

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
12	04/09/12	Open	Action	04/02/12

Subject: Adoption of Sacramento Regional Transit District's 2012-2014 Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP)

ISSUE

Whether to adopt the Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) for Sacramento Regional Transit District for the Period January 1, 2012 through December 31, 2014.

RECOMMENDED ACTION

Adopt Resolution No. 12-04- _____, Approving the Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) for Sacramento Regional Transit District for the Period January 1, 2012 through December 31, 2014.

FISCAL IMPACT

None as a result of this action.

DISCUSSION

Sacramento Regional Transit District is a federal contractor subject to the affirmative action requirements of Executive Order 11246. It is also a grant recipient of FTA funds and subject to compliance with the FTA Circular 4704.1. FTA guidance requires grant recipients to have an EEO/AAP 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 (as amended), and Part II, Section 110(a) of the FTA standard grant contract, as part of the grant approval process. Both Executive Order 11246 and FTA Circular 4704.1 require that EEO/AAP 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. Monitoring and Reporting System

In December 1986, the Board of Directors adopted an EEO/AAP for RT in compliance with applicable state and federal regulations and laws. Since then, the EEO/AAP has been revised or rewritten triennially. The most recent revisions were adopted in June 2009. RT's previous EEO/AAP expired on December 31, 2011. Therefore, RT must adopt a new three-year EEO/AAP for the period from January 1, 2012 through December 31, 2014 to remain in compliance with

Approved:

Presented:

Final 4/3/12

General Manager/CEO

EEO Administrator

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federal laws and regulations. The revised EEO/AAP is attached as Exhibit A to the Board resolution.

Information regarding the current workforce analysis, goal progress, and good faith efforts will be presented and is referred to in Attachment 1.

Personnel Transactions

A review of the hiring activity was completed as of December 31, 2011 for the preceding three years. During this period, 56 individuals were hired. Of those, 27 (48.2%) were minorities, consisting of 13 (23.2%) African Americans; 9 (16.1%) Hispanics/Latinos; four (7.1%) Asians, and one (1.8%) Native Hawaiian or Other Pacific Islander (NHOPI). Additionally, 15 (26.8%) Females were hired during this period.

During this same period, 45 individuals were promoted, of which 22 (48.9%) were minorities, consisting of 10 (22.2%) African Americans; eight (17.8%) Hispanics/Latinos; and four (8.9%) Asians. Of those promoted, 13 (28.9%) were Females.

There were 317 separations (resignations, layoffs, retirements, and dismissals) of which 174 (54.9%) were minorities, consisting of 94 (29.7%) African Americans; 54 (17%) Hispanics/Latinos; 24 (7.6%) Asians; one (0.3%) Native-American, and one (0.3%) NHOPI. Females accounted for 115 (36.3%) 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 to facilitate the upward mobility of employees.

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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 2000 census data, percentages were assigned to females, minorities (overall), African Americans, Hispanics/Latinos, Asians, Native-Americans, Native Hawaiians or Other Pacific Islanders (NHOPI), and Multiple Race, for each of the job groups. It is anticipated that new census data will be published within the life of this triennial plan. At such time, a revised plan will be submitted to the Board for adoption.

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 within RT. 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
Crafts	18	3 Females
Service	102	30 Females, 7 Asians

However, in March 2010, RT staff declared a “fiscal emergency” to the Board of Directors due to a projected budget deficit of \$25 million resulting from a loss of revenue, a reduction over \$40 million in state funds in a three-year period, and declining sales tax-based revenue. RT implemented significant cost-saving measures to counter the effects, including service and staff reductions, a hiring freeze, and other actions to become financially sustainable.

Consequently, during 2012-14 EEO/AAP period, there were 26 hires and promotions into the Crafts job group, all of which were males. Additionally, five of those employees were African American and five were Hispanics/Latinos. On the other hand, the Service job group was most severely impacted by the layoffs and hiring freeze. Only 13 employees were hired or promoted into the Service job group (compared to 188 separations), of which five were Females, seven were African Americans, four were Hispanics/Latinos, and one was Asian.

In April 2011, FTA contacted RT and required that the goals be recalculated using the whole person method. However, due to the EEO/AAP’s expiration on December 31, 2011, FTA agreed to waive the requirement until the triennial update. The change resulted in increased underutilization and placement goals occurring in seven of the nine job groups.

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The revised 2009-11 and new 2012-14 placement goals are listed in the following table:

Job Group	Total Anticipated Placement Opportunities	Target Group	2009-11 Plan Goal	2012-14 Plan Goal
Managers	5			
		Females	2	2
		African-Americans		1
		Hispanics	3	1
Supervisors	11			
		African-Americans		5
Administrative Professionals	12			
		Females		1
		African-Americans	1	2
Technical Professionals	7			
		African-Americans		1
Administrative Support				
		Native Americans	1	
Crafts	28			
		Females	9	4
		Hispanics		4
		NHOPI	1	
Service	39			
		Females	53	32
		Asians	20	15
		Native Americans	5	3
Property Maintenance	5			
		Females		1
		Hispanics		1
		Asians	1	
		TOTAL GOALS:	96	73

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These goals are based on estimated availability from the 2000 census data, as the 2010 census data was not yet available at the time the EEO/AAP was created. It is anticipated that the EEO Special Tabulation files will be made available by the end of 2012, but may not be released to contractors before 2014. Regardless, once RT receives the updated software, the EEO/AAP will be revised using the 2010 data.

While anticipated job opportunities take into account historical movement and turnover and estimated openings. RT was impacted severely in 2010 by service cuts, staff layoffs, and employee retirement incentives that were offered as a result. RT forecasts that when the Comprehensive Operational Analysis (COA) is approved and service is restored, there will be hiring in several classifications to meet the increased demand. Additionally, with the continued aging of RT's workforce, it is anticipated that there will be several retirements over the next three years. Since the immediate impacts are unknown at this time, continuous monitoring of goal progress will be stringent over the next three years.

The Chief Administrative Officer/EEO Officer has reviewed and approved the attached EEO/AAP for RT, and believes the goals are attainable based on current growth projections. RT 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.

Recommendation

Staff recommends that the Board approve the attached Resolution approving the EEO/AAP for Sacramento Regional Transit District for the period January 1, 2012 through December 31, 2014.

Equal Employment Opportunity/ Affirmative Action Plan (EEO/AAP) Review January 1, 2012 through December 31, 2014

Presented by:

Suzanne Silva
EEO Administrator

Purpose

- Triennial analysis of RT's EEO/AA Program
- Reports RT's progress
- Reviews disparities
- Articulates goals and timelines

Plan Contents

- District Policies
- AAP for Minorities and Females
- AAP for Veterans and Disabled
- Workforce Analysis
- Job Group Analysis
- Goals & Objectives
- Personnel Transactions

Workforce Analysis

Total District – 895 Employees

Race/Gender	#	%
African American	258	28.8
Hispanic/Latino	150	16.8
Asian	67	7.5
American Indian	16	1.8
Native Hawaiian	9	1.0
White	395	44.1
Female	280	31.3
Male	615	68.7

EEO-4 Job Groups

- Officials and Administrators
 - Executives (EMT)
 - Directors/Managers
 - Administrators/Supervisors
- Professionals
 - Technical
 - Administrative
- Administrative Service
- Crafts (Lineworkers, Mechanics)
- Service (Operators, Service Workers, Transit Officers)
- Property Maintenance (Facilities classifications)

Job Group = Service

518 Employees

Race/Gender	#	%
African American	197	38.0
Hispanic/Latino	88	17.0
Asian	23	4.4
American Indian	12	2.3
Native Hawaiian	8	1.5
White	190	36.7
Female	160	30.9
Male	358	69.1

Availability Analysis

- Weighted percentages based on actual RT practices
 - **External** = Census data
 - **Internal** = Promotions
 - Feeder job groups
- Availability may differ for each job group

Placement Goals

- When the number of females or minority incumbents is lower than availability, placement goals are to be established for that job group
- Methods of measuring utilization:
 - Any difference
 - Whole person – **RT method**
 - 80% rule
 - Statistical significance

2009-11 EEO/AA Plan Goal Progress

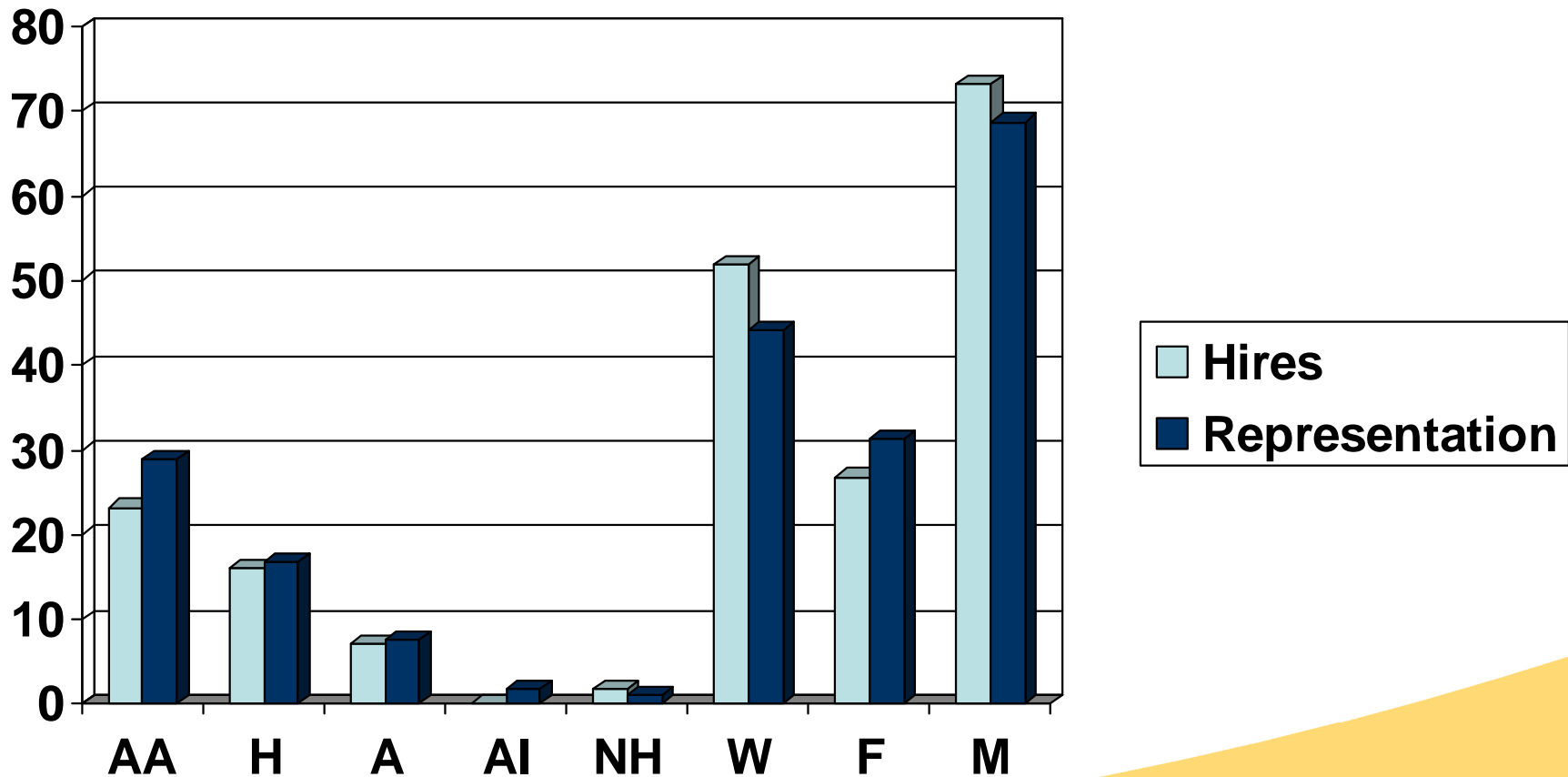
Job Group	Placement Goal	Goal Met
Crafts	3 Females	NO
Service	30 Females 7 Asians	NO

2012-14 Placement Goals

Job Group	Placement Goal	Anticipated Opportunities
Managers	2 F/1 AA/1 H	5
Supervisors	5 AA	11
Administrative Professionals	1 F/2 AA	12
Technical Professionals	1 AA	7
Crafts	4 F/4 H	7
Service	32 F/15 A/3 NA	39
Property Maintenance	1 F/1 H	5

