtain the information.

- Sanctions for Non-compliance - In the event of the contractor's non-compliance with the discrimination provisions of this contract, SCRTD may impose such contract sanctions as it or UTMA may determine to be appropriate, including, but not limited to:
 1. Withholding of payments to the contractor under the contract until the contractor complies;
 2. Cancellation, termination or suspension of the contract, in whole or in part; or
 3. Placing the contractor on an ineligible list for future SCRTD contractual assignments."

- Incorporation of Provisions - The contractor shall include the provisions of paragraphs under Section 10.4.2 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement, as SCRTD or UTMA may direct as a means of enforcing such provisions including sanctions for non-compliance. In the event a contractor becomes involved in, or is threatened with litigation with a subcontractor or supplier, as a result of such litigation, to protect the interest of SCRTD, the

contractor may request the United States government to enter into such litigation to protect the interest of the United States."

10.4.3 Contract Compliance

The Southern California Rapid Transit District, in establishing its compliance, implementation, or complaint procedures, further assures that the District or a nonconstruction contractor shall develop equal employment opportunity programs involving non-construction procurement activities. These procurement activities include architectural and engineering services, professional services, materials and supplies and all other non-construction District activity. The compliance requirement of the EEO Program is to develop and implement results-oriented procedures that will achieve prompt and full utilization of minorities and women at all levels and in all segments of the contractor's workforce. The authority for establishing an EEO compliance policy for non-construction procurement contracts is set forth in Executive Order 11246, and Rules and Regulations of 41 CFR, Part 60-2, Affirmative Action Programs for non-construction contractors. The part is also known as Revised Order No. 4 issued by the Office of Federal Contract Compliance on September 30, 1972. The last revision was effective January 29, 1981. The provisions of Revised Order No. 4 require non-construction contractors to develop, implement and maintain a written EEO Program for each of their establishments.

The requirements are as follows:

- Each contractor which has 50 or more employees and (1) has a contract of \$50,000, or more or (2) has contracts (including Government bills of lading) which, in any 12-month period, total or can reasonably be expected to total \$50,000, or more and (3) which is a financial institution which (i) serves as a depositor of Government funds in any amount; (ii) acts as issuing or redeeming agent for U.S. savings bonds and savings notes in any amount; or (iii) subscribes to Federal Deposit or Share Insurance, shall develop, implement and maintain a written EEO Program for each of its establishments.
- When a non-construction contractor has not developed, implemented or maintained an EEO Program, in lieu of the Program, the contractor may submit the latest compliance report for the company. The non-construction contractor shall

provide, for desk compliance review, all data or information determined by the District to be necessary to analyze, more comprehensively, whether there are any deficiencies or violations concerning the maximum utilization of minorities and women available in the area of the installation or establishment.

11.0 APPENDICES

	<u>ITEM</u>
SCRTD APPLICATION FOR EMPLOYMENT	A
NON-CONTRACT CERTIFICATION FORM	B
SCRTD PERSONNEL ACTION FORM (PAF)	C
EMPLOYEE COMPLAINT FORM	D
JOB CATEGORIES BY TOTAL AND PERCENT	E
DEPARTMENTAL STATISTICS	F
AVAILABILITY FACTOR COMPUTATION CHARTS	G
WORKFORCE ANALYSIS AND GOALS SUMMARY	H

APPENDIX A
SCRTD APPLICATION FOR EMPLOYMENT



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

Exact Title of Position you are Applying for: _____

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

HIGH SCHOOL ATTENDED _____	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	IF NOT, HAVE YOU AGED? YES <input type="checkbox"/> NO <input type="checkbox"/>	OFFICE USE ONLY
LOCATION _____			

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

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

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

List any Foreign Language in which you are fluent: _____	OTHER SKILLS: _____
--	---------------------

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

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

SIGNATURE _____ DATE _____

APPLICANTS MUST FILL OUT BOTH SIDES OF THIS APPLICATION

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

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

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

INQUIRY MAY BE MADE OF YOUR FORMER EMPLOYERS OR THE LAST SCHOOL YOU ATTENDED REGARDING YOUR PERFORMANCE RECORD. MAY WE CONTACT YOUR PRESENT EMPLOYER?

YES NO

APPENDIX B
NON-CONTRACT CERTIFICATION FORM

APPENDIX C
SCRTD PERSONNEL ACTION FORM (PAF)


PERSONNEL ACTION FORM

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

A1 EFF DATE	PERS ACTIONS	01 - NEW HIRE 02 - REHIRE 03 - REINSTATED HIRE 04 - DEPT TRANSFER	05 - MERIT PFP 06 - PROMOTION 07 - DEMOTION 08 - JOB RECLASSIFICATION	09 - LEAVE OF ABSENCE 10 - RETURN FROM LEAVE 11 - TERMINATION 12 - MISC DATA CHANGES
----------------	--------------	--	--	---

B1 EMPLOYEE NAME (LAST, FIRST MI.)	SUFFIX
---------------------------------------	--------

STATUS INFORMATION							
C1	STATUS	STATUS CHG DATE	DISTRICT EMP DATE	REGULAR/ AS NEEDED	FULL-TIME / PART-TIME	BENEFITS CODE	ELIG FOR OVERTIME
C2	DEPT NO.	UNION CODE	LAST DAY WORKED	LOA REASON	LOA PROJECTED RETURN DATE	TERMINATION CODE	ELIG FOR REHIRE (YorN)

ROSTER INFORMATION					 SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
D1	ROSTER NO.	SUB-GROUP	ROSTER DATE	POSITION	
D2					
D3					

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

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

DIRECTOR OF PERSONNEL
EXECUTIVE STAFF MEMBER
GENERAL MANAGER

EXPLANATIONS OF CODES.

