

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
10	05/11/15	Open	Action	04/20/15

Subject: Adoption of Sacramento Regional Transit District's 2015-2017 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, 2015 through December 31, 2017.

RECOMMENDED ACTION

Adopt Resolution No. 15-05- _____, Approving the Equal Employment Opportunity/Affirmative Action Plan (EEO/AAP) for Sacramento Regional Transit District for the Period January 1, 2015 through December 31, 2017.

FISCAL IMPACT

None as a result of this action.

DISCUSSION

Sacramento Regional Transit District (RT) 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 the 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 April 2012. RT's previous EEO/AAP expired on April 15, 2015. Therefore, RT must adopt a new three-year EEO/AAP for the period from January 1, 2015 through December 31, 2017 to remain in compliance with federal laws and regulations. The revised EEO/AAP is attached as Exhibit A to the Board resolution.

Approved:

Presented:

Final 05/05/15

General Manager/CEO

EEO Administrator

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Personnel Transactions

A review of the hiring activity was completed as of December 31, 2014. During this 3 year period, 49 individuals were hired. Of those, 31 (63.3%) were minorities, consisting of 15 (30.6%) African Americans; 6 (12.2%) Hispanics/Latinos; 6 (12.2%) Asians; 1 (2%) Native Hawaiian or Other Pacific Islander (NHOPI), and 1 (2%) Native American. Additionally, 21 (42.9%) Females were hired during this period.

During this same period, 58 individuals were promoted, of which 37 (63.8%) were minorities, consisting of 20 (34.5%) African Americans; 9 (15.5%) Hispanics/Latinos; 5 (8.6%) Asians, and 2 (3.4%) Native Hawaiian or other Pacific Islander. Of those promoted, 22 (37.9%) were Females.

There were 63 separations (resignations, layoffs, retirements, and dismissals) of which 38 (60.3%) were minorities, consisting of 22 (34.9%) African Americans; 7 (11.1%) Hispanics/Latinos; 34 (4.76%) Asians; 1 (1.6%) Native-American, and 1 (1.6%) NHOPI. Females accounted for 22 (34.9%) 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 2010 Census of Population for the local labor area, 2) requisite skills data from the 2010 Census of Population for the reasonable recruitment area, and 3) zip code analysis.
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. Data considered for this factor includes the composition of feeder job group.

For each factor, a weight value was assigned to external and internal availability for 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 and the size of the group. From the 2010 census data, percentages were assigned to females, minorities, African Americans, Hispanics/Latinos, Asians, Native-Americans, Native

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Hawaiians or Other Pacific Islanders (NHOPI), and Multiple Race, for each of the job groups.

RT's EEO Office compared workforce utilization to availability for each job group and identified placement goals using the whole person method. These goals account for the availability of qualified persons in the relevant labor area. Attachment 1 is the Goals Progress Summary from the previous AAP for the 2012-2014 reporting period. These goals were based on estimated availability from the 2000 census data.

RT's new 2015-17 Placement Goals are based on estimated availability from the 2010 census data. Attachment 2 is the new Placement Goals plan. While anticipated job opportunities take into account attrition and estimated new openings current budget constraints and a hiring freeze account for reduced placement opportunities at this time. RT will continue to monitor goal progress and its efforts toward goal attainment.

The General Manager/CEO has reviewed and approved the attached EEO/AAP for RT. RT plans to work towards goal attainment through internal/external recruitment and outreach, local media and advertisement, in-house training and promotional opportunities.

Information regarding the current workforce analysis, goal achievements and goal setting process is referred to in attachment 3 (power-point presentation).

Recommendation

Staff recommends the Board approve the attached Resolution approving the EEO/AAP for the Sacramento Regional Transit District for the period January 1, 2015 through December 31, 2017.

Goals Progress

Job Group	Representation as of Previous AAP				Goal/Availability from Previous AAP	Placements*			Achieved?
	Total Employees	Gender/Race Groups	#	%		Total Placements	#	%	
A1 - Executives	9	Females	4	44.44%		6	0	0.00%	
		Minority	4	44.44%			1	16.67%	
		Afr. Amer.	1	11.11%			0	0.00%	
		Hispanic	1	11.11%			1	16.67%	
		Asian	2	22.22%			0	0.00%	
		Nat. Amer.	0	0.00%	2.50%		0	0.00%	NO
		NHOPI	0	0.00%	0.10%		0	0.00%	NO
		Two or More	0	0.00%	2.70%		0	0.00%	NO
A2 - Managers	32	Females	7	21.88%		12	4	33.33%	
		Minority	8	25.00%			5	41.67%	
		Afr. Amer.	2	6.25%			2	16.67%	
		Hispanic	2	6.25%			0	0.00%	
		Asian	2	6.25%	10.50%		1	8.33%	NO
		Nat. Amer.	1	3.13%			0	0.00%	
		NHOPI	0	0.00%	0.30%		0	0.00%	NO
		Two or More	1	3.13%			2	16.67%	
A3 - Supervisors	90	Females	22	24.44%	29.10%	16	5	31.25%	YES
		Minority	39	43.33%	55.70%		7	43.75%	NO
		Afr. Amer.	18	20.00%	29.70%		5	31.25%	YES
		Hispanic	11	12.22%	15.60%		0	0.00%	NO
		Asian	7	7.78%			2	12.50%	
		Nat. Amer.	1	1.11%	1.20%		0	0.00%	NO
		NHOPI	0	0.00%	0.90%		0	0.00%	NO
		Two or More	2	2.22%			0	0.00%	

* Placements consist of hires and promotions into the target job group from 1/1/2011 to 12/31/2014

Goals Progress

Job Group	Representation as of Previous AAP				Goal/Availability from Previous AAP	Placements*			Achieved?
	Total Employees	Gender/Race Groups	#	%		Total Placements	#	%	
B5 - Administrative Professional	56	Females	36	64.29%	10.70%	17	10	58.82%	NO
		Minority	23	41.07%			6	35.29%	
		Afr. Amer.	6	10.71%			1	5.88%	
		Hispanic	6	10.71%			1	5.88%	
		Asian	8	14.29%			3	17.65%	
		Nat. Amer.	0	0.00%			0	0.00%	
		NHOPI	1	1.79%			1	5.88%	
		Two or More	2	3.57%			0	0.00%	
B6 - Technical Professionals	21	Females	4	19.05%	23.80%	5	1	20.00%	NO
		Minority	8	38.10%	38.40%		3	60.00%	YES
		Afr. Amer.	0	0.00%	4.40%		0	0.00%	NO
		Hispanic	2	9.52%	10.20%		0	0.00%	NO
		Asian	4	19.05%	19.70%		3	60.00%	YES
		Nat. Amer.	0	0.00%	0.40%		0	0.00%	NO
		NHOPI	0	0.00%	0.50%		0	0.00%	NO
		Two or More	2	9.52%	0		0.00%		
F17 - Administrative Service	63	Females	56	88.89%	15.90%	16	13	81.25%	YES
		Minority	36	57.14%			10	62.50%	
		Afr. Amer.	17	26.98%			3	18.75%	
		Hispanic	8	12.70%			4	25.00%	
		Asian	7	11.11%			1	6.25%	
		Nat. Amer.	1	1.59%			0	0.00%	
		NHOPI	0	0.00%			0	0.00%	
		Two or More	3	4.76%			2	12.50%	

* Placements consist of hires and promotions into the target job group from 1/1/2011 to 12/31/2014

Goals Progress

Job Group	Representation as of Previous AAP				Goal/Availability from Previous AAP	Placements*			Achieved?	
	Total Employees	Gender/Race Groups	#	%		Total Placements	#	%		
G20 - Crafts	123	Females	4	3.25%	6.90%	32	2	6.25%	NO	
		Minority	67	54.47%			23	71.88%		
		Afr. Amer.	19	15.45%			4	12.50%		
		Hispanic	31	25.20%			13	40.63%		
		Asian	14	11.38%			5	15.63%		
		Nat. Amer.	1	0.81%			0	0.00%		NO
		NHOPI	0	0.00%			0	0.00%		NO
		Two or More	2	1.63%			1	3.13%		YES
H22 - Service	528	Females	178	33.71%	42.60%	139	56	40.29%	NO	
		Minority	332	62.88%			95	68.35%		
		Afr. Amer.	199	37.69%			57	41.01%		
		Hispanic	82	15.53%			16	11.51%		
		Asian	25	4.73%			11	7.91%		NO
		Nat. Amer.	7	1.33%			2	1.44%		NO
		NHOPI	9	1.70%			2	1.44%		
		Two or More	10	1.89%			7	5.04%		YES
H23 - Property Maintenance	35	Females	3	8.57%	14.80%	8	0	0.00%	NO	
		Minority	17	48.57%			5	62.50%		YES
		Afr. Amer.	6	17.14%			3	37.50%		
		Hispanic	7	20.00%			2	25.00%		NO
		Asian	1	2.86%			0	0.00%		NO
		Nat. Amer.	3	8.57%			0	0.00%		
		NHOPI	0	0.00%			0	0.00%		NO
		Two or More	0	0.00%			0	0.00%		NO

* Placements consist of hires and promotions into the target job group from 1/1/2011 to 12/31/2014

PLACEMENT GOALS PLAN for the reporting period JANUARY 1, 2015 - DECEMBER 31, 2017				
EEO Job Code	Job Group/ Targeted Group	Total Employees	Anticipated Placement Opportunities*	Number Needed to Eliminate Underutilization**
A1	Executives	11	0	0
A2	Managers	34		
	African American		1	2
	Hispanic			3
A3	Supervisors	94		
	Females		1	2
	Hispanic			3
	Asian			4
B5	Administrative Professional	57		
	Hispanic		3	1
B6	Technical Professional	18		
	Female		5	1
F17	Administrative Service	62		
			7	0
G20	Crafts	119		
	Females		11	11
H22	Service	513		
	Females		30	24
	Asian			16
	Native American			11
H23	Property Maintenance	36		
	Females		1	2
	Hispanic			5
	Asian			2
totals		944	59	87

* 6% of total employment.

** Based on the Whole Person Method.

SACRAMENTO REGIONAL TRANSIT DISTRICT EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION PLAN REVIEW

for

January 1, 2015 – December 31, 2017

PURPOSE

- PRESENT THE EEO/AAP FOR 2015-17
- PRESENT GOAL ACHIEVEMENTS FOR 2012-14
- PRESENT GOAL PLAN 2015-17

PLAN CONTENTS

- RT EEO Policies
- AAP for Minorities and Females
- AAP for Veterans and Disabled
- Workforce Analysis
- Job Group Analysis
- Availability Analysis
- Goals for 2015-17
- Personnel Transactions

WORKFORCE ANALYSIS

Total District Employees → 944

Race/Gender		#	%
Male		626	66.3
Female		318	33.7
African American	Male	141	14.9
	Female	129	13.7
Hispanic	Male	106	11.2
	Female	38	4.0
Asian	Male	52	5.5
	Female	24	2.5
Native American	Male	12	1.3
	Female	3	0.3
Native Hawaiian	Male	7	0.7
	Female	15	1.6
Multiple Race	Male	3	0.3
	Female	8	0.8

Job Groups

A1 – Executives

A2 – Managers

A3 – Supervisors

B5 – Technical Professionals

B6 – Administrative Professionals

F17 - Administrative Service

G20 - Crafts (Lineworkers, Mechanics)

H22 - Service (Operators, Service Workers, Transit Officers)

H23 - Property Maintenance (Facilities)

Availability Analysis

Weighted percentages based on two factors:

1. External Factors → 2010 Census data
Zip Code analysis
2. Internal Factors → Feeder Job Groups

GOALS

- When the actual employment of minorities or females is less than their availability in the relevant labor market and that difference is at least one whole person (1.0), then a goal is required.
- The “Whole Person Rule” was followed in declaring underutilization and establishing goals for RT, for example:

2012-14 Reporting Period for Job Group: Supervisors

Step 1:	No. of RT Supervisors who were female	22
	Total employee count in Supervisor Job Group	$\div 90$
	Percent of female RT Supervisors	24.4%

Step 2:	Compare actual employment to Market Availability	29.1%
	Does availability exceed actual employment by 1.0 or more?	- $\frac{24.4\%}{4.7\%}$

Step 3: If yes, multiply the difference by the total employee count for supervisors

$$.047 \times 90 = 4.23$$

THE GOAL: 4 FEMALE HIRES IN THE “SUPERVISOR” JOB GROUP

RESOLUTION NO. 15-05-_____

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

May 11, 2015

APPROVING THE EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN (EEO/AAP) FOR SACRAMENTO REGIONAL TRANSIT DISTRICT FOR THE PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2017.