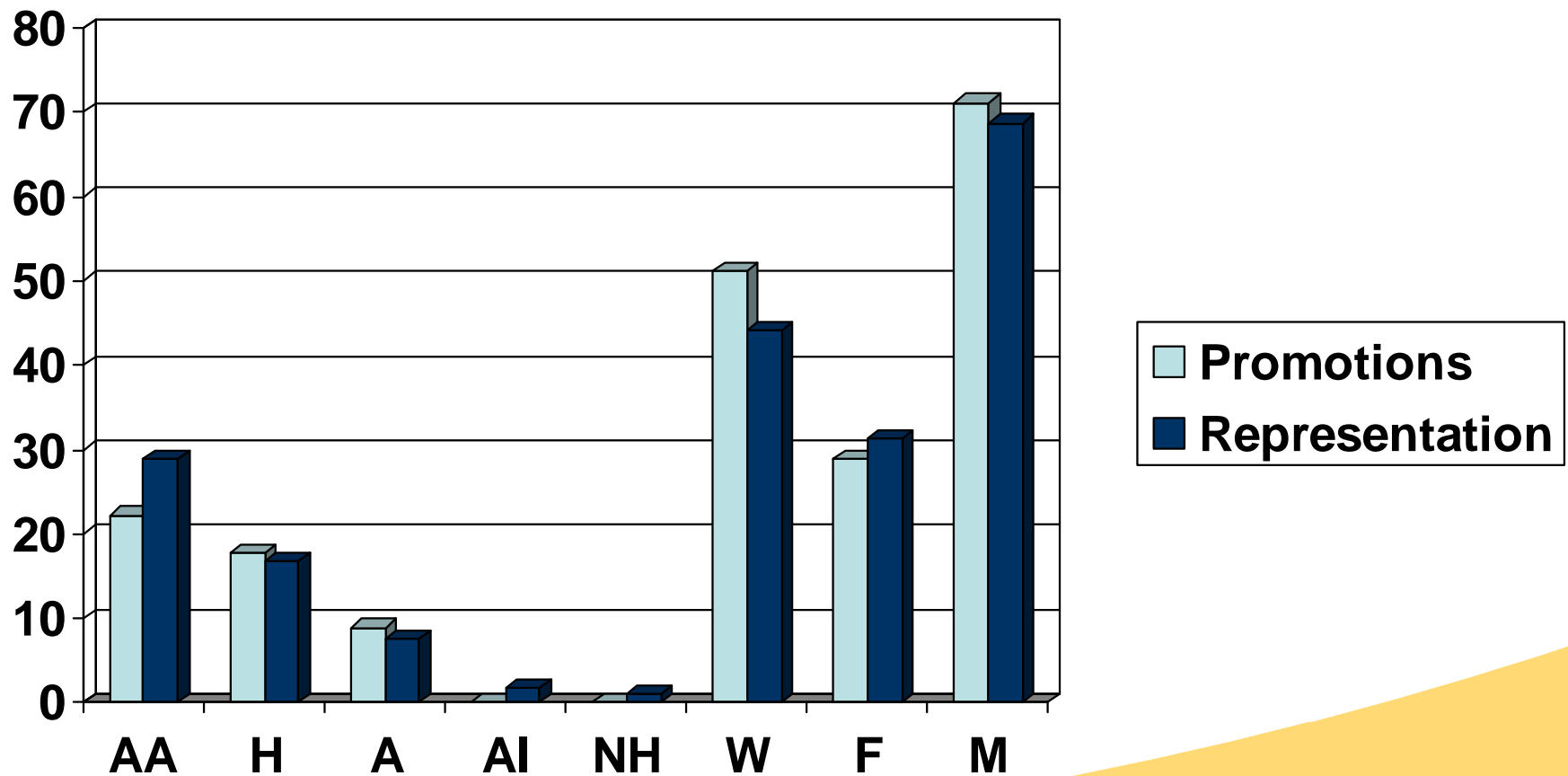
Hires v. Representation (%)

56 Employees Hired



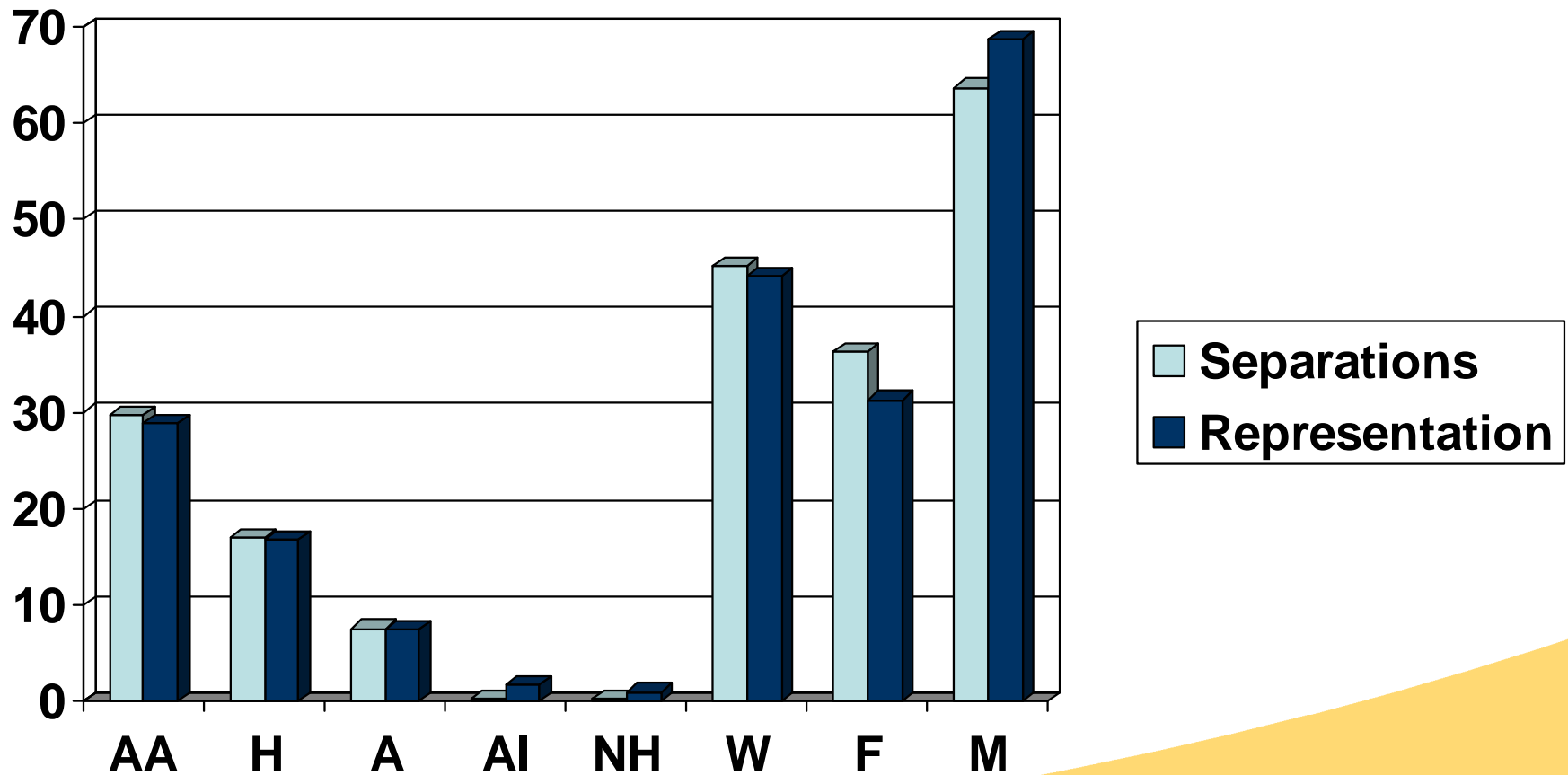
Promotions v. Representation (%)

45 Employees Promoted



Separations v. Representation (%)

317 Employees Separated



Action-oriented Programs

- Increase involvement in organizations serving female, minority, disabled and veteran populations in outreach and recruitment efforts
 - Attended 9 Outreach Events between 2009 and 2011
- Increase opportunities for advancement through employee tuition reimbursement and RT University
- Develop Diversity & Inclusion Program

Next Steps

- Adopt plan
- FTA triennial audit
- Disseminate to management
- Post on website
- Monitor and report progress semi-annually
- Update when new census data published

RESOLUTION NO. 12-04-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

April 9, 2012

APPROVING THE EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN (EEO/AA PLAN) FOR SACRAMENTO REGIONAL TRANSIT DISTRICT FOR THE PERIOD JANUARY 1, 2012 THROUGH DECEMBER 31, 2014.

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Equal Employment Opportunity/Affirmative Action Plan (EEO/AA Plan) for Sacramento Regional Transit District for the Period January 1, 2012 through December 31, 2014, attached hereto as Exhibit A, is hereby approved.

BONNIE PANNELL, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

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

for

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

January 1, 2012 - December 31, 2014

Adopted by the Board of Directors: April 9, 2012

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

EEO/AAP Contact:
Suzanne Silva
EEO Administrator
Sacramento Regional Transit District
1400 29th, 2nd 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) (as amended), 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, it is required to prepare written Affirmative Action Plans (AAPs) for minorities and females, for covered veterans, and for persons with disabilities.

Additionally, RT is required to submit its AAP to the Federal Transit Administration triennially because it is a recipient of federal assistance funds and meets the threshold of employing 50 or more transit-related employees; and it has requested or received capital or operating assistance under Sections 3, 4(i), or 9 of the UMT Act; assistance under 23 U.S.C. 142(a) (2) or 23 U.S.C. 103(e) (4), or any combination thereof, in excess of \$1 million in the previous federal fiscal year; or requests or receives planning assistance under Sections 8 and/or 9 in excess of \$250,000 in the previous federal fiscal year,

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 RT's debarment 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. In addition, 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. Section 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. Section 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.

**Note: The Fair Employment and Housing Act (CA) does not include "substantially" in its definition of disability.*

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, 2012 - December 31, 2014.

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 a total workforce that reflects the rich diversity of the region that we serve.

RT takes its equal employment opportunity obligations seriously, and is committed to providing a workplace free of discrimination, harassment, and retaliation for filing a complaint or requesting a reasonable accommodation. It is also RT's policy and practice to assure equal employment opportunity in all personnel transactions including recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, gender identity or expression, veteran status, medical condition, or political affiliation.

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 members of disadvantaged groups underutilized in RT's workforce. RT's overall employment practices and procedures are nondiscriminatory; these practices and procedures do not adversely exclude any qualified individual from an RT position, training or career development opportunity based on unlawful factors. Nondiscriminatory factors that are considered include 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 or retaliation based on an individual's race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, gender identity or expression, veteran status, medical condition, or political affiliation. Unlawful harassment and retaliation is strictly prohibited in the workplace and RT management will take appropriate corrective action.

As discussed in RT's policy on Unlawful Workplace Discrimination and Professional Conduct, RT prohibits inappropriate and unwelcome sexual conduct, including unlawful sexual harassment. Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, jokes, derogatory comments or slurs based on race, sex, religious creed, color, national origin, ancestry, age, marital status, sexual orientation, or physical or mental disability or other protected status;

- b. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures, including words and images displayed on computer monitors (via the Internet or RT's internal e-mail), based on one of the categories above; and
- c. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work, based on one of the categories above.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with the individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.

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


All RT management and supervisory personnel are responsible for helping implement RT's EEO/AA Policy and Program and promptly and appropriately addressing EEO matters within their respective area(s) of responsibility. RT will evaluate the performance of its managers and supervisors on their successful implementation of RT's EEO Policies in the same way as their performance is assessed regarding other RT goals. The achievement of these EEO goals will benefit RT by fully utilizing and developing all employees, including those previously underutilized within RT's workforce.

All RT employees are responsible for conducting themselves in accordance with RT's EEO Policy Statement. An applicant or employee who feels that he or she has been or is being discriminated against in violation of this Policy, or is aware of or suspects the occurrence of any such discrimination, should immediately report it to the EEO Administrator, Chief Administrative Officer/EEO Officer, or General Manager/Chief Executive Officer. An applicant or employee who has an EEO complaint may also file their complaint with an appropriate outside agency, or pursue other legal recourse.

I am personally committed to an RT workplace that embodies its daily employment decisions in the principles of equal employment opportunity and affirmative action. I ask for your continued support as we work to achieve our EEO goals by capitalizing on previously underutilized resources to enjoy fully the benefits of a diverse workforce.



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.

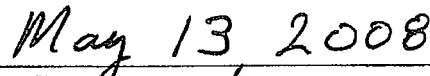
Any person who feels he or she is being subjected to discriminatory or unprofessional behavior of any kind should feel free to object to the behavior and should report the behavior to their supervisor, RT's EEO Office/Officer, CAO or GM/CEO. An employee may also file a complaint with an appropriate outside 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
General Manager / CEO


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, 2011, 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 females 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), job title, employee headcounts for each job title, and overall percentages by gender and race/ethnicity as of December 31, 2011.

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 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. The Census data for 2010 has yet to be published; however, the availability will be recalculated upon its release.
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 that RT 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 define the local labor area accurately, 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.

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 "California" 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, 2011 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 AAP 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 taken together.

CHAPTER 5: COMPARING INCUMBENCY TO AVAILABILITY

Once final availability estimates were made for each job group (Exhibit 5), 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, 2011 and that group's final availability.