C.1. STATUS CODE

A = Active
 L = Leave Without Pay
 N = Nonemployee
 P = Leave
 R = Retired
 T = Terminated

BENEFITS CODE

A ATU
 B BRAC
 N Non-Contract
 P PORAC
 T Teamsters
 U UTU
 Y Bus Pass Only
 Z None

C.2. UNION CODE

U1 = Operators
 U2 = Schedule Checkers
 U3 = Schedule Makers
 U4 = Traffic Loaders
 U5 = Other

A1 = Revenue Mechanic
 A2 = Revenue Non-Mechanic
 A3 = Nonrevenue Employee
 B1 = BRAC
 NC = Non-Contract
 P1 = PORAC
 T1 = Teamsters

LEAVE OF ABSENCE (LOA) CODE

UA = Unprovoked Attack
 DI = Disability (SDI, etc)
 MP = Military Paid
 MU = Military Unpaid
 OC = Occupational
 PL = Personal
 UB = Union Business
 UT = Union Temporary

TERMINATION (TERM) CODE

RESIGNATIONS:

10. Accepted new job
11. Personal reasons
12. Marriage or domestic obligations
13. Relocation
14. Returned to school
15. Quit without notice
16. Resigned in lieu of discharge
17. Dissatisfied with pay
18. Dissatisfied with working conditions
19. Completion of assignment

DISCHARGE:

20. Unsatisfactory performance
21. Misconduct/rules violation
22. Poor attendance
23. Falsification of application
24. Leave of absence expiration
25. Away without permission
26. Insubordination

LAYOFF/FURLOUGH:

30. Lack of funding
31. Seniority displacement
32. Position discontinued

RETIREMENT:

40. Normal
41. Early
42. Disability
43. Deferred
44. In lieu of discharge

DECEASED:

50. Active
51. Retired

E. TIME REPORT CODE

P = Positive time: BRAC, N/C, PORAC and Teamsters with preprinted time report
 N = Positive time: ATU and UTU without preprinted time report
 E = Deferred compensation: Automatic payment to retirees and nonemployees

F. FROZEN CODE

F = Frozen
 S = Special

PREM CODES (plus P* or A*) Ex: 03.P.

01. Arch/Engrs License
02. Intermediate Post Certificate
03. Advanced Post Certificate
04. Supervisory Post Certificate

PREM FACTOR* Ex: 3.00

P = % Amount
 A = \$ Amount

F.1. EARNINGS TYPE CODE

REG = Regular time
 WIN = WIN/COD
 SCK = Sick
 VAC = Vacation

* If Premium Code is P, it = a percentage (%) of salary
 If Premium Code is A, it = a dollar amount (\$)

APPENDIX D
EMPLOYEE COMPLAINT FORM

EQUAL EMPLOYMENT OPPORTUNITY DEPARTMENT

COMPLAINT OF DISCRIMINATION

Name

Address

Telephone
Terminated (Date) _____
Suspended (Date) _____
Hearing (Date) _____

Badge # _____
Hire Date _____
Job Title _____
Work # _____
Dept./Division _____
Dept. Supervisor _____
Union _____

Cause of Discrimination (Check where appropriate):

- | | | |
|---|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Sex | <input type="checkbox"/> Religion |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Ancestry | <input type="checkbox"/> Age (Over 40) |
| <input type="checkbox"/> Physical Handicap | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Medical Condition (Cancer Related) | | |

Date of Incident _____ Is Problem Ongoing? _____
Month/Day/Year Yes No

Details of Complaint: (Be as specific as possible: names, dates, etc.)

(Over)

NOTE BEFORE SIGNING: Any employee who intentionally files a false discrimination complaint will be subject to disciplinary action.

