

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Executive Board Committee Meeting Date	Open	Information	Issue Date
2	5/4/09	Open	Information	04/03/09

Subject: Adoption of District's Equal Employment Opportunity/Affirmative Action Plan for the Period January 1, 2009 through December 31, 2011

## ISSUE

Adoption of District's Equal Employment Opportunity/Affirmative Action Plan for the Period January 1, 2009 through December 31, 2011

## RECOMMENDED ACTION

None.

## FISCAL IMPACT

None.

## DISCUSSION

Sacramento Regional Transit District is a federal contractor subject to affirmative action requirements of Executive Order 11246. It is also a grant recipient of FTA funds and subject to compliance with the FTA UMTA Circular 4704.1. FTA guidance requires that grant recipients have an EEO/Affirmative Action program in place to ensure compliance with Title VI and Title VII of the Civil Rights Act of 1964, and by incorporation, the Rehabilitation Act, Equal Pay Act, Age Discrimination in Employment Act, Vietnam Veterans' Readjustment Assistance Act of 1974, and Part II, Section 110(a) of the FTA standard grant contract, as part of the grant approval process. Both Executive Order 11246 and UMTA Circular 4704.1 require that EEO/Affirmative Action program components include the following:

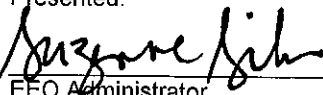
1. Statement of Policy
2. Dissemination of Information
3. Designation of Personnel Responsibility
4. Utilization Analyses
5. Goals and Timetables
6. Assessment of Employment Practices to Identify Causes of Underutilization
7. Affirmative Actions to Remedy Problem Areas
8. Monitoring and Reporting System

In December 1986, the Board of Directors adopted an Equal Employment Opportunity/Affirmative Action Plan (EEO/AA Plan) for the District in compliance with applicable state and federal regulations and laws. Since then the EEO/AA Plan has been revised or rewritten triennially. The most recent revisions were adopted in July 2006. The District's previous EEO/AA Plan expired on December 31, 2008. Therefore, the District requires adoption of a new three-year EEO/AA Plan

Approved:

  
General Manager/CEO

Presented:

  
EEO Administrator

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for the period from January 1, 2009 through December 31, 2011 to remain in compliance with federal laws and regulations. The revised EEO/AA Plan is provided as Attachment 1, and the slides in Attachment 2 illustrate how the Plan is constructed, as well as goal progress and achievement.

## Previous EEO/AA Plan (January 1, 2006 through December 31, 2008) Achievement

### Personnel Transactions

A review of the Program was completed as of December 31, 2008 for the preceding three years. During this period, 273 individuals were hired. Of those, 161 (62.6%) were minorities consisting of 102 (37.4%) African Americans; 37 (13.6%) Hispanics/Latinos; 23 (8.4%) Asians, 4 (1.5%) Native-Americans, and 5 (1.8%) Native Hawaiians or Other Pacific Islanders. Additionally, 114 (41.8%) females were hired during this period.

During this same period, 163 individuals were promoted, of which 88 (54%) were minorities consisting of 42 (25.8%) African Americans; 24 (14.7%) Hispanics/Latinos; 19 (11.7%) Asian-Americans, 2 (1.2%) Native-Americans, and one Native Hawaiian or Other Pacific Islander. Of those promoted, 57 (35%) were females.

There were 195 separations (resignations, retirements, dismissals, and deaths) of which 111 (56.9%) were minorities consisting of 65 (33.3%) African Americans; 24 (12.3%) Hispanics/Latinos; 13 (6.7%) Asians; 5 (2.6%) Native-Americans, and 4 (2.1%) Native Hawaiians or Other Pacific Islanders. Females accounted for 79 (40.5%) of the separations.

### Placement Goals

Placement goals are established based on availability and utilization analyses pursuant to Federal guidelines. The following availability factors are required of federal government contractors and grant recipients for consideration when developing availability estimates for each job group:

1. External Availability – The percentage of minorities or females with the requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the employer usually seeks or reasonably could seek workers to fill the positions in question. Data considered for this factor includes: 1) requisite skills data from the 2000 Census of Population for the local labor area, 2) requisite skills data from the 2000 Census of Population for the reasonable recruitment area, and 3) external training institution data, where applicable.
2. Internal Availability – The percentage of minorities or females among those promotable, transferable, and trainable within the employer's organization. Trainable refers to those employees within the organization who could, with appropriate training, become promotable or transferable during the AAP year. Data considered for this factor includes: 1) the composition of feeder job groups and 2) the composition of employer-provided training programs designed

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to facilitate the upward mobility of employees.

For each factor, a weight value was assigned to external and internal availability of each of the groups. The "weighted factor" is equal to the estimated final availability for each job group.

RT jobs are divided into EEO categories. These jobs are assigned to job groups based on position content, wage rates, and the size of the group. From the last census data (2000), percentages were assigned to females, minorities (overall), African Americans, Hispanics/Latinos, Asians, Native-Americans, and Native Hawaiians or Other Pacific Islanders for each of the job groups.

RT's EEO Office compared workforce utilization to availability for each job group and identified placement goals using the statistically significant method (typically identified as 1.96 standard deviations). This method has the benefit of using a probability distribution (i.e., the ability to identify if the difference between incumbency and availability is likely due to chance). This is a commonly applied method that results in an identification of legitimate problem areas where small job groups are prevalent (less than 100 in a job group), as is the case with some of the job groups in the District. These goals account for the availability of qualified persons in the relevant labor area and anticipated employment opportunities within the organization. The previous plan identified the following placement goals:

Job Group	Anticipated opportunities	Placement Goals
Supervisors	34	1 African American
Crafts	27	4 Hispanics
Service	401	49 Females, 3 Asians

RT met its goal of hiring in the Supervisor job group, which had a goal of one African-American. RT hired 12 Supervisors during the period, two of which were African Americans. Additionally, RT promoted seven African-Americans into the Supervisor job group during the period.

In the Crafts job group, the previous EEO/AA Plan had a goal of four Hispanics/Latinos. During the period, there were 43 hires and promotions into the job group, eight of which were Hispanics/Latinos. While the goals identified in the September 2007 update indicated a revised goal of 10 Hispanics/Latinos for the job group, the method in which availability was calculated for the current plan (a review of the promotions into the job group, or "feeders") eliminated the goal. It is unknown what weighting was allocated to the feeders in the previous plan, as that information was not available.

In the Service job group, the previous goal was 49 females and 3 Asians. During the period, 143 employees were hired, of which 51 were females and 11 were Asians.. Although the current plan has a goal for 30 females and 7 Asians, this is due to changes in labor market availability and

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changes in the demographic composition of the job group due to separations or employees being promoted out of the job group.

### January 1, 2009 through December 31, 2011 Placement Goals

Using payroll data records dated December 31, 2008, the EEO Office imported data into the *AAPlanner*™ software program purchased from the Biddle Consulting Group, Inc., an organization known for its expertise in EEO/AA-related matters. The analysis and appropriate weighting of internal and external availability factors, using the statistically significant method as described above, identified revised placement goals for two job groups. The new placement goals are listed in the following table.

Job Group	Anticipated opportunities	Placement Goals
Crafts	18	3 Females
Service	102	30 Females, 7 Asians

These goals are based on estimated availability from the 2000 census data, while anticipated opportunities take into account historical movement and turnover and estimated openings. Although the District has been severely impacted through the reduction of State funding, it is still reasonable to expect that there will be some replacement of vacant positions over the next three years in order to maintain service levels.

The Chief Administrative Officer/EEO Officer has reviewed and approved the attached EEO/AA Plan for the District, and believes the goals are attainable based on current growth scenarios. The District plans to reach goal attainment through external recruitment and outreach (using community agencies and post-secondary educational institutions), local advertisement, internal training (as appropriate by job classification), and identification of promotional opportunities. A summary of these action-oriented programs is listed in Chapter 9 of the attached EEO/AA Plan.

Staff plans to bring the EEO/AA Plan to the June 8, 2009 RT Board Meeting for adoption after incorporation of any comments received during the Executive Committee Meeting.

### Recommendation

Staff recommends that the Board review and comment on the attached EEO/AA Plan for Sacramento Regional Transit District for the Period of January 1, 2009 through December 31, 2011.

# **DRAFT**

## **EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)**

**for**

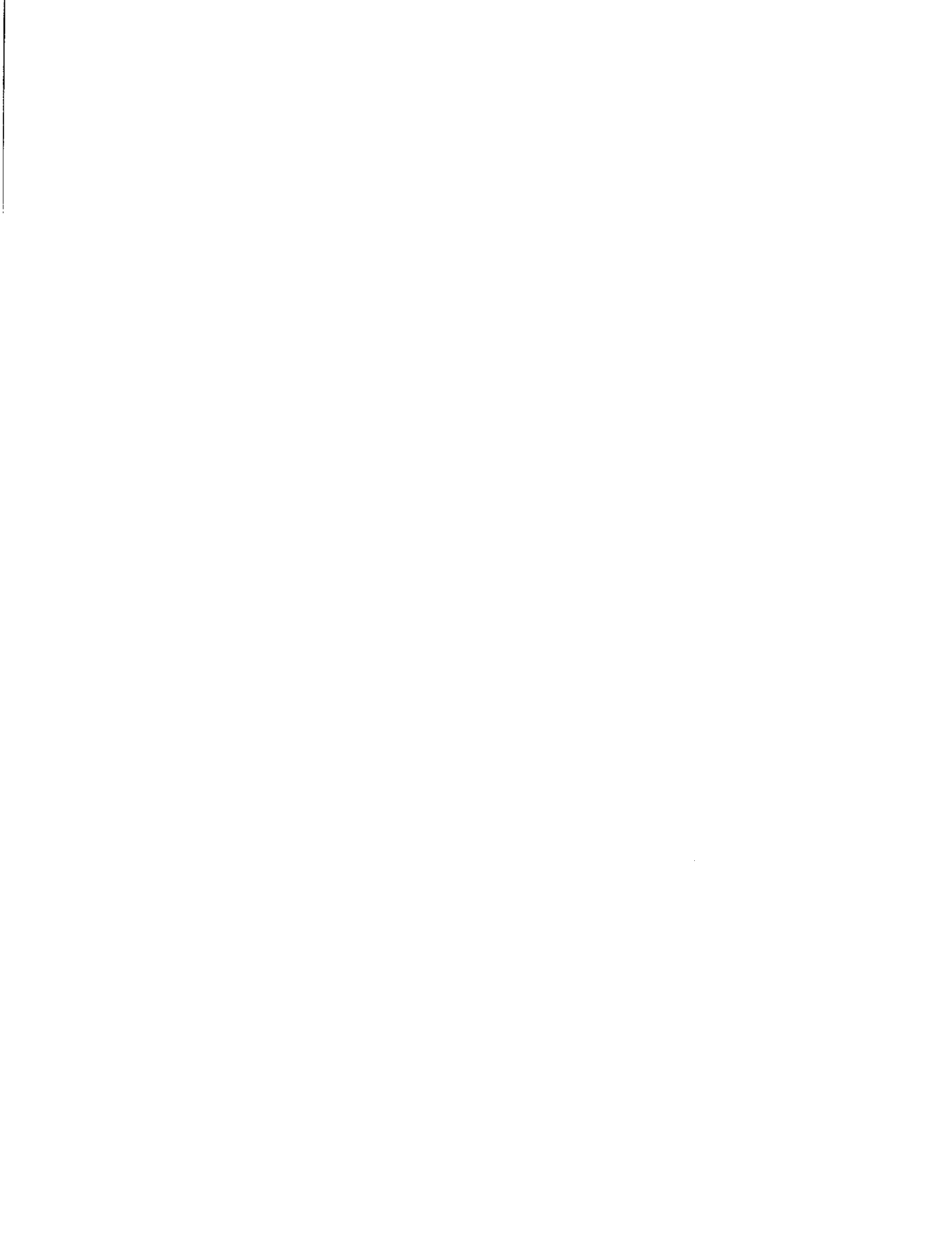
**SACRAMENTO REGIONAL TRANSIT DISTRICT**  
1400 29th Street  
Sacramento, CA 95816  
916/321-2800

**January 1, 2009 - December 31, 2011**

**Adopted by the Board of Directors:**

**Dun's #: 04-894-7139  
EIN (tax) #: 94-133-8218**

**EEO/AAP Contact:**  
Suzanne Silva  
EEO Administrator  
Sacramento Regional Transit District  
2830 G Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95816  
916/557-0910



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
AFFIRMATIVE ACTION PROGRAM**

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## **INTRODUCTION**

### **BACKGROUND**

Sacramento Regional Transit District (RT) is a public agency providing transit services to Sacramento County, California, and surrounding areas. RT serves our community with pride and has a strong commitment to a workforce that reflects the rich diversity of the region it serves.

RT is a federal government service contractor subject to the affirmative action requirements of Executive Order 11246, the Rehabilitation Act of 1973 (as amended), the Vietnam Veterans' Readjustment Assistance Act of 1974 (Section 4212), and the U. S. Department of Transportation (UMTA Circular 4704.1, 1977, revised 1988). Because RT has \$50,000 or more in annual contracts with the federal government and employs 50 or more employees, we are required to prepare triennial written Affirmative Action Plans (AAPs) for minorities and females, for covered veterans, and for persons with disabilities for our headquarters and for each of our branch sales offices. Failure to comply with these laws and their implementing regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP), can result in debarment of the Company from future contracts and subcontracts.

Affirmative Action is a term that encompasses any measure adopted by an employer to correct or to compensate for past or present discrimination or to prevent discrimination from recurring in the future. Affirmative Action goes beyond the simple termination of a discriminatory practice.

As stipulated in federal regulations, a prerequisite to the development of a satisfactory Affirmative Action Plan is the evaluation of opportunities for protected group members, as well as an identification and analysis of problem areas inherent in their employment. Also, where a statistical analysis of the employee workforce reveals a numeric disparity between incumbency and availability of minorities or females, an adequate AAP details specific affirmative action steps to guarantee equal employment opportunity. These steps are keyed to the problems and needs of protected group members. For minorities and females, such steps include the development of hiring and promotion goals to rectify the disparity between incumbency and availability. It is toward this end that RT's AAP was developed.

### **APPLICABLE AFFIRMATIVE ACTION LAWS AND REGULATIONS**

RT's AAP for minorities and females has been prepared according to Executive Order No. 11246, as amended, and Title 41, Code of Federal Regulations, Part 60-1 (Equal Employment Opportunity Duties of Government Contractors), Part 60-2 (Affirmative Action Programs of Government Non-Construction Contractors; also known as "Revised Order No. 4"), and Part 60-20 (Sex Discrimination Guidelines for Government Contractors); and for covered veterans and persons with disabilities prepared in accordance with the Rehabilitation Act of 1973, Section 503, as amended, and Title 41,

Code of Federal Regulations, Part 60-741 (Affirmative Action Program for Handicapped Persons), the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), Section 4212, as amended, and Title 41 Code of Federal Regulations, Part 60-250 (Affirmative Action Program for Disabled Veterans and Other Veterans).

The Veterans Employment Opportunities Act of 1998 (VEOA), Public Law 105-339, effective October 31, 1998, increased the threshold for coverage under VEVRAA from a contract of \$10,000, or more to a contract of \$25,000 or more; extended the law's protections to "veterans who served on active duty during a war or in a campaign for which a campaign badge was authorized; and, provides temporary (up to one year) protection to veterans who do not have a service connected disability, did not see action in a foreign war and did not serve during the Vietnam era.

The Jobs for Veterans Act (JFVA), Public Law 107-288, effective December 1, 2003, increased the threshold for coverage under 38 U.S.C. §4212 from \$25,000 to \$100,000; grants VEVRAA protection to those veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 Fed. Reg. 1209); changes the definition of "recently separated veteran" to include "any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty"; changes "Disabled Vietnam Era Veterans" to "Disabled Veterans," expanding the coverage to conform to 38 U.S.C. § 4211 (3); and, following publication of the final regulations, requires contractors to post job listings with their local employment service delivery system.

## **PROTECTED GROUPS**

Coverage under affirmative action laws and regulations applies to:

1. Females
2. Minorities who are recognized as belonging to or identifying with the following race or ethnic groups: Blacks/African Americans, Hispanics/Latinos, Asians/Pacific Islanders, American Indians/Alaskan Natives, Native Hawaiians and Other Pacific Islanders (NHOPI), and Two or More Races (Multiple Race).
3. Any veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.
4. Recently separated veterans: any veteran currently within three-years of discharge or release from active duty.
5. Veterans who received an "Armed Forces Medal."

6. Other protected veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by then Department of Defense.
7. An individual with a disability: (1) a person who has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment, or (3) is regarded as having such an impairment.

### **PROGRAM TERMINOLOGY**

The terms, "comparison of incumbency to availability," "deficiency," and "problem area," appearing in this AAP, are terms RT is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance whatsoever. Although RT will use the terms in total good faith in connection with its AAP, such use does not necessarily signify that RT agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives.

The comparison of incumbency to availability contained herein is required by Government regulations to be based on certain statistical comparisons. Geographic areas and sources of statistics used herein for these comparisons were used in compliance with Government regulations, as interpreted by Government representatives. The use of certain geographic areas and sources of statistics does not indicate RT's agreement that the geographic areas are appropriate in all instances of use or that the sources of statistics are the most relevant. The use of such geographic areas and statistics may have no significance outside the context of this AAP. Such statistics and geographic areas will be used, however, in total good faith with respect to this AAP.

The grouping of job titles into a given job group does not suggest that RT believes the jobs so grouped are of comparable worth. Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin," as stated in Title 41 Code of Federal Regulations, Part 60-2.30.

This AAP is not intended to create any contractual or other rights in any person or entity.

## **RELIANCE ON EEOC'S GUIDELINES**

Although RT does not believe any violation of Title VII of the Civil Rights Act exists, it has developed this AAP in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, Title 29 Code of Federal Regulations, Part 1608.

## **REPORTING PERIOD**

This AAP is designed to cover the following reporting period: January 1, 2009 - December 31, 2011.

## **STATEMENT OF PURPOSE**

In developing and implementing this AAP, RT has been guided by an established policy of providing equal employment opportunities. Any goals that have been established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying good faith efforts in executing the AAP.

This AAP has been designed to bring females and males, members of minority groups, covered veterans, and persons with disabilities into all levels and segments of RT's workforce in proportion to their representation in the qualified relevant labor market.

The manner in which this is to be accomplished becomes technical and somewhat complicated. There are several reasons for this. First, RT is subject to and must address a variety of State and Federal laws and guidelines dealing with equal employment opportunity and affirmative action. These guidelines and requirements are in themselves somewhat technical and complex. In addition, relevant court decisions, which are often useful in interpreting, but sometimes conflicting with these requirements and guidelines, must be taken into account when developing and implementing the AAP. Furthermore, in determining RT's current equal employment opportunity and affirmative action position and its desired future achievements, numbers, percentages, statistics, and numerous calculations and computations must come into play.

The technical, legal, and mathematical aspects of the AAP, however, all have one common purpose to allow us to properly identify three key concepts: (1) Where we stand now; (2) Where we must go; and (3) How best to get there. These three concepts are the Affirmative Action Plan.

## SACRAMENTO REGIONAL TRANSIT DISTRICT

### EEO/AA POLICY STATEMENT

The Sacramento Regional Transit District (RT) provides public transit service to one of the most diverse communities in the United States. We serve that community with pride; and have a strong commitment to ensure that our total workforce reflects the rich diversity of the region that we serve.

RT takes its equal employment opportunity obligations seriously. It is RT's policy to hire applicants and promote employees on the basis of merit without regard to: race, color, religion, gender, national origin, ancestry, age, physical or mental disability, marital status, sexual orientation, veteran status, or political affiliation. RT is committed to a policy of taking affirmative action to employ and advance in employment qualified special disabled veterans, veterans of the Vietnam era, and individuals with disabilities. It is RT's policy to provide reasonable accommodation for applicants and employees with disabilities. RT's EEO policy affects all employment practices, including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment. Decisions related to personnel actions, policies and procedures shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation.

In order to achieve its equal employment opportunity goals, RT will take affirmative action to aggressively recruit and employ qualified minorities, women, veterans, persons with disabilities, and other disadvantaged groups that are underutilized in the Regional Transit workforce. RT will also ensure that its overall employment practices and procedures are nondiscriminatory; and do not adversely exclude any qualified individual from a RT position, training or career development opportunity based on factors other than the individual's merit, ability, and other factors directly related to job performance.


RT is also firmly committed to providing a workplace free of discrimination, harassment and retaliation based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition, family care status, marital status, sexual orientation, or veteran status. All employment actions shall be conducted free of any type of discrimination.

All RT employees are obligated to comply with the RT's EEO/AA Policy and Program and to ensure that their fellow employees and RT customers are treated in a nondiscriminatory manner. All RT management and supervisory personnel have a responsibility to help ensure that the RT's EEO/AA Policy and Program is effectively implemented and that EEO matters within their respective area(s) of responsibility are promptly and appropriately addressed. The performance of RT managers and supervisors will be evaluated on the success of the RT's EEO Program in the same way as their performance is assessed on other RT goals.

RT's General Manager/Chief Executive Officer has the overall responsibility for ensuring the RT's compliance with its EEO/AA Policy and Program. RT's Chief Administrative Officer is the agency executive that has primary responsibility for the human resources functions at RT including its employment and training activities. RT's EEO Office provides day-to-day management of the EEO function, including compliance monitoring and complaint investigation.

If a RT employee has an EEO complaint, they may file their complaint internally with RT's EEO Office, file their complaint with an appropriate outside agency, or pursue other legal recourse. RT's EEO complaint procedure is fully described in EEO-SOP-02-001. A copy of this Standard Operating Procedure may be accessed at RT's Intranet site, Headways, or is available in the RT's EEO Office located at 2830 G Street, 2<sup>nd</sup> Floor, Sacramento, CA 95816. Every reasonable effort is made to hold EEO complaint matters and investigative findings in strict confidence, to be shared and disseminated only to the extent necessary. Any individual who files an EEO complaint or participates in an investigation is protected against harassment or retaliation. As required, RT employees must fully cooperate in the conduct of an EEO investigation and are expected to observe the confidentiality provisions of the investigative process. Failure of any RT employee to comply with the District's overall EEO/AA Policy and Plan is a serious disciplinary matter.

I am personally committed to ensuring a workplace based on fairness, dignity and respect for all RT employees and customers. I ask for all of your support as we work together to make RT an "employer of choice" and a workplace that is reflective of the diverse communities that we serve.