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/AAP) for Sacramento Regional Transit District for the period January 1, 2015 through December 31, 2017, attached hereto as Exhibit A, is hereby approved.

JAY SCHENIRER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

**EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN**

(EEO/AAP)

for

**Sacramento Regional Transit District
1400 29th Street
Sacramento, CA 95816
(916) 321-2800**

**For the reporting period:
January 1, 2015 –December 31, 2017**

AA/EEO Contact:
Kim L. Holman
EEO Administrator
Sacramento Regional Transit District
1400 29th Street, Second Floor
Sacramento, CA 95816
(916) 557-0910

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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, and the Vietnam Veterans' Readjustment Assistance Act of 1974, Section 4212.9 (as amended), and the U.S. Department of Transportation (UTMA Circular 4704.1, 1977, revised 1988). Because RT has \$50,000 or more in annual contracts with the federal government and employs 50 or more employees, we are required to prepare written Affirmative Action Plans (AAP's) for minorities and women, for protected veterans, and for individuals with disabilities for our organization.

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 reveals a numeric disparity between incumbency and availability, an adequate AAP will detail specific affirmative action steps to guarantee equal employment opportunity. These steps serve to correct the problems and needs of protected group members. For minorities and women, such steps include the development of hiring and promotion goals to rectify the disparity between incumbency and availability. For protected veterans and individuals with disabilities, such steps will include a thorough review of the company's outreach efforts to determine the effectiveness of such efforts in closing the hiring and/or utilization gaps. It is toward this end that the following AAP was developed.

APPLICABLE AFFIRMATIVE ACTION LAWS AND REGULATIONS

RT's AAP for minorities and women (Part I) 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).

RT has separately developed an affirmative action plan for protected veterans and individuals with disabilities (Part II) 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 Individuals with Disabilities), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 4212, as amended, and Title 41 Code of Federal Regulations, Part 60-300 (Affirmative Action Program for protected veterans).

The Jobs for Veterans Act (JFVA), Public Law 107-288, effective December 1, 2003, increased the threshold for coverage under 38 U.S.C. §4212 from \$25,000 to \$100,000; grants VEVRAA protection to those veterans who, while serving on active duty in the Armed Forces, participated

in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 Fed. Reg. 1209); changes the definition of “recently separated veteran” to include “any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty”; changes “Special Disabled Veterans” to “Disabled Veterans,” expanding the coverage to conform to 38 U.S.C. § 4211 (3); and, following publication of the final regulations, requires contractors to post job listings with their local employment service delivery system.

PROTECTED GROUPS

Coverage under affirmative action laws and regulations applies to:

- Women and 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 and Native Hawaiians and other Pacific Islanders.
- 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.
- Recently separated veterans (any veteran currently within three-years of discharge or release from active duty).
- Veterans who served on active duty in the U.S. military during a war or campaign or expedition for which a campaign badge is awarded.
- 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 Department of Defense Executive Order 12985.
- An individual with a disability, that is: 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.

STATEMENT OF PURPOSE

This Equal Employment Opportunity (EEO) /Affirmative Action Plan (AAP) is an analysis of RT’s workforce composition to determine whether percentages of sex, race or ethnic groups in occupational categories are substantially similar to the percentages of those groups available in the relevant job market who possess the similar, basic job-related qualifications. This AAP should serve as a management tool to bring women and men, members of minority groups, protected veterans, and individuals with disabilities into all levels and segments of RT’s workforce in proportion to their representation in the qualified relevant labor market.

The AAP, therefore, is a results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all

people. 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 come into play. The technical, legal, and mathematical aspects of the AAP, however, are all designed to allow us to properly identify three key concepts:

1. Where the organization stands 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.

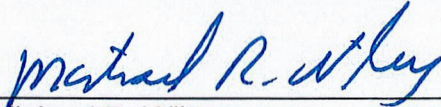
Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with the individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or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

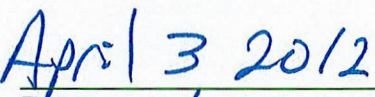
All RT management and supervisory personnel are responsible for helping implement RT's EEO/AA Policy and Program and promptly and appropriately addressing EEO matters within their respective area(s) of responsibility. RT will evaluate the performance of its managers and supervisors on their successful 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) 557-0910.

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

May 13, 2008
Date

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PART I: AAP FOR MINORITIES AND WOMEN

CHAPTER 1: ORGANIZATIONAL PROFILE

Workforce Analysis

RT conducted a workforce analysis to identify its organizational profile by gender and race/ethnicity in each job title. The EEO Office conducted a Workforce Analysis of each department within RT's eight functional divisions based on RT's organizational chart. Job titles are grouped by organizational units. The list includes all exempt and non-exempt titles and positions. Job titles are listed by organizational unit. Job titles are listed from lowest to highest paid.

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 employees who are White, Black, Hispanic, Asian, American Indian or Alaskan Native employees, Native Hawaiian or Pacific Islander, Multiple Heritage and the male and female employees within each of these race/ethnic groups.

See the *Workforce Analysis Summary* for the listing of the job titles and the associated race and gender headcounts by division. (Exhibit 1) See *RT Organizational Chart*. (Exhibit 2)

CHAPTER 2: JOB GROUP ANALYSIS

After the Workforce Analysis was conducted, similar or related job titles were assigned to job groups. Because job groups must have enough incumbents to permit meaningful comparisons of incumbency to availability for goal setting, grouping similar jobs together is appropriate. By grouping similar job 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.

Each job group appears on a Job Group Report with a job group name and number. The report lists each job title in the job group. For each job title, the worksheet provides the following information: EEO reporting category, job title, number of employee for each job title, and overall percentages by gender and race/ethnicity as of December 31, 2014.

Based on guidelines established by the OFCCP and the U.S. Department of Transportation (UMTA Circular 4704.1, as amended), the job group analysis was developed to identify areas of underutilization and to set appropriate goals and timetables. The job group analysis was developed based on the following guidelines:

1. A job group must be comprised of jobs that are similar in content and requisite skills.
2. Job groups must be comprised of jobs with similar pay grades. Pay should be considered in conjunction with job content. Large differences in pay when paired with job title/location may suggest unacceptable job grouping.

3. Job groups should consist of jobs with similar opportunity; which refers to training, job movement and other employment benefits.
4. Job groups, if appropriately constructed, may crossover into other department units but not across EEO categories.
5. The size of the employer's workforce will be a major factor in determining how well the above criteria can be met in creating job groups.

See the *Job Group Analysis Summary with supporting documentation* for the listing of the job titles and the associated race and gender headcounts by job group. (Exhibit 3)

CHAPTER 3: DETERMINING AVAILABILITY

After the workforce analysis, lines of progression and job group analyses were completed and the EEO Office conducted an availability analysis for each job group. The availability analysis provides RT with an external benchmark for comparing the race, ethnicity, and gender of an organization's internal workforce, to the relevant external labor market within a specified geographic area and occupation. It is an estimate of the proportion of each sex and race/ethnic group currently available and qualified for employment at RT for a given job group in the relevant labor market.

Availability estimates, therefore, are a way of translating equal employment opportunity into concrete numerical terms. Correct comparisons of incumbency to availability, worthwhile and attainable goals, and real increases in employment for problem groups depend on competent and accurate availability analyses.

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

Identifying Availability Factors

Both external and internal factors are required of federal government contractors for consideration when developing availability estimates for each job group:

1. External Factor: The percentage of minorities or female with the requisite skills in the Local labor market. The reasonable recruitment area is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers. Data considered should include 2010 Census data for the local labor area.
 - a. Local labor area: The Sacramento Labor Area is a custom tabulation based on data from the U.S. Census Bureau (source: 5-year American Community Survey 2006-2010). Employee Zip Code Analysis was used to identify the most precise local labor area for RT.

- b. The final local labor market included all county sets where 1% or more of the RT employees resided. Sacramento, Placer, Yolo, El Dorado and Yuba counties are the geographic areas in which 98.3% of the RT workforce lives.
2. Internal Factor: Internal factors require data on the percentages of promotable, transferable minorities and female employees within RT's workforce. To identify these percentages, "feeder" job groups were identified for each "target job group." Feeder job groups are defined as those from which employees can reasonably be promoted or transferred. Once feeder job groups were identified, all employees in those groups as of December 31, 2014, were counted toward the internal availability.

Once final availability estimates were set for each job group, RT 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, 2014 and that group's final availability.

See the *Availability Analysis* for the availability breakdown for each job group. (Exhibit 4)

Comparing Incumbency to Availability

Once final availability estimates are established for each job group (Exhibit 4), the percentages for incumbents in each job group is compared to its corresponding labor market availability percentages.

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.

See the *Comparison of Incumbency to Availability Analysis* by job group. (Exhibit 5)

CHAPTER 4: PLACEMENT GOALS

Using the Whole Person method (when RT's workforce availability is one whole person less than availability percentages within a particular category in a job group- female, minority, or total minority), RT used the Whole Person methodology to establish an annual percentage placement goal whenever it found that minority or female representation within a job group was less than would reasonably be expected given their availability. In each case, the goal was set at the availability figure derived for women and/or minorities, as appropriate for that job group. These goals take into account the availability of basically qualified persons in the relevant local labor area. They also take into account anticipated employment opportunities within our organization.

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 7). Selections will occur only from among qualified applicants keeping in mind that goals are not rigid and inflexible quotas which 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. Goals do not require the hiring of a person

when there are no vacancies. Further, goals do not require 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 or women.

A goal is a guidepost against which RT, a community group, or a compliance agency can measure progress in remedying identified deficiencies in its workforce. By setting realistic goals, 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 applicants.

See *Placement Goals Analysis* for each job group. (Exhibit 6)

See *Placement Goal Summary Report* for progress made since the previous AAP as of December 31, 2014. (Exhibit 7)

CHAPTER 5: 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, the EEO Administrator, and those employed as supervisors and managers have undertaken the responsibilities described below.

General Manager/ CEO

The primary responsibility and accountability for implementing the AAP rests with the General Manager/CEO. This person is responsible, through 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 ensures total involvement and commitment to equal employment opportunity programs through RT's AAP.
4. Participate in periodic discussions with management, supervision, and all other employed personnel to ensure AAP and equal employment opportunity policies are being followed.
5. Review the qualifications of all employees to ensure equitable opportunity, based on job-related employment practices, is provided to all for transfers and promotions.

EEO Administrator

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. Review, report on, and update RT's AAP at least on an annual basis in accordance with stated policy.
3. Design and effective implementation of the AAP at all establishments.
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. 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.
6. Conduct periodic audits to ensure all required posters and those advertising RT's equal employment opportunity policies and AAP are displayed and that RT's equal employment opportunity and AAP policies are being thoroughly communicated.
7. Provide direction to RT's employees, as necessary, to carry out all actions required to meet the Company's equal employment opportunity and affirmative action commitments.
8. 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.
9. Provide periodic written reports to management on AAP compliance data.
10. 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 all employees are encouraged to participate in accordance with EEO policies.
11. Establish a working relation 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.
12. Ensure EEO reporting to regulatory agencies is timely and submitted as required.

13. Conduct EEO investigations in a timely manner following legal and regulatory methods and procedures.
14. Review, report on and update RT's AAP at least on a triennial annual basis in accordance with stated policy.
15. Serve as a liaison between RT and EEO enforcement agencies.
16. 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.
17. 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 the District ensure 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. Complete progress reports regarding the status of goal achievement.
4. Take action to prevent harassment of employees placed through affirmative action effort.
5. Assign employees to significant jobs that might lead to greater personal growth and value, and counsel them with respect to what is needed for upward mobility within the employment structure.
6. Ensure that all interviews, offers of employment and/or wage commitments are consistent with RT's policy.
7. Implement the internal promotion and transfer of all employees under their supervision consistent with AAP goals and objectives.
8. Assist in identifying problem areas and provide needed information for establishing and meeting department affirmative action goals and objectives.
9. Cooperate fully with the EEO Office during an investigation.
10. Communicate RT's EEO and AAP policies and procedures to current and prospective employees.

11. 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.

Responsibility of Every Employee

It is the responsibility and obligation of every RT employee 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. Every employee involved in EEO complaint investigations (complainants, respondents, 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 6: IDENTIFICATION OF PROBLEM AREAS

To identify areas of concern, the EEO Administrator reviewed utilization analyses by job group 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. 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 7 of this AAP.