Signature

Date

APPENDIX E

JOB CATEGORIES BY TOTAL AND PERCENT

J O B C A T E G O R I E S B Y T O T A L A N D P E R C E N T

CATEGORY	ALL EMPLOYEES			WHITE		BLACK		HISPANIC		ASIAN-PACIFIC IS.		AI-NA	
	TOTAL	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS/ADMINISTRATORS PERCENTAGES	129 100.0%	114 88.4%	15 11.6%	83 64.3%	7 5.4%	18 14.0%	4 3.1%	11 8.5%	2 1.6%	2 1.6%	2 1.6%	0 .0%	0 .0%
PROFESSIONALS PERCENTAGES	353 100.0%	257 72.8%	96 27.2%	161 45.6%	50 14.2%	31 8.8%	24 6.8%	22 6.2%	14 4.0%	43 12.2%	8 2.3%	0 .0%	0 .0%
TECHNICIANS PERCENTAGES	656 100.0%	541 82.7%	13 17.3%	249 38.1%	34 5.2%	176 26.9%	59 9.0%	86 13.1%	9 1.4%	30 4.6%	11 1.7%	0 .0%	0 .0%
PARAPROFESSIONALS PERCENTAGES	45 100.0%	20 44.4%	25 55.6%	5 11.1%	11 24.4%	9 20.0%	9 20.0%	3 6.7%	4 8.9%	0 6.7%	0 .0%	0 .0%	1 2.2%
OFFICE/CLERICAL PERCENTAGES	764 100.0%	305 39.9%	459 60.1%	89 11.6%	120 15.7%	116 15.2%	194 25.4%	78 10.2%	113 14.8%	22 2.9%	31 4.1%	0 .0%	1 0.1%
SKILLED CRAFT PERCENTAGES	1331 100.0%	1288 96.8%	43 3.2%	466 35.0%	4 0.3%	274 20.6%	21 1.6%	408 30.7%	12 0.9%	135 10.1%	4 0.3%	5 0.4%	2 0.2%
SERVICE/MAINT.-OPRS. PERCENTAGES	4833 100.0%	4025 83.3%	808 16.7%	966 20.0%	103 2.1%	2046 42.3%	579 12.0%	908 18.8%	121 2.5%	98 2.0%	0 .0%	7 0.1%	5 0.1%
SERVICE/MAINT.-NON/OPRS. PERCENTAGES	562 100.0%	401 71.4%	161 28.6%	65 11.6%	14 2.5%	179 31.9%	100 17.8%	135 24.0%	45 8.0%	19 3.4%	1 0.2%	3 0.5%	1 0.2%
PROTECTIVE/SERVICE PERCENTAGES	123 100.0%	103 83.7%	20 16.3%	37 30.1%	10 8.1%	40 32.5%	8 6.5%	21 17.1%	2 1.6%	5 4.1%	0 .0%	0 .0%	0 .0%

Statistics as of 08/31/86

APPENDIX F
DEPARTMENTAL STATISTICS

NOTE: On the following charts, under the heading "All Employees",
the M denotes minority and the F female.

Department 3201-3299 - Transportation

Job Category	All Employees			Employees by Ethnic Category									Current % Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force Projected 6/30/87	
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	AI-NA M F	Min. M F	Min. M F	Min. M F	Attri- tion	New Pos.	Total	Min. Female	6/30/87	Min. Female	6/30/87					
Technicians																							
Supervising	15	7		8	7								47 0	18 34	0 34								
Senior	5			5									0 0	14 33	14 33								
Transit Operations Supervisors	279	166	27	105 8	111 19	33		3					60 10	25 20	0 11								
Other	2	2	2		1		1						100 100	14 40	0 0								
Total	301	175	29	118 8	118 20	33		3					58 10										
Paraprofessionals	6	2	3	2 2	1					1	33	50	21 64	0 14									
Office & Clerical	36	24	31	1 11	2 10		9	2 1					67 86	21 64	0 0								
Skilled Crafts																							
Mechanics																							
Mechanic "C" Trainees																							
Electricians																							
Sheet Metal																							
Other	12	10		2	5	5							83 0	# #									
Total	12	10		2	5	5							83 0										

Department 3301-3399 - Maintenance and Equipment

Job Category	All Employees			Employees by Ethnic Category										Current #			Availability Factor			% of Underutilization			Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force 6/30/87		Projected % Representation 6/30/87																																																																																																																																																																																																																																																																																																																																																
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	AI-NA M F	Min. M F	Min. M F	Min. M F	Attri- Lion	New Pos.	Total	Min. Female.	6/30/87	Min. Female	Female																																																																																																																																																																																																																																																																																																																																																												
Technicians																																							Supervising	97	48	1	49		19	1	22	6				50	1	18	34	0	33			Senior Transit Operations Supervisors	9	7		2		1		4	2				78	0	14	33	0	33			Other	5	4	3		1		2	1	1				80	60	14	40	0	0			Total	111	59	4	51	1	20	3	27	9				53	4							Paraprofessionals																																							5	4	4	1			2		2				80	80	21	64	0	0			Office & Clerical	114	87	72	10	17	19	34	9	21	4			76	63	20	66	0	3			Skilled Crafts																																						Mechanics	1179	760	41	415	4	235	19	368	11	115	5	5	2	65	4	17	10	0	7		Mechanic "C" Trainees																					Electricians																					Sheet Metal	14	10		4		1		6	3				71	0	#	#					Other	1			1									0	0	#	#					Total	1194	770	41	420	4	236	19	374	11	118	5	5	2	65	4					
Supervising	97	48	1	49		19	1	22	6				50	1	18	34	0	33																																																																																																																																																																																																																																																																																																																																																												
Senior Transit Operations Supervisors	9	7		2		1		4	2				78	0	14	33	0	33																																																																																																																																																																																																																																																																																																																																																												
Other	5	4	3		1		2	1	1				80	60	14	40	0	0																																																																																																																																																																																																																																																																																																																																																												
Total	111	59	4	51	1	20	3	27	9				53	4																																																																																																																																																																																																																																																																																																																																																																
Paraprofessionals																																							5	4	4	1			2		2				80	80	21	64	0	0			Office & Clerical	114	87	72	10	17	19	34	9	21	4			76	63	20	66	0	3			Skilled Crafts																																						Mechanics	1179	760	41	415	4	235	19	368	11	115	5	5	2	65	4	17	10	0	7		Mechanic "C" Trainees																					Electricians																					Sheet Metal	14	10		4		1		6	3				71	0	#	#					Other	1			1									0	0	#	#					Total	1194	770	41	420	4	236	19	374	11	118	5	5	2	65	4																																																																																																																																
	5	4	4	1			2		2				80	80	21	64	0	0																																																																																																																																																																																																																																																																																																																																																												
Office & Clerical	114	87	72	10	17	19	34	9	21	4			76	63	20	66	0	3																																																																																																																																																																																																																																																																																																																																																												
Skilled Crafts																																						Mechanics	1179	760	41	415	4	235	19	368	11	115	5	5	2	65	4	17	10	0	7		Mechanic "C" Trainees																					Electricians																					Sheet Metal	14	10		4		1		6	3				71	0	#	#					Other	1			1									0	0	#	#					Total	1194	770	41	420	4	236	19	374	11	118	5	5	2	65	4																																																																																																																																																																																																																
Mechanics	1179	760	41	415	4	235	19	368	11	115	5	5	2	65	4	17	10	0	7																																																																																																																																																																																																																																																																																																																																																											
Mechanic "C" Trainees																																																																																																																																																																																																																																																																																																																																																																														
Electricians																																																																																																																																																																																																																																																																																																																																																																														
Sheet Metal	14	10		4		1		6	3				71	0	#	#																																																																																																																																																																																																																																																																																																																																																														
Other	1			1									0	0	#	#																																																																																																																																																																																																																																																																																																																																																														
Total	1194	770	41	420	4	236	19	374	11	118	5	5	2	65	4																																																																																																																																																																																																																																																																																																																																																															