  
MICHAEL R. WILEY  
General Manager / CEO

  
Date

## SACRAMENTO REGIONAL TRANSIT DISTRICT

### UNLAWFUL WORKPLACE DISCRIMINATION AND PROFESSIONAL CONDUCT POLICY

#### Philosophy

RT is committed to providing:

- a supportive and respectful work environment for all employees
- a diverse and representative workplace that mirrors the customers we serve
- a workplace where employees are treated fairly, equitably and non-judgmentally
- a workplace where supervisors/managers take responsibility for modeling appropriate behavior and assuring respectful behavior towards others.

The following policy is designed to achieve these goals and ensure that RT provides a respectful, professional, and productive workplace that allows all employees to achieve their full potential and provide superior service to our customers.

#### Policy

Every employee of RT is expected to conduct him or herself in a professional manner in the work place. The following conduct will not be tolerated. Employees engaging in such conduct will be subject to discipline and could be found civilly liable in state or federal court.

#### Professional Conduct

All RT employees must act respectfully and professionally towards other employees and members of the public. Conduct that, while not necessarily illegal, is inappropriate, unprofessional, or offensive ("Unprofessional Conduct") will not be tolerated. Unprofessional Conduct in the workplace contributes to low employee morale, absenteeism, turnover, and loss of productivity. It also erodes the public's trust and RT's credibility in the community.

Examples of Unprofessional Conduct include belittling fellow employees, spreading unverified rumors, yelling, cursing, or making threats.

Before acting, employees should ask themselves the following three questions:

- Does what I am saying or doing serve a purpose beyond self-interest, self-gratification, or entertainment?
- Would I like to be spoken to, spoken about, or treated in this way?

- If speaking about a co-worker or customer, do I have sufficient information to be sure that the statement I am making is true, or is what I am saying merely conjecture or gossip?

If the answer to any of these questions is "no", the employee should not make the statement or engage in the conduct.

### Discrimination

Workplace discrimination is prohibited under both state and federal law. The California Fair Housing and Employment act prohibits workplace discrimination on the basis of a person's protected status, including race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth and related medical conditions), age, or sexual orientation. Federal law also prohibits workplace discrimination on the basis of a person's protected status, including race, color, religion, sex (including pregnancy, childbirth and related medical conditions), disability, age and national origin. It is illegal to discriminate on the basis of a person's protected status in any employment decision or action, including: hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, layoff, or recall; job advertisements; recruitment; testing; use of company facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; or other terms and conditions of employment.

### Harassment/Hostile Work Environment

Workplace discrimination also includes harassment that creates a hostile work environment. Harassment can take many forms and can include slurs, gossip, comments, jokes, innuendos, unwelcome compliments, pictures, cartoons, pranks or other verbal or physical conduct based upon a person's protected status. Prohibited harassment includes conduct that has the purpose or effect of: (1) unreasonably interfering with the individual's work performance; (2) creating an intimidating, hostile, threatening or offensive working environment; or (3) adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development. Although hostile work environment claims are most often associated with sexual harassment, a hostile work environment claim can arise out of conduct directed at *any* protected status, including race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

### Sexual Harassment

Sexual harassment is a type of workplace discrimination that is sexual in nature or is gender-based. Sexual harassment can be directed towards males or females by either gender. Sexual harassment violates federal and state law and is prohibited by this policy. Sexual harassment exists when: (1) submission to the conduct is either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the



conduct is used as a basis for an employment decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive. Conduct that occurs outside the workplace can form the basis of a sexual harassment complaint, if the conduct affects the work environment in one of the three ways set out above.

Sexual harassment includes, but is not limited to:

- Off-color, sexually suggestive, sexist or risqué e-mails, stories, jokes, items, songs, personal accounts, or pictures;
- Questioning others about personal matters, including the existence or details of relationships with spouses, partners, or lovers, sexual preferences or history;
- Physical touching other than handshakes, including rubbing, hugging, stroking, kissing or grabbing any part of someone else's body or personal items on their body without their consent;
- Sexually aggressive conduct, including bumping, cornering or touching in any manner the area around (or clothing on) someone's buttocks, upper thigh, crotch, chest or breasts; and
- Sexual advances, requests for sexual favors, comments containing sexual language or references with sexual innuendo or implication or obscene gestures.

RT respects the constitutionally protected right of free speech. However, conduct or language that constitutes harassment, sexual harassment, defamation or assault is not legally protected free speech.

### Special Responsibilities of Supervisors

Because of their positions of authority and control, all supervisory personnel have a special responsibility to: (1) set a positive example for subordinate employees; (2) ensure that all subordinate employees are familiar with and are following the standards of conduct set forth in this policy; and (3) foster an environment of cooperation and open communication, such that subordinate employees feel free to report conduct in violation of this policy. RT will evaluate the performance of RT managers and supervisors in implementing this policy in the same way their performance is assessed regarding other job-related factors. Each supervisor shares responsibility for supervising the work environment to keep it free of prohibited workplace discrimination, harassment, or Unprofessional Conduct. This responsibility includes being available to discuss this policy with the employees he or she supervises and assuring them that they are not required to endure discrimination, harassment or Unprofessional Conduct. If an employee alleges to a supervisor that discrimination, harassment, or Unprofessional Conduct has occurred, it is the responsibility of the supervisor to take immediate action by the reporting the allegation to the RT's EEO Office/Officer, Chief Administrative Officer (CAO), and General Manager/CEO (GM/CEO).

Reporting Discrimination, Harassment and Unprofessional Conduct

All employees have an obligation to report potential workplace discrimination, harassment, or Unprofessional Conduct. Such conduct should be reported to an employee's immediate supervisor, the EEO Office/Officer, CAO, or GM/CEO. It is important that employees inform RT as soon as possible about such conduct so that RT can take appropriate steps to remedy the situation. In addition, employees should never participate in passing along unverified derogatory information about a fellow employee, and RT resources, including RT computer systems and e-mail, should never be used for such purposes.

Any person who feels he or she is being subjected to discriminatory or unprofessional behavior of any kind should feel free to object to the behavior and should report the behavior to their supervisor, RT's EEO Office/Officer, CAO or GM/CEO. An employee may also file a complaint with an appropriate outside agency or pursue other legal recourse. Employees should be aware that under federal law, a discrimination complaint must be filed with the Equal Employment Opportunity Commission (1-800-669-4000, www.eeoc.gov) within 180 days of the unlawful conduct (unless a state complaint has been filed, in which case the complaint must be filed within 300 days) and that a state complaint must be filed with the California Department of Fair Employment and Housing (1-800-884-1684, TTY 1-800-700-2320, www.dfeh.ca.gov) within a year of the unlawful conduct.

Investigation of Complaints

All complaints of workplace discrimination, harassment or Unprofessional Conduct will be investigated promptly, fairly and completely. The facts shall determine the response to each complaint. Each situation will be handled as discreetly as possible and every reasonable effort will be made to hold the complaint, the investigation, and the findings in confidence. RT will protect individuals who file a complaint or participate in investigations from retaliation based on the individual's complaint or participation in the complaint process. Resolution of complaints can include, but not necessarily be limited to, an apology, transfer or reassignment of the perpetrator, direction to stop the offensive behavior, counseling or training, verbal or written warning, suspension with or without pay, demotion, or termination. In addition, RT will take measures to correct the negative effects of the harassment, including, but not limited to, expungement of negative evaluations arising from the harassment, restoration of leave taken because of the harassment, or reinstatement.

The EEO Office/Officer can be reached at (916) 557-4531.

*Michael R. Wiley*  
MICHAEL R. WILEY  
General Manager / CEO

*May 13, 2008*  
Date

**PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND FEMALES**

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## CHAPTER 1: ORGANIZATIONAL PROFILE

### **Workforce Analysis**

Using payroll records dated December 31, 2008, RT's EEO Administrator conducted a Workforce Analysis (Exhibit 1) of each Department within RT's eight functional divisions based on RT's Organizational Chart (Exhibit 2). Job titles are listed by organizational unit. Job titles are listed from highest to lowest paid. The list includes all job titles, including departmental supervision, exempt, and nonexempt titles.

For each job title, RT identified the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of White, Black, Hispanic, Asian or Pacific Islander, American Indian or Alaskan Native employees, NHOPI, Two or More Races and the male and female employees within each of these race/ethnic groups.

RT carefully analyzed the Workforce Analysis to identify problem areas needing correction, such as concentrations or segregation of minorities or female by organizational unit, job, or pay. Problems, if any, are identified in Chapter 8: Identification of Problem Areas; programs to correct the identified problems are identified in Chapter 9: Action-Oriented Programs.

### **Lines of Progression (Job Families)**

Developed in conjunction with the Workforce Analysis is information on RT's lines of progression (Exhibit 3). Lines of progression identify the job titles through which an employee can move to the top of a line. Some lines of progression are limited to only one department, while others are found throughout several departments. The lines of progression provide useful information regarding patterns of vertical and horizontal movement throughout our workforce. These patterns will be evaluated to ascertain whether they provide to our employees the optimum career mobility and opportunities for advancement.

## CHAPTER 2: JOB GROUP ANALYSIS

After the Workforce Analysis was conducted, similar or related job titles were assigned to job groups (Exhibit 4). Because job groups must have enough incumbents to permit meaningful comparisons of incumbency to availability for goal setting, grouping similar titles together is appropriate. By grouping similar titles together and increasing the number of employees involved, a meaningful comparison can be conducted. Consequently, goals established to correct problem areas are more likely to result in the identification of legitimate problem areas.

### **Job Grouping Guidelines**

Based on guidelines established by the OFCCP and the U. S. Department of Transportation (UMTA Circular 4704.1, as amended), the EEO Administrator developed job group analyses guidelines to identify areas of underutilization and to set appropriate goals and timetables. These guidelines include the following:

1. The jobs included in a group must be similar in content and requisite skills.
2. Wage rates or pay grades for the jobs included in a group should be similar. Pay should be considered in conjunction with job content. Large differences in pay, when associated with differences in job title and/or location within an organization, may suggest an unacceptable job grouping.
3. Job titles placed in a job group should be similar in opportunity. This refers to the ability to take advantage of training, promotions, job mobility, and other employment benefits.
4. The groups should not include jobs with clearly different representation patterns. For example, jobs predominately filled with males should not be combined in the same group with jobs predominately filled with females.
5. Many job groups, if appropriately constructed, should cut across departmental or organizational units, but not across EEO Categories.
6. The size of the employer's workforce is also a major factor in determining how well the above criteria can be met in creating job groups.

### **CHAPTER 3: PLACEMENT OF INCUMBENTS IN JOB GROUPS**

Each job group appears on a Job Group Analysis (Exhibit 4) with a job group name and job titles within the group. For each job title, the worksheet provides the following information: EEO Category (e.g., A1 - Executives), assigned census code, job title, employee headcounts for each job title, and overall percentages by gender and race/ethnicity as of December 31, 2008.

## CHAPTER 4: DETERMINING AVAILABILITY

After the workforce analysis, lines of progression, and job group analyses were completed, the EEO Administrator conducted an availability analysis for each job group. Workforce availability is an estimate of the proportion of each sex and race/ethnic group available and qualified for employment at RT for a given job group in the relevant labor market during the life of the AAP.

Availability indicates the approximate level at which each race/ethnic and sex group could reasonably be expected to be represented in a job group if RT's employment decisions are being made without regard to gender, race, or ethnic origin. Availability estimates are a way of translating equal employment opportunity into concrete numerical terms. Correct comparisons of incumbency to availability, attainable goals, and real increases in employment for problem groups depend on competent and accurate availability analyses.

With valid availability data, RT can compare the percentages of those who could reasonably be expected to be employed versus our current employment (from the workforce analysis), identify problem areas or areas of deficiency, and establish goals to correct the problems.

### **Identifying Availability Factors**

The following availability factors are required of federal government contractors for consideration when developing availability estimates for each job group:

1. **External Data:** The percentage of minorities or female with the requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question. Data considered for this factor includes: a) requisite skills data from the *2000 Census Special EEO Tabulation* for the local labor area; and b) requisite skills from the *2000 Census Special EEO Tabulation* for the reasonable recruitment area.
2. **Internal Data:** The percentage of minorities or female among those promotable, transferable, and/or trainable within the contractor's organization. Trainable refers to those who could, with appropriate training which the contractor is reasonably able to provide, become promotable or transferable during the AAP years. Data considered for this factor includes the composition of feeder job groups and employer-provided training designed to facilitate upward mobility of female and minorities.

### **Defining the Labor Market**

The local labor market is one component of the reasonable recruitment area. To accurately define the local labor area, an analysis was conducted to identify the areas in which employees live. This data was then used in a Zip Code analysis (i.e., residence

analysis) to define the local labor area. From this analysis, the EEO Administrator defined the local labor market as Sacramento and Placer counties (Exhibit 5).

The reasonable recruitment area (other than local) was identified as the area external to RT from which RT occasionally recruits or draws job applicants. The EEO Administrator determined that the reasonable recruitment area was "National" as defined by the U. S. Census Bureau.

### **Obtaining Availability Data**

#### Source 1: Reasonable Recruitment Area (External)

Requisite skills data from the reasonable recruitment area was obtained from the U. S. Census Bureau, *2000 Census Special EEO Tabulation*. The data selected for each job group was matched and/or weighted to the available list of *Census 2000 Occupational Categories*. The Job Group Analysis (Exhibit 4) identifies census occupation codes and categories for each job title in each job group within RT. When two or more occupations were selected, they were weighted. Weights were identified based on the percentage of positions in the job group to which each occupation applied.

#### Source 2: Promotable, Transferable, and Trainable (Internal)

Internal factors require data on the percentages of promotable and transferable minorities and female within RT's workforce. To identify these percentages, identification was made of the "feeder" job groups for each "target" job group. Feeder job groups were defined as those from which employees can reasonably be promoted or transferred. Historical data was generally used to identify these patterns. In some circumstances, judgment was applied using forecasts of future business activity. Once the feeders were identified, all employees in them as of December 31, 2008 were counted toward the internal availability.

### **Conducting the Availability Analysis**

Once the data described above was collected, it was entered into a computer program (Biddle Consulting Group's *AutoAAP™*) which conducted the mathematical weighting of the data sets (occupation and feeder data) within each labor area. When more than one labor area applied, it conducted the mathematical weighting of the labor areas. This "raw" data was then displayed within *AutoAAP™*. At this point, the EEO Administrator identified weights for the internal and external components themselves to arrive at a final availability set of statistics for each job group.

### **Assigning Internal and External Factor Weights**

The EEO Administrator followed the guidelines listed below when identifying how much weight to assign to each availability component in a job group. Since the jobs for which RT recruits generally require skills that must be possessed prior to hire and cannot be



learned in a brief orientation, no weight was assigned to external training data. Although internal training data was reviewed when identifying promotable/transferable employees, no weight was given to such data.

The components remaining among which to distribute the 100% weighting were external local labor area data, external reasonable recruitment area data, and promotable/transferable employee data. Next, the number of opportunities for each job group during the previous AA Plan years, and the percentage that were external hires versus promotions or transfers was identified. The percentage of promotions or transfers was assigned to the promotable/transferable data. In some cases, judgment was applied when business planning and budgeting indicated a more appropriate number.

To establish the relative weights for the remaining two components, (external local and reasonable recruitment data), the EEO Administrator made an identification of the percentage of jobs in the job group within a local labor area and the percentage within a broader labor area. These percentages were then applied to the remaining weight (e.g., if 38.4% weight remained and 80% of the jobs in the group filled through external hires had a local labor area, the 80% of 38.4%, or 30.72%, was assigned to the local requisite skills data and the remaining 7.68% was assigned to reasonable area requisite skills data).

#### **Identifying Final Availability**

The EEO Administrator followed the guidelines above to identify weights for the components in each Availability Analysis for each job group. Weights were multiplied by the component-specific data to produce weighted data for each component. Weighted data for each component was then summed. This produced a final availability estimate for each gender and race/ethnic group, as well as for minorities in the aggregate.

## **CHAPTER 5: COMPARING INCUMBENCY TO AVAILABILITY**

Once final availability estimates were made for each job group (Exhibit 6), the EEO Administrator compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed as of December 31, 2008 and that group's final availability.

Where the identified underutilization was not in excess of a statistically significant difference (generally accepted as 1.96 standard deviations), that job group was excluded from underutilization goal setting. Under the law, a determination of underutilization is not a finding of discrimination. Furthermore, RT believes it does not discriminate in any of its employment practices.

## CHAPTER 6: PLACEMENT GOALS

Using the statistically significant method (1.96 standard deviations), the method that is most accurate when small job groups are present, the EEO Administrator established a percentage placement goal whenever it found that minority or female representation within a job group was less than would reasonably be expected given their availability (Exhibit 7 - Placement Goals). These goals take into account the availability of qualified persons in the relevant labor area. They also take into account anticipated employment opportunities with our organization. A summary of the placement goals is provided as Exhibit 8.

RT believes these goals are attainable. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority and female applicants and through implementation of our action-oriented programs (see Chapter 9). Selections will occur only from among qualified applicants. Goals do not require the hiring of persons when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified"), under valid selection procedures. Goals do not require that RT hire a specified number of minorities, females, or veterans.

Goals are not rigid and inflexible quotas that must be met, but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire AA Plan work. A goal is a guidepost against which RT or a compliance agency can measure progress in remedying identified deficiencies in RT's workforce. By setting realistic goals, based on expected vacancies and anticipated availability of skills within the relevant labor area, and using a job-related selection system, RT should be able to meet the goals, assuming we conduct effective recruitment and advertising efforts to ensure an adequate pool of qualified minority and/or female qualified applicants from which to make selections.

## **CHAPTER 7: DESIGNATION OF RESPONSIBILITY**

As part of its efforts to ensure equal employment opportunity to all individuals, RT has designated specific responsibilities to various staff to ensure the AA Plan focuses on all components of the employment system. To that end, the General Manager/Chief Executive Officer (CEO), Chief Administrative Officer/EEO Officer, EEO Administrator, and those employed as supervisors and managers have undertaken the responsibilities described below.

### **General Manager/CEO (Michael R. Wiley)**

The primary responsibility and accountability for implementing the AAP rests with the General Manager/CEO. The General Manager/CEO is responsible, through the Chief Administrative Officer/EEO Officer and the EEO Administrator, for adherence to RT's policy of equal employment opportunity and affirmative action. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring RT's AA Plan. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all AA Plan components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Impart the personal direction that insures total involvement and commitment to equal employment opportunity programs through RT's AA Plan.

### **Chief Administrative Officer/EEO Officer (Dan Bailey)**

The Chief Administrative Officer/EEO Officer is responsible for overall direction of the AA Plan. The Manager ensures, through the EEO Administrator and department managers and supervisors that all relevant policies and procedures are adhered to. This role includes, but is not limited to, the following:

1. Ensure that RT adheres to the stated policy of equal employment opportunity, and monitor the application of equal employment opportunity policies.
2. Ensure that the AAP is reviewed and updated in accordance with RT's stated policy.
3. Participate in periodic discussions with management, supervision, and all other employed personnel to ensure AAP and equal employment opportunity policies are being followed.
4. Provide guidance counseling to employees on EEO related issues.

5. Ensure that EEO reporting to regulatory agencies is properly completed and submitted as required.
6. Ensure that the designated personnel responsible for developing, implementing and monitoring the AAP and its components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
7. Impart direction that ensures total involvement and commitment to equal employment opportunity throughout RT.

### **EEO Administrator, Suzanne Silva**

The EEO Administrator is responsible for developing, implementing and monitoring RT's AAP and EEO policies. The EEO Administrator ensures through all employees that relevant policies and procedures are understood and implemented. The EEO Administrator's responsibilities include, but are not limited to, the following:

1. Develop policies, guidelines, and programs that promote equal employment opportunity.
2. Facilitate internal and external communications to ensure RT's AAP and EEO policies are made known.
3. Provide guidance and direction to all managers and supervisors on how to implement actions required to meet RT's equal employment opportunity and affirmative action commitments, including the prevention of sexual harassment.
4. Develop, implement, and maintain audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will indicate the need for remedial action and determine the degree to which goals and objectives have been obtained.
5. Provide periodic written reports to the Chief Administrative Officer/EEO Officer summarizing AAP compliance data.
6. Conduct periodic audits to ensure all required posters and those advertising RT's equal employment opportunity policies are displayed and that RT's equal employment opportunity and AAP policies are being thoroughly communicated.
7. Provide guidance counseling and direction to RT's employees, as necessary, to carry out all actions required to meet the Company's equal employment opportunity and affirmative action commitments.
8. Conduct periodic audits of all employment practices and suggest ways to remove impediments to the attainment of AAP goals and objectives, and periodically audit RT's training and social activities to ensure that all employees

are being encouraged to participate in accordance with EEO policies, especially those covered by this AAP.

9. Establish a working relationship with minority and female recruiting sources, state employment offices, covered veteran's organizations, and rehabilitation service centers to improve outreach and to advise them of RT's equal employment opportunity policies.
10. Collaborate with Human Resources to ensure that all new employees receive a special orientation to RT's equal employment opportunity and sexual harassment prevention policies, the AAP and its objectives, and anti-discrimination policies and procedures.
11. Periodically analyze applicant flow data to determine the mix of persons applying by employment by race/ethnicity, gender, disabled and other covered veterans, and persons with disabilities, and report identified deficiencies to senior management.
12. Develop a process whereby job descriptions and specifications will be reviewed by the EEO Administrator to ensure they are free from discriminatory provisions and all requirements are job-related, realistic, and reflect actual essential work requirements.
13. Ensure that EEO reporting to regulatory agencies is properly completed and submitted as required.
14. Conduct EEO investigations in a timely manner following legal and regulatory methods and procedures.
15. Review, report on, and update RT's AAP at least on a triennial annual basis in accordance with stated policy.
16. Serve as liaison between RT and EEO enforcement agencies.
17. Advise management in the modification and development of RT's policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
18. Assist in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.

### **Directors, Managers, Administrators, and Supervisors**

In their direct day-to-day contact with RT's employees, Directors, Managers, Administrators and Supervisors have assumed certain responsibilities to help facilitate RT's compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to, the following:

1. Strictly adhere to RT's equal employment opportunity and affirmative action policy.
2. Support and assist the EEO Administrator in developing, maintaining, and successfully implementing the AAP.
3. Take action to prevent harassment of employees placed through affirmative action efforts.
4. Monitor areas of responsibility for equal employment opportunities related to job assignments, training opportunities, special assignments, disciplinary actions performance evaluations, and promotional opportunities.
5. Collaborate with Human Resources and the EEO Office to address areas of underutilization through targeted community outreach and recruitment, and participate in identified outreach efforts.
6. Collaborate with the EEO Administrator to assess and make reasonable accommodations for applicants and employees with disabilities, including disabled veterans.
7. Cooperate fully with the EEO Office during EEO complaint investigations.
8. Communicate RT's EEO and AAP policies and procedures to current and prospective employees.