In accordance with FTA requirements, RT has determined that underutilization exists when the number of minority or female incumbents is at least one whole person lower than the number predicted by the availability percentages. This is a change from the 2009-11 EEO/AAP, which excluded job groups from goal setting if underutilization was not in excess of a statistically significant difference (generally accepted as 1.96 standard deviations). 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 Whole Person method (when incumbency is less than one whole person than availability within a particular category in a job group—female, minority, or total minority), the EEO Administrator established a percentage placement goal whenever it was found that minority or female representation within a job group was less than would reasonably be expected given their availability (Exhibit 6 - 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 7.

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 AAP 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 AAP 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 AAP. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all AAP 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 AAP.

Chief Administrative Officer/EEO Officer (Dan Bailey)

The Chief Administrative Officer/EEO Officer (CAO) is responsible for overall direction of the AAP. The CAO ensures that all relevant policies and procedures are adhered to through the EEO Administrator, management, and supervisory personnel. 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 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 for meeting 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 RT'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 greater than one person. The “whole person” methodology was a change from how utilization has been determined for the two previous triennial plans, so comparing progress is somewhat challenging.

It is also important to note that RT experienced a significant reduction in force in 2010. Almost ten percent of the workforce (88 employees) was laid off in three separate phases. However, many employees were given retirement incentives as an alternative to layoff.

That being said, 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 applicable local job service office will be notified concurrent with the placement of a newspaper ad(s) or other external posting(s).
2. Due to the extensive technical education and experience required for some positions, RT will also continue to place job opportunity announcements on RT's website, and in statewide 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. RT will develop position descriptions that accurately reflect position functions, and are consistent for the same position from one location to another.
2. RT will 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. RT will make approved classification specifications 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. RT will make minority and female employees available to participate 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 requires postings of all positions up to the Executive Management Team (EMT) level. While the posting process and time limits varies, depending on the classification and under which bargaining unit it is governed by, all job opportunities are subject to a competitive hiring process.
3. RT will require Hiring Managers to submit justification for all hiring decisions, and especially when apparently qualified minority or female employees are passed over for upgrading.
4. RT will continue to encourage all employees to participate in company-sponsored social and recreational activities and provide equal access to company-owned facilities.
5. RT will provide employees access to training courses through RT University and for inclusion in their career development plans.
6. RT will continue to offer tuition reimbursement to all employees 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 8). 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 9).

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 10 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. The data includes the period from January 1, 2009 - December 31, 2011. It is important to note that this data includes the previously-discussed layoffs as terminations and the recalled employees as hires, so as not to create false representation or a failure to demonstrate a good-faith recruitment effort.

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 (2009-2011), RT did continue 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 enriching its outreach program to local colleges and vocational school placement counselors. These programs are discussed further in Part II, Section G of this Plan. However, due to the lack of external hiring activity in 2011, RT did not attend any job fairs.

A chart showing RT's achievement in meeting previously-established goals from 2004-2011 is attached as Exhibit 11. While the goals in the 2004 (the goals from the 2003-05 AAP were recalculated after the 2000 U. S. Census data was published) plan were calculated using the "whole person" method, the goals in the 2006-08 AAP, an update in 2007, and the original 2009-11 plans used the more common "statistical significance" methodology, which results in an identification of "legitimate" problem areas when smaller sample sizes occur. This accounts for the difference in the goals identified in previous years.

However, at the request of the Federal Transit Administration, RT is reverting back to its previous methodology of setting goals to the “whole person.” The 2009-11 goals were recalculated in this manner and are reflected this way in the Exhibit.

Now that there are only 14 employees on RT’s recall list and recruitment activity is increasing, it is anticipated that many goals will be attainable within the current plan period.

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 April 2009, RT completed 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). The study was performed by an independent consulting firm. As a result of the study, RT adopted new classification specifications and developed a process and Job Evaluation Team (JET) comprised of EMT members to rank jobs on compensable factors in addition to market salary so that jobs are priced fair and equitably. RT also continues to review its salaries and compensation policies to ensure the absence of discriminatory practices.

In 2013, the Amalgamated Transit Union (ATU), the only bargaining union whose employees' jobs have not yet been studied, will work with RT to engage in a classification and compensation study using an independent consulting firm.

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, a Senior Human Resources Analyst with experience conducting classification studies performs 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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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 its 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 that 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 Part I, 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 that affect 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: 1400 29th Street, 2nd Floor
Sacramento, CA 95816
Phone: 916/557-0910
Email: 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 pages vi through xi 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. RT sends all external recruitments, which includes a statement that it is an EEO/AA employer, to the following special interest agencies: Crossroads Diversified Services, Beale AFB, the VVC Veterans Resource Center, and sends specialized skills recruitments to selected military bases.
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,

including the Los Rios Community College District, WyoTech, U. C. Davis, and C. S. U., Sacramento.

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. RT attended job fairs at WyoTech, Universal Technical Institute, and those sponsored by the Employment Development Department (focused towards employment of Veterans), despite the fact that career opportunities were limited. However, because the job opportunities were extremely limited in 2011 as was the budget, there were no job fairs attended in 2011.

CHAPTER G: INTERNAL POLICY DISSEMINATION

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 RT'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 that 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 employer's 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 that 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 California 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 California'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 Section 12900, et seq., the Unruh Civil Rights Act, Civil Code Section 51, et seq., and the Ralph Civil Rights Act, Civil Code Section 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, 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, and 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 that employers voluntarily set as the minimum progress they can make within a certain 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. Officials and Administrators, Professionals, Administrative Support, and Service Workers are examples of Job Categories.

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-4 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 underutilization 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 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

A veteran, as defined by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, ("VEVRAA"), 38 U.S.C. Section 4212(d), includes:

- (1) Disabled veterans;
- (2) Other protected veterans (veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded);
- (3) Armed Forces service medal veterans (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); and
- (4) Recently separated veterans (veterans within 36 months from discharge or release from active duty).

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: Availability Analysis
- Exhibit 6: Placement Goals
- Exhibit 7: Summary of Placement Goals
- Exhibit 8: RT Employment Application Equal Opportunity Survey
- Exhibit 9: Biennial Self Identification Survey
- Exhibit 10: Personnel Transactions Summary
- Exhibit 11: EEO/AAP Goal Achievement (2004-2011)

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000011

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002892	Executive Assistant	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
41000069	General Manager / CEO	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		2	1	Male #	1	1	0	0	0	0	0	0
Grand Total %			50.0	Male %	50.0	50.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	1	0	1	0	0	0	0	0
				Female%	50.0	0.0	50.0	0.0	0.0	0.0	0.00	0.0

(+) Indicates this job contains employees who are included from another facility.

(-) Indicates this job contains employees included in this plan's Workforce Analysis but who are excluded from the rest of this facility's Affirmative Action plan.

Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000012

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000053	EEO Administrator	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	1	0	0	0	0
Grand Total #		1	1	Male #	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	0.00	0.00
				Female #	1	0	0	1	0	0	0	0
				Female%	100.0	0.0	0.0	100.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000021

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002361	Chief of Facilities and Bus Support Svcs	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		1	0	Male #	1	1	0	0	0	0	0	
Grand Total %			0.0	Male %	100.0	100.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	0	0	0	0	0	0	0	
				Female%	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000023

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002438	Senior Administrative Assistant	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
60002358	Chief Financial Officer	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	1	0	0	0	0
Grand Total #		2	2	Male #	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	0.00	0.00
				Female #	2	0	1	1	0	0	0	0
				Female%	100.0	0.0	50.0	50.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000024

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002438	Senior Administrative Assistant	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	1	0	0	0	0
60002356	AGM of Planning & Transit Systems Dev	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
Grand Total #		2	2	Male #	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	0.00	0.00
				Female #	2	0	1	1	0	0	0	0
				Female%	100.0	0.0	50.0	50.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000031

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002438	Senior Administrative Assistant	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	
41000165	Transportation Supervisor	1	1	Male	1	0	1	0	0	0	0	
				Female	0	0	0	0	0	0		
41000038	Chief Operating Officer	1	0	Male	1	1	0	0	0	0	0	
				Female	0	0	0	0	0	0		
Grand Total #		3	2	Male #	2	1	1	0	0	0	0	
Grand Total %			66.7	Male %	66.7	33.3	33.3	0.0	0.0	0.0	0.00	
				Female #	1	0	0	0	1	0	0	
				Female%	33.3	0.0	0.0	0.0	33.3	0.0	0.00	

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000032

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000025	Bus Operator	352	224	Male	240	90	86	41	11	4	6	2
				Female	112	38	53	19	0	1	0	1
41000013	Administrative Assistant II	3	1	Male	1	1	0	0	0	0	0	0
				Female	2	1	1	0	0	0	0	0
60004625	Administrative Supervisor	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000165	Transportation Supervisor	21	13	Male	18	7	5	3	2	0	0	1
				Female	3	1	1	1	0	0	0	0
60004486	Transportation Superintendent - Bus	2	0	Male	2	2	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60002826	Director, Transportation	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		380	238	Male #	262	101	91	44	13	4	6	3
Grand Total %			62.6	Male %	68.9	26.6	23.9	11.6	3.4	1.1	1.58	0.79
				Female #	118	41	55	20	0	1	0	1
				Female%	31.1	10.8	14.5	5.3	0.0	0.3	0.00	0.3

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000033

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004476	Operations Trainer	2	2	Male	2	0	0	1	0	0	0	1
				Female	0	0	0	0	0	0	0	
60004093	Operations Training Administrator	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	
Grand Total #		3	2	Male #	3	1	0	1	0	0	0	1
Grand Total %			66.7	Male %	100.0	33.3	0.0	33.3	0.0	0.0	0.00	33.33
				Female #	0	0	0	0	0	0	0	0
				Female%	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000034

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000026	Bus Service Worker	24	20	Male	18	4	7	4	3	0	0	0
				Female	6	0	4	0	1	1	0	0
41000102	Mechanic C	17	10	Male	17	7	6	3	1	0	0	0
				Female	0	0	0	0	0	0	0	0
41000167	Upholsterer	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004457	Administrative Technician	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000096	Mechanic A	21	8	Male	21	13	1	4	2	1	0	0
				Female	0	0	0	0	0	0	0	0
41000101	Mechanic B	8	7	Male	8	1	4	3	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000098	Mechanic A Body/Fender	3	1	Male	3	2	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	0
41000100	Mechanic A Gasoline/Propane	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000109	Painter	2	2	Male	2	0	0	2	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000171	Electronic Mechanic	2	1	Male	2	1	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	0
60004468	Maintenance Supervisor - Bus	8	0	Male	8	8	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004471	Maintenance Trainer - Bus	1	1	Male	1	0	1	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004465	Maintenance Superintendent - Bus	1	1	Male	1	0	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000034

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002831	Director, Bus Maintenance	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		91	51	Male #	84	39	19	17	8	1	0	0
Grand Total %			56.0	Male %	92.3	42.9	20.9	18.7	8.8	1.1	0.00	0.00
				Female #	7	1	4	0	1	1	0	0
				Female%	7.7	1.1	4.4	0.0	1.1	1.1	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000035

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000089	Light Rail Service Worker	18	16	Male	14	1	5	4	3	0	1	0
				Female	4	1	2	1	0	0	0	0
41000087	Light Rail Assistant Mechanic	6	4	Male	6	2	1	2	1	0	0	0
				Female	0	0	0	0	0	0	0	0
41000090	Light Rail Vehicle Operator	54	29	Male	40	19	14	3	3	1	0	0
				Female	14	6	8	0	0	0	0	0
41000083	Light Rail Vehicle Technician	30	15	Male	29	15	4	5	4	0	0	1
				Female	1	0	1	0	0	0	0	0
60004457	Administrative Technician	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
41000138	Rail Maintenance Worker	7	5	Male	7	2	0	5	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000079	Line Worker I	1	1	Male	1	0	1	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000160	Senior Rail Maintenance Worker	1	1	Male	1	0	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000098	Mechanic A Body/Fender	3	1	Male	3	2	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000100	Mechanic A Gasoline/Propane	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60003714	Line Worker II	2	1	Male	2	1	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000165	Transportation Supervisor	24	12	Male	21	11	4	3	2	0	0	1
				Female	3	1	2	0	0	0	0	0
60003715	Line Worker III	12	0	Male	12	12	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000035

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004469	Maintenance Supervisor - Light Rail	9	4	Male	8	5	0	2	1	0	0	0
				Female	1	0	0	1	0	0	0	0
60004470	Maintenance Supervisor - Wayside	4	1	Male	4	3	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004472	Maintenance Trainer - Light Rail	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004466	Maintenance Superintendent - Light Rail	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60004467	Maintenance Superintendent - Wayside	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004487	Transportation Superintendent - LR	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		179	90	Male #	152	77	29	28	14	1	1	2
Grand Total %			50.3	Male %	84.9	43.0	16.2	15.6	7.8	0.6	0.56	1.12
				Female #	27	12	13	2	0	0	0	0
				Female%	15.1	6.7	7.3	1.1	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000036