Department 3540 - Print Shop

Job Category	All Employees		Employees by Ethnic Category									Current %			Availability Factor		% of Underutilization		Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force As of 6/30/87		Projected Work Force As of 6/30/87			
	Total	M	F	White M	White F	Black M	Black F	Hisp. M	Hisp. F	Asian M	Asian F	AI-NA M	AI-NA F	Min.	F	Min.	F	Min.	F	Attri- tion	New Pos.	Total	Min.	Female.	6/30/87	Min.	Female		
Officials & Administrators																													
Executive Staff																													
Department Heads																													
Assistant Department Heads	1	1						1						100	0	8	31	0	31	0	0	0	*	*	1	100	0		
Section Heads																													
Division Maintenance Managers																													
Division Transportation Managers																													
Other																													
Total	1	1						1						100	100														
Professionals																													
Senior and Supervising																													
Entry Level	1		1	1										.00	100	8	43	8	0	0	0	0	*	*	1	0	100		
Accountants																													
Planners																													
Engineers																													
Other																													
Total	1		1	1										.00	100														

SPD TN IRADY

Department 9100 - Risk Management

Job Category	All Employees			Employees by Ethnic Category										Current % Availability Factor % of Underutilization			Anticipated Job Openings			Numeric Goals For Program Year		Anticipated Work Force As of	
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	AI-NA M F	Min. F	Min. F	Min. F	Attri- tion	New Pos.	Total	Min.	Female.	6/30/87	Min.	Female				
Service and Maintenance																							
FT Bus Operators																							
PT Bus Operators																							
FT Bus Operator Trainees																							
PT Bus Operator Trainees																							
Other Operators Utility/Service Attendants																							
Other																							
TOTAL																							
Protective/Service																							
Transit Police																							
Security Guards																							
Other																							
TOTAL																							
Department/Division } TOTAL	5	5	4			1		1	1	2			100	80									

Department 9700 - Management & Budget

Job Category	All Employees			Employees by Ethnic Category								Current & Availability			Anticipated Job Openings			Diversity Goals		Diversity Data	
	Total	M	F	White M F	Black M F	Hisp. M F	Asian M F	AI-NA M F	Min. M F	Min. F	Min. F	Attri- tion	New Pos.	Total	Min. Female	6/30/87	Min. Female	6/30/87			
Service and Maintenance																					
FT. Bus Operators																					
PT Bus Operators																					
FT Bus Operator Trainees																					
PT Bus Operator Trainees																					
Other Operators Utility/Service Attendants																					
Other																					
TOTAL																					
Protective/Service																					
Transit Police																					
Security Guards																					
Other																					
TOTAL																					
Department/Division TOTAL	14	6	8	5	3		2		1	1	2			43	57						

APPENDIX G
AVAILABILITY FACTOR COMPUTATION CHARTS

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

TECHNICIANS - TRANSIT OPERATIONS SUPERVISOR

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February, 1985, Table 25A and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Unemployment. U.S. Department of Labor, May, 1955, Table 15.

Factor 4. Percentages reflect the representation of these groups among District Bus Operators, which is the class from which virtually all T.O.S's are selected.

Asian - Pacific Islander

Factors 1,2&4. Same as above

Factor 3. Same as Factor 1, above.

Weights:

Weights were chosen to reflect virtual total dependence on the bus operator class for candidates and to improve Female and Asian-Pacific Islander representations.

Job Group Technicians - Transit Operations Supervisor

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.02	0.2	24.6	.02	0.5	6.1	.05	0.3
2. Percentage of individuals having requisite skills in the immediate area.	39.2	.05	2.0	11.1	.02	0.2	11.9	.02	0.2	11.7	.05	0.6
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	41.1	.05	2.0	5.8	.02	0.1	10.8	.02	0.2	11.7	.05	0.6
4. Percentage of individuals among those promotable or transferable.	16.6	.85	14.1	55.2	.94	52.0	20.5	.94	19.3	1.6	.85	1.4
AVAILABILITY ESTIMATE			20.2			52.5			20.2			2.9

.INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Technicians - Senior

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25 A and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Development, U.S. Department of Labor, May 1985, Table 15.

Factor 4. Percentages reflect the representation of these groups, among District Technicians, the class from which approximately a third of Senior Technicians are selected.

For Asian-Pacific Islander

Factors 1, 2 and 4. Same as those Factors above.

