

**EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

**August 2016**

**PREPARED BY THE  
SAN DIEGO  
METROPOLITAN TRANSIT SYSTEM**

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## POLICY STATEMENT 2016

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### POLICY STATEMENT 2016

It is the policy of the San Diego Metropolitan Transit System (MTS), its subsidiaries, San Diego Trolley, Inc. (SDTI), San Diego Transit Corporation (SDTC), and its contractors, to recruit, hire, train and promote all applicants and employees in accordance with Title VII of the Civil Rights Act of 1964, as amended. MTS will ensure that recruiting, selecting, hiring and promoting procedures do not adversely affect the employment of persons protected by Title VII and, in addition, that all MTS hiring and promoting criteria, requirements and tests are job-related. MTS is committed to undertaking an Affirmative Action Program in accordance with the provisions of Executive Order 11246 to the extent allowable by applicable law, the Equal Employment Opportunity Commission guidelines, and all other applicable equal employment regulations, taking into account its present size and future growth.

MTS is committed to Equal Employment Opportunity (EEO) for all persons. It is the policy of MTS to assure that discrimination based on race, color, sex, religion, ancestry, national origin, age (over 40 years), gender, marital status, medical condition (cured or rehabilitated cancer), physical disability (including AIDS), mental disability, genetic information, gender identity, gender expression, sexual orientation and military or veteran status does not occur in relationships that may exist between MTS and any employee or applicant for employment. Such relationships may be defined as, but not limited to, recruitment, hiring, promotion, compensation, benefits, terminations, transfers, layoffs, recalls, company-sponsored training, education, and social and recreational programs. Goals and timetables with specific measurement and evaluation factors will be established to help measure management's progress in administering this EEO Program. We expect successful achievement of EEO goals to provide benefits to MTS through fuller utilization and development of previously underutilized human resources.

The responsibility for the implementation of the EEO Program is assigned to Jeffrey Stumbo, Director of Human Resources and Labor Relations, MTS's Equal Employment Opportunity Officer. All management personnel are expected to support and implement this EEO Program in the performance of their job duties and responsibilities. Further, the performance of all managers and supervisors will be evaluated based on the success of the program. Any employee or applicant for employment who feels that they have been discriminated against has the right to file a complaint alleging discrimination with the Director of Human Resources and Labor Relations. If the Director of Human Resources and Labor Relations is involved in the complaint, the complaint should be filed with, and will be processed by, Karen Landers, MTS General Counsel.

MTS will update and reaffirm this EEO Policy Statement annually.

  
\_\_\_\_\_  
Paul C. Jablonski  
Chief Executive Officer

2/19/2016  
Date

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Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc., San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations), and San Diego Vintage Trolley, Inc., a 501(c)(3) nonprofit corporation, in cooperation with Chula Vista Transit. MTS is the taxicab administrator for seven cities. MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego.



## I. INTRODUCTION

### A. Equal Employment Opportunity

Underlying the concept of equal employment is the perception that all persons be judged on the basis of merit, individual ability and competence without regard to factors unrelated to successful job performance such as race, color, religion, ancestry, national origin, age, sex, gender, marital status, medical condition, physical disability, mental disability, genetic information, gender identity, gender expression, sexual orientation, military or veteran status, or other irrelevant circumstances.

EEO policies were mandated by Congress with the passing of the Civil Rights Act of 1964, but the notion of equality of opportunity can be traced to a broad spectrum of cultural traditions. The 14<sup>th</sup> Amendment to the Constitution and the Civil Rights Acts of 1866 and 1870, which entitles all citizens to equal benefit of all laws and proceedings, establishes the legal precedence for contemporary civil rights legislation.

The passage of this legislation has placed a prohibition upon the conscious, overt, discriminatory actions against individuals. Statistics of unemployment, underemployment, and incomes of minorities and women indicate that some employment practices continue to have disparate and discriminatory impact upon certain groups within our population.

The Civil Rights Act commands the removal of artificial barriers to employment when the barriers operate invidiously to discriminate on the basis of racial or other impermissible classification. The current thrust of equal employment opportunity according to the EEOC is to eliminate employment practices which appear neutral on the face, but have an adverse and discriminatory effect.

### B. Affirmative Action

Affirmative action is a process through which equal employment opportunity can be achieved and maintained. The necessity for affirmative action programs was first recognized in Executive Order 11246 and its amendments which required government contractors to implement positive, results-oriented, steps to eliminate job discrimination. The order required that employers conduct a self-analysis to determine if any aspect of their employment system had an adverse effect upon members of protected classes and to take appropriate remedial actions. The employer must identify departments and job classifications which underutilize members of protected classes in an attempt to correct all disparities. In addition, the employer is committed to a sincere effort toward attaining definite goals for minority group members and women who will be hired or promoted to a specific job status in a given period of time.

## II. HARASSMENT POLICY

It is the policy of San Diego Metropolitan Transit System (MTS) and its operating entities, San Diego Trolley, Inc. (SDTI) and San Diego Transit Corporation (SDTC) (collectively, the "Agency"), to provide a work environment that is free from harassment as defined below.

Any unwelcome verbal, physical and/or visual conduct that is based on any protected characteristic and interferes with work performance constitutes harassment that is prohibited by this policy. "Protected characteristics" include sex, gender (including pregnancy, childbirth or related medical conditions), gender expression, gender identity, race, color, religion (including religious dress and grooming practices), age, physical or mental disability, medical condition, pregnancy, marital status, sexual orientation, military or veteran status, or any other basis protected by applicable federal, state or local law, as well as the perception that a person has any of the above characteristics or is associated with a person who has or is perceived as having any of the above characteristics.

Harassment may take the following forms:

- A. Verbal – epithets, derogatory or suggestive comments, slurs, unwanted sexual advances, sexual innuendoes, sexually oriented teasing or practical jokes, invitations or comments.
- B. Visual – derogatory posters, cartoons, drawings, display or distribution of sexually suggestive pictures, graphic emails or text messages or other materials.
- C. Physical – assault, blocking normal movement, unwanted touching, looks or gestures and interference with work because of gender.
- D. Threats or Demands – requirements of sexual acts as a condition of keeping a job or avoiding disciplinary proceedings, or offers of job benefits in return for sexual favors.
- E. Retaliation – demotion, poor performance evaluation, or termination for having reported harassment.

This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

It is the policy of MTS to prevent and prohibit misconduct on the job, including sexual harassment or any other type of employee harassment by coworkers, subordinate employees, or supervisors. Any employee found to have acted in violation of the foregoing policies shall be subject to appropriate disciplinary action, including warnings, reprimand, suspension, and/or discharge.

Employees who are subjected to, or are a witness to, unlawful harassment must immediately report such conduct to the Director of Human Resources and Labor Relations. The Director of Human Resources and Labor Relations or his/her designee

has full responsibility to receive, investigate and resolve complaints involving violations of the policies stated herein and to impose appropriate sanctions against violators.

Should a potential conflict exist (e.g., the Director of Human Resources and Labor Relations is alleged to be involved in the complaint), the complaint should be filed directly with the General Counsel. The General Counsel is a direct report of the Chief Executive Officer (CEO). The General Counsel will investigate and respond to the complaint and inform the CEO of his/her findings. The CEO will resolve the complaint and impose sanctions and/or remedies as appropriate.

If an employee or prospective candidate believes they were discriminated against by someone in the Human Resources Department, they may file their complaint with the General Counsel. Additionally, as a check and balance, the General Counsel will review the EEO Program, goals and utilization report annually and report any concerns to the CEO.

At a minimum, when an employee alleges harassment, MTS shall:

- A. Fully inform the employee of his or her rights to complain and redress the harassment; fully inform the employee of his or her right to secure assistance available under any MTS policy or procedure;
- B. Immediately conduct a thorough, objective and complete investigation of the alleged harassment; make a determination about whether unlawful or inappropriate harassment has occurred; communicate this finding to the alleged harasser and any other involved party while maintaining employee privacy and confidentiality; and
- C. Take prompt and effective remedial action if harassment has occurred.

### III. DEFINITIONS

For purposes of this program, the following definitions apply:

- A. Adverse Effect – refers to a total employment process or any of its components which results in a differential rate of selection (for hire, promotion, etc.) and works to the disadvantage of a protected class. The difference in the rate of selection must be statistically significant at the .05 level.
- B. Artificial Barriers – refers to any or all aspects of a recruiting, selecting, or hiring process which precludes the employment of or limits the full utilization of qualified members of classes protected by Title VII.
- C. Discrimination – refers to any act, or any failure to act, which has the purpose or effect of limiting, excluding, or denying a person an employment opportunity on the basis of race, color, religion, ancestry, national origin, age, sex, gender, marital status, medical condition, physical disability, mental disability, genetic information, gender identity, gender expression, sexual orientation and military or veteran status.
- D. Overt Discrimination – refers to the conscious and deliberate actions of an employer against individuals, limiting their activity within the workforce. This type of discriminatory action is expressly prohibited by the Civil Rights Act of 1964.
- E. Protected Classes – members of groups who, by virtue of past discrimination, continue to suffer the present effects of that discrimination. Applicants or employees may be considered members of a protected class, whenever, because of discrimination based on race, color, religion, ancestry, national origin, age, sex, gender, marital status, medical condition, physical disability, mental disability, genetic information, gender identity, gender expression, sexual orientation and military or veteran status, such employees were initially assigned to less desirable or lower paying jobs, were denied equal opportunity for advancement, and were subject to layoff or displacement from their jobs.
- F. Underutilization – refers to a condition where there are fewer minorities and/or women in a particular job category or department than would reasonably be expected based on their presence in the relevant labor force.
- G. Validity – the term used to describe how well personnel selection procedures measure or predict the job performance of individuals. Further information can be obtained from the EEOC Selection Guidelines.

#### IV. DISSEMINATION OF EEO PROGRAM

Formal communication mechanisms are established to publicize and disseminate MTS's EEO Policy, as well as appropriate elements of MTS's EEO Program, to its employees, applicants and members of the public.

##### A. Internal Dissemination

The following actions are taken by MTS to internally disseminate the EEO Policy and Program:

1. The EEO Policy shall be included in the MTS Employee Handbook.
2. Special management and supervisory meetings are conducted semiannually to discuss the EEO Program and its implementation. Periodically managers and supervisors receive written communications from the CEO regarding the EEO Program. In addition, periodic supervisory training sessions are conducted to focus on equal opportunity and encouragement of employee growth and advancement, at all levels, without regard to race, color, religion, ancestry, national origin, age, sex, gender, marital status, medical condition, physical disabilities, mental disability, genetic information, gender identity, gender expression, sexual orientation and military or veteran status.
3. The EEO Policy and Program, including complaint procedures, are clearly defined and explained during new employee orientation.
4. The EEO Policy Statement and EEO Posters are prominently displayed on appropriate office bulletin boards.
5. Meetings with employees are conducted to get suggestions on implementing and refining the EEO Program.

##### B. External Dissemination

To ensure the general public has a full understanding of MTS's EEO Policy and Program, the following actions shall be taken by MTS:

1. The Director of Human Resources and Labor Relations will supply interested persons and community groups with MTS's EEO Policy and Program. Recruiting sources utilized by MTS will be informed of the EEO Policy and Program and will be requested to comply with them when recruiting for MTS openings. MTS will keep records on the referral of applicants, follow-up actions, and record feedback on the disposition of applicants referred by these organizations.
2. Recruitment advertising will be placed in targeted media. All employment advertisements will contain the phrase "San Diego Metropolitan Transit System is an Equal Opportunity Employer."



3. MTS annual reports and other external publications, where appropriate, will periodically feature aspects of the Equal Opportunity Policy and the EEO Program, and will feature employees of all classes.
4. Where recruiting contracts or other contractual obligations relating to employment are in force, MTS and its subsidiaries will inform contractors, orally and in writing, to conform to policies and procedures consistent with this EEO Program.
5. All successful contractors, vendors, and suppliers shall be notified in writing of MTS's EEO Program.

## V. RESPONSIBLE STAFF

The Chief Executive Officer (CEO) of MTS is charged with the responsibility to ensure full adherence to timely implementation of this EEO Program.

The Director of Human Resources and Labor Relations will have staff responsibility for the Program. At the direction of the CEO, the Director of Human Resources and Labor Relations is directly responsible for coordinating the implementation and administration of the EEO Program for MTS and its subsidiaries. The Director of Human Resources and Labor Relations shall be directly responsible for circulating approved job specifications to those responsible for MTS recruiting, screening, selection and promotion. Any processes that lack job-related objectivity shall not be used or sanctioned.

If problems exist in the implementation of this plan, it is the responsibility of the CEO or his designee the Director of Human Resources and Labor Relations to make corrections so that MTS may fulfill its goals and ambitions in a timely manner.

- A. The Director of Human Resources and Labor Relations' responsibilities for this program include:
1. Developing and recommending EEO policy, a written EEO Program, and internal and external communication procedures.
  2. Conduct an annual workforce utilization study to determine where MTS and its subsidiaries need to implement efforts to achieve parity in employment with the availability of a qualified workforce within the County of San Diego.
  3. Setting goals and timetables and developing programs to achieve goals.
  4. Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is necessary.
  5. Reporting periodically to the CEO on progress of goals. Reports should include recommendations to improve program and achieve goals.
  6. Serving as liaison between the agency, federal, state, and local governments, regulatory agencies, minority, disabled and women's organizations, and other community groups.
  7. Assisting in recruiting minority, disabled, and women applicants and establishing outreach sources for use by hiring officials.
  8. Concurring in all hires and promotions.
  9. Processing employment discrimination complaints.

B. Although the Director of Human Resources and Labor Relations has primary responsibility for implementing MTS's EEO plan, carrying out EEO is an integral function of all managers and supervisors. Managers are expected to carry out the following responsibilities as part of their job in implementing the agency's EEO Program:

1. Assisting in identifying problem areas and establishing agency and unit goals and objectives;
2. Being actively involved with local minority organizations, women's and disabled groups, community action organizations, and community service programs designed to promote EEO;
3. Participating actively in periodic audits of all aspects of employment in order to identify and to remove barriers obstructing the achievement of specified goals and objectives;
4. Holding regular discussions with other managers, supervisors, and employees to assure the agency's policies and procedures are being followed;
5. Reviewing the qualifications of all employees to assure that employees are given equal opportunities for transfers, promotions, training, salary increases, and other forms of compensations;
6. Participating in the review and/or investigation of complaints alleging discrimination;
7. Conducting and supporting career counseling for all employees; and
8. Participating in periodic audits to ensure that each agency unit is in compliance.

## VI. WORKFORCE ANALYSIS

The purpose of a utilization analysis is to identify those job categories where there is underutilization and/or concentration of certain groups of persons in relation to their availability in the relevant labor market. It is also to establish a framework for goals and timetables to correct any employment practices that contributed to any underutilization or concentration. For purposes of the statistics reported in this program, SDTI and SDTC are reported within the number presented for MTS.

The workforce analysis consists of workforce analysis and an availability analysis. The workforce analysis requires a statistical breakdown of the recipient's workforce by occupational category cross-referenced by ethnicity and gender including principal duties and rates of pay. The availability analysis is a comparison of the participation rate of persons at various levels in the workforce on the basis of ethnicity and gender with the availability of these persons in relevant labor market and recruiting areas.

- A. For the purposes of identifying underutilization within particular job classifications, MTS employees are separated into two categories:
  1. Regular – An Employee appointed to a position that is funded continuously and with the expectation that his tenure is indefinite.
  2. Temporary – An employee or a position that is paid by the hour and whose length of employment is specified prior to appointment.

Appendices 2 and 3 provide a detailed comparison between MTS's workforce and workforce availability in the San Diego County area according to the 2006-2010 ACS. The San Diego workforce information is derived from the 2006-2010 ACS EEO Tabulation.

### MTS

Appendix 4 identifies the current underutilization.

## VII. GOALS AND TIMETABLES

MTS's long-range goals are to ensure that employees are represented in each general job category in at least the same percentage as the ethnic, racial and female composition of the local labor market (Appendix 3). Based on our utilization analysis, MTS has established goals and timetables designed to correct any identified deficiencies.