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000013	Administrative Assistant II	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60004457	Administrative Technician	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0
60003154	Transit Officer	15	7	Male	8	4	1	2	0	0	1	0
				Female	7	4	3	0	0	0	0	0
60002650	Transit Officer Supervisor	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
Grand Total #		18	9	Male #	8	4	1	2	0	0	1	0
Grand Total %			50.0	Male %	44.4	22.2	5.6	11.1	0.0	0.0	5.56	0.00
				Female #	10	5	4	0	1	0	0	0
				Female%	55.6	27.8	22.2	0.0	5.6	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000037

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002320	Facilities Service Worker	9	7	Male	9	2	4	2	0	1	0	0
				Female	0	0	0	0	0	0	0	
41000062	Facilities and Grounds Worker I	2	1	Male	2	1	1	0	0	0	0	0
				Female	0	0	0	0	0	0	0	
41000063	Facilities and Grounds Worker II	5	1	Male	4	3	0	1	0	0	0	0
				Female	1	1	0	0	0	0	0	
60004457	Administrative Technician	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
41000064	Facilities Maintenance Mechanic	8	2	Male	8	6	0	2	0	0	0	0
				Female	0	0	0	0	0	0	0	
41000181	Facilities Electronic Technician	1	1	Male	1	0	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	
60002945	Real Estate Admin - Asset Management	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	
60004483	Senior Facilities Specialist	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
41000061	Facilities Supervisor	3	1	Male	2	1	0	0	0	1	0	0
				Female	1	1	0	0	0	0	0	
60002845	Director, Facilities	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	
Grand Total #		33	15	Male #	27	14	5	5	1	2	0	0
Grand Total %			45.5	Male %	81.8	42.4	15.2	15.2	3.0	6.1	0.00	0.00
				Female #	6	4	2	0	0	0	0	0
				Female%	18.2	12.1	6.1	0.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000041

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002438	Senior Administrative Assistant	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0
60002890	Clerk to the Board	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000029	Chief Administrative Officer / EEO Ofcr	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		3	1	Male #	1	1	0	0	0	0	0	0
Grand Total %			33.3	Male %	33.3	33.3	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	2	1	0	0	1	0	0	0
				Female%	66.7	33.3	0.0	0.0	33.3	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000042

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000012	Administrative Assistant I	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
41000013	Administrative Assistant II	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
60004457	Administrative Technician	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	1	0	0	0	
60004480	Recruitment & Selection Analyst I	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
60004489	Benefits Analyst II - Leave Admin	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	
60004481	Recruitment & Selection Analyst II	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
60004491	Human Resources Analyst II - Info Sys	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	
60004485	Senior Recruitment & Selection Analyst	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	1	0	0	0	
41000071	Recruitment & Selection Administrator	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	
41000072	Director, Human Resources	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
Grand Total #		10	5	Male #	0	0	0	0	0	0	0	0
Grand Total %			50.0	Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	10	5	0	2	3	0	0	0
				Female%	100.0	50.0	0.0	20.0	30.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000043

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004726	Administrative Technician (C)	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	
60004464	Labor Relations Analyst	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0
41000057	Director, Labor Relations	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		3	2	Male #	1	1	0	0	0	0	0	0
Grand Total %			66.7	Male %	33.3	33.3	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	2	0	1	0	1	0	0	0
				Female%	66.7	0.0	33.3	0.0	33.3	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000044

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004457	Administrative Technician	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000140	Safety Specialist II	1	1	Male	1	0	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	0
41000174	Senior Safety Specialist	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60002841	Director, Safety	1	1	Male	1	0	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		4	2	Male #	3	1	0	0	2	0	0	0
Grand Total %			50.0	Male %	75.0	25.0	0.0	0.0	50.0	0.0	0.00	0.00
				Female #	1	1	0	0	0	0	0	0
				Female%	25.0	25.0	0.0	0.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000045

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000034	Clerk II	5	4	Male	0	0	0	0	0	0	0	0
				Female	5	1	3	0	0	0	0	1
41000147	Senior Clerk	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000113	Payroll Technician	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0
41000005	Accounting Technician	1	1	Male	1	0	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000011	Revenue Analyst	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60002955	Payroll Analyst	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0
60004477	Payroll Supervisor	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60004482	Senior Accountant	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60002803	Manager, Accounting	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60002954	Manager, Revenue	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60002750	Director, Finance and Treasury	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		15	7	Male #	6	5	0	1	0	0	0	0
Grand Total %			46.7	Male %	40.0	33.3	0.0	6.7	0.0	0.0	0.00	0.00
				Female #	9	3	3	0	2	0	0	1
				Female%	60.0	20.0	20.0	0.0	13.3	0.0	0.00	6.7

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000047

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000033	Claims Technician	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	1	0	0	0	0
60002896	Claims Analyst II	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
60004118	Risk / Claims Administrator	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		3	2	Male #	0	0	0	0	0	0	0	0
Grand Total %			66.7	Male %	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	3	1	1	1	0	0	0	0
				Female%	100.0	33.3	33.3	33.3	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000051

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
4100013	Administrative Assistant II	2	1	Male	1	1	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	
41000178	Senior Quality Assurance Specialist	1	1	Male	1	0	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	
41000129	Quality Assurance Administrator	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	
60002839	Director, Project Management	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	
60002604	AGM of Engr and Constr	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	
Grand Total #		6	3	Male #	4	3	0	1	0	0	0	0
Grand Total %			50.0	Male %	66.7	50.0	0.0	16.7	0.0	0.0	0.00	0.00
				Female #	2	0	1	0	1	0	0	0
				Female%	33.3	0.0	16.7	0.0	16.7	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000052

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004458	Assistant Engineer	2	2	Male	1	0	0	0	1	0	0	0
				Female	1	0	0	0	1	0	0	0
41000162	Senior Systems Engineer	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		3	2	Male #	2	1	0	0	1	0	0	0
Grand Total %			66.7	Male %	66.7	33.3	0.0	0.0	33.3	0.0	0.00	0.00
				Female #	1	0	0	0	1	0	0	0
				Female%	33.3	0.0	0.0	0.0	33.3	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000053

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004461	Engineering Technician	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000150	Senior Engineering Technician	1	1	Male	1	0	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004458	Assistant Engineer	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004190	Assistant Architect	1	1	Male	1	0	0	0	0	0	0	1
				Female	0	0	0	0	0	0	0	0
41000146	Senior Civil Engineer	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000175	Senior Architect	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60003890	Director, Civil and Track Design	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		7	2	Male #	5	3	0	1	0	0	0	1
Grand Total %			28.6	Male %	71.4	42.9	0.0	14.3	0.0	0.0	0.00	14.29
				Female #	2	2	0	0	0	0	0	0
				Female%	28.6	28.6	0.0	0.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000056

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000044	Senior Inspector	1	1	Male	1	0	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	
41000045	Assistant Resident Engineer	2	2	Male	2	0	0	0	1	0	0	1
				Female	0	0	0	0	0	0	0	
41000156	Senior Project Control Engineer	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60003892	Director, Construction Management	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		5	3	Male #	4	1	0	1	1	0	0	1
Grand Total %			60.0	Male %	80.0	20.0	0.0	20.0	20.0	0.0	0.00	20.00
				Female #	1	1	0	0	0	0	0	0
				Female%	20.0	20.0	0.0	0.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000061

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004725	Administrative Assistant II (C)	2	2	Male	0	0	0	0	0	0	0	0
				Female	2	0	1	1	0	0	0	
41000155	Senior Paralegal	2	0	Male	0	0	0	0	0	0	0	
				Female	2	2	0	0	0	0	0	
41000023	Attorney III	2	0	Male	0	0	0	0	0	0	0	
				Female	2	2	0	0	0	0	0	
41000031	Senior Attorney	2	1	Male	1	1	0	0	0	0	0	
				Female	1	0	0	1	0	0	0	
41000030	Chief Legal Counsel	1	0	Male	1	1	0	0	0	0	0	
				Female	0	0	0	0	0	0	0	
Grand Total #		9	3	Male #	2	2	0	0	0	0	0	
Grand Total %			33.3	Male %	22.2	22.2	0.0	0.0	0.0	0.0	0.00	
				Female #	7	4	1	2	0	0	0	
				Female%	77.8	44.4	11.1	22.2	0.0	0.0	0.00	

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000071

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000152	Senior Grants Analyst	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60002854	Senior Financial Analyst	3	2	Male	0	0	0	0	0	0	0	0
				Female	3	1	0	1	1	0	0	0
41000067	Manager, Grants	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60002830	Director, Office Management and Budget	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		7	2	Male #	2	2	0	0	0	0	0	0
Grand Total %			28.6	Male %	28.6	28.6	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	5	3	0	1	1	0	0	0
				Female%	71.4	42.9	0.0	14.3	14.3	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000072

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002653	Principal Planner	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		1	0	Male #	1	1	0	0	0	0	0	0
Grand Total %			0.0	Male %	100.0	100.0	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	0	0	0	0	0	0	0	0
				Female%	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.00

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000076

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000173	PSC / Student Intern (PSC)	1	1	Male	1	0	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	
60003884	Video Communications Systems Analyst	1	0	Male	1	1	0	0	0	0	0	
				Female	0	0	0	0	0	0	0	
60004187	IT Project Coordinator	1	0	Male	1	1	0	0	0	0	0	
				Female	0	0	0	0	0	0	0	
60002885	IT Technician II	2	0	Male	2	2	0	0	0	0	0	
				Female	0	0	0	0	0	0	0	
60004496	Senior IT Business Systems Analyst	1	0	Male	1	1	0	0	0	0	0	
				Female	0	0	0	0	0	0	0	
60003221	Senior Programmer Analyst	1	1	Male	1	0	0	0	1	0	0	
				Female	0	0	0	0	0	0	0	
60004474	Network Operations Administrator	1	0	Male	1	1	0	0	0	0	0	
				Female	0	0	0	0	0	0	0	
60002354	Manager, Enterprise Resource & Databases	1	1	Male	1	0	0	0	1	0	0	
				Female	0	0	0	0	0	0	0	
60002843	Director, Information Technology	1	0	Male	1	1	0	0	0	0	0	
				Female	0	0	0	0	0	0	0	
Grand Total #		10	3	Male #	10	7	0	0	3	0	0	
Grand Total %			30.0	Male %	100.0	70.0	0.0	0.0	30.0	0.0	0.00	
				Female #	0	0	0	0	0	0	0	
				Female%	0.0	0.0	0.0	0.0	0.0	0.0	0.00	

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(-) Indicates this job contains employees included in this plan's Workforce Analysis but who are excluded from the rest of this facility's Affirmative Action plan.

Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000077

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60003503	Community Bus Services Operator	20	15	Male	6	3	1	2	0	0	0	0
				Female	14	2	7	3	2	0	0	
60004457	Administrative Technician	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
60003502	Community Bus Services Dispatcher	4	1	Male	1	1	0	0	0	0	0	0
				Female	3	2	0	1	0	0	0	
60003314	Director, Community Bus Services	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	
Grand Total #		26	16	Male #	8	5	1	2	0	0	0	0
Grand Total %			61.5	Male %	30.8	19.2	3.8	7.7	0.0	0.0	0.00	0.00
				Female #	18	5	7	4	2	0	0	0
				Female%	69.2	19.2	26.9	15.4	7.7	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000078

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000142	Schedule Analyst I	1	1	Male	1	0	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	
41000143	Schedule Analyst II	2	1	Male	2	1	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	
60002828	Director, Scheduling	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	
Grand Total #		4	2	Male #	4	2	0	1	1	0	0	0
Grand Total %			50.0	Male %	100.0	50.0	0.0	25.0	25.0	0.0	0.00	0.00
				Female #	0	0	0	0	0	0	0	0
				Female%	0.0	0.0	0.0	0.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000079

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000123	Route Checker	4	4	Male	3	0	0	2	0	1	0	0
				Female	1	0	0	1	0	0	0	0
41000019	Assistant Planner	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60004879	Service Planner	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004878	Long Range Planner	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60002950	Director, Planning	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		8	4	Male #	5	2	0	2	0	1	0	0
Grand Total %			50.0	Male %	62.5	25.0	0.0	25.0	0.0	12.5	0.00	0.00
				Female #	3	2	0	1	0	0	0	0
				Female%	37.5	25.0	0.0	12.5	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000081

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004495	Senior Community & Govn Affairs Ofcr	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	1	0	0	0	0
60002262	AGM of Marketing & Communications	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0
Grand Total #		2	2	Male #	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	0.00	0.00
				Female #	2	0	0	1	1	0	0	0
				Female%	100.0	0.0	0.0	50.0	50.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000086