Factor 3. Same as Factor 1, above.

Weights:

Weights were chosen to give more importance to hiring from the outside, since about two-thirds of Senior Technicians are hired externally.

Job Group Technicians - Senior

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.05	0.5	24.6	.05	1.2	6.1	.05	0.3
2. Percentage of individuals having requisite skills in the immediate area.	39.2	.40	15.7	11.1	.40	4.4	11.9	.40	11.8	11.7	.40	4.7
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	41.1	.22	9.0	5.8	.22	1.3	10.8	.22	2.4	11.7	.22	2.6
4. Percentage of individuals among those promotable or transferable.	17.5	.33	5.8	36.1	.33	11.9	14.5	.33	4.8	5.9	.33	1.9
AVAILABILITY ESTIMATE			32.6			18.1			13.2			9.5

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

TECHNICIANS - SUPERVISING

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February, 1984, Tables 25A and B.

Factor 2. Ibid

Factor 3. Geographic Profile of Employment and Unemployment. U.S. Department of Labor, May, 1985, Table 15.

Factor 4. Percentages reflect representation of these groups in the feeder-classes among the EEO-4 groups of Clerical, Technician, Skilled Crafts and Bus Operator employees

Asian - Pacific Islander

Factors 1,2&4. Same as those factors above.

Factor 3. Same as Factor 1, above.

Weights:

Weights were chosen to emphasize Factor 4, in that for more than 50% of Supervising Technician classes, employees are hired from within.

Job Group Technicians - Supervising

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.05	0.5	24.6	.05	1.2	6.1	.05	0.3
2. Percentage of individuals having requisite skills in the immediate area.	39.2	.35	13.7	11.1	.35	3.9	11.9	.35	4.2	11.7	.35	4.1
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	41.1	.10	4.1	5.8	.10	0.6	10.8	.10	1.1	11.7	.10	1.2
4. Percentage of individuals among those promotable or transferable.	28.7	.50	14.4	38.9	.50	19.5	25.7	.50	12.9	6.5	.50	3.3
AVAILABILITY ESTIMATE			34.3			24.5			19.4			8.9

INTERPRETATION OF AVAILABILITY FACTOR CORPORATION

Professionals

Engineers

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, February 1984, Tables 25 A and B.

Factor 2. Ibid.

Factor 3. Based on nationwide 1985 data supplied by The Bureau of Labor Statistics, Division of Data Development, Washington, D. C.

Factor 4. Not applicable. Engineers are not hired from within.

For Asian-Pacific Islander

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

Factor 4. Same as Factor 4, above.

Weights:

Weights were selected to keep the resulting estimates somewhat ahead of the immediate labor market.

Job Group Professional - Engineers

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.10	4.3	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	6.0
2. Percentage of individuals having requisite skills in the immediate area.	6.0	.70	4.2	3.8	.70	2.7	6.3	.70	4.4	11.9	.70	8.3
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	6.7	.20	1.3	2.6	.20	0.5	2.6	.20	0.5	11.9	.20	2.4
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			9.8			4.3			7.4			16.7

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professionals

Planners

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25 A and B.

Factors 2 and 3. The Planners Advisory Service Report #382, American Planners Association, Chicago, Illinois, 1984. A.P.A. states that approximately one-sixth of their membership is located in Southern California.

Factor 4. Not applicable.

Weights:

Weights were chosen to bring estimates more into line with current Female and minority enrollment in graduate studies in planning.

Job Group Professionals - Planners

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.20	8.6	10.9	.20	2.2	24.6	.25	6.1	6.1	.20	1.2
2. Percentage of individuals having requisite skills in the immediate area.	19.4	.40	7.8	1.8	.40	0.7	2.5	.40	1.0	2.2	.40	0.9
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	19.4	.40	7.8	1.8	.40	0.7	2.5	.35	0.9	2.2	.40	0.9
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			24.2			3.6			8.0			3.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

PROFESSIONALS - ACCOUNTANTS

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February, 1984, Table 25A and B.

Factor 2. 1980 Census, Detailed Occupations by years of school completed, Special Tabulation by U.S. Bureau of the Census for National Planning Data Corporation for Los Angeles - Long Beach SMSA.

Factor 3. Based on nationwide 1985 data supplied by the Bureau of Labor Statistics, Division of Data Development, Washington, D.C.

Factor 4. Not applicable since accountants are not hired from within.

Asian - Pacific Islander

Factor 1. Same as Factor 1, above.

Factor 2. Same as Factor

Factor 3. Based on 1980 data supplied by Coopers and Lybrand, Los Angeles.

Weights:

Weights were chosen to emphasize the importance of the local SMSA as the major recruitment area.

Job Group Professionals - Accountants

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.10	4.3	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	29.8	.70	20.9	5.6	.70	3.9	6.4	.70	4.5	19.5	.70	13.6
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	44.1	.20	8.8	5.9	.20	1.2	4.2	.20	0.8	3.8	.20	0.8
4. Percentage of individuals among those promotable or transferable.	n.a.			n.a.			n.a.			n.a.		
AVAILABILITY ESTIMATE			34.0			6.2			7.8			15.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

PROFESSIONALS - ENTRY LEVEL

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February, 1984, Tables 25A and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Unemployment. U.S. Department of Labor, May, 1985, Table 15.

Factor 4. Not applicable since very few positions in this sub-category are filled within.

For Asian - Pacific Islander

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

Factor 4. Same as Factor 4, above.