In developing its long-range and short-term goals, MTS uses the following guidelines for goal setting:

1. Involve personnel staff, department and division heads, local and unit managers in the process;
2. Set goals that are significant, measurable and attainable;
3. Make goals with timetables specific for planned results;
4. Consider anticipated attrition, expansion, contraction (especially the impact on employment of projected contracting out and privatization/competitiveness activities), turnover in the work force, and availability of persons with required skills;
5. Consider effects of changes in existing employment practices that may contribute to underutilization; and
6. Use goals as targets that are reasonably attainable by applying good faith efforts.

### A. Long-Term Goals:

MTS continually strives to achieve parity between the composition of our workforce and the ethnic, racial and gender composition of the local labor market. Appendix 7 illustrates the existing underutilization by position and the projected time period that MTS has set to achieve parity. Appendix 6 lists the Agency's long-term goals and a description of the means by which we intend to achieve them.

### B. Short Term Goals:

In addition to the long-term goals, MTS sets short-term goals for immediate action. Appendix 5 lists the Agency's short-term goals and a description of the means by which we intend to achieve them.

## VIII. ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES

### A. Recruiting, Selecting, and Hiring

MTS conducts a detailed assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. The assessment and identification evaluates the impact of the agency's employment practices on all of its employment patterns, and has resulted in the following:

1. All recruiting, selecting and hiring within MTS is consistent with this program and applicable statutes;
2. In accordance with federal regulations, all selection criteria, such as written examinations, scored interviews, scored application forms and educational requirements that may disproportionately reject members of protected classes will be examined to ensure validity;
3. Special efforts are made to recruit women and men of particular ethnic groups who have traditionally been underutilized. The minority placement offices of the region's colleges and universities are placed on a mailing list to receive vacancy announcements. Emphasis is given to seeking and encouraging applicants from minority and women's groups where such applicants with the necessary qualifications and potential are available, including, but not limited to, utilization of the following service organizations, as appropriate:
  - San Diego Urban League
  - Local high schools, junior colleges, and colleges
  - Skills training centers
  - Local disabled, minority, and women's organizations
  - State employment service
  - Community action groups
  - Career Builder Diversity Page
  - WTS Job Board – Women In Transportation
4. Contacts and relationships have been developed with these and other individuals and groups that may be able to refer other applicants. Briefings will be held to acquaint them with MTS's EEO Program, present and future job opportunities at MTS, selection process and any appropriate recruiting literature available; and
5. Applicants are asked to fill out an online application profile. Completion of the information is on a voluntary basis and reveals the ethnic group of the applicants and how they learned of the open position.

To ensure achievement, MTS periodically reviews its practices in hiring job applicants and makes adjustments and corrections where necessary.

The results of the above employment practices are illustrated in Appendix 8, which provides a detailed breakdown by gender and ethnic background of positions filled in the previous fiscal year by MTS.

B. Seniority Practices

MTS uses seniority to determine work assignments and vacation selection for union represented classifications only.

C. Salaries and Promotions

Persons currently employed at MTS are given every consideration and encouraged to apply for open positions. Provided the current employee meets the qualifications of the open position for which they are applying and is not under disciplinary suspension or probation, he or she will be given equal consideration without regard to race, color, religion, ancestry, national origin, age, sex, gender, marital status, medical condition, physical disability, mental disability, genetic information, gender identity, gender expression, sexual orientation and military or veteran status except where the disability would impede fulfillment of the job's essential functions.

Promotional opportunities also arise at MTS when individuals are in "linked" positions. A lower-level position is "linked" to a higher-level position in the organization with the possibility of promotion to the higher position without an opening at the higher level. Promotions are open to any MTS employees who meet the following conditions:

- A. Employment standards for higher level.
- B. Highly satisfactory work at the lower level at MTS.
- C. At least one year of "top" step of the lower level position salary range.

All employees receive compensation and benefits in accordance with appropriate standards for positions of similar content regardless of if they are in a component of a protected class. Opportunities for performing overtime work or otherwise earning increased compensation are afforded to all qualified employees without discrimination based on race, color, religion, ancestry, national origin, age, sex, gender, marital status, medical conditions, physical disability, mental disability, genetic information, gender identity, gender expression, sexual orientation and military or veteran status. Promotion, compensation, and benefits for most hourly employees are governed by existing collective bargaining agreements, which prohibit discrimination for any of the reasons outlined above.

D. Training

All training programs supported or sponsored by MTS are equally open to women and minority group employees on the basis of qualifications, knowledge, skills, abilities and motivation. Employees who appear to have management potential will be encouraged to seek advancement into supervisory or other management positions by availing themselves of pertinent education programs, company-sponsored training, and outside skill centers. MTS will take into consideration the efforts made by these employees to improve their opportunity for upward mobility when selecting employees for promotional opportunities.

MTS's commitment to meeting its utilization goals by providing promotional opportunities to women and minorities is evidenced by the demographics of the MTS Management Training Program.

MTS conducts periodic, ongoing training for maintenance and operations staff. This training is provided to all employees in a particular job classification, regardless of association in a protected class. MTS requires all newly hired assistant linemen and mechanics to enroll in the agency's apprenticeship training program. This program is four years in duration and includes both on-the-job and formal classroom training. All newly hired train operators and bus operators undergo an eight-week training program followed by annual recurrent training classes.

#### E. Terminations and Disciplinary Procedures

Disciplinary action may take the form of verbal or written admonition, suspensions without pay, and/or termination by the Director of Human Resources and Labor Relations. Except serious cases, termination at MTS is preceded by documented, progressive discipline that generally includes the following steps:

1. Verbal Warning – The problem is specifically identified, assistance offered to overcome the problem, a reasonable length of time established for improvement to be demonstrated, and a description of the consequences that will result if the problem continues. An informal record of this warning shall be included in the employee's personnel records.
2. Written Warning – The written warning must identify, in specific written terms, the reason for the warning citing the previous verbal warning and the failure to respond positively to it. The employee shall be given, and by signature acknowledging receipt of, a copy of the warning. A copy of this notice shall have a distribution to the employee, employee's supervisor, and the employee's personnel file. A reasonable amount of time for noticeable improvement shall be allowed and specific consequences outlined for noncompliance.
3. Discharge – The last step in the progressive discipline process shall only be used when all other steps have failed to encourage satisfactory improvement. If satisfactory improvement is not shown, the written discharge action shall be taken. A copy of the discharge letter shall be given to the employee, supervisor, and the Human Resources Department for inclusion in the employee's personnel file. Disciplinary procedures for most hourly employees are handled by collective bargaining agreements.

The procedures outlined above are administered without regard to membership of a protected class. A breakdown of terminations for disciplinary reasons at MTS is outlined in Appendix 9.



F. Grievance Procedure

Employees of or any applicant for employment at MTS who feels they have been discriminated against should contact the Director of Human Resources and Labor Relations who will immediately investigate the circumstances involved in the complaint and will take appropriate corrective action in the case of a justified grievance.

Grievance procedures for administrative/management personnel are outlined in the management employee handbook. Formal grievance procedures for union represented employees are outlined in their collective bargaining agreements.

IX. INTERNAL MONITORING AND REPORTING SYSTEM

The following procedures are being followed in order to continuously monitor employment procedures and practices to measure the results of the EEO Program.

- A. A complete record of data will be maintained to include the name, age, race, gender, position sought, referral source, and the ultimate disposition of each job applicant, where the collection of such information does not violate the individual's rights.
- B. A complete record of each promotional opportunity to include all persons considered, identified by age, race and gender.
- C. Employee termination data will be compiled including the name, age, race, gender, position and reason for termination.
- D. Staff responsible for the EEO Program at MTS will meet on a quarterly basis with the Director of Human Resources to review EEO efforts and results. The Director of Human Resources and Labor Relations will report the programs status to the CEO.
- E. A periodic EEO Program report shall be prepared and submitted to the Board members. This report is to show significant progress or lack of progress with regard to goals and recommend future actions and policy revisions as necessary.
- F. Ongoing training will be conducted with supervisors and managers at MTS to ensure compliance with all aspects of the EEO Program.
- G. Subrecipients awarded contracts greater than \$50,000 and with 50 or more employees will submit their EEO Program annually and an EEO Utilization Report in January and July to the Director of Human Resources and Labor Relations.
- H. Contractors awarded construction contracts greater than \$10,000 will submit monthly Employment Utilization Reports to the Labor Compliance Specialist. The Labor Compliance Specialist shall provide a report to the Director of Human Resources and Labor Relations on a semiannual basis.

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## Appendix 1

### Occupational Category List

#### **Officials & Administrators**

Advertising, Marketing, Promotions, Public Relations, and Sales Managers  
Business Operations Specialists  
Financial Specialists  
Operations Specialties Managers  
Other Management Occupations  
Top Executives  
Architects, Surveyors, and Cartographers  
Computer Specialists  
Engineers  
Mathematical Science Occupations  
Physical Scientists

#### **Professionals**

Art and Design Workers  
Counselors, Social Workers, and Other Community and Social Service Specialists  
Entertainers and Performers, Sports and Related Workers  
Health Diagnosing and Treating Practitioners  
Lawyers, Judges, and Related Workers  
Librarians, Curators, and Archivists  
Life Scientists  
Media and Communication Workers  
Other Teachers and Instructors  
Postsecondary Teachers  
Primary, Secondary, and Special Education School Teachers  
Religious Workers  
Social Scientists and Related Workers

#### **Technicians**

Drafters, Engineering, and Mapping Technicians  
Health Technologists and Technicians  
Life, Physical, and Social Science Technicians  
Media and Communication Equipment Workers

#### **Protective Services (Non-Sworn)**

Supervisors of Protective Services  
Public Safety Workers  
Guards & Other Protective Services

#### **Administrative Support Workers**

Financial Clerks  
Information and Record Clerks  
Legal Support Workers  
Material Recording, Scheduling, Dispatching, and Distributing Workers  
Other Education, Training, and Library Occupations  
Other Office and Administrative Support Workers  
Secretaries and Administrative Assistants  
Supervisors, Office and Administrative Support Workers

#### **Skilled Craft Workers**

Construction Trades Workers  
Electrical and Electronic Equipment Mechanics, Installers, and Repairers  
Extraction Workers  
Material Moving Workers  
Other Construction and Related Workers  
Other Installation, Maintenance, and Repair Occupations  
Plant and System Operators  
Supervisors of Installation, Maintenance, and Repair Workers  
Supervisors, Construction and Extraction Workers  
Vehicle and Mobile Equipment Mechanics, Installers, and Repairers  
Woodworkers

#### **Service/Maintenance**

Agricultural Workers  
Animal Care and Service Workers  
Fishing and Hunting Workers  
Forest, Conservation, and Logging Workers  
Grounds Maintenance Workers  
Helpers, Construction Trades  
Supervisors, Building and Grounds Cleaning and Maintenance Workers  
Supervisors, Farming, Fishing, and Forestry Workers  
Air Transportation Workers  
Other Transportation Workers  
Rail Transportation Workers  
Supervisors, Transportation and Material Moving Workers  
Water Transportation Workers

Appendix 2

Workforce Classification

Active Employees FY16												
Occupational Category	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
	M	F	M	F	M	F	M	F	M	F	M	F
<b>Officials/Administrators</b>												
Chief Executive Officer	0	0	0	0	0	0	0	0	1	0	1	0
Chief Financial Officer	0	0	0	0	0	0	0	0	1	0	1	0
Chief Information Officer	0	0	0	0	0	0	0	0	0	1	0	1
Chief of Staff	0	0	0	0	0	0	0	0	0	1	0	1
Chief Op Officer-Transit Servs	0	0	0	0	0	0	0	0	1	0	1	0
Chief Operating Officer (Rail)	0	0	0	0	0	0	0	0	1	0	1	0
Controller	0	0	0	0	0	0	0	0	0	1	0	1
Deputy Dir of Transit Enf	0	0	0	0	0	0	1	0	0	0	1	0
Dir Fin Planning & Analysis	0	0	0	0	0	0	0	0	1	0	1	0
Dir Marketing & Communications	0	0	0	0	0	0	0	0	1	0	1	0
Dir of Fleet & Facility Maint	0	0	1	0	0	0	0	0	0	0	1	0
Dir of HR & Labor Relations	0	0	0	0	0	0	0	0	1	0	1	0
Dir of Transit System Security	0	0	1	0	0	0	0	0	0	0	1	0
Director of Transportation	0	0	0	0	0	0	0	0	1	0	1	0
General Counsel	0	0	0	0	0	0	0	0	0	1	0	1
Superintendent of LRV Maint	0	0	0	0	0	0	0	0	1	0	1	0
Superintendent Transportation	0	0	0	0	0	0	0	0	1	0	1	0
Superintendent Wayside Maint	0	0	0	0	0	0	0	0	1	0	1	0
<b>Officials/Administrators Totals</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>4</b>	<b>14</b>	<b>4</b>
<b>FY15 Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>4</b>	<b>13</b>	<b>4</b>
<b>Change</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Professionals</b>												
Advertising Specialist	0	0	0	1	0	0	0	0	0	0	0	1
Assignments Supervisor	0	0	2	0	0	0	0	0	2	1	4	1
Assoc Transportation Planner	0	0	0	1	0	0	0	0	1	0	1	1
Associate Scheduler	0	0	1	0	0	0	0	0	0	0	1	0
Asst Manager of Stores (Rail)	0	0	0	0	0	0	0	0	1	0	1	0
Asst Mgr of Maintenance - IAD	0	0	0	0	0	0	0	0	1	0	1	0
Asst Superintendent LRV	0	1	0	0	0	0	0	0	0	0	0	1
Asst Superintendent Trans	1	0	0	0	0	0	0	0	0	0	1	0
Asst Superintendent Wayside	0	0	1	0	0	0	0	0	0	0	1	0
Asst Supvr of Info & Trip Plan	0	0	0	0	1	0	0	0	0	0	1	0
Asst Trans Ops Specialist	0	0	1	0	0	0	0	0	0	0	1	0
Asst Transit Store Supervisor	0	0	0	0	0	0	0	0	0	1	0	1
Aux Assignments Supervisor	1	1	2	0	0	0	0	0	0	0	3	1
Aux Line Yard Supervisor	0	1	1	1	1	0	0	0	4	2	6	4

**Active Employees FY16**

Occupational Category	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
Aux Store Supervisor	1	0	0	0	0	0	0	0	1	0	2	0
Aux Transportation Controller	0	0	0	1	1	1	0	0	4	0	5	2
Auxiliary Track Supervisor	0	1	1	1	0	0	0	0	1	0	2	2
Benefits & Comp Analyst	0	0	0	0	0	0	0	0	0	2	0	2
Bus Op Training Instructor	1	1	1	0	0	0	0	0	2	1	4	2
Buyer	0	0	0	0	0	0	0	0	1	0	1	0
Call Center Manager	1	0	0	0	0	0	0	0	0	0	1	0
Capital Grants Analyst	0	0	0	0	0	0	0	0	1	0	1	0
Capital Grants Supervisor	0	0	0	0	1	0	0	0	0	0	1	0
Central Control Info Rep	0	1	0	0	0	0	0	0	0	0	0	1
Central Control Supervisor	0	0	2	0	0	0	0	0	0	0	2	0
Comm/Ops Supv-Dispatch IAD	1	2	1	1	0	0	0	0	2	0	4	3
Comm/Ops Supv-Dispatch KMD	0	0	1	0	0	0	0	0	0	0	1	0
Comm/Ops Supv-Radio	1	1	5	0	0	0	0	0	1	0	7	1
Comm/Ops Supv-Radio-KMD	0	0	1	0	0	0	0	0	0	0	1	0
Communications Design Manager	0	0	0	0	0	0	0	0	0	1	0	1
Contract Specialist	0	0	0	1	0	0	0	0	0	0	0	1
Contracts Administrator	0	0	1	0	0	0	0	0	0	0	1	0
Digital Design & Content Spec.	0	0	0	0	0	0	0	0	0	1	0	1
Engineering Intern	0	0	0	0	0	0	0	0	0	1	0	1
Enviro Health & Safety Spec II	0	0	0	0	0	1	0	0	0	0	0	1
Facilities Manager	0	0	1	0	0	0	0	0	0	0	1	0
Graphic Designer III	0	0	0	0	0	0	0	0	0	1	0	1
HR Supervisor-Benefits & Comp	0	0	0	0	0	0	0	0	0	1	0	1
HR Supervisor-Recruitment	0	0	0	0	0	0	0	0	0	1	0	1
Human Resources Analyst	0	0	0	0	0	0	0	0	0	1	0	1
Human Resources Assistant	0	0	0	1	0	0	0	0	0	0	0	1
Human Resources Assistant II	0	0	0	0	0	0	0	0	0	1	0	1
Intern - Transit Services	0	0	0	0	0	1	0	0	0	0	0	1
Internal Auditor	0	0	0	0	0	0	0	0	1	0	1	0
Lead Customer Service Rep	0	0	0	1	0	0	0	0	0	0	0	1
Liability Claims Supervisor	0	0	0	0	0	0	0	0	1	0	1	0
LRV Project Cordinator/Analyst	0	0	0	0	0	0	0	0	1	0	1	0
Maintenance Analyst	0	0	1	0	0	0	0	0	0	0	1	0
Maintenance Analyst (Rail)	0	0	0	0	0	0	0	0	1	0	1	0
Manager of Human Resources	0	0	0	0	0	0	0	0	1	0	1	0
Manager Of Maintenance KMD	0	0	1	0	0	0	0	0	0	0	1	0
Manager of Marketing	0	0	0	0	0	0	0	0	0	1	0	1