### **Responsibilities of All Employees**

It is the responsibility and obligation of all RT employees to understand and strictly adhere to RT's EEO and affirmative action policies and procedures, and to conduct themselves in a professional, courteous, responsible, and non-discriminatory manner. All employees involved in EEO complaint investigations (whether complainants, respondents, or witnesses) must cooperate fully with the EEO Office during the complaint investigation process. Any employee who violates these policies and procedures will be subject to disciplinary action, up to and including termination of employment.

## CHAPTER 8: IDENTIFICATION OF PROBLEM AREAS

### **Terminology**

The phrases "comparison of incumbency to availability," and "problem area" appearing in this chapter are terms RT is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although RT will use the terms in good faith in connection with its AAP, such use does not necessarily signify the company agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin," as stated in *Title 41 Code of Federal Regulations, Part 60-2.16(e)*.

### **Identifying Problem Areas**

To identify areas of concern, the EEO Administrator reviewed utilization analyses by job group, as well as by organizational unity, and evaluated hires promotions, and terminations within the job groups over the past three years. Placement goals were then established within each of the job groups when the difference between employee percentage and availability was statistically significant (1.96 standard deviations). In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 9 of this AAP.



## **CHAPTER 9: ACTION-ORIENTED PROGRAMS**

RT tailors its action-oriented programs to ensure they are specific to identified problems. The following are examples of such action-oriented programs:

### **Outreach Process**

1. RT will continue to place advertisements on job opportunities through local job service offices. The local job service office will be notified concurrent with the placement of a newspaper ad or other external posting.
2. Due to the extensive technical education and experience required for some positions, RT will also continue to place job opportunity announcements in the company website, and in national newspapers when appropriate.
3. Advertisements, purchase orders and contracts will always carry the Equal Employment Opportunity clause.
4. Minority and female applicants will be considered for all posted positions for which they are qualified.
5. RT will participate in job fairs if there are sufficient numbers of openings to warrant participation.
6. RT will continue to employ interns who work during the summer and part-time during the school year.
7. RT will continue to publish recruiting brochures where minority and female members of the workforce are included, as well as in other company literature.

### **Job Specifications/Selection Process**

1. Develop position descriptions that accurately reflect position functions, and are consistent for the same position from one location to another.
2. Develop job or classification specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. Develop specifications that are free from bias with regard to age, race, color, religion, national origin, disability or veteran status.
3. Approved classification specifications will be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies may also be made available to recruiting sources and will be published on RT's Internet page.
4. RT will continue to use only classification specifications that include job-related

criteria.

5. RT will continue to carefully select and counsel all personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes to eliminate bias in all personnel actions.

### **Job Advancement**

1. Minority and female employees can be made available for participation in Career Days, Youth Motivation Programs, and related activities in the community, as necessary.
2. RT will continue to post job opportunities. RT's Job Posting Policy System requires postings of all positions up to the Executive Management Team (EMT) level.
3. Require Hiring Managers to submit justification when apparently qualified minority or female employees are passed over for upgrading.
4. All employees are actively encouraged to participate in facilities and company-sponsored social and recreational activities.
5. Employees can choose training courses through the RT University and include them in their career development plans.
6. Tuition reimbursement is offered to all employees who are interested in pursuing an undergraduate degree or an advanced degree, with certain limitations.

## CHAPTER 10: INTERNAL AUDIT AND REPORTING

Inherent in the AAP is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Additionally, the *Uniform Guidelines on Employee Selection Procedures (1978)* require that employers maintain data with which to determine adverse impact for any of its employment related processes and procedures. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the AAP itself. RT's internal auditing and reporting systems are used as the basis for evaluating systemic results-oriented programs, and effective affirmative action. The EEO Office is also responsible for working with other management personnel to guide them in attaining full AAP compliance. To achieve these objectives, RT will allocate appropriate resources to accomplish AAP and EEO goals and objectives.

### **Self-Identification**

RT attaches an *Equal Opportunity Survey* to each Employment Application (Exhibit 9). This survey is designed to obtain EEO data needed to conduct required analyses for the AAP. The survey is also used for the following purposes:

1. Obtain applicant residency data to define RT's local labor area.
2. Determine if RT's recruitment efforts are effective.
3. Identify the most effective referral sources.
4. Determine if applicant pools, at any stage in the selection process, are equal or greater to availability set forth in this AAP.

Once an Employment Application is submitted, the *Equal Opportunity Survey* is detached and maintained in a private file to be used for EEO and affirmative action recordkeeping purposes only. No employment decisions are made based on the data collected from the surveys. Once an employee is hired, (s)he has an additional opportunity during the new employee orientation to submit the *Equal Opportunity Survey*. The same rules set forth above apply to the use and maintenance of these surveys.

Additionally, the EEO Office conducts a biennial EEO self-identification survey by sending a survey to each employee asking for voluntary updates of EEO information (Exhibit 10).

### **Recruitment and External Selection Procedures**

RT uses an Applicant Tracking System to identify selection procedures and outcomes for each step in the hiring process (e.g., the applicant did not meet the minimum qualifications; the applicant declined the offer, etc.). Data is maintained for each applicant and each step in the process. This data is then used by the EEO Office to

calculate adverse impact in the selection process as a whole, and for each of its components. If deficiencies are found, the EEO Office will suggest remedial actions to management and the Human Resources Department. The EEO Office performs these assessments annually using a methodology that meets the requirements of the *Uniform Guidelines on Employee Selection Procedures (1978)* and relevant case law.

The EEO Office also collects and assesses data on employee training opportunities, promotions, terminations and disciplinary actions to determine EEO compliance, and to identify remedial actions, if needed. The results of these analyses will be included in periodic EEO management reports.

### **Personnel Transactions Summary**

Exhibit 11 shows personnel transactions for each job group. The transactions included in the report include applicants, hires, promotions to/from a different job group, promotions within a job group, and voluntary/involuntary terminations.

### **Action-Oriented Programs Related to Internal Audits and Reporting**

As stated previously, the EEO Administrator reviews and updates the plan triennially. During the AAP review process, the EEO Office considers new EEO laws, guidelines, regulations and court decisions.

The EEO Office is responsible for establishing procedures and practices to meet EEO and AAP internal audit guidelines and reporting requirements.

During the previous AAP years (2006-2008), RT maintained its community outreach programs by attending job fairs focused on minorities, females, persons with disabilities and covered veterans; placing recruitment advertising in media focused on minorities, females, persons with disabilities and covered veterans; and enriched its outreach program to local colleges and vocational school placement counselors.

A chart showing RT's achievement in meeting previously established goals from 2004-2008 is attached as Exhibit 12. The goals in both the past and the current AAP utilize the more common "statistical significance" methodology, which results in an identification of "legitimate" problem areas when smaller sample sizes occur. This will account for the difference in the goals identified in previous years.

## CHAPTER 11: COMPENSATION

The majority of RT's employees are covered by collective bargaining agreements. As a result, RT exercises little or no discretion in setting their wages other than through the bargaining process. For the remaining employees, a structured compensation system exists.

In December 2007, RT completed a classification and compensation study for all titles covered by the International Brotherhood of Electrical Workers (IBEW) collective bargaining agreement. The study was performed by an independent consulting firm with expertise in this area. Additionally, in February 2009, RT will complete a comprehensive classification and compensation study for the classifications represented by the American Federation of State, County, and Municipal Employees (AFSCME), the Administrative Employees Association (AEA) and the Management and Confidential Employee Group (MCEG). Again, the study was performed by an independent consulting firm. As a result of the studies, RT will adopt various recommendations and revise some of its classification specifications (see Exhibit 13 for changes to classification titles). RT also continues to review its salaries and compensation policies to ensure the absence of discriminatory practices.

RT also has a Reclassification Request process whereby an employee who believes (s)he is working outside of his/her classification may apply for a job study. If there is credible evidence to support such a study, RT utilizes a Senior Human Resources Analyst with experience conducting classification studies to perform the analysis. The Reclassification Request process includes appeal rights if an employee disagrees with the findings.

When offering employment or promotion to individuals with disabilities, and disabled and other covered veterans, the compensation offered by RT is not reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.

**PART II: AFFIRMATIVE ACTION PLAN FOR COVERED VETERANS AND PERSONS  
WITH DISABILITIES**

41 C.F.R. §§ 60-250.44(a-j)  
41 C.F.R. §§ 60-741.44(a-j)  
41 C.F.R. §§ 60-250.21(i)  
41 C.F.R. §§ 60-741.21(i)

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<b>CHAPTER C:</b>	<b>PHYSICAL AND MENTAL QUALIFICATIONS</b>
<b>CHAPTER D:</b>	<b>REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS</b>
<b>CHAPTER E:</b>	<b>HARASSMENT</b>
<b>CHAPTER F:</b>	<b>EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT</b>
<b>CHAPTER G:</b>	<b>INTERNAL DISSEMINATION OF POLICY</b>
<b>CHAPTER H:</b>	<b>AUDIT AND REPORTING SYSTEM</b>
<b>CHAPTER I:</b>	<b>RESPONSIBILITY FOR IMPLEMENTATION</b>
<b>CHAPTER J:</b>	<b>TRAINING</b>
<b>CHAPTER K:</b>	<b>COMPENSATION</b>

## **CHAPTER A: POLICY**

It is the policy of RT that equal employment opportunity is provided in the employment and advancement of covered veterans and persons with disabilities at all levels of employment. RT does not and will not discriminate against any applicant or employee because he or she is a covered veteran or because of a physical or mental disability with regard to any position for which the applicant or employee is qualified. In addition, RT is committed to a policy of taking affirmative action to employ and advance in employment qualified covered veterans and individuals with disabilities. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made based on an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. RT will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans.

RT's obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to covered veterans and persons with disabilities. For RT's complete EEO Policy and complaint filing procedures, see the *EEO/AA Policy Statement* (page v) of this AAP.

## **CHAPTER B: REVIEW OF PERSONNEL PROCESSES**

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known covered veterans and employees and applicants with disabilities, the EEO Office periodically reviews RT's examination and selection methods to identify barriers to employment, training, and promotion.

RT ensures that its personnel processes do not stereotype disabled persons or covered veterans in any manner that limits their access to jobs for which they are qualified.

Additional criteria are set forth in Chapters 8 and 10 of this AAP.

## **CHAPTER C: PHYSICAL AND MENTAL QUALIFICATIONS**

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known covered veterans and employees and applicants with disabilities, the EEO Office periodically reviews the physical and mental qualifications and requirements as they relate to employment, training, and promotion to determine whether or not they are job-related and consistent with business necessity and safe performance on the job. This process adheres to a methodology consistent with those specified in the *Uniform Guidelines on Employee*

*Selection Procedures*, the requirements of the *Americans with Disabilities Act Amendments Act (ADAAA)*, and the EEOC's *Technical Assistance Manual for the ADA*.

Any previously reviewed classification will be reviewed again if there is a change in working conditions, which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.)

#### **CHAPTER D: REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS**

As stated in RT's *EEO/AA Policy Statement*, RT makes every effort to provide reasonable accommodations for any physical and mental disabilities of applicants and employees with disabilities or who are disabled veterans unless it can demonstrate that the accommodations would impose an undue hardship on the operation of the business.

Employees or applicants may also contact the following at any time to request an accommodation:

Name: Suzanne Silva  
Title: EEO Administrator  
Address: 2830 G Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95816  
Phone: 916/557-0910  
Email: [ssilva@sacrt.com](mailto:ssilva@sacrt.com)

As part of RT's continuous review of physical and mental job requirements, after any barriers to employment of covered veterans and/or individuals with disabilities are identified, a plan is developed with suggestions for remedial action. Such accommodations may include providing assistive devices, removing architectural barriers, restructuring worksites and job content, or assignment to a vacant position. The list of accommodations that results from any job analyses, and from consulting with employees and applicants, is made available to all persons involved in the recruitment, screening, selection, and promotion processes.

If a covered veteran or person with a disability is rejected for employment, promotion, or training, a written statement for the reason is required, part of which includes a description of the accommodations considered. This statement is reviewed by the EEO Administrator and is available to the applicant or employee upon request.

When accommodations are undertaken that make it possible to hire, promote, or train a covered veteran or person with a disability, a description of the accommodation is attached to the application form or personnel file.

In any instance where accommodations were not undertaken, but could have been, the EEO Administrator is required to follow up to determine why accommodations were not made, and to identify and implement any corrective action needed to prevent future



omissions.

When medical examinations are conducted, RT ensures that the physician understands RT's desire to eliminate all unnecessary or non job-related medical requirements. The physician is provided with a list of all identified accommodations in order to assist in making reasonable accommodations where possible.

The EEO Administrator, in collaboration with appropriate management personnel, will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: (1) the employee is having significant difficulty with job performance, and (2) it is reasonable to conclude that the problem is related to the known disability.

## **CHAPTER E: HARASSMENT**

RT has developed and implemented a set of procedures to ensure that its employees who are disabled or other covered veterans are not harassed due to those conditions. See RT's complete *EEO/AA Policy Statement and Unlawful Workplace Discrimination and Professional Conduct Policy* at page v of this AAP.

## **CHAPTER F: OUTREACH, RECRUITMENT, AND EXTERNAL POLICY DISSEMINATION**

RT periodically identifies the representation of covered veterans and persons with disabilities in its applicant pool to evaluate the effectiveness of its recruitment activities. Based on its findings, if appropriate, RT will undertake outreach and positive recruitment activities such as the following:

1. Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for covered veterans and individuals with disabilities.
2. Include workers with disabilities when employees are pictured in consumer, promotional, or help wanted advertising.
3. Disseminate written notification of RT's affirmative action policies to subcontractors, vendors, suppliers, selected radio and television stations, and publications that primarily reach covered veterans and individuals with disabilities.
4. Provide information emphasizing job opportunities for covered veterans and individuals with disabilities to all local educational institutions, public and private.
5. Inform all outside recruiting sources of RT's affirmative action policies for covered veterans and individuals with disabilities.

6. List all suitable job openings with the State Employment Development Department for a minimum of three days.
7. Participate in veterans "job fairs" and work study programs with Veterans' Administration rehabilitation facilities and schools that specialize in training or educating covered veterans.

## **CHAPTER G: INTERNAL POLICY DISSEMINATION**

In order to gain positive support and understanding for the affirmative action program for covered veterans and individuals with disabilities RT will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the EEO Administrator. The following policies and procedures are designed to foster support and understanding from RT's executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid RT in meeting its obligations.

1. Include the EEO policies in RT's policy manual and other in-house publications.
2. Conduct special meetings with executive, management, and supervisory personnel to clarify their responsibilities for ensuring compliance with all EEO and AAP policies and procedures, and convey the General Manager/CEO's commitment to the same
3. Discuss EEO policies and the AAP in both employee orientation and management training programs.
4. Include EEO policies in new hire packages.
5. Inform union officials of RT's commitment to EEO and educate union officials on their responsibilities in carrying out RT's EEO and AAP policies.
6. Include non-discrimination clauses in all union agreements, and review all contractual provisions to ensure they are non-discriminatory.
7. Post EEO policies in conspicuous places throughout RT.
8. Employees may contact the EEO Administrator (Suzanne Silva) at 916/557-0910 for information or questions relating to EEO policies and the AAP.

## **CHAPTER H: INTERNAL AUDITING AND REPORTING**

See *Chapter 10* in this AAP for a complete explanation of RT's internal auditing and reporting system.

## **CHAPTER I: RESPONSIBILITY FOR IMPLEMENTATION**

See *Chapter 7* in this AAP for a complete description of implementation responsibilities.

## **CHAPTER J: TRAINING**

RT trains, and will continue to train, all employees involved in recruitment, screening, selection, promotion, disciplinary actions, training, and other related processes to ensure commitment to the company's stated Affirmative Action goals, especially for individuals with disabilities or other covered veterans.

## **CHAPTER K: COMPENSATION**

It is the policy of RT that when offering employment or promotion to covered veterans or individuals with disabilities, the amount of compensation offered will not be reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source. For a complete explanation of RT's compensation practices, see *Chapter 11* in this AAP.

## **GLOSSARY OF TERMS**

### **ADVERSE IMPACT**

Applies to a business practice that is neutral in its application in that it is applied evenly to all applicants or employees, but which has the effect of disproportionately excluding or otherwise adversely affecting persons of a protected group. For example, a height requirement for a job might eliminate females and Asian males at a disproportionate rate.

### **AFFECTED CLASS**

Any group which continues to suffer the effects of past discriminatory practices. Affected class status must be determined by analysis or court decision.

### **AFFIRMATIVE ACTION**

Specific action taken to ensure equal opportunity in recruitment, hiring, promotion and other areas designed and taken for the purpose of eliminating the present effects of past discrimination or to prevent discrimination.

### **AFFIRMATIVE ACTION PLAN**

A written, detailed, results-oriented set of procedures designed to achieve prompt and full utilization of minorities and females at all levels and in all parts of the recipient's work force.

### **AFFIRMATIVE ACTION PROGRAM**

- Demonstrates the employers good faith efforts to meet goals and eliminate barriers to employment;
- Ensures affirmative action awareness before hiring decisions are made rather than after the fact;
- Involves training hiring officials and selling the concept of affirmative action;
- Prohibits employers from engaging in unlawful discrimination;
- Prohibits quotas;
- Does not require employers to hire unqualified people;
- Is voluntary, unless required by state or federal mandate.

### **AFFIRMATIVE RECRUITMENT**

Special recruitment efforts undertaken to assure that qualified protected class members are well represented in the applicant pools for positions from or in which they have been excluded or substantially underutilized. Such efforts may include contacting organizations and media with known protected class constituencies. Open job posting and advertising and "equal opportunity employer" statements necessary in many situations are matters of nondiscrimination rather than measures of affirmative recruitment.

### **AFRICAN-AMERICAN/BLACK**

A person, not of Hispanic origin, who has origin in any of the black racial groups of Africa. Terms such as "Haitian" may be used in addition to "Black or African American."

**AMERICAN INDIAN OR ALASKA NATIVE (NATIVE AMERICAN)**

All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community recognition. A person having origin in any of the original peoples of North America and who maintains tribal affiliation or community attachment.

**ANNUAL PERCENTAGE GOAL**

For each underutilized job group the organization must have an annual percentage goal equal to the availability for the job group.

**APPLICANT FLOW**

The number of applicants applying for a particular job over a given period, analyzed by protected class characteristics.

**APPLICANT POOL**

All people who have applied for a particular job or group of jobs during a specific period, which become the collection of candidates from where the selection decision(s) for available positions may be made.

**ASIAN**

All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Indonesia, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Singapore, Thailand, and Vietnam.

**BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

A minimum qualification that is needed to be able to perform the duties of a particular job, which would otherwise be unlawful because of its discriminatory impact based on one's sex, religion, or national origin, etc. Examples are the requirement that an actor playing the part of a woman be a woman or that a minister of a particular religion be a member of that particular religion. The concept of BFOQ is interpreted very narrowly by both the EEOC and the federal courts. Age may be a BFOQ under the Age Discrimination Employment Act of 1967. Race is never a BFOQ.

**BUSINESS NECESSITY**

A legitimate business purpose that justifies an employment practice as valid and necessary for the effective achievement of the organization's objectives and the safe and efficient operation of the business.

**CAREER LADDER**

A series of related jobs in a promotional sequence generally starting with less difficult, lower paying jobs and progressing to more difficult, higher paying jobs. Often, the jobs at the "bottom" of the career ladder provide required training for movement up the ladder.

**CAUCASIAN/WHITE**

Persons (not of Hispanic origin) having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**CIVIL RIGHTS**

Personal rights guaranteed and protected by the Constitution (i.e., freedom of speech, press, freedom from discrimination).

**CLASS ACTION**

A civil action brought by one or more individuals on behalf of themselves and "all others similarly situated" (or equivalent language). The purpose of a class action is to secure a judicial remedy which not only eliminates a wrong committed against an individual, and compensates him or her for the effects of that wrong, but which also provides such remedies for all others in a definable class who have suffered as a result of the same practice or practices. The technical legal requirements and definition of a class in federal court proceedings are contained in Rule 23 (b) of the Federal Rules of Procedure.

**CODE OF FEDERAL REGULATIONS (CFR)**

The Code of Federal Regulations is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the federal government. The code is divided into 50 titles, which represent broad areas subject to federal regulation. For example, Title 41 CFR, Chapter 60 deals with the various Department of Labor EEO regulations and guidelines concerning federal government contractors.

**COMPARABLE WORTH**

Payment of wages based on the value of the work performed taking into consideration such factors as education, training, skills, experience, effort, responsibility and working conditions. This issue is raised particularly in comparing salaries paid for occupations that are traditionally female to salaries paid for those that are traditionally male.

**COMPLIANCE**

A situation in which an agency fully meets the requirements of laws, rules and regulations and court cases which mandate nondiscrimination and affirmative action.

**COMPLIANCE AGENCY**

Any local, state, or federal government agency that administers laws or regulations in the EEO field.

**CONCENTRATION**

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

## **DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING (DFEH)**

The Department of Fair Employment and Housing (DFEH) is the largest state civil rights agency in the country. It was established by the Legislature in 1959 as the Division of Fair Employment Practices and was initially part of the Department of Industrial Relations.

In 1980, DFEH was established as an independent department charged with enforcing California's comprehensive employment, housing, public accommodations and public service non-discrimination laws, as well as the State's bias-related hate violence law.

DFEH's statutory mandate is to protect the people of California from discrimination in employment, housing and public accommodations pursuant to the California Fair Employment and Housing Act, Government Code § 12900, et seq., the Unruh Civil Rights Act, Civil Code § 51, et seq., and the Ralph Civil Rights Act, Civil Code § 51.7.

DFEH has jurisdiction over both private and public entities operating within the State of California, including corporate entities, private sector contracts granted by the State of California, and all State departments and local governments.

DFEH receives and investigates discrimination complaints in its twelve district offices throughout the State. Ten offices handle employment, public accommodations and hate violence cases and two offices handle housing cases. In addition, there are three legal offices that litigate cases and provide legal support to the district offices.

DFEH routinely provides technical assistance to employers, business establishments and housing providers regarding their responsibilities under the law.

The Department is part of the State and Consumer Services Agency and is administered by a Director appointed by the Governor.

## **DIFFERENTIAL VALIDATION**

Validation of test at different score levels for different classes of people. This is not tantamount to "lowering standards" for one or more groups to favor them over others. Differential validation occurs only where lower test scores by one class actually do predict a level of job performance equivalent to that predicted by the higher scores of another class.