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004780	Customer Advocate I	1	1	Male	1	0	1	0	0	0	0	0
				Female	0	0	0	0	0	0	0	
41000013	Administrative Assistant II	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	
60004779	Accessible Serv Eligibility Specialist	3	2	Male	0	0	0	0	0	0	0	0
				Female	3	1	0	0	1	0	0	1
60004781	Senior Customer Advocate	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0
41000149	Customer Advocacy Supervisor	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60004578	Accessible Services Administrator	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60003972	Director, AS and Cust Advocacy	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		9	5	Male #	1	0	1	0	0	0	0	0
Grand Total %			55.6	Male %	11.1	0.0	11.1	0.0	0.0	0.0	0.00	0.00
				Female #	8	4	1	0	2	0	0	1
				Female%	88.9	44.4	11.1	0.0	22.2	0.0	0.00	11.1

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000087

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000013	Administrative Assistant II	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
60004473	Marketing and Communications Specialist	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000070	Graphic Designer	2	1	Male	1	1	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
60004495	Senior Community & Govn Affairs Ofcr	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000127	Manager, Marketing and Communications	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
Grand Total #		6	2	Male #	2	2	0	0	0	0	0	0
Grand Total %			33.3	Male %	33.3	33.3	0.0	0.0	0.0	0.0	0.00	0.00
				Female #	4	2	2	0	0	0	0	0
				Female%	66.7	33.3	33.3	0.0	0.0	0.0	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000088

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
41000034	Clerk II	2	1	Male	1	0	0	0	0	0	0	0	1
				Female	1	1	0	0	0	0	0	0	0
41000013	Administrative Assistant II	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
41000111	Storekeeper	7	3	Male	6	3	0	1	0	2	0	0	
				Female	1	1	0	0	0	0	0	0	
60004191	Procurement Analyst I	1	1	Male	0	0	0	0	0	0	0	0	
				Female	1	0	0	0	0	0	1	0	
60002888	Procurement Analyst II	3	2	Male	0	0	0	0	0	0	0	0	
				Female	3	1	1	1	0	0	0	0	
60002878	Senior Procurement Analyst	3	1	Male	1	1	0	0	0	0	0	0	
				Female	2	1	1	0	0	0	0	0	
41000095	Materiels Management Superintendent	3	2	Male	2	0	2	0	0	0	0	0	
				Female	1	1	0	0	0	0	0	0	
41000128	Purchasing and Materiels Administrator	1	1	Male	0	0	0	0	0	0	0	0	
				Female	1	0	0	0	1	0	0	0	
41000180	Manager, Contracts & DBE	1	1	Male	1	0	0	1	0	0	0	0	
				Female	0	0	0	0	0	0	0	0	
41000118	Director, Procurement Services	1	0	Male	1	1	0	0	0	0	0	0	
				Female	0	0	0	0	0	0	0	0	
Grand Total #		23	12	Male #	12	5	2	2	0	2	0	1	
Grand Total %			52.2	Male %	52.2	21.7	8.7	8.7	0.0	8.7	0.00	4.35	
				Female #	11	6	2	1	1	0	1	0	
				Female%	47.8	26.1	8.7	4.3	4.3	0.0	4.35	0.0	

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 1

Workforce Analysis

Organizational Unit: 0000000089

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000041	Customer Service Representative II	13	9	Male	1	0	1	0	0	0	0	0
				Female	12	4	5	2	1	0	0	
41000042	Customer Service Representative III	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000047	Customer Service Supervisor	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	0	1	0	0
41000046	Manager, Customer Service	1	1	Male	1	0	0	0	0	1	0	0
				Female	0	0	0	0	0	0	0	0
Grand Total #		16	11	Male #	2	0	1	0	0	1	0	0
Grand Total %			68.8	Male %	12.5	0.0	6.3	0.0	0.0	6.3	0.00	0.00
				Female #	14	5	5	2	1	1	0	0
				Female%	87.5	31.3	31.3	12.5	6.3	6.3	0.00	0.0

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Data as of 12/31/11

EEO/AA Plan - 1/1/12 through 12/31/14

Exhibit 2 Organizational Chart

Board of Directors

Bruce Behrens
Chief Legal
Counsel

Mike Wiley
General Manager/
CEO

VACANT
Compliance & QA
Auditor

VACANT
Deputy General
Manager

Mark Lonergan
Chief Operating
Officer

Mike Mattos
Chief of Facilities
& Business
Support Services

Dee Brookshire
Chief Financial
Officer

Dan Bailey
Chief
Administrative
Officer/EEO

Diane Nakano
Asst. GM,
Engineering &
Construction

Alane Masui
Asst. GM,
Marketing &
Communications

**Rosemary
Covington**
Asst. GM,
Planning & Transit
System Dev.

Dave Harbour
Acting Director,
Bus Maintenance

Rufus Francis
Director, Safety

Brent Bernegger
Director, Finance &
Treasury

Cindy Brooks
Clerk to the Board

Ed Scofield
Director, Project
Management

Matthew Wayment
Manager,
Customer Service

Thomas Quigley
Director, Planning

John Darragh
Director,
Transportation

Roger Thorn
Director,
Information
Technology

Les Tyler
Director, Office
Management &
Budget

Suzanne Silva
EEO Administrator

Greg Gamble
Director,
Construction
Management

Devra Selenis
Manager, Mktg &
Communications

Laura Ham
Director,
Accessible Services
& Customer
Advocacy

Vern Barnhart
Director, Light Rail

Randy Miller
Director,
Procurement
Services

Donna Bonnel
Director, Human
Resources

Darryl Abansado
Director, Civil &
Track Design

Doug Vanderkar
Director,
Community Bus
Services

Lynn Cain
Director, Facilities

Douglas Miller
Director, Employee
Relations

VACANT
Systems Design

Mike Fitzpatrick
Director,
Scheduling

Darla Modjeski
Claims/Risk
Administrator

Mark Greenlee
Police Lieutenant
Police Services

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

Note: A vacancy occurring within a salaried classification series may be filled at the same level as that vacated or at any lower level provided that only the one vacancy is filled.

Accessible Services Eligibility Specialist, Administrator
Accountant I, II, Senior
Administrative Assistant I, II, Technician, Senior, Supervisor
Assistant Architect, Associate, Senior
Assistant Planner, Service Planner, Long Range Planner, Senior, Principal
Attorney I, II, III, Senior
Benefits Analyst II, Administrator
Claims Analyst I, II, Senior, Administrator
Customer Advocate I, Senior
Engineering Technician, Senior
Grants Analyst, Senior
Information Technology Technician I, II, IT Service and Support Administrator
Inspector, Senior Inspector, Assistant Resident Engineer, Resident Engineer
IT Business Systems Analyst, Senior
Junior Engineer, Assistant, Associate, Associate Civil, Senior, Principal
Junior Engineer, Assistant, Associate, Associate Systems, Senior, Principal
Labor Relations Analyst, Senior
Marketing and Communications Specialist, Senior
Network Operations Engineer, Network Operations Administrator
Operations Trainer, Administrator
Paralegal, Senior
Payroll Analyst, Supervisor
Procurement Analyst I, II, Senior
Programmer Analyst I, II, Senior
Quality Assurance Specialist I, II, Senior, Administrator
Real Estate Analyst I, II, Senior, Administrator
Recruitment and Selection Analyst I, II, Senior, Administrator
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior

Sacramento Regional Transit District

Exhibit 4

Job Group Analysis

Job Group: A1 - Executives

EEO

			Total										
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1	60002604	AGM of Engr and Constr	1	0	1	1	0	0	0	1	0	0	0
1	60002262	AGM of Marketing & Communications	1	0	1	1	0	0	0	1	0	0	0
1	60002356	AGM of Planning & Transit Systems Dev	1	0	1	1	0	1	0	0	0	0	0
1	41000029	Chief Administrative Officer / EEO Ofcr	1	1	0	0	1	0	0	0	0	0	0
1	60002358	Chief Financial Officer	1	0	1	1	0	0	1	0	0	0	0
1	41000030	Chief Legal Counsel	1	1	0	0	1	0	0	0	0	0	0
1	60002361	Chief of Facilities and Bus Support Svcs	1	1	0	0	1	0	0	0	0	0	0
1	41000038	Chief Operating Officer	1	1	0	0	1	0	0	0	0	0	0
1	41000069	General Manager / CEO	1	1	0	0	1	0	0	0	0	0	0
Total (#)			9	5	4	4	5	1	1	2	0	0	0
Total (%)				55.6	44.4	44.4	55.6	11.1	11.1	22.2	0.0	0.0	0.0

(+) indicates this job title contains employees who are included from another facility.

As of 12/31/2011
EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 4

Job Group Analysis

Job Group: A2 - Managers

EEO

			Total										
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1	60003972	Director, AS and Cust Advocacy	1	0	1	0	1	0	0	0	0	0	0
1	60002831	Director, Bus Maintenance	1	1	0	0	1	0	0	0	0	0	0
1	60003890	Director, Civil and Track Design	1	1	0	0	1	0	0	0	0	0	0
1	60003314	Director, Community Bus Services	1	1	0	0	1	0	0	0	0	0	0
1	60003892	Director, Construction Management	1	1	0	0	1	0	0	0	0	0	0
1	60002845	Director, Facilities	1	0	1	1	0	1	0	0	0	0	0
1	60002750	Director, Finance and Treasury	1	1	0	0	1	0	0	0	0	0	0
1	41000072	Director, Human Resources	1	0	1	0	1	0	0	0	0	0	0
1	60002843	Director, Information Technology	1	1	0	0	1	0	0	0	0	0	0
1	41000057	Director, Labor Relations	1	1	0	0	1	0	0	0	0	0	0
1	60002830	Director, Office Management and Budget	1	1	0	0	1	0	0	0	0	0	0
1	60002950	Director, Planning	1	1	0	0	1	0	0	0	0	0	0
1	41000118	Director, Procurement Services	1	1	0	0	1	0	0	0	0	0	0
1	60002839	Director, Project Management	1	1	0	0	1	0	0	0	0	0	0
1	60002841	Director, Safety	1	1	0	1	0	0	0	1	0	0	0
1	60002828	Director, Scheduling	1	1	0	0	1	0	0	0	0	0	0
1	60002826	Director, Transportation	1	1	0	0	1	0	0	0	0	0	0
1	41000053	EEO Administrator	1	0	1	1	0	0	1	0	0	0	0
1	60004465	Maintenance Superintendent - Bus	1	1	0	1	0	0	1	0	0	0	0
1	60004466	Maintenance Superintendent - Light Rail	1	0	1	0	1	0	0	0	0	0	0
1	60004467	Maintenance Superintendent - Wayside	1	1	0	0	1	0	0	0	0	0	0
1	60002803	Manager, Accounting	1	1	0	0	1	0	0	0	0	0	0
1	60002354	Manager, Enterprise Resource & Databases	1	1	0	1	0	0	0	1	0	0	0

(+) indicates this job title contains employees who are included from another facility.

As of 12/31/2011
EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 4

Job Group Analysis

Job Group: A2 - Managers

EEO

			Total										
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1	41000127	Manager, Marketing and Communications	1	0	1	0	1	0	0	0	0	0	0
1	60002954	Manager, Revenue	1	1	0	0	1	0	0	0	0	0	0
1	60002653	Principal Planner	1	1	0	0	1	0	0	0	0	0	0
1	60004486	Transportation Superintendent - Bus	2	2	0	0	2	0	0	0	0	0	0
1	60004487	Transportation Superintendent - LR	2	1	1	0	2	0	0	0	0	0	0
Total (#)			30	23	7	5	25	1	2	2	0	0	0
Total (%)				76.7	23.3	16.7	83.3	3.3	6.7	6.7	0.0	0.0	0.0

(+) indicates this job title contains employees who are included from another facility.

As of 12/31/2011
EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 4

Job Group Analysis

Job Group: A3 - Supervisors

EEO

Cat	Job Code	Job Title	Total										
			EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1	60004578	Accessible Services Administrator	1	0	1	0	1	0	0	0	0	0	0
1	60004625	Administrative Supervisor	1	0	1	0	1	0	0	0	0	0	0
1	60003502	Community Bus Services Dispatcher	4	1	3	1	3	0	1	0	0	0	0
1	41000149	Customer Advocacy Supervisor	1	0	1	0	1	0	0	0	0	0	0
1	41000047	Customer Service Supervisor	1	0	1	1	0	0	0	0	1	0	0
1	41000061	Facilities Supervisor	3	2	1	1	2	0	0	0	1	0	0
1	60004468	Maintenance Supervisor - Bus	8	8	0	0	8	0	0	0	0	0	0
1	60004469	Maintenance Supervisor - Light Rail	9	8	1	4	5	0	3	1	0	0	0
1	60004470	Maintenance Supervisor - Wayside	4	4	0	1	3	0	1	0	0	0	0
1	41000180	Manager, Contracts & DBE	1	1	0	1	0	0	1	0	0	0	0
1	41000046	Manager, Customer Service	1	1	0	1	0	0	0	0	1	0	0
1	41000067	Manager, Grants	1	0	1	0	1	0	0	0	0	0	0
1	41000095	Materials Management Superintendent	3	2	1	2	1	2	0	0	0	0	0
1	60004474	Network Operations Administrator	1	1	0	0	1	0	0	0	0	0	0
1	60004093	Operations Training Administrator	1	1	0	0	1	0	0	0	0	0	0
1	60004477	Payroll Supervisor	1	0	1	0	1	0	0	0	0	0	0
1	41000128	Purchasing and Materials Administrator	1	0	1	1	0	0	0	1	0	0	0
1	41000129	Quality Assurance Administrator	1	1	0	0	1	0	0	0	0	0	0
1	60002945	Real Estate Admin - Asset Management	1	0	1	1	0	1	0	0	0	0	0
1	41000071	Recruitment & Selection Administrator	1	0	1	1	0	0	0	1	0	0	0
1	60004118	Risk / Claims Administrator	1	0	1	0	1	0	0	0	0	0	0
1	60002650	Transit Officer Supervisor	1	0	1	1	0	1	0	0	0	0	0
1	41000165	Transportation Supervisor	46	40	6	26	20	13	7	4	0	0	2

(+) indicates this job title contains employees who are included from another facility.