**Active Employees FY16**

Occupational Category	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
Manager of Planning	0	0	0	0	0	0	0	0	1	0	1	0
Manager of Procurement	0	0	0	0	1	0	0	0	0	0	1	0
Manager of Real Estate Assets	0	0	0	0	0	0	0	0	1	0	1	0
Manager of Risk and Claims	0	0	0	0	0	0	0	0	0	1	0	1
Manager of Safety (Bus)	0	0	1	0	0	0	0	0	0	0	1	0
Manager of Scheduling	0	0	0	0	0	0	0	0	1	0	1	0
Manager of Service Operations	0	0	0	0	0	0	0	0	1	1	1	1
Manager of Support Services	0	0	0	0	0	0	0	0	0	1	0	1
Manager of Track and Structure	0	0	1	0	0	0	0	0	0	0	1	0
Manager of Training (Transp)	1	0	0	0	0	0	0	0	0	0	1	0
Manager of Transp Comm & Tech	0	0	0	0	0	0	0	0	1	0	1	0
Marketing Coordinator	0	0	0	0	0	0	0	0	0	1	0	1
Marketing Intern	0	0	0	1	0	0	0	0	0	0	0	1
Materials Analyst	0	0	0	0	0	1	0	0	0	0	0	1
Materials Manager	0	0	0	0	0	0	0	0	1	0	1	0
Mgr of Capital Projects (Bus)	0	0	0	0	0	0	0	0	1	0	1	0
Mgr of Capital Projects (Rail)	0	0	0	0	0	0	0	0	1	0	1	0
Mgr of Fleet & Facility Maint	0	0	0	0	0	0	0	0	1	0	1	0
Mgr of Maintenance Training	0	0	0	0	0	0	0	0	1	0	1	0
Mgr of Operations-Transit Enf	0	0	0	0	0	0	0	0	1	0	1	0
Mgr of Organizational Dev.	0	0	0	0	1	0	0	0	0	0	1	0
Mgr of Paratransit & Mini Bus	0	0	0	0	0	0	0	0	1	0	1	0
Mgr of South Bay & E County Op	0	0	0	0	0	0	0	0	1	0	1	0
Operating Budget Supervisor	0	0	0	0	0	0	0	0	1	0	1	0
Payroll Manager	0	0	0	0	0	1	0	0	0	0	0	1
Planning Intern	0	0	0	0	0	0	0	0	1	0	1	0
Principal Contract Admin	0	0	0	0	0	0	0	0	0	1	0	1
Procurement Specialist	1	1	1	0	0	0	0	0	1	0	3	1
Project Engineer (Rail)	0	0	0	0	0	0	0	0	1	0	1	0
Project Mgr-Capital Projects	0	0	0	0	1	0	0	0	0	0	1	0
Public Relations Specialist	0	0	0	0	0	0	0	0	1	0	1	0
Quality Assurance Supervisor	0	0	1	0	0	0	0	0	0	0	1	0
Records Manager	0	0	0	0	0	1	0	0	0	0	0	1
Regional Revenue Administrator	0	0	0	1	0	0	0	0	0	0	0	1
Revenue Manager (Rail)	0	0	0	0	0	0	0	0	1	0	1	0
Right of Way Engineer	0	0	0	0	0	0	0	0	0	1	0	1
Right of Way Engineer-Permits	0	0	0	1	0	0	0	0	0	0	0	1
Risk Management Specialist	0	0	0	0	0	1	0	0	0	0	0	1

**Active Employees FY16**

Occupational Category	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
Sen Transp Plnr/Rail Ops An	0	0	0	0	0	0	0	0	1	0	1	0
Senior Accountant	0	0	0	0	0	1	0	0	1	0	1	1
Senior Procurement Specialist	0	0	0	0	0	1	0	0	0	0	0	1
Senior Transit Store Clerk	0	0	0	1	0	0	0	0	0	0	0	1
Senior Transportation Planner	0	0	0	0	0	0	0	0	1	0	1	0
Service Operations Supervisor	5	1	2	0	0	0	0	0	4	0	11	1
Staff Accountant	0	0	2	0	0	0	0	0	1	0	3	0
Staff Attorney-Reg Compliance	0	0	0	0	0	0	0	0	0	1	0	1
Support Services Coordinator	0	0	1	0	0	0	0	0	0	0	1	0
Supvr of Passenger Facilities	0	0	0	1	0	0	0	0	0	0	0	1
System Safety Manager (Rail)	0	0	0	0	0	0	0	0	1	0	1	0
Systems Engineer (Rail)	0	0	0	0	1	0	0	0	0	0	1	0
Talent Acquisition Specialist	0	0	0	1	0	0	0	0	0	2	0	3
Taxicab Administration Manager	0	0	1	0	0	0	0	0	0	0	1	0
Tele Info Supervisor	0	1	0	0	0	0	0	0	0	0	0	1
Training Supervisor - LRV	0	0	1	0	0	0	0	0	0	0	1	0
Training Supervisor - MOW	0	0	0	0	0	0	0	0	1	0	1	0
Training Supervisor - Trans	0	0	0	0	0	0	0	0	1	1	1	1
Trans Div Manager - IAD	0	1	0	0	0	0	0	0	0	0	0	1
Trans Div Manager - KMD	0	0	0	0	0	0	0	0	1	0	1	0
Transit Asset Administrator	0	0	0	0	0	0	0	0	1	0	1	0
Transit Operations Specialist	0	0	1	0	0	0	0	0	1	0	2	0
Transit Ops Specialist - Para	0	0	0	0	0	0	0	0	0	1	0	1
Transit Store Supervisor	0	0	1	0	0	0	0	0	0	0	1	0
Transp Comm & Technology Supvr	0	0	1	0	0	0	0	0	0	0	1	0
Transp Service Quality Spec	0	0	0	0	0	0	0	0	1	0	1	0
Transportation Controller	0	1	2	0	0	0	0	0	8	2	10	3
Transportation Supervisor	4	0	3	1	1	0	0	0	3	1	11	2
Workers' Compensation Analyst	0	0	0	0	0	0	0	0	0	1	0	1
<b>Professionals Totals</b>	<b>18</b>	<b>14</b>	<b>43</b>	<b>16</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>31</b>	<b>142</b>	<b>70</b>
<b>FY15 Total</b>	<b>20</b>	<b>13</b>	<b>38</b>	<b>14</b>	<b>8</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>69</b>	<b>32</b>	<b>136</b>	<b>65</b>
<b>Change</b>	<b>-2</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>-1</b>	<b>0</b>	<b>3</b>	<b>-1</b>	<b>6</b>	<b>5</b>
<b>Technicians</b>												
Application Dev & Support Mgr	0	0	0	0	0	0	0	0	1	0	1	0
Application Developer	0	0	0	0	0	0	0	0	0	1	0	1
Business Systems Analyst (ERP)	0	0	0	0	0	0	0	0	1	0	1	0
Business Systems Analyst (IT)	0	1	0	0	1	0	0	0	0	0	1	1
Business Systems Analyst (SAP)	0	0	0	1	0	0	0	0	0	1	0	2



Active Employees FY16												
Occupational Category	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
Computer Support Specialist	2	0	0	0	2	0	0	0	0	0	4	0
Database Administrator	0	0	0	0	0	0	0	0	1	0	1	0
Datacenter Operations Manager	0	0	0	0	0	0	0	0	1	0	1	0
Enterprise Bus Solutions Mgr	0	0	0	0	0	0	0	0	1	0	1	0
Network Administrator	0	0	1	0	0	1	0	0	0	0	1	1
Network Operations Manager	0	0	1	0	0	0	0	0	0	0	1	0
Report Development Analyst	0	0	0	0	0	0	0	0	0	2	0	2
SAP System Admin (Basis)	0	0	0	0	0	0	0	0	1	0	1	0
Senior Application Developer	1	0	0	0	0	0	0	0	0	0	1	0
Systems Administrator	0	0	0	0	3	1	0	0	2	0	5	1
<b>Technicians Total</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>4</b>	<b>19</b>	<b>8</b>
<b>FY15 Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>4</b>	<b>13</b>	<b>7</b>
<b>Change</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>1</b>
<b>Administrative Support</b>												
Accounting Assistant	0	0	1	1	0	0	0	0	0	0	1	1
Admin Assistant (Copy Center)	0	0	0	0	0	0	0	0	0	1	0	1
Admin Assistant II - HR	0	0	0	0	0	0	0	0	0	1	0	1
Admin Asst II - Facilities	0	0	0	0	0	1	0	0	0	0	0	1
Admin Asst II - Maintenance	0	0	0	1	0	0	0	0	0	0	0	1
Admin Asst II - Operations	0	0	0	0	0	0	0	0	0	1	0	1
Admin Asst II - Taxi	0	0	0	0	0	0	0	0	0	1	0	1
Administrative Assistant I	0	0	0	1	0	0	0	0	0	0	0	1
Apprenticeship Tutor	1	0	0	0	0	0	0	0	0	0	1	0
Clerk Typist/Data Entry LRV	0	0	0	0	0	0	0	0	0	2	0	2
Clerk Typist/Data Entry REV	0	0	0	2	0	0	0	0	0	0	0	2
Clerk Typist/Data Entry TSS	0	0	0	1	0	0	0	0	0	3	0	4
Collector / Processor	2	1	2	1	0	0	0	0	1	0	5	2
Customer Serv Asst (Part-Time)	0	0	0	1	0	0	0	0	0	1	0	2
Customer Serv Asst-PT-CalPERS	0	0	2	3	0	1	0	0	0	0	2	4
Customer Service Rep	0	0	0	2	0	0	0	0	0	0	0	2
Customer Service Supervisor	0	1	0	1	0	0	0	0	0	1	0	3
Dispatch Clerk	1	2	2	1	0	0	0	0	0	0	3	3
Exec Asst CEO / Board Clerk	0	0	0	0	0	0	0	0	0	1	0	1
Exec Asst GC/Asst Board Clrk	0	0	0	0	0	0	0	0	0	1	0	1
Executive Assistant (COO Bus)	0	1	0	0	0	0	0	0	0	0	0	1
Finance Assistant	0	0	0	0	0	1	0	0	0	0	0	1
Info and Trip Planning Clerk	0	2	3	9	0	0	0	0	1	2	4	13
Maintenance Clerk - KMD	0	0	0	1	0	0	0	0	0	0	0	1

**Active Employees FY16**

Occupational Category	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
Office Clerk II	0	0	0	0	0	0	0	0	0	1	0	1
Operations Asst - Ride Checker	0	1	0	0	0	0	0	0	0	1	0	2
P/T Bus Op Training Admin Asst	0	0	0	0	0	0	0	0	0	1	0	1
Payroll Coordinator	0	0	0	1	0	3	0	0	0	0	0	4
Procurement Assistant	0	0	1	0	0	1	0	0	0	0	1	1
Receptionist	0	1	0	0	0	0	0	0	0	0	0	1
Receptionist- MTS	0	0	0	1	0	0	0	0	0	0	0	1
Storekeeper	1	0	0	0	1	0	0	0	1	2	3	2
Storeroom Clerks - IAD	2	1	2	0	1	0	0	0	0	0	5	1
Storeroom Clerks - KMD	1	0	3	0	2	0	0	0	0	0	6	0
Storeroom Supervisor - KMD	0	0	1	0	0	0	0	0	0	0	1	0
Transit Store Clerk	0	0	0	3	0	0	0	0	1	0	1	3
<b>Administrative Support Total</b>	<b>8</b>	<b>10</b>	<b>17</b>	<b>30</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>20</b>	<b>33</b>	<b>67</b>
<b>FY15 Total</b>	<b>10</b>	<b>10</b>	<b>13</b>	<b>27</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>25</b>	<b>36</b>	<b>68</b>
<b>Change</b>	<b>-2</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>-1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-4</b>	<b>-5</b>	<b>-3</b>	<b>-1</b>
<b>Protective Services (Non-Sworn)</b>												
Aux Code Compl Supvr-Canine	0	0	1	0	0	0	0	0	0	0	1	0
Aux Code Compliance Supervisor	2	0	2	0	0	0	0	0	1	0	5	0
Code Compl Insp-Canine Handler	0	0	1	0	0	0	0	0	1	0	2	0
Code Compliance Inspector	2	1	6	2	1	0	0	0	8	1	17	4
Code Compliance Supervisor	0	0	4	0	1	0	0	0	0	0	5	0
Regulatory Analyst	0	0	0	2	1	0	0	0	2	0	3	2
Regulatory Enforcement Supvr	0	0	1	0	0	0	0	0	0	0	1	0
Regulatory Inspector	1	0	0	0	0	0	0	0	3	0	4	0
Security Systems Administrator	0	0	1	0	0	0	0	0	0	0	1	0
<b>Protective Service (Non-Sworn) Total</b>	<b>5</b>	<b>1</b>	<b>16</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>1</b>	<b>39</b>	<b>6</b>
<b>FY15 Total</b>	<b>5</b>	<b>1</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>38</b>	<b>4</b>
<b>Change</b>	<b>0</b>	<b>0</b>	<b>-2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Craft Workers (Skilled)</b>												
Asst Rev Technicians - IAD	0	0	0	0	2	0	0	0	0	0	2	0
Asst Rev Technicians - KMD	1	0	0	0	0	0	0	0	0	0	1	0
Aux Facilities Supervisor	5	0	3	0	0	0	0	0	1	0	9	0
Aux LRV Maint Supervisor	3	0	2	1	1	0	0	0	1	0	7	1
Aux Revenue Maint Supervisor	0	0	1	0	0	0	0	0	1	0	2	0
Aux Revenue Supervisor	0	0	0	0	0	0	0	0	1	0	1	0
Aux Wayside Maint Supervisor	1	0	2	0	0	0	0	0	1	0	4	0
Bldng Maint Apprentice - IAD	0	0	1	0	0	0	0	0	0	0	1	0
Communications Tech - IAD	1	0	0	0	0	0	0	0	1	0	2	0