Goals are established within each of the job groups at no less than the current availability data for the job group.

Workforce by Organizational Unit and Job Group

An analysis of minority and female distribution within each organizational unit was accomplished by a thorough investigation of the *Workforce Analysis*. (Exhibit 1)

An analysis of minority and female utilization within each job group was accomplished by a thorough investigation of the *Comparison of Incumbency to Availability Analysis*. (Exhibit 5)

Personnel Activity

Applicant flow, hires, promotions, and terminations were analyzed by job group. An analysis of selection disparities in personnel activity between men/women and whites/minorities was accomplished by a thorough examination of transaction data. See the *Summary of Personnel Transactions Report* for each job group. (Exhibit 8)

CHAPTER 7: ACTION-ORIENTED PROGRAMS

RT tailors its action-oriented programs each year to ensure they are specific to the problems identified. The Action-Oriented Programs designed to address the underutilization of women and minorities are listed below.

Recruitment

1. RT will continue to place advertisements of job opportunities through local job service offices. The local job service office will be notified concurrent with the placement of a newspaper ad or other external posting(s).
2. Due to the extensive technical education and experience required for some positions, RT will also continue to place job opportunity announcements in the company website, and in national newspaper when appropriate.
3. Advertisements and newsletters will always carry the Equal Employment Opportunity clause.
4. Minority and female applicants will be encouraged to apply and be considered for all positions for which they are qualified.
5. RT will participate in job fairs if there are sufficient numbers of vacancies to warrant participation.
6. RT will continue to recruit at colleges and universities, such as trade schools, local area community colleges, Sacramento State University, etc. RT targets universities based in part on the high-level of diversity of its student body.
7. RT will continue community outreach through the employment of interns who work during the summer and part-time during the school year.
8. RT will continue to reflect diversity in published 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 worker specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. RT will develop specifications that are free from bias with regard to age, race, color, religion, national origin, disability or veteran status or other protected characteristics.
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 source and will be published on RT's internet page.
4. RT will continue to use only worker 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 for participation in Career Days, Youth Motivation Programs, and related activities in the community, as desired.
2. RT will continue to post or announce job opportunities. RT's Job Posting Policy requires postings of all positions up to the executive level. While the posting process and time limits may vary depending on the classification and under which bargaining unit it is governed, all job opportunities are subject to a competitive hiring process.
3. RT will require hiring managers to submit justification for every hiring decision and especially when apparently qualified minority or female candidates were not selected for hire, promotion or training.
4. RT will require supervisory personnel to submit justification when apparently qualified minority or female employees are passed over for upgrading.
5. RT will review seniority practices to ensure such practices are non-discriminatory and do not have discriminatory effects.
6. RT will encourage all employees to participate in facilities and company-sponsored social and recreational activities.
7. RT will require the use of the formal employee evaluation program. The performance Appraisal is used for annual reviews for all employees.
8. RT will continue to offer tuition reimbursement to all employees with at least ninety days of service who are interested in pursuing an undergraduate degree or an advance degree, with certain limitations.

CHAPTER 8: INTERNAL AUDIT AND REPORTING

Inherent in the AAP is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the AAP itself. Periodic reports from supervisors, department managers, the Director of Human Resources, and other relevant persons are required.

The objective of all record keeping systems to be implemented is to assess the results of past actions, trends, the appropriateness of goals and objectives, the appropriateness and relevancy of identified solutions to problems, and the adequacy of the Plan as a whole. In addition, a further objective is to identify the proper corrective actions to be made to all components.

In order to fully achieve the objectives of such a record keeping system, its results must lead to follow-up through feedback to managers, supervisors, and staff, through reallocation of resources, through modifications to plans and the record keeping system itself, through appropriate recognition of personal achievements as well as punitive actions for discriminatory acts. For any identified deficiencies, appropriate corrective action will be identified and implemented.

The records that are maintained are the basis for updating the affirmative action plan, including revising the availability data and establishing annual numerical goals. The internal audit and reporting system is used as the basis for evaluating systemic, results-oriented programs and affirmative action efforts.

RT audits, tracks and measures the effectiveness of its total affirmative action program. The EEO Administrator:

1. Monitors records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out;
2. Publishes internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained;
3. Reviews report results with all levels of management; and
4. Advises top management of program effectiveness and submits recommendations to improve unsatisfactory performance.

Self-Identification

RT attaches an Equal Opportunity Survey to each employment application. The survey is the method RT uses to obtain required EEO data needed to conduct required monitoring and reporting. The data collected is used for the following purposes:

1. Obtain applicant residency data to define RT's local labor area.
2. Determine if RT 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 as presented in the AAP.

Once an employment application is submitted, the survey is detached and maintained in a separate confidential file to be used solely for EEO and Affirmative Action recordkeeping purposes. No employment decisions are made based on the data collected from the surveys. After an employee is hired, that employee has an additional opportunity during the new employee orientation to submit the survey. The standards set forth above still 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 related information.

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 used by the EEO Office to calculate adverse impact in the selection process and for each of its components. If deficiencies are found, the EEO Office will suggest remedial actions to management and the Director of Human Resources. The EEO Office performs these annual assessments using methodology that meets the requirements of the Uniform Guidelines on Employee Selection Procedures (1978) and precedent 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 will be included in periodic EEO management reports.

Action-Oriented Programs Related to Internal Audits and Reporting

The EEO Administrator reviews and updates the EEO/AAP 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.

RT participates in community outreach by attending job fairs that are directed at minorities, females, persons with disabilities and covered veterans; placing recruitment advertising in media directed at minorities, females, persons with disabilities and covered veterans; and enriching RT's outreach program to local colleges and vocational school placement counselors.

CHAPTER A: POLICY STATEMENT

It is the policy of RT that equal employment opportunity be provided in the employment and advancement for all persons regardless of race, religion, color, national origin, sex, age, sexual orientation/transgender status and status as a protected veteran or individual with a disability at all levels of employment, including the executive level. RT does not and will not discriminate against any applicant or employee regardless of race, religion, color, national origin, sex, age, sexual orientation/transgender status and status as a protected veteran and/or individual with a disability 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 protected veteran employees. 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 on the basis of 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 for any physical and mental limitations of individuals with disabilities and to disabled veterans.

RT's obligations in this area are based not only on adherence to applicable state and federal regulations, but also from its commitment as an employer in the community to provide job opportunities to covered veterans and persons with disabilities. (See RT's EEO Policy Statement for RT's complete EEO policy and complaint filing procedures; page 4 of this AAP).

CHAPTER B: REVIEW OF PERSONNEL PROCESSES

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known protected 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.

1. RT ensures that its personnel processes do not stereotype individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified.
2. RT ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies.
3. RT provides reasonable accommodations, unless such accommodations will cause undue hardship to the company, to applicants and employees with disabilities to ensure that equal employment opportunity are extended in the operation of its personnel processes.
4. RT ensures that information and communications systems are accessible to all employees and applicants with disabilities even in the absence of a specific request for accommodation.

CHAPTER C: PHYSICAL AND MENTAL QUALIFICATIONS

RT ensures that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known protected veterans and employees and applicants with qualified 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 is consistent with the methodology specified in the Uniform Guidelines on Employee Selection Procedures, the Americans with Disabilities Act Amendments Act (ADAAA), and the EEOC's Technical Assistance Manual for the ADA.

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

CHAPTER D: REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS

RT will make every effort to provide reasonable accommodations for physical and mental limitations 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 business.

RT 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.

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

Name: Myrita Shaver
Title: ADA Coordinator
Phone: (916) 556-0287
Email: Mshaver@sacrt.com

CHAPTER E: HARASSMENT

RT has developed and implemented a set of procedures to ensure that its employees with disabilities and protected veterans are not harassed due to those conditions. See RT's EEO/AAP Policy Statement and Unlawful Workplace Discrimination and Professional Conduct Policy at pages 4-7.

CHAPTER F: EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT

RT will periodically monitor the representation of covered veterans and persons with disabilities in its applicant pool to evaluate the effectiveness of its recruitment activities. 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 protected veterans and individuals with disabilities. RT sends all external recruitments, which includes the statement that RT is an EEO/AA employer, to the following special interest agencies: Crossroads Diversified Services, Beale AFB, the VVC Veterans Resource Center, and 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 information concerning employment opportunities to radio and television stations, and to publications that primarily reach protected veterans and individuals with disabilities.
4. Provide information emphasizing job opportunities for protected 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 recruiting sources, in writing and orally, of the RT's affirmative action policy for protected veterans and individuals with disabilities.
6. List with the State Employment Development Department all suitable job openings.
7. Participate in veterans "job fairs" and work study programs with Veterans' Administration rehabilitation facilities and schools which specialize in training or educating protected veterans.
8. RT will also grant leaves of absence to employees who participate in honor guards for the funeral of veterans.

CHAPTER G: INTERNAL DISSEMINATION OF POLICY

In order to gain positive support and understanding for the affirmative action program for protected 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 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 policy in the District 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 Manger/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 RT's EEO policies in conspicuous locations throughout RT.
8. Employees may contact the EEO Administrator at (916) 557-0910 for information or questions relating to EEO policies and the AAP.

CHAPTER H: AUDIT AND REPORTING SYSTEM

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's policy and practice is to train all employees involved in recruitment, selection, promotion, disciplinary actions, training, supervision and related processes to ensure commitment and proper execution of RT's stated Affirmative Action goals, especially for individuals with disabilities or other covered veterans.

Workforce Analysis Summary

Organizational Unit	Total				Male								Female					
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	W	AA	H	A	NA	PI	2+
Accessible Services	12	1	11	7	0	1	0	0	0	0	0	5	2	1	2	1	0	0
AGM Marketing & Comm	2	0	2	2	0	0	0	0	0	0	0	0	0	1	1	0	0	0
AGM of Engineering	5	3	2	3	2	0	1	0	0	0	0	0	1	0	1	0	0	0
AGM of Planning	2	0	2	2	0	0	0	0	0	0	0	0	1	0	1	0	0	0
Chief Admin Officer	3	2	1	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0
Chief Financial Off	2	1	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0
Chief of FBSS	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Operating Off	3	2	1	2	1	1	0	0	0	0	0	0	0	0	1	0	0	0
Civil & Track	7	5	2	2	3	0	1	0	0	0	1	2	0	0	0	0	0	0
Community Bus	27	12	15	15	7	1	3	1	0	0	0	5	4	5	1	0	0	0
Construction Mgmt	3	3	0	2	1	0	0	1	0	0	1	0	0	0	0	0	0	0
Customer Service	17	4	13	11	1	0	2	0	1	0	0	5	5	2	1	0	0	0
EEO	1	0	1	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Facilities	34	27	7	16	13	7	5	0	2	0	0	5	2	0	0	0	0	0
Finance And Treasury	17	7	10	8	5	0	1	1	0	0	0	4	2	0	2	0	0	2
General Manager/CEO	2	1	1	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
Human Resources	11	1	10	6	0	0	0	0	0	0	1	5	1	0	3	0	0	1
Info Technology	13	12	1	5	8	0	0	4	0	0	0	0	0	0	1	0	0	0
Labor Relations	4	2	2	3	1	0	0	0	0	0	1	0	1	0	1	0	0	0
Legal	8	1	7	2	1	0	0	0	0	0	0	5	1	1	0	0	0	0
Light Rail	203	164	39	109	83	31	28	14	1	1	6	11	21	3	3	0	0	1
Maintenance	87	79	8	46	40	15	14	9	1	0	0	1	3	1	1	1	0	1
Marketing	7	2	5	1	2	0	0	0	0	0	0	4	1	0	0	0	0	0
Office Mgmt & Budget	6	1	5	2	1	0	0	0	0	0	0	3	0	1	1	0	0	0

