

PUBLIC WORKS

EMPLOYMENT GOALS:

Overall: Minority and female employment has reached parity. Their level of employment has increased since the last review period. Black, Hispanic, and Native American males have achieved parity, no other groups have reached parity.

By Occupation:

Black males have achieved parity in two categories, Hispanic males in four, Asian males in three, Native American males in three, Filipino males one, Black, Hispanic and Asian females one, and Filipino females in three.

EMPLOYMENT ACTIVITY:

With the exception of the professional category the hire rate for minorities and females exceeds target. Promotional rates for minorities and females exceed target in all but two categories.

SPECIAL EFFORTS:

RECOMMENDATIONS:

Implement and expand where feasible, special efforts identified in department AA Plan. Selection interview and disability awareness training should be provided to managers and supervisors.

COMMENDATIONS:

Department has established a method of tracking appointments with established goals.

DEPARTMENT GOAL STATUS

PUBLIC WORKS

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	MALES	FEMALES
WHITE	P	U
BLACK	P	U
HISPANIC	Р	U
ASIAN	U	υ
NAT. AMERICAN	P	U
FILIPINO	U	U
	MINORITY	FEMALE
OVERALL GOAL	U	υ

OCCUPATIONAL GOAL STATUS

MALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	/ P	N/A	N/A	₽	P	P	Р	υ	P
BLACK	P	N/A	N/A	U	υ	P	ט	U	ប
HISPANIC	₽	N/A	N/A	υ	Р	P	P	U	/
ASIAN	/	N/A	N/A	υ	P	ប	Р	U	Р
NT. AM.	₽	N/A	N/A	/	P	Р	1	1	/
FILIPINO	/	N/A	N/A	1	1	Р	1	1	/

FEMALE

	SUPV	POLICE	FIRE	PROF	SK/CR	S/MNT	TECH	CLER	EXEMPT
WHITE	U	N/A	N/A	U	υ	υ	υ	P	υ
BLACK	U	N/A	N/A	U	υ	υ	U .	Р	υ
HISPANIC	U	N/A	N/A	U	υ	U	ט	Р	ט .
ASIAN	U	N/A	N/A	U	υ	υ	ט	U	Р
NT. AM.	1	N/A	N/A	/	/	1	1	1	1
FILIPINO	/	N/A	N/A	1	Р	1	Р	Р	1

Priority

Under utilization Ŧ

Under utilized but not significant =

P U / N/ANot applicable =

a - 1

CITY OF SACRAMENTO AFFIRMATIVE ACTION PLAN ANNUAL DEPARTMENT REVIEW

Submitting Department:

Public Works

Review for Year:

January 1, 1994 to June 30, 1995

Return to AA Office by:

Wednesday, March 13, 1996

Dates To Be Reviewed By:

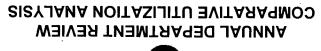
City Manager:

P & PE Committee:

AA PARITY GOALS BASED ON 1990 CENSUS DATA:

DEPARTMENT'S STATISTICS FOR CURRENT YEAR:

Caucasian	Male Female	25.54% 27.83%	Caucasian	Male Female	42.90% 13.03%
Black	Male Female	7.03% 7.76%	Black	Male Female	16.25% 1.90%
Hispanic	Male Female	8.17.% 8.08%	Hispanic	Male Female	16.11% 2.93%
Asian	Male Female	7.22% 5.23%	Asian	Male Female	4.25% .73%
Native American	Male Female	0.47% 0.48%	Native American	Male Female	1.17% .00%
Filipino	Male Female	1.13% 0.82%	Filipino	Male Female	.15% .59%
Other	Male Female	0.12% 0.12%	Other	Male Female	.73% .44%



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ANNUAL DEPARTMENT REVIEW



Review of Previous Year's Action Plan

Department: City Clerk

Prepared by: Virginia Henry

1. Please state whether previous year's recommendations (attached) of the Affirmative Action Advisory Committee were implemented. If so, explain when, how, etc., and, if not, why. Also indicate whether the intended results were achieved.

Please see attached



Please advise how you monitor the hiring process.

Because of the small size of the department (9 employees), the City Clerk and Assistant City Clerk are intimately involved in the hiring process.

3. Please attach a copy of your department's organization chart and career development plan.

The career development plan is contained in the answer to #1 above.

AFFIRMATIVE ACTION REPORT - MARCH 18, 1996 FOR PERIOD DECEMBER 31, 1994 THROUGH JUNE 29, 1995

RECOMMENDATIONS OF ADVISORY COMMITTEE FROM 1993 REVIEW:

Initiate career development program for all employees. Develop a formalized intern or student training program to facilitate placements at the entry level. Develop a strategy and plan to ensure that services and information is accessible to persons with disabilities.

Career development:

Management met with each staff member to discuss the previous year's accomplishments and to determine goals and areas of development. Staff's requests and recommendations for both inhouse and formal training were coupled with management's assessment of the daily needs of the department. Plans and goals were formalized. Listed below are areas of growth and accomplishment for all staff members during the reporting period:

- * A procedural manual covering over 73 departmental procedures was planned, developed, written and assembled by staff. Although the manual, itself was a major accomplishment, the team work and writing skills developed by staff during this process were exceptional.
- Staff continued to schedule time with the City's Career
 Development Section of the Human Resource Department.
- Each Typist Clerk III and the Office Supervisor were trained and rotated on a weekly basis attending and taking minutes at the afternoon Council meetings. This afforded each employee the opportunity to learn and/or develop skills in the areas of legislative procedure; Robert's Rules of Order; Brown Act requirements; and writing skills.
- * Department notaries attended National Notary Association training on new legislation affecting their duties.
- Departmental Data Analyst attended monthly Novell technical training; an imaging demonstration by Novell; a three-day Government Technology Conference; demonstrations/training on software and hardware upgrades sponsored by AIIM, and ARMA; Windows training; Department of Human Resource training on Positive Thinking.
- * Office Supervisor attended Human Resource Department training on Positive Thinking.
- City Clerk and Assistant City Clerk attended training on: elections legislation conducted by the City Clerks Association

#1.

of California (CCAC) and County Clerks Association; records management sponsored by the Association of Records Management Administrators (ARMA); Windows training; professional training sponsored by CCAC.

- Assistant City Clerk completed 40 hours of professional career development training sponsored by the International Institute of Municipal Clerks and League of California Cities; and was awarded the designation of "Certified Municipal Clerk" by the International Institute of Municipal Clerks.
- City Clerk completed a 15 semester-unit certification course on Total Quality Management offered by American River College; and was accepted into the Third Sustaining Phase of the IIMC Academy for Advanced Education.

Formalized intern or student training program:

Contacted the City's temporary employment agency in an effort to recruit a minority employee. The department's secretary's position had been open due to retirement, and it was decided to underfill this position with an entry level employee who could be trained for permanent employment.

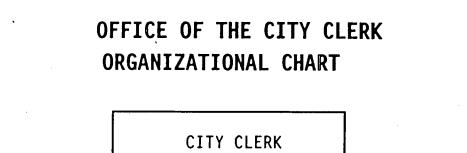
The employee, a Filipino female, was not only trained on office tasks and procedures, but was tutored by staff on vocabulary, reading comprehension, and office procedure skills in order to sucessfully compete for the position of Typist Clerk II for the City of Sacramento.

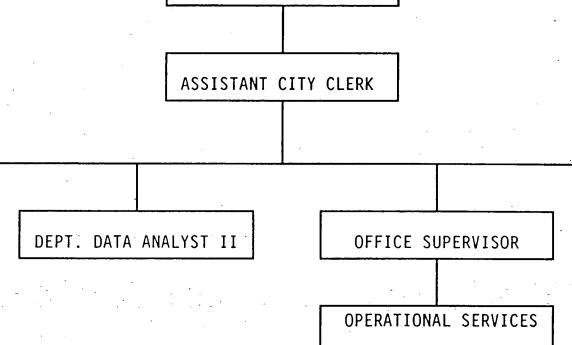
This employee was just notified by the Human Resource Department that she had been placed on the Typist Clerk II eligibility list.

Accessible services and information for persons with disabilities:

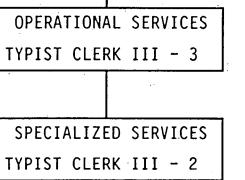
We have the ability to produce the agenda in larger print for the sight impaired. We are researching the possibility of obtaining assistive listening devices for the hearing impaired during Council meetings. The weekly agenda and synopsis are loaded onto the Internet which can be accessed by disabled individuals with computer access.











#3

ANNUAL DEPARTMENT REVIEW

ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

	<u>YES NO</u>	RECRUITMENT
	<u> </u>	Have you had hiring activity during this review period? (If none, go to question 1 of the Personnel Activity section, and complete remainder of form.
	<u> </u>	Recruited applicants from high school? Community colleges? Universities? Specialized schools?
	<u> </u>	Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?
	<u>x</u> 3.	Established programs for recruiting minorities, women and disabled persons?
	<u> </u>	Monitored results of recruitment efforts to ensure that all sources are effectively reached?
	X 5.	Participated in career/job fair or other outreach efforts?
		SELECTION AND APPOINTMENT
-	<u> </u>	Do hiring panels include minorities, female and disabled persons?
	<u> </u>	Are all reachable candidates interviewed before a hiring decision is made?
	<u> </u>	Is the hiring authority required to report the reason why candidates were not hired?
	<u> </u>	Is the affirmative action implication of appointments considered?
	<u> </u>	Have all supervisors responsible for selection received selection interview training ? <u>PERSONNEL ACTIVITY</u>
	<u> </u>	Are training programs publicized to all employees?
	<u> </u>	Are training opportunities made available equally?
	<u> </u>	Does this department make use of Career Development Trainee (CDT) or other programs to provide a means for women, minority or disabled persons to gain entry into the workforce?

YES NO

PERSONNEL ACTIVITY (Continued)

<u>X</u> <u>4</u>. Are promotional opportunities equally made available to all employees?

5. Are training opportunities for promotions available to all employees?

X 6. Do you have a comprehensive career development plan?

- $\frac{X}{2}$ ____ 7. Is information on career development provided to all employees?
- X _____ 8. Are employees encouraged to develop career development plans and those plans reviewed by management periodically to ensure necessary support is given to employees to realize goals?

X 9. Are there bridging classes available for use in your department ?
 Do you need additional bridging classes ?

SPECIAL EMPHASIS

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1. Has this department identified position(s) where disabled persons may be accommodated? If yes, identify the position(s).

Any of the Typist Clerk III positions could be filled by a disabled person.

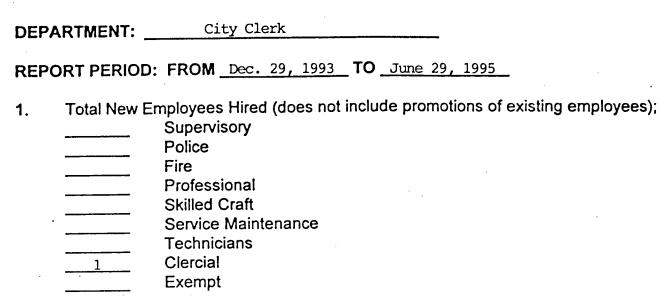
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2. Has this department made efforts to ensure that its programs, services, and facilities are available to persons with disabilities? If yes, identify those efforts.

We have the ability to produce the agenda in larger print for the sight impaired. We are researching the possibility of obtaining assistive listening devices for the hearing impaired during Council meetings. The weekly agenda and synopsis are loaded onto the Internet which can be accessed by disabled persons with computer access.
3. Has this department participated in an intern or mentor program?

Not during this evaulation period.

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1



Of the **new** employees hired, the following shows the number of instances where **minorities** were reachable and hired.

	Minority Was <u>Reachable</u>		rity Was <u>Hired</u>	
Superviser		#	%	
Supervisory				
Police			•	
Fire	• • •	<	· · · · · · · · · · · · · · · · · · ·	· · ·
Destantional	-			
Skilled Craft			-	•
Service Maintenance				
Technicians				
Clerical	1	1	100%	
Exempt				

Of the **new** employees hired, the following shows the number of instances where a **female** was reachable and hired.