**Active Employees FY16**

Occupational Category	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
Communications Tech - KMD	1	0	0	0	0	0	0	0	0	0	1	0
Facilities Supervisor	2	1	3	0	0	0	0	0	0	0	5	1
Foreman - IAD	0	0	3	0	0	0	0	0	6	0	9	0
Foreman - KMD	0	0	7	0	0	0	0	0	3	0	10	0
LRV Asst Lineman	2	0	2	0	1	0	0	0	2	1	7	1
LRV Electromechanic	7	1	16	0	7	3	0	0	11	0	41	4
LRV Lineman	0	0	3	0	1	0	0	0	1	0	5	0
LRV Maint Supervisor	1	1	0	0	4	0	0	0	0	0	5	1
Mechanic A - Facilities - IAD	0	0	1	0	1	0	0	0	0	0	2	0
Mechanic A - Facilities - KMD	0	0	1	0	0	0	0	0	0	0	1	0
Mechanic A - IAD	1	0	12	0	0	0	0	0	6	0	19	0
Mechanic A - KMD	2	0	13	0	3	0	0	0	8	0	26	0
Mechanic Apprentice I - IAD	0	0	3	0	0	0	0	0	1	0	4	0
Mechanic Apprentice I - KMD	0	0	1	0	0	0	0	0	0	0	1	0
Mechanic Apprentice II - IAD	1	0	4	0	0	0	0	0	0	0	5	0
Mechanic Apprentice II - KMD	0	0	4	0	2	0	0	0	1	0	7	0
Mechanic C - IAD	5	0	6	0	2	0	1	0	2	0	16	0
Mechanic C - KMD	3	0	4	0	3	0	0	0	1	0	11	0
Passenger Facilities Tech.	0	0	0	0	0	0	0	0	1	0	1	0
Quality Assurance Inspector	0	0	0	0	0	0	0	0	1	0	1	0
Revenue Administrator	0	0	1	0	0	0	0	0	0	0	1	0
Revenue Maintainer I	0	0	0	0	1	0	0	0	1	0	2	0
Revenue Maintainer III	1	0	0	1	1	0	0	0	6	1	8	2
Revenue Maintenance Supervisor	0	0	1	0	0	0	0	0	1	0	2	0
Revenue Processors - IAD	0	0	3	0	0	0	0	0	0	0	3	0
Revenue Processors - KMD	1	0	1	0	0	0	0	0	0	0	2	0
Revenue Supervisor	0	0	1	1	0	0	0	0	0	0	1	1
Revenue Technicians - IAD	0	0	0	0	1	0	0	0	0	0	1	0
Revenue Technicians - KMD	0	0	1	0	1	0	0	0	0	0	2	0
Track Supervisor	0	0	1	0	0	0	0	0	0	0	1	0
Trackperson	1	0	7	0	1	0	0	0	0	0	9	0
Wayside Assistant Lineman	2	0	1	0	0	0	0	0	1	0	4	0
Wayside Electromechanic	2	0	4	0	3	0	0	0	7	0	16	0
Wayside Lineman	0	0	3	0	0	0	0	0	1	0	4	0
Wayside Maintenance Supervisor	1	0	1	0	0	0	0	0	2	0	4	0
<b>Craft Workers (Skilled) Total</b>	<b>44</b>	<b>3</b>	<b>117</b>	<b>3</b>	<b>35</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>69</b>	<b>2</b>	<b>266</b>	<b>11</b>
<b>FY15 Total</b>	<b>44</b>	<b>3</b>	<b>118</b>	<b>4</b>	<b>40</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>72</b>	<b>1</b>	<b>275</b>	<b>11</b>
<b>Change</b>	<b>0</b>	<b>0</b>	<b>-1</b>	<b>-1</b>	<b>-5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-3</b>	<b>1</b>	<b>-9</b>	<b>0</b>

**Active Employees FY16**

<b>Occupational Category</b>	<b>African American</b>		<b>Hispanic</b>		<b>Asian / Pacific Islander</b>		<b>American Indian or Alaskan Native</b>		<b>White</b>		<b>Total</b>	
<b>Service/Maintenance</b>												
Bus Operators - F/T	106	54	179	48	18	1	4	0	93	21	400	124
Bus Operators - P/T	1	0	0	1	0	0	0	0	0	0	1	1
Flagpersons	8	2	19	2	3	0	0	0	9	0	39	4
Lead Special Events Assistant	0	0	0	1	0	0	0	0	0	0	0	1
Ridership Surveyor	0	0	0	1	0	0	0	0	0	0	0	1
Serviceman A - IAD	6	0	17	1	3	0	2	0	3	0	31	1
Serviceman A - KMD	4	0	8	1	7	0	0	0	2	0	21	1
Serviceperson	17	2	21	3	0	0	0	0	3	3	41	8
Sign Truck Operator	0	0	1	0	0	0	0	0	0	0	1	0
Special Events Assistant	4	5	10	11	2	4	0	0	7	4	23	24
Special Events Coordinator	0	0	0	0	0	0	0	0	1	0	1	0
Student Bus Operator F/T	1	1	1	1	0	0	1	0	1	0	4	2
Train Operator	10	0	25	4	5	1	0	0	30	5	70	10
Train Operator - PT	10	0	23	3	2	0	0	0	14	1	49	4
<b>Service/Maintenance Totals</b>	<b>167</b>	<b>64</b>	<b>304</b>	<b>77</b>	<b>40</b>	<b>6</b>	<b>7</b>	<b>0</b>	<b>163</b>	<b>34</b>	<b>681</b>	<b>181</b>
<b>FY15 Total</b>	<b>192</b>	<b>80</b>	<b>318</b>	<b>72</b>	<b>37</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>178</b>	<b>46</b>	<b>730</b>	<b>204</b>
<b>Change</b>	<b>-25</b>	<b>-16</b>	<b>-14</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>-15</b>	<b>-12</b>	<b>-49</b>	<b>-23</b>
<b>Grand Total</b>												
	<b>245</b>	<b>93</b>	<b>501</b>	<b>131</b>	<b>97</b>	<b>27</b>	<b>9</b>	<b>0</b>	<b>342</b>	<b>96</b>	<b>1194</b>	<b>347</b>
<b>FY15 Grand Total</b>												
	<b>272</b>	<b>107</b>	<b>508</b>	<b>121</b>	<b>96</b>	<b>23</b>	<b>7</b>	<b>0</b>	<b>358</b>	<b>112</b>	<b>1241</b>	<b>363</b>
<b>Change</b>												
	<b>-27</b>	<b>-14</b>	<b>-7</b>	<b>10</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>-16</b>	<b>-16</b>	<b>-47</b>	<b>-16</b>

## Appendix 3 Workforce Analysis

Appendix 3 Workforce Analysis Report									
Date of WOFO:	FY 2016	Goals reflect statistical labor force availability for the following:						<u>WORKFORCE ANALYSIS REPORT</u>	
Input by:	JMD	County of San Diego - Civilian Labor Force (CLF)							
	8.3.16	Employed at work 16 years and over						Company: <u>Metropolitan Transit System</u>	

### I. TOTAL WORK FORCE:

The information blocks identify the current number of employees in each specific area. Employees are listed in their respective ethnic/gender and employment category. The percentages listed under the heading of "CLF Goals" are the numbers representing the civilian labor force employed at work (ages 16 & over) in San Diego County as derived from the EEO Tabulation 2006-2010 (5-year ACS Data) EEO 6w.

	CLF Goals	African American		CLF Goals	Hispanic		CLF Goals	Asian or Pacific Islander		CLF Goals	American Indian or Alaskan Native		White	
		M	F		M	F		M	F		M	F	M	F
Officials/Administrators	3.8%	0	0	15.6%	2	0	9.6%	0	0	0.4%	1	0	11	4
Professionals	3.2%	18	14	13.4%	43	16	15.6%	9	9	0.3%	0	0	72	31
Technicians	5.1%	3	1	16.9%	2	1	22.9%	6	2	0.2%	0	0	8	4
Admin. Support	5.0%	8	10	27.1%	17	30	10.5%	4	7	0.3%	0	0	4	20
Protective Services: Non-Sworn	0.7%	5	1	30.1%	16	4	6.9%	3	0	1.9%	0	0	15	1
Craft Workers (Skilled)	3.9%	44	3	38.1%	117	3	8.7%	35	3	0.4%	1	0	69	2
Service/Maintenance	4.6%	167	64	47.9%	304	77	11.1%	40	6	0.3%	7	0	163	34
<b>TOTAL</b>		<b>245</b>	<b>93</b>		<b>501</b>	<b>131</b>		<b>97</b>	<b>27</b>		<b>9</b>	<b>0</b>	<b>342</b>	<b>96</b>

	TOTAL EMPLOYEES			FEMALE Goals
	ALL	M	F	
Officials/Administrators	18	14	4	40.5%
Professionals	212	142	70	50.1%
Technicians	27	19	8	47.0%
Admin. Support	100	33	67	60.4%
Protective: Non-Sworn	45	39	6	34.2%
Craft Workers (Skilled)	277	266	11	6.3%
Service/Maintenance	862	681	181	43.5%
<b>TOTAL</b>	<b>1,541</b>	<b>1,194</b>	<b>347</b>	

### II. EMPLOYMENT ANALYSIS

The numbers listed under the goals column are obtained by multiplying the CLF goals by the total number of employees in that job category. These numbers represent the number of employees needed in each category to achieve parity with the available workforce.

	African American			Hispanic			Asian or Pacific Islander			American Indian or Alaskan			Women		
	Goals	Actual	Discrepancy	Goals	Actual	Discrepancy	Goals	Actual	Discrepancy	Goals	Actual	Discrepancy	Goals	Actual	Discrepancy
Officials/Administrators	1	0	(1)	3	2	(1)	2	0	(2)	0	1	1	7	4	(3)
Professionals	7	32	25	28	59	31	33	18	(15)	1	0	(1)	106	70	(36)
Technicians	1	4	3	5	3	(2)	6	8	2	0	0	(0)	13	8	(5)
Admin. Support	5	18	13	27	47	20	11	11	1	0	0	(0)	60	67	7
Protective Services: Non-Sworn	0	6	6	14	20	6	3	3	(0)	1	0	(1)	15	6	(9)
Craft Workers (Skilled)	11	47	36	106	120	14	24	38	14	1	1	(0)	17	11	(6)
Service/Maintenance	40	231	191	413	381	(32)	96	46	(50)	3	7	4	375	181	(194)

Goals are set by job categories for each protected group. An underrepresentation is indicated by a negative number, but if the discrepancy is less than -.5 position, a 0 will be displayed to show there is no underrepresentation.

## Appendix 4

### Underutilization Analysis

	African American	Hispanic	Asian Pac. Islander	Native American	Women
<b>Officials/Administrators</b>	1	1	2	0	3
<b>Professionals</b>	0	0	15	1	36
<b>Technicians</b>	0	2	0	0	5
<b>Admin. Support</b>	0	0	0	0	0
<b>Protective Services: Non-Sworn</b>	0	0	0	1	9
<b>Craft Workers (Skilled)</b>	0	0	0	0	6
<b>Service/Maintenance</b>	0	32	50	0	194

Since the 2000 Census, the population demographics of San Diego County have dramatically changed. The 2006-2010 ACS EEO Tabulation showed a significant increase in the Civilian Labor Force's (CLF) Asian population. This population spike resulted in the much higher CLF Goals shown in the Appendix 3 Workforce Analysis report for the Asian and Pacific Islander demographic. Consequently, the parity of the MTS workforce with that of San Diego County was negatively impacted, mainly in the Professional and Service/Maintenance occupational categories.

Additionally, the occupational categories for the EEO Program and Workforce Analysis report have changed since the 2000 Census. Previously, transportation was its own occupational category and the MTS transportation workforce had achieved parity with the available civilian labor force, showing only the slightest underutilization in the Asian, Pacific Islander and Native American populations. However, in the 2006-2010 ACS EEO Tabulation, transportation workers are included in the Service/Maintenance occupational category. This change has led to the dramatic disparity shown above in the Service/Maintenance category for Hispanics, Asian/Pacific Islanders and women.

Therefore, MTS will focus its equal opportunity employment efforts on recruitment in the areas that show high levels of underutilization, specifically the Professional and Service/Maintenance occupational categories.

## Appendix 5

### Short-Term Goals

MTS will continue to concentrate its efforts in the recruitment of females in the Officials/Administrators, Professionals, Technicians, Protective Services, Craft Workers and Service/Maintenance categories and plans to make headway towards full utilization in these categories in the coming twelve months. The Craft Workers and Service/Maintenance categories represent a “nontraditional” area, where it has been a challenge to recruit and retain females. MTS will further its efforts to attract female Craft Workers by targeting females in recruitment campaigns for the Maintenance Apprenticeship Programs at both MTS Bus and MTS Rail, as well as increasing its recruitment campaigns for female bus and train operators.

Additionally, MTS will begin to concentrate on the recruitment of Hispanics in the Service/Maintenance category. MTS plans to decrease the discrepancy of underutilization in this area within the next fiscal year.

#### **FY 2017 Goals:**

The specific FY 2017 goals listed below focus on the areas where women and minorities are most underrepresented in the MTS workforce and areas where we expect to have opportunities for progress within the fiscal year.

- Target efforts in any Officials/Administrator vacancy to recruit women and minorities with the goal of reducing underutilization by one (1) position during FY17.
- Target training and recruitment efforts to reduce underutilization of women in the Professional category by five (5) positions during FY17.
- Target training and recruitment efforts to reduce underutilization of women in the Technicians category by one (1) position during FY17.
- Target training and recruitment efforts to reduce underutilization of women in the Protective Services category by two (2) positions during FY17.
- Target training and recruitment efforts to reduce underutilization of women in the Craft Workers category by (1) position during FY17.
- Target training and recruitment efforts to reduce underutilization of Hispanics in the Service/Maintenance category by five (5) positions during FY17.

## Appendix 6

### Long-Term Goals for MTS

	Women	African American	Hispanic	Asian or Pac Islander	America Indian or Alaskan Native
<b>Officials/Administrators</b>	40.5%	3.8%	15.6%	9.6%	0.4%
<b>Professionals</b>	50.1%	3.2%	13.4%	15.6%	0.3%
<b>Technicians</b>	47.0%	5.1%	16.9%	22.9%	0.2%
<b>Admin. Support</b>	60.4%	5.0%	27.1%	10.5%	0.3%
<b>Protective: Non-Sworn</b>	34.2%	0.7%	30.1%	6.9%	1.9%
<b>Craft Workers (Skilled)</b>	6.3%	3.9%	38.1%	8.7%	0.4%
<b>Service/Maintenance</b>	43.5%	4.6%	47.9%	11.1%	0.3%

The long-range goals are to ensure parity between the San Diego County workforce availability and the current workforce of MTS. The San Diego County workforce information is derived from the EEO Tabulation 2006-2010 (5-year ACS data) EEO 6w.

MTS will continue to concentrate its efforts in the recruitment of women and minorities in the Officials/Administrators category. The relatively infrequent turnover in these positions, coupled with the industry-specific experience needed to fill many executive positions, makes this a particularly difficult goal. Due to the lack of requisite skills and experience in the labor pool, MTS is committed to training its existing population of minorities and women. In order to achieve our long-term goal of parity between MTS workforce and the availability of labor in the local market, we are focusing our efforts on recruiting females in all categories in which they are underrepresented, as well as Hispanics in the Service/Maintenance category.

To further the completion of the existing long term goal to alleviate underutilization of women and minorities, MTS has partnered with recruitment companies, such as Career Builder and our other vendors to be highlighted in their “diversity and inclusion search” features. We expect that this tool, coupled with other efforts, will yield improvement towards our goals.