Workforce Analysis Summary

Organizational Unit	Total				Male								Female					
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	W	AA	H	A	NA	PI	2+
Operations Training	11	6	5	8	2	1	1	1	0	0	1	1	2	2	0	0	0	0
Planning	7	3	4	5	1	0	1	0	1	0	0	1	0	1	1	0	0	1
Police Services	13	5	8	5	4	0	1	0	0	0	0	4	3	0	1	0	0	0
Procurement	26	14	12	13	6	2	4	0	2	0	0	7	2	1	1	0	1	0
Project Management	2	1	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0
Risk	5	2	3	3	1	0	0	1	0	0	0	1	1	1	0	0	0	0
Safety	3	2	1	1	1	0	0	1	0	0	0	1	0	0	0	0	0	0
Scheduling	4	4	0	2	2	0	1	1	0	0	0	0	0	0	0	0	0	0
Strategic Planning	3	1	2	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0
Systems Engineering	2	1	1	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0
Transportation	391	256	135	254	99	82	43	18	4	6	4	38	74	18	0	1	2	2
Total (#)	944	626	318	538	293	141	106	52	12	7	15	113	129	38	24	3	3	8
Total (%)		66.3	33.7	57.0	31.0	14.9	11.2	5.5	1.3	0.7	1.6	12.0	13.7	4.0	2.5	0.3	0.3	0.8

Workforce Analysis

Organizational Unit: Accessible Services

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004780	Customer Advocate I	2	1	Male	1	0	1	0	0	0	0	0
				Female	1	1	0	0	0	0	0	
41000013	Administrative Assistant II	2	2	Male	0	0	0	0	0	0	0	
				Female	2	0	2	0	0	0	0	
60004457	Administrative Technician	1	1	Male	0	0	0	0	0	0	0	
				Female	1	0	0	1	0	0	0	
60004779	Accessible Serv Eligibility Specialist	3	2	Male	0	0	0	0	0	0	0	
				Female	3	1	0	0	1	1	0	
60004781	Senior Customer Advocate	1	1	Male	0	0	0	0	0	0	0	
				Female	1	0	0	0	1	0	0	
60004578	Accessible Services Administrator	1	0	Male	0	0	0	0	0	0	0	
				Female	1	1	0	0	0	0	0	
41000149	Customer Advocacy Supervisor	1	0	Male	0	0	0	0	0	0	0	
				Female	1	1	0	0	0	0	0	
60003972	Director, AS and Cust Advocacy	1	0	Male	0	0	0	0	0	0	0	
				Female	1	1	0	0	0	0	0	

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

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Workforce Analysis

Organizational Unit: AGM Marketing & Comm

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

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Workforce Analysis

Organizational Unit: AGM of Engineering

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	
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	

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Workforce Analysis

Organizational Unit: AGM of Planning

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
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

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Workforce Analysis

Organizational Unit: Chief Admin Officer

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002438	Senior Administrative Assistant	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	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	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Chief Financial Off

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002438	Senior Administrative Assistant	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60002358	Chief Financial Officer	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Chief of FBSS

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

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Workforce Analysis

Organizational Unit: Chief Operating Off

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
41000165	Transportation Supervisor	1	1	Male	1	0	1	0	0	0	0	0
				Female	0	0	0	0	0	0	0	
41000038	Chief Operating Officer	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	

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Workforce Analysis

Organizational Unit: Civil & Track

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
60004190	Assistant Architect	1	1	Male	1	0	0	0	0	0	0	1
				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
41000175	Senior Architect	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004478	Principal Civil Engineer	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	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

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Workforce Analysis

Organizational Unit: Community Bus

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60003503	Community Bus Services Operator	22	14	Male	10	5	1	3	1	0	0	0
				Female	12	3	4	4	1	0	0	
60003502	Community Bus Services Dispatcher	4	1	Male	1	1	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	
				Female	0	0	0	0	0	0	0	

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Workforce Analysis

Organizational Unit: Construction Mgmt

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000045	Assistant Resident Engineer	2	2	Male	2	0	0	0	1	0	0	1
				Female	0	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	

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Workforce Analysis

Organizational Unit: Customer Service

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000041	Customer Service Representative	14	9	Male	2	0	0	2	0	0	0	0
				Female	12	5	4	2	1	0	0	
41000042	Customer Service Clerk	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
41000047	Customer Service Supervisor	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	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

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Workforce Analysis

Organizational Unit: EEO

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	1	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Facilities

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60002320	Facilities Service Worker	10	8	Male	9	1	5	2	0	1	0	0
				Female	1	1	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	0
41000063	Facilities and Grounds Worker II	5	2	Male	4	2	1	1	0	0	0	0
				Female	1	1	0	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	0
60004457	Administrative Technician	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000181	Facilities Electronic Technician	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	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	0
60004483	Senior Facilities Specialist	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	0	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	0
60002845	Director, Facilities	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Finance And Treasury

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60005378	Revenue Clerk	3	2	Male	1	0	0	0	1	0	0	0
				Female	2	1	0	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
60005374	Accounts Payable Clerk	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
60005375	Fare Prepayment Clerk	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	0	0	0	1
60005379	Treasury Clerk	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	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
60002955	Payroll Analyst	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	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
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	2	0	Male	1	1	0	0	0	0	0	0
				Female	1	1	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

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Workforce Analysis

Organizational Unit: General Manager/CEO

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

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Workforce Analysis

Organizational Unit: Human Resources

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
41000013	Administrative Assistant II	1	1	Male	1	0	0	0	0	0	0	0	1
				Female	0	0	0	0	0	0	0	0	0
60004457	Administrative Technician	2	1	Male	0	0	0	0	0	0	0	0	0
				Female	2	1	0	0	0	0	0	0	1
60004480	Human Resources Analyst I	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
60004481	Human Resources Analyst II	1	1	Male	0	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0	0
60004485	Senior Human Resources Analyst	3	2	Male	0	0	0	0	0	0	0	0	0
				Female	3	1	0	0	2	0	0	0	0
60005400	Pension and Retiree Services Administrator	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
41000071	Human Resources Administrator	1	1	Male	0	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0	0
41000072	Director, Human Resources	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Info Technology

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60005021	Network Operations Technician	2	1	Male	2	1	0	0	1	0	0	0
				Female	0	0	0	0	0	0	0	
60004475	Network Operations Engineer	1	0	Male	1	1	0	0	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	
60002885	IT Technician II	2	0	Male	2	2	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	
60003221	Senior Programmer Analyst	2	2	Male	1	0	0	0	1	0	0	
				Female	1	0	0	0	1	0	0	
60004496	Senior IT Business Systems Analyst	1	1	Male	1	0	0	0	1	0	0	
				Female	0	0	0	0	0	0	0	
60004474	Network & End 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	

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Workforce Analysis

Organizational Unit: Labor Relations

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004961	Labor Relations Analyst I	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
60004484	Senior Labor Relations Analyst	2	1	Male	1	1	0	0	0	0	0	
				Female	1	0	0	0	1	0	0	
41000057	Director, Labor Relations	1	1	Male	1	0	0	0	0	0	0	1
				Female	0	0	0	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Legal

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60005020	Legal Secretary	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
60004725	Administrative Assistant II (C)	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	1	0	0	0	0	0
41000155	Senior Paralegal	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
41000023	Attorney III	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	0	0	0	0	0
60005433	Deputy Chief Counsel	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	1	0	0	0	0
41000030	Chief Counsel	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Light Rail

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000090	Light Rail Operator	72	44	Male	45	22	13	5	2	1	0	2
				Female	27	6	16	1	3	0	0	1
41000089	Light Rail Service Worker	15	11	Male	13	4	5	0	2	0	1	1
				Female	2	0	1	1	0	0	0	0
41000132	Rail Laborer	3	3	Male	3	0	1	1	0	0	0	1
				Female	0	0	0	0	0	0	0	0
41000087	Light Rail Assistant Mechanic	6	4	Male	5	2	1	2	0	0	0	0
				Female	1	0	1	0	0	0	0	0
41000083	Light Rail Vehicle Technician	34	20	Male	33	14	3	7	8	0	0	1
				Female	1	0	1	0	0	0	0	0
41000138	Rail Maintenance Worker	6	4	Male	6	2	0	4	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000079	Line Worker I	2	1	Male	2	1	0	1	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004457	Administrative Technician	3	1	Male	0	0	0	0	0	0	0	0
				Female	3	2	1	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	1	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
41000165	Transportation Supervisor	25	12	Male	23	12	5	3	2	0	0	1
				Female	2	1	1	0	0	0	0	0
60004469	Maintenance Supervisor - Light Rail	10	3	Male	9	7	1	1	0	0	0	0
				Female	1	0	0	1	0	0	0	0

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Workforce Analysis

Organizational Unit: Light Rail

Job Code	JobTitle	Total		Total									
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+		
60003715	Line Worker III	9	1	Male	9	8	0	1	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
60004470	Maintenance Supervisor - Wayside	5	1	Male	5	4	0	1	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
60004472	Maintenance Trainer - Light Rail	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
60004487	Transportation Superintendent - LR	2	1	Male	1	0	1	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
60004466	Maintenance Superintendent - Light Rail	1	0	Male	0	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0	0
60004467	Maintenance Superintendent - Wayside	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0
60002948	Director, Light Rail	1	0	Male	1	1	0	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Maintenance

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000026	Bus Service Worker	22	13	Male	18	9	6	1	2	0	0	0
				Female	4	0	2	0	0	1	0	1
41000102	Mechanic C	15	13	Male	13	2	5	3	3	0	0	0
				Female	2	0	1	0	1	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
41000101	Mechanic B	5	5	Male	5	0	2	3	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60004457	Administrative Technician	2	1	Male	0	0	0	0	0	0	0	0
				Female	2	1	0	1	0	0	0	0
41000096	Mechanic A	24	9	Male	24	15	1	5	2	1	0	0
				Female	0	0	0	0	0	0	0	0
41000098	Mechanic A Body/Fender	2	1	Male	2	1	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	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60002831	Director, Bus Maintenance	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Marketing

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
60004473	Marketing and Communications Specialist	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	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
60004497	Senior Mkt & Communications Specialist	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	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

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Workforce Analysis

Organizational Unit: Office Mgmt & Budget

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

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Workforce Analysis

Organizational Unit: Operations Training

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60003503	Community Bus Services Operator	7	6	Male	3	1	1	0	1	0	0	0
				Female	4	0	2	2	0	0	0	
60004476	Operations Trainer	4	2	Male	3	1	0	1	0	0	0	1
				Female	1	1	0	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Planning

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000123	Route Checker	4	4	Male	2	0	0	1	0	1	0	0
				Female	2	0	0	1	1	0	0	
41000019	Assistant Planner	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	0	0	0	1
60004879	Service Planner	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	0	0
60002653	Principal Planner	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0

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Workforce Analysis

Organizational Unit: Police Services

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004457	Administrative Technician	2	1	Male	0	0	0	0	0	0	0	0
				Female	2	1	0	0	1	0	0	0
60003154	Transit Fare Inspector	10	3	Male	5	4	0	1	0	0	0	0
				Female	5	3	2	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

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Workforce Analysis

Organizational Unit: Procurement

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60005376	Procurement Clerk	2	0	Male	0	0	0	0	0	0	0	0
				Female	2	2	0	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	0
41000111	Storekeeper	10	5	Male	9	4	0	3	0	2	0	0
				Female	1	1	0	0	0	0	0	0
60002888	Procurement Analyst II	4	3	Male	0	0	0	0	0	0	0	0
				Female	4	1	1	1	0	0	1	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	Materials 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 Materials 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

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Workforce Analysis

Organizational Unit: Project Management

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000156	Senior Engineering Analyst	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	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	0

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Workforce Analysis

Organizational Unit: Risk

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	0
				Female	1	0	0	1	0	0	0	0	
60002896	Risk Analyst II	1	1	Male	1	0	0	0	1	0	0	0	
				Female	0	0	0	0	0	0	0		
60002825	Senior Risk Analyst	1	0	Male	1	1	0	0	0	0	0	0	
				Female	0	0	0	0	0	0	0		
60004485	Senior Human Resources Analyst	1	1	Male	0	0	0	0	0	0	0	0	
				Female	1	0	1	0	0	0	0		
60004118	Risk Administrator	1	0	Male	0	0	0	0	0	0	0	0	
				Female	1	1	0	0	0	0	0		

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Workforce Analysis

Organizational Unit: Safety

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
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

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Workforce Analysis

Organizational Unit: Scheduling

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	

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Workforce Analysis

Organizational Unit: Strategic Planning

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000019	Assistant Planner	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	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
60005133	Director, Long Range Planning	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	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.

Workforce Analysis

Organizational Unit: Systems Engineering

Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
60004459	Associate Engineer	1	1	Male	0	0	0	0	0	0	0	0
				Female	1	0	0	0	1	0	0	0
60004479	Principal Systems Engineer	1	0	Male	1	1	0	0	0	0	0	0
				Female	0	0	0	0	0	0	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.