6
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Annual Department Review - Worksheet #1 (Continued)

2. Total Number of Employees Promoted:

(This includes flex staffing promotions under Civil Service Rule 3.5(c)(4).

	Supervisory
	Police
	Fire
	Professional
	Skilled Craft
	Service Maintenance
	Technicians
1	Clerical
	Exempt

Of the employees **promoted** the following shows the number of instances where **minorities** were reachable and promoted.

· · ·	Minority Was <u>Reachable</u>	Minority Was <u>Hired</u> # %	_
Supervisory			
Police	-	· · · · -	
Fire			
Professional			
Skilled Craft	•	· · · · ·	-
Service Maintenance			
Technicians			
Clerical	1	1 100%	•
Exempt	7		

Of the employees **promoted**, the following shows the number of instances where a **female** was reachable and promoted.

	Female Was <u>Reachable</u>	Female Was <u>Hired</u>	-
		# %	
Supervisory	,		
Police	•		
Fire			
Professional		· ·	
Skilled Craft			•
Service Maintenance			•
Technicians		· ·	
Clerical	1	1 100%	
Exempt			

Annual Department Review - Worksheet #1 (Continued)

3. Current Positions & Vacancies By Category:

	<u>Total Positions</u>	Current & Projected <u>Vacancies</u>
Supervisory Police	1	0
Fire Professional Skilled Craft Service Maintenance	1	0
Technicians Clerical Exempt	5 2	0 0

NOTE: If the % of representation is below parity for an occupational category, please complete Worksheet #2 for Promotions and New Hires for that occupational category.

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: _____City Clerk

- 1 - 2

OCCUPATIONAL CATEGORY: _____Not_applicable____

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
		-	1		
		, , ,			

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. <u>ETHNIC CODES</u>: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other





ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS

.

DEPARTMENT: _____ City Clerk

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
		•			
					· · ·

 Please use ethnic codes to identify each minority.
 ** This information is for Affirmative A ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other ** This information is for Affirmative Action Staff use.

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	remale	
Caucasian: Black:			
Hispanic:			
Asian: Native American:			
Filipino:			
Total Minority:	·	Total Female:	

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Due to the size of the department (9 employees) it is difficult to determine when there will be a vacancy. Every effort will be made to increase parity in each of the categories if there is an opening.

TIMETABLE: Check length of time in which above goal may be reasonable met.

Minority:	1 Year	2 Years	3 or more Years
Female:	1 Year	2 Years	3 or more Years

DEPARTMENT OF PUBLIC WORKS

	738.15 FTE DIRECTORS MICHAEL KASHIWAGI & ROBERT LEE	
TECHNICAL SERVICES	ADMINISTRATION	FIELD SERVICES
(264-7110) 153.56 FTE	Geri McBeth (264-7110) 10 FTE	(264-7110) 574.59 FTE
 • CIP DEVELOPMENT/FUNDING • DESIGN & ENGINEERING SERVICES • ASSESSMENTS • TRAFFIC CONTROLS/ MANAGEMENT • PROPERTY ACQUISITIONS • REAL ESTATE 	Director of Public Works, Technical Svcs. Director of Public Works, Field Svcs. Administrative Analyst I Administrative Service Officer (2) Administrative Technician Administrative Trainee Secretary Senior Administrative Officer Typist Clerk III Provides department-wide administrative support; responsible for policy development and training and quality functions. DEPARTMENT WIDE • FISCAL REVIEW & COORDINATION • PLANNING, POLICY REVIEW GUIDANCE • COMMUNITY RELATIONS • INFORMATION SYSTEMS • HUMAN RESOURCES • LEGISLATION • EDUCATIONAL PROGRAMS • SPECIAL PROJECTS	 STREET REPAIRS/ IMPROVEMENTS PARKING METERS/LOT OPERATIONS FLEET & FACILITY MAINTENANCE WASTE MANAGEMENT ANIMAL CARE CONTROL

•COUNCIL REPORTS

Supervisory

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	· FEMALE
Caucasian: Black:		4
Hispanic: Asian:		<u>2</u>
Native American: Filipino:		11
Total Minority:		Total Female: <u>10</u>

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Active recruitment is necessary to provide certified eligibles.

Career Development and training will help provide qualified candidates for promotions.

TIMETABLE: Check length of time in which above goal may be reasonable met.

 Minority:
 1 Year
 2 Years
 3 or more Years

 Female:
 1 Year
 2 Years
 3 or more Years

Professional____

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMALE
Caucasian: Black:		3
Hispanic:	3	1
Asian: Native American:		2
Filipino:		11
Total Minority:	3	Total Female:7

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Active recruitment is necessary to provide certified eligibles.

Career Development and training will help provide qualified candidates for promotions.

TIMETABLE: Check length of time in which above goal may be reasonable met.

Minority:

Female: 1 Year 2 Years x

rs <u>x</u> 3 or more Years _____

1 Year _____ 2 Years _____ 3 or more Years _____

Skilled Crafts

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMALE	
Caucasian: Black: Hispanic: Asian:		2 1 1 1	
Native American: Filipino:	1	· · · · · · · · · · · · · · · · · · ·	
Total Minority:	1	Total Female:5	

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Active recruitment is necessary to provide certified eligibles.

Career Development and training will help provide qualified candidates for promotions.

TIMETABLE: Check length of time in which above goal may be reasonable met.

Minority:	1 Year	2 Years <u>x</u>	3 or more Years	
Female:	1 Year	2 Years <u>x</u>	3 or more Years	

Service Maintenance

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMAI	_E
Caucasian: Black:		105	
Hispanic: Asian:	5	5 8	
Native American: Filipino:	2	3	
Total Minority:	7	Total Female:	31

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Active recruitment is necessary to provide certified eligibles.

Career Development and training will help provide qualified candidates for promotions.

TIMETABLE: Check length of time in which above goal may be reasonable met.



Technician

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

MALE		FEMALE		
Caucasian:		2		
Black:	2	3		
- Hispanic:		2		
Asian:		1		
Native American:				
-ilipino:	1			
otal Minority:	. 3	Total Female:		

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

_ _ _ _ _

Active recruitment is necessary to provide certified eligibles.

Career Development and training will help provide qualified candidates for promotions.

TIMETABLE: Check length of time in which above goal may be reasonable met.

Minority:	1 Year	2 Years <u>x</u>	3 or more Years
Female:	1 Year	2 Years <u>x</u>	3 or more Years

Clerical

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMALE
Caucasian: Black:	2	
Hispanic:	· _ 2	
Asian: Native American: Filipino:	1	
Total Minority: _	5	Total Female:

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Active recruitment is necessary to provide certified eligibles.

Career Development and training will help provide qualified candidates for promotions.

TIMETABLE: Check length of time in which above goal may be reasonable met.



Minority:

Female:

1 Year _____ 2 Years _____ 3 or more Years _____

1 Year _____ 2 Years _____ 3 or more Years _____

Exempt

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMALE	
Caucasian: Black:		21	
Hispanic: Asian:	·	1	- -
Native American: Filipino:			•
Total Minority:		Total Female:	4
Native American: Filipino:		Total Female:	.4

Considerations Toward Meeting Goal: (To be completed by the reporting department.)

Active recruitment is necessary to provide certified eligibles.

Career Development and training will help provide qualified candidates for promotions.

TIMETABLE: Check length of time in which above goal may be reasonable met.

Minority:	1 Year	2 Years <u>x</u>	3 or more Years
Female:	1 Year	2 Years <u>x</u>	3 or more Years

Effective Date: 7/9,

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS / TRANSFERS

DEPARTMENT: _____PUBLIC WORKS

DIVISION: Architecture & Engineering Planning

OCCUPATIONAL CATEGORY: ____SUPERVISORY

OCCUPATIONAL CODE: 01

Class	Instances Minority Reachable*	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Office Supervisor	0/1	0/1	1/1	1/1	White female transferred due to layoff within Parking Division (F 01)
			•		
	· · ·				
			·		

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other



10-





DEPARTMENT OF PUBLIC WORKS **AFFIRMATIVE ACTION REVIEW WORKSHEET #1**

NEW HIRES

vate: 4 /28 / 95

vivision: _Parking

Occupational Category: <u>Supervisor</u>

lassification: ______ Enforcement Supervisor

01 Occupational Code: ____

TOTAL # REACHABLE # FEMALE REACHABLE # HANDICAPPED REACHABLE # REACHABLE BY TOTAL / # HIRED BY # HIRED # HIRED BY COMMENTS: ETHNIC CODE HIRED ETHNIC CODE BY SEX HANDICAP CODE (Include special recruitment efforts) 1 1 + 01 1 + M 0 Ethnic code of current 5 0 5 - 01 1 Supervisor 1 - Ol Female 1 - 03 Male

VISION MANAGER RECOMMENDATION:

		. •	
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			12
vision Manager signatur	e: Melvin With	ron-	
puty Director approval:	fout of the	2.1	
M AA-1			

	LEGEND
OCCUPATIONAL	2014 Adds the extraction sector. The Physics descent states are the Physics of the sector of the sec
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanie; 04 Asian;
CODES;	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

Date: 615195	EW HIRES
Division: Atreets	Occupational Category:
Classification: Junior Engineer	Occupational Code: 04
TOTAL / / REACHABLE BY / PEMALE / HANDRCAPPED. SOTAL / REACHABLE ETHNIC CODE REACHABLE REACHABLE HIRES	COMMENTS: ETHNIC CODE: BY SEX: BANDICAE CODE: Codes receives et efforts
9 $0!-2$ $0!-1$ 9 0!-2 $0!-1$ 9 0!-1 $0!-1$ 9 0!-1 $0!-1$ 9 0!-1 $0!-1$ 9 0!-1 $0!-1$ 9 0!-1 $0!-1$ 0	
DIVISION MANAGER RECOMMENDATION: Renommond highn Maron Luon	
Female Filipino as most quali	fied
Division Manager Recommendation: Recommend hiring Maren Guern Female, Filipino, as most quali candidate	OCCUPATIONAL DE Supervisers, 94 Professionals CATEGORIES () 05 Skilled Crafts, 06 Service Manuerator;
	CODES: DS Nation Accession - Do Filipato; 07 Ober <u>ANDEAR</u> OF Yours supplication; 03 Heading impairment. CODES: 04 Speech impairment: 05 Vicioniogical disorder; 07 75 Visional impairment: (containing head problem s)
	The second s
Division Manager signature:	
TOTAL I	

EPARTMENT:	BORY: PIO	sor k	nal (24	
Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver*
Admin Amalyst		0	0	0	

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. <u>ETHNIC CODES</u>: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: Public WORKS OCCUPATIONAL CATEGORY: Professional 04

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Admin Analyst	2	0	0	0	

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. **<u>ETHNIC CODES</u>**: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES DEPARTMENT: Public WORKS OCCUPATIONAL CATEGORY: Professional 04 **Reasons For Action or Waiver**** Class Instances Instances Instances Instances **Female** Minority Minority Female Reachable Hired* Reachable Hired Admin. Analyst I \bigcirc C)

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. <u>ETHNIC CODES</u>: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: PUBLIC WORKS OCCUPATIONAL CATEGORY: Professionals 04

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Real Property Agent	0	0	2		
			· ·		

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. **<u>ETHNIC CODES</u>**: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: PUBLIC WORKS OCCUPATIONAL CATEGORY: PEOLESSIONALS 04

Class	Instances Instances Minority Minority Reachable Hired* *		Instances Instances Female Female Reachable Hired		Reasons For Action or Waiver**			
Asst Civil Eng	0	0		1				
	•			•				
			·					
		•						

* Please use ethnic codes to identify each minority. **ETHNIC CODES:** 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

DEPARTMENT: POOL WORKSHEET #2 - NEW HIRES OCCUPATIONAL CATEGORY: Professionals 04

Class	Instances Instances Minority Minority Reachable Hired* *		Instances Instances Female Female Reachable Hired		Reasons For Action or Waiver**		
Admin Anclus I	0	Ò	3	1			
•							