## Appendix 7

### Projected Timetable

OCCUPATIONAL CATEGORIES	African American		Hispanic		Asian/Pac Islander		American Indian/Alaskan Native		Female	
	Underutilized	Projected Months	Underutilized	Projected Months	Underutilized	Projected Months	Underutilized	Projected Months	Underutilized	Projected Months
<b>Officials/Administrators</b>	1	48	1	48	2	48	-	-	3	60
<b>Professionals</b>	-	-	-	-	15	60	1	36	36	60
<b>Technicians</b>	-	-	2	48	-	-	-	-	5	48
<b>Admin. Support</b>	-	-	-	-	-	-	-	-	-	-
<b>Protective Services</b>	-	-	-	-	-	-	1	36	9	60
<b>Craft Workers</b>	-	-	-	-	-	-	-	-	6	48
<b>Service/Maintenance</b>	-	-	32	60	50	60	-	-	194	60

**Appendix 8**  
**Employees Hired**

Hired FY16												
Occupational Category	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
	M	F	M	F	M	F	M	F	M	F	M	F
<b>Officials/Administrators</b>												
N/A	0	0	0	0	0	0	0	0	0	0	0	0
<b>Officials/Administrators Total</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>FY15 Total</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Change</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Professionals</b>												
Contract Specialist	0	0	0	1	0	0	0	0	0	0	0	1
Engineering Intern	0	0	0	0	0	0	0	0	0	1	0	1
Graphic Designer III	0	0	0	0	0	0	0	0	1	1	1	1
HR Supervisor-Benefits & Comp	0	0	0	0	0	0	0	0	0	1	0	1
Intern - Transit Services	0	0	0	0	0	1	0	0	0	0	0	1
Marketing Intern	0	0	0	1	0	0	0	0	0	0	0	1
Materials Analyst	0	0	0	0	0	1	0	0	0	0	0	1
Mgr of Operations-Transit Enf	0	0	0	0	0	0	0	0	1	0	1	0
Mgr of Paratransit & Mini Bus	0	0	0	0	0	0	0	0	1	0	1	0
Procurement Specialist	0	0	0	0	0	0	0	0	1	0	1	0
Project Mgr-Capital Projects	0	0	0	0	1	0	0	0	0	0	1	0
Records Manager	0	0	0	0	0	1	0	0	0	0	0	1
Report Development Analyst	0	0	0	0	0	0	0	0	0	1	0	1
Right of Way Engineer-Permits	0	0	0	1	0	0	0	0	0	0	0	1
Staff Accountant	0	0	2	0	0	0	0	0	0	0	2	0
<b>Professionals Totals</b>	0	0	2	3	1	3	0	0	4	4	7	10
<b>FY15 Total</b>	0	1	2	0	0	1	1	0	4	5	7	7
<b>Change</b>	0	-1	0	3	1	2	-1	0	0	-1	0	3
<b>Technicians</b>												
Application Developer	0	0	0	0	0	0	0	0	0	1	0	1
Business Systems Analyst (IT)	0	1	0	0	0	0	0	0	0	0	0	1
Computer Support Specialist	1	0	0	0	2	0	0	0	0	0	3	0
Network Administrator	0	0	1	0	0	0	0	0	0	0	1	0
SAP System Admin (Basis)	0	0	0	0	0	0	0	0	1	0	1	0
Senior Application Developer	1	0	0	0	0	0	0	0	0	0	1	0
Systems Administrator	0	0	0	0	1	0	0	0	2	0	3	0
<b>Technicians Total</b>	2	1	1	0	3	0	0	0	3	1	9	2
<b>FY15 Total</b>	1	0	0	1	1	0	0	0	2	1	4	2
<b>Change</b>	1	1	1	-1	2	0	0	0	1	0	5	0

Hired FY16												
Occupational Category	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
<b>Administrative Support</b>												
Admin Asst II - Taxi	0	0	0	1	0	0	0	0	0	1	0	2
Customer Serv Asst (Part-Time)	0	0	0	1	0	0	0	0	0	1	0	2
Customer Serv Asst-PT-CalPERS	0	0	0	1	0	0	0	0	0	0	0	1
Finance Assistant	0	0	0	0	0	1	0	0	0	0	0	1
Finance Intern	0	0	0	0	0	1	0	0	0	0	0	1
Info and Trip Planning Clerk	0	0	1	3	0	0	0	0	0	0	1	3
Operations Asst - Ride Checker	0	1	0	0	0	0	0	0	0	0	0	1
Procurement Assistant	0	0	1	0	0	0	0	0	0	1	1	1
Receptionist- MTS	0	0	0	1	0	0	0	0	0	0	0	1
<b>Administrative Support Total</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>13</b>
<b>FY15 Total</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>10</b>
<b>Change</b>	<b>-1</b>	<b>1</b>	<b>-1</b>	<b>-1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>-1</b>	<b>1</b>	<b>-3</b>	<b>3</b>
<b>Protective Services (Non-Sworn)</b>												
Code Compliance Inspector	0	0	2	0	1	0	0	0	3	1	6	1
Regulatory Analyst	0	0	0	1	0	0	0	0	2	0	2	1
Regulatory Inspector	0	0	0	0	0	0	0	0	1	0	1	0
<b>Protective Service (Non-Sworn) Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>9</b>	<b>2</b>
<b>FY15 Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>Change</b>	<b>-2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>2</b>
<b>Skilled Craft Workers</b>												
LRV Asst Lineman	1	0	3	0	1	0	0	0	2	1	7	1
LRV Electromechanic	0	0	0	0	0	0	0	0	1	0	1	0
Trackperson	0	0	2	0	0	0	0	0	1	0	3	0
Wayside Assistant Lineman	1	0	0	0	0	0	0	0	2	0	3	0
<b>Skilled Craft Workers Total</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>14</b>	<b>1</b>
<b>FY15 Total</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>0</b>
<b>Change</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>7</b>	<b>1</b>
<b>Service/Maintenance</b>												
Bus Operators - F/T	11	1	15	8	4	0	0	0	13	1	43	10
Flagpersons	3	1	7	1	0	0	1	1	8	1	19	4
Serviceman A - IAD	1	0	6	0	2	0	1	0	2	0	12	0
Serviceman A - KMD	0	0	0	0	1	0	0	0	0	0	1	0
Serviceperson	1	0	1	0	0	0	0	0	1	0	3	0
Special Events Assistant	3	1	5	6	2	1	0	0	5	0	15	8
Student Bus Operator F/T	4	1	2	3	1	0	2	0	6	0	15	4
Train Operator - PT	6	1	11	1	0	0	0	0	7	1	24	3
<b>Service/Maintenance Total</b>	<b>29</b>	<b>5</b>	<b>47</b>	<b>19</b>	<b>10</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>42</b>	<b>3</b>	<b>132</b>	<b>29</b>
<b>FY15 Total</b>	<b>83</b>	<b>33</b>	<b>93</b>	<b>25</b>	<b>10</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>56</b>	<b>12</b>	<b>245</b>	<b>72</b>
<b>Change</b>	<b>-54</b>	<b>-28</b>	<b>-46</b>	<b>-6</b>	<b>0</b>	<b>-1</b>	<b>1</b>	<b>1</b>	<b>-14</b>	<b>-9</b>	<b>-113</b>	<b>-43</b>
<b>Grand Total</b>	<b>33</b>	<b>7</b>	<b>59</b>	<b>30</b>	<b>16</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>61</b>	<b>13</b>	<b>173</b>	<b>57</b>
<b>FY15 Grand Total</b>	<b>88</b>	<b>34</b>	<b>101</b>	<b>34</b>	<b>12</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>67</b>	<b>20</b>	<b>272</b>	<b>91</b>
<b>Change</b>	<b>-55</b>	<b>-27</b>	<b>-42</b>	<b>-4</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>-6</b>	<b>-7</b>	<b>-99</b>	<b>-34</b>

**Appendix 9**  
**Employees Terminated**

**Terminated FY16**

	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
	M	F	M	F	M	F	M	F	M	F	M	F
<b>Officials/Administrators</b>												
N/A	0	0	0	0	0	0	0	0	0	0	0	0
<b>Officials/Administrators Total</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>FY15 Total</b>	0	0	0	0	0	0	0	0	3	0	3	0
<b>Change</b>	0	0	0	0	0	0	0	0	-3	0	-3	0
<b>Professionals</b>												
Auxiliary Track Supervisor	0	0	0	0	1	0	0	0	0	0	1	0
Bus Op Training Instructor	1	0	0	0	0	1	0	0	0	0	1	1
Engineering Intern	1	0	0	0	0	0	0	0	0	0	1	0
Finance Intern	0	0	0	1	0	0	0	0	0	0	0	1
Graphic Designer III	0	0	1	0	0	0	0	0	1	0	2	0
HR Supervisor-Benefits & Comp	0	0	0	0	0	0	0	0	1	0	1	0
Marketing Intern	0	0	0	0	0	0	0	0	1	0	1	0
Materials Manager	0	0	0	0	0	0	0	0	0	1	0	1
Mgr of Paratransit & Mini Bus	0	0	0	0	0	0	0	0	0	1	0	1
Mgr of S Bay & Paratransit Ops	0	0	0	0	0	0	0	0	1	0	1	0
P/T Bus Op Training Instructor	0	0	0	0	0	0	0	0	3	0	3	0
Staff Accountant	0	0	0	0	0	0	0	0	1	0	1	0
Support Services Coordinator	0	0	0	0	0	0	0	0	0	1	0	1
System Safety Manager (Rail)	0	0	0	0	0	0	0	0	0	1	0	1
Transportation Supervisor	0	0	0	0	0	0	0	0	1	0	1	0
<b>Professionals</b>	2	0	1	1	1	1	0	0	9	4	13	6
<b>FY15 Total</b>	1	1	1	0	3	1	0	0	15	6	20	8
<b>Change</b>	1	-1	0	1	-2	0	0	0	-6	-2	-7	-2
<b>Technicians</b>												
Application Developer	0	0	0	0	0	0	0	0	1	0	1	0
Computer Support Specialist	0	0	0	0	0	0	0	0	0	1	0	1
ERP Project Manager	0	0	0	0	0	0	0	0	1	0	1	0
Systems Administrator	0	0	0	0	0	0	0	0	1	0	1	0
Systems Administrator	0	0	0	0	0	0	0	0	0	1	0	1
<b>Technicians Total</b>	0	0	0	0	0	0	0	0	3	2	3	2
<b>FY15 Total</b>	0	0	1	0	0	0	0	0	2	1	3	1
<b>Change</b>	0	0	-1	0	0	0	0	0	1	1	0	1
<b>Administrative Support</b>												
Admin Asst II - Taxi	1	0	0	0	1	0	0	0	0	0	2	0

Terminated FY16												
	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
Collector / Processor	1	1	0	0	0	0	0	0	0	0	1	1
Customer Serv Asst (Part-Time)	0	1	0	0	0	0	0	0	0	0	0	1
Customer Serv Asst-PT-CalPERS	0	0	0	2	0	0	0	0	0	0	0	2
Executive Assistant (COO Rail)	0	0	1	0	0	0	0	0	0	0	1	0
Info and Trip Planning Clerk	0	0	0	3	0	0	0	0	0	0	0	3
Operations Asst - Ride Checker	0	0	0	1	0	0	0	0	1	1	1	2
Ops Asst-Ride Checker- CalPERS	0	0	0	0	0	0	0	0	0	1	0	1
Procurement Assistant	0	0	0	0	0	0	0	0	1	0	1	0
Receptionist- MTS	0	0	0	0	0	0	0	0	0	1	0	1
Scanning Technician	0	0	0	0	0	0	0	0	0	1	0	1
Scanning Technician - CalPERS	0	0	0	0	0	0	0	0	0	2	0	2
Storeroom Clerks - IAD	0	0	0	0	0	0	0	0	0	1	0	1
Transit Store Clerk	0	0	0	0	0	0	0	0	1	1	1	1
<b>Administrative Support Total</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>7</b>	<b>16</b>
<b>FY15 Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>7</b>
<b>Change</b>	<b>2</b>	<b>2</b>	<b>-1</b>	<b>3</b>	<b>-1</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>9</b>
<b>Protective Services (Non-Sworn)</b>												
Aux Code Compliance Supervisor	2	0	0	0	0	0	0	0	0	0	2	0
Code Compliance Inspector	0	0	3	0	0	0	0	0	0	0	3	0
Code Compliance Supervisor	0	0	0	0	0	0	0	0	1	0	1	0
Regulatory Analyst	0	0	0	0	0	0	0	0	1	0	1	0
Regulatory Enforcement Supvr	0	0	0	0	0	0	0	0	1	0	1	0
Regulatory Inspector	0	0	0	0	0	0	0	0	1	0	1	0
Security / Crime Analyst	0	0	0	0	0	0	0	0	0	1	0	1
<b>Protective Services (Non-Sworn)Total</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>9</b>	<b>1</b>
<b>FY15 Total</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>
<b>Change</b>	<b>-1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>
<b>Craft Workers (Skilled)</b>												
Facilities Supervisor	0	0	0	0	2	0	0	0	0	0	2	0
Foreman - IAD	0	0	0	0	1	0	0	0	0	0	1	0
Foreman - KMD	0	0	0	0	1	0	0	0	0	0	1	0
LRV Asst Lineman	2	0	0	0	1	0	0	0	0	0	3	0
LRV Electromechanic	1	0	8	0	0	0	0	0	2	0	11	0
Mechanic Apprentice II - IAD	0	0	0	0	0	0	0	0	1	0	1	0
Mechanic B - IAD	0	0	0	0	0	0	0	0	1	0	1	0
Mechanic C - IAD	0	0	0	0	0	0	0	0	1	0	1	0

**Terminated FY16**

	African American		Hispanic		Asian / Pacific Islander		American Indian or Alaskan Native		White		Total	
Trackperson	0	0	0	0	0	0	0	0	3	0	3	0
Wayside Assistant Lineman	0	0	0	0	0	0	0	0	2	0	2	0
Wayside Electromechanic	0	0	0	0	0	0	0	0	1	0	1	0
<b>Craft Workers (Skilled) Total</b>	<b>3</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>27</b>	<b>0</b>
<b>FY15 Total</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>17</b>	<b>1</b>
<b>Change</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>-1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>-1</b>
<b>Service/Maintenance</b>												
Bus Operators - F/T	49	18	1	0	8	1	2	1	0	0	60	20
Flagpersons	0	0	29	4	0	0	0	0	0	0	29	4
Ridership Surveyor	0	0	3	0	0	0	0	0	0	0	3	0
Serviceman A - IAD	0	0	6	5	0	0	0	0	0	0	6	5
Serviceman A - KMD	0	0	1	1	0	0	0	0	0	0	1	1
Serviceperson	1	0	6	1	0	0	0	0	1	0	8	1
Special Events Assistant	1	0	0	1	0	0	0	0	11	6	12	7
Student Bus Operator F/T	0	0	0	0	0	0	0	0	16	3	16	3
Train Operator	0	0	0	0	0	0	0	0	3	2	3	2
Train Operator - PT	0	0	0	0	0	0	0	0	16	3	16	3
<b>Service/Maintenance Total</b>	<b>51</b>	<b>18</b>	<b>46</b>	<b>12</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>47</b>	<b>14</b>	<b>154</b>	<b>46</b>
<b>FY15 Total</b>	<b>63</b>	<b>17</b>	<b>41</b>	<b>19</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>61</b>	<b>17</b>	<b>176</b>	<b>53</b>
<b>Change</b>	<b>-12</b>	<b>1</b>	<b>5</b>	<b>-7</b>	<b>-2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-14</b>	<b>-3</b>	<b>-22</b>	<b>-7</b>
<b>Grand Total</b>												
	<b>60</b>	<b>20</b>	<b>59</b>	<b>19</b>	<b>15</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>77</b>	<b>29</b>	<b>213</b>	<b>71</b>
<b>FY15 Grand Total</b>												
	<b>69</b>	<b>18</b>	<b>48</b>	<b>22</b>	<b>20</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>91</b>	<b>27</b>	<b>229</b>	<b>70</b>
<b>Change</b>												
	<b>-9</b>	<b>2</b>	<b>11</b>	<b>-3</b>	<b>-5</b>	<b>-1</b>	<b>1</b>	<b>1</b>	<b>-14</b>	<b>2</b>	<b>-16</b>	<b>1</b>

## Appendix 10

### MTS Policy 25



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San Diego, CA 92101-7490  
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## Policies and Procedures

No. 25

### SUBJECT:

Board Approval: 6/19/2014

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM FOR EMPLOYEES AND CONTRACTORS

### PURPOSE:

To establish a policy of equal opportunity employment.

### BACKGROUND:

Federal regulations require the adoption of an approved Equal Employment Opportunity (EEO) program as a condition of receipt of federal funds.

The MTS EEO Program requires the annual setting of goals and contains monitoring and reporting requirements relative to attainment of those goals. It sets forth public dissemination procedures, recruiting, selecting and hiring procedures, and grievance procedures. In addition, it incorporates an EEO Program for the employees of MTS' contractors. The program is revised annually and the full plan is on file with the Clerk of the Board.

### POLICY:

25.1 It is the policy of the San Diego Metropolitan Transit System, San Diego Transit Corporation and San Diego Trolley, Inc. (collectively, "MTS"), as well as its third-party contractors, to recruit, hire, train, and promote all applicants and employees in accordance with the California Fair Employment and Housing Act ("FEHA") and Title VII of the Civil Rights Act of 1964, as amended. MTS will ensure that its recruitment, selection, hiring and promotion procedures do not adversely affect the employment of persons protected by FEHA and Title VII. Furthermore, MTS will ensure that all hiring and promotional criteria, requirements and tests are job-related. MTS will adhere to the provisions of Executive Order 11246, the Equal Employment Opportunity Commission (EEOC) guidelines, and all other applicable standards consistent with California and federal laws.