## **DISABLED INDIVIDUAL**

Any person who:

1. has a physical or mental impairment that substantially limits one or more major life activities;
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The following are general definitions as to the meaning of disability:

- Physical or Mental Impairment means: 1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following

body systems: neurological, muscular-skeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin, and endocrine, or 2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term 'physical or mental impairment' includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

- Major Life Activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- Has a Record of Such an Impairment means has a history of a mental or physical impairment that substantially limits one or more life activities.
- Is Regarded as Having an Impairment means; 1) has a physical or mental impairment that does not substantially limit major life activities but that is treated by an agency as constituting such a limitation; 2) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or 3) has none of the impairments defined above but is treated by an agency as having such an impairment.
- Substantially Limits means the degree the impairment affects employability. A handicapped individual that is likely to experience difficulty in securing, retaining, or advancing in employment will be considered substantially limited.

Note: California law has eliminated the word "substantially" in its definition of Disabled Individual.

### **DISABLED VETERAN**

Any veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

### **DISCRIMINATION**

Any act, or failure to act, which has the purpose or effect of limiting, excluding, or denying a person employment opportunity because of race, color, creed, national origin, sex, age, or mental or physical disability.

### **DISPARATE IMPACT**

Applies to a business practice that is neutral in its application in that it is applied evenly to all applicants or employees, but which has the effect of disproportionately excluding or otherwise adversely affecting persons of a protected group. For example, a height requirement for a job might eliminate females and Asian males at a disproportionate



rate.

### **DISPARATE TREATMENT**

A theory or category of employment discrimination that is found when an employer treats a group or individual differently because of its race, color, religion, sex, national origin, disability, or veteran status. An intent to discriminate is a necessary element in this type of employment discrimination, and can be shown by direct evidence or inferred through statistical, anecdotal, and/or comparative evidence.

### **EEO-4 REPORT**

The biennial report that state and local government employers must file with the EEOC regarding the sex and minority status of their work force by job category and salary intervals. Those required to file include: A) All states. B) All other political jurisdictions that have 100 or more employees. C) An annual sample (rotated each year) of those political jurisdictions which have 15-99 employees.

### **EIGHTY PERCENT RULE**

Method of determining adverse impact. Selection rates for any group that is less than 80% (four-fifths) of the rate for other groups is evidence of a violation of this rule

### **EMPLOYEE**

Under Title VII of the Civil Rights Act of 1964, as amended:

" . . . an individual employed by an employer except that the term 'employee' shall not include any person elected to public office in any State or political subdivision of any State ... or any person chosen by such officer to be on such officer's personal staff, or an appointee on the policy making level or an immediate adviser with respect to the exercise of the constitutional or legal powers of the office. The exemption set forth in the preceding sentence shall not include employees subject to the civil service laws of a State Government, governmental agency or political subdivision."

### **EMPLOYER**

Under Title VII of the Civil Rights Act of 1964, as amended:

"...a person engaged in an industry affecting commerce that has fifteen or more employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year." The US Government and its wholly owned corporations, Indian tribes, certain departments of the District of Columbia Government, and tax exempt, bona fide private membership clubs are excluded from the definition.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Where all personnel activities are conducted to assure equal access in all phases of the employment process. Employment decisions are based solely on the individual merit and fitness of applicants and employees related to specific jobs, without regard to race, color, religion, sex, age, national origin, disability, marital status or criminal record.

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)**

The federal government agency mandated to enforce Title VII of the Civil Rights Act of 1964, as amended. The Commission has five members, each appointed to a five-year term by the President of the United States with the advice and consent of Congress. The Federal Commission on Equal Employment Opportunity has the power to bring suits, subpoena witnesses, issue guidelines that are enforceable by law, render decisions, provide legal assistance to complainants, etc., in regard to fair employment.

**EQUAL PAY**

To provide equal pay for males and females performing the same or substantially similar jobs in the same establishment, (as required by the Equal Pay Act of 1963 for employers subject to the Fair Labor Standards Act) (e.g., in a department store a female salesperson in the ladies shoe department must receive pay equal to that of a male salesperson in the men's shoe department.)

**ETHNIC GROUP**

A group identified based on religion, color or national origin.

**EXECUTIVE ORDER**

A regulation by the President of the United States or the chief executive of a state that has the effect of law.

**GOALS**

Good faith, quantitative employment objectives which employers voluntarily set as the minimum progress they can make within a certain time period (usually one year) to correct underutilization of protected classes in their work force.

**GOOD FAITH EFFORTS**

Those actions taken to achieve the objectives of the EEO program, which may include, but are not limited to, the establishment and conduct of processes to implement specific provisions of U. S. Department of Transportation circular.

**GUIDELINES**

Documents published by various compliance agencies for the purpose of clarifying provisions of a law or regulation and indicating how an agency will interpret its law or regulation.

**HARASSMENT**

Verbal, physical, visual, and other conduct that creates a hostile working environment and is directed towards persons based upon their protected status.

**HISPANIC/LATINO**

All persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race. The term "Spanish origin," can be used in addition to "Hispanic or Latino."

**JAAR (Job Area Acceptance Range)**

The acceptable range--either 20 percent above or below internal availability--for either females or minorities in a workforce sector.

**JOB ANALYSIS**

The systematic study of a job to provide information, which will enable those planning examinations or other selection devices to determine the knowledge, skills and abilities required for successful performance on the job.

**JOB CATEGORY**

A grouping or aggregation of job classifications for purposes of analysis or official reporting. For example: Officials and Administrators; Instructional; Professional Non instructional; Clerical/Secretarial; Technical/Paraprofessional.

**JOB GROUP**

One or a group of jobs having similar content (duties of the position and the technical expertise required to do the job), wage rates, and opportunities. Positions in job groups do not normally cross EEO-1 Categories.

**MINORITY**

For EEO official reporting purposes and for purposes of the work force analysis required in Revised Executive Order No. 4, the term "minority" includes Blacks/African Americans, Hispanics/Latinos, Alaskan Natives or American Indians, and Asians, Native Hawaiian or Other Pacific Islander, and Two or More Races (Multiple Race).

**NATIONAL ORIGIN**

The particular nation where a person was born, or where the person's parents or ancestors were born.

**NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**NUMERIC GOAL**

Even though numeric goals are not required, many times supervisors and managers request the "number" of protected group members that they are expected to hire in their respective areas.

**OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS (OFCCP)**

The branch of the US Department of Labor responsible for monitoring the compliance status of and resolving complaints against all employers having contracts with the Federal Government.

**ONE PERSON STANDARD**

Shortfall is the number of minorities or females below that which is expected (based upon availability).

**PARITY**

A condition achieved in an organization when the protected class composition of its work force is equal to that in the relevant available labor force.

**PLACEMENT**

Any employment decision made by the employer that has the effect of placing an individual in a position, training position, or any other position of opportunity in the company or institution.

**PRIMA FACIE**

A legal presumption that arises from a basic showing of facts, which will control a decision unless explicitly proved untrue. In the EEO area, statistics of under utilization have been sufficient to make a prima facie case for discrimination. It is then the responsibility of the employer to justify those statistics.

**PROTECTED CLASSES**

Groups identified in Executive Order 6 (minorities, females, disabled persons and Vietnam Era Veterans) that are specifically protected against employment discrimination.

**QUOTAS**

In employment law, court ordered or approved hiring and/or promoting of specified numbers or ratios of minorities or females in positions from which a court has found they have been excluded because of unlawful discrimination. Quotas are not the same as goals and timetables.

**REASONABLE ACCOMMODATION**

The changing of environment, schedules, or requirements to adapt to the known physical or mental limitations of a qualified, disabled applicant or employee. There are three (3) categories of reasonable accommodations:

1. Modifications or adjustments to a job application process to permit an individual with a disability to be considered for a job (such as providing application forms in alternative formats like large print or Braille);
2. Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job (such as providing sign language interpreters); and
3. Modifications or adjustments that enable employees with disabilities to enjoy equal benefits and privileges of employment (e.g., removing physical barriers in an office cafeteria).

**RELEVANT WORK FORCE**

All individuals who are qualified to perform a particular job and who would accept employment in a particular geographic location.

**RETALIATION**

Any adverse personnel action taken against a person because the employee has filed a complaint or participated in an investigation.

**SELECTION PROCESS**

Any measure, combination of measures, or procedure used as a basis for any employment decision; commonly consists of minimum qualifications, test(s), employment interview, and probationary period.

**SELECTIVE CERTIFICATION**

The process of certifying the names of persons on an eligible list based on their possession of specific qualifying criteria (e.g. by sex).

**SELF-IDENTIFICATION**

The process of establishing racial/ethnic identity. The descriptions do not denote scientific definitions of anthropological origins; the categories used are those set forth in federal regulations. For the purposes of EEO data collection, an individual may be included in the group(s) in which he or she appears to belong, identifies with, or is regarded in the community as belonging.

**SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as a bases for an employment affecting the person rejecting or submitting to the conduct; or
3. The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, or offensive work environment.

**SEXUAL ORIENTATION**

A private preference of an individual protected by Executive Order No. 28 for heterosexuality, homosexuality or bisexuality; or a history of such a preference; or an identification with having such a preference.

**STANDARD DEVIATION**

One of the most useful and widely used formulas for measuring degrees of dispersion.

**STANDARD METROPOLITAN STATISTICAL AREA (SMSA)**

A statistical standard developed for use by federal agencies in the production, analysis, and publication of data on metropolitan areas. Each SMSA has one or more central counties containing the area's main population concentration and may include outlying counties that have close economic and social relationships with the central counties.

**SYSTEMIC DISCRIMINATION**

A pattern of discrimination throughout a place of employment (or program) that is a result of pervasive, interrelated actions, policies, or procedures.

**TIME TABLE**

A specified timeframe required in all affirmative action plans, which designates when an employer believes the established numerical employment goals can be achieved.

**TWO STANDARD DEVIATION METHOD**

Indicates an underutilization in any job group in which the difference between the expected number of minorities or females and actual number in the group is greater than two standard deviations.

**UNDERUTILIZATION**

A condition where there are fewer minorities and/or females in a particular job category or department than would reasonably be expected based on their availability.

**UNITED STATES COMMISSION ON CIVIL RIGHTS**

An independent, bipartisan agency established by Congress in 1957 and directed to:

- (a) Investigate complaints alleging that citizens are being deprived of their right to vote because of their race, color, religion, sex, age, handicap or national origin, or due to fraudulent practices.
- (b) Study and collect information concerning legal developments constituting discrimination or a denial of equal protection of the laws under the Constitution because of race, color, religion, sex, age, handicap or national origin, or in the administration of justice.
- (c) Appraise Federal laws and policies with respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, handicap or national origin, or in the administration of justice.
- (d) Serve as a national clearinghouse for information in respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, handicap or national origin.
- (e) Submit reports, findings and recommendations to the President and Congress.

**VALIDATION**

The process by which employee selection devices are demonstrated empirically to be predictive of job performance. Under EEOC Guidelines, tests or other selection devices that screen out minorities or females at a greater rate than others must be validated according to procedures that meet the published standards of the American Psychological Association.

**VETERAN**

Recently separated veterans: any veteran currently within three-years of discharge or release from active duty; veterans who received an "Armed Forces Medal;" and other protected veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has

been authorized, under the laws administered by then Department of Defense.

**VIETNAM ERA VETERAN**

Any person who served 180 days, at least one part of which was between August 5, 1964 and May 7, 1975 and was not dishonorably discharged, or who was discharged for service-connected disability if any part of such duties was performed between August 5, 1964 and May 7, 1975. The discharge or release must have been within 48 months of his or her employment application.

**WORK FORCE ANALYSIS**

A statistical analysis of the numbers and percentages of all employees of a specific employer by race, or ethnic origin, sex, Veteran, and/or disability status by job category and level.

## **PART III: EXHIBITS**

### **LIST OF EXHIBITS**

- Exhibit 1: Workforce Analysis
- Exhibit 2: RT Organizational Chart
- Exhibit 3: Lines of Progression
- Exhibit 4: Job Group Analysis
- Exhibit 5: Zip Code Analysis
- Exhibit 6: Availability Analysis
- Exhibit 7: Placement Goals
- Exhibit 8: Summary of Placement Goals
- Exhibit 9: RT Employment Application Equal Opportunity Survey
- Exhibit 10: Biennial Self Identification Survey
- Exhibit 11: Personnel Transactions Summary
- Exhibit 12: EEO/AA Plan Goal Achievement (2004-2008)
- Exhibit 13: Changes to Job Titles Based on Classification and Compensation Study



# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Accessible Services

Job Code	Job Title	Wage Code	EMP	MIN	Total											
					EMP	W	AA	H	A	NA	PI	2+				
60003972	Director of AS & Customer Advocacy		1	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0
					Female	1	1	0	0	0	0	0	0	0	0	0
41000149	Customer Advocacy Supervisor		1	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0
					Female	1	1	0	0	0	0	0	0	0	0	0
60002898	Administrative Technician II		4	1	0	0	0	0	0	0	0	0	0	0	0	0
					Male	1	3	0	0	0	0	0	0	0	0	0
					Female	3	0	0	0	1	0	0	0	0	0	0
41000012	Administrative Assistant I		2	1	0	0	0	0	0	0	0	0	0	0	0	0
					Male	1	1	0	0	0	0	0	0	0	0	0
					Female	1	0	0	0	0	0	0	0	0	0	0
	Grand Total #		11	4	Male #	1	0	1	0	0	0	0	0	0	0	0
	Grand Total %			36.4	Male %	9.1	0.0	9.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Female #	10	7	0	0	3	0	0	0	0	0	0
					Female %	90.9	63.6	0.0	0.0	27.3	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: AGM Marketing & Comm

Job Code	Job Title	Wage Code	EMP	MIN	Total	EMP	W	AA	H	A	NA	PI	2+
6600267	AGM of Marketing & Communications		1			1	0	0	0	0	0	0	0
	Grand Total #		1			1	0	0	0	0	0	0	0
	Grand Total %			100.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Male #					1	0	0	0	1	0	0	0
	Male %					100.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0
	Female #					0	0	0	0	0	0	0	0
	Female %					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: AGM of Engineering

Job Code	Job Title	Wage Code	EMP		MIN	Total																
			EMP	MIN		AA	W	AA	H	A	NA	PI	2+									
60002604	AGM of Engr and Constr		1	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
60002839	Director of Project Management					1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
41000129	Quality Assurance Administrator		1	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
41000176	Senior Quality Assurance Specialist					1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
60002438	Senior Administrative Assistant		1	1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
41000179	Administrative Assistant I		6	6		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total #			10	5		4	2	1	1	10.0	20.0	10.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Grand Total %				50.0		40.0	20.0	10.0	10.0	10.0	20.0	10.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
						6	3	1	0	1	3	1	0	2	0	0	0	0	0	0	0	0
						60.0	30.0	10.0	0.0	10.0	30.0	10.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: AGM of Planning

Job Code	Job Title	Wage Code	EMP	MIN	Total												
					Male	Female	EMP	W	AA	H	A	NA	PI	2+			
60002356	AGM of Planning & Transit Systems Dev		1	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	Grand Total #		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	Grand Total %			100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Female #	1	0	1	0	0	0	0	0	0	0	0	0
					Female %	100.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1 Workforce Analysis

Organizational Unit: Chief Admin Officer

Job Code	Job Title	Wage Code	EMP		MIN	Total									
			EMP	MIN		W	AA	H	A	NA	PI	2+			
60002890	Chief Administrative Officer (EEO Office)		1	0	0	0	0	0	0	0	0	0	0	0	0
	Clerk to Board / Document Coordinator			0	0	0	0	0	0	0	0	0	0	0	0
60002438	Senior Administrative Assistant			1	1	0	0	0	0	0	0	0	0	0	0
	Male			0	0	0	0	0	0	0	0	0	0	0	0
	Female			1	1	0	0	0	0	0	0	0	0	0	0
	Male			0	0	0	0	0	0	0	0	0	0	0	0
	Female			1	1	0	0	0	0	0	0	0	0	0	0
	Grand Total #		3	1	1	0	0	0	0	0	0	0	0	0	0
	Grand Total %		33.3	33.3	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Female #		2	1	1	0	0	1	0	0	0	0	0	0	0
	Female %		66.7	66.7	66.7	0.0	0.0	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Chief Financial Off

Job Code	Job Title	Wage Code	EMP	MIN	Total								
					EMP	W	AA	H	A	NA	PI	2+	
60002358	Chief Financial Officer		1	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0
					Female	1	1	0	0	0	0	0	0
60002358	Senior Administrative Assistant		1	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0
					Female	1	1	1	0	0	0	0	0
	Grand Total #		2	1	0	0	0	0	0	0	0	0	0
	Grand Total %			50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Male #	0	0	0	0	0	0	0	0
					Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Female #	2	1	1	0	0	0	0	0
					Female %	100.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Chief of Facilities

Job Code	Job Title	Wage Code	EMP	MIN	Total												
					Male	Female	EMP	W	AA	H	A	NA	PI	2+			
60002361	Chief of Facilities and Bus Support Svcs		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Grand Total #		1	0	1	1	0	0	0	0	0	0	0	0	0	0	0
	Grand Total %			0.0	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Female #	0	0	0	0	0	0	0	0	0	0	0	0
					Female %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Chief Operating Off

Job Code	Job Title	Wage Code	EMP		MIN	Total										
			EMP	MIN		AA	W	AA	H	A	NA	PI	2+			
41000165	Chief Operating Officer		2	1		0	0	0	0	0	0	0	0	0	0	0
	Transportation Supervisor					0	1	1	0	0	0	0	0	0	0	0
	Grand Total #		3	1		1	1	0	0	0	0	0	0	0	0	0
	Grand Total %			33.3		33.3	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
						2	1	1	0	0	0	0	0	0	0	0
						66.7	33.3	33.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0



# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Civil & Track

Job Code	Job Title	Wage Code	EMP		MIN	Total										
			EMP	MIN		W	AA	H	A	NA	PI	2+				
60003360	Director Civil and Track Design		1	0		1	0	0	0	0	0	0	0	0	0	0
41000175	Senior Architect		1	0		1	0	0	0	0	0	0	0	0	0	0
41000246	Senior Civil Engineer		1	0		1	0	0	0	0	0	0	0	0	0	0
41000016	Associate Civil Engineer		1	0		1	0	0	0	0	0	0	0	0	0	0
60002100	Assistant Architect		1	0		1	0	0	0	0	0	0	0	0	0	0
41000018	Assistant Civil Engineer		1	0		1	0	0	0	0	0	0	0	0	0	0
41000160	Sr Engineering Technician		2	1		2	1	0	0	0	0	0	0	0	0	0
41000056	Engineering Technician II		1	0		1	0	0	0	0	0	0	0	0	0	0
41000173	PSG/Student Intern (PSG)		1	0		1	0	0	0	0	0	0	0	0	0	0
	Grand Total #		10	5		8	3	0	0	5	0	0	0	0	0	0
	Grand Total %			50.0		80.0	30.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
						2	2	0	0	0	0	0	0	0	0	0
						20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Comm & Gov Affairs

Job Code	Job Title	Wage Code	EMP		MIN	Total									
			EMP	MIN		AA	H	A	NA	PI	2+				
60003974	Community & Governmental Affairs Manager		1	0		1	0	0	0	0	0	0	0	0	0
41000159	Senior Public Information Officer		2	0		0	0	0	0	0	0	0	0	0	0
	Senior Administrative Analysts					0	0	0	0	0	0	0	0	0	0
						0	0	0	0	0	0	0	0	0	0
			4	1		1	0	0	0	0	0	0	0	0	0
	Grand Total #			25.0		25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Grand Total %					3	0	1	0	0	0	0	0	0	0
						75.0	0.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Community Bus

Job Code	Job Title	Wage Code	EMP	MIN	Total												
					EMP	W	AA	H	A	NA	PI	2+					
6000337	Director of Community Bus Services		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60003501	Community Bus Services Manager		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
60003502	Community Bus Services Dispatcher		6	2	2	0	0	0	0	1	0	0	0	0	0	0	0
41000013	Administrative Assistant II		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60003503	Community Bus Services Operator		23	6	7	1	1	0	0	2	0	0	0	0	0	0	0
					16	6	3	0	0	3	0	0	0	0	0	0	0
	Grand Total #		31	18	11	7	1	2	1	0	0	0	0	0	0	0	0
	Grand Total %			58.1	35.5	22.6	3.2	6.5	3.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					20	6	8	4	2	0	0	0	0	0	0	0	0
					64.5	19.4	25.8	12.9	6.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Construction Mgmt

Job Code	Job Title	Wage Code	EMP	MIN	EMP	W	AA	H	A	NA	PI	2+
60003892	Construction Manager		1	0	1	1	0	0	0	0	0	0
					Male							
					Female							
4000045	Senior Project Control Engineer		3	1	2	2	0	0	0	0	0	0
					Male							
					Female							
41000045	Assistant Resident Engineer		2	1	2	1	0	0	1	0	0	0
					Male							
					Female							
4000044	Senior Inspector		2	1	2	2	0	0	0	0	0	0
					Male							
					Female							
	Grand Total #		8	3	7	4	0	1	2	0	0	0
	Grand Total %			37.5	87.5	50.0	0.0	12.5	25.0	0.0	0.0	0.0
					Female #	1	0	0	0	0	0	0
					Female %	12.5	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Customer Service

Job Code	Job Title	Wage Code	EMP		MIN	Total													
			EMP	MIN		W	AA	H	A	NA	PI	2+							
41000046	Customer Service Administrator		1	1		1	0	0	0	0	0	0	0	0	0	0	0	0	0
						Male	0	0	0	0	0	0	0	0	0	0	0	0	0
						Female	0	0	0	0	0	0	0	0	0	0	0	0	0
41000047	Customer Services Supervisor		2	2		Male	1	0	0	0	0	0	0	0	0	0	0	0	0
						Female	1	0	0	0	0	0	0	0	0	0	0	0	0
41000042	Customer Services Representative III		1	0		Male	0	0	0	0	0	0	0	0	0	0	0	0	0
						Female	1	0	0	0	0	0	0	0	0	0	0	0	0
41000041	Customer Services Representative I		9	10		Male	2	1	1	1	1	1	1	1	1	1	1	1	1
						Female	7	7	7	7	7	7	7	7	7	7	7	7	7
	Grand Total #		23	13		Male #	4	2	1	1	1	1	1	1	1	1	1	1	1
	Grand Total %			56.5		Male %	17.4	8.7	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3
						Female #	19	8	7	7	7	7	7	7	7	7	7	7	7
						Female %	82.6	34.8	30.4	30.4	30.4	30.4	30.4	30.4	30.4	30.4	30.4	30.4	30.4