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. **ETHNIC CODES:** 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

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	AFI	DEPART FIRMATIVE		PUBLIC N REVIEW			i i				
				W HIRES		· · · ·			· · ·		
Date: 3,14,95		÷		W MIKES			• • • • • • • •	an a			
Division: Trunsportation	m+ Engines	ering Plannir	<u>y</u>	Occupa	ational Cat	egory:	Prot	<u> Lessionu</u>	<u>ls</u>		
Classification: <u>Assistan</u>	+ Guil E	nyineer		Occupa	ational Cod	le:	04				
TOTAL # # REACHABLE BY REACHABLE ETHNIC CODE	# FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL # HIRED	/ HIRED BY ETHNIC CODE	# HIRED BY SEX	# HIRED BY HANDICAP		COMMENT: (Include spec		nt efforts)	
1-06	2	Ð									
									10 143 10 10 10 10		
		, .			14	<u> </u>					
Gwen Owens	IDATION:					4	·.				
Cuth Owths		• •						LEGEND			
					\$20000 Test	PATIONAL				tanan ca:	
				:	<u>CALE</u> & COI	<u>DESi</u> (07 Technic	Crafts; 06 S cians; 08 Cl	erical; 09 E	xempt	
					<u>ETHN</u> CODE			02 Black; American; (
•					<u>HAND</u> CODE	<u>s:</u> ()4 Speech	impairment;	05 Neurolo	impairment; ogical disorder;	
	n all			· 		ι ι	J/ Physica	и пиратшец	. Jevenanik	back problems)	1 1 1 2
Deputy Director approval:											
рори у Блоског аррготал	\square		· · · · · · · · · · · · · · · · · · ·								

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	OF PUBLIC WORKS N REVIEW WORKSHEET #1	
nte: 3,9,195	V HIRES	
ivision: Transportution a Engineeving Planning	Occupational Category:	O Professionals
lassification: <u>Admin Anulyst</u>	Occupational Code:	
TOTAL # # REACHABLE BY # FEMALE # HANDICAPPED TOTAL # REACHABLE ETHNIC CODE REACHABLE # HANDICAPPED HIRED	# HIRED BY # HIRED # HIRED BY ETHNIC CODE BY SEX HANDICAP COD	COMMENTS: (Include special recruitment efforts)
6 1-03 0 0 1	1-01	
IVISION MANAGER RECOMMENDATION:		
Brian O'Hara		LEGEND
	<u>CATEGORIES</u> 05 Ski	pervisory; 04 Professionals; Illed Crafta; 06 Service Maintenance; chnicians; 08 Clerical; 09 Exempt hite; 02 Black; 03 Hispanic; 04 Asian; tive American; 06 Filipino; 07 Other
		nite; 02 Black; 03 Hispanic; 04 Asian; tive American; 06 Filipino; 07 Other
Jani Milling	CODES: 04 Sp	ual impairment; 03 Hearing impairment; eech impairment; 05 Neurological disorder; ysical impairment (exoluding back problems)
Deputy Directorroval:		

	Division:	11 / 95 Parking		FIRMATIVE	TMENT ACTIO	W HIRES	WORKS		BECE MAY LOF TRANSDIVISION
	Classification	: Administrativ	ve Analyst I	<u> </u>		Occup	ational Cod	le:04	
	TOTAL # REACHABLE	# REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL / HIRED	# HIRED BY ETHNIC CODE	# HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS: (Include special recruitment efforts)
•	6	5 - 01 1 - 03	0	0	1	1 - 01	0	0	The Hispanic male declined to be interviewed.

DIVISION MANAGER RECOMMENDATION:

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2	·	
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	6 1	· · · · ·
Division Manager signature: _	Mehr Alshino	\sim
· .	$\left(\right) = 1 \left(\right) \left(\right)$	•
Deputy Director approval:	for a dance.	
PORM AA-I		·

CCUPATIONA	L 01 Supervisory; 04 Professionals;
ATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
CODES:	07 Technicians; 08 Clerical; 09 Exempt
THNIC	01 White: 02 Black; 03 Hispanic; 04 Asian;
ODES:	05 Native American; 06 Filipino; 07 Other
ANDICAP	02 Visual impairment; 03 Hearing impairment;
ODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

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	AFF	DEPARI IRMATIVE		G. JBLIG N REVIEW				
	/ AA ×	:.		W HIRES				i ser Sin System
•)ate: 12/22/94			INE	W HIRES		•		
)ivision: Architecture & Engin	neering	··· : : 	<u></u>	Occupa	tional Cat	egory:0	4	
Classification: AAII		۰		Occupa	ational Cod	de:		
1	FEMALE	/ HANDICAPPED REACHABLE	TOTAL / HIRED	# HIRED BY ETHNIC CODE	/ HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS: (Include special recruitm	ent efforts)
5 1 - 03 1 - 02	0	0	1	1 - 02	0	0	One eligible de considered and respond.	clined to be
DIVISION MANAGER RECOMMEND		as an AAII.	He is	· · · ·			.	
the part qualified, is	an Ofrica	m - American	and			NAME OF COMPANY	LEGEND	
The part qualified, is can stant unt the fir	nt weeki	- Jamany	1(3/9	۲.			visory; 041Professionals; d Crafta; 06 Service Mai	
	· .				<u>& CO</u>	DES: 07/Techr	liciane (108 Clorical), 09 J	3xempt
		:			ETHN CODE		e Americani 06 Filipino;	07/Other
	- -	•••			HANI CODI	ES: 04 Speed	1 impairment; \$03 Hearin in impairment; \$05 Netro cal impairment; (excluding	ogical disorder;
Division Manager signature	Jange 1	ay .	12/22/9	Ĭ		o'renyn		weby in
Deputy Direct proval:	\mathcal{A}		2/12/94	•				
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		AFI			SPPUBLIO N REVIEW			-ch steps
)ate: 2/	8 195			NE	W HIRES			
Division: Classification	8 195 Maffie Ing : Associa		iil dry	ineer		ational Cat ational Cod	egory: <u>04</u> le:	
TOTAL / REACHABLE	A REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	/ HANDICAPPED REACHABLE	TOTAL # HIRED	/ HIRED BY ETHNIC CODE	/ HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS: (linclude special recruitment efforts)
4	1 M6 2 M1 1 F1	/	Á					

DIVISION MANAGER RECOMMENDATION:

Division Manager signature:

Deputy Director approval:

PORM AA-I

Recommend appointment of Buidget Smith, F. OI. She iscored within top want and This been Limited Verm wince 12/3/94.

LEGEND OCCUPATIONAL 01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; CATEGORIES 07 Technicians; 08 Clerical; 09 Exempt & CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; **ETHNIC** CODES: 05 Native American; 06 Filipino; 07 Other 02 Visual impairment; 03 Hearing impairment; HANDICAP 04 Speech Impairment; 05 Neurological disorder; CODES: 07 Physical impairment (excluding back problems)

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES DEPARTMENT: DUblic WOIKS OCCUPATIONAL CATEGORY: Skilled Grafts 05

	Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Equip 1	MechI	3	1	0	C	

** This information is for Affirmative Action Staff use. * Please use ethnic codes to identify each minority. ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

	DEPARTMENT:	he w	orks			2 - NEW HIRES	
	Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**	
	Equip. Mech. 1	2	0	0	0		
•							

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. <u>ETHNIC CODES</u>: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

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ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: Public Works OCCUPATIONAL CATEGORY: Skilled Crafts 05

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Equip. Mech I		0	0	0	
		• •			

** This information is for Affirmative Action Staff use. * Please use ethnic codes to identify each minority. ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: Public WORKS OCCUPATIONAL CATEGORY: Skilled Crafts 05

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Electician	5	0	3	1	
		· · · ·			

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. **<u>ETHNIC CODES</u>**: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

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Date: 415195	NEW	HIRES
Date: 010 110 Division: <u>Atreets - At. 7</u> Classification: <u>At. Construe</u>	naintenance	_ Occupational Category: <u>Abilled</u> Crafts Occupational Code: <u>05</u>
Classification: <u>NO. CONUNIU</u>	UM) ANOCOC	
TOTAL / / REACHABLE BY / FEM		FILRED BY AFRICED FILRED BY CODE CODE BY SEX HANDICAP CODE (Include special recruitment efforts)
7 01-2 02-2 03-2 05-1		02-7 #+2 \$ 05-1 1
Beorge Whippl Dwight Ploude	e, American Indian er, Black, male lified candidat	n, Male <u>ocistop Attonal</u> of Supervisory of Professionale: <u>CATEGORIES</u> Of Supervisory of Professionale: <u>CATEGORIES</u> Of Supervisory of Service Maintenance; <u>CATEGORIES</u> Of Statements: Of Chernel: <u>CATEGORIES</u> Of Vision Anternal: Of Property of Adapt; <u>ECODES</u> Of Vision Anternal, Of Frequency of Adapt; <u>ECODES</u> Of Vision Anternal, Of Figures, Of Chernel <u>IAMONICARE</u> Of Vision Anternal, Of Figures, Of Chernel <u>IAMONICARE</u> Of Vision Anternal, Of Figures, Of Chernel <u>CODES</u> <u>CODES</u> Of Provision Anternal, Of Figures, Of Chernel <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u>CODES</u> <u></u>
Deputy Director approvel:		
n na ser an ann an tha a <mark>sa sa sa sa sa sa sa sa</mark> sa	<u> </u>	د میکنونی بر بازی بازی بازی بازی بازی بازی بازی بازی

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1	
Date: 4129195	
Division: <u>Atreeta - At. Maintenance</u> Occupational Category: <u>Apilled Crafta</u> Classification: <u>At. Construction Faborer</u> Occupational Code: 05	*
TOTAL / REACHABLE // REACHABLE STEANDICAPTED TOTAL / REACHABLE FITNED FITNED // REACHABLE STEANDICAPTED COMMENTS: Dischole special recruitment offerti 8 01 - 4 Ø	
division manager recommendation: Recommend hiring	
David Elliott, white make, as most qualified candidate	
as most qualities candidate <u>Cattegories</u> (as stated chains to be served Maintenace <u>ACCODES</u> (a) When, do Hand to Provide Maintenace <u>ACCODES</u> (b) When, do Hand to Provide Maintenace <u>ACCODES</u> (c) When, do Hand to Provide Maintenace <u>ACCODES</u> (c) When a state of the server	
Deputy Director approval;	

- 6

NEW HIRES

Date: 316 195 Occupational Category: Abilled Crafts Division: Atrest Maintenance Classification: At, Construction Laborer Irainer Occupational Code: QБ COMMENTS FEMALE REACHABLE TOTAL S. J NURED BY TOTAL / / REACHABLE BY TURED / HANDICAPTER # RIRED BY HANDICAP CODE REACHABLE ETHNIC CODE REACHABLE (Include special recruitment efforts) 4-02 4-02 Ø 5. 2-01 2-01 2-03 a-03 DIVISION MANAGER RECOMMENDATION: Interviewed all interested. aduates from special training for females in non-COUPATIONAL Of Supervisory, 94 Findesbought ATEGORIES Of Skilled Crafter Of Service Meintermoor, OODES: 4111 97 Techningue, 95 Chrysell, 98 France program work. Hired Fraditional Al White C. Elent, C. Hispath, O. Asia) Of Native American, Of Phippe, U. Other Of Value American, Of Phippe, U. Other Robin Williams, Black, as most qualified trainee candidate. (d) Voint Surger Surger (20) Physics of periods on the second statement of the second sta **Division Manager signature:** Deputy Director approval:

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: Public WOIKS OCCUPATIONAL CATEGORY: Service Maint 06

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Equip. Serviceworker	5	2	L	0	

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. **<u>ETHNIC CODES</u>**: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

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ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: Public works OCCUPATIONAL CATEGORY: Service Maint. 06