Metropolitan Transit System (MTS) is a California public agency and is comprised of San Diego Transit Corporation and San Diego Trolley, Inc. nonprofit public benefit corporations, in cooperation with Chula Vista Transit and National City Transit. MTS is the taxicab administrator for eight cities and the owner of the San Diego and Arizona Eastern Railway Company. MTS member agencies include: City of Chula Vista, City of Coronado, City of El Cajon, City of Imperial Beach, City of La Mesa, City of Lemon Grove, City of National City, City of Poway, City of San Diego, City of Santee, and the County of San Diego.



- 25.2 It is the policy of MTS to assure that discrimination based on race, color, religious creed, ancestry, national origin, sex, gender, age, marital status, medical condition, physical disability, mental disability, genetic information, gender identity, gender expression, sexual orientation, or military and veteran status does not occur in relationships that may exist between these organizations and any employee or applicant for employment. Such relationships may be defined as, but not limited to, recruitment, hiring, promotion, compensation, benefits, terminations, transfers, layoffs, recalls, company-sponsored training, education, and social and recreational programs. Goals and timetables with specific measurement and evaluation factors will be established to help measure management's progress with remedying discrimination.
- 25.3 The responsibility for the implementation of the EEO Program is assigned to the Director of Human Resources and Labor Relations. All management personnel within MTS are expected to support and implement the EEO Program in performance of their job duties and responsibilities. Any employee or applicant who feels they have been discriminated against has the right to file a complaint alleging discrimination with the Director of Human Resources and Labor Relations. If the Director of Human Resources and Labor Relations is involved in the complaint, the complaint should be filed with and will be processed by the General Counsel.
- 25.4 In the development and implementation of their employment and promotional policies, MTS will base decisions solely on the individual's qualifications (merit) and the feasibility of any necessary job accommodations.

#### PROCEDURES:

An outline of basic procedures included in the Program is as follows:

##### Annual

- Director of Human Resources and Labor Relations will conduct utilization study to determine needs and set goals to eliminate underutilization.
- Chief Executive Officer will approve goals to correct any underrepresentation.
- Manager of Human Resources will update lists of women's and minority media, community organizations, and college minority placement offices.
- Director of Human Resources and Labor Relations will communicate EEO Program to all employees.
- Various aspects of Program will be featured from time to time in MTS publications.
- Briefings will be held with various underrepresented groups.

##### Reports

- At the beginning of each fiscal year, the EEO report for the preceding year will be posted on the MTS intranet. The report will include employment results and an EEO summary.

#### Records

- Contractors awarded construction contracts greater than \$10,000 will submit monthly Employment Utilization Reports (CC-257).
- Contractors awarded nonconstruction contracts greater than \$50,000 and with 50 or more employees will submit annual Workforce Reports.
- Director of Human Resources and Labor Relations will maintain a record on each job applicant, promotional opportunity, termination data, and referral of applicants (follow-up action and feedback on disposition of those recommended).

#### Posting/Notification

- EEO Policy will be posted on the Agency intranet and contained in employee handbook.
- All employment ads will contain "San Diego Metropolitan System is an Equal Opportunity Employer."
- Required federal and state posters will be displayed in employee lounge.
- All successful contractors shall be notified of their obligations under MTS' EEO Program for contractors.

#### POLICY.25.EEO FOR EMPLOYEES AND CONTRACTORS

This original policy was adopted on 10/18/84.

Policy revised on 8/13/92.

Policy revised on 10/26/95.

Policy revised on 5/27/99.

Policy revised on 2/26/04.

Policy revised on 4/10/08.

Policy revised on 6/19/14.

## Appendix 11

### Ethnic Identification

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

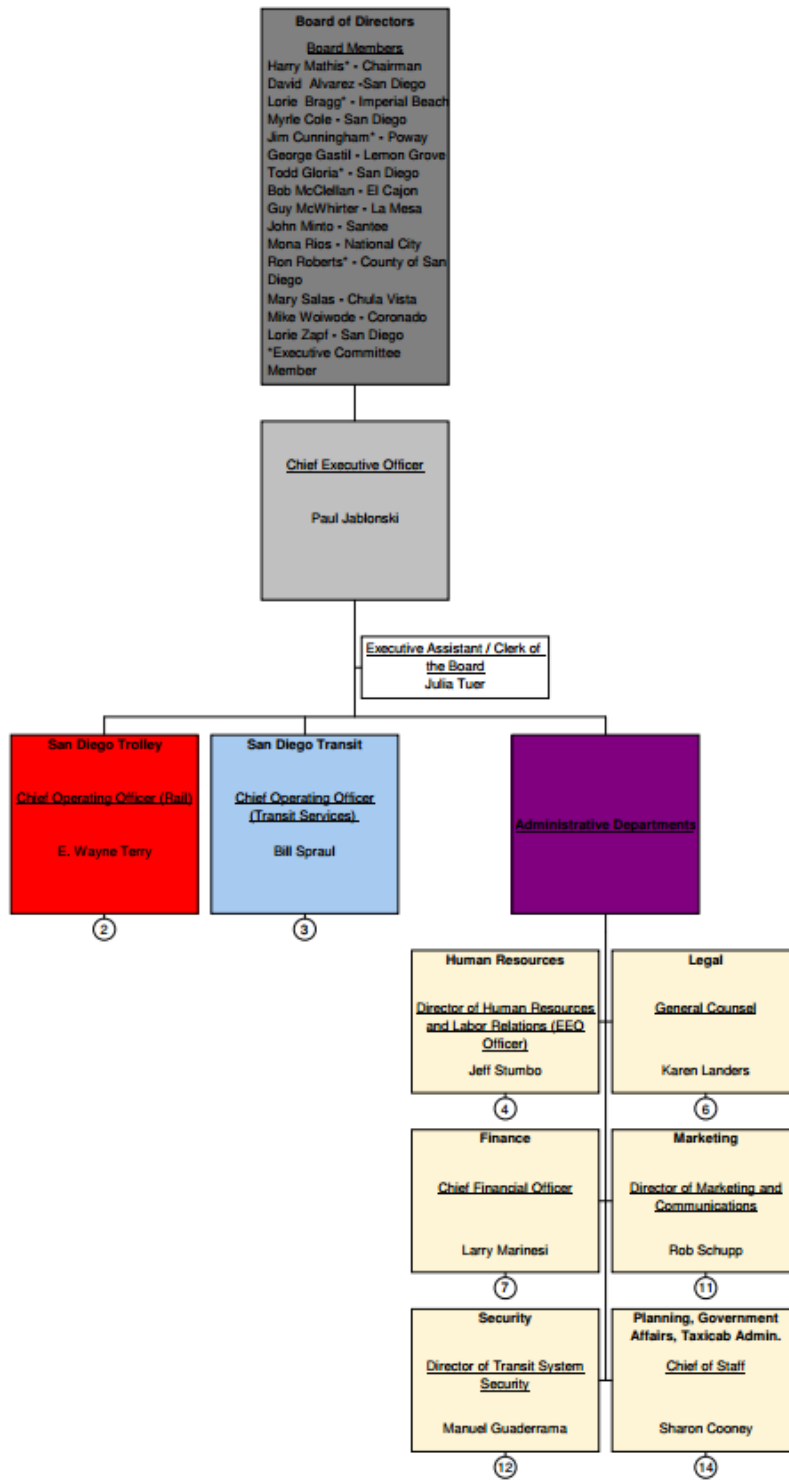
## Appendix 12

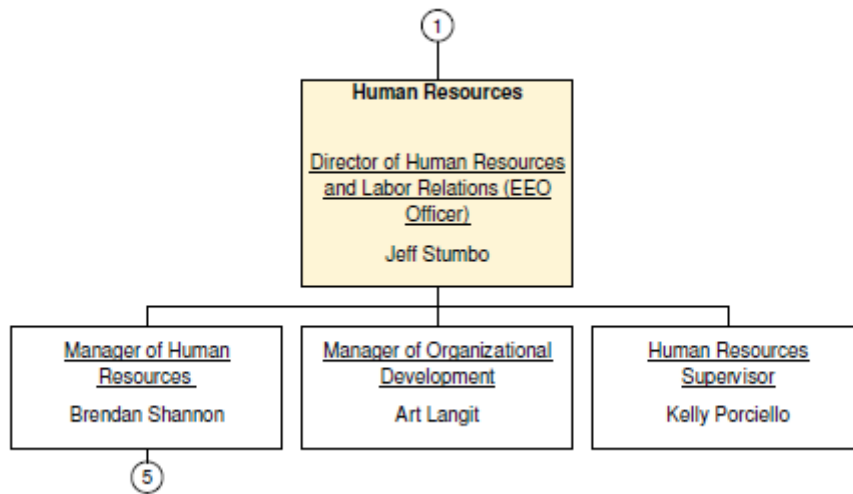
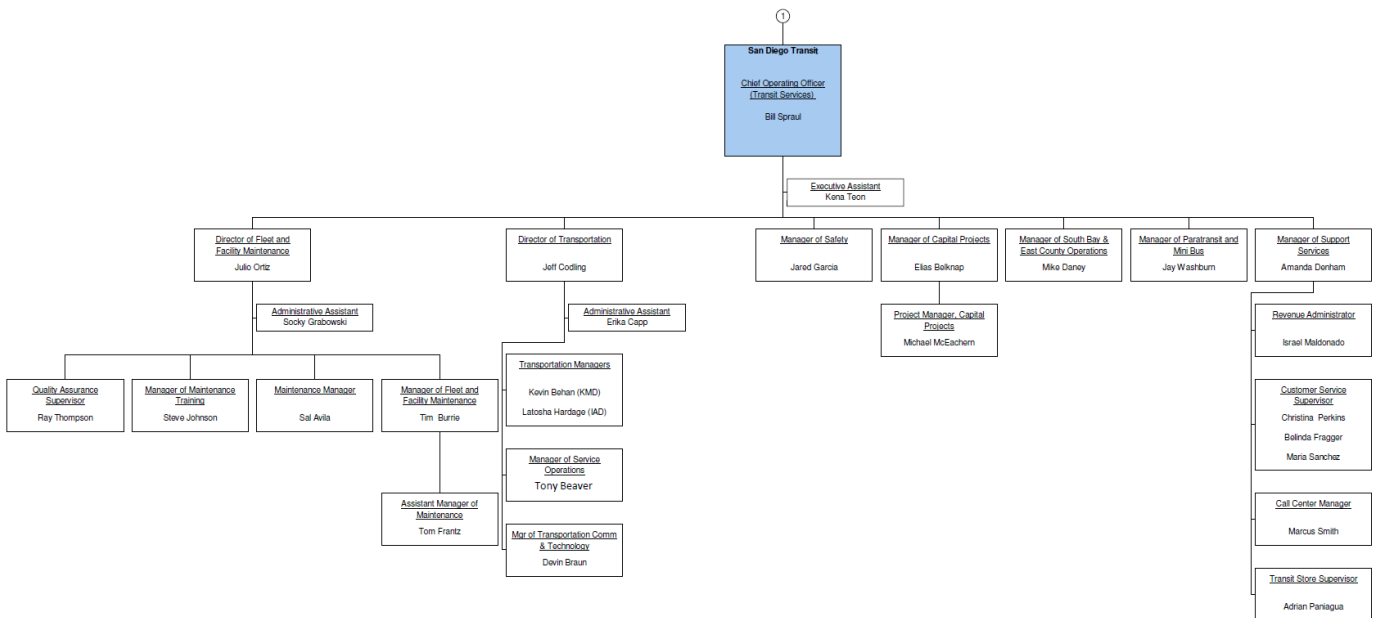
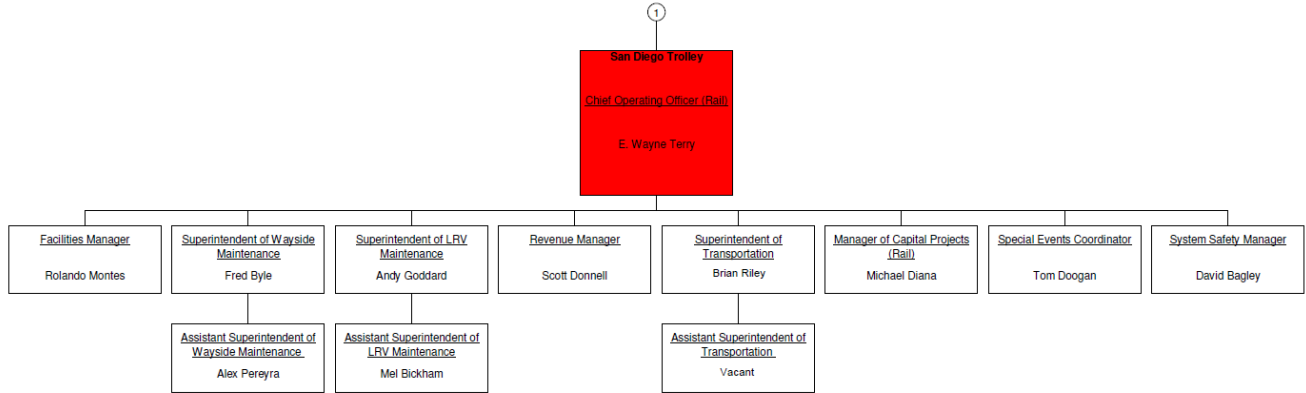
### Designation of Personnel

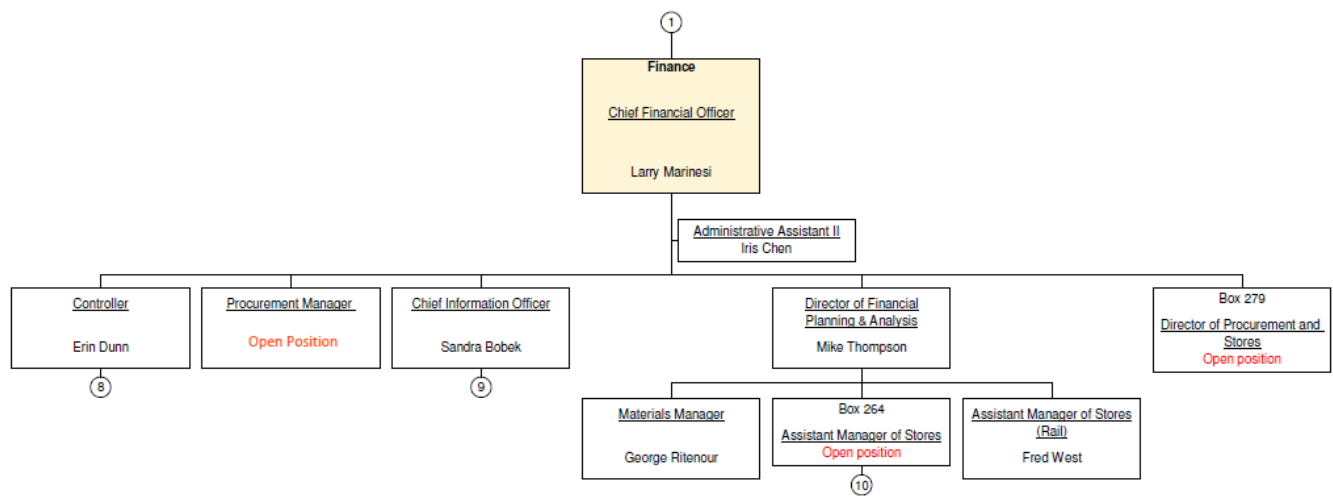
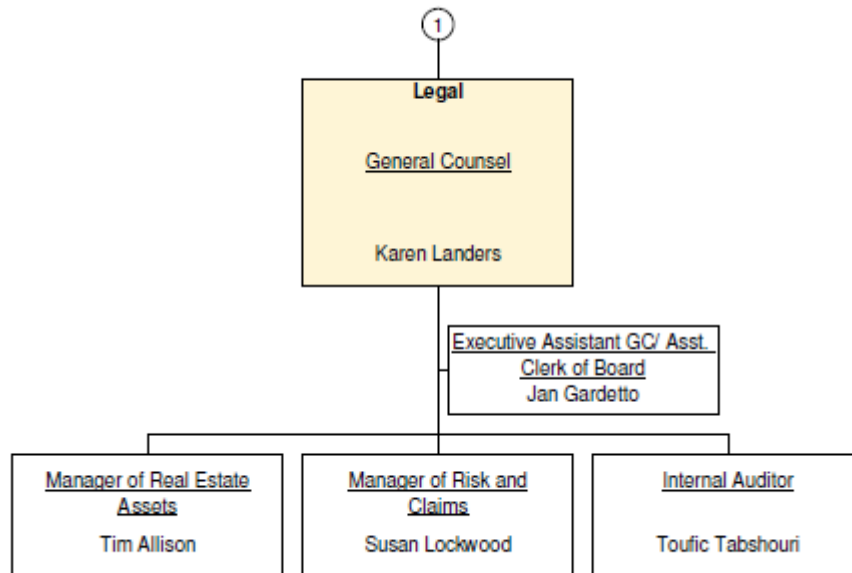
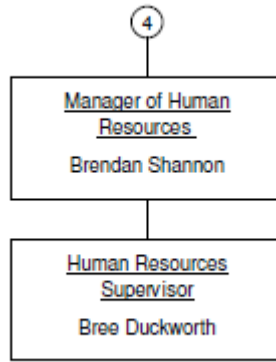
1. EEO Officer: Jeffrey Stumbo, Director of Human Resources and Labor Relations.
2. General Counsel, Point of Contact: Karen Landers, General Counsel.