Workforce Analysis

Organizational Unit: Transportation

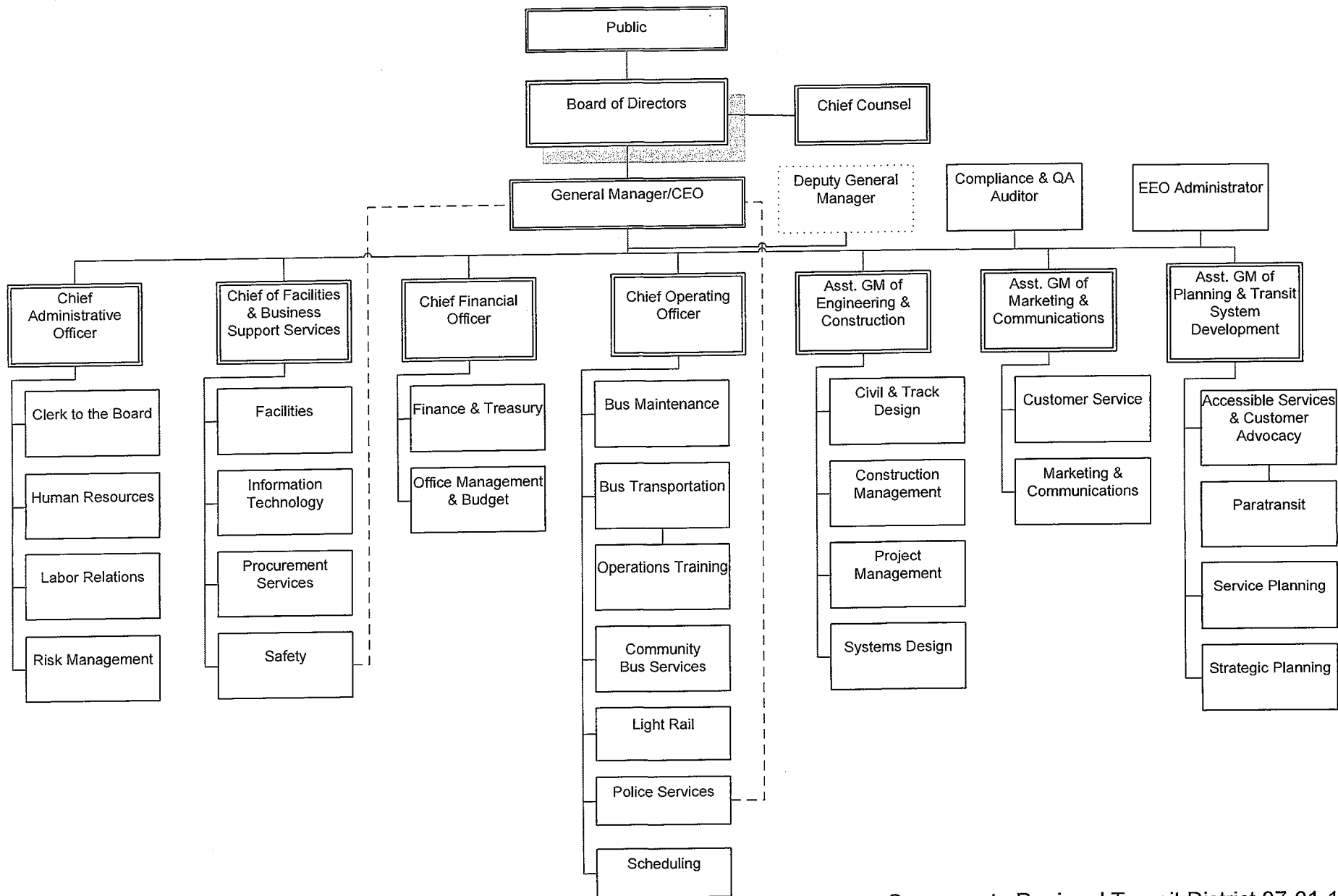
Job Code	JobTitle	Total		Total								
		EMP	MIN	EMP	W	AA	H	A	NA	PI	2+	
41000025	Bus Operator	361	237	Male	234	89	77	40	15	4	6	3
				Female	127	35	71	16	0	1	2	2
41000013	Administrative Assistant II	3	2	Male	0	0	0	0	0	0	0	0
				Female	3	1	1	1	0	0	0	0
60004625	Administrative Supervisor	1	0	Male	0	0	0	0	0	0	0	0
				Female	1	1	0	0	0	0	0	0
41000165	Transportation Supervisor	22	15	Male	18	6	5	3	3	0	0	1
				Female	4	1	2	1	0	0	0	0
60004486	Transportation Superintendent - Bus	3	0	Male	3	3	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

(+) 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.



Organization Chart



Job Group Analysis Summary

Job Group	Total										
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
A1 - Executives	11	7	4	4	7	1	1	2	0	0	0
A2 - Managers	34	25	9	8	26	3	1	2	1	0	1
A3 - Supervisors	94	72	22	40	54	19	11	7	1	0	2
B5 - Administrative Professional	57	20	37	23	34	8	5	7	0	1	2
B6 - Technical Professionals	18	15	3	10	8	0	2	6	0	0	2
F17 - Administrative Service	62	9	53	36	26	14	9	8	1	0	4
G20 - Crafts	119	115	4	67	52	17	31	16	1	0	2
H22 - Service	513	330	183	332	181	201	76	28	8	9	10
H23 - Property Maintenance	36	33	3	18	18	7	8	0	3	0	0
Total (#)	944	626	318	538	406	270	144	76	15	10	23
Total (%)		66.3	33.7	57.0	43.0	28.6	15.3	8.1	1.6	1.1	2.4

12/31/2014
Job Group Analysis

Job Group: A1 - Executives

			Total										
EEO Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1A	41000069	General Manager / CEO	1	1	0	0	1	0	0	0	0	0	0
1A	60005133	Director, Long Range Planning	1	1	0	0	1	0	0	0	0	0	0
1A	60005433	Deputy Chief Counsel	1	0	1	1	0	0	1	0	0	0	0
1A	41000038	Chief Operating Officer	1	1	0	0	1	0	0	0	0	0	0
1A	60002361	Chief of Facilities and Bus Support Svcs	1	1	0	0	1	0	0	0	0	0	0
1A	60002358	Chief Financial Officer	1	1	0	0	1	0	0	0	0	0	0
1A	41000030	Chief Counsel	1	1	0	0	1	0	0	0	0	0	0
1A	41000029	Chief Administrative Officer	1	1	0	0	1	0	0	0	0	0	0
1A	60002356	AGM of Planning & Transit Systems Dev	1	0	1	1	0	1	0	0	0	0	0
1A	60002262	AGM of Marketing & Communications	1	0	1	1	0	0	0	1	0	0	0
1A	60002604	AGM of Engr and Constr	1	0	1	1	0	0	0	1	0	0	0
Total (#)			11	7	4	4	7	1	1	2	0	0	0
Total (%)				63.6	36.4	36.4	63.6	9.1	9.1	18.2	0.0	0.0	0.0

12/31/2014
Job Group Analysis

Job Group: A2 - Managers

			Total										
EEO Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1A	60004487	Transportation Superintendent - LR	2	1	1	1	1	1	0	0	0	0	0
1A	60004486	Transportation Superintendent - Bus	3	3	0	0	3	0	0	0	0	0	0
1A	60004479	Principal Systems Engineer	1	1	0	0	1	0	0	0	0	0	0
1A	60004478	Principal Civil Engineer	1	0	1	0	1	0	0	0	0	0	0
1A	60005400	Pension and Retiree Services Administrator	1	0	1	0	1	0	0	0	0	0	0
1A	60002954	Manager, Revenue	1	1	0	0	1	0	0	0	0	0	0
1A	41000127	Manager, Marketing and Communications	1	0	1	0	1	0	0	0	0	0	0
1A	60002354	Manager, Enterprise Resource & Database	1	1	0	1	0	0	0	1	0	0	0
1A	41000046	Manager, Customer Service	1	1	0	1	0	0	0	0	1	0	0
1A	41000180	Manager, Contracts & DBE	1	1	0	1	0	0	1	0	0	0	0
1A	60002803	Manager, Accounting	1	1	0	0	1	0	0	0	0	0	0
1A	60004467	Maintenance Superintendent - Wayside	1	1	0	0	1	0	0	0	0	0	0
1A	60004466	Maintenance Superintendent - Light Rail	1	0	1	0	1	0	0	0	0	0	0
1A	60004465	Maintenance Superintendent - Bus	1	1	0	0	1	0	0	0	0	0	0
1A	41000053	EEO Administrator	1	0	1	1	0	1	0	0	0	0	0
1A	60002826	Director, Transportation	1	1	0	0	1	0	0	0	0	0	0
1A	60002828	Director, Scheduling	1	1	0	0	1	0	0	0	0	0	0
1A	60002841	Director, Safety	1	1	0	1	0	0	0	1	0	0	0
1A	60002839	Director, Project Management	1	1	0	0	1	0	0	0	0	0	0
1A	41000118	Director, Procurement Services	1	1	0	0	1	0	0	0	0	0	0
1A	60002948	Director, Light Rail	1	1	0	0	1	0	0	0	0	0	0
1A	41000057	Director, Labor Relations	1	1	0	1	0	0	0	0	0	0	1
1A	60002843	Director, Information Technology	1	1	0	0	1	0	0	0	0	0	0
1A	41000072	Director, Human Resources	1	0	1	0	1	0	0	0	0	0	0
1A	60002750	Director, Finance and Treasury	1	1	0	0	1	0	0	0	0	0	0

12/31/2014
Job Group Analysis

Job Group: A2 - Managers

			Total										
EEO Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1A	60002845	Director, Facilities	1	0	1	1	0	1	0	0	0	0	0
1A	60003892	Director, Construction Management	1	1	0	0	1	0	0	0	0	0	0
1A	60003314	Director, Community Bus Services	1	1	0	0	1	0	0	0	0	0	0
1A	60003890	Director, Civil and Track Design	1	1	0	0	1	0	0	0	0	0	0
1A	60002831	Director, Bus Maintenance	1	1	0	0	1	0	0	0	0	0	0
1A	60003972	Director, AS and Cust Advocacy	1	0	1	0	1	0	0	0	0	0	0
Total (#)			34	25	9	8	26	3	1	2	1	0	1
Total (%)				73.5	26.5	23.5	76.5	8.8	2.9	5.9	2.9	0.0	2.9

12/31/2014
Job Group Analysis

Job Group: A3 - Supervisors

			Total										
EEO Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1A	41000165	Transportation Supervisor	48	42	6	28	20	14	7	5	0	0	2
1A	60002650	Transit Officer Supervisor	1	0	1	1	0	1	0	0	0	0	0
1A	60004118	Risk Administrator	1	0	1	0	1	0	0	0	0	0	0
1A	60002945	Real Estate Admin - Asset Management	1	0	1	1	0	1	0	0	0	0	0
1A	41000129	Quality Assurance Administrator	1	1	0	0	1	0	0	0	0	0	0
1A	41000128	Purchasing and Materials Administrator	1	0	1	1	0	0	0	1	0	0	0
1A	60004477	Payroll Supervisor	1	0	1	0	1	0	0	0	0	0	0
1A	60004474	Network & End Operations Administrator	1	1	0	0	1	0	0	0	0	0	0
1A	41000095	Materials Management Superintendent	3	2	1	2	1	2	0	0	0	0	0
1A	41000067	Manager, Grants	1	0	1	0	1	0	0	0	0	0	0
1A	60004470	Maintenance Supervisor - Wayside	5	5	0	1	4	0	1	0	0	0	0
1A	60004469	Maintenance Supervisor - Light Rail	10	9	1	3	7	1	2	0	0	0	0
1A	60004468	Maintenance Supervisor - Bus	8	8	0	0	8	0	0	0	0	0	0
1A	41000071	Human Resources Administrator	1	0	1	1	0	0	0	1	0	0	0
1A	41000061	Facilities Supervisor	3	2	1	1	2	0	0	0	1	0	0
1A	41000047	Customer Service Supervisor	1	1	0	0	1	0	0	0	0	0	0
1A	41000149	Customer Advocacy Supervisor	1	0	1	0	1	0	0	0	0	0	0
1A	60003502	Community Bus Services Dispatcher	4	1	3	1	3	0	1	0	0	0	0
1A	60004625	Administrative Supervisor	1	0	1	0	1	0	0	0	0	0	0
1A	60004578	Accessible Services Administrator	1	0	1	0	1	0	0	0	0	0	0
Total (#)			94	72	22	40	54	19	11	7	1	0	2
Total (%)				76.6	23.4	42.6	57.4	20.2	11.7	7.4	1.1	0.0	2.1