**As of 12/31/2011
EEO/AA Plan - 1/1/12 through 12/31/14**

Sacramento Regional Transit District

Exhibit 4

Job Group Analysis

Job Group: A3 - Supervisors

EEO

			Total										
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
		Total (#)	93	70	23	42	51	17	13	7	3	0	2
		Total (%)		75.3	24.7	45.2	54.8	18.3	14.0	7.5	3.2	0.0	2.2

(+) indicates this job title contains employees who are included from another facility.

As of 12/31/2011
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Job Group Analysis

Job Group: B5 - Administrative Professionals

EEO

Cat	Job Code	Job Title	Total										
			EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
2	41000019	Assistant Planner	1	0	1	0	1	0	0	0	0	0	0
2	41000023	Attorney III	2	0	2	0	2	0	0	0	0	0	0
2	60004489	Benefits Analyst II - Leave Admin	1	0	1	1	0	0	0	1	0	0	0
2	60002896	Claims Analyst II	1	0	1	1	0	1	0	0	0	0	0
2	60002890	Clerk to the Board	1	0	1	0	1	0	0	0	0	0	0
2	60002892	Executive Assistant	1	0	1	1	0	1	0	0	0	0	0
2	60004491	Human Resources Analyst II - Info Sys	1	0	1	1	0	0	0	1	0	0	0
2	60004464	Labor Relations Analyst	1	0	1	1	0	0	0	1	0	0	0
2	60004878	Long Range Planner	1	0	1	0	1	0	0	0	0	0	0
2	60004471	Maintenance Trainer - Bus	1	1	0	1	0	1	0	0	0	0	0
2	60004472	Maintenance Trainer - Light Rail	1	1	0	0	1	0	0	0	0	0	0
2	60004473	Marketing and Communications Specialist	1	1	0	0	1	0	0	0	0	0	0
2	60004476	Operations Trainer	2	2	0	2	0	0	1	0	0	0	1
2	60002955	Payroll Analyst	1	0	1	1	0	0	0	1	0	0	0
2	60004191	Procurement Analyst I	1	0	1	1	0	0	0	0	0	1	0
2	60002888	Procurement Analyst II	3	0	3	2	1	1	1	0	0	0	0
2	60004480	Recruitment & Selection Analyst I	1	0	1	0	1	0	0	0	0	0	0
2	60004481	Recruitment & Selection Analyst II	1	0	1	0	1	0	0	0	0	0	0
2	41000011	Revenue Analyst	1	1	0	0	1	0	0	0	0	0	0
2	41000140	Safety Specialist II	1	1	0	1	0	0	0	1	0	0	0
2	41000142	Schedule Analyst I	1	1	0	1	0	0	1	0	0	0	0
2	41000143	Schedule Analyst II	2	2	0	1	1	0	0	1	0	0	0
2	60004482	Senior Accountant	1	1	0	0	1	0	0	0	0	0	0
2	41000031	Senior Attorney	2	1	1	1	1	0	1	0	0	0	0

(+) indicates this job title contains employees who are included from another facility.

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Exhibit 4

Job Group Analysis

Job Group: B5 - Administrative Professionals

EEO

			Total										
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
2	60004495	Senior Community & Govn Affairs Ofcr	2	0	2	1	1	0	1	0	0	0	0
2	60004483	Senior Facilities Specialist	2	1	1	0	2	0	0	0	0	0	0
2	60002854	Senior Financial Analyst	3	0	3	2	1	0	1	1	0	0	0
2	41000152	Senior Grants Analyst	2	1	1	0	2	0	0	0	0	0	0
2	41000155	Senior Paralegal	2	0	2	0	2	0	0	0	0	0	0
2	60002878	Senior Procurement Analyst	3	1	2	1	2	1	0	0	0	0	0
2	60004485	Senior Recruitment & Selection Analyst	1	0	1	1	0	0	1	0	0	0	0
2	41000174	Senior Safety Specialist	1	1	0	0	1	0	0	0	0	0	0
2	60004879	Service Planner	1	1	0	0	1	0	0	0	0	0	0
Total (#)			47	17	30	21	26	5	7	7	0	1	1
Total (%)				36.2	63.8	44.7	55.3	10.6	14.9	14.9	0.0	2.1	2.1

(+) indicates this job title contains employees who are included from another facility.

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Job Group Analysis

Job Group: B6 - Technical Professionals

EEO

			Total										
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
2	60004190	Assistant Architect	1	1	0	1	0	0	0	0	0	0	1
2	60004458	Assistant Engineer	3	2	1	2	1	0	0	2	0	0	0
2	41000045	Assistant Resident Engineer	2	2	0	2	0	0	0	1	0	0	1
2	60004461	Engineering Technician	1	0	1	0	1	0	0	0	0	0	0
2	60004187	IT Project Coordinator	1	1	0	0	1	0	0	0	0	0	0
2	60002885	IT Technician II	2	2	0	0	2	0	0	0	0	0	0
2	41000175	Senior Architect	1	1	0	0	1	0	0	0	0	0	0
2	41000146	Senior Civil Engineer	1	0	1	0	1	0	0	0	0	0	0
2	41000150	Senior Engineering Technician	1	1	0	1	0	0	1	0	0	0	0
2	41000044	Senior Inspector	1	1	0	1	0	0	1	0	0	0	0
2	60004496	Senior IT Business Systems Analyst	1	1	0	0	1	0	0	0	0	0	0
2	60003221	Senior Programmer Analyst	1	1	0	1	0	0	0	1	0	0	0
2	41000156	Senior Project Control Engineer	1	0	1	0	1	0	0	0	0	0	0
2	41000178	Senior Quality Assurance Specialist	1	1	0	1	0	0	1	0	0	0	0
2	41000162	Senior Systems Engineer	1	1	0	0	1	0	0	0	0	0	0
2	60003884	Video Communications Systems Analyst	1	1	0	0	1	0	0	0	0	0	0
Total (#)			20	16	4	9	11	0	3	4	0	0	2
Total (%)				80.0	20.0	45.0	55.0	0.0	15.0	20.0	0.0	0.0	10.0

(+) indicates this job title contains employees who are included from another facility.

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Exhibit 4

Job Group Analysis

Job Group: F17 - Administrative Support

EEO

			Total										
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
6	60004779	Accessible Serv Eligibility Specialist	3	0	3	2	1	0	0	1	0	0	1
6	41000005	Accounting Technician	1	1	0	1	0	0	1	0	0	0	0
6	41000012	Administrative Assistant I	1	0	1	0	1	0	0	0	0	0	0
6	41000013	Administrative Assistant II	10	2	8	4	6	4	0	0	0	0	0
6	60004725	Administrative Assistant II (C)	2	0	2	2	0	1	1	0	0	0	0
6	60004457	Administrative Technician	8	0	8	2	6	0	1	1	0	0	0
6	60004726	Administrative Technician (C)	1	0	1	1	0	1	0	0	0	0	0
6	41000033	Claims Technician	1	0	1	1	0	0	1	0	0	0	0
6	41000034	Clerk II	7	1	6	5	2	3	0	0	0	0	2
6	60004780	Customer Advocate I	1	1	0	1	0	1	0	0	0	0	0
6	41000041	Customer Service Representative II	13	1	12	9	4	6	2	1	0	0	0
6	41000042	Customer Service Representative III	1	0	1	0	1	0	0	0	0	0	0
6	41000070	Graphic Designer	2	1	1	1	1	1	0	0	0	0	0
6	41000113	Payroll Technician	1	0	1	1	0	0	0	1	0	0	0
6	41000173	PSC / Student Intern (PSC)	1	1	0	1	0	0	0	1	0	0	0
6	60002438	Senior Administrative Assistant	4	0	4	4	0	1	1	2	0	0	0
6	41000147	Senior Clerk	1	0	1	0	1	0	0	0	0	0	0
6	60004781	Senior Customer Advocate	1	0	1	1	0	0	0	1	0	0	0
Total (#)			59	8	51	36	23	18	7	8	0	0	3
Total (%)				13.6	86.4	61.0	39.0	30.5	11.9	13.6	0.0	0.0	5.1

(+) indicates this job title contains employees who are included from another facility.

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Exhibit 4

Job Group Analysis

Job Group: G20 - Crafts

EEO

			Total										
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
7	41000171	Electronic Mechanic	2	2	0	1	1	0	0	1	0	0	0
7	41000087	Light Rail Assistant Mechanic	6	6	0	4	2	1	2	1	0	0	0
7	41000083	Light Rail Vehicle Technician	30	29	1	15	15	5	5	4	0	0	1
7	41000079	Line Worker I	1	1	0	1	0	1	0	0	0	0	0
7	60003714	Line Worker II	2	2	0	1	1	0	1	0	0	0	0
7	60003715	Line Worker III	12	12	0	0	12	0	0	0	0	0	0
7	41000096	Mechanic A	21	21	0	8	13	1	4	2	1	0	0
7	41000098	Mechanic A Body/Fender	6	6	0	2	4	0	1	1	0	0	0
7	41000100	Mechanic A Gasoline/Propane	2	2	0	0	2	0	0	0	0	0	0
7	41000101	Mechanic B	8	8	0	7	1	4	3	0	0	0	0
7	41000102	Mechanic C	17	17	0	10	7	6	3	1	0	0	0
7	41000109	Painter	2	2	0	2	0	0	2	0	0	0	0
7	41000138	Rail Maintenance Worker	7	7	0	5	2	0	5	0	0	0	0
7	41000160	Senior Rail Maintenance Worker	1	1	0	1	0	0	1	0	0	0	0
7	41000167	Upholsterer	1	1	0	0	1	0	0	0	0	0	0
Total (#)			118	117	1	57	61	18	27	10	1	0	1
Total (%)				99.2	0.8	48.3	51.7	15.3	22.9	8.5	0.8	0.0	0.8

(+) indicates this job title contains employees who are included from another facility.

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Exhibit 4

Job Group Analysis

Job Group: H22 - Service

EEO

			Total										
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
8	41000025	Bus Operator	352	240	112	224	128	139	60	11	5	6	3
8	41000026	Bus Service Worker	24	18	6	20	4	11	4	4	1	0	0
8	60003503	Community Bus Services Operator	20	6	14	15	5	8	5	2	0	0	0
8	41000089	Light Rail Service Worker	18	14	4	16	2	7	5	3	0	1	0
8	41000090	Light Rail Vehicle Operator	54	40	14	29	25	22	3	3	1	0	0
8	41000123	Route Checker	4	3	1	4	0	0	3	0	1	0	0
8	60003154	Transit Officer	15	8	7	7	8	4	2	0	0	1	0
Total (#)			487	329	158	315	172	191	82	23	8	8	3
Total (%)				67.6	32.4	64.7	35.3	39.2	16.8	4.7	1.6	1.6	0.6

(+) indicates this job title contains employees who are included from another facility.

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Job Group Analysis

Job Group: H23 - Property Maintenance

EEO

Cat	Job Code	Job Title	Total										
			EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
8	41000062	Facilities and Grounds Worker I	2	2	0	1	1	1	0	0	0	0	0
8	41000063	Facilities and Grounds Worker II	5	4	1	1	4	0	1	0	0	0	0
8	41000181	Facilities Electronic Technician	1	1	0	1	0	0	0	1	0	0	0
8	41000064	Facilities Maintenance Mechanic	8	8	0	2	6	0	2	0	0	0	0
8	60002320	Facilities Service Worker	9	9	0	7	2	4	2	0	1	0	0
8	41000111	Storekeeper	7	6	1	3	4	0	1	0	2	0	0
Total (#)			32	30	2	15	17	5	6	1	3	0	0
Total (%)				93.8	6.3	46.9	53.1	15.6	18.8	3.1	9.4	0.0	0.0

(+) indicates this job title contains employees who are included from another facility.