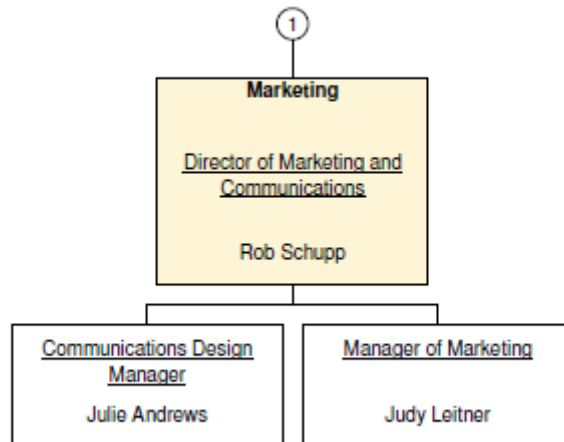
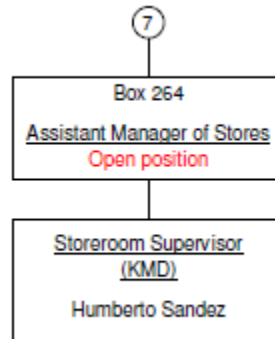
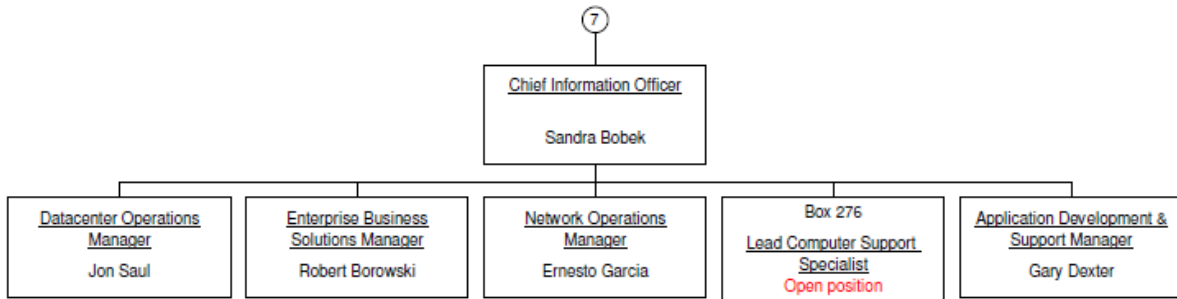
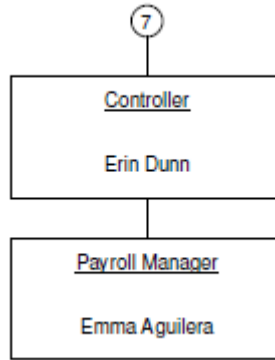
# Appendix 13

## Organizational Chart

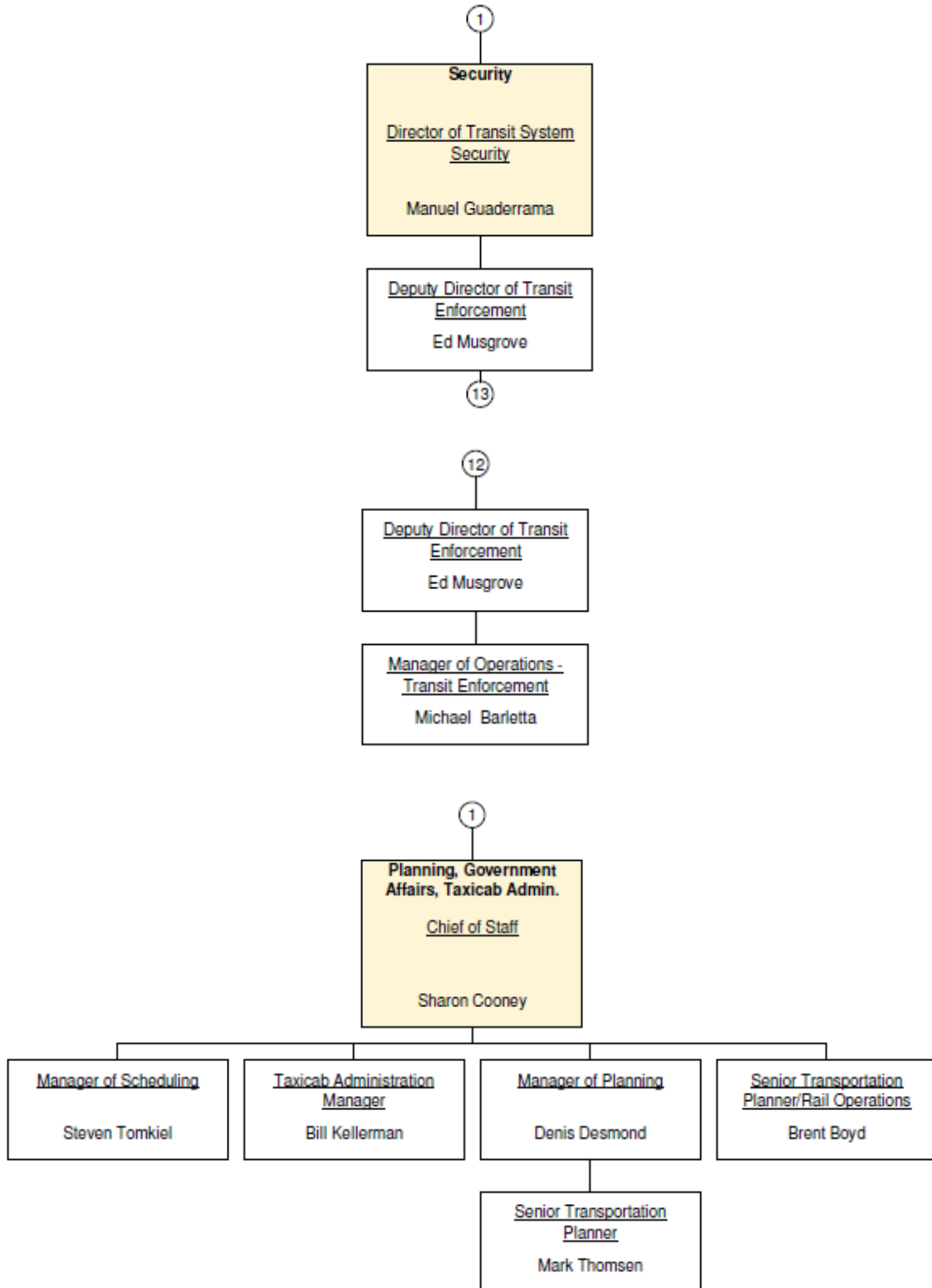












## Appendix 14

### Justification Why Prior Goals Were Not Met

As set forth above in this EEO Program, the long-range goals are to ensure parity between the San Diego County workforce availability and the current workforce of MTS. In FY13, MTS also made short-term goals regarding the full utilization of women and minorities. Since FY13, we have added two (2) females in the Officials/Administrators category, three (3) females in the Craft Workers category, one (1) African American in the Technicians category, and 60 Hispanics in the Service/Maintenance category.

Despite our efforts to achieve full utilization of women and minorities, the lack of new positions and the significant reduction in turnover in recent years limits the tools we have to eliminate underutilization. Lack of turnover delays the impact of our efforts to train women and minorities who now may be qualified for higher level positions. Additionally, some positions are filled internally in accordance with the appropriate union contract, such as an apprenticeship position.

Furthermore, since the 2000 Census, the population demographics of San Diego County have dramatically changed. The 2006-2010 ACS EEO Tabulation showed a significant increase in the Civilian Labor Force's (CLF) Asian population. This population spike resulted in the much higher CLF Goals shown in the Appendix 3 Workforce Analysis report for the Asian and Pacific Islander demographic. Consequently, the parity of the MTS workforce with that of San Diego County was negatively impacted, mainly in the Professional and Service/Maintenance occupational categories.

Additionally, the occupational categories for the EEO Program and Workforce Analysis report have changed since the 2000 Census. Previously, transportation was its own occupational category and the MTS transportation workforce had achieved parity with the available civilian labor force. However, in the 2006-2010 ACS EEO Tabulation, transportation workers are now included in the Service/Maintenance occupational category. This change has led to increased underutilization in the Service/Maintenance category for Hispanics, Asian/Pacific Islanders and women.

## Appendix 15

### Statistical Chart of Employment Practices

#### FY16 Applicants

Below are the EEO designations of all applicants from July 1, 2015 – June 30, 2016.

<b>EEO Profiles</b>	<b>Jobseekers</b>	<b>Candidates Hired</b>
America Indian/Alaskan Native	54	1
Asian/Pacific Islander	691	16
Black/African American	1,201	21
Hispanic/Latino	2,459	55
White (not Hispanic or Latino)	1,999	48
Choose to Not Disclose	672	0

#### FY16 New Hires

As part of its EEO compliant employment practices, MTS records an EEO designation for each new hire. Please find below the EEO designations and Occupational Category of each new hire in FY16.

<b>Hire</b>	<b>Title</b>	<b>Gender</b>	<b>Ethnic</b>	<b>Category</b>
07/01/2015	Flagpersons	F	Am Indian	7
07/01/2015	Flagpersons	M	Black	7
07/01/2015	Flagpersons	M	Hispanic	7
07/01/2015	Flagpersons	M	Hispanic	7
07/01/2015	Flagpersons	M	Hispanic	7
07/01/2015	Flagpersons	F	White	7
07/01/2015	Flagpersons	M	White	7
07/01/2015	Train Operator - PT	M	Hispanic	7
07/06/2015	Bus Operators - F/T	M	Asian	7
07/06/2015	Bus Operators - F/T	M	Black	7
07/06/2015	Bus Operators - F/T	M	Black	7
07/06/2015	Bus Operators - F/T	F	Black	7
07/06/2015	Bus Operators - F/T	M	Black	7
07/06/2015	Bus Operators - F/T	M	Black	7
07/06/2015	Bus Operators - F/T	F	Hispanic	7
07/06/2015	Bus Operators - F/T	M	Hispanic	7
07/06/2015	Bus Operators - F/T	M	Hispanic	7
07/06/2015	Bus Operators - F/T	M	Hispanic	7
07/06/2015	Bus Operators - F/T	F	Hispanic	7
07/06/2015	Bus Operators - F/T	M	Hispanic	7
07/06/2015	Bus Operators - F/T	M	Hispanic	7
07/06/2015	Bus Operators - F/T	F	Hispanic	7
07/06/2015	Bus Operators - F/T	M	White	7
07/06/2015	Bus Operators - F/T	M	White	7
07/06/2015	Bus Operators - F/T	M	White	7
07/06/2015	Bus Operators - F/T	M	White	7
07/06/2015	Bus Operators - F/T	M	White	7

Hire	Title	Gender	Ethnic	Category
07/06/2015	Student Bus Operator F/T	M	Am Indian	7
07/06/2015	Student Bus Operator F/T	M	Asian	7
07/06/2015	Student Bus Operator F/T	M	Black	7
07/06/2015	Student Bus Operator F/T	M	Black	7
07/20/2015	Project Mgr-Capital Projects	M	Asian	2
07/20/2015	Code Compliance Inspector	M	Hispanic	5
07/27/2015	Graphic Designer III	M	White	2
07/27/2015	Intern - Transit Services	F	Asian	2
07/27/2015	Trackperson	M	Hispanic	6
07/28/2015	Staff Accountant	M	Hispanic	2
08/03/2015	Application Developer	F	White	3
08/03/2015	SAP System Admin (Basis)	M	White	3
08/03/2015	Regulatory Analyst	F	Hispanic	5
08/03/2015	Regulatory Analyst	M	White	5
08/03/2015	Train Operator - PT	M	Black	7
08/03/2015	Train Operator - PT	M	Black	7
08/03/2015	Train Operator - PT	M	Hispanic	7
08/03/2015	Train Operator - PT	M	Hispanic	7
08/03/2015	Train Operator - PT	M	Hispanic	7
08/03/2015	Train Operator - PT	M	White	7
08/03/2015	Train Operator - PT	M	White	7
08/03/2015	Train Operator - PT	F	White	7
08/03/2015	Train Operator - PT	M	White	7
08/04/2015	Special Events Assistant	M	Black	7
08/10/2015	Business Systems Analyst (IT)	F	Black	3
08/10/2015	Bus Operators - F/T	M	Black	7
08/10/2015	Bus Operators - F/T	M	Black	7
08/10/2015	Bus Operators - F/T	M	Hispanic	7
08/10/2015	Bus Operators - F/T	M	Hispanic	7
08/10/2015	Bus Operators - F/T	M	White	7
08/10/2015	Serviceman A - IAD	M	Hispanic	7
08/11/2015	LRV Asst Lineman	M	Hispanic	6
08/11/2015	Special Events Assistant	F	Black	7
08/17/2015	Code Compliance Inspector	M	Hispanic	5
08/19/2015	Flagpersons	M	Black	7
08/19/2015	Flagpersons	M	Hispanic	7
08/19/2015	Serviceperson	M	Hispanic	7
08/19/2015	Serviceperson	M	White	7
08/20/2015	Special Events Assistant	F	Asian	7
08/20/2015	Special Events Assistant	F	Hispanic	7
08/20/2015	Special Events Assistant	F	Hispanic	7
08/20/2015	Special Events Assistant	F	Hispanic	7
08/20/2015	Special Events Assistant	M	White	7
08/24/2015	Contract Specialist	F	Hispanic	2
08/24/2015	Procurement Specialist	M	White	2
08/24/2015	Report Development Analyst	F	White	2
08/24/2015	Senior Application Developer	M	Black	3

Hire	Title	Gender	Ethnic	Category
08/31/2015	Customer Serv Asst-PT-CalPERS	F	Hispanic	4
09/08/2015	Info and Trip Planning Clerk	F	Hispanic	4
09/14/2015	Materials Analyst	F	Asian	2
09/14/2015	Computer Support Specialist	M	Asian	3
09/14/2015	Special Events Assistant	M	Hispanic	7
09/14/2015	Special Events Assistant	M	Hispanic	7
09/21/2015	HR Supervisor-Benefits & Comp	F	White	2
09/21/2015	LRV Electromechanic	M	White	6
09/21/2015	Flagpersons	M	Hispanic	7
09/21/2015	Flagpersons	M	Hispanic	7
09/21/2015	Flagpersons	F	Hispanic	7
09/21/2015	Flagpersons	M	White	7
09/21/2015	Flagpersons	M	White	7
10/05/2015	Computer Support Specialist	M	Asian	3
10/05/2015	Procurement Assistant	F	White	4
10/05/2015	LRV Asst Lineman	M	Hispanic	6
10/07/2015	Serviceperson	M	Black	7
10/19/2015	Systems Administrator	M	White	3
10/19/2015	LRV Asst Lineman	M	White	6
10/19/2015	Bus Operators - F/T	M	Asian	7
10/19/2015	Bus Operators - F/T	M	Black	7
10/19/2015	Bus Operators - F/T	M	Hispanic	7
10/19/2015	Bus Operators - F/T	F	Hispanic	7
10/19/2015	Bus Operators - F/T	F	Hispanic	7
10/19/2015	Bus Operators - F/T	M	White	7
10/19/2015	Bus Operators - F/T	F	White	7
10/19/2015	Bus Operators - F/T	M	White	7
10/19/2015	Special Events Assistant	F	Hispanic	7
10/19/2015	Special Events Assistant	M	White	7
10/19/2015	Student Bus Operator F/T	M	Black	7
10/19/2015	Student Bus Operator F/T	F	Hispanic	7
10/19/2015	Student Bus Operator F/T	F	Hispanic	7
10/19/2015	Student Bus Operator F/T	M	White	7
10/22/2015	LRV Asst Lineman	F	White	6
10/29/2015	Admin Asst II - Taxi	F	Hispanic	4
11/02/2015	Marketing Intern	F	Hispanic	2
11/02/2015	Records Manager	F	Asian	2
11/02/2015	Info and Trip Planning Clerk	M	Hispanic	4
11/02/2015	Wayside Assistant Lineman	M	White	6
11/02/2015	Wayside Assistant Lineman	M	White	6
11/02/2015	Serviceman A - IAD	M	Asian	7
11/04/2015	Serviceman A - IAD	M	White	7
11/13/2015	Special Events Assistant	M	Asian	7
11/16/2015	Computer Support Specialist	M	Black	3
11/16/2015	Network Administrator	M	Hispanic	3
12/07/2015	LRV Asst Lineman	M	Black	6
12/07/2015	Flagpersons	M	Am Indian	7