12/31/2014
Job Group Analysis

Job Group: B5 - Administrative Professional

			Total										
EEO Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
2	60005379	Treasury Clerk	1	0	1	1	0	1	0	0	0	0	0
2	60004879	Service Planner	1	1	0	0	1	0	0	0	0	0	0
2	41000174	Senior Safety Specialist	1	1	0	0	1	0	0	0	0	0	0
2	60002825	Senior Risk Analyst	1	1	0	0	1	0	0	0	0	0	0
2	60002878	Senior Procurement Analyst	3	1	2	1	2	1	0	0	0	0	0
2	41000155	Senior Paralegal	2	0	2	0	2	0	0	0	0	0	0
2	60004497	Senior Mkt & Communications Specialist	1	1	0	0	1	0	0	0	0	0	0
2	60004484	Senior Labor Relations Analyst	2	1	1	1	1	0	0	1	0	0	0
2	60004485	Senior Human Resources Analyst	4	0	4	3	1	1	0	2	0	0	0
2	41000152	Senior Grants Analyst	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	60004483	Senior Facilities Specialist	2	1	1	0	2	0	0	0	0	0	0
2	41000156	Senior Engineering Analyst	1	0	1	0	1	0	0	0	0	0	0
2	60004495	Senior Community & Govn Affairs Ofcr	2	0	2	1	1	0	1	0	0	0	0
2	60004482	Senior Accountant	2	1	1	0	2	0	0	0	0	0	0
2	41000143	Schedule Analyst II	2	2	0	1	1	0	0	1	0	0	0
2	41000142	Schedule Analyst I	1	1	0	1	0	0	1	0	0	0	0
2	60002896	Risk Analyst II	1	1	0	1	0	0	0	1	0	0	0
9	41000011	Revenue Analyst	1	1	0	0	1	0	0	0	0	0	0
2	60002888	Procurement Analyst II	4	0	4	3	1	1	1	0	0	1	0
1A	60002653	Principal Planner	1	0	1	0	1	0	0	0	0	0	0
2	60002955	Payroll Analyst	1	0	1	1	0	0	0	1	0	0	0
2	60004476	Operations Trainer	4	3	1	2	2	0	1	0	0	0	1
2	60004475	Network Operations Engineer	1	1	0	0	1	0	0	0	0	0	0
2	60004473	Marketing and Communications Specialist	1	0	1	0	1	0	0	0	0	0	0

12/31/2014
Job Group Analysis

Job Group: B5 - Administrative Professional

			Total											
EEO	Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
	2	60004472	Maintenance Trainer - Light Rail	1	1	0	0	1	0	0	0	0	0	0
	2	60004471	Maintenance Trainer - Bus	1	1	0	1	0	1	0	0	0	0	0
	5	60004878	Long Range Planner	1	0	1	0	1	0	0	0	0	0	0
	5	60004961	Labor Relations Analyst I	1	0	1	1	0	1	0	0	0	0	0
	2	60004481	Human Resources Analyst II	1	0	1	1	0	1	0	0	0	0	0
	2	60004480	Human Resources Analyst I	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	60002890	Clerk to the Board	1	0	1	0	1	0	0	0	0	0	0
	9	41000023	Attorney III	2	0	2	0	2	0	0	0	0	0	0
	9	41000019	Assistant Planner	2	0	2	1	1	0	0	0	0	0	1
Total (#)				57	20	37	23	34	8	5	7	0	1	2
Total (%)					35.1	64.9	40.4	59.6	14.0	8.8	12.3	0.0	1.8	3.5

12/31/2014
Job Group Analysis

Job Group: B6 - Technical Professionals

			Total										
EEO													
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
2	60003884	Video Communications Systems Analyst	1	1	0	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	60003221	Senior Programmer Analyst	2	1	1	2	0	0	0	2	0	0	0
2	60004496	Senior IT Business Systems Analyst	1	1	0	1	0	0	0	1	0	0	0
2	41000150	Senior Engineering Technician	1	1	0	1	0	0	1	0	0	0	0
2	41000175	Senior Architect	1	1	0	0	1	0	0	0	0	0	0
5	60005021	Network Operations Technician	2	2	0	1	1	0	0	1	0	0	0
2	60002885	IT Technician II	2	2	0	0	2	0	0	0	0	0	0
2	60004187	IT Project Coordinator	1	1	0	0	1	0	0	0	0	0	0
2	60004461	Engineering Technician	1	0	1	0	1	0	0	0	0	0	0
2	60004459	Associate Engineer	1	0	1	1	0	0	0	1	0	0	0
2	41000045	Assistant Resident Engineer	2	2	0	2	0	0	0	1	0	0	1
2	60004458	Assistant Engineer	1	1	0	0	1	0	0	0	0	0	0
2	60004190	Assistant Architect	1	1	0	1	0	0	0	0	0	0	1
Total (#)			18	15	3	10	8	0	2	6	0	0	2
Total (%)				83.3	16.7	55.6	44.4	0.0	11.1	33.3	0.0	0.0	11.1

12/31/2014
Job Group Analysis

Job Group: F17 - Administrative Service

			Total										
EEO													
Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
5	60004781	Senior Customer Advocate	1	0	1	1	0	0	0	1	0	0	0
5	41000147	Senior Clerk	1	0	1	0	1	0	0	0	0	0	0
5	60002438	Senior Administrative Assistant	4	1	3	2	2	0	0	2	0	0	0
2	60005378	Revenue Clerk	3	1	2	2	1	0	0	1	0	0	1
5	60005376	Procurement Clerk	2	0	2	0	2	0	0	0	0	0	0
5	41000113	Payroll Technician	1	0	1	1	0	0	0	1	0	0	0
5	60005020	Legal Secretary	1	0	1	0	1	0	0	0	0	0	0
5	41000070	Graphic Designer	2	1	1	1	1	1	0	0	0	0	0
5	60005375	Fare Prepayment Clerk	1	0	1	1	0	0	0	0	0	0	1
5	41000041	Customer Service Representative	14	2	12	9	5	4	4	1	0	0	0
5	41000042	Customer Service Clerk	1	0	1	1	0	1	0	0	0	0	0
5	60004780	Customer Advocate I	2	1	1	1	1	1	0	0	0	0	0
5	41000033	Claims Technician	1	0	1	1	0	0	1	0	0	0	0
5	60004457	Administrative Technician	12	0	12	5	7	1	2	1	0	0	1
5	60004725	Administrative Assistant II (C)	1	0	1	1	0	1	0	0	0	0	0
5	41000013	Administrative Assistant II	10	2	8	6	4	4	1	0	0	0	1
5	60005374	Accounts Payable Clerk	1	0	1	1	0	1	0	0	0	0	0
9	41000005	Accounting Technician	1	1	0	1	0	0	1	0	0	0	0
5	60004779	Accessible Serv Eligibility Specialist	3	0	3	2	1	0	0	1	1	0	0
Total (#)			62	9	53	36	26	14	9	8	1	0	4
Total (%)				14.5	85.5	58.1	41.9	22.6	14.5	12.9	1.6	0.0	6.5

12/31/2014
Job Group Analysis

Job Group: G20 - Crafts

			Total										
EEO Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
6	41000167	Upholsterer	1	1	0	0	1	0	0	0	0	0	0
9	41000160	Senior Rail Maintenance Worker	1	1	0	1	0	0	1	0	0	0	0
9	41000138	Rail Maintenance Worker	6	6	0	4	2	0	4	0	0	0	0
9	41000132	Rail Laborer	3	3	0	3	0	1	1	0	0	0	1
6	41000109	Painter	2	2	0	2	0	0	2	0	0	0	0
6	41000102	Mechanic C	15	13	2	13	2	6	3	4	0	0	0
6	41000101	Mechanic B	5	5	0	5	0	2	3	0	0	0	0
6	41000100	Mechanic A Gasoline/Propane	2	2	0	0	2	0	0	0	0	0	0
6	41000098	Mechanic A Body/Fender	5	5	0	2	3	0	1	1	0	0	0
6	41000096	Mechanic A	24	24	0	9	15	1	5	2	1	0	0
6	60003715	Line Worker III	9	9	0	1	8	0	1	0	0	0	0
6	60003714	Line Worker II	2	2	0	1	1	1	0	0	0	0	0
6	41000079	Line Worker I	2	2	0	1	1	0	1	0	0	0	0
6	41000083	Light Rail Vehicle Technician	34	33	1	20	14	4	7	8	0	0	1
6	41000087	Light Rail Assistant Mechanic	6	5	1	4	2	2	2	0	0	0	0
6	41000171	Electronic Mechanic	2	2	0	1	1	0	0	1	0	0	0
Total (#)			119	115	4	67	52	17	31	16	1	0	2
Total (%)				96.6	3.4	56.3	43.7	14.3	26.1	13.4	0.8	0.0	1.7

12/31/2014
Job Group Analysis

Job Group: H22 - Service

			Total										
EEO Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
9	60003154	Transit Fare Inspector	10	5	5	3	7	2	1	0	0	0	0
9	41000123	Route Checker	4	2	2	4	0	0	2	1	1	0	0
9	41000089	Light Rail Service Worker	15	13	2	11	4	6	1	2	0	1	1
9	41000090	Light Rail Operator	72	45	27	44	28	29	6	5	1	0	3
9	60003503	Community Bus Services Operator	29	13	16	20	9	8	9	3	0	0	0
9	41000026	Bus Service Worker	22	18	4	13	9	8	1	2	1	0	1
9	41000025	Bus Operator	361	234	127	237	124	148	56	15	5	8	5
Total (#)			513	330	183	332	181	201	76	28	8	9	10
Total (%)				64.3	35.7	64.7	35.3	39.2	14.8	5.5	1.6	1.8	1.9

12/31/2014
Job Group Analysis

Job Group: H23 - Property Maintenance

			Total											
EEO	Cat	Job Code	Job Title	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
	9	41000111	Storekeeper	10	9	1	5	5	0	3	0	2	0	0
	9	60002320	Facilities Service Worker	10	9	1	8	2	5	2	0	1	0	0
	6	41000064	Facilities Maintenance Mechanic	8	8	0	2	6	0	2	0	0	0	0
	6	41000181	Facilities Electronic Technician	1	1	0	0	1	0	0	0	0	0	0
	9	41000063	Facilities and Grounds Worker II	5	4	1	2	3	1	1	0	0	0	0
	9	41000062	Facilities and Grounds Worker I	2	2	0	1	1	1	0	0	0	0	0
Total (#)				36	33	3	18	18	7	8	0	3	0	0
Total (%)					91.7	8.3	50.0	50.0	19.4	22.2	0.0	8.3	0.0	0.0

**RT Availability Analysis
Availability Analysis**

12/31/2014

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	71.7	28.3	20.3	79.7	5.9	5.1	6.1	1.1	0.2	1.9	25.0	17.9	7.1	5.1	19.9	1.5	1.3	1.5	0.3	0.1	0.5	Employee: Sacramento, California - 86.60 %:		
Internal Factors																								
Feeders	73.5	26.5	23.5	76.5	8.8	2.9	5.9	2.9	0.0	2.9	75.0	55.1	19.9	17.6	57.4	6.6	2.2	4.4	2.2	0.0	2.2	Feeders		
Final Availability (%)											100.0	73.1	26.9	22.7	77.3	8.1	3.5	5.9	2.5	0.1	2.7			

**RT Availability Analysis
Availability Analysis**

12/31/2014

Job Group: A2 - Managers

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	63.6	36.4	29.9	70.1	4.8	12.1	10.7	0.2	0.3	1.7	35.0	22.3	12.7	10.5	24.5	1.7	4.2	3.8	0.1	0.1	0.6	Employee: Sacramento, California - 86.60 %:		
Internal Factors																								
Feeders	76.6	23.4	42.6	57.4	20.2	11.7	7.4	1.1	0.0	2.1	65.0	49.8	15.2	27.7	37.3	13.1	7.6	4.8	0.7	0.0	1.4	Feeders		
Final Availability (%)											100.0	72.0	28.0	38.1	61.9	14.8	11.8	8.6	0.8	0.1	2.0			