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Exhibit 5

Availability Analysis

Job Group: A1 - Executives

FACTOR	Raw (%)											Fctr	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght		M	F	MIN	W	AA	H	A	NA	PI	2+		
External Factors																								
Local	75.4	24.6	12.4	87.6	2.6	2.5	4.4	1.7	0.2	0.9	10.0	7.5	2.5	1.2	8.8	0.3	0.2	0.4	0.2	0.0	0.1	Sac PMSA		
Reasonable	79.6	20.4	20.9	79.1	1.8	5.1	12.0	0.7	0.1	1.3	10.0	8.0	2.0	2.1	7.9	0.2	0.5	1.2	0.1	0.0	0.1	California-State		
Internal Factors																								
Feeders	76.7	23.3	16.7	83.3	3.3	6.7	6.7	0.0	0.0	0.0	80.0	61.3	18.7	13.3	66.7	2.7	5.3	5.3	0.0	0.0	0.0	Feeders		
Final Availability (%)											100.0	76.8	23.2	16.7	83.3	3.1	6.1	7.0	0.2	0.0	0.2			

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Exhibit 5

Availability Analysis

Job Group: A2 - Managers

FACTOR	Raw (%)											Fctr Wght	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	M		F	MIN	W	AA	H	A	NA	PI	2+			
External Factors																								
Local	64.5	35.5	23.6	76.4	6.4	8.5	5.7	1.3	0.2	1.7	30.0	19.4	10.6	7.1	22.9	1.9	2.5	1.7	0.4	0.1	0.5	Mgr. Applicant: Sacramento, CA - 65.13 %; Placer, CA - 18.97 %; El Dorado, CA - 5.13 %; Yolo, CA - 4.62 %; Contra Costa, CA - 3.		
Reasonable	65.4	34.6	34.9	65.1	5.1	16.2	11.1	0.8	0.4	1.2	10.0	6.5	3.5	3.5	6.5	0.5	1.6	1.1	0.1	0.0	0.1	California-State		
Internal Factors																								
Feeders	70.6	29.4	35.1	64.9	9.2	11.7	10.2	1.1	0.3	2.6	60.0	42.4	17.6	21.1	38.9	5.5	7.0	6.1	0.7	0.2	1.5	Feeders		
Final Availability (%)												100.0	68.3	31.7	31.6	68.4	7.9	11.2	8.9	1.1	0.3	2.2		

As of 12/31/2011

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 5

Availability Analysis

Job Group: A3 - Supervisors

FACTOR	Raw (%)											Fctr	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght		M	F	MIN	W	AA	H	A	NA	PI	2+		
External Factors																								
Local	79.1	20.9	25.2	74.8	7.7	9.9	4.5	1.1	0.0	2.0	12.0	9.5	2.5	3.0	9.0	0.9	1.2	0.5	0.1	0.0	0.2	App: Supv.		
Reasonable	76.2	23.8	43.1	56.9	7.6	24.2	8.3	0.9	0.5	1.6	3.0	2.3	0.7	1.3	1.7	0.2	0.7	0.2	0.0	0.0	0.0	California-State		
Internal Factors																								
Feeders	74.9	25.1	52.8	47.2	27.1	14.0	7.7	1.6	1.0	1.5	85.0	63.7	21.3	44.9	40.1	23.0	11.9	6.5	1.3	0.8	1.3	Feeders		
Final Availability (%)											100.0	75.5	24.5	49.2	50.8	24.2	13.8	7.3	1.5	0.8	1.6			

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EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 5

Availability Analysis

Job Group: B5 - Administrative Professionals

FACTOR	Raw (%)											Fctr Wght	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	M		F	MIN	W	AA	H	A	NA	PI	2+			
External Factors																								
Local	52.9	47.1	24.3	75.7	5.5	7.7	8.7	1.3	0.1	1.0	20.0	10.6	9.4	4.9	15.1	1.1	1.5	1.7	0.3	0.0	0.2	App: Adm Prof		
Reasonable	57.4	42.6	31.3	68.7	5.1	11.3	12.5	0.8	0.2	1.4	5.0	2.9	2.1	1.6	3.4	0.3	0.6	0.6	0.0	0.0	0.1	California-State		
Internal Factors																								
Feeders	24.9	75.1	52.8	47.2	20.6	13.4	14.2	0.0	1.1	3.6	75.0	18.6	56.4	39.6	35.4	15.4	10.0	10.7	0.0	0.8	2.7	Feeders		
Final Availability (%)											100.0	32.1	67.9	46.1	53.9	16.8	12.1	13.0	0.3	0.8	3.0			

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EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 5

Availability Analysis

Job Group: B6 - Technical Professionals

FACTOR	Raw (%)											Fctr Wght	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	M		F	MIN	W	AA	H	A	NA	PI	2+			
External Factors																								
Local	79.8	20.2	27.5	72.5	2.8	7.9	14.0	0.8	0.1	1.8	20.0	16.0	4.0	5.5	14.5	0.6	1.6	2.8	0.2	0.0	0.4	App: TProf		
Reasonable	81.3	18.7	38.2	61.8	3.3	9.7	22.4	0.7	0.2	1.8	5.0	4.1	0.9	1.9	3.1	0.2	0.5	1.1	0.0	0.0	0.1	California-State		
Internal Factors																								
Feeders	89.6	10.4	46.7	53.3	7.6	18.9	14.2	0.4	0.0	5.4	75.0	67.2	7.8	35.0	40.0	5.7	14.2	10.7	0.3	0.0	4.1	Feeders		
Final Availability (%)												100.0	87.2	12.8	42.4	57.6	6.4	16.3	14.6	0.5	0.0	4.5		

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EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 5

Availability Analysis

Job Group: F17 - Administrative Support

FACTOR	Raw (%)											Fctr Wght	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	M		F	MIN	W	AA	H	A	NA	PI	2+			
<u>External Factors</u>																								
Local	18.4	81.6	35.9	64.1	10.6	13.4	7.8	1.7	0.4	1.9	28.4	5.2	23.2	10.2	18.2	3.0	3.8	2.2	0.5	0.1	0.5	App: Adm Support		
Reasonable	17.8	82.2	30.8	69.2	8.4	12.3	6.5	1.7	0.3	1.6	1.0	0.2	0.8	0.3	0.7	0.1	0.1	0.1	0.0	0.0	0.0	Sac PMSA		
<u>Internal Factors</u>																								
Feeders	11.4	88.6	45.5	54.5	27.6	4.2	4.2	0.0	0.0	9.5	70.6	8.1	62.5	32.1	38.5	19.5	2.9	2.9	0.0	0.0	6.7	Feeders		
Final Availability (%)											100.0	13.5	86.5	42.6	57.4	22.6	6.9	5.2	0.5	0.1	7.3			

As of 12/31/2011

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 5

Availability Analysis

Job Group: G20 - Crafts

FACTOR	Raw (%)											Fctr Wght	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	M		F	MIN	W	AA	H	A	NA	PI	2+			
External Factors																								
Local	97.3	2.7	32.7	67.3	2.7	25.0	2.4	0.7	0.8	1.0	45.0	43.8	1.2	14.7	30.3	1.2	11.3	1.1	0.3	0.4	0.5	App: Crafts		
Reasonable	94.7	5.3	45.1	54.9	4.4	30.6	6.4	2.2	0.3	1.2	20.0	18.9	1.1	9.0	11.0	0.9	6.1	1.3	0.4	0.1	0.2	California-State		
Reasonable	97.5	2.5	29.5	70.5	2.3	21.8	1.8	2.0	0.7	1.0	15.0	14.6	0.4	4.4	10.6	0.3	3.3	0.3	0.3	0.1	0.2	Sac PMSA		
Internal Factors																								
Feeders	88.1	11.9	68.8	31.2	25.7	30.4	9.7	1.9	1.2	0.0	20.0	17.6	2.4	13.8	6.2	5.1	6.1	1.9	0.4	0.2	0.0	Feeders		
Final Availability (%)											100.0	95.0	5.0	41.9	58.1	7.6	26.7	4.6	1.5	0.8	0.9			

As of 12/31/2011

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 5

Availability Analysis

Job Group: H22 - Service

FACTOR	Raw (%)											Fctr	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght		M	F	MIN	W	AA	H	A	NA	PI	2+		
External Factors																								
Local	62.6	37.4	40.7	59.3	11.8	14.7	7.9	2.3	0.6	3.4	80.0	50.0	30.0	32.5	47.5	9.5	11.8	6.3	1.9	0.5	2.7	App: Service		
Reasonable	60.9	39.1	34.4	65.6	9.1	14.0	5.9	2.4	0.4	2.6	10.0	6.1	3.9	3.4	6.6	0.9	1.4	0.6	0.2	0.0	0.3	Sac PMSA		
Internal Factors																								
Feeders	46.8	53.2	77.4	22.6	40.5	25.0	9.5	1.6	0.8	0.0	10.0	4.7	5.3	7.7	2.3	4.0	2.5	1.0	0.2	0.1	0.0	Feeders		
Final Availability (%)											100.0	60.8	39.2	43.7	56.3	14.4	15.7	7.8	2.3	0.6	3.0			

As of 12/31/2011

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 5

Availability Analysis

Job Group: H23 - Property Maintenance

FACTOR	Raw (%)											Fctr	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght		M	F	MIN	W	AA	H	A	NA	PI	2+		
External Factors																								
Local	85.5	12.0	40.3	59.7	6.2	22.8	4.6	2.2	0.4	1.7	75.0	64.2	9.0	30.3	44.7	4.7	17.1	3.5	1.6	0.3	1.3	App:PM		
Reasonable	88.0	12.0	36.5	63.5	5.4	23.2	4.1	2.1	0.3	1.4	10.0	8.8	1.2	3.7	6.3	0.5	2.3	0.4	0.2	0.0	0.1	Sac PMSA		
Internal Factors																								
Feeders	92.6	7.4	68.8	31.2	36.5	21.0	9.5	0.0	1.9	0.0	15.0	13.9	1.1	10.3	4.7	5.5	3.2	1.4	0.0	0.3	0.0	Feeders		
Final Availability (%)											100.0	86.8	11.3	44.2	55.8	10.7	22.6	5.3	1.8	0.6	1.4			

As of 12/31/2011

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District
Exhibit 6
Placement Goals

Job Group: A1 - Executives
Test: Whole Person
Total Employees: 9

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	5	4	4	5	1	1	2	0	0	0
Employees (%)	55.6	44.4	44.4	55.6	11.1	11.1	22.2	0.0	0.0	0.0
Availability (%) Goal	76.8	23.2	16.7	83.3	3.1	6.1	7.0	0.2	0.0	0.2
Test: Whole Person	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	1	0	0	2	0	0	0	0	0	0

Sacramento Regional Transit District

Exhibit 6

Placement Goals

Job Group: A2 - Managers

Test: Whole Person

Total Employees: 30

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	23	7	5	25	1	2	2	0	0	0
Employees (%)	76.7	23.3	16.7	83.3	3.3	6.7	6.7	0.0	0.0	0.0
Availability (%) Goal	68.3	31.7	31.6	68.4	7.9	11.2	8.9	1.1	0.3	2.2
Test: Whole Person	NO	YES	YES	NO	YES	YES	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	2	4	0	1	1	0	0	0	0

Sacramento Regional Transit District

Exhibit 6

Placement Goals

Job Group: A3 - Supervisors

Test: Whole Person

Total Employees: 93

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	70	23	42	51	17	13	7	3	0	2
Employees (%)	75.3	24.7	45.2	54.8	18.3	14.0	7.5	3.2	0.0	2.2
Availability (%) Goal	75.5	24.5	49.2	50.8	24.2	13.8	7.3	1.5	0.8	1.6
Test: Whole Person	NO	NO	YES	NO	YES	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	3	0	5	0	0	0	0	0

As of 12/31/2011

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District
Exhibit 6
Placement Goals

Job Group: B5 - Administrative Professionals
Test: Whole Person
Total Employees: 47

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	17	30	21	26	5	7	7	0	1	1
Employees (%)	36.2	63.8	44.7	55.3	10.6	14.9	14.9	0.0	2.1	2.1
Availability (%) Goal	32.1	67.9	46.1	53.9	16.8	12.1	13.0	0.3	0.8	3.0
Test: Whole Person	NO	YES	NO	NO	YES	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	1	0	0	2	0	0	0	0	0

Sacramento Regional Transit District
Exhibit 6
Placement Goals

Job Group: B6 - Technical Professionals
Test: Whole Person
Total Employees: 20

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	16	4	9	11	0	3	4	0	0	2
Employees (%)	80.0	20.0	45.0	55.0	0.0	15.0	20.0	0.0	0.0	10.0
Availability (%) Goal	87.2	12.8	42.4	57.6	6.4	16.3	14.6	0.5	0.0	4.5
Test: Whole Person	YES	NO	NO	NO	YES	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	1	0	0	0	1	0	0	0	0	0

Sacramento Regional Transit District

Exhibit 6

Placement Goals

Job Group: F17 - Administrative Support

Test: Whole Person

Total Employees: 59

Total										
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	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	8	51	36	23	18	7	8	0	0	3
Employees (%)	13.6	86.4	61.0	39.0	30.5	11.9	13.6	0.0	0.0	5.1
Availability (%) Goal	13.5	86.5	42.6	57.4	22.6	6.9	5.2	0.5	0.1	7.3
Test: Whole Person	NO	NO	NO	YES	NO	NO	NO	NO	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	0	0	10	0	0	0	0	0	1