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: EEO

Job Code	Job Title	Wage Code	EMP	MIN	Total												
					EMP	AA	W	AA	H	A	NA	PI	2+				
41000053	EEO Administrator		1	1	Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	1	0	0	0	1	0	0	0	0	0	0	0
	Grand Total #		1	1	Male #	0	0	0	0	0	0	0	0	0	0	0	0
	Grand Total %			100.0	Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Female #	1	0	0	0	1	0	0	0	0	0	0	0
					Female %	100.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Employee Relations

Job Code	Job Title	Wage Code	EMP	MIN	Total															
					EMP	W	AA	H	A	NA	PI	2+								
60002882	Employee Relations Manager		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Senior Human Resources Analyst		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60002887	Human Resources Analyst II		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60002898	Administrative Technician II		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Grand Total #		4	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Grand Total %			75.0	25.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Female #	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
					Female %	0.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Facilities Maintenance

Job Code	Job Title	Wage Code	EMP	MIN	Total															
					Male	Female	W	AA	H	A	NA	PI	2+							
60002825	Director of Facilities		1		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000061	Facilities Supervisor		3	1	1	2	1	0	0	0	0	0	0	0	1	0	0	0	0	0
60002870	Senior Facilities Analyst		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60002655	Senior Property Analyst		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000131	Facilities Electronic Technician		10	2	8	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000064	Facilities Maintenance Mechanic		6	3	3	5	2	0	0	0	0	0	0	0	0	0	0	0	0	0
60002898	Administrative Technician II		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000062	Facilities and Grounds Worker I		13	11	2	13	2	6	4	0	0	0	0	0	0	0	0	0	0	0
60002320	Facilities Service Worker		42	22	20	35	15	7	9	2	2	0	0	0	0	0	0	0	0	0
6000170	PSC Student Intern (PSC)		42	52.4	83.3	35.7	16.7	21.4	4.8	4.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Grand Total #		42	22	35	15	7	9	2	2	0	0	0	0	0	0	0	0	0	0
	Grand Total %			52.4	83.3	35.7	16.7	21.4	4.8	4.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Female #		7		7	5	2	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female %		16.7		16.7	11.9	4.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0



# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Finance & Treasury

Job Code	Job Title	Wage Code	EMP	MIN	Total												
					EMP	W	AA	H	A	NA	PI	2+					
60002750	Director of Finance/Treasury		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
					Male	1	0	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
60002803	Revenue Manager		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
					Male	1	0	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
41000002	Accountant I		2	1	1	0	0	0	0	0	0	0	0	0	0	0	0
					Male	1	0	0	0	0	0	0	0	0	0	0	0
					Female	1	0	0	0	0	0	0	0	0	0	0	0
41000113	Accounting Technician		2	2	1	0	0	0	0	0	0	0	0	0	0	0	0
					Male	1	0	0	0	0	0	0	0	0	0	0	0
					Female	1	0	0	0	0	0	0	0	0	0	0	0
41000003	Payroll Technician		7	4	2	0	0	0	0	0	0	0	0	0	0	0	0
					Male	2	0	0	0	0	0	0	0	0	0	0	0
					Female	5	0	0	0	0	0	0	0	0	0	0	0
					Grand Total #	16	8	50.0	6	4	0	1	1	0	0	0	0
					Grand Total %				37.5	25.0	0.0	6.3	6.3	0.0	0.0	0.0	0.0
					Female #	10	4	3	1	2	0	1	2	0	0	0	0
					Female %	62.5	25.0	18.8	6.3	12.5	0.0	6.3	12.5	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: General Manager/CEO

Job Code	Job Title	Wage Code	EMP	MIN	Total													
					Male	Female	EMP	W	AA	H	A	NA	PI	2+				
41000069	General Manager / CEO		1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
60000636	Compliance & Quality Assurance Auditor		1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
60002892	Executive Assistant		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60000636	Administrative Assistant		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total #			4	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total %				50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					2	0	2	0	0	0	0	0	0	0	0	0	0	0
					50.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Human Resources

Job Code	Job Title	Wage Code	EMP	MIN	Total												
					EMP	W	AA	H	A	NA	PI	2+					
41000072	Human Resources Manager		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	1	1	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
41000024	Benefits Administrator		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	1	1	0	0	0	0	0	0	0	0	0	0
60002882	Senior Human Resources Analyst		2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	2	2	0	0	0	0	0	0	0	0	0	0
60002897	Human Resources Analyst I		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	1	1	0	0	0	0	0	0	0	0	0	0
60002887	Human Resources Analyst II		2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	2	2	0	0	0	0	0	0	0	0	0	0
60002898	Administrative Technician II		3	1	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	3	2	0	0	0	0	0	0	0	0	0	0
41000072	Administrative Assistant I		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	2	2	0	0	0	0	0	0	0	0	0	0
			15	6	Male #	0	0	0	0	0	0	0	0	0	0	0	0
				40.0	Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Female #	15	9	0	3	3	0	0	0	0	0	0	0
					Female %	100.0	60.0	0.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Info Technology

Job Code	Job Title	Wage Code	EMP	MIN	Total												
					EMP	W	AA	H	A	NA	PI	2+					
60002843	Director of Information Technology		1	0	Male	1	1	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
60002867	Enterprise Resource & Database Manager		1	1	Male	1	1	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
60002880	Senior Information Technology Analyst		2	1	Male	1	1	0	0	0	0	0	0	0	0	0	0
					Female	1	0	0	0	1	0	0	0	0	0	0	0
60003221	Senior Programmer Analyst		1	0	Male	1	1	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
60002885	Information Technology Analyst II		2	0	Male	2	2	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
60003384	Voice Communications Systems Analyst		1	0	Male	1	1	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
60002891	Information Technology Analyst I		2	1	Male	1	1	0	0	0	0	0	0	0	0	0	0
					Female	1	0	0	0	1	0	0	0	0	0	0	0
60002408	Student Intern (PSC)		2	2	Male	2	2	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
	Grand Total #		12	4	Male #	10	8	0	0	2	0	0	0	0	0	0	0
	Grand Total %			33.3	Male %	83.3	66.7	0.0	0.0	16.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Female #	2	0	0	0	2	0	0	0	0	0	0	0
					Female %	16.7	0.0	0.0	0.0	16.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Legal

Job Code	Job Title	Wage Code	EMP	MIN	Total												
					EMP	W	AA	H	A	NA	PI	2+					
41000030	Chief Legal Counsel		1	0	Male	1	0	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
41000031	Chief Litigator/Counsel		1	0	Male	1	0	0	0	0	0	0	0	0	0	0	0
					Female	0	0	0	0	0	0	0	0	0	0	0	0
41000023	Attorney III		2	1	Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	2	1	0	1	0	0	0	0	0	0	0	0
41000022	Attorney II		1	0	Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	1	0	0	0	0	0	0	0	0	0	0	0
41000155	Senior Paralegal		2	0	Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	2	2	0	0	0	0	0	0	0	0	0	0
41000010	Administrative Assistant		2	2	Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	2	0	0	0	0	0	0	0	0	0	0	0
Grand Total #			9	3	Male #	2	0	0	0	0	0	0	0	0	0	0	0
Grand Total %				33.3	Male %	22.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
					Female #	7	1	1	2	0	0	0	0	0	0	0	0
					Female %	77.8	11.1	11.1	22.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Light Rail

Job Code	Job Title	Wage Code	EMP		MIN	Total												
			EMP	MIN		AA	W	AA	H	A	NA	PI	2+					
41000166	Transportation Superintendent		2	0		1	0	0	1	0	0	0	0	0	0	0	0	0
						Male												
						Female	1	0	1	0	0	0	0	0	0	0	0	0
41000094	Maintenance Trainer		1	0		1	0	0	1	0	0	0	0	0	0	0	0	0
						Male												
						Female	1	0	1	0	0	0	0	0	0	0	0	0
60003715	Line Worker III		13	0		13	0	0	13	0	0	0	0	0	0	0	0	0
						Male												
						Female	0	0	0	0	0	0	0	0	0	0	0	0
41000165	Transportation Supervisor		25	13		25	13	12	11	2	7	2	1	2	0	0	0	0
						Male												
						Female	12	13	11	2	7	2	1	2	0	0	0	0
41000098	Mechanic A Body/Fender		3	1		3	1	0	2	0	1	0	0	0	0	0	0	0
						Male												
						Female	3	1	2	0	1	0	0	0	0	0	0	0
41000100	Mechanic A Gasoline/Propane		1	0		1	0	0	1	0	0	0	0	0	0	0	0	0
						Male												
						Female	1	0	1	0	0	0	0	0	0	0	0	0
41000160	Senior Rail Maintenance Worker		1	1		1	1	0	0	0	1	0	0	0	0	0	0	0
						Male												
						Female	1	1	0	0	1	0	0	0	0	0	0	0
41000079	Line Worker I		1	15		1	15	0	0	4	5	0	0	0	0	0	0	0
						Male												
						Female	1	15	0	4	5	0	0	0	0	0	0	0
41000083	Light Rail Vehicle Technician		30	15		30	15	0	1	1	0	0	0	0	0	0	0	0
						Male												
						Female	1	15	1	1	0	0	0	0	0	0	0	0
41000160	Line Worker I		7	8		7	8	2	0	0	5	0	0	0	0	0	0	0
						Male												
						Female	7	8	2	0	5	0	0	0	0	0	0	0
60003714	Line Worker II		3	0		3	0	0	3	0	0	0	0	0	0	0	0	0
						Male												
						Female	3	0	3	0	0	0	0	0	0	0	0	0
60002898	Administrative Technician II		3	0		3	0	0	3	0	0	0	0	0	0	0	0	0
						Male												
						Female	3	0	3	0	0	0	0	0	0	0	0	0



# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Maintenance

Job Code	Job Title	Wage Code	EMP		MIN	EMP	W	AA	H	A	NA	PI	2+	Total	
60002831	Director of Bus Maintenance		1	0		1	0	0	0	0	0	0	0		
				Male		1	0	0	0	0	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000094	Maintenance Supervisor		1	1		1	1	0	0	0	0	0	0		
				Male		1	1	0	0	0	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000092	Maintenance Supervisor		3	1		3	1	0	0	0	0	0	0		
				Male		3	1	0	0	0	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000171	Electronic Mechanic		2	0		2	0	0	0	0	0	0	0		
				Male		2	0	0	0	0	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000100	Painter		2	2		2	2	0	0	0	0	0	0		
				Male		2	2	0	0	0	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000098	Mechanic A Body/Fender		4	3		4	1	1	1	1	0	0	0		
				Male		4	1	1	1	1	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000100	Mechanic A Gasoline/Propane		1	0		1	0	0	0	0	0	0	0		
				Male		1	0	0	0	0	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000101	Mechanic B		16	13		16	3	6	5	2	0	0	0		
				Male		16	3	6	5	2	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000096	Mechanic A		24	11		24	13	6	6	3	0	0	0		
				Male		24	13	6	6	3	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000013	Administrative Assistant II		1	0		1	0	0	0	0	0	0	0		
				Male		1	0	0	0	0	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000107	Updater		1	0		1	0	0	0	0	0	0	0		
				Male		1	0	0	0	0	0	0	0		
				Female		0	0	0	0	0	0	0	0		
41000102	Mechanic C		18	13		18	5	8	3	1	0	0	0		
				Male		18	5	8	3	1	0	0	0		
				Female		0	0	0	0	0	0	0	0		
60002898	Administrative Technician I		2	0		2	0	0	0	0	0	0	0		
				Male		2	0	0	0	0	0	0	0		
				Female		0	0	0	0	0	0	0	0		



# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Maintenance

Job Code	Job Title	Wage Code	Total		EMP	MIN	W	AA	H	A	NA	PI	2+
			EMP	MIN									
41000026	Bus Service Worker		28	22	22		5	10	4	3	0	0	0
					6		1	4	0	0	1	0	0
					100	68	38	27	24	10	1	0	0
		Grand Total #	110	61.8	90.9		34.5	24.5	21.8	9.1	0.9	0.0	0.0
		Grand Total %			10		4	4	0	1	1	0	0
					9.1		3.6	3.6	0.0	0.9	0.9	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Marketing

Job Code	Job Title	Wage Code	Total		EMP	W	AA	H	A	NA	PI	2+
			EMP	MIN								
41000127	Public Information Manager		2	0	2	0	0	0	0	0	0	0
41000125	Public Information Officer II		1	0	1	1	0	0	0	0	0	0
41000016	Administrative Assistant II		3	1	2	2	0	0	0	0	0	0
41000070	Graphics Designer		1	0	1	0	1	0	0	0	0	0
60002468	Student Intern (PSC)		1	0	1	0	0	0	0	0	0	0
Grand Total #			8	2	3	3	0	0	0	0	0	0
Grand Total %				25.0	37.5	37.5	0.0	0.0	0.0	0.0	0.0	0.0
					5	3	2	0	0	0	0	0
					62.5	37.5	25.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Office Mgmt & Budget

Job Code	Job Title	Wage Code	EMP		MIN	Total									
			EMP	MIN		AA	H	A	NA	PI	2+				
60002830	Director of Office Management and Budget		1	0		1	0	0	0	0	0	0	0	0	0
41000151	Senior Financial Analyst		1	0		0	0	0	0	0	0	0	0	0	0
60002854	Senior Financial Analyst		3	2		1	0	0	0	0	0	0	0	0	0
41000010	Administrative Analyst I		1	1		0	0	0	0	0	0	0	0	0	0
Grand Total #			7	3		2	0	0	0	0	0	0	0	0	0
Grand Total %			42.9	42.9		28.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Female #			5			2	0	1	2	0	0	0	0	0	0
Female %			71.4			28.6	0.0	14.3	28.6	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Operations Training

Job Code	Job Title	Wage Code	EMP		MIN	Total														
			EMP	MIN		AA	W	AA	H	A	NA	PI	2+							
60007693	Operators Training/Administrator		4		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60002895	Trainer I (SS)				2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	Grand Total #		5		4	2	2	1	1	1	0	0	0	0	0	0	0	0	0	0
	Grand Total %				40.0	80.0	40.0	20.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Male #				2	4	2	1	1	1	0	0	0	0	0	0	0	0	0	0
	Male %				40.0	80.0	40.0	20.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Female #				1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	Female %				20.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Planning

Job Code	Job Title	Wage Code	EMP	MIN	Total															
					EMP	W	AA	H	A	NA	PI	2+								
60002950	Director of Planning		1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000157	Senior Planner		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000172	Planner		2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000019	Assistant Planner		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000176	PSO Student Intern (PSO)		1		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000013	Administrative Assistant II		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000182	Route Check Supervisor		11	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000123	Part-Time Route Checker		11	10	4	0	1	4	1	1	1	0	0	0	0	0	0	0	0	0
	Grand Total #		20	12	10	5	2	10.0	2	2	2	1	0	1	0	0	0	0	0	0
	Grand Total %			60.0	50.0	25.0	10.0	10.0	10.0	10.0	10.0	5.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0
					10	3	4	2	2	2	2	1	0	0	0	0	0	0	0	0
					50.0	15.0	20.0	10.0	10.0	10.0	10.0	5.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Police Services

Job Code	Job Title	Wage Code	Total		Total												
			EMP	MIN	EMP	W	AA	H	A	NA	PI	2+					
60002650	Transit Officer Supervisor		1		6	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	1	0	0	0	0	0	0	0	0	0	0	0
60002898	Administrative Technician II		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	1	0	0	0	0	1	0	0	0	0	0	0
60003754	Transit Officer		20	0	13	6	2	4	3	6	6	6	6	6	6	6	6
					Male	7	3	4	6	6	6	6	6	6	6	6	6
					Female	6	0	0	0	0	0	0	0	0	0	0	0
41000013	Administrative Assistant II		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					Male	0	0	0	0	0	0	0	0	0	0	0	0
					Female	1	1	0	0	0	0	0	0	0	0	0	0
			Grand Total #	23	12	13	6	2	4	0	0	0	0	0	1	0	0
			Grand Total %	52.2	56.5	26.1	8.7	17.4	0.0	0.0	0.0	0.0	0.0	4.3	0.0	0.0	0.0
					Female #	10	5	4	0	1	0	0	0	0	0	0	0
					Female %	43.5	21.7	17.4	0.0	4.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0



# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Real Estate

Job Code	Job Title	Wage Code	EMP	MIN	Total	EMP	W	AA	H	A	NA	PI	2+
6000287	Director Real Estate		1			1	0	0	0	0	0	0	0
60002944	Real Estate Admin - Acqs & Joint Dv		1	0		1	0	0	0	0	0	0	0
60002945	Real Estate Admin - Asset Management		2	2		2	0	0	0	0	0	0	0
41000013	Administrative Assistant II		1	0		0	0	0	0	0	0	0	0
	Grand Total #		5	3		3	1	1	0	0	0	1	0
	Grand Total %			60.0		60.0	20.0	20.0	0.0	0.0	0.0	20.0	0.0
	Female #		2			2	1	1	0	0	0	0	0
	Female %		40.0			40.0	20.0	20.0	0.0	0.0	0.0	0.0	0.0



# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit:	Risk	Job Code	Job Title	Wage Code	EMP	MIN	Total										
							AA	W	AA	H	A	NA	PI	2+			
		60002825	Senior Claims Analyst		1		0	0	0	0	0	0	0	0	0	0	0
							Male	0	0	0	0	0	0	0	0	0	0
							Female	1	0	1	0	0	0	0	0	0	0
		60002896	Claims Analyst II		1		0	0	0	0	0	0	0	0	0	0	0
							Male	0	0	0	0	0	0	0	0	0	0
							Female	1	0	0	1	0	0	0	0	0	0
		41000033	Claims Technician		1		0	0	0	0	0	0	0	0	0	0	0
							Male	0	0	0	0	0	0	0	0	0	0
							Female	1	0	0	1	0	0	0	0	0	0
					4		Grand Total #	0	0	0	0	0	0	0	0	0	0
						75.0	Grand Total %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
						4	Female #	4	1	2	1	0	0	0	0	0	0
						100.0	Female %	100.0	25.0	50.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0



# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Scheduling

Job Code	Job Title	Wage Code	Total		EMP	W	AA	H	A	NA	PI	2+
			EMP	MIN								
60002828	Director of Scheduling		1	0	1	1	0	0	0	0	0	0
					0	0	0	0	0	0	0	0
			2	0	2	1	0	0	1	0	0	0
					0	0	0	0	0	0	0	0
41000142	Schedule Analyst I		1	1	1	0	0	1	0	0	0	0
					0	0	0	0	0	0	0	0
			4	2	4	2	0	1	1	0	0	0
	Grand Total #			50.0	100.0	50.0	0.0	25.0	25.0	0.0	0.0	0.0
	Grand Total %					0	0	0	0	0	0	0
					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Systems Engineering

Job Code	Job Title	Wage Code	EMP	MIN	Total												
					AA	W	AA	H	A	NA	PI	2+					
60002837	Director of Systems Design		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
41000017	Associate Systems Engineer		3	2	0	0	0	0	0	0	0	0	0	0	0	0	0
60000920	Assistant Systems Engineer		2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
60002408	Student Intern (PSC)		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total #			7	4	5	2	0	0	3	0	0	0	0	0	0	0	0
Grand Total %				57.1	71.4	28.6	0.0	0.0	42.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Female #			2		2	1	0	0	1	0	0	0	0	0	0	0	0
Female %			28.6		28.6	14.3	0.0	0.0	14.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

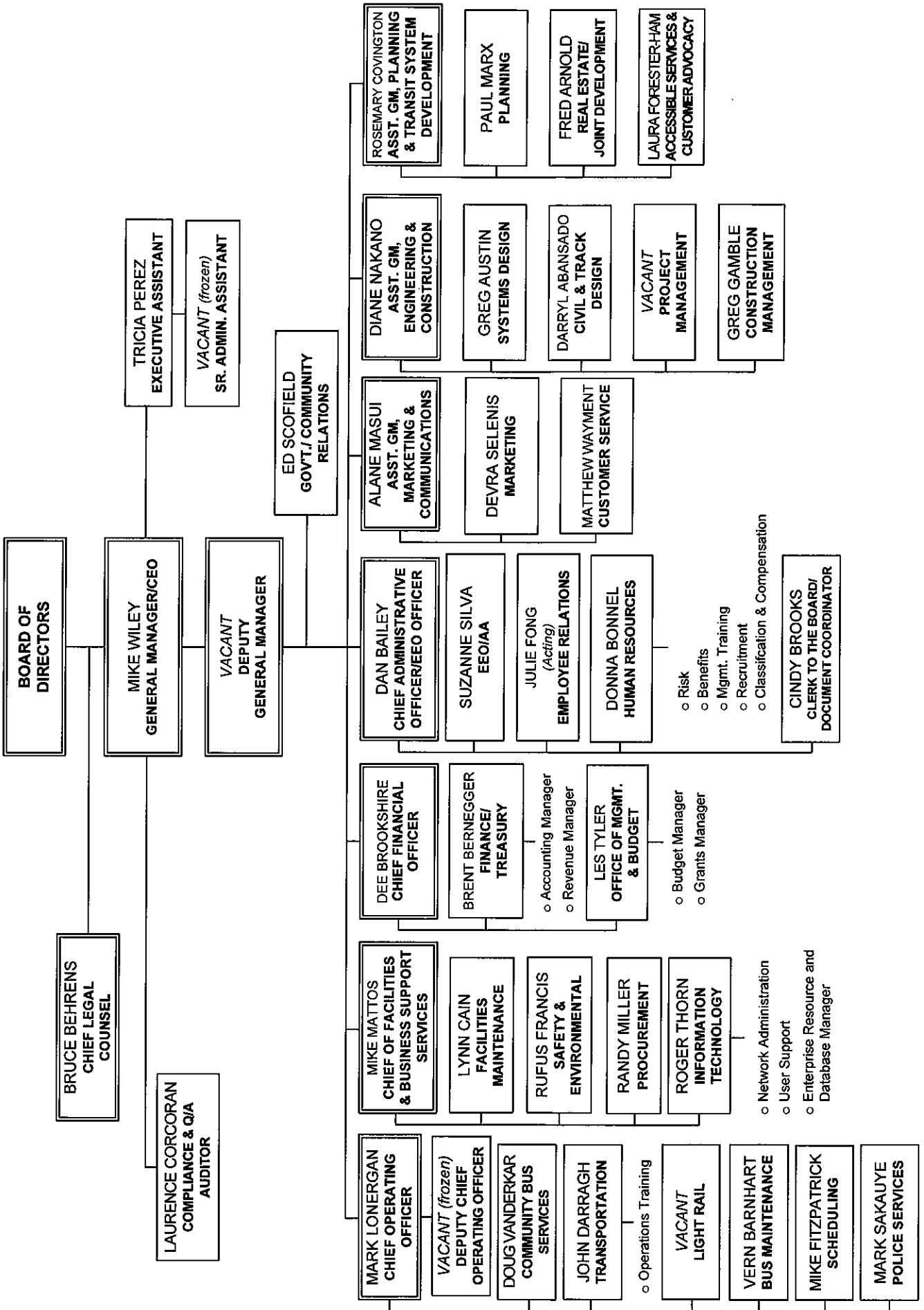
# Sacramento Regional Transit District

## Exhibit 1

### Workforce Analysis

Organizational Unit: Transportation		Total										
Job Code	Job Title	Wage Code	EMP	MIN	EMP	W	AA	H	A	NA	PI	2+
60002826	Director of Transportation					1	0	0	0	0	0	0
41000166	Transportation Superintendent		2	0	2	0	0	0	0	0	0	0
41000165	Transportation Supervisor		2	0	6	6	0	0	0	0	0	0
60002438	Senior Administrative Assistant		1	0	0	0	0	0	0	0	0	0
41000013	Administrative Assistant		2	0	7	6	0	0	0	0	0	0
41000025	Bus Operator		448	270	314	129	116	44	15	4	6	0
					134	49	59	25	0	1	0	0
	Grand Total #		478	284	336	140	121	48	17	4	6	0
	Grand Total %			59.4	70.3	29.3	25.3	10.0	3.6	0.8	1.3	0.0
					142	54	61	26	0	1	0	0
					29.7	11.3	12.8	5.4	0.0	0.2	0.0	0.0