**RT Availability Analysis
Availability Analysis**

12/31/2014

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	62.7	37.3	40.9	59.1	14.4	17.2	6.7	0.7	0.2	1.8	20.0	12.5	7.5	8.2	11.8	2.9	3.4	1.3	0.1	0.0	0.4	Employee: Sacramento, California - 86.60 %:		
Internal Factors																								
Feeders	76.7	23.3	54.2	45.8	20.8	15.0	13.2	1.4	0.6	3.2	80.0	61.4	18.6	43.4	36.6	16.7	12.0	10.5	1.1	0.5	2.5	Feeders		
Final Availability (%)											100.0	73.9	26.1	51.5	48.5	19.6	15.5	11.9	1.3	0.5	2.9			

**RT Availability Analysis
Availability Analysis**

12/31/2014

Job Group: B5 - Administrative Professional

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	48.8	51.2	36.8	63.2	5.9	10.3	16.2	0.3	0.6	3.5	22.0	10.7	11.3	8.1	13.9	1.3	2.3	3.6	0.1	0.1	0.8	Employee: Sacramento, California - 86.60 %:		
Internal Factors																								
Feeders	31.0	69.0	43.9	56.1	15.7	9.9	12.4	0.3	1.4	4.1	78.0	24.2	53.8	34.2	43.8	12.3	7.7	9.7	0.3	1.1	3.2	Feeders		
Final Availability (%)											100.0	34.9	65.1	42.3	57.7	13.6	10.0	13.2	0.3	1.2	4.0			

**RT Availability Analysis
Availability Analysis**

12/31/2014

Job Group: B6 - Technical Professionals

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	75.8	24.2	34.9	65.1	3.8	7.9	19.0	0.4	0.6	3.2	100.0	75.8	24.2	34.9	65.1	3.8	7.9	19.0	0.4	0.6	3.2	Employee: Sacramento, California - 86.60 %:		
Internal Factors																								
Feeders	83.3	16.7	55.6	44.4	0.0	11.1	33.3	0.0	0.0	11.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Feeders		
Final Availability (%)											100.0	75.8	24.2	34.9	65.1	3.8	7.9	19.0	0.4	0.6	3.2			

**RT Availability Analysis
Availability Analysis**

12/31/2014

Job Group: F17 - Administrative 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	21.0	79.0	39.1	60.9	9.3	15.4	9.2	0.8	1.2	3.3	100.0	21.0	79.0	39.1	60.9	9.3	15.4	9.2	0.8	1.2	3.3	Employee: Sacramento, California - 86.60 %:		
Internal Factors																								
Feeders	14.5	85.5	58.1	41.9	22.6	14.5	12.9	1.6	0.0	6.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Feeders		
Final Availability (%)											100.0	21.0	79.0	39.1	60.9	9.3	15.4	9.2	0.8	1.2	3.3			

**RT Availability Analysis
Availability Analysis**

12/31/2014

Job Group: G20 - Crafts

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	93.5	6.5	23.5	76.5	2.0	15.0	4.5	0.1	0.5	1.3	70.0	65.5	4.5	16.4	53.6	1.4	10.5	3.2	0.1	0.4	0.9	Employee: Sacramento, California - 86.60 %:		
Internal Factors																								
Feeders	72.5	27.5	60.3	39.7	33.3	17.0	3.8	3.6	1.2	1.4	30.0	21.8	8.2	18.1	11.9	10.0	5.1	1.1	1.1	0.4	0.4	Feeders		
Final Availability (%)												100.0	87.2	12.8	34.5	65.5	11.4	15.6	4.3	1.2	0.7	1.3		

**RT Availability Analysis
Availability Analysis**

12/31/2014

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	59.6	40.4	47.5	52.5	22.9	9.3	8.6	3.8	1.5	1.4	100.0	59.6	40.4	47.5	52.5	22.9	9.3	8.6	3.8	1.5	1.4	Employee: Sacramento, California - 86.60 %:		
Internal Factors																								
Feeders	96.6	3.4	56.3	43.7	14.3	26.1	13.4	0.8	0.0	1.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Feeders		
Final Availability (%)											100.0	59.6	40.4	47.5	52.5	22.9	9.3	8.6	3.8	1.5	1.4			

**RT Availability Analysis
Availability Analysis**

12/31/2014

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	85.7	14.3	56.2	43.8	6.4	38.3	7.7	1.0	0.9	2.0	100.0	85.7	14.3	56.2	43.8	6.4	38.3	7.7	1.0	0.9	2.0	Employee: Sacramento, California - 86.60 %:		
Internal Factors																								
Feeders	91.7	8.3	50.0	50.0	19.4	22.2	0.0	8.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Feeders		
Final Availability (%)											100.0	85.7	14.3	56.2	43.8	6.4	38.3	7.7	1.0	0.9	2.0			

Comparison of Incumbency to Availability

Job Group: A1 - Executives
Test: Any Difference
Total Employees: 11

Total

	FEMALE	MINORITY
Employees (#)	4	4
Employees (%)	36.4	36.4
Availability (%) Goal	26.9	22.7
Test: Any Difference	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0
Add'l Needed to Reach Availability (#)	0	0

Comparison of Incumbency to Availability

Job Group: A2 - Managers
Test: Any Difference
Total Employees: 34

Total		
	FEMALE	MINORITY
Employees (#)	9	8
Employees (%)	26.5	23.5
Availability (%) Goal	28.0	38.1
Test: Any Difference	YES	YES
Add'l Needed to Eliminate Problem Area (#)	1	5
Add'l Needed to Reach Availability (#)	1	5

Comparison of Incumbency to Availability

Job Group: A3 - Supervisors
Test: Any Difference
Total Employees: 94

Total		
	FEMALE	MINORITY
Employees (#)	22	40
Employees (%)	23.4	42.6
Availability (%) Goal	26.1	51.5
Test: Any Difference	YES	YES
Add'l Needed to Eliminate Problem Area (#)	3	9
Add'l Needed to Reach Availability (#)	3	9

Comparison of Incumbency to Availability

Job Group: B5 - Administrative Professional
Test: Any Difference
Total Employees: 57

Total		
	FEMALE	MINORITY
Employees (#)	37	23
Employees (%)	64.9	40.4
Availability (%) Goal	65.1	42.3
Test: Any Difference	YES	YES
Add'l Needed to Eliminate Problem Area (#)	1	2
Add'l Needed to Reach Availability (#)	1	2

Comparison of Incumbency to Availability

Job Group: B6 - Technical Professionals

Test: Any Difference

Total Employees: 18

Total

	FEMALE	MINORITY
Employees (#)	3	10
Employees (%)	16.7	55.6
Availability (%) Goal	24.2	34.9
Test: Any Difference	YES	NO
Add'l Needed to Eliminate Problem Area (#)	2	0
Add'l Needed to Reach Availability (#)	2	0

Comparison of Incumbency to Availability

Job Group: F17 - Administrative Service

Test: Any Difference

Total Employees: 62

Total

	FEMALE	MINORITY
Employees (#)	53	36
Employees (%)	85.5	58.1
Availability (%) Goal	79.0	39.1
Test: Any Difference	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0
Add'l Needed to Reach Availability (#)	0	0

Comparison of Incumbency to Availability

Job Group: G20 - Crafts
Test: Any Difference
Total Employees: 119

Total

	FEMALE	MINORITY
Employees (#)	4	67
Employees (%)	3.4	56.3
Availability (%) Goal	12.8	34.5
Test: Any Difference	YES	NO
Add'l Needed to Eliminate Problem Area (#)	12	0
Add'l Needed to Reach Availability (#)	12	0

Comparison of Incumbency to Availability

Job Group: H22 - Service
Test: Any Difference
Total Employees: 513

Total		
	FEMALE	MINORITY
Employees (#)	183	332
Employees (%)	35.7	64.7
Availability (%) Goal	40.4	47.5
Test: Any Difference	YES	NO
Add'l Needed to Eliminate Problem Area (#)	25	0
Add'l Needed to Reach Availability (#)	25	0

Comparison of Incumbency to Availability

Job Group: H23 - Property Maintenance

Test: Any Difference

Total Employees: 36

Total

	FEMALE	MINORITY
Employees (#)	3	18
Employees (%)	8.3	50.0
Availability (%) Goal	14.3	56.2
Test: Any Difference	YES	YES
Add'l Needed to Eliminate Problem Area (#)	3	3
Add'l Needed to Reach Availability (#)	3	3

**As of 12/31/2014
Placement Goals**

Job Group: A1 - Executives
Test: Whole Person
Total Employees: 11

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	7	4	4	7	1	1	2	0	0	0
Employees (%)	63.6	36.4	36.4	63.6	9.1	9.1	18.2	0.0	0.0	0.0
Availability (%) Goal	73.1	26.9	22.7	77.3	8.1	3.5	5.9	2.5	0.1	2.7
Test: Whole Person	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	1	0	0	1	0	0	0	0	0	0

**As of 12/31/2014
Placement Goals**

Job Group: A2 - Managers
Test: Whole Person
Total Employees: 34

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	25	9	8	26	3	1	2	1	0	1
Employees (%)	73.5	26.5	23.5	76.5	8.8	2.9	5.9	2.9	0.0	2.9
Availability (%) Goal	72.0	28.0	38.1	61.9	14.8	11.8	8.6	0.8	0.1	2.0
Test: Whole Person	NO	NO	YES	NO	YES	YES	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	4	0	2	3	0	0	0	0

**As of 12/31/2014
Placement Goals**

Job Group: A3 - Supervisors
Test: Whole Person
Total Employees: 94

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	72	22	40	54	19	11	7	1	0	2
Employees (%)	76.6	23.4	42.6	57.4	20.2	11.7	7.4	1.1	0.0	2.1
Availability (%) Goal	73.9	26.1	51.5	48.5	19.6	15.5	11.9	1.3	0.5	2.9
Test: Whole Person	NO	YES	YES	NO	NO	YES	YES	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	2	8	0	0	3	4	0	0	0

**As of 12/31/2014
Placement Goals**

Job Group: B5 - Administrative Professional
Test: Whole Person
Total Employees: 57

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	20	37	23	34	8	5	7	0	1	2
Employees (%)	35.1	64.9	40.4	59.6	14.0	8.8	12.3	0.0	1.8	3.5
Availability (%) Goal	34.9	65.1	42.3	57.7	13.6	10.0	13.2	0.3	1.2	4.0
Test: Whole Person	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	1	0	0	0	0	0	0	0

**As of 12/31/2014
Placement Goals**

Job Group: B6 - Technical Professionals
Test: Whole Person
Total Employees: 18

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	15	3	10	8	0	2	6	0	0	2
Employees (%)	83.3	16.7	55.6	44.4	0.0	11.1	33.3	0.0	0.0	11.1
Availability (%) Goal	75.8	24.2	34.9	65.1	3.8	7.9	19.0	0.4	0.6	3.2
Test: Whole Person	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	1	0	3	0	0	0	0	0	0

**As of 12/31/2014
Placement Goals**

Job Group: F17 - Administrative Service
Test: Whole Person
Total Employees: 62

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	9	53	36	26	14	9	8	1	0	4
Employees (%)	14.5	85.5	58.1	41.9	22.6	14.5	12.9	1.6	0.0	6.5
Availability (%) Goal	21.0	79.0	39.1	60.9	9.3	15.4	9.2	0.8	1.2	3.3
Test: Whole Person	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	4	0	0	11	0	0	0	0	0	0

**As of 12/31/2014
Placement Goals**

Job Group: G20 - Crafts
Test: Whole Person
Total Employees: 119

Total										
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	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	115	4	67	52	17	31	16	1	0	2
Employees (%)	96.6	3.4	56.3	43.7	14.3	26.1	13.4	0.8	0.0	1.7
Availability (%) Goal	87.2	12.8	34.5	65.5	11.4	15.6	4.3	1.2	0.7	1.3
Test: Whole Person	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	11	0	25	0	0	0	0	0	0

**As of 12/31/2014
Placement Goals**

Job Group: H22 - Service
Test: Whole Person
Total Employees: 513

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	330	183	332	181	201	76	28	8	9	10
Employees (%)	64.3	35.7	64.7	35.3	39.2	14.8	5.5	1.6	1.8	1.9
Availability (%) Goal	59.6	40.4	47.5	52.5	22.9	9.3	8.6	3.8	1.5	1.4
Test: Whole Person	NO	YES	NO	YES	NO	NO	YES	YES	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	24	0	88	0	0	16	11	0	0