Sacramento Regional Transit District
Exhibit 6
Placement Goals

Job Group: G20 - Crafts
Test: Whole Person
Total Employees: 118

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	117	1	57	61	18	27	10	1	0	1
Employees (%)	99.2	0.8	48.3	51.7	15.3	22.9	8.5	0.8	0.0	0.8
Availability (%) Goal	95.0	5.0	41.9	58.1	7.6	26.7	4.6	1.5	0.8	0.9
Test: Whole Person	NO	YES	NO	YES	NO	YES	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	4	0	7	0	4	0	0	0	0

Sacramento Regional Transit District

Exhibit 6

Placement Goals

Job Group: H22 - Service

Test: Whole Person

Total Employees: 487

Total										
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	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	329	158	315	172	191	82	23	8	8	3
Employees (%)	67.6	32.4	64.7	35.3	39.2	16.8	4.7	1.6	1.6	0.6
Availability (%) Goal	60.8	39.2	43.7	56.3	14.4	15.7	7.8	2.3	0.6	3.0
Test: Whole Person	NO	YES	NO	YES	NO	NO	YES	YES	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	32	0	102	0	0	15	3	0	11

Sacramento Regional Transit District
Exhibit 6
Placement Goals

Job Group: H23 - Property Maintenance
Test: Whole Person
Total Employees: 32

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	30	2	15	17	5	6	1	3	0	0
Employees (%)	93.8	6.3	46.9	53.1	15.6	18.8	3.1	9.4	0.0	0.0
Availability (%) Goal	86.8	11.3	44.2	55.8	10.7	22.6	5.3	1.8	0.6	1.4
Test: Whole Person	NO	YES	NO	NO	NO	YES	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	1	0	0	0	1	0	0	0	0

**PLACEMENT GOALS SUMMARY
AFFIRMATIVE ACTION PLAN (2012-14)**

EEO Category ID	Job Group/ Targeted Group	Total Employees	Total Anticipated Placement Opportunities*	Number Needed to Eliminate Underutilization**
A2	Managers	30	5	
	Females			2
	African-Am			1
	Hispanics			1
A3	Supervisors	93	11	
	African-Am			5
B5	Administrative Professionals	47	12	
	Females			1
	African-Am			2
B6	Technical Professionals	20	7	
	African-Am			1
G20	Crafts	119	28	
	Females			4
	Hispanics			4
H22	Service	487	39	
	Females			32
	Asians			15
	Native Am			3
H23	Property Maintenance	31	5	
	Females			1
	Hispanics			1

TOTAL GOALS:	73
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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 Whole Person Method*

Applicant's Name: (Last, First and Middle Initial) _____	Position Applied For: _____
-----------------------------------------------------------------	------------------------------------

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

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.

Covered Veteran, includes:

- (1) Other protected veterans (veterans who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge is awarded);
- (2) Armed Forces service medal veterans (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); and
- (3) Recently separated veterans (veterans within 36 months from discharge or release from active duty).

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

DATE: November 25, 2011
TO: All Employees
FROM: Suzanne Silva, EEO Administrator
SUBJ: 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 inter-office mail in a confidential envelope. Please send the completed forms by **Monday, December 12, 2011** to:

Sacramento Regional Transit District
c/o Suzanne Silva, EEO Administrator
1400 29th Street, 2nd Floor
Sacramento, CA 95816

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



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;” 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.

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 person’s major life activities, 2) has a record of such an impairment, or 3) is regarded as having such an impairment.
- No

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 10

Personnel Transactions Summary

Job Group: A1 - Executives

Transaction Dates: 01/01/2009 To 12/31/2011

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	0	0	0	1	0	1
Afr. Amer.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0	0	0	0
Nat. Amer.	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
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	0	0	0	0	0	0	0	0	0	0	1	0	1
Total Minority	0	0	0	0	0	0	0	0	0	0	0	0	0

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Sacramento Regional Transit District

Exhibit 10

Personnel Transactions Summary

Job Group: A2 - Managers

Transaction Dates: 01/01/2009 To 12/31/2011

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	115	26	0	141	3	0	3	0	0	0	3	0	3
Afr. Amer.	17	9	0	26	0	0	0	0	0	0	2	0	2
Hispanic	26	3	0	29	0	0	0	0	0	0	0	0	0
Asian	27	6	0	33	0	0	0	0	0	0	0	1	1
Nat. Amer.	4	0	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
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	5	1	0	6									
Total	194	45	0	239	3	0	3	0	0	0	5	1	6
Total Minority	74	18	0	92	0	0	0	0	0	0	2	1	3

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	1	0	1	1	0	1
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	0	1	1	0	1
Total Minority	0	0	0	0	0	0	0	0	0

Sacramento Regional Transit District

Exhibit 10

Personnel Transactions Summary

Job Group: A3 - Supervisors

Transaction Dates: 01/01/2009 To 12/31/2011

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	81	6	0	87	2	0	2	1	1	2	5	3	8
Afr. Amer.	25	13	0	38	0	0	0	0	0	0	0	2	2
Hispanic	26	3	0	29	0	0	0	0	0	0	2	0	2
Asian	12	5	0	17	0	0	0	0	0	0	1	2	3
Nat. Amer.	2	0	0	2	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	1	0	1
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	2	0	0	2									
Total	148	27	0	175	2	0	2	1	1	2	9	7	16
Total Minority	65	21	0	86	0	0	0	0	0	0	4	4	8

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	5	0	5	0	0	0
Afr. Amer.	0	0	0	1	0	1	0	0	0
Hispanic	0	0	0	1	0	1	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	7	0	7	0	0	0
Total Minority	0	0	0	2	0	2	0	0	0

As of 12/31/2011

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 10

Personnel Transactions Summary

Job Group: B5 - Administrative Professionals

Transaction Dates: 01/01/2009 To 12/31/2011

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	109	156	0	265	1	3	4	1	4	5	4	3	7
Afr. Amer.	31	66	0	97	0	1	1	0	0	0	0	1	1
Hispanic	29	37	0	66	1	0	1	1	0	1	0	1	1
Asian	43	47	0	90	0	1	1	0	1	1	1	1	2
Nat. Amer.	4	7	0	11	0	0	0	0	0	0	0	0	0
NHOPI	2	1	0	3	0	1	1	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	9	13	1	23									
Total	227	327	1	555	2	6	8	2	5	7	5	6	11
Total Minority	109	158	0	267	1	3	4	1	1	2	1	3	4

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	1	0	1	0	0	0	2	1	3
Afr. Amer.	0	0	0	0	0	0	0	1	1
Hispanic	0	0	0	0	0	0	0	2	2
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	1	0	1	0	0	0	2	4	6
Total Minority	0	0	0	0	0	0	0	3	3

As of 12/31/2011

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 10

Personnel Transactions Summary

Job Group: B6 - Technical Professionals

Transaction Dates: 01/01/2009 To 12/31/2011

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	50	6	0	56	4	0	4	2	0	2	5	0	5
Afr. Amer.	7	2	0	9	0	0	0	0	0	0	0	0	0
Hispanic	13	2	0	15	0	0	0	1	0	1	1	0	1
Asian	21	6	0	27	1	0	1	2	0	2	1	1	2
Nat. Amer.	5	0	0	5	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	2	0	0	2									
Total	98	16	0	114	5	0	5	5	0	5	7	1	8
Total Minority	46	10	0	56	1	0	1	3	0	3	2	1	3

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	1	0	1
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	1	0	1
Total Minority	0	0	0	0	0	0	0	0	0

Sacramento Regional Transit District

Exhibit 10

Personnel Transactions Summary

Job Group: F17 - Administrative Support

Transaction Dates: 01/01/2009 To 12/31/2011

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	145	427	0	572	0	1	1	1	8	9	1	11	12
Afr. Amer.	157	426	2	585	0	2	2	1	3	4	0	1	1
Hispanic	89	178	0	267	0	0	0	0	0	0	0	2	2
Asian	72	135	0	207	0	1	1	0	0	0	0	1	1
Nat. Amer.	5	12	0	17	0	0	0	0	0	0	0	0	0
NHOPI	4	12	0	16	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	29	87	12	128									
Total	501	1277	14	1792	0	4	4	2	11	13	1	15	16
Total Minority	327	763	2	1092	0	3	3	1	3	4	0	4	4

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	2	2
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	3	3
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	5	5
Total Minority	0	0	0	0	0	0	0	3	3

As of 12/31/2011
EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 10

Personnel Transactions Summary

Job Group: G20 - Crafts

Transaction Dates: 01/01/2009 To 12/31/2011

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	94	1	0	95	12	0	12	4	0	4	9	1	10
Afr. Amer.	32	2	0	34	2	0	2	1	0	1	4	0	4
Hispanic	45	1	0	46	5	0	5	2	0	2	8	0	8
Asian	22	0	0	22	0	0	0	0	0	0	1	0	1
Nat. Amer.	3	0	0	3	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	6	0	0	6									
Total	202	4	0	206	19	0	19	7	0	7	22	1	23
Total Minority	102	3	0	105	7	0	7	3	0	3	13	0	13

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	5	0	5	4	0	4	4	0	4
Afr. Amer.	1	0	1	3	0	3	0	0	0
Hispanic	1	0	1	0	0	0	2	0	2
Asian	0	0	0	0	0	0	1	0	1
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	7	0	7	7	0	7	7	0	7
Total Minority	2	0	2	3	0	3	3	0	3

As of 12/31/2011

EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 10

Personnel Transactions Summary

Job Group: H22 - Service

Transaction Dates: 01/01/2009 To 12/31/2011

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	325	50	0	375	1	0	1	18	10	28	33	7	40
Afr. Amer.	573	162	0	735	2	5	7	18	29	47	23	5	28
Hispanic	259	38	0	297	3	0	3	15	8	23	7	3	10
Asian	104	7	0	111	1	0	1	5	3	8	3	0	3
Nat. Amer.	23	7	0	30	0	0	0	1	0	1	0	0	0
NHOPI	6	0	0	6	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	61	27	0	88									
Total	1351	291	0	1642	7	5	12	57	50	107	66	15	81
Total Minority	965	214	0	1179	6	5	11	39	40	79	33	8	41

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	6	0	6	0	0	0	0	0	0
Afr. Amer.	3	0	3	0	0	0	2	3	5
Hispanic	1	0	1	1	0	1	0	1	1
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	10	0	10	1	0	1	2	4	6
Total Minority	4	0	4	1	0	1	2	4	6

As of 12/31/2011
EEO/AA Plan - 1/1/12 through 12/31/14

Sacramento Regional Transit District

Exhibit 10

Personnel Transactions Summary

Job Group: H23 - Property Maintenance

Transaction Dates: 01/01/2009 To 12/31/2011

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	217	14	0	231	2	0	2	3	0	3	3	1	4
Afr. Amer.	159	30	0	189	1	0	1	2	0	2	1	1	2
Hispanic	116	8	0	124	0	0	0	1	0	1	2	0	2
Asian	57	2	0	59	0	0	0	0	0	0	0	0	0
Nat. Amer.	10	3	0	13	0	0	0	0	0	0	0	0	0
NHOPI	1	0	0	1	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	35	2	8	45									
Total	595	59	8	662	3	0	3	6	0	6	6	2	8
Total Minority	343	43	0	386	1	0	1	3	0	3	3	1	4

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	2	0	2	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	1	0	1	1	0	1	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	1	0	1	3	0	3	0	0	0
Total Minority	1	0	1	1	0	1	0	0	0

2004-2011 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*	2012-14 Plan Goal 12/31/11*
A2	Managers	Females	6	0	0	2	2
		African-Am	0	0	0	0	1
		Hispanics	1	0	0	3	1
A3	Supervisors	Females	4	0	0	0	0
		African-Am	6	1	0	0	5
		Asians	1	0	0	0	0
A4	Administrators	Females	5				
B5	Administrative Professionals	Females	2	0	0	0	1
		African-Am	0	0	0	1	2
B6	Technical Professionals	African-Am	0	0	0	0	1
C11	Building Technicians	Females	1				
F17	Administrative Support	Native Am	0			1	0
F18	Technical Clerks	Females	1				
G20	Crafts	Females	0	0	0	9	4
		Hispanics	15	4	10	0	4
		NHOPI	0			1	0
G21	Entry Level Crafts	Hispanics	1				
H22	Service	Females	84	49	38	53	32
		Hispanics	7	0	0	0	0
		Asians	25	3	3	20	15
		Native Am	6	0	0	5	3
H23	Property Maintenance	Females	6	0	1	0	1
		Hispanics	0	0	0	0	1
		Asians	1	0	0	1	0
TOTAL GOALS:			172	57	52	96	73

*Based on the "Whole Person" Method

** Based on the "Statistical Significance" Method

Workforce size: 12/31/2008 = 1108, 12/31/2011 = 895

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.