Job Group Professionals - Entry Level

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.10	4.3	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	43.4	.45	19.5	8.3	.45	3.7	8.2	.45	3.7	7.7	.45	3.5
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	43.5	.45	19.6	4.4	.45	2.0	5.0	.45	2.3	7.7	.45	3.5
4. Percentage of individuals among those promotable or transferable.	n.a.			n.a.			n.a.			n.a.		
AVAILABILITY ESTIMATE			43.4			6.8			8.5			7.6

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Professionals

Senior and Supervising

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25A and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Unemployment, U.S. Department of Labor, May 1985, Table 15.

Factor 4. Percentages represent ethnic and female representation among the Entry-Level Professional sub-group.

For Asian-Pacific Islander

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

Factor 4. Same as Factor 4, above.

Weights:

For Female and Black: Weights were chosen to emphasize Factor 4 adequately, but to correct Black over-concentration among employees who are promotable. Weights for Hispanic and Asian-Pacific Islander were selected to give a larger emphasis to Factor 4 and to correct for under-representations of these groups at the Senior and Supervising Professional level.

Job Group Professionals - Senior and Supervising

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.10	4.3	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	43.4	.30	13.0	8.3	.30	2.5	8.2	.30	2.5	7.7	.30	2.3
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	43.5	.30	13.1	4.4	.30	1.3	5.0	.10	0.5	7.7	.10	0.8
4. Percentage of individuals among those promotable or transferable.	51.5	.39	15.6	21.6	.30	6.5	10.3	.50	5.2	14.4	.50	7.2
AVAILABILITY ESTIMATE			46.0			11.4			12.7			10.9

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION
OFFICIALS AND MANAGERS - DIVISION TRANSPORTATION MANAGER

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February, 1984. Tables 25A and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Unemployment. U.S. Department of Labor, May, 1985, Table 15.

Factor 4. Percentages represent current ethnic and female representations among Assistant Division Transportation Managers.

For Asian - Pacific Islander

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

Factor 4. Same as Factor 4, above.

Weights:

Since Division Transportation Managers are routinely selected from within, Factor 4 was given the most weight. Weights for Females and Hispanics were selected to help increase their representation. Weights for Blacks were chosen to help prevent their over-concentration in this class from growing larger.

Job Group Officials & Administrators - Division Transportation Manager

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.05	0.5	24.6	.10	2.5	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	31.2	.15	4.7	6.3	.35	2.2	10.2	.70	7.1	6.0	.70	4.2
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	38.5	.10	3.9	4.8	.10	0.5	6.3	.20	1.3	6.0	.20	1.2
4. Percentage of individuals among those promotable or transferable.	15.8	.70	11.0	31.5	.50	15.8	0			0		
AVAILABILITY ESTIMATE			21.7			19.0			10.9			6.0

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

OFFICIALS AND ADMINISTRATORS - DIVISION MAINTENANCE MANAGER

For Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February, 1984, Tables 25A and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Unemployment. U.S. Department of Labor, May, 1985, Table 15.

Factor 4. Percentages represent current ethnic representations among Supervising Technicians.

For Asian - Pacific Islander

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

Factor 4. Same as Factor 4, above.

Weights:

Since the vast majority of Division Maintenance Managers are selected from within, Factor 4 was accorded the greatest weight. At present there are so few Female Supervising Technicians and so few Female Maintenance Managers in the labor market that no Availability Estimate is possible.

Job Group Officials & Administrators - Division Maintenance Manager

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	N.A.			10.9	.05	9.5	24.6	.05	1.2	6.1	.05	0.3
2. Percentage of individuals having requisite skills in the immediate area.	0			6.3	.15	0.9	10.2	.15	1.5	6.0	.15	0.9
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	0			4.8	.10	0.5	6.3	.10	0.6	6.0	.10	0.6
4. Percentage of individuals among those promotable or transferable.	1.0			20.8	.70	14.6	21.9	.70	15.3	6.3	.70	4.4
AVAILABILITY ESTIMATE			0			16.5			18.6			6.2

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

OFFICIALS AND ADMINISTRATORS - SECTION HEAD

For Female, Black and Hispanic

Factor 1. State of California Employment Development Department, Employment Data and Research Los Angeles County, February, 1984, Tables 25A and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Unemployment. U.S. Department of Labor, May, 1985, Table 15.

For Asian - Pacific Islander

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

For All Groups

Factor 4. Reflects female and ethnic representations, by percentages, at the Senior and Supervising Professional level.

Weights:

Weights were selected to show greater dependence on the selection of internal candidates than for the other three levels of Officials and Administrators.

Job Group Officials & Administrators - Section Heads

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.05	0.5	24.6	.05	1.2	6.1	.05	0.3
2. Percentage of individuals having requisite skills in the immediate area.	31.2	.50	15.6	6.3	.35	2.2	10.2	.35	3.6	6.0	.35	2.1
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	38.5	.10	3.9	4.8	.10	0.5	6.3	.10	0.6	6.0	.10	0.6
4. Percentage of individuals among those promotable or transferable.	17.1	.35	6.0	15.5	.50	7.8	11.7	.50	5.9	8.5	.50	4.3
AVAILABILITY ESTIMATE			27.6			11.0			11.3			7.3

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials and Administrators

Assistant Department Head

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25 A and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Unemployment, U.S. Department of Labor, May 1985, Table 15.

Factor 4. Reflects Female and ethnic representations, by percentage, at the Section Head level.

For Asian-Pacific Islander

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

Factor 4. Same as Factor 4, above.