**As of 12/31/2014
Placement Goals**

Job Group: H23 - Property Maintenance
Test: Whole Person
Total Employees: 36

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	33	3	18	18	7	8	0	3	0	0
Employees (%)	91.7	8.3	50.0	50.0	19.4	22.2	0.0	8.3	0.0	0.0
Availability (%) Goal	85.7	14.3	56.2	43.8	6.4	38.3	7.7	1.0	0.9	2.0
Test: Whole Person	NO	YES	YES	NO	NO	YES	YES	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	2	2	0	0	5	2	0	0	0

Placement Goals Summary

Test: Whole Person

Job Group	Gender / Race Groups	Employees (#)	Employees (%)	Availability (%)	Establish Goal? Yes / No	Utilization Test #	Test Result
A1 - Executives <i>Total Employees: 11</i>	Females	4	36.36%	26.90%	NO	0	N/A
	Minority	4	36.36%	22.70%	NO	0	N/A
	Afr. Amer.	1	9.09%	8.10%	NO	0	N/A
	Hispanic	1	9.09%	3.50%	NO	0	N/A
	Asian	2	18.18%	5.90%	NO	0	N/A
	Nat. Amer.	0	0.00%	2.50%	NO	0	N/A
	NHOPI	0	0.00%	0.10%	NO	0	N/A
	Two or More	0	0.00%	2.70%	NO	0	N/A
A2 - Managers <i>Total Employees: 34</i>	Females	9	26.47%	28.00%	NO	0	N/A
	Minority	8	23.53%	38.10%	YES	4	N/A
	Afr. Amer.	3	8.82%	14.80%	YES	2	N/A
	Hispanic	1	2.94%	11.80%	YES	3	N/A
	Asian	2	5.88%	8.60%	NO	0	N/A
	Nat. Amer.	1	2.94%	0.80%	NO	0	N/A
	NHOPI	0	0.00%	0.10%	NO	0	N/A
	Two or More	1	2.94%	2.00%	NO	0	N/A
A3 - Supervisors <i>Total Employees: 94</i>	Females	22	23.40%	26.10%	YES	2	N/A
	Minority	40	42.55%	51.50%	YES	8	N/A
	Afr. Amer.	19	20.21%	19.60%	NO	0	N/A
	Hispanic	11	11.70%	15.50%	YES	3	N/A
	Asian	7	7.45%	11.90%	YES	4	N/A
	Nat. Amer.	1	1.06%	1.30%	NO	0	N/A
	NHOPI	0	0.00%	0.50%	NO	0	N/A
	Two or More	2	2.13%	2.90%	NO	0	N/A

The Whole Person Rule was followed in declaring underutilization and establishing goals. When the actual employment of minorities or females is less than their availability and that difference is at least one whole person (1.0), then a goal is established. Utilization Test # indicates the number needed to eliminate underutilization based on the utilization test selected.

Placement Goals Summary

Test: Whole Person

Job Group	Gender / Race Groups	Employees (#)	Employees (%)	Availability (%)	Establish Goal? Yes / No	Utilization Test #	Test Result
B5 - Administrative Professional <i>Total Employees: 57</i>	Females	37	64.91%	65.10%	NO	0	N/A
	Minority	23	40.35%	42.30%	YES	1	N/A
	Afr. Amer.	8	14.04%	13.60%	NO	0	N/A
	Hispanic	5	8.77%	10.00%	NO	0	N/A
	Asian	7	12.28%	13.20%	NO	0	N/A
	Nat. Amer.	0	0.00%	0.30%	NO	0	N/A
	NHOPI	1	1.75%	1.20%	NO	0	N/A
	Two or More	2	3.51%	4.00%	NO	0	N/A
B6 - Technical Professionals <i>Total Employees: 18</i>	Females	3	16.67%	24.20%	YES	1	N/A
	Minority	10	55.56%	34.90%	NO	0	N/A
	Afr. Amer.	0	0.00%	3.80%	NO	0	N/A
	Hispanic	2	11.11%	7.90%	NO	0	N/A
	Asian	6	33.33%	19.00%	NO	0	N/A
	Nat. Amer.	0	0.00%	0.40%	NO	0	N/A
	NHOPI	0	0.00%	0.60%	NO	0	N/A
	Two or More	2	11.11%	3.20%	NO	0	N/A
F17 - Administrative Service <i>Total Employees: 62</i>	Females	53	85.48%	79.00%	NO	0	N/A
	Minority	36	58.06%	39.10%	NO	0	N/A
	Afr. Amer.	14	22.58%	9.30%	NO	0	N/A
	Hispanic	9	14.52%	15.40%	NO	0	N/A
	Asian	8	12.90%	9.20%	NO	0	N/A
	Nat. Amer.	1	1.61%	0.80%	NO	0	N/A
	NHOPI	0	0.00%	1.20%	NO	0	N/A
	Two or More	4	6.45%	3.30%	NO	0	N/A

The Whole Person Rule was followed in declaring underutilization and establishing goals. When the actual employment of minorities or females is less than their availability and that difference is at least one whole person (1.0), then a goal is established. Utilization Test # indicates the number needed to eliminate underutilization based on the utilization test selected.

Placement Goals Summary

Test: Whole Person

Job Group	Gender / Race Groups	Employees (#)	Employees (%)	Availability (%)	Establish Goal? Yes / No	Utilization Test #	Test Result
G20 - Crafts <i>Total Employees: 119</i>	Females	4	3.36%	12.80%	YES	11	N/A
	Minority	67	56.30%	34.50%	NO	0	N/A
	Afr. Amer.	17	14.29%	11.40%	NO	0	N/A
	Hispanic	31	26.05%	15.60%	NO	0	N/A
	Asian	16	13.45%	4.30%	NO	0	N/A
	Nat. Amer.	1	0.84%	1.20%	NO	0	N/A
	NHOPI	0	0.00%	0.70%	NO	0	N/A
	Two or More	2	1.68%	1.30%	NO	0	N/A
H22 - Service <i>Total Employees: 513</i>	Females	183	35.67%	40.40%	YES	24	N/A
	Minority	332	64.72%	47.50%	NO	0	N/A
	Afr. Amer.	201	39.18%	22.90%	NO	0	N/A
	Hispanic	76	14.81%	9.30%	NO	0	N/A
	Asian	28	5.46%	8.60%	YES	16	N/A
	Nat. Amer.	8	1.56%	3.80%	YES	11	N/A
	NHOPI	9	1.75%	1.50%	NO	0	N/A
	Two or More	10	1.95%	1.40%	NO	0	N/A
H23 - Property Maintenance <i>Total Employees: 36</i>	Females	3	8.33%	14.30%	YES	2	N/A
	Minority	18	50.00%	56.20%	YES	2	N/A
	Afr. Amer.	7	19.44%	6.40%	NO	0	N/A
	Hispanic	8	22.22%	38.30%	YES	5	N/A
	Asian	0	0.00%	7.70%	YES	2	N/A
	Nat. Amer.	3	8.33%	1.00%	NO	0	N/A
	NHOPI	0	0.00%	0.90%	NO	0	N/A
	Two or More	0	0.00%	2.00%	NO	0	N/A

The Whole Person Rule was followed in declaring underutilization and establishing goals. When the actual employment of minorities or females is less than their availability and that difference is at least one whole person (1.0), then a goal is established. Utilization Test # indicates the number needed to eliminate underutilization based on the utilization test selected.

Personnel Transactions Summary

Job Group: A1 - Executives

Transaction Dates: 01/01/2014 To 12/31/2014

	<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	0	0	0
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	0	0	0
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	2	0	2	0	0	0
Afr. Amer.	0	0	0	0	0	0	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	3	0	3	0	0	0
Total Minority	0	0	0	1	0	1	0	0	0

Job Group: A2 - Managers

Transaction Dates: 01/01/2014 To 12/31/2014

Personnel Transactions Summary

	<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	1	1	0	0	0	0	0	0
Afr. Amer.	0	0	0	0	0	1	1	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0	0	0	1	1
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	2	2	0	0	0	0	1	1
Total Minority	0	0	0	0	0	1	1	0	0	0	0	1	1

	<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	1	1	2	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	1	0	1	1	1	2	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Job Group: A3 - Supervisors

Transaction Dates: 01/01/2014 To 12/31/2014

Personnel Transactions Summary

	<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	1	0	1	0	0	0	0	0	0
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	1	0	1	0	0	0	0	0	0
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	1	1	2	0	0	0
Afr. Amer.	0	0	0	0	1	1	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	2	3	0	0	0
Total Minority	0	0	0	0	1	1	0	0	0

Job Group: B5 - Administrative Professional

Transaction Dates: 01/01/2014 To 12/31/2014

Personnel Transactions Summary

	<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	1	1	2	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	1	1
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	1	1	2	0	0	0	1	1	2
Total Minority	0	0	0	0	0	0	0	0	0	0	0	1	1

	<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	1	0	1	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	1	0	1	0	0	0	0	0	0
Total Minority	1	0	1	0	0	0	0	0	0

Job Group: B6 - Technical Professionals

Transaction Dates: 01/01/2014 To 12/31/2014

Personnel Transactions Summary

	<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	1	0	1	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	1	1	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	1	0	1	0	1	1	1	0	1
Total Minority	0	0	0	0	1	0	1	0	1	1	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	1	1	2	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	1	1	2	0	0	0	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

Job Group: F17 - Administrative Service

Transaction Dates: 01/01/2014 To 12/31/2014

Personnel Transactions Summary

	<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	5	5	10
Afr. Amer.	0	0	0	0	0	0	0	0	0	0	2	3	5
Hispanic	0	0	0	0	1	0	1	0	0	0	3	0	3
Asian	0	0	0	0	1	0	1	0	0	0	0	1	1
Nat. Amer.	0	0	0	0	0	0	0	0	0	0	0	1	1
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	1	1	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	0	0	0	0	2	1	3	0	0	0	10	10	20
Total Minority	0	0	0	0	2	1	3	0	0	0	5	5	10

	<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	1	1	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	1	1	2	0	0	0	2	1	3
Total Minority	0	1	1	0	0	0	0	0	0

Job Group: G20 - Crafts

Transaction Dates: 01/01/2014 To 12/31/2014

Personnel Transactions Summary

	<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	3	0	3	0	0	0	2	0	2
Afr. Amer.	0	0	0	0	0	0	0	1	0	1	0	0	0
Hispanic	0	0	0	0	1	0	1	1	0	1	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	4	0	4	2	0	2	2	0	2
Total Minority	0	0	0	0	1	0	1	2	0	2	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	1	1	2	0	0	0	0	0	0
Afr. Amer.	0	1	1	1	0	1	0	0	0
Hispanic	1	0	1	1	0	1	0	1	1
Asian	0	0	0	1	0	1	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	2	2	4	3	0	3	0	1	1
Total Minority	1	1	2	3	0	3	0	1	1

Job Group: H22 - Service

Transaction Dates: 01/01/2014 To 12/31/2014

Personnel Transactions Summary

	<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	6	3	9	3	3	6	4	0	4
Afr. Amer.	0	0	0	0	4	10	14	5	3	8	5	2	7
Hispanic	0	0	0	0	1	3	4	1	0	1	1	0	1
Asian	0	0	0	0	4	0	4	1	0	1	0	0	0
Nat. Amer.	0	0	0	0	1	0	1	0	0	0	0	0	0
NHOPI	0	0	0	0	0	1	1	0	0	0	0	0	0
Two or More	0	0	0	0	1	0	1	2	1	3	1	0	1
Unknown (Race)	0	0	0	0									
Total	0	0	0	0	17	17	34	12	7	19	11	2	13
Total Minority	0	0	0	0	11	14	25	9	4	13	7	2	9

	<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	4	1	5
Afr. Amer.	1	0	1	0	1	1	6	8	14
Hispanic	1	0	1	0	0	0	2	0	2
Asian	1	0	1	0	0	0	3	0	3
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	1	1	2
Two or More	0	0	0	0	0	0	0	1	1
Total	3	0	3	0	1	1	16	11	27
Total Minority	3	0	3	0	1	1	12	10	22

Job Group: H23 - Property Maintenance

Transaction Dates: 01/01/2014 To 12/31/2014

Personnel Transactions Summary

	<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	2	0	2	0	0	0	1	0	1
Afr. Amer.	0	0	0	0	0	0	0	0	0	0	1	0	1
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	2	0	2	0	0	0	2	0	2
Total Minority	0	0	0	0	0	0	0	0	0	0	1	0	1

	<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	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	1	0	1	1	0	1
Total Minority	0	0	0	1	0	1	0	0	0

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.