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Ammal Core Tech	2	D	2	1	

* Please use ethnic codes to identify each minority. **<u>ETHNIC CODES</u>**: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·			
		* · · ·				
DEPARTMENT:					2 - NEW HIRES	-
Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**	· · ·
Equip. Servico Worker	7	O	O	0		
						·

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. **ETHNIC CODES:** 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

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Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Equip Suc Worker	7	1	C	0	

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. **<u>ETHNIC CODES</u>**: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

DEPARTMENT OF AFFIRMATIVE ACTION R	
Date: 9,16,94 NEW H	IRES
Date: 9,16,94 NEW H Division: <u>Utreet</u>	Occupational Category: Separal Maintence
Classification: Equipment Operator	Occupational Code:O
TOTAL /	
Recommend hiring	
Robert Saldivar, Hispanic male	TING TO A TIME TO A T
as a qualified candidate	OCCUPATIONAL OI Supervisory: Of Professionals: CATEGORIES: DS Striket Crafta: OG Service Maintenance;
	<u>8 COURS</u> 77 Technickane, Di Cierfael, Of Exempt <u>BTENIC</u> 01 Whiley 02 Blick: 01 Huysick: 04 Asses
/ + / /	CODES: A ANTIN OF Many American C. Of Filmer, U. Der State (C. C. C
	TENDICAP 02 Visial anisarment, 93 Rearing imperment, CODESCREET ALLAGE Speech antraisments: (CI Neurological disorder, 1999) Tensperter, and 20 Neurol superment (calleding back problem)
Division Manager signature:	
Deputy Director approval:	

and a star and a star and a star and a star a st

NEW HIRES Date: 6116194 Occupational Category: Service Mainterance Division: Classification: **Occupational Code:** CONDICENTS TOTAL / / REACHABLE BY REACHABLE / ETHNIC CODE / FEMALE REACHABLE HANDICAPPED TOTAL # ¢ HIRED' BY SEX 7 HIRED BY ETHNIC CODE # HURED BY (Include special recruitment efforts) HANDICAP CODE 01-3 0/- 20 (2)01 - 1 5.0 Ø 02-R 03-1 DIVISION MANAGER RECOMMENDATION: Hired Daniel Petrie, white male Lawrence Woods, black male Ronnie Hulsey, while male as most qualified aandidates CEURATIONAL Of Supervisity, Of Professionale CATEGORIES Of Skilled Creater Of Service Maintenance: CODES Of Techniconne; Of Clearan, 199 Ensure Of White Of Kinet: Of Histories D4 Anna, Of White Of Kinet: Of Histories D4 Anna, ODES Of Viscol American OS Fliquing To Of Other ANDICAP Of Viscol Americans OS Fliquing Toposcolery Martines D4 Speech americanses, Of Neurolog Imposcolery Martines D4 Speech americanses, Of Neurolog Imposcolery Of Physics Ingenerated (Science) and Constants an an sealann ann an stàinn an Anna an Anna an Stàinn. An an stàinn an t-anna an t-an An an t-anna an t-ann Division Manager signature: Deputy Director approval:

PUBLIC WORKS DEPARTMENT **AFFIRMATIVE ACTION REVIEW WORKSHEET #1**

NEW	HIRES
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Date: 4	16,94			NE	W HIRES	·		
Division:	Tarking		·		Occup	ational Cat	egory: <u>Se</u>	rvice Maintenner
Classification	" Parking !	Enforcem	ent office	<u>v.</u> ~	Occup	ational Coc	le:	
TOTAL # REACHABLE	# REACHABLE BY ETHNIC CODE	# FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL / HIRED	/ HIRED BY ETHNIC CODE	# HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS: (Include special recruitment efforts)
51	01-123 02-13 03-13 04-1 05-0 105-1		Not Available	21	01-8 02-5 03-7 04-1	5	NOT ANAL	C. by the second

DIVISION MANAGER RECOMMENDATION:

Approximatel The second of a providence to . 1. . . . Three proved constructions of success to here the $\sum_{i=1}^{n} \left(\left(\frac{1}{2} + \frac{1}{2} \right) + \frac{1}{2} + \frac{1$

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*	A ADVING AN AN AN AN A ADVING AN
	$\Delta M C = C M C + C + C + C + C + C + C + C + C +$
Division Manage	
Deputy Director	pproval:
PORM AA-L	

	LEGEND
OCCUPATIONAL	01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
<u>ETHNIC</u>	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

NEW HIRES

Date: ⁵	/ 5 / 95	,	· · ·
Division:	Parking		Occupational Category:
Classificatio			Occupational Code: <u>-07</u> 6
•	, , , , , , , , , , , , , , , , ,		

TOTAL / / REACHABLE BY REACHABLE ETHNIC CODE		DICAPPED TOTAL / HABLE HIRED	# HIRED BY ETHNIC CODE		I HIRED BY HANDICAP CODE	COMMENTS: (Include special recruitment efforts)
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	$\begin{array}{cccc} 01 - 7 & 01 - \\ 02 - 5 \\ 03 - 3 \end{array}$	- 1 225F/T		1 - F 2 - M	0	Not all candidates wanted part-time positions.

DIVISION MANAGER RECOMMENDATION:

roval

Deputy Direct

PORM AA-1

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	•••				
	•	• • •	•		
Division Manage	er signature: M	elvi Ali	lman	+	

OCCUPATIONAL	e 01 Supervisory; 04 Professionals;
<u>CATEGORIES</u>	05 Skilled Crafts; 06 Service Maintenance;
<u>& CODES;</u>	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
<u>CODES</u> :	04 Speech impairment; 05 Neurological disorde
	07 Physical impairment (excluding back problem



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		·		
	DEPARTMENT OF	PUBLIC WORKS		
AF	FIRMATIVE ACTION RE	VIEW WORKSHEET	#1	
	NEW HI	PRS		
Date: 5 / 5 / 95			·	
Division: Parking		Occupational Category:	Techniciana	eru. maint
	· · · · · · · · · · · · · · · · · · ·	Occupational Category.		<u> </u>
Classification: <u>Parking Enforcement Off</u>	icer	Occupational Code:	2 6	
TOTAL / / REACHABLE BY / FEMALE	/ HANDICAPPED TOTAL / / HIR	D BY / HIRED / HIRED	BY COMMENTS	
REACHABLE ETHNIC CODE REACHABLE			AP CODE (Include special rec	rulament efforis)
$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	01 - 1 2 Non- ; 1 - Career 1 -		Not all can part-time p	didates wanted
03 - 12 03 - 3	Career 4 - Relief 1 -		part-time p	USICIONS.
04 - 01				

DIVISION MAN	NAGER RI	ecommen	IDATION:
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		Ď	$\cdot \cap \circ$	۲ ۱	
Division Manager	signature:	Meltin	2 HAYAK	m	
		6/		Λ	
Deputy Director	approval:	- 4	メリ	·	
PORM AA-1	· ·			•	
			•		

DCCUPATIONAL	
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
<u>& CODES:</u>	07 Technicians; 08 Clerical; 09 Exempt
<u>ethnic</u>	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
IANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

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NEW HIRES

Date: 5 / 5 /95

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Division: Parking

Classification: _____Parking Enforcement Officer

Occupational Code: _____

Occupational Category: _______ Serv. mpint

TOTAL # REACHABLE	# REACHABLE BY ETHNIC CODE		# HANDICAPPED REACHABLE	TOTAL / HIRED	# HIRED BY ETHNIC CODE	# HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS: (Include special recruitment efforts)
46	01 - 22	01 - 7	01 - 1	3- ,05FT	1 - 01	1 - F	0	Not all candidates wanted
	02 - 11 03 - 12	02 - 5 03 - 3		3-0.5 FM	$-\frac{1}{1}-\frac{02}{03}$	2 - M		part-time positions.
	04 - 01							
	· .							
	•							

DIVISION MANAGER RECOMMENDATION:

		·
•		LEGEND
	OCCUPATIONAL CATEGORIES & CODES:	01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt
	ETHNIC CODES:	01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other
	HANDICAP CODES:	02 Visual impairment; 03 Hearing impairment; 04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)
Division Manager signature: Malun Holms Deputy Direct proval: Acut II		

		•	DEPAR' FIRMATIVE	TMENT	OF PUBLI N REVIEW			
Date: 5/	4 / 95			NE	W HIRES	,		
Division:	arking : Parking Enfo	rcement Off	lcer		-	oational Cat Dational Cod		tetans Serv. Maint
TOTAL # REACHABLE	# REACHABLE BY ETHNIC CODE	# FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL #	# HIRED BY ETHNIC CODE	# HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS: (Include special recruitment efforts)
46	$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$	01 - 7 02 - 5 03 - 3	01 - 1	4 e /T	$ \begin{array}{r} 1 = 01 \\ 2 = 02 \\ 1 = 03 \end{array} $	Э -н 1-F	0	Recommended hires are currently working limited term

DIVISION MANAGER RECOMMENDATION:

	<u>осси</u>
	<u>CATEO</u> <u>& COE</u>
	ETHNI CODES
	HAND CODES
mon in the	
Division Manager signature:	
Deputy Director approval:	
PORM AA-1	

	LEGEND
OCCUPATIONAL	01 Supervisory; 04 Professionals;
<u>CATEGORIES</u>	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Eng Tech I	0	0		l	· ·
				-	

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. <u>ETHNIC CODES</u>: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

Effective Date: 7/9/94

Administration

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS / TRANSFERS

DEPARTMENT: _____PUBLIC WORKS

10-

OCCUPATIONAL CATEGORY: TECHNICIANS

OCCUPATIONAL CODE: 07

DIVISION:

Class	Instances Minority Reachable*	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Administrative Technician	1/1	1/1	1/1	1/1	(F 03) Transfer of Hispanic Female (Regression within ladder due to layoff situation)

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

Effective Date

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS/TRANSFERS

DEPARTMENT: PUBLIC WORKS

DIVISION: <u>Administration</u>

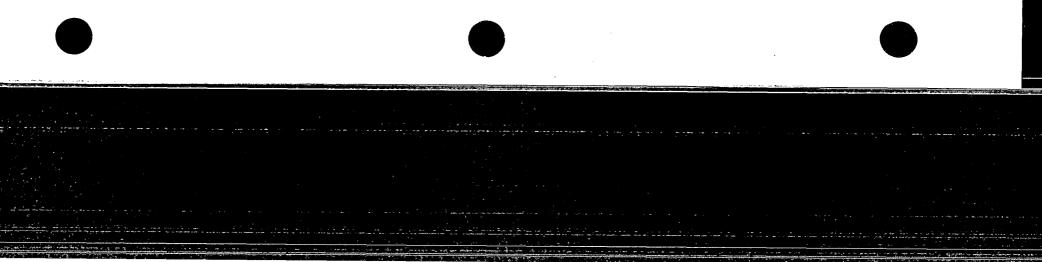
OCCUPATIONAL CATEGORY: TECHNICIANS

OCCUPATIONAL CODE: 07

Class	Instances Minority Reachable*	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Accounting Tech	/	/	1	1/	White female promoted (F 01)
		•			

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.



		* *	DEPART TIRMATIVE	FMENT	PUBLIC N REVIEW			
Date: 6/	14 / 95	,		NE	W HIRES		·	·
Division:	Architecture	& Engineer	ing		Occup	ational Ca	tegory: <u>Tec</u>	chrucian
Classification	Building	Inspector	1/11					
TOTAL / REACHABLE	I REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL / HIRED	# HIRED BY ETHNIC CODE	/ HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS: (Include special recruitment efforts)
6	4 - 01 1 - 02 1 - 03	ø	ø	1	1-01	м	Ø	
Recomm	NAGER RECOMMEN en d hiving - house com hoo L Service	of Jol	nn Leuro for transfe the lunt?	as the		CATI & CC ETHI COD HAN	EGORIES 0.5 Skille DES1 07 Techr VIC 01 White ES1 05 Nativ DICAP 02 Visual	LEGEND visory; 04 Professionals; d Crafts; 06 Service Maintenance; nicians; 08 Clerical; 09 Exempt o; 02 Black; 03 Hispanic; 04 Asian; e American; 06 Filipino; 07 Other d impairment; 03 Hearing impairment;
Division Manag Deputy Directo		uanzuli.				<u>cob</u>		ch impairment; 05 Neurological disorder; ical impairment (excluding back problems)

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NEW HIRES

Date: 10 / 21 / 94	Date:	10 /	21	1	94	
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Division: SOLID WASTE

WASTE

Occupational Category: _

08

CLERICAL

Classification: _____TYPIST_CLERK_II

Occupational Code:

80	

TOTAL #	# REACHABLE BY	# FEMALE	# HANDICAPPED	TOTAL /	# HIRED BY	# HIRED	/ HIRED BY	COMMENTS:
REACHABLE	ETHNIC CODE	REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	(Include special recruitment efforts)
14	$ \begin{array}{rcrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$	13	1	1	1 - 03	1 - F	0	

DIVISION MANAGER RECOMMENDATION:

Recommend hiring Denise E. Guess, Hispanic, Female

as most qualified applicant.