**Exhibit 2**  
Organizational Chart



**SACRAMENTO REGIONAL TRANSIT DISTRICT**  
**LINES OF PROGRESSION/JOB FAMILIES**

Accessible Svcs Analyst I, II, Sr Accessible Svcs Analyst, Accessible Svcs Administrator
Accountant I, II
Administrative Analyst I, II, Sr Administrative Analyst
Administrative Asst I, II, Sr Administrative Asst
Administrative Technician I, II
Asst Architect, Architect, Sr Architect
Asst Civil Engineer, Assoc Civil Engineer, Sr Civil Engineer
Asst Planner, Planner, Sr Planner
Attorney I, II, III
Claims Analyst I, II, Sr Claims Analyst, Risk/Claims Administrator
Clerk I, II, Sr Clerk
Customer Svcs Representative I, II, III
Customer Svc Supervisor, Sr Customer Svc Supervisor, Customer Svc Administrator
Engineering Technician I, II, Sr Engineering Technician
Facilities Worker, Facilities & Grounds Worker I, II, Facilities Maintenance Mechanic, Facilities Technician, Facilities Supervisor
Graphics Designer, Sr Graphics Designer
HR Analyst I, II, Sr HR Analyst, HR Administrator
Information Technology Analyst I, II, Sr Information Technology Analyst
Inspector, Sr Inspector, Asst Resident Engineer, Resident Engineer
Jr Systems Engineer, Asst Systems Engineer, Assoc Systems Engineer, Sr Systems Engineer
Lineworker I, II, III
Bus Service Worker, Mechanic C, B, A (Bus)
Light Rail Service Worker, Mechanic C, B, Light Rail Vehicle Technician (Light Rail)
Paralegal, Sr Paralegal
Procurement Analyst I, II, Sr Procurement Analyst
Programmer Analyst I, II, Sr Programmer Analyst
Public Information Officer I, II, Sr Public Information Officer
Quality Assurance Spec I, II, Sr Quality Assurance Spec, Quality Assurance Administrator
Real Estate Analyst I, II, Sr Real Estate Analyst, Real Estate Administrator
Safety Specialist I, II, Sr Safety Specialist
Schedule Analyst I, II, Sr Schedule Analyst
Trainer I, II, Sr Trainer, Operations Training Administrator

# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: A1 - Executives

											Total					
EEO Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+		
1	28	60002604	AGM of Engr and Constr	1	0	1	1	0	0	0	1	0	0	0		
1	25	60002267	AGM of Marketing & Communications	1	0	1	1	0	0	0	0	0	0	0		
1	26	60002356	AGM of Planning & Transit Systems Dev	1	0	1	1	0	1	0	0	0	0	0		
1	26	41000029	Chief Administrative Officer	1	0	0	0	1	0	0	0	0	0	0		
1	25	60002358	Chief Financial Officer	1	0	1	0	1	0	0	0	0	0	0		
1	32	41000030	Chief Legal Counsel	1	1	0	0	1	0	0	0	0	0	0		
1	26	60002361	Chief of Facilities and Bus Support Svcs	1	1	0	0	1	0	0	0	0	0	0		
1	29	41000038	Chief Operating Officer	1	1	0	0	1	0	0	0	0	0	0		
1	23	41000036	Compliance & Quality Assurance Auditor	1	1	0	0	1	0	0	0	0	0	0		
1	32	41000039	General Manager	1	1	0	0	1	0	0	0	0	0	0		
				<b>Total (#)</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>		
				<b>Total (%)</b>	<b>60.0</b>	<b>40.0</b>	<b>30.0</b>	<b>70.0</b>	<b>10.0</b>	<b>0.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		



# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: A2 - Managers

											Total										
EEO	Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+						
1	19		60002803	Accounting Manager	1	1	0	0	1	0	0	0	0	0	0						
	20		4100003	Chief Litigation Counsel	1	1	0	0	1	0	0	0	0	0	0						
1	19		60003974	Community & Governmental Affairs Manag	1	1	0	0	1	0	0	0	0	0	0						
	19		6000356	Community Bus Services Manager	1	1	0	0	1	0	0	0	0	0	0						
1	20		60003892	Construction Manager	1	1	0	0	1	0	0	0	0	0	0						
	20		60003893	Director of Civil and Track Design	1	1	0	0	1	0	0	0	0	0	0						
1	21		60003972	Director of AS & Customer Advocacy	1	0	1	0	1	0	0	0	0	0	0						
	23		6000286	Director of Bus Maintenance	1	1	0	0	1	0	0	0	0	0	0						
1	23		60003314	Director of Community Bus Services	1	1	0	0	1	0	0	0	0	0	0						
	21		60002845	Director of Facilities	1	0	1	0	1	0	0	0	0	0	0						
1	22		60002750	Director of Finance/Treasury	1	1	0	0	1	0	0	0	0	0	0						
	22		60002843	Director of Information Technology	1	1	0	0	1	0	0	0	0	0	0						
1	22		60002830	Director of Office Management and Budge	1	1	0	0	1	0	0	0	0	0	0						
	22		60002850	Director of Planning	1	1	0	0	1	0	0	0	0	0	0						
1	23		60002839	Director of Project Management	1	1	0	1	0	1	0	0	0	0	0						
	21		60002847	Director of Real Estate	1	1	0	1	0	1	0	0	0	0	0						
1	21		60002841	Director of Safety	1	1	0	1	0	0	0	1	0	0	0						
	21		60002829	Director of Scheduling	1	1	0	0	1	0	0	0	0	0	0						
1	23		60002837	Director of Systems Design	1	1	0	0	1	0	0	0	0	0	0						
	25		60002826	Director of Transportation	1	1	0	0	1	0	0	0	0	0	0						
1	21		41000057	Employee Relations Manager	1	0	1	1	0	0	0	1	0	0	0						
	19		60002835	Enterprise Resource & Database Manage	1	1	0	0	1	0	0	0	0	0	0						
1	20		41000072	Human Resources Manager	1	0	1	0	1	0	0	0	0	0	0						
	20		41000083	Maintenance Superintendent	2	2	0	0	2	0	0	0	0	0	0						
1	20		41000118	Procurement Services Manager	1	1	0	0	1	0	0	0	0	0	0						
	20		41000127	Public Information Manage	1	0	0	0	1	0	0	0	0	0	0						

# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: A2 - Managers

EEO

		Total												
Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1	19	60002954	Revenue Manager	1	1	0	0	1	0	0	0	0	0	0
	20	6000166	Transportation Superintendent	32	3	7	0	7	0	0	0	0	0	0
Total (#)				33	26	7	7	26	3	1	3	0	0	0
Total (%)					78.8	21.2	21.2	78.8	9.1	3.0	9.1	0.0	0.0	0.0

# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: A3 - Supervisors

Total															
EEO	Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1	17		41000001	Accessible Services Administrator	1	0	1	0	1	0	0	0	0	0	0
	18		41000024	Benefits Administrator	1	0	1	0	1	0	0	0	0	0	0
1	D		60003502	Community Bus Services Dispatcher	5	2	3	2	3	0	1	1	0	0	0
	16		41003129	Customer Advocacy Supervisor	1	0	1	0	1	0	0	0	0	0	0
1	17		41000046	Customer Service Administrator	1	1	0	1	0	0	0	0	1	0	0
	11		41000047	Customer Service Supervisor	2	1	1	1	1	0	0	0	1	0	0
1	18		41000053	EEO Administrator	1	0	1	1	0	0	1	0	0	0	0
	17		41000061	Facilities Supervisor	3	2	1	1	2	0	0	0	1	0	0
1	19		41000067	Grants Manager	1	0	1	0	1	0	0	0	0	0	0
	17		41000071	Human Resources Administrator	1	0	1	1	0	0	0	0	0	0	0
1	17		41000092	Maintenance Supervisor	19	18	1	6	13	0	5	1	0	0	0
	17		1000094	Maintenance Trainer	2	2	0	1	1	1	0	0	0	0	0
1	17		41000095	Materials Management Supervisor	3	2	1	2	1	2	0	0	0	0	0
	16		60024693	Operations Training Administrator	1	1	0	0	1	0	0	0	0	0	0
1	17		41000180	Procurement & DBE Administrator	1	1	0	1	0	0	1	0	0	0	0
	17		41000203	Purchasing Materials Administrator	1	0	1	1	0	0	0	0	0	0	0
1	17		41000129	Quality Assurance Administrator	1	1	0	0	1	0	0	0	0	0	0
	17		60002924	Real Estate Admin - Acqs & Joint Div	1	1	0	0	1	0	0	0	0	0	0
1	17		60002945	Real Estate Admin - Asset Management	2	1	1	2	0	1	0	0	0	1	0
	17		60001163	Risk/Claims Administrator	1	0	1	0	1	0	0	0	0	0	0
1	08		41000182	Route Check Supervisor	1	1	0	0	1	0	0	0	0	0	0
	17		60026650	Transit Officer Supervisor	1	0	1	1	0	0	0	0	0	0	0
1	A		41000165	Transportation Supervisor	51	39	12	28	23	14	9	5	0	0	0
<b>Total (#)</b>					<b>102</b>	<b>73</b>	<b>29</b>	<b>49</b>	<b>53</b>	<b>19</b>	<b>17</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>0</b>
<b>Total (%)</b>					<b>71.6</b>	<b>28.4</b>	<b>48.0</b>	<b>52.0</b>	<b>18.6</b>	<b>16.7</b>	<b>8.8</b>	<b>2.9</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>

# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: B5 - Administrative Professionals

											Total					
Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+		
2	11	41000002	Accountant I	2	0	1	0	1	0	0	0	0	0	0		
2	14	41000003	Accountant II	2	1	1	1	1	0	0	1	0	0	0		
2	09	41000010	Administrative Analyst	1	0	2	0	0	0	0	0	0	0	0		
2	11	41000019	Assistant Planner	2	1	1	0	2	0	0	0	0	0	0		
2	10	41000022	Attorney II	0	0	1	0	0	0	0	0	0	0	0		
2	23	41000023	Attorney III	2	0	2	1	1	0	1	0	0	0	0		
2	12	60002896	Claims Analyst I	0	0	1	0	0	0	0	0	0	0	0		
2	12	60002890	Clerk to Board / Document Coordinator	1	0	1	0	1	0	0	0	0	0	0		
2	10	60002892	Executive Assistant	0	0	0	0	0	0	0	0	0	0	0		
2	09	60002897	Human Resources Analyst I	1	0	1	0	1	0	0	0	0	0	0		
2	12	60002897	Human Resources Analyst II	5	0	5	3	2	0	0	0	0	0	0		
2	10	60002891	Information Technology Analyst I	2	1	1	1	1	0	0	1	0	0	0		
2	13	60002895	Information Technology Analyst II	2	2	0	0	2	0	0	0	0	0	0		
2	14	41000114	Planner	2	1	1	0	2	0	0	0	0	0	0		
2	12	60002888	Procurement Analyst II	5	1	2	0	2	1	0	0	0	0	0		
2	12	41000125	Public Information Officer II	2	1	1	0	2	0	0	0	0	0	0		
2	14	41000139	Safety Specialist I	1	1	0	0	1	0	0	0	0	0	0		
2	14	41000140	Safety Specialist II	1	1	0	1	0	0	0	1	0	0	0		
2	11	41000142	Schedule Analyst I	1	1	0	0	0	0	0	0	0	0	0		
2	14	41000143	Schedule Analyst II	2	2	0	1	1	0	0	1	0	0	0		
2	13	41000169	Senior Administrative Analyst	1	0	0	0	0	0	0	0	0	0	0		
2	15	60002825	Senior Claims Analyst	1	0	1	1	0	1	0	0	0	0	0		
2	15	60002876	Senior Facilities Analyst	1	1	0	0	1	0	0	0	0	0	0		
2	15	41000151	Senior Financial Analyst	1	0	1	0	1	0	0	0	0	0	0		
2	15	60002857	Senior Financial Analyst	3	1	2	2	1	0	1	1	0	0	0		
2	15	60002882	Senior Human Resources Analyst	3	1	2	2	1	0	2	0	0	0	0		

# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: B5 - Administrative Professionals

EEO Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
2	15	6002860	Senior Information Technology Analyst	2	0	2	0	2	0	0	0	0	0	0
2	12	41000155	Senior Paralegal	2	0	2	0	2	0	0	0	0	0	0
2	17	41000157	Senior Planner	1	1	0	0	1	0	0	0	0	0	0
2	15	60002878	Senior Procurement Analyst	2	1	1	0	2	0	0	0	0	0	0
2	15	6000224	Senior Programmer Analyst	1	1	0	0	1	0	0	0	0	0	0
2	15	60002655	Senior Property Analyst	1	0	1	0	1	0	0	0	0	0	0
2	15	41000159	Senior Public Information Officer	2	0	2	0	2	0	0	0	0	0	0
2	17	41000174	Senior Safety Specialist	1	1	0	0	1	0	0	0	0	0	0
2	09	6002895	Trainer (SS)	2	3	0	2	2	1	1	0	0	0	0
2	13	60003884	Video Communications Systems Analyst	1	1	0	0	1	0	0	0	0	0	0
<b>Total (#)</b>				<b>61</b>	<b>25</b>	<b>36</b>	<b>22</b>	<b>39</b>	<b>5</b>	<b>7</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total (%)</b>				<b>41.0</b>	<b>59.0</b>	<b>36.1</b>	<b>63.9</b>	<b>8.2</b>	<b>11.5</b>	<b>16.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: B6 - Engineering Professionals

											Total					
EEO	Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	
2	13	4100018	4100018	Assistant Civil Engineer	1	1	0	0	1	0	0	0	0	0	0	
2	15	4100025	4100025	Assistant Resonance Engineer	2	2	0	1	0	0	0	0	0	0	0	
2	13	4100020	4100020	Assistant Systems Engineer	2	1	1	2	0	0	0	2	0	0	0	
2	16	4100016	4100016	Associate Civil Engineer	1	1	0	0	0	0	0	0	0	0	0	
2	16	4100017	4100017	Associate Systems Engineer	3	3	0	2	1	0	0	2	0	0	0	
2	19	4100056	4100056	Engineering Technician II	2	1	1	1	0	0	0	0	0	0	0	
2	19	41000175	41000175	Senior Architect	1	1	0	0	1	0	0	0	0	0	0	
2	19	41000176	41000176	Senior Civil Engineer	1	0	1	0	0	0	0	0	0	0	0	
2	12	4100044	4100044	Senior Inspector	2	2	0	1	1	0	1	0	0	0	0	
2	18	41000156	41000156	Senior Project Control Engineer	3	2	0	1	2	0	0	0	0	0	0	
2	15	41000178	41000178	Senior Quality Assurance Specialist	1	1	0	1	0	0	1	0	0	0	0	
2	10	41000150	41000150	Sr Engineering Technician	1	1	0	1	0	0	0	0	0	0	0	
<b>Total (#)</b>					<b>21</b>	<b>17</b>	<b>4</b>	<b>12</b>	<b>9</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total (%)</b>						<b>81.0</b>	<b>19.0</b>	<b>57.1</b>	<b>42.9</b>	<b>0.0</b>	<b>28.6</b>	<b>28.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	

# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: F17 - Administrative Service

											Total					
EEO	Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	
	6	3	41000005	Accounting Technician	2	1	1	2	0	1	1	0	0	0	0	
	6	07	41000012	Administrative Assistant I	4	1	3	1	3	1	0	0	0	0	0	
	6	05	41000013	Administrative Assistant II	19	2	17	8	11	5	2	1	0	0	0	
	6	06	60002898	Administrative Technician I	16	0	16	5	11	1	1	0	0	0	0	
	6	5	41000033	Claims Technician	1	0	1	1	0	0	1	0	0	0	0	
	6	2	41000034	Clerk II	11	2	9	5	6	2	2	1	0	0	0	
	6	08	60003852	Customer Satisfaction Coordinator	1	0	1	1	0	0	0	1	0	0	0	
	6	06	41000035	Customer Services Representative I	9	2	17	11	8	6	2	1	0	0	0	
	6	5	41000042	Customer Services Representative III	1	0	1	0	1	0	0	0	0	0	0	
	6	10	41000070	Graphics Designer	3	2	2	2	2	1	0	0	0	0	0	
	6	2	41000113	Payroll Technician	1	0	1	1	0	0	0	1	0	0	0	
	6	07	41000170	PSC/Studenten (PSC)	4	0	4	2	0	2	1	1	0	0	0	
	6	08	60002438	Senior Administrative Assistant	4	0	4	3	1	1	1	1	0	0	0	
	6	07	60002403	Studenten (PSC)	4	2	2	1	3	0	0	1	0	0	0	
<b>Total (#)</b>					<b>90</b>	<b>15</b>	<b>75</b>	<b>44</b>	<b>46</b>	<b>22</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total (%)</b>						<b>16.7</b>	<b>83.3</b>	<b>48.9</b>	<b>51.1</b>	<b>24.4</b>	<b>12.2</b>	<b>12.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	



# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: G20 - Crafts

EEO Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
				<b>Total</b>										
7	2	41000171	Electronic Mechanic	2	2	0	0	2	0	0	0	0	0	0
7	2	41000181	Facilities Electronic Technician	1	1	0	1	0	0	0	1	0	0	0
7	3	41000087	Light Rail Assistant Mechanic	6	5	1	3	3	0	2	1	0	0	0
7	3	41000065	Light Rail Vehicle Technician	30	29	1	15	15	5	5	5	0	0	0
7	3	41000079	Line Worker I	1	1	0	1	0	1	0	0	0	0	0
7	1	60003714	Line Worker II	3	3	0	0	3	0	0	0	0	0	0
7	2	60003715	Line Worker III	13	13	0	0	13	0	0	0	0	0	0
7	4	41000095	Mechanics A	24	24	0	11	13	1	6	3	1	0	0
7	5	41000098	Mechanic A Body/Fender	7	7	0	4	3	1	2	1	0	0	0
7	5	41000100	Mechanics A Gasoline/Propane	2	2	0	1	1	0	0	0	0	0	0
7	3	41000101	Mechanic B	16	16	0	13	3	6	5	2	0	0	0
7	3	41000102	Mechanics C	18	17	1	13	5	8	3	2	0	0	0
7	5	41000109	Painter	2	2	0	2	0	0	2	0	0	0	0
7	5	41000138	Rail Maintenance Worker	7	7	0	6	2	0	5	0	0	0	0
7	3	41000160	Senior Rail Maintenance Worker	1	1	0	1	0	0	1	0	0	0	0
7	3	41000167	Upfitter	1	1	0	0	1	0	0	0	0	0	0
<b>Total (#)</b>				<b>134</b>	<b>131</b>	<b>3</b>	<b>70</b>	<b>64</b>	<b>22</b>	<b>32</b>	<b>15</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total (%)</b>				<b>97.8</b>	<b>97.8</b>	<b>2.2</b>	<b>52.2</b>	<b>47.8</b>	<b>16.4</b>	<b>23.9</b>	<b>11.2</b>	<b>0.7</b>	<b>0.0</b>	<b>0.0</b>



# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: H22 - Service

Total														
EEO Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
8	1	41000025	Bus Operator	448	314	134	270	178	175	69	15	5	6	0
8	2	41000026	Bus Service Worker	28	22	6	22	6	4	7	3	1	0	0
8	1	60003503	Community Bus Services Operator	23	7	16	16	7	9	5	2	0	0	0
8	1	41000039	Light Rail Service Worker	18	6	5	15	3	8	7	2	0	1	0
8	2	41000090	Light Rail Train Operator	64	47	17	30	34	20	5	3	2	0	0
8	0	41000123	Part-time Route Checker	31	7	7	10	1	5	3	1	1	0	0
8	4	60003154	Transit Officer	20	13	7	10	10	5	4	0	0	1	0
Total (#)				612	420	192	373	239	236	94	26	9	8	0
Total (%)				68.6	68.6	31.4	60.9	39.1	38.6	15.4	4.2	1.5	1.3	0.0

# Sacramento Regional Transit District

## Exhibit 4

### Job Group Analysis

Job Group: H23 - Property Maintenance

EEO

											Total					
Cat	Pay Grade	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+		
8	3	4100063	Facilities and Grounds Worker II	6	5	1	3	3	0	3	0	0	0	0		
8	2	4100067	Facilities Maintenance Worker	10	6	0	2	6	0	2	0	0	0	0		
8	2	60002320	Facilities Service Worker	13	13	0	11	2	6	4	0	1	0	0		
8	0	4100011	Storekeeper	2	1	1	5	7	0	2	0	2	0	0		
<b>Total (#)</b>				<b>45</b>	<b>41</b>	<b>4</b>	<b>23</b>	<b>22</b>	<b>9</b>	<b>11</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>		
<b>Total (%)</b>					<b>91.1</b>	<b>8.9</b>	<b>51.1</b>	<b>48.9</b>	<b>20.0</b>	<b>24.4</b>	<b>0.0</b>	<b>6.7</b>	<b>0.0</b>	<b>0.0</b>		

# Sacramento Regional Transit District

## Exhibit 5

### ZIP Code Analysis

Data Used: Employee

Included Areas:

County/County Set	Count	Weight	Cut-Off Weight
Sacramento, CA	933	85.60	93.86
<b>Total:</b>	<b>994</b>	<b>91.19</b>	<b>100.00</b>
<b>Excluded Areas:</b>			
County/County Set	Count	Weight	Cut-Off Weight
Yolo, CA	37	3.39	0.00
El Dorado, CA	13	1.19	0.00
Yuba, CA	13	1.19	0.00
San Joaquin, CA	9	0.83	0.00
Solano, CA	4	0.37	0.00
Sutter, CA	3	0.28	0.00
Stanislaus, CA	2	0.18	0.00
Alpine and surrounding cos, CA	2	0.18	0.00
Butte, CA	1	0.09	0.00
Colusa/Lake, CA	1	0.09	0.00
Contra Costa, CA	1	0.09	0.00
Los Angeles, CA	1	0.09	0.00
Madera, CA	1	0.09	0.00
Nevada, CA	1	0.09	0.00
Clark, WA	1	0.09	0.00
<b>Total:</b>	<b>96</b>	<b>8.81</b>	<b>0.00</b>
<b>Included and Excluded Total:</b>	<b>1,090</b>	<b>100.00</b>	<b>100.00</b>

# Sacramento Regional Transit District

## Exhibit 6 Availability Analysis

Job Group: A1 - Executives

FACTOR	Raw (%)											Weighted (%)												
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght	Fctr	M	F	MIN	W	AA	H	A	NA	PI	2+	SOURCE	
<u>External Factors</u>																								
Local	73.7	26.3	16.2	83.8	3.4	3.2	5.9	2.1	0.3	1.3	25.0		18.4	6.6	4.0	21.0	0.8	0.8	1.5	0.5	0.1	0.3	Placer, CA - 4.707545%, Sacramento, CA - National	
Reasonable	81.2	18.8	10.5	89.5	2.4	3.1	3.9	0.5	0.0	0.5	25.0		20.3	4.7	2.6	22.4	0.6	0.8	1.0	0.1	0.0	0.1		
<u>Internal Factors</u>																								
Feeders	78.8	21.2	21.2	78.8	9.1	3.0	9.1	0.0	0.0	0.0	50.0		39.4	10.6	10.6	39.4	4.5	1.5	4.5	0.0	0.0	0.0	Feeders	
<b>Final Availability (%)</b>												<b>100.0</b>	<b>78.1</b>	<b>21.9</b>	<b>17.3</b>	<b>82.7</b>	<b>6.0</b>	<b>3.1</b>	<b>7.0</b>	<b>0.7</b>	<b>0.1</b>	<b>0.4</b>		

# Sacramento Regional Transit District

## Exhibit 6 Availability Analysis

Job Group: A2 - Managers

FACTOR	Raw (%)											Weighted (%)											
	M	F	MIN	W	AA	H	A	NA	PI	2+	Fctr	M	F	MIN	W	AA	H	A	NA	PI	2+	SOURCE	
<u>External Factors</u>																							
Local	66.8	33.2	23.7	76.3	7.4	8.4	5.2	1.1	0.1	1.5	25.0	16.7	8.3	5.9	19.1	1.8	2.1	1.3	0.3	0.0	0.4	Placer, CA - 4.707545%, Sacramento, CA - National	
Reasonable	69.0	31.0	17.7	82.3	6.5	6.4	3.3	0.8	0.1	0.7	25.0	17.3	7.7	4.4	20.6	1.6	1.6	0.8	0.2	0.0	0.2		
<u>Internal Factors</u>																							
Feeders	77.1	22.9	47.5	52.5	15.5	18.9	11.4	1.3	0.3	0.0	50.0	38.6	11.4	23.7	26.3	7.7	9.4	5.7	0.7	0.2	0.0	Feeders	
											<b>Final Availability (%)</b>	<b>72.5</b>	<b>27.5</b>	<b>34.1</b>	<b>65.9</b>	<b>11.2</b>	<b>13.1</b>	<b>7.8</b>	<b>1.1</b>	<b>0.2</b>	<b>0.5</b>		

**Sacramento Regional Transit District**  
**Exhibit 6**  
**Availability Analysis**

**Job Group:** A3 - Supervisors

FACTOR	Raw (%)											Weighted (%)					Fctr						
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght	M	F	MIN	W	AA		H	A	NA	PI	2+	SOURCE
<u>External Factors</u>																							
Local	76.8	23.2	25.5	74.5	7.0	9.8	5.4	1.3	0.1	1.8	50.0	38.4	11.6	12.7	37.3	3.5	4.9	2.7	0.7	0.1	0.9	Placer, CA - 4.707545%, Sacramento, CA -	
<u>Internal Factors</u>																							
Feeders	72.6	27.4	57.3	42.7	31.2	17.2	6.5	1.5	0.9	0.0	50.0	36.3	13.7	28.6	21.4	15.6	8.6	3.3	0.7	0.5	0.0	Feeders	
<b>Final Availability (%)</b>											<b>100.0</b>	<b>74.7</b>	<b>25.3</b>	<b>41.4</b>	<b>58.6</b>	<b>19.1</b>	<b>13.5</b>	<b>6.0</b>	<b>1.4</b>	<b>0.5</b>	<b>0.9</b>		

# Sacramento Regional Transit District

## Exhibit 6

### Availability Analysis

Job Group: B5 - Administrative Professionals

FACTOR	Raw (%)											Weighted (%)											
	M	F	MIN	W	AA	H	A	NA	PI	2+	Fctr	M	F	MIN	W	AA	H	A	NA	PI	2+	SOURCE	
<u>External Factors</u>																							
Local	52.7	47.3	26.8	73.2	5.7	8.6	9.7	1.4	0.1	1.4	75.0	39.5	35.5	20.1	54.9	4.3	6.4	7.3	1.0	0.1	1.0	1.0	Placer, CA - 4.707545%, Sacramento, CA -
<u>Internal Factors</u>																							
Feeders	16.7	83.3	48.9	51.1	24.4	12.2	12.2	0.0	0.0	0.0	25.0	4.2	20.8	12.2	12.8	6.1	3.1	3.1	0.0	0.0	0.0	0.0	Feeders
<b>Final Availability (%)</b>											<b>100.0</b>	<b>43.7</b>	<b>56.3</b>	<b>32.3</b>	<b>67.7</b>	<b>10.4</b>	<b>9.5</b>	<b>10.3</b>	<b>1.0</b>	<b>0.1</b>	<b>1.0</b>	<b>1.0</b>	

**Sacramento Regional Transit District**  
**Exhibit 6**  
**Availability Analysis**

**Job Group:** B6 - Engineering Professionals

FACTOR	Raw (%)											Weighted (%)												
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght	Fctr	M	F	MIN	W	AA	H	A	NA	PI	2+	SOURCE	
<u>External Factors</u>																								
Local	83.8	16.2	30.9	69.1	3.2	7.4	17.4	0.8	0.3	1.8	90.0		75.4	14.6	27.8	62.2	2.9	6.7	15.6	0.7	0.3	1.6	Placer, CA - 4.707545%, Sacramento, CA -	
<u>Internal Factors</u>																								
Feeders	97.8	2.2	52.2	47.8	16.4	23.9	11.2	0.7	0.0	0.0	10.0		9.8	0.2	5.2	4.8	1.6	2.4	1.1	0.1	0.0	0.0	Feeders	
<b>Final Availability (%)</b>												<b>100.0</b>	<b>85.2</b>	<b>14.8</b>	<b>33.1</b>	<b>66.9</b>	<b>4.6</b>	<b>9.1</b>	<b>16.8</b>	<b>0.8</b>	<b>0.3</b>	<b>1.6</b>		





# Sacramento Regional Transit District

## Exhibit 6

### Availability Analysis

Job Group: G20 - Crafts

FACTOR	Raw (%)											Weighted (%)											
	M	F	MIN	W	AA	H	A	NA	PI	2+	Fctr	M	F	MIN	W	AA	H	A	NA	PI	2+	SOURCE	
<u>External Factors</u>																							
Local	97.1	2.9	32.9	67.1	2.8	25.0	2.4	0.7	0.9	1.2	75.0	72.9	2.1	24.7	50.3	2.1	18.7	1.8	0.5	0.6	0.9	Placer, CA - 4.707545%, Sacramento, CA -	
<u>Internal Factors</u>																							
Feeders	70.2	29.8	60.3	39.7	37.3	16.0	4.0	1.8	1.2	0.0	25.0	17.5	7.5	15.1	9.9	9.3	4.0	1.0	0.5	0.3	0.0	Feeders	
<b>Final Availability (%)</b>											<b>100.0</b>	<b>90.4</b>	<b>9.6</b>	<b>39.7</b>	<b>60.3</b>	<b>11.4</b>	<b>22.7</b>	<b>2.8</b>	<b>1.0</b>	<b>1.0</b>	<b>0.9</b>		

# Sacramento Regional Transit District

## Exhibit 6

### Availability Analysis

Job Group: H22 - Service

FACTOR	Raw (%)										Weighted (%)												
	M	F	MIN	W	AA	H	A	NA	PI	2+	Fctr	M	F	MIN	W	AA	H	A	NA	PI	2+	SOURCE	
<u>External Factors</u>																							
Local	59.9	40.1	39.7	60.3	11.8	14.2	7.6	2.4	0.5	3.1	100.0	59.9	40.1	39.7	60.3	11.8	14.2	7.6	2.4	0.5	3.1	Placer, CA - 4.707545%, Sacramento, CA -	
	Final Availability (%)										100.0	59.9	40.1	39.7	60.3	11.8	14.2	7.6	2.4	0.5	3.1		

**Sacramento Regional Transit District**  
**Exhibit 6**  
**Availability Analysis**

Job Group: H23 - Property Maintenance

FACTOR	Raw (%)										Weighted (%)												
	M	F	MIN	W	AA	H	A	NA	PI	2+	Fctr	M	F	MIN	W	AA	H	A	NA	PI	2+	SOURCE	
<u>External Factors</u>																							
Local	89.2	10.8	33.9	66.1	6.6	19.6	3.6	2.5	0.4	1.4	100.0	89.2	10.8	33.9	66.1	6.6	19.6	3.6	2.5	0.4	1.4	Property Maintenance: Sacramento_CA - 100.00	
	Final Availability (%)										100.0	89.2	10.8	33.9	66.1	6.6	19.6	3.6	2.5	0.4	1.4		

**Sacramento Regional Transit District**  
**Exhibit 7**  
**Placement Goals**

Job Group: A1 - Executives  
 Test: Standard Deviation  
 Total Employees: 10

Total										
	MALE	FEMALE	MINORITY	WHITE	AFR. AM.	HISPANIC	ASIAN	NAT. AM.	NHOPI	Two +
Employees (#)	6	4	3	7	1	0	2	0	0	0
Employees (%)	60.0	40.0	30.0	70.0	10.0	0.0	20.0	0.0	0.0	0.0
Availability (%) Goal	78.1	21.9	17.3	82.7	6.0	3.1	7.0	0.7	0.1	0.4
Test: Standard Deviation	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Addtl' Needed to Eliminate Problem Area (#)	-1.38	1.38	1.06	-1.06	0.54	-0.57	1.61	-0.26	-0.09	-0.21
	0	0	0	0	0	0	0	0	0	0

**Sacramento Regional Transit District**  
**Exhibit 7**  
**Placement Goals**

**Job Group:** A2 - Managers  
**Test:** Standard Deviation  
**Total Employees:** 33

Total										
	MALE	FEMALE	MINORITY	WHITE	AFR. AM.	HISPANIC	ASIAN	NAT. AM.	NHOPI	Two +
Employees (#)	26	7	7	26	3	1	3	0	0	0
Employees (%)	78.8	21.2	21.2	78.8	9.1	3.0	9.1	0.0	0.0	0.0
Availability (%) Goal	72.5	27.5	34.1	65.9	11.2	13.1	7.8	1.1	0.2	0.5
Test: Standard Deviation	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0.81	-0.81	-1.56	1.56	-0.38	-1.72	0.27	-0.62	-0.27	-0.43
	0	0	0	0	0	0	0	0	0	0

**Sacramento Regional Transit District  
Exhibit 7  
Placement Goals**

Job Group: A3 - Supervisors  
 Test: Standard Deviation  
 Total Employees: 102

Total										
	MALE	FEMALE	MINORITY	WHITE	AFR. AM.	HISPANIC	ASIAN	NAT. AM.	NHOPI	Two +
Employees (#)	73	29	49	53	19	17	9	3	1	0
Employees (%)	71.6	28.4	48.0	52.0	18.6	16.7	8.8	2.9	1.0	0.0
Availability (%) Goal	74.7	25.3	41.4	58.6	19.1	13.5	6.0	1.4	0.5	0.9
Test: Standard Deviation	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Addtl' Needed to Eliminate Problem Area (#)	-0.74	0.74	1.37	-1.37	-0.12	0.94	1.22	1.33	0.64	-0.97
	0	0	0	0	0	0	0	0	0	0

**Sacramento Regional Transit District**  
**Exhibit 7**  
**Placement Goals**

**Job Group:** B5 - Administrative Professionals  
**Test:** Standard Deviation  
**Total Employees:** 61

Total											
	MALE	FEMALE	MINORITY	WHITE	AFR. AM.	HISPANIC	ASIAN	NAT. AM.	NHOPI	Two +	
Employees (#)	25	36	22	39	5	7	10	0	0	0	
Employees (%)	41.0	59.0	36.1	63.9	8.2	11.5	16.4	0.0	0.0	0.0	
Availability (%) Goal	43.7	56.3	32.3	67.7	10.4	9.5	10.3	1.0	0.1	1.0	
Test: Standard Deviation	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	
Add'l! Needed to Eliminate Problem Area (#)	-0.42	0.42	0.62	-0.62	-0.56	0.53	1.56	-0.79	-0.24	-0.80	
	0	0	0	0	0	0	0	0	0	0	



**Sacramento Regional Transit District**  
**Exhibit 7**  
**Placement Goals**

**Job Group:** B6 - Engineering Professionals  
**Test:** Standard Deviation  
**Total Employees:** 21

Total										
	MALE	FEMALE	MINORITY	WHITE	AFR. AM.	HISPANIC	ASIAN	NAT. AM.	NHOPI	Two +
Employees (#)	17	4	12	9	0	6	6	0	0	0
Employees (%)	81.0	19.0	57.1	42.9	0.0	28.6	28.6	0.0	0.0	0.0
Availability (%) Goal	85.2	14.8	33.1	66.9	4.6	9.1	16.8	0.8	0.3	1.6
Test: Standard Deviation	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO
Addtl Needed to Eliminate Problem Area (#)	-0.54	0.54	2.35	-2.35	-1.00	3.11	1.45	-0.41	-0.23	-0.59
	0	0	0	1	0	0	0	0	0	0

**Sacramento Regional Transit District**  
**Exhibit 7**  
**Placement Goals**

**Job Group:** F17 - Administrative Service  
**Test:** Standard Deviation  
**Total Employees:** 90

Total										
	MALE	FEMALE	MINORITY	WHITE	AFR. AM.	HISPANIC	ASIAN	NAT. AM.	NHOPI	Two +
Employees (#)	15	75	44	46	22	11	11	0	0	0
Employees (%)	16.7	83.3	48.9	51.1	24.4	12.2	12.2	0.0	0.0	0.0
Availability (%) Goal	17.7	82.3	33.9	66.1	9.7	12.8	7.4	1.7	0.3	2.0
Test: Standard Deviation	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO
Addtl'l Needed to Eliminate Problem Area (#)	-0.27	0.27	2.99	-2.99	4.75	-0.17	1.75	-1.25	-0.52	-1.37
	0	0	0	5	0	0	0	0	0	0

**Sacramento Regional Transit District**  
**Exhibit 7**  
**Placement Goals**

**Job Group:** G20 - Crafts  
**Test:** Standard Deviation  
**Total Employees:** 134

Total											
	MALE	FEMALE	MINORITY	WHITE	AFR. AM.	HISPANIC	ASIAN	NAT. AM.	NHOPI	Two +	
Employees (#)	131	3	70	64	22	32	15	1	0	0	
Employees (%)	97.8	2.2	52.2	47.8	16.4	23.9	11.2	0.7	0.0	0.0	
Availability (%) Goal	90.4	9.6	39.7	60.3	11.4	22.7	2.8	1.0	1.0	0.9	
Test: Standard Deviation	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO	
Add'l Needed to Eliminate Problem Area (#)	2.89	-2.89	2.96	-2.96	1.81	0.32	5.96	-0.26	-1.14	-1.09	
	0	3	0	6	0	0	0	0	0	0	

**Sacramento Regional Transit District**  
**Exhibit 7**  
**Placement Goals**

Job Group: H22 - Service  
 Test: Standard Deviation  
 Total Employees: 612

	MALE	FEMALE	MINORITY	WHITE	AFR. AM.	HISPANIC	ASIAN	NAT. AM.	NHOPI	Two +
Employees (#)	420	192	373	239	236	94	26	9	8	0
Employees (%)	68.6	31.4	60.9	39.1	38.6	15.4	4.2	1.5	1.3	0.0
Availability (%) Goal	59.9	40.1	39.7	60.3	11.8	14.2	7.6	2.4	0.5	3.1
Test: Standard Deviation	NO	YES	NO	YES	NO	NO	YES	NO	NO	YES
Addtl' Needed to Eliminate Problem Area (#)	4.39	-4.39	10.76	-10.76	20.54	0.79	-3.10	-1.56	2.57	-4.42
	0	30	0	106	0	0	7	0	0	11
<b>Total</b>										

# Sacramento Regional Transit District

## Exhibit 7

### Placement Goals

Job Group: H23 - Property Maintenance

Test: Standard Deviation

Total Employees: 45

Total											
	MALE	FEMALE	MINORITY	WHITE	AFR. AM.	HISPANIC	ASIAN	NAT. AM.	NHOPI	TWO +	
Employees (#)	41	4	23	22	9	11	0	3	0	0	
Employees (%)	91.1	8.9	51.1	48.9	20.0	24.4	0.0	6.7	0.0	0.0	
Availability (%) Goal	89.2	10.8	33.9	66.1	6.6	19.6	3.6	2.5	0.4	1.4	
Test: Standard Deviation	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	
Add'l Needed to Eliminate Problem Area (#)	0.41	-0.41	2.43	-2.43	3.63	0.82	-1.29	1.80	-0.42	-0.79	
	0	0	0	2	0	0	0	0	0	0	

**PLACEMENT GOALS SUMMARY**  
**AFFIRMATIVE ACTION PLAN (2009-2011)**

<b>EEO Category ID</b>	<b>Job Group/ Targeted Group</b>	<b>Total Employees</b>	<b>Total Anticipated Placement Opportunities*</b>	<b>Number Needed to Eliminate Underutilization**</b>
G20	<b>Crafts</b>	<b>134</b>	<b>18</b>	
	Females			<b>3</b>
H22	<b>Service</b>	<b>612</b>	<b>102</b>	
	Females			<b>30</b>
	Asian			<b>7</b>

<b>TOTAL GOALS:</b>	<b>40</b>
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*\*Opportunities are based on historical attrition and anticipated new positions. In some circumstances, judgment was applied using probable forecasts of future activity.*

*\*\*Based on the Statistical Significance Method (1.96 Standard Deviations)*

Applicant's Name: (Last, First and Middle Initial)	Position Applied For:
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# Equal Employment Opportunity Questionnaire

## Sacramento Regional Transit is an Equal Opportunity Employer

It is the policy of Sacramento Regional Transit to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, religion, gender, national origin, ancestry, age, physical or mental disability, marital status, sexual orientation, veteran status, genetic characteristics, political affiliation or any other non-related job criteria.

To assist us with complying with equal opportunity record keeping and reporting requirements, all applicants are asked to voluntarily complete this questionnaire. This information will be treated confidentially and will be used for statistical reporting purposes only. This information will not have any effect on your application.

**Gender:**  Male  Female      **Age:**  Under 40 years  40 years or over

**Ethnic Origin:** (Please Check One)

- American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Indonesia, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Singapore, Thailand, and Vietnam.
- Black or African-American:** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to Black or African-American."
- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Multiple Race:** (Two or more races.)

**Disabled Status:** The California Fair Employment and Housing Act states that an individual has a "disability" if that individual

- 1) has a physical or mental impairment which limits one or more of that person's major life activities,
- 2) has a record of such an impairment, or
- 3) is regarded as having such an impairment.

Are you disabled per the definition above?     Yes     No

**Disabled Veteran Status:** Please check any of the following that apply to you:

- Disabled Veteran** - Any person entitled to disability compensation under laws administered by the Veterans Administration, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of military duty.
- Other Covered Veteran** - Recently separated veterans (any veteran currently within three-years of discharge or release from active duty); Veterans who received an "Armed Forces Medal"; or other protected veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by then Department of Defense.

**Recruitment Source:** Please check the box of one source which indicates how you first learned about this position.

- Newspaper or Trade Publication (Name) \_\_\_\_\_
- Job Fair (event name/location/date) \_\_\_\_\_       Walk-In     TV
- Internet (website name) \_\_\_\_\_       Job Announcement (RT office location) \_\_\_\_\_
- Community Organization (Name) \_\_\_\_\_       RT Job Line     Current RT Employee
- Other (please specify) \_\_\_\_\_

## REGIONAL TRANSIT MEMO

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**DATE:** March 25, 2009  
**TO:** All Employees  
**FROM:** Suzanne Silva, EEO Administrator  
**SUBJ:** Biennial EEO Survey Information

As a federal contractor, Sacramento Regional Transit District is required to collect certain personal information for reporting purposes. While the information collected is confidential, it is also voluntary. You should know that the information helps us qualify for essential federal funding. You should also know that when we accurately collect the data it helps us demonstrate to the Federal Transit Administration that we are complying with our equal employment opportunity and affirmative action reporting requirements.

In view of this important responsibility and due to changes in reporting categories, we ask you to provide us with updated EEO information about yourself. Please be assured that this information will be treated with care, sensitivity and confidentiality. It will not be shared with anyone without an official need to know.

Use the back of this memo to add or change information about your gender, ethnicity, veteran, or disabled status. Once you complete the form, you can mail it, drop it off at the address below, or send it through interoffice mail in a confidential envelope. Please send the completed forms by **April 24, 2009** to:

Sacramento Regional Transit District  
c/o Suzanne Silva, EEO Administrator  
2830 G Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95816

Thank you for helping to keep our records up to date.





Sacramento Regional Transit District

**BIENNIAL EEO SURVEY**

Name: \_\_\_\_\_

Current Position: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Veteran Status:**

- Disabled Veteran – Any person entitled to disability compensation under laws administered by the Veterans' Administration or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of military duty.
- Recently separated veterans (any veteran currently within three-years of discharge or release from active duty); veterans who received an "Armed Forces Medal;" and other protected veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by then Department of Defense.

**Disability Status:**

- Yes The California Fair Employment and Housing Act states that an individual has a "disability" if that individual 1) has a physical or mental impairment which limits one or more of that
- No person's major life activities, 2) has a record of such an impairment, or 3) is regarded as having such an impairment.