Hire	Title	Gender	Ethnic	Category
12/07/2015	Flagpersons	F	Black	7
12/07/2015	Flagpersons	M	White	7
12/14/2015	Customer Serv Asst (Part-Time)	F	White	4
12/14/2015	Finance Assistant	F	Asian	4
12/21/2015	Mgr of Operations-Transit Enf	M	White	2
12/21/2015	Customer Serv Asst (Part-Time)	F	Hispanic	4
12/21/2015	Serviceman A - IAD	M	Asian	7
12/21/2015	Serviceman A - IAD	M	Hispanic	7
01/04/2016	Engineering Intern	F	White	2
01/04/2016	Graphic Designer III	F	White	2
01/04/2016	LRV Asst Lineman	M	Asian	6
01/04/2016	LRV Asst Lineman	M	White	6
01/11/2016	Finance Intern	F	Asian	4
01/19/2016	Trackperson	M	Hispanic	6
01/19/2016	Trackperson	M	White	6
01/19/2016	Serviceman A - KMD	M	Asian	7
02/01/2016	Serviceman A - IAD	M	Hispanic	7
02/01/2016	Serviceman A - IAD	M	Black	7
02/01/2016	Serviceman A - IAD	M	Am Indian	7
02/01/2016	Train Operator - PT	F	Black	7
02/01/2016	Train Operator - PT	M	Black	7
02/01/2016	Train Operator - PT	M	Black	7
02/01/2016	Train Operator - PT	M	Hispanic	7
02/01/2016	Train Operator - PT	M	Hispanic	7
02/01/2016	Train Operator - PT	F	Hispanic	7
02/01/2016	Train Operator - PT	M	Hispanic	7
02/01/2016	Train Operator - PT	M	Hispanic	7
02/01/2016	Train Operator - PT	M	Black	7
02/01/2016	Train Operator - PT	M	Hispanic	7
02/01/2016	Train Operator - PT	M	White	7
02/08/2016	Receptionist- MTS	F	Hispanic	4
02/16/2016	Info and Trip Planning Clerk	F	Hispanic	4
02/16/2016	Code Compliance Inspector	M	White	5
02/16/2016	Code Compliance Inspector	M	White	5
02/16/2016	Code Compliance Inspector	M	White	5
02/16/2016	Bus Operators - F/T	M	Asian	7
02/16/2016	Bus Operators - F/T	M	Black	7
02/16/2016	Bus Operators - F/T	M	Black	7
02/16/2016	Bus Operators - F/T	M	Black	7
02/16/2016	Bus Operators - F/T	M	Hispanic	7
02/16/2016	Bus Operators - F/T	F	Hispanic	7
02/16/2016	Bus Operators - F/T	M	Hispanic	7
02/16/2016	Bus Operators - F/T	M	Hispanic	7
02/16/2016	Bus Operators - F/T	M	Hispanic	7
02/16/2016	Bus Operators - F/T	M	Hispanic	7
02/16/2016	Bus Operators - F/T	M	White	7
02/16/2016	Bus Operators - F/T	M	White	7

Hire	Title	Gender	Ethnic	Category
02/16/2016	Bus Operators - F/T	M	White	7
02/16/2016	Student Bus Operator F/T	M	White	7
03/07/2016	Admin Asst II - Taxi	F	White	4
03/21/2016	Procurement Assistant	M	Hispanic	4
03/21/2016	Code Compliance Inspector	M	Asian	5
03/21/2016	Bus Operators - F/T	M	Asian	7
03/28/2016	Info and Trip Planning Clerk	F	Hispanic	4
03/28/2016	Bus Operators - F/T	M	Black	7
03/28/2016	Bus Operators - F/T	F	Hispanic	7
03/28/2016	Bus Operators - F/T	M	Hispanic	7
03/28/2016	Bus Operators - F/T	M	Hispanic	7
03/28/2016	Bus Operators - F/T	M	White	7
03/28/2016	Bus Operators - F/T	M	White	7
03/28/2016	Student Bus Operator F/T	M	White	7
03/28/2016	Student Bus Operator F/T	M	White	7
03/28/2016	Student Bus Operator F/T	M	White	7
04/04/2016	Code Compliance Inspector	F	White	5
04/04/2016	LRV Asst Lineman	M	Hispanic	6
04/18/2016	Regulatory Inspector	M	White	5
04/18/2016	Wayside Assistant Lineman	M	Black	6
04/18/2016	Flagpersons	M	Black	7
04/18/2016	Flagpersons	M	Hispanic	7
04/18/2016	Flagpersons	M	White	7
04/18/2016	Flagpersons	M	White	7
04/18/2016	Flagpersons	M	White	7
04/18/2016	Flagpersons	M	White	7
05/02/2016	Operations Asst - Ride Checker	F	Black	4
05/02/2016	Special Events Assistant	M	Black	7
05/02/2016	Special Events Assistant	F	Hispanic	7
05/02/2016	Special Events Assistant	F	Hispanic	7
05/02/2016	Special Events Assistant	M	White	7
05/02/2016	Special Events Assistant	M	White	7
05/09/2016	Student Bus Operator F/T	M	Hispanic	7
05/16/2016	Regulatory Analyst	M	White	5
05/16/2016	Serviceman A - IAD	M	Hispanic	7
05/16/2016	Serviceman A - IAD	M	Hispanic	7
05/16/2016	Serviceman A - IAD	M	Hispanic	7
05/16/2016	Serviceman A - IAD	M	White	7
05/31/2016	Train Operator - PT	M	Black	7
05/31/2016	Train Operator - PT	M	Hispanic	7
05/31/2016	Train Operator - PT	M	Hispanic	7
05/31/2016	Train Operator - PT	M	White	7
05/31/2016	Train Operator - PT	M	White	7
05/31/2016	Train Operator - PT	M	White	7
06/06/2016	Systems Administrator	M	Asian	3
06/12/2016	Special Events Assistant	M	Black	7
06/16/2016	Special Events Assistant	M	Asian	7

Hire	Title	Gender	Ethnic	Category
06/16/2016	Special Events Assistant	M	Hispanic	7
06/16/2016	Special Events Assistant	M	Hispanic	7
06/16/2016	Special Events Assistant	M	Hispanic	7
06/16/2016	Special Events Assistant	M	White	7
06/20/2016	Right of Way Engineer-Permits	F	Hispanic	2
06/20/2016	Staff Accountant	M	Hispanic	2
06/20/2016	Systems Administrator	M	White	3
06/20/2016	Student Bus Operator F/T	M	Am Indian	7
06/20/2016	Student Bus Operator F/T	M	Black	7
06/20/2016	Student Bus Operator F/T	F	Black	7
06/20/2016	Student Bus Operator F/T	F	Hispanic	7
06/20/2016	Student Bus Operator F/T	M	Hispanic	7
06/20/2016	Student Bus Operator F/T	M	White	7
06/27/2016	Mgr of Paratransit & Mini Bus	M	White	2



## FY16 Promotions

MTS promotions are based upon performance and skill. Since MTS is an Equal Opportunity employer, MTS has a large employee base of qualified women and minorities. Therefore, MTS was able to promote many of these women and minorities in FY16.

Description	Effective	Title	Gender	Ethnic	Category
Promotion	07/05/2015	Transportation Controller	M	White	2
Promotion	07/05/2015	Transportation Supervisor	M	Hispanic	2
Promotion	08/02/2015	Aux Revenue Supervisor	M	White	6
Promotion	08/04/2015	Aux Revenue Maint Supervisor	M	Hispanic	6
Promotion	08/07/2015	Deputy Dir of Transit Enf	M	Am Indian	1
Promotion	08/07/2015	Dir of Transit System Security	M	Hispanic	1
Promotion	08/09/2015	Bus Operators - F/T	M	White	7
Promotion	08/09/2015	Bus Operators - F/T	M	White	7
Promotion	08/09/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	08/09/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	08/09/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	08/09/2015	Bus Operators - F/T	F	Hispanic	7
Promotion	08/09/2015	Bus Operators - F/T	M	Black	7
Promotion	08/09/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	08/09/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	08/09/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	08/09/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	08/09/2015	Bus Operators - F/T	M	Black	7
Promotion	08/09/2015	Bus Operators - F/T	M	White	7
Promotion	08/09/2015	Bus Operators - F/T	M	White	7
Promotion	08/11/2015	Bus Operators - F/T	F	Black	7
Promotion	08/24/2015	Serviceperson	M	Hispanic	7
Promotion	09/14/2015	Director of Transportation	M	White	1
Promotion	09/20/2015	Bus Operators - F/T	M	Black	7
Promotion	09/20/2015	Bus Operators - F/T	M	White	7
Promotion	09/20/2015	Bus Operators - F/T	M	Asian	7
Promotion	09/20/2015	Bus Operators - F/T	M	Black	7
Promotion	09/20/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	09/20/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	09/20/2015	Bus Operators - F/T	M	White	7

Description	Effective	Title	Gender	Ethnic	Category
Promotion	09/20/2015	Bus Operators - F/T	F	Hispanic	7
Promotion	09/20/2015	Bus Operators - F/T	M	White	7
Promotion	09/20/2015	Bus Operators - F/T	M	White	7
Promotion	09/20/2015	Bus Operators - F/T	M	Hispanic	7
Promotion	09/20/2015	Bus Operators - F/T	M	Black	7
Promotion	09/20/2015	Bus Operators - F/T	F	Hispanic	7
Promotion	09/20/2015	Bus Operators - F/T	F	Hispanic	7
Promotion	09/20/2015	Bus Operators - F/T	M	Black	7
Promotion	09/27/2015	Principal Contract Admin	F	White	2
Promotion	10/11/2015	Bus Operators - F/T	M	Black	7
Promotion	10/12/2015	Transit Store Clerk	M	White	4
Promotion	10/18/2015	Bus Operators - F/T	M	Black	7
Promotion	11/16/2015	Security Systems Administrator	M	Hispanic	5
Promotion	12/21/2015	Aux Assignments Supervisor	M	Hispanic	2
Promotion	01/06/2016	Aux Line Yard Supervisor	M	White	2
Promotion	01/09/2016	Wayside Electromechanic	M	White	6
Promotion	01/11/2016	Aux Assignments Supervisor	M	Hispanic	2
Promotion	01/12/2016	LRV Electromechanic	M	Hispanic	6
Promotion	01/15/2016	Wayside Lineman	M	Hispanic	6
Promotion	01/19/2016	Serviceperson	M	White	7
Promotion	01/19/2016	Serviceperson	M	Hispanic	7
Promotion	01/24/2016	Bus Operators - F/T	M	Hispanic	7
Promotion	01/24/2016	Bus Operators - F/T	M	Black	7
Promotion	01/24/2016	Bus Operators - F/T	F	White	7
Promotion	01/24/2016	Bus Operators - F/T	F	Hispanic	7
Promotion	01/24/2016	Bus Operators - F/T	F	Hispanic	7
Promotion	01/30/2016	LRV Electromechanic	M	Asian	6
Promotion	01/31/2016	Transportation Controller	F	Black	2
Promotion	02/08/2016	Transp Service Quality Spec	M	White	2
Promotion	02/14/2016	Code Compliance Supervisor	M	Hispanic	5
Promotion	02/20/2016	Bus Operators - F/T	M	Black	7
Promotion	02/29/2016	System Safety Manager (Rail)	M	White	2
Promotion	02/29/2016	Regulatory Enforcement Supvr	M	Hispanic	5
Promotion	03/01/2016	Auxiliary Track Supervisor	M	Hispanic	2
Promotion	03/01/2016	Auxiliary Track Supervisor	M	White	2
Promotion	03/14/2016	Serviceperson	M	Hispanic	7
Promotion	03/14/2016	Serviceperson	M	Black	7
Promotion	04/01/2016	LRV Electromechanic	M	White	6
Promotion	04/04/2016	Staff Accountant	M	Hispanic	2
Promotion	04/04/2016	Code Compliance Inspector	M	Black	5
Promotion	04/04/2016	Foreman - IAD	M	White	6
Promotion	04/10/2016	Aux Code Compliance Supervisor	M	Black	5
Promotion	04/11/2016	Bus Operators - F/T	M	Asian	7
Promotion	04/18/2016	Materials Manager	M	White	2
Promotion	04/18/2016	Operating Budget Supervisor	M	White	2
Promotion	04/24/2016	Transportation Supervisor	M	White	2
Promotion	04/24/2016	Bus Operators - F/T	M	Black	7

Description	Effective	Title	Gender	Ethnic	Category
Promotion	04/24/2016	Bus Operators - F/T	M	Hispanic	7
Promotion	04/24/2016	Bus Operators - F/T	F	Hispanic	7
Promotion	04/24/2016	Bus Operators - F/T	M	Hispanic	7
Promotion	04/24/2016	Bus Operators - F/T	M	White	7
Promotion	04/24/2016	Bus Operators - F/T	M	Hispanic	7
Promotion	04/24/2016	Bus Operators - F/T	M	Hispanic	7
Promotion	04/24/2016	Bus Operators - F/T	M	White	7
Promotion	04/24/2016	Bus Operators - F/T	M	Black	7
Promotion	04/24/2016	Bus Operators - F/T	M	White	7
Promotion	04/24/2016	Bus Operators - F/T	M	Black	7
Promotion	05/16/2016	Serviceperson	M	Black	7
Promotion	05/19/2016	Aux Transportation Controller	M	White	2
Promotion	05/29/2016	LRV Electromechanic	M	White	6
Promotion	05/29/2016	Bus Operators - F/T	M	White	7
Promotion	05/29/2016	Bus Operators - F/T	M	Black	7
Promotion	05/29/2016	Bus Operators - F/T	F	Hispanic	7
Promotion	05/29/2016	Bus Operators - F/T	M	White	7
Promotion	05/29/2016	Bus Operators - F/T	M	Hispanic	7
Promotion	05/29/2016	Bus Operators - F/T	M	Hispanic	7
Promotion	05/31/2016	Train Operator - PT	M	Hispanic	7
Promotion	05/31/2016	Train Operator - PT	M	White	7
Promotion	05/31/2016	Train Operator - PT	M	Black	7
Promotion	05/31/2016	Train Operator - PT	M	Hispanic	7
Promotion	06/03/2016	Aux Wayside Maint Supervisor	M	Black	6
Promotion	06/03/2016	Aux Wayside Maint Supervisor	M	Hispanic	6
Promotion	06/07/2016	Aux Facilities Supervisor	M	Black	6
Promotion	06/07/2016	Aux Facilities Supervisor	M	Hispanic	6
Promotion	06/07/2016	Aux Facilities Supervisor	M	Hispanic	6
Promotion	06/07/2016	LRV Electromechanic	M	White	6
Promotion	06/08/2016	Aux Transportation Controller	M	White	2
Promotion	06/13/2016	Manager of Service Operations	M	White	2

### FY16 Disciplinary Actions

MTS administers employee discipline without regard to protected classifications. Discipline steps for the majority of employees are outlined in the Collective Bargaining Agreements ("CBA's"). Step-based discipline is objective (e.g., attendance), which eliminates the possibility for disparate treatment.