	· ·	
Division Manager signature:	Berna Hehivan	
Deputy Direct		
	H	

CCUPATIONAL	01 Supervisory; 04 Professionals;
ATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
<u>& CODES:</u>	07 Technicians; 08 Clerical; 09 Exempt
THNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
IANDICAP	02 Visual impairment; 03 Hearing impairment;
ODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)



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		AF	DEPAR' FIRMATIVE		PUBLI N REVIEW				
Date: 10	1 25 194			NE	W HIRES	•		•	
Division:	SOLID WASTE	·····		<u></u>	Occup	ational Cat	egory:CLERI	CAL	
Classification	1: <u>TYPIST CLER</u>	K II			Occup	ational Cod	le:08		
TOTAL # REACHABLE	# REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	/ HANDICAPPED REACHABLE	TOTAL / HIRED	# HIRED BY ETHNIC CODE	# HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS: (Include special recruitment efforts)	
14 .	6 - 01 3 - 02 2 - 03	13	1	1	1 - 02	1 - F	0		
	3 - 04 0 - 05, 06, 0	7							

DIVISION MANAGER RECOMMENDATION:

Recommend hiring Marsha S. Robinson, Black, Female as most qualified remaining applicant. First most qualified applicant, Denise Guess, declined offer on 10/25/94.

	L 01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disord
	07 Physical impairment (excluding back problem

Division Manager signature: <u>MUUU</u> Deputy Director approval:

NEW HIRES

ate: 11 / 02 / 94

ivision: _____

Occupational Category:

lassification: _______Typist Clerk II

Occupational Code: _____

TOTAL /	# REACHABLE BY	/ FEMALE	/ HANDICAPPED	TOTAL /	# HIRED BY	/ HIRED	# HIRED BY	COMMENTS:
REACHABLE	ETHNIC CODE	REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	(Include special recruitment efforts)
8	$ \begin{array}{r} 01 - 4 \\ 02 - 3 \\ 03 - 1 \end{array} $	6	UNKNOWN	1	02-1	M-1	UNKNOWN	Trans Cert Reemploy

IVISION MANAGER RECOMMENDATION:

Transfers Applied	Responded to Cert	Desired Intervie	WS	
02 - M (1)	$ \begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$	$ \begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$		LEGEND
			OCCUPATIONA CATEGORIES & CODES:	 <u>1</u> 01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt
			ETHNIC CODES:	01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other
			HANDICAP CODES:	02 Visual impairment; 03 Hearing impairment; 04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)
vivision Manager signature:	A MA			
eputy Director val:	* 2 3	——		
8M AA-1				
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DEPARTMENT: Pub DOCCUPATIONAL CATEGO	he w	orks			2 - NEW HIRES
Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Typist (krkI	7	l	12		
• • •					

* Please use ethnic codes to identify each minority. ** This information is for Affirmative Action Staff use. **ETHNIC CODES:** 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

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9

NEW HIRES

Date: 4 / 27 / 95

Division:	SOLID WASTE		Occupational Category	Clerical
Classification	TYPIST CLERK	I	Occupational Code:	08

TOTAL #	# REACHABLE BY	# FEMALE	# HANDICAPPED	TOTAL /	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	# HIRED	# HIRED BY	COMMENTS:
REACHABLE	ETHNIC CODE	REACHABLE	REACHABLE	HIRED		BY SEX	HANDICAP CODE	(Include special recruitment efforts)
13	01 - 8 02 - 4 03 - 1	11	Unknown	1	01 - 1	F - 1	Unknown	

DIVISION MANAGER RECOMMENDATION:

Recommendation is to hire most qualified candidate:

- 1. Janet A. Danziger (F-01) from eligible list.
- 2. If Janet declines or can not be appointed, hire Pamela M. Caldwell (F-Ol) from eligible list.
- 3. If Pamela declines or can not be appointed, hire Mary M. Coronado (F-Ol) from eligible list.
- 4. If Mary declines or can not be appointed, hire Patricia A. Carrillo (F-O1) from eligible list.

Division Manager signature: Reina J. Schwartz	_
Peputy Direct proval: Wart J L Robert L. Lee	

	LEGEND
OCCUPATIONAL	01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
	•
<u>ETHNIC</u>	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
	-
HANDICAP	02 Visual impairment; 03 Hearing impairment;
<u>CODES</u> :	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

NEW HIRES

Date: 10 / 21 / 94

Division: _____ SOLID WASTE

Occupational Category:

CLERICAL

Classification: _____TYPIST_CLERK_II

Occupational Code: ____

80

TOTAL #	REACHABLE BY	/ FEMALE	/ HANDICAPPED	TOTAL #	# IIIRED BY	# HIRED	/ HIRED BY	COMMENTS:
REACHABLE		REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	(Include special recruitment efforts)
14	$\begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$	13	1	1	1 - 03	1 - F	0	

DIVISION MANAGER RECOMMENDATION:

Recommend hiring Denise E. Guess, Hispanic, Female

as most qualified applicant.

Division Manager signature:	Below Achina	
Deputy Director approval:		

00000.00000.00	
OCCUPATIONAL	01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES;	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
ZZKIW,	07 Physical impairment (excluding back problems)

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NEW HIRES

Date: 11 / 02 / 94

Division: ______Parking______

Occupational Category:

Classification: Typist Clerk II

Occupational Code: _____

TOTAL /	# REACHABLE BY	# FEMALE	# HANDICAPPED	TOTAL /	# HIRED BY	# HIRED	# HIRED BY	COMMENTS:
REACHABLE	ETHNIC CODE	REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	(Include special recruitment efforts)
8	$ \begin{array}{r} 01 - 4 \\ 02 - 3 \\ 03 - 1 \end{array} $	6	UNKNOWN	1	02-1	M-1	UNKNOWN	Trans Cert Reemploy

VIVISION MANAGER RECOMMENDATION:

Transfers Applied	Responded to Cert	Desired Interviews	
02 - M (1)	$ \begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$	01 - 2 02 - 3 LEGEND	
		OCCUPATIONAL 01 Supervisory; 04 Professionals; CATEGORIES 05 Skilled Crafts; 06 Service Maintenance; & CODES: 07 Technicians; 08 Clerical; 09 Exempt	
		ETHNIC01 White;02 Black;03 Hispanic;04 Asian;CODES:05 Native American;06 Filipino;07 Other	
	A A	HANDICAP02 Visual impairment;03 Hearing impairment;CODES:04 Speech impairment;05 Neurological disorder;07 Physical impairment (excluding back problems)	
vivision Manager signature:	al Ma		
eputy Directo	t to the		
АЧ АК-1			

	F PUBLIC WORKS REVIEW WORKSHEET #1
Date: 11/23/94 NEW	HIRES
Division: ASE DIVISION	Occupational Category: <u>Clerical</u>
Classification: Jup187 Clerk II	_ Occupational Code:
	HIRED BY / HIRED / HIRED BY COMMENTS: THNIC CODE BY SEX HANDICAP CODE (Include special recruitment efforts)
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	02 Female Applications were screened is minimum scores in performance. Areas were Istablished which provided a Sufficient minority Candidate pool. 14 candidate and 3 Transfers were certified including 11 minorities. 6 people were interested in the position, including 4 minorities
DIVISION MANAGER RECOMMENDATION:	
Kaven Parker is recommended for the porition	^ ·
Karen Parker is recommunded for the porition She is a Black Female and well qualified. Con Manager signature: Quantum Deputy Director approval:	LEGENDOCCUPATIONAL01 Supervisory; 04 Professionals; CATEGORIESCATEGORIES05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 ExemptETHNIC01 White; 02 Black; 03 Hispanic; 04 Asian; CODES:O1 White; 02 Black; 03 Hispanic; 04 Asian; CODES:05 Native American; 06 Filipino; 07 OtherHANDICAP02 Visual impairment; 03 Hearing Impairment; 04 Speech Impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)

Effective Date: 7'1/94

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ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS / TRANSFERS

DEPARTMENT: _____PUBLIC WORKS

DIVISION: Solid Waste

OCCUPATIONAL CATEGORY: ____CLERICAL

OCCUPATIONAL CODE: ____08_

Class	Instances Minority Reachable*	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Account Clerk II	0/1	0/1	1/1	1/1	(F 01) White female reassigned due to position elimination within Parking Division

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.











Effective Date:

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS / TRANSFERS

DEPARTMENT: _____PUBLIC WORKS

i i DIVISION: ______ Solid Waste

OCCUPATIONAL CATEGORY: _____EXEMPT_MANAGEMENT____

OCCUPATIONAL CODE: 09

Class	Instances Minority Reachable*	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Solid Waste Division Manager	0/1	0/1	1/1	1/1	(F 01) White Female promoted
			•		
				• •	

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

Effective Date:

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS / TRANSFERS

DEPARTMENT: _____PUBLIC WORKS

10-

PIVISION: Solid Waste

OCCUPATIONAL CATEGORY: <u>EXEMPT MANAGEMENT</u>

OCCUPATIONAL CODE: ____

Class	Instances Minority Reachable*	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Refuse Collection General Supervisor	1/1	1/1	0/1	0/1	Male Black promoted (M 02)
					۳
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* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.







OCCUPATIONAL CATEGORY: EXEMPT MANAGEMENT

Class		Instances Minority Reachable*	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Supervising Real Agent	Propert,	/ 1/3	1/3	0/3	0/3	Hispanic Male hired
• • •						
1						

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

ETHNIC CODES: 01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

-10-

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT:	PUBLIC	WORKS

-9-

DIVISION; Engineering

OCCUPATIONAL CATEGORY: NON-CAREER (OTHER)

OCCUPATIONAL CODE: 10

Class	Instances Minority Reachable*	Instances Minority 'Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Student Trainee	1/1	1/1	0/1	0/1	Hispanic Male hired (M O3) from CSUS Minority Engineers Program

* Please use ethnic codes to identify each minority.

** This information is for Affirmative Action Staff use.

Effective Date:

ETHNIC CODES: 01-White; 02 Black; 03 Hispanic; 04 Asian; 05 Native American; 06 Filipino; 07 Other

		AF	DEPAR FIRMATIVE		COUBLIC N REVIEW			
ivision:	11 195 ARCHITECTURE 1: JUNIOR ARC		EFING	PRO			egory: <u>04</u>	TROFESSIONAL
FOTAL # REACHABLE	I REACHABLE BY ETHNIC CODE	# FEMALE REACHABLE	/ HANDICAPPED REACHABLE	TOTAL / HIRED	/ HIRED BY ETHNIC CODE	/ HIRED BY SEX	HIRED BY HANDICAP CODE	COMMENTS: Promotion: Exam cert/prom interview/ flex staffing? (Include special recruitment efforts)
2	01 - 2	Ø	Ø	1	Ø	INALE	0	INTERVIENS WERE HIPED FROM LIST GIVEN TO US BY PERSONNEL.