**Gender and Ethnicity Status:**

- Gender:  Male  Female
- Ethnicity:  
(Select one or more)  American Indian or Alaska Native  
 Asian-American  
 Black or African-American  
 Hispanic or Latino  
 Native Hawaiian or Other Pacific Islander  
 White  
 Multiple Race (Two or more Races)

**Definitions:**

**American Indian or Alaska Native:** A person having origins in any of the original people of North and South America (including Central America) and who maintain tribal affiliation/community attachment.

**Asian-American:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Indonesia, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Singapore, Thailand, and Vietnam.

**Black or African-American:** A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original peoples of Europe, Middle East or North Africa.

**Sacramento Regional Transit District  
Exhibit 11**

**Personnel Transactions Summary**

Job Group: A1 - Executives

Transaction Dates: 01/01/2006 To 12/31/2008

	Applicants				Hires			Terminations (I)			Terminations (V)		
	MALE	FEMALE	UNKNOWN (GENDER)	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	8	1	0	9	2	1	3	0	0	0	0	1	1
African American	4	1	0	5	0	1	1	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	1	0	0	1	0	1	1	0	0	0	0	0	0
Native American	0	0	0	0	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	1	0	0	1	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Total Minority</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Promotions From			Promotions Into			Promotions Within		
	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	0	0	0	2	1	3	2	0	2
African American	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	1	1	0	0	0
Native American	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Total Minority</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Sacramento Regional Transit District  
Exhibit 11**

**Personnel Transactions Summary**

Job Group: A2 - Managers

Transaction Dates: 01/01/2006 To 12/31/2008

	Applicants				Hires			Terminations (I)			Terminations (V)		
	MALE	FEMALE	UNKNOWN (GENDER)	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	93	41	0	134	3	2	5	0	0	0	1	1	2
African American	18	10	0	28	1	0	1	0	0	0	0	0	0
Hispanic	16	6	0	22	0	0	0	0	0	0	1	0	1
Asian	16	11	0	27	0	0	0	0	0	0	0	0	0
Native American	2	2	0	4	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	4	1	0	5									
<b>Total</b>	<b>149</b>	<b>71</b>	<b>0</b>	<b>220</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>3</b>
<b>Total Minority</b>	<b>52</b>	<b>29</b>	<b>0</b>	<b>81</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

	Promotions From			Promotions Into			Promotions Within		
	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	2	1	3	7	4	11	3	1	4
African American	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	1	0	1	0	0	0
Asian	0	1	1	0	2	2	0	0	0
Native American	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>6</b>	<b>14</b>	<b>3</b>	<b>1</b>	<b>4</b>
<b>Total Minority</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Sacramento Regional Transit District

## Exhibit 11

### Personnel Transactions Summary

Job Group: A3 - Supervisors

Transaction Dates: 01/01/2006 To 12/31/2008

	Applicants				Hires			Terminations (I)			Terminations (V)		
	MALE	FEMALE	UNKNOWN (GENDER)	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	202	110	2	314	3	3	6	0	0	0	4	4	8
African American	115	84	0	199	1	1	2	1	0	1	1	0	1
Hispanic	54	27	0	81	0	1	1	0	0	0	0	0	0
Asian	44	22	0	66	0	0	0	0	0	0	1	0	1
Native American	15	5	0	20	1	1	2	0	0	0	0	0	0
NHOPI	2	3	0	5	1	0	1	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	9	5	0	14									
<b>Total</b>	<b>441</b>	<b>256</b>	<b>2</b>	<b>699</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>4</b>	<b>10</b>
<b>Total Minority</b>	<b>230</b>	<b>141</b>	<b>0</b>	<b>371</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>

	Promotions From			Promotions Into			Promotions Within		
	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	5	1	6	16	3	19	0	0	0
African American	0	0	0	5	2	7	0	0	0
Hispanic	1	0	1	3	2	5	0	0	0
Asian	0	2	2	2	4	6	0	0	0
Native American	0	0	0	0	0	0	1	0	1
NHOPI	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>6</b>	<b>3</b>	<b>9</b>	<b>26</b>	<b>11</b>	<b>37</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Total Minority</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>10</b>	<b>8</b>	<b>18</b>	<b>1</b>	<b>0</b>	<b>1</b>

**Sacramento Regional Transit District  
Exhibit 11**

**Personnel Transactions Summary**

Job Group: B5 - Administrative Professionals

Transaction Dates: 01/01/2006 To 12/31/2008

	Applicants			Hires			Terminations (I)			Terminations (V)			
	MALE	FEMALE	UNKNOWN (GENDER)	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
	White	96	144	0	240	5	6	11	2	0	2	1	7
African American	40	75	0	115	0	2	2	0	1	1	2	2	4
Hispanic	26	46	0	72	1	2	3	0	0	0	1	0	1
Asian	32	47	0	79	0	1	1	0	0	0	0	0	0
Native American	1	7	0	8	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	4	11	3	18									
<b>Total</b>	<b>199</b>	<b>330</b>	<b>3</b>	<b>532</b>	<b>6</b>	<b>11</b>	<b>17</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>9</b>	<b>13</b>
<b>Total Minority</b>	<b>99</b>	<b>175</b>	<b>0</b>	<b>274</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>5</b>

	Promotions From			Promotions Into			Promotions Within		
	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
	White	2	4	6	0	3	3	0	4
African American	0	1	1	0	1	1	0	0	0
Hispanic	0	1	1	1	1	2	0	1	1
Asian	0	3	3	0	0	0	0	1	1
Native American	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>9</b>	<b>11</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>Total Minority</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>2</b>

**Sacramento Regional Transit District**  
**Exhibit 11**

**Personnel Transactions Summary**

Job Group: B6 - Engineering Professionals

Transaction Dates: 01/01/2006 To 12/31/2008

	Applicants				Hires			Terminations (I)			Terminations (V)		
	MALE	FEMALE	UNKNOWN (GENDER)	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	23	7	0	30	2	1	3	0	0	0	5	0	5
African American	3	2	0	5	0	0	0	0	0	0	0	0	0
Hispanic	13	2	0	15	1	0	1	0	0	0	0	0	0
Asian	14	2	0	16	2	0	2	0	0	0	2	0	2
Native American	0	0	0	0	0	0	0	0	0	0	0	0	0
NHOPI	1	0	0	1	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	1	0	0	1									
<b>Total</b>	<b>55</b>	<b>13</b>	<b>0</b>	<b>68</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Total Minority</b>	<b>31</b>	<b>6</b>	<b>0</b>	<b>37</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>

	Promotions From			Promotions Info			Promotions Within		
	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	1	1	2	0	0	0	1	1	2
African American	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	1	0	1	1	0	1
Asian	0	0	0	0	0	0	1	0	1
Native American	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>
<b>Total Minority</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>

**Sacramento Regional Transit District  
Exhibit 11**

**Personnel Transactions Summary**

Job Group: F17 - Administrative Service

Transaction Dates: 01/01/2006 To 12/31/2008

	Applicants			Hires			Terminations (I)			Terminations (V)			
	MALE	FEMALE	UNKNOWN (GENDER)	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	61	209	1	271	9	22	31	0	2	2	3	2	5
African American	48	180	9	237	5	7	12	0	1	1	0	3	3
Hispanic	41	69	0	110	1	5	6	0	0	0	1	4	5
Asian	36	69	0	105	3	5	8	0	0	0	0	2	2
Native American	2	11	0	13	0	0	0	0	0	0	0	1	1
NHOPI	3	10	0	13	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	50	70	804	924									
<b>Total</b>	<b>241</b>	<b>618</b>	<b>814</b>	<b>1673</b>	<b>18</b>	<b>39</b>	<b>57</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>12</b>	<b>16</b>
<b>Total Minority</b>	<b>130</b>	<b>339</b>	<b>9</b>	<b>478</b>	<b>9</b>	<b>17</b>	<b>26</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>11</b>

	Promotions From			Promotions Into			Promotions Within		
	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	1	2	3	0	0	0	0	2	2
African American	2	2	4	0	0	0	1	7	8
Hispanic	1	1	2	0	0	0	1	1	2
Asian	0	0	0	0	0	0	0	1	1
Native American	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>11</b>	<b>13</b>
<b>Total Minority</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>11</b>

**Sacramento Regional Transit District  
Exhibit 11**

**Personnel Transactions Summary**

Job Group: G20 - Crafts

Transaction Dates: 01/01/2006 To 12/31/2008

	Applicants				Hires			Terminations (I)			Terminations (V)		
	MALE	FEMALE	UNKNOWN (GENDER)	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	75	0	0	75	15	0	15	1	0	1	4	0	4
African American	14	0	0	14	0	0	0	1	0	1	0	1	1
Hispanic	23	0	0	23	3	0	3	0	0	0	2	0	2
Asian	6	0	0	6	0	0	0	0	0	0	0	0	0
Native American	1	0	0	1	0	0	0	0	0	0	0	0	0
NHOPI	2	0	0	2	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	0	0	1	1									
<b>Total</b>	<b>121</b>	<b>0</b>	<b>1</b>	<b>122</b>	<b>18</b>	<b>0</b>	<b>18</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>7</b>
<b>Total Minority</b>	<b>46</b>	<b>0</b>	<b>0</b>	<b>46</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>3</b>

	Promotions From			Promotions Into			Promotions Within		
	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	8	1	9	5	0	5	4	0	4
African American	1	0	1	3	0	3	1	0	1
Hispanic	4	1	5	2	0	2	3	0	3
Asian	0	0	0	5	1	6	1	0	1
Native American	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>13</b>	<b>2</b>	<b>15</b>	<b>15</b>	<b>1</b>	<b>16</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>Total Minority</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>10</b>	<b>1</b>	<b>11</b>	<b>5</b>	<b>0</b>	<b>5</b>



# Sacramento Regional Transit District Exhibit 11

## Personnel Transactions Summary

Job Group: H22 - Service

Transaction Dates: 01/01/2006 To 12/31/2008

	Applicants			Hires			Terminations (I)			Terminations (M)			
	MALE	FEMALE	UNKNOWN (GENDER)	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	303	77	0	380	19	8	27	12	5	17	17	11	28
African American	548	256	1	805	45	32	77	14	19	33	13	5	18
Hispanic	198	52	0	250	13	9	22	4	3	7	5	3	8
Asian	127	18	1	146	9	2	11	3	0	3	5	0	5
Native American	25	12	0	37	2	0	2	1	0	1	2	1	3
NHOPI	16	1	0	17	4	0	4	3	0	3	1	0	1
Multiple Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	24	15	10	49									
<b>Total</b>	<b>1241</b>	<b>431</b>	<b>12</b>	<b>1684</b>	<b>92</b>	<b>51</b>	<b>143</b>	<b>37</b>	<b>27</b>	<b>64</b>	<b>43</b>	<b>20</b>	<b>63</b>
<b>Total Minority</b>	<b>914</b>	<b>339</b>	<b>2</b>	<b>1255</b>	<b>73</b>	<b>43</b>	<b>116</b>	<b>25</b>	<b>22</b>	<b>47</b>	<b>26</b>	<b>9</b>	<b>35</b>

	Promotions From			Promotions Into			Promotions Within		
	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	11	1	12	1	0	1	9	4	13
African American	6	1	7	2	1	3	12	7	19
Hispanic	4	0	4	0	0	0	2	1	3
Asian	6	2	8	0	0	0	0	0	0
Native American	0	0	0	0	0	0	1	0	1
NHOPI	0	0	0	0	0	0	1	0	1
Multiple Race	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>27</b>	<b>4</b>	<b>31</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>25</b>	<b>12</b>	<b>37</b>
<b>Total Minority</b>	<b>16</b>	<b>3</b>	<b>19</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>16</b>	<b>8</b>	<b>24</b>

**Sacramento Regional Transit District  
Exhibit 11**

**Personnel Transactions Summary**

Job Group: H23 - Property Maintenance

Transaction Dates: 01/01/2006 To 12/31/2008

	Applicants			Hires			Terminations (I)			Terminations (V)			
	MALE	FEMALE	UNKNOWN (GENDER)	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	16	1	0	17	1	0	1	1	0	1	0	0	0
African American	8	3	0	11	6	1	7	1	0	1	0	0	0
Hispanic	6	0	0	6	1	0	1	0	0	0	0	0	0
Asian	7	0	0	7	0	0	0	0	0	0	0	0	0
Native American	1	0	0	1	0	0	0	0	0	0	0	0	0
NHOPI	2	0	0	2	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	11	1	1	13									
<b>Total</b>	<b>51</b>	<b>5</b>	<b>1</b>	<b>57</b>	<b>8</b>	<b>1</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Minority</b>	<b>24</b>	<b>3</b>	<b>0</b>	<b>27</b>	<b>7</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Promotions From			Promotions Into			Promotions Within		
	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE	MALE	FEMALE	TOTAL RACE
White	1	0	1	0	0	0	1	0	1
African American	1	0	1	0	0	0	0	0	0
Hispanic	0	0	0	2	0	2	1	0	1
Asian	1	0	1	0	0	0	0	0	0
Native American	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Multiple Race	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Total Minority</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>

### 2004-2008 EEO/AA Plan Goal Achievement

ID #	Job Group	Target EEO Group	2000 Census New Goals 07/01/04	2006-08 Plan Goal 06/30/05**	Updated Goals 9/30/07**	2009-11 Plan Goal 12/31/08**
A2	Managers	Females	6	0	0	0
		Hispanics	1	0	0	0
A3	Supervisors	Females	4	0	0	0
		African-Am	6	1	0	0
		Asians	1	0	0	0
A4	Administrators	Females	5	0	0	0
B5	Administrative Professionals	Females	2	0	0	0
C11	Building Technicians	Females	1	0	0	0
F18	Technical Clerks	Females	1	0	0	0
G20	Crafts	Hispanics	15	4	10	0
		Females	0	0	0	3
G21	Entry Level Crafts	Hispanics	1	0	0	0
H22	Service	Females	84	49	38	30
		Asians	25	3	3	7
		Hispanics	7	0	0	0
		Native Am	6	0	0	0
H23	Property Maintenance	Females	6	0	1	0
		Asians	1	0	0	0
<b>TOTAL GOALS:</b>			<b>172</b>	<b>57</b>	<b>52</b>	<b>40</b>

\*Based on the "Whole Person" Method

\*\*Based on the Statistical Significance Method (Fisher Exact)  
(1.96 Standard Deviations)

\*\*Calculations made by keeping the total number of employees constant

NOTE: For the 2006-08 Plan years and beyond, several job groups were eliminated due to small sample size, including: A4 - Administrators, C11 - Building Technicians, F18 - Technical Clerks, and G21 - Entry Level Crafts.

### Revised Classification Titles

*Effective March 1, 2009*

Classification Title	Revised Classification Title*
Accessible Services Administrator	
Accessible Services Analyst I/II	Accessible Services Analyst
Accountant I	
Accountant II	
Accounting Manager	Manager, Accounting
Administrative Analyst I	Grants Analyst
Administrative Analyst II	Revenue Analyst
Administrative Assistant I	
Administrative Assistant II	
Administrative Technician I/II	Administrative Technician
AGM of Engineering and Construction	
AGM of Marketing and Communications	
AGM of Planning and Transit Systems Development	
Architect	Associate Architect
Assistant Architect	
Assistant Civil Engineer	Assistant Engineer
Assistant Planner	
Assistant Project Manager	Eliminate - No current authorized positions
Assistant Resident Engineer	
Assistant Systems Engineer	Assistant Engineer
Associate Civil Engineer	
Associate Systems Engineer	
Attorney I	
Attorney II	
Attorney III	
Benefits Administrator	
Budget Manager	Eliminate - No current authorized positions
Business Systems Analyst	Information Technology Business Systems Analyst
Chief Administrative Officer/EEO Officer	
Chief Engineer	Manager, Quality Assurance
Chief Financial Officer	
Chief Legal Counsel	
Chief Litigation Counsel	
Chief of Facilities and Bus Support Services	
Chief of Operations Support	Eliminate - No current authorized positions
Chief Operating Officer	
Claims Analyst I	
Claims Analyst II	
Clerk to Board/Document Coordinator	Clerk to the Board
Community and Governmental Affairs Manager	Manager, Community and Governmental Affairs
Community Bus Services Manager	Community Bus Services Superintendent
Compliance and Quality Assurance Auditor	
Construction Manager	Director, Construction Management
Cost Analyst	Eliminate - Current Allocation To Be Determined
Customer Advocacy Supervisor	
Customer Satisfaction Coordinator	
Customer Service Administrator	Manager, Customer Service

**Revised Classification Titles**  
*Effective March 1, 2009*

<b>Classification Title</b>	<b>Revised Classification Title*</b>
Customer Service Supervisor	
Deputy General Manager	
Director of Accessible Services and Customer Advocacy	Director, Accessible Services and Customer Advocacy
Director of Bus Maintenance	Director, Bus Maintenance
Director of Civil and Track Design	Director, Civil and Track Design
Director of Community Bus Services	Director, Community Bus Services
Director of Facilities	Director, Facilities
Director of Finance/Treasury	Director, Finance and Treasury
Director of Information Technology	Director, Information Technology
Director of Light Rail	Director, Light Rail
Director of Office Management and Budget	Director, Office Management and Budget
Director of Planning	Director, Planning
Director of Program Control	Eliminate - No current authorized positions
Director of Project Management	Director, Project Management
Director of Real Estate	Director, Real Estate
Director of Safety	Director, Safety
Director of Scheduling	Director, Scheduling
Director of Systems Design	Director, Systems Design
Director of Transportation	Director, Transportation
EEO Administrator	
Employee Programs Manager	Eliminate - No current authorized positions
Employee Relations Manager	Director, Labor Relations
Engineering Systems Support Specialist	Eliminate - No current authorized positions
Engineering Technician I/II	Engineering Technician
Enterprise Resource and Database Manager	Manager, Enterprise Resources and Databases
Executive Assistant	
Facilities Supervisor	
General Manager/CEO	
Grants Manager	Manager, Grants
Graphics Designer	
Human Resources Administrator	Recruitment and Selection Administrator
Human Resources Analyst I	Recruitment and Selection Analyst I
Human Resources Analyst II	Benefits Analyst II - Health and Welfare
Human Resources Analyst II	Benefits Analyst II - Leave Administration
Human Resources Analyst II	Human Resources Analyst II - Information Systems
Human Resources Analyst II	Labor Relations Analyst
Human Resources Analyst II	Recruitment and Selection Analyst II
Human Resources Manager	Director, Human Resources
Information Technology Analyst I	Information Technology Technician I
Information Technology Analyst II	Information Technology Technician II
Information Technology Analyst II	Network Operations Engineer
Inspector	
Information Technology Project Coordinator	
Junior Systems Engineer	Junior Engineer
Lead Transportation Supervisor	Eliminate - No current authorized positions
Maintenance Superintendent	Maintenance Superintendent-Bus
Maintenance Superintendent	Maintenance Superintendent-Light Rail

### Revised Classification Titles

*Effective March 1, 2009*

Classification Title	Revised Classification Title*
Maintenance Superintendent	Maintenance Superintendent-Wayside
Maintenance Supervisor	Maintenance Supervisor-Bus
Maintenance Supervisor	Maintenance Supervisor-Light Rail
Maintenance Supervisor	Maintenance Supervisor-Wayside
Maintenance Trainer	Maintenance Trainer-Bus
Maintenance Trainer	Maintenance Trainer-Light Rail
Materials Management Supervisor	Materials Management Superintendent
New Class	Associate Engineer
New Class	Payroll Supervisor
New Class	Principal Civil Engineer
New Class	Principal Systems Engineer
New Class	Real Estate Administrator-Transit Oriented Development and Joint Development
New Class	Senior Accountant
New Class	Senior Marketing and Communications Specialist
Operations Training Administrator	
Paralegal	
Payroll Analyst	
Planner	
Planning Manager	Eliminate - No current authorized positions
Policy and Program Manager	Eliminate - No current authorized positions
Principal Planner	
Procurement and Disadvantaged Business Enterprise Administrator	Manager, Contracts and Disadvantaged Business Enterprise
Procurement Analyst I	
Procurement Analyst II	
Procurement Services Manager	Director, Procurement Services
Programmer Analyst I	
Programmer Analyst II	
Public Information Manager	Manager, Marketing and Communications
Public Information Officer I/II	Marketing and Communications Specialist
Purchasing/Materials Administrator	Purchasing and Materials Administrator
Quality Assurance Administrator	
Quality Assurance Specialist I	
Quality Assurance Specialist II	
Real Estate Administrator-Acquisitions	
Real Estate Administrator-Asset Management	
Real Estate Analyst I	
Real Estate Analyst II	
Resident Engineer	
Revenue Manager	Manager, Revenue
Risk/Claims Administrator	
Route Check Supervisor	
Route Checker (Part-Time)	Route Checker
Safety Specialist I	
Safety Specialist II	
Schedule Analyst I	
Schedule Analyst II	

**Revised Classification Titles**  
*Effective March 1, 2009*

<b>Classification Title</b>	<b>Revised Classification Title*</b>
Senior Administrative Analyst	Senior Community and Government Affairs Officer
Senior Administrative Assistant	
Senior Architect	
Senior Civil Engineer	
Senior Claims Analyst	
Senior Engineering Technician	
Senior Environmental Compliance Analyst	Eliminate - No current authorized positions
Senior Facilities Analyst	Senior Facilities Specialist
Senior Financial Analyst	
Senior Grants Analyst	
Senior Graphics Designer	Graphics Designer
Senior Human Resources Analyst	Eliminate - Current Allocation To Be Determined
Senior Human Resources Analyst	Senior Classification and Compensation Analyst
Senior Human Resources Analyst	Senior Labor Relations Analyst
Senior Human Resources Analyst	Senior Recruitment and Selection Analyst
Senior Information Technology Analyst	Information Technology Service and Support Administrator
Senior Information Technology Analyst	Network Operations Administrator
Senior Information Technology Analyst	Senior Information Technology Business Systems Analyst
Senior Inspector	
Senior Paralegal	
Senior Planner	
Senior Procurement Analyst	
Senior Programmer Analyst	
Senior Project Control Engineer	
Senior Property Analyst	Senior Facilities Specialist
Senior Public Information Officer	Senior Community and Government Affairs Officer
Senior Quality Assurance Specialist	
Senior Real Estate Analyst	
Senior Safety Specialist	
Senior Schedule Analyst	
Senior Systems Engineer	
Trainer I/II	Human Resources Trainer
Trainer I/II/Senior - SS	Operations Trainer
Transit Officer Supervisor	
Transportation Superintendent	Transportation Superintendent-Bus
Transportation Superintendent	Transportation Superintendent-Light Rail
Vehicle and Equipment Maintenance Specialist	
Video Communications Systems Analyst	

\*All Classification Titles remain the same except where revisions are indicated