Weights:

Weights were chosen to allow estimates to keep in reasonable proportion to percentages in Factors 2 and 3.

Job Group Officials and Administrators - Assistant Department Heads

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.05	0.5	24.6	.05	1.2	6.1	.05	0.3
2. Percentage of individuals having requisite skills in the immediate area.	31.2	.50	15.6	6.3	.50	.50	10.2	.50	5.1	6.0	.50	3.0
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	38.5	.25	9.6	4.8	.25	1.2	6.3	.25	1.6	6.0	.25	1.5
4. Percentage of individuals among those promotable or transferable.	17.3	.20	3.5	13.0	.20	2.6	17.3	.20	2.9	4.3	.20	0.9
AVAILABILITY ESTIMATE			30.8			7.5			10.8			5.7

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

OFFICIALS AND ADMINISTRATORS - DEPARTMENT HEAD

For Female, Black and Hispanic

Factor 1. State of California Employment Development Department, Employment Data and Research, Los Angeles County, February, 1984, Tables 25A and B.

Factor 2. Ibid

Factor 3. Geographic Profile of Employment and Unemployment. U.S. Department of Labor, May, 1985, Table 15.

For Asian - Pacific Islanders

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

For All Groups

Factor 4. Reflects female and ethnic representation by percentage, at the Assistant Department Head level.

Weights:

Weights were chosen to reflect the importance of each factor in the recruitment and selection process and to allow estimates to keep in reasonable proportion to percentages in Factors 2 and 3.

Job Group Officials & Administrators - Department Heads

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.05	0.5	24.6	.05	1.2	6.1	.15	0.9
2. Percentage of individuals having requisite skills in the immediate area.	31.2	.50	15.6	6.3	.50	3.2	10.2	.50	5.1	6.0	.50	3.0
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	38.5	.35	13.5	4.8	.35	1.7	6.3	.35	2.2	6.0	.30	1.8
4. Percentage of individuals among those promotable or transferable.	9.0	.10	0.9	15.2	.10	1.5	10.9	.10	1.1	2.0	.05	0.1
AVAILABILITY ESTIMATE			32.1			6.9			9.6			5.8

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Officials and Administrators

Executive Staff

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25 A & B.

Factor 2. Ibid

Factor 3. Geographic Profile of Employment and Unemployment, U.S. Department of Labor, May 1985, Table 15.

Factor 4. Not applicable. Executive Staff are seldom chosen within.

For Asian-Pacific Islander

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

Factor 4. Not applicable.

Weights:

Weights were selected to reflect the importance of Factors 2 and 3 in the recruitment process.

Job Group Officials and Administrators - Executive Staff

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.05	0.5	24.6	.05	1.2	6.1	.05	0.3
2. Percentage of individuals having requisite skills in the immediate area.	31.2	.70	21.8	6.3	.70	4.4	10.2	.70	7.1	6.0	.70	4.2
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	38.5	.25	9.6	4.8	.25	1.2	6.3	.25	1.6	6.0	.25	1.5
4. Percentage of individuals among those promotable or transferable.	N/A			N/A			N/A			N/A		
AVAILABILITY ESTIMATE			33.5			6.1			9.9			6.0

Job Group Technicians - Other

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.05	0.5	24.6	.05	1.2	6.1	.05	0.3
2. Percentage of individuals having requisite skills in the immediate area.	39.2	.40	15.7	11.1	.40	4.4	11.9	.40	4.8	11.7	.40	4.6
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	41.1	.25	10.3	5.8	.25	1.5	10.8	.25	2.7	11.7	.25	2.9
4. Percentage of individuals among those promotable or transferable.	38.8	.30	11.6	39.0	.30	11.7	23.5	.30	7.0	4.7	.30	1.4
AVAILABILITY ESTIMATE			39.7			18.1			15.7			9.2

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Technicians

Other

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25 A and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Unemployment, U.S. Department of Labor, May 1985, Table 15.

Factor 4. Percentages reflect representations of these groups in the Categories of Technicians and Office and Clerical workers, which are the feeder-classes for positions in this sub-category.

For Asian-Pacific Islander

Factors 1, 2 and 4. Same as those Factors, above.

Factor 3. Same as Factor 1, above.

Weights:

Weights were chosen to reflect the fact that approximately 30% of positions in this sub-category are filled from within.

Job Group Paraprofessionals

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.05	2.1	10.9	.10	1.1	24.6	.05	1.2	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	81.5	.20	16.3	17.2	.10	1.7	21.1	.10	2.1	8.5	.10	0.9
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	76.3	.05	3.8	15.3	.10	1.5	19.2	.05	1.0	8.5	.10	0.9
4. Percentage of individuals among those promotable or transferable.	60.0	.70	42.0	41.8	.70	29.3	24.3	.80	19.4	6.0	.70	4.2
AVAILABILITY ESTIMATE			64.2			33.6			23.7			6.6

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Paraprofessional

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25 A and B.

Factor 2. Ibid.

Factor 3. Geographic profile of Employment and Unemployment, U.S. Department of Labor, May 1985, Table 25.

Factor 4. SCRTD Employee Ethnic Breakdown, PER 011, 5/30/86, Female and ethnic percentage representations in the Office and Clerical category were used.

For Asian-Pacific Islander

Factors 1, 2 and 4. Same as those Factors above.

Factor 3. Same as Factor 1, above.

Weights:

Weights were chosen to reflect the importance of Factor 4 since most Paraprofessional vacancies are filled from within.