IVISION MANAGER RECOMMENDATION:

RECOMMEND HIPPING OF TOM MOPPINS AS THE BEST CANDIDATE FOR THE ROSITION OF JUNIOR ARCHITECT.	L	EGEND
UMOR AMONTALIA		ry; 04 Professionals; rafts; 06 Service Maintenance; ns; 08 Clerical; 09 Exempt
		2 Black; 03 Hispanic; 04 Aslan; nerican; 06 Filipino; 07 Other
vivision Manager signature: My GMEURO for DUANE WPAT	CODES: 04 Speech in	pairment; 03 Hearing impairment; pairment; 05 Neurological disorder; mpairment (excluding back problems)
eputy Director approval:		
IRM AA-3	• •	

PROMOTION(S)

Date:	1 1		
		1 ·	
Division:	AKCHHEECTURE	5 ENGINEERING	

04/PRUFESSIONAL Occupational Category: _

Classification: ASSOCIATE ARCHITECT

Occupational Code:

04

 A second control of the second	REACHABLE BY	# FEMALE REACHABLE	/ HANDICAPPED REACHABLE	TOTAL / HIRED	/ HIRED BY ETHNIC CODE	/ HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS: Promotion: Exam cert/prom interview/ flex staffing? (Include special recruitment efforts)
1	1 - 01	Ð	Ð	1	01	M	Đ.	

DIVISION MANAGER RECOMMENDATION:

FORM AA

PROMOTE KIRK THOMPSON FROM ASSISTANT ARCHITECT TO ASSOCIATE BREHITECT - EFFECTIVE 6/3/95		LEGEND
EFFECTIVE 615/10	OCCUPATIONA CATEGORIES & CODES:	L 01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt
	ETHNIC CODES:	01 White; 02 Black; 03 Hispanic; 04 Aslan; 05 Native American; 06 Filipino; 07 Other
Division Manager signature:	HANDICAP CODES:	02 Visual impairment; 03 Hearing impairment; 04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)

ы. Б.	11 ,95			PROM	MOTION(S)	•		
	APCHITECTURE	and Engine	ELING		Occup	ational Cat	egory 04	PROFESSIONAL
	: JUNIOR ARC						de:4	
FOTAL # REACHABLE	REACHABLE BY ETHNIC CODE	# FEMALE REACHABLE	/ HANDICAPPED REACHABLE	TOTAL / HIRED	/ HIRED BY ETHNIC CODE	/ HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS: Promotiou: Exam cert/prom interview/ flex staffing? (Include special recruitment efforts)
2	01-2	Ø	Ø.	1	Ø	IMALE	Ø	INTERVIENS WERE HIPED FROM LIST CHUEN TO US BY PEBSONNEL.
fecon.	NAGER RECOMMEN MEND HIFENG CANPIDATE FO ARCH ITECT.	OF TOM M	OFFIS AS THE	5		CATE & CO ETHN CODE	GORIES 05 Skille DES: 07 Techr IIC 01 White IS: 05 Nativ DICAP 02 Visua	LEGEND visory: 04 Professionals; d Crafts; 06 Service Maintenance; ticians; 08 Clerical; 09 Exempt ; 02 Black; 03 Hispanic; 04 Asian; e American; 06 Filipino; 07 Other 1 impairment; 03 Hearing impairment; h impairment; 05 Neurological disorder;

S. Elevent

TRANSFER(S)

)ate: 10 / 27 / 94

ivision:	SOLID	WASTE	(3142)

Occupational Category: _

SERVICE MAINTENANCE

Classification: MAINTENANCE WORKER

Occupational Code: _____

06

TOTAL /	REACHABLE BY	/ FEMALE	# HANDICAPPED	TOTAL /	/ HIRED BY	# HIRED	HIRED BY	COMMENTS:
REACHABLE	ETHNIC CODE	REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	Transfer: Inside/Outside Department?
1	1-B	0	0	1	1-B	I-M	0	Transfer within Dept & Div

DIVISION MANAGER RECOMMENDATION:

Recommend hiring Robert Campbell (BM); Robert was a General Helper in the Landfill until the Landfill was closed. Per agreement with Local 39; he is eligible to transfer to Maintenance Worker, even though it exceeds the 15% rule, in lieu of layoff.

Division Manager signature: Runa Mehware Reina J. Schwartz
Deputy Director proval:
FORM AA-2

CATEGORIES	, 01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt
THNIC CODES:	01 White; 02 Black; 03 Hispanle; 04 Asian; 05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES	04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)

DEPARTMENT				
AFFIRMATIVE ACTIO	N REV	VIEW	WORKSHEET	#2

TRANSFER(S)

10/ 27/ 94 ste:

SOLID WASTE (3142) vision:

Occupational Category: _______ SERVICE MAINTENANCE

MAINTENANCE WORKER assification:

Occupational Code: ____06

TOTAL /	# REACHABLE BY	# FEMALE	# HANDICAPPED	TOTAL /	/ HIRED BY	# HIRED	# HIRED BY	COMMENTS:
REACHABLE	ETHNIC CODE	REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	Transfor: Inside/Outside Department?
1	1 – 13	0	0	1	1-B	I-M	0	Transfer within Dept & Div

VISION MANAGER RECOMMENDATION:

Recommend hiring Robert Campbell (BM); Robert was a General Helper in the Landfill until the Landfill was closed. Per agreement with Local 39; he is eligible to transfer to Maintenance Worker, even though it exceeds the 15% rule, in lieu of layoff.

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1		
	•	
		1
ivision Manager signature	:: Reina Nehwar	Reina J. Schwartz
	el l'hamit	1
eputy Director approval:	<u></u>	Na 2011
M AA 1	. 4	

	LEGEND
OCCUPATION/	AL 01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafta; 06 Service Maintenance; 07 Techniciana; 08 Clerical; 09 Exempt
<u>& CODES;</u>	07 Technicians; 06 Clerical, 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
<u>CODES;</u>	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)

TRANSFER(S)

e: 06/30/95

ision: Parking

_____0

Parking Meter Coin Collector solfication:

Occupational Code: ____

3.5.1.2.5.369099997973038	# REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL #	/ HIRED BY ETHNIC CODE	# HIRED BY SEX	A HIRED BY HANDICAP CODE	COMMENTS: Transfer: Inside/Outside Department?
7	01 3 02 1 03 3	01 2 02 1	0					Inside Dept. 4 Outside Dept 3

ISION MANAGER RECOMMENDATION:

vision Manager signature:

OCCUPATIONAL	01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disord
	07 Physical impairment (excluding back problem

vision Manager signature:

AFFIRMATIVE ACTION REVIEW WORKSHEET #3

PROMOTION(S)

Date: 5 / 25 / 95

Division: ____ TRAFFIC ENGINEERING

Occupational Category:

TECHNICIANS

υ7____

Classification: ______ENGINEERING TECHNICIAN III___

____ Occupational Code: _____

TOTAL# REACHABLE	A REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	/ HANDICAPPED REACHABLE	TOTAL / HIRED	/ HIRED BY ETHNIC CODE	/ HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS; Promotion: Exam cert/prom interview/ flex staffing? (Include special recruitment efforts)
9	1 M 04 6 M 01 2 F 01	2		1	1 01	1 M	υ	Promotional Exam

DIVISION MANAGER RECOMMENDATION:

Recommend filling position with Tom Webber, M, Ol, effective 5/27/95. Mr. Webber has been underfilling an Eng. Tech III vacancy within our division since 10/8/94. He has been performing the full range of duties as an Eng. Tech III, and placed within the first rank on the promotional examination for the Eng. Tech III classification.

· · ·		. ·	•
Division Manager signature:	t. Han	· · · · · · · · · · · · · · · · · · ·	
Deputy Director approval:	R	ł	
	2/1		
	\setminus		

OCCUPATIONAL	, 01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White: 02 Black: 03 Hispanic; 04 Aslan;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems

PROMOTION(S)

Date: 6 / 16 / 95

TOTAL #

REACHABLE

Division: _______ TRAFFIC ENGINEERING_____

Occupational Category: ________

Classification: _____ENGINEERING TECHNICIAN II

REACHABLE BY

ETHNIC CODE

 TECHNICIAN' II
 Occupational Code:
 07

 # FEMALE REACHABLE
 # HANDICAPPED REACHABLE
 TOTAL # # HIRED BY HIRED BY ETHNIC CODE
 # HIRED BY BY SEX
 # HIRED BY HANDICAP CODE
 COMMENTS: Promotion: Exam cert/prom interview/ Nex statting? (Include special recruitment efforts)

1 01 0 0 0 1 1 01 1 M 1 01 Employee flexibly staffed from Engineering Tech I to Engineering Tech II									
	1	1 01	0	0	1	1 01	1. M	1 01	from Engineering Tech I

DIVISION MANAGER RECOMMENDATION:

Recommend flexible staffing of Michael Robb from Engineering Tech I to Engineering Tech II.

Division Manager signature: Mart. Hannen Deputy Director approval:

	LEGEND
OCCUPATIONAL CATEGORIES & CODES:	01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt
<u>ETHNIC</u> CODESi	01 While: 02 Black: 03 Illapanic; 04 Aalan; 05 Native American; 06 Filipino; 07 Diher
HANDICAP CODES:	02 Visual impairment; 03 Hearing Impairment; 04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problem)



					· · · ·		· · · · · · · · · · · · · · · · · · ·		
		DEPAR FIRMATIVE	ARTMENA PUBLIC WORKS VE ACTION REVIEW WORKSHEET #3						
Date: 4	7 / ₉₅			PRO	MOTION(S)				
Division: <u>A</u>	& E Division				Occup	ational Ca	tegory:	nician	
Classification	Sr. Accounti	ng Technicia	an	·	Occup	ational Co	ode:07		
TOTAL / REACHABLE	A REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	/ HANDICAPPED REACHABLE	TOTAL / HIRED	/ IIIRED BY ETHNIC CODE	/ HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS: Promotion: Exam cert/prom interview/ Nex staffing? (Include special recruitment efforts)	
8	02-1 03-1 01-6	8	0	1	01-1	1-F	0	Exam Certified City Employees	
Selection Craig Lymu recommend	NAGER RECOMMEN committee compr is and Greg Hovi Donna Foley. T ild be Marcia El	ised of Inge ous unanimou he committee	Kress, sly 's second	Umi rec Jef as	ible to lo veated da f Blauto example	cate or i occurrent n's doc)1. White 15. Nativ	LEGEND visory: 04 Professionals; d Crafts; 06 Service Maintenance; nicians; 08 Clerical; 09 Exempt ; 02 Black; 03 Hispanic; 04 Aslan; e American; 106 Filipino; 07 Other 1 impairment; 03 Hearing impairment;	
Division Manage	er signature:	Hampile	m	-			M Speec	oh impairment; OS Neurological disorder; cel impairment (excluding back problems)	

Deputy Director approval:

PORM AA-3

TRANSFER(S)

(e: 1) / 2 / 94

solid WASTE

Occupational Category: ____

TECHNICIANS

ADMINISTRATIVE TECHNICIAN

Occupational Code: 07

9 7 - W 8 0 1 1-A 1-F 0 6 names certified from City promotional eligible list & 3 from transfer list; all but 1 candidate were from outside the Dept. Inter- . <th>DTAL #</th> <th># REACHABLE BY</th> <th>/ FEMALE</th> <th># HANDICAPPED</th> <th>TOTAL #</th> <th># HIRED BY</th> <th># HIRED</th> <th># HIRED BY</th> <th>COMMENTS:</th>	DTAL #	# REACHABLE BY	/ FEMALE	# HANDICAPPED	TOTAL #	# HIRED BY	# HIRED	# HIRED BY	COMMENTS:
	EACHAWLE	ETHNIC CODE	REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	Transfer: Inside/Ontside Department?
3 from transfer list.	9	- A	8	0	anti attai	1-A	1-F	0	promotional eligible list & 3 from transfer list; all but 1 candidate were from outside the Dept. Inter- 1 from promotional list &

/ISION MANAGER RECOMMENDATION:

Recommendation is to hire:

1. Hang Schlossstein (FA) from transfer list

If Hang declines,

2. Donna Foley (FW) from transfer list

vision Manager signature: <u>Filth</u> <u>Alilluitie</u>Reina J. Schwartz puty Director a poval: <u>Fort J 1</u>