Job Group Office and Clerical

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.10	4.3	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	97.3	.10	9.7	11.0	.10	1.1	14.7	.10	1.5	5.2	.10	0.5
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	97.3	.10	9.7	11.0	.10	1.1	14.7	.10	1.5	5.2	.10	0.5
4. Percentage of individuals among those promotable or transferable.	60.0	.70	42.0	41.8	.70	29.2	24.3	.70	17.0	6.0	.70	4.2
AVAILABILITY ESTIMATE			65.7			32.5			22.5			5.8

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Office and Clerical

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25 A and B.

Factor 2. Ibid

Factor 3. Ibid

Factor 4. Based on Female and ethnic percentages in this class in the District Workforce as of 5/30/86.

Weights:

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

Job Group Skilled Crafts - Mechanics

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.01	0.4	10.9	.10	1.1	24.6	.05	1.2	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	1.9	.35	0.7	8.8	.35	3.1	31.9	.45	14.4	6.0	.40	2.4
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	0.9	.34	0.3	8.8	.35	3.1	31.9	.40	12.8	6.0	.40	2.4
4. Percentage of individuals among those promotable or transferable.	28.6	.30	8.6	38.0	.20	7.6	19.0	.10	1.9	4.8	.10	0.5
AVAILABILITY ESTIMATE			10.0			14.9			30.3			5.9

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

SKILLED CRAFTS - MECHANICS

For Black, Hispanic and Asian-Pacific Islander

Factors 1-3. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February, 1984, Tables 25A and B.

Factor 4. Percentages are those of Female, Black, Hispanic and Asian-Pacific Islander representations of graduates of the Mechanic Training Program, Classes 17 and 18.

For Female

Factors 1&2. Same as above.

Factor 3. Bureau of the Census nationwide data for 1984.

Factor 4. Same as above.

Job Group Service/Maintenance - Utility & Bus Operators

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.15	6.4	10.9	.05	0.5	24.6	.05	1.2	6.1	.15	0.9
2. Percentage of individuals having requisite skills in the immediate area.	7.5	.40	3.0	18.2	.25	4.6	27.2	.25	6.8	2.1	.40	0.8
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	9.1	.45	4.1	18.8	.70	13.2	33.0	.70	23.1	2.1	.45	1.0
4. Percentage of individuals among those promotable or transferable.	N. A.			N. A.			N.A.			N.A.		
AVAILABILITY ESTIMATE			13.5			18.3			31.1			2.7

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Service/Maintenance

Bus Operators

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25 A and B.

Factor 2. Ibid

Factor 3. Geographic Profile of Employment and Unemployment, 1984, U.S. Department of Labor, May 1985, Table 24.

Factor 4. Not applicable.

For Asian-Pacific Islander

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

Job Group Service/Maintenance - Utility & Service Attendants

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.20	8.6	10.9	.20	2.2	24.6	.20	4.9	6.1	.20	1.2
2. Percentage of individuals having requisite skills in the immediate area.	21.5	.40	8.6	11.8	.40	4.7	46.0	.40	18.4	4.4	.40	1.8
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	13.5	.40	5.4	9.8	.40	3.9	43.1	.40	17.2	4.4	.40	1.8
4. Percentage of individuals among those promotable or transferable.	N.A.			N.A.			N.A.			N.A.		
AVAILABILITY ESTIMATE			22.6			10.8			40.5			4.8

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Service/Maintenance

Utility and Service Attendants

For Female, Black and Hispanic

Factor 1. State of California, Employment Development Department, Employment Data and Research, Los Angeles County, February 1984, Tables 25 S and B.

Factor 2. Ibid.

Factor 3. Geographic Profile of Employment and Unemployment, U.S. Department of Labor, May 1985, Table 25.

Factor 4. Not applicable.

For Asian-Pacific Islander

Factor 1. Same as Factor 1, above.

Factor 2 and 3. Ibid

Factor 4. Not applicable.

Job Group Protective and Service - Transit Police

Labor Area Los Angeles - Long Beach SMSA

AVAILABILITY FACTOR COMPUTATION

AVAILABILITY FACTOR	FEMALE			BLACK			HISPANIC			ASIAN-PACIFIC ISLANDER		
	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product	1 %	2 weight	1x2 product
1. Percentage of the Labor Force.	42.9	.10	4.3	10.9	.10	1.1	24.6	.10	2.5	6.1	.10	0.6
2. Percentage of individuals having requisite skills in the immediate area.	11.5	.45	5.2	13.4	.45	6.0	14.1	.45	6.3	2.0	.45	0.9
3. Percentage of individuals having requisite skills in a reasonable recruiting area.	11.2	.45	5.0	8.8	.45	4.0	10.2	.45	4.6	1.7	.45	0.8
4. Percentage of individuals among those promotable or transferable.	N.A.			N.A.			N.A.			N.A.		
AVAILABILITY ESTIMATE			14.5			11.1			13.4			2.3

INTERPRETATION OF AVAILABILITY FACTOR COMPUTATION

Protective/Service

Transit Police

Factors 1 and 2. State of California Employment Development Department, Employment Data and Research, February 1984, Tables 25 A and B.

Factor 3. Los Angeles County Sheriff Department, Sex and Ethnic Distribution of Permanent Employees, March 1984

Factor 4. Not applicable. Very few are hired from within.

APPENDIX H
WORKFORCE ANALYSIS AND GOALS SUMMARY