OCCUPATIONAL CATEGORIES	2 01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
<u>CODES</u> ;	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
: 2 : 2 : 2 : 2 : 2 : 2 : 2 : 2 :	07 Physical impairment (excluding back problems)

		AF	DEPART FIRMATIVE		G. BLI N R EW				
e: 5			•	PRO	MOTION(S)			, ·	
ision:	Trunst Engl	Planning			Occup	ational Cat	egory: <u>Tec</u>	hnicians	
ssification: <u>Engineening</u> Technicum III					Occup	ational Coo	le:07		
)TAL # EACHABLE	# REACHABLE BY ETHNIC CODE	# FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL # HIRED	HIRED BY ETHNIC CODE	# HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS: Promotion: Exam co flex staf (Include special recr	Ting?
	1-04	2	Ð					promotional	examinterview

VISION MANAGER RECOMMENDATION:

Anwar Ali-Asian Male 0 10 M ivision Manager signature: eputy Director approval: (M AA-3

	2 01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
<u>z CODES:</u>	07 Technicians; 08 Clerical; 09 Exempt
THNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES;	05 Native American; 06 Filipino; 07 Other
IANDICAP	02 Visual impairment; 03 Hearing impairment;
ODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

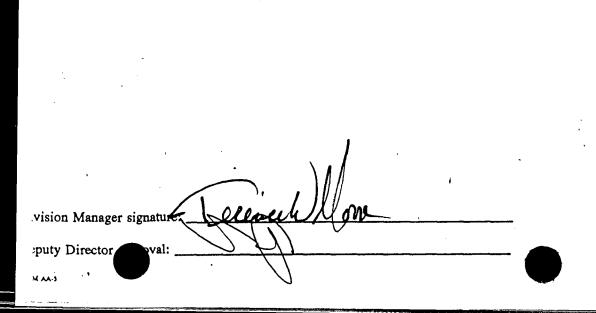
PROMOTION(S)

vision: Transportationa Engineering Planning	Occupational Category: Techniciuns
assification: <u>Bryineeving Technicum I/II</u>	Occupational Code: 07

OTAL# EACHABLE	# REACHABLE BY ETHNIC CODE	FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL # HIRED	HIRED BY ETHNIC CODE	# HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS: Promotion: Exam cert/prom interview/ flex staffing? (Include special recruitment efforts)
	3	82	Ð					Exam certification

VISION MANAGER RECOMMENDATION: Cutherine V. Smith

te: 02/16 195



OCCUPATIONAL	01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

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			•		· · ·		· ·			
	AF	DEPAR FIRMATIVE		PUBLI			#3			
Date: 5/11 195			PRO	MOTION(S)						
Division: Truns + Eng Planning Occupational Category: Technicians										
Classification: <u>Engineering</u>	Technic	ium III		Occup	ational Coc	le:	07			
	' FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL # HIRED	/ HIRED BY ETHNIC CODE	# HIRED BY SEX	# HIRED I HANDICA	PCODE	COMMENTS: Promotion: Exa Nen (Include special	staffing?	
1-04	2	Ð						p:e.modici	ul exa <i>r</i> /	intruiew
DIVISION MANAGER RECOMMENDA	ATION:								:	
-Anwar Ali - Asian	n Mule									
			•		OCCU CATE & COL ETHNI CODE HAND	<u>GORIES</u> DES: IC S:	01 Supervis 05 Skilled 0 07 Technic 01 White; 05 Native A	LEGEND ory; 04 Profes 2rafts; 06 Serv ans; 08 Cleric 02 Black; 03 I American; 06 I mpairment; 03	ice Maintenan al; 09 Exemp Iispanic; 04 / ilipino; 07 O	t Asian; ther
Division Manager signature:	reele M	me		_	CODE	§:	04 Speech i 07 Physical	mpairment; 05 impairment (co	Neurological cluding back	disorder; problems)
Deputy Director approval:	A	,		-						
РОВИ АЛ-З	l'h									

PAGE 1

DEPARTMENT OF PUBLIC WORKS PROMOTIONS FROM 1/1/94 TO 6/30/95 (EXEMPT POSITIONS ONLY) REPORT DATE: 03/11/96

CLASSIFICATION	LAST NAME	FIRST NAME	ORGANIZATION	GENDER	ETHNIC
SUPV REAL PROP AGENT SR ENGINEER SR ENGINEER SR ADMIN SVCS OFF SOLID WASTE DIV MGR	ALEI LOUIE MAR MCBETH SCHWARTZ	BRUCE ANGIE TIM GERALDINE REINA	3225 3132 3132 3112 3112 3141	M F M F	03 04 04 04 01
CHIEF OF OFF-ST PKG	SEMON	JOSEPH	3184	м	01





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		AFI	DEPART FIRMATIVE		Or PUBLIC N REVIEW			
PROMOTION(S) Promotion: <u>AzE Division</u> Occupational Category: <u>Exempt</u> Classification: <u>Sr Conte</u> Engineer Occupational Code: <u>09</u>								
TOTAL # REACHABLE	/ REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	/ HANDICAPPED REACHABLE	TOTAL / HIRED	/ HIRED BY ETHNIC CODE	/ HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS; Promotion: Exam cert/prom interview/ flox staffing? (Include special recruitment efforts)
5	4-01 1-04	l	O	1	1-04	1- F	Non	City Only gromotion

DIVISION MANAGER RECOMMENDATION:

Recommend Drejne Loine for le Senior enginen position as the best qualified candodate.

wallo Division Manager signature: Deputy Director approval:

	I ROBID
	LEGEND
	01 Supervisory: 04 Professionals;
CATEGORIES	
<u>& CODES</u> : *	07 Technicians; 08 Cierical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Aslan;
CODES	05 Native American; 06 Pilipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
<u>CODES</u> ;	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)
· · · · · · · · · · · · · · · · · · ·	an and a second and a second second

TRANSFER(S)

Date: 11 / 02 / 94

Division: _____Parking

Occupational Category:

anekeena

Classification: ______ Clerk_II____

Occupational Code: _

TOTAL / REACHABLE BY	# FEMALE	# HANDICAPPED	TOTAL #	# HIRED BY	# HIRED	# HIRED BY	COMMENTS:
REACHABLE ETHNIC CODE	REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	Transfer: Inside/Outside Department?
1 02 - 1	0	UNKNOWN	1	1 - 02	M	UNKNOWN	Trans Cert Reemploy

DIVISION MANAGER RECOMMENDATION:

Transfers Applied	Responded to Cert	Desired Interviews		· · · · · · · · · · · · · · · · · · ·
	01 - 2 02 - 2	$ \begin{array}{rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr$		
		· · ·	OCCUPATIONAI CATEGORIES & CODES; ETHNIC	LEGEND 2 01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt 01 White; 02 Black; 03 Hispanic; 04 Asian;
Division Manager signature: Manager	al Mel		<u>CODES;</u> <u>HANDICAP</u> <u>CODES</u> :	05 Native American; 06 Filipino; 07 Other 02 Visual impairment; 03 Hearing impairment; 04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)
Deputy Direct proval:	To the			

			n na har alla fan an an dan ann an									
		TMENT OF PUBLIC ACTION REVIEW										
Date: $(\theta \neq 1) \neq (1)$ PROMOTION(S)												
Division: <u>Cracking</u>	Division: <u>Contract</u> Occupational Category: <u>Chernet</u>											
Classification:		Оссир	ational Code:	;								
TOTAL # # REACHABLE BY REACHABLE ETHNIC CODE	/ FEMALE REACHABLE / HANDICAPPED REACHABLE	TOTAL / / HIRED BY HIRED ETHNIC CODE	# HIRED # HIRED BY BY SEX HANDICAP CODE	COMMENTS: Promotion: Exam cert/prom interview/ fiex staffing? (Include special recruitment efforts)								
35 01-22 02-1 - 4-0 - 1-2 - 0 1 1 1 1 1	35 (1. 2000)	1 02-1	F. I was known									
DIVISION MANAGER RECOMMEN		Type L # Capture II	iten an en									
				· · · · · · · · · · · · · · · · · · ·								
			& CODES: 07 Techn ETHNIC 01 White	LEGEND visory; 04 Professionals; 1 Crafts; 06 Service Maintenance; leians; 08 Clerical; 09 Exempt ; 02 Black; 03 Hispanic; 04 Aslan; : American; 06 Filipino; 07 Other								
Division Manager signature: Deputy Director approval:			HANDICAP 02 Visual CODES: 04 Speec	impairment; 03 Hearing impairment; h impairment; 05 Neurological disorder; al impairment (excluding back problems)								
FORM AA.3												

PROMOTION(S)

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Date: 10/	26 / 94							•
Division:	OLID WASTE			<u></u>	Occup	oational Cat	egory:	RICAL
Classificatior	TYPIST CLERK	111			Occup	ational Cod	e:08	
TOTAL / REACHABLE	# REACHABLE BY ETHNIC CODE	# FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL / IIIRED	# HIRED BY ETHNIC CODE	# HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS: Promotion: Exam cert/prom interview/
								Nex staffing? (Include special recruitment efforts)
15	11-W	15	0	1	1-W	1-F	0	15 names certified from City

2-11				promotional eligible list &
. l-A				5 from transfer list; all
1-2				candidates outside Dept.
	•			Interviewed 8 from promotion-
				al list & 3 from transfer
				list

DIVISION MANAGER RECOMMENDATION: 15th choice Jane Martinelli Far Diclined

Marcie Brinkman F-02.	LEGEND
·	OCCUPATIONAL 01 Supervisory; 04 Professionals;
	CATEGORIES 05 Skilled Crafts; 06 Service Maintenance; & CODES: 07 Technicians; 08 Clerical; 09 Exempt
	ETHNIC 01 White; 02 Black; 03 Hispanic; 04 Aslan; CODES: 05 Native American; 06 Filipino; 07 Other
	HANDICAP02 Visual impairment;03 Hearing impairment;CODES:04 Speech impairment;05 Neurological disorder;
ion Manager signature: (1111) (1111) Reina J. Schwartz	07 Physical impairment (excluding back problems)
ly Director oval:	

TRANSFER(S)

Date: 10/ 21 / 94

Division: _____ SOLID WASTE

Occupational Category: ____CLERICAL

Occupational Code: ____08

Classification: TYPIST CLERK 111

HIRED BY COMMENTS: # REACHABLE BY # HIRED BY # IIIRED TOTAL / # FEMALE # HANDICAPPED TOTAL # REACHABLE ETHNIC CODE REACHABLE REACHABLE HIRED ETHNIC CODE BY SEX HANDICAP CODE Transfer: ... Inside/Outside Department? 5 3 - W5 0 0 Δ 0 0 5 names certified from City transfer list; all candidates outside Dept. Interviewed 3 l - H 1 - I from transfer list.

>IVISION MANAGER RECOMMENDATION:

None of the	transfer candidates	i s	recommended	for
appointment	to this position.			

		LEGEND
	OCCUPATIONAL CATEGORIES	01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance;
	& CODES;	07 Technicians; 08 Clerical; 09 Exempt
	ETHNIC CODES:	01 White; 02 Black; 03 Hispanic; 04 Asian; 05 Nativo American; 06 Filipino; 07 Other
Division Manager signature:	HANDICAP CODES:	02 Visual impairment; 03 Hearing impairment; 04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)
Deputy Director approval:		

PROMOTION(S)

)ate: 10 / 21 / 94

Division: _____ SOLID WASTE

Occupational Category: ____CLERICAL

08

lassification: <u>TYPIST CLERK 111</u>.

Occupational Code: ____

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TOTAL / REACHABLE	/ REACHABLE BY ETHNIC CODE	# FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL / HIRED	/ HIRED BY ETHNIC CODE	# HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS; Promotiou: Exam cert/prom interview/ Nex staffing? (Include special recruitment efforts)
15	11 - W $2 - H$ $1 - A$ $1 - 2$	1.5	0	1	1 – W	1 - F	0	<pre>15 names certified from City promotional eligible list; 8 interviewed</pre>
	1 – 2							

VIVISION MANAGER RECOMMENDATION:

Recommendation is to hire Jane Martinelli (FW) as most

		LEGEND
	OCCUPATIONA CATEGORIES & CODES;	 4 01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt
	ETHNIC CODES:	01 White: 02 Black: 03 Hispanic; 04 Aslan; 05 Native American; 06 Filipino; 07 Other
Division Manager signaturer TIRAN WILLING SCHEINA J. Schwartz	HANDICAP CODES:	02 Visual impairment; 03 Hearing impairment; 04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)
Deputy Director Toval: A GAZ - J. J.		— — — — — — — — — — — — — — — — — — — —

DEPARTMENT OF PUBLIC WORKS											
AFFIRMATIVE ACTION REVIEW WORKSHEET #2											
TRANSFER(S)											
Date: 3/8/96 hive date	- 6/12/95										
Division: <u>Animal Control</u>	. <u></u>	Occupational Ca	tegory:	<u> </u>							
Classification: Account Clark	<u> </u>	Occupational Co	de:	×6							
TOTAL / / REACHABLE BY / FEMALE REACHABLE ETHNIC CODE REACHABLE	# HANDICAPPED TOTA REACHABLE HIRE		# HIRED BY HANDICAP CO	COMMENTS: DE Transfer; Inside/Outside Department?							
1 03 - 1 1	0 1	03 F	01	Transfer of person .							
				scheduled to be							
-				parson interviewed							
				Position							
DIVISION MANAGER RECOMMENDATION:											
		· .									
				LEGEND							
·		OCCU CODE		upervisory; 04 Professionals; killed Crafts; 06 Service Maintenance;							
				Fechnicians; 08 Clerical; 09 Exempt							
		ETHN CODE		White; 02 Black; 03 Hispanic; 04 Asian; Native American; 06 Filipino; 07 Other							
		000000000000000000000000000000000000000		/isual impairment; 03 Hearing impairment;							
Division Manager Signature:		<u>CODI</u>		peech impairment; 05 Neurological disorder; hysical impairment (excluding back problems)							
Deputy approval (Initials):											

TRANSFER(S)

Date: 11 / 02 / 94

Division: _____Parking

Occupational Category: _

Classification: ______ Clerk II______

Occupational Code:

1 Mit Microsof Sourcesson Surface 1 (2000) 40	✔ REACHABLE BY	# FEMALE	# HANDICAPPED	TOTAL #	# HIRED BY	# HIRED	# HIRED BY	COMMENTS:
	ETHNIC CODE	REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	Transfer: Inside/Outside Department?
1	02 - 1	Ο	UNKNOWN	1	1 - 02		UNKNOWN	Trans Cert Reemploy

DIVISION MANAGER RECOMMENDATION:

Transfers Applied Responded to Cert Desired Interviews

,	02 - M (1)	01 - 2 02 - 2	01 - 2 02 - 3
• . •			
		<u></u>	
	101	2/1/	
Division Man	ager signature: Manael	<u> </u>	
Deputy Direc	proval:		
ЮРИ АА-3 ./ · <u></u> .		• • • ·	

OCCUPATIONAL	
<u>CATEGORIES</u> & CODES;	05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt
<u>ETHNIC</u>	01 White; 02 Black; 03 Hispanic; 04 Asian;
<u>CODES:</u>	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

DEPARTMENT OF PUBLIC WORKS	
AFFIRMATIVE ACTION REVIEW WORKSHEET	#3

PROMOTION(S)

)ate: 10/26 / 94

Division: _____ WASTE

Occupational Category: _

CLERICAL

Classification: <u>TYPIST CLERK III</u>

Occupational Code: _____08

TOTAL / REACHABLE	# REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL / HIRED	# HIRED BY ETHNIC CODE	# HIRED BY SEX	I HIRED BY HANDICAP CODE	COMMENTS: Promotion: Exam cert/prom interview/ flex staffing? (Include special recruitment efforts)
15	11-W 2-H 1-A 1-2	15	0	3 I	1-W	1-F	0	15 names certified from City promotional eligible list & 5 from transfer list; all candidates outside Dept. Interviewed 8 from promotion- al list & 3 from transfer list

DIVISION MANAGER RECOMMENDATION: 157 choice Jane Martikelli Fat Declined

Recommendation is to hire Laura Pratt. F 01		
3rd choice Brinkman F-01		LEGEND
	OCCUPATIONAL, CATEGORIES & CODES:	01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt
	ETHNIC CODES:	01 White; 02 Black; 03 Hispanic; 04 Aslan; 05 Native American; 06 Filipino; 07 Other
Division Manager signature: Kury Khwa Reina J. Schwartz	HANDICAP CODES:	 02 Visual impairment; 03 Hearing impairment; 04 Speech impairment; 05 Neurological disorder; 07 Physical impairment (excluding back problems)
Deputy Director approval:		

PROMOTION(S)

Date: 10 / 21 / 94

Division: SOLID WASTE

Occupational Category: _

CLERICAL

80

Classification: <u>TYPIST CLERK III</u>

Occupational Code: _

TOTAL # REACHABLE	# REACHABLE BY ETHNIC CODE	# FEMALE REACHABLE	/ HANDICAPPED REACHABLE	TOTAL / HIRED	/ HIRED BY ETHNIC CODE	# HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS: Promotion: Exam cert/prom interview/ fiex staffing? (Include special recruitment efforts)
15	11 - W 2 - H 1 - A 1 - 2	15	0	1	1 - W	1 - F	0	15 names certified from City promotional eligible list; 8 interviewed

DIVISION MANAGER RECOMMENDATION:

Division Manager signature;

proval

Deputy Direct

PORM AA-3

Recommendation is to hire Jane Martinelli (FW) as most

Reina J. Schwartz

5 Skilled Crafts; 06 Service Maintenance;
7 Technicians; 08 Clerical; 09 Exempt
White; 02 Black; 03 Hispanic; 04 Asian;
5 Native American; 06 Filipino; 07 Other
2 Visual impairment; 03 Hearing impairment;
Speech impairment; 05 Neurological disorder
7 Physical impairment (excluding back problems

DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #2

TRANSFER(S)

10/21/94)ate:

Division: _____ SOLID WASTE

Occupational Category: _____CLERICAL

.

Classification: TYPIST CLERK III

Occupational Code: ____08

TOTAL /	REACHABLE BY	/ FEMALE	# HANDICAPPED	TOTAL #	/ HIRED BY	/ HIRED	# HIRED BY	COMMENTS:
REACHABLE	ETHNIC CODE	REACHABLE	REACHABLE	HIRED	ETHNIC CODE	BY SEX	HANDICAP CODE	Transfer: Inside/Outside Department?
5	3 - W 1 - H 1 - I	5	0	0	0	0		5 names certified from City transfer list; all candidates outside Dept. Interviewed 3 from transfer list.

DIVISION MANAGER RECOMMENDATION:

None of the	transfer	candidates	is	recommended	for
appointment	to this	position.			

Division Manager signature:	ATTO ACTIVE Reina J. Schwartz
Deputy Director approval:	
ORM AA-3	

OCCUPATIONAL	
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

TRANSFER(S)

10/ 27/ 94 ite:

vision: _____ SOLID WASTE

Occupational Category: _____TECHNICIANS

lassification: UTILITY SERVICES INSPECTOR (Limited Term)

Occupational Code:

07

TOTAL / REACHABLE	REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL # HIRED	/ HIRED BY ETHNIC CODE	# HIRED BY SEX	/ HIRED BY HANDICAP CODE	COMMENTS: Transfer: Inside/Outside Department?
1	W	1	0	1	W	F		Transfer within Dept & Div
	а.							

eina J. Schwartz

IVISION MANAGER RECOMMENDATION:

	d offering position to Karen Mathews (FW);	
Karen is	currently a Limited Term Maintenance Worker	
assigned Landfill	to the Bin Crew following closure of the .	

OCCUPATIONAL CATEGORIES	
CATEGORIES & CODES:	05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt
ETHNIC	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
<u>CODES</u> :	04 Speech impairment; 05 Neurological disorder 07 Physical impairment (excluding back problem
	_

Division Manager signature:

Deputy Direc

DEPARTMENT OF UBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #3									
ate: 4 /	28 / 95			PRO	MOTION(S)				
ivision:	SOLID WASTE				Occup	ational Ca	egory: TECHN	ICIANS	
lassification:ENGINEERING TECHNICIAN III Occupational Code:07									
TOTAL / REACHABLE	# REACHABLE BY ETHNIC CODE	/ FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL / HIRED	# HIRED BY ETHNIC CODE	/ HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS: Promotion: Exam cert/prom interview/ Nex staffing? (Include special recruitment efforts)	
9	01 - 8 04 - 1	2	Unknown	1	01 - 1	M - 1	Unknown	Promotional eligible list	

IVISION MANAGER RECOMMENDATION:

Recommendation is to hire most qualified candidate:

- 1. John S. Olesen (M-01) from eligible list.
- 2. If John declines or can not be appointed, hire Thomas Webber (M-O1) from eligible list.
- 3. If Thomas declines or can not be appointed, hire Debra Newton (F-01) from eligible list.
- 4. If Debra declines or can not be appointed, hire Anwar Ali (M-04).from eligible list.

	<u>></u>
vivision Manager signature: Atra Schulde	<u>Reina J. Schwartz</u>
Peputy Director approval:	> Robert L. Lee

OCCUPATIONA	L 01 Supervisory; 04 Professionals;
CATEGORIES	05 Skilled Crafts; 06 Service Maintenance;
& CODES:	07 Technicians; 08 Clerical; 09 Exempt
<u>ethnic</u>	01 White; 02 Black; 03 Hispanic; 04 Asian;
CODES:	05 Native American; 06 Filipino; 07 Other
HANDICAP	02 Visual impairment; 03 Hearing impairment;
CODES:	04 Speech impairment; 05 Neurological disorder;
	07 Physical impairment (excluding back problems)

TRANSFER(S)

Date: 61	261 95	•							
Division: Architecture and Engineering						Occupational Category: 07/Technicians			
Classification: Engineering Technician I					Occupational Code: 07				
TOTAL / REACHABLE	I REACHABLE BY ETHNIC CODE	# FEMALE REACHABLE	# HANDICAPPED REACHABLE	TOTAL / HIRED	/ HIRED BY ETHNIC CODE	/ HIRED BY SEX	# HIRED BY HANDICAP CODE	COMMENTS: Transfer: Inside/Outside Department?	
1	$ \begin{array}{c} 01 - 1 \\ 02 - 9 \\ 03 - 9 \\ 04 - 9 \\ 05 - 9 \\ 06 - 9 \\ 07 - 9 \end{array} $	01-1 02-p 03-p 04-p 05-00 05-00 07-00	¢	1	0]	Femole	Þ	Condidate was a transfer applicant from the Transportation & Engineering Planning (TESP) Division within the Department of Public Works	
DIVISION MA	NAGER RECOMMEN			1 1 1 1					
Recomme	ud hiving 1	ot Cuther	ine Smil	h/BI	exander.				
Catherin	e is study	jung to (re an arc	hiteet (and con				
Catherine is studying to be an architect and can gather drafting and design experience on building							LEGEND		
work. She will also have opportunity to work under Superimien of licence d engineers and architects.						OCCU CATE & COI	OCCUPATIONAL01 Supervisory;04 Professionals;CATEGORIES05 Skilled Crafts;06 Service Maintenance;& CODES;07 Technicians;08 Clerical;09 Exempt		
Supernio	ort licence d	enfinee	irs and a	Urchetec-		ETHN CODE		; 02 Black; 03 Hispanic; 04 Asian; 5 American; 06 Filipino; 07 Other	
Division Mana	ger signature:	anipitaen	1			HAND CODE	<u>§:</u> 04 Speec	l impairment; 03 Hearing impairment; h impairment; 05 Neurological disorder; cal impairment (excluding back problems)	
Deputy Dia	41								

PORM AA-3