

(A.)

PUBLIC WORKS

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

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

OCCUPATIONAL GOAL STATUS

MALE

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

FEMALE

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

P = Priority
 U = Under utilization
 / = Under utilized but not significant
 N/A = Not applicable

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

Year 7/15/95

Year 12/31/93

WHITE		BLACK			HISP		ASIAN		NT:AM		FIL.		DIS
M	F	M	F	M	F	M	F	M	F	M	F		
26	5	8	0	9	0	3	0	1	0	0	0	0	
50	10	15	0	17	0	6	0	2	0	0	0	0	
38	15	3	0	0	3	0	0	0	0	0	0	0	2
61	24	5	0	0	5	0	0	0	0	0	0	0	3
55	3	4	0	18	0	6	0	2	0	0	2	2	
61	3	4	0	20	0	7	0	2	0	0	2	2	
101	22	93	6	72	8	9	0	5	0	0	1	0	3
32	7	29	2	23	3	3	0	2	0	0	1	0	1
45	9	2	0	9	3	5	1	0	0	0	0	1	
60	12	3	0	12	4	7	1	0	0	0	0	1	
6	31	0	7	0	0	0	1	0	0	0	0	1	1
12	60	0	13	0	12	0	2	0	0	0	0	2	2
22	4	1	0	2	0	3	3	0	0	0	0	0	
63	11	3	0	6	0	9	9	0	0	0	0	0	

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

2. 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.

#1.

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 in-house 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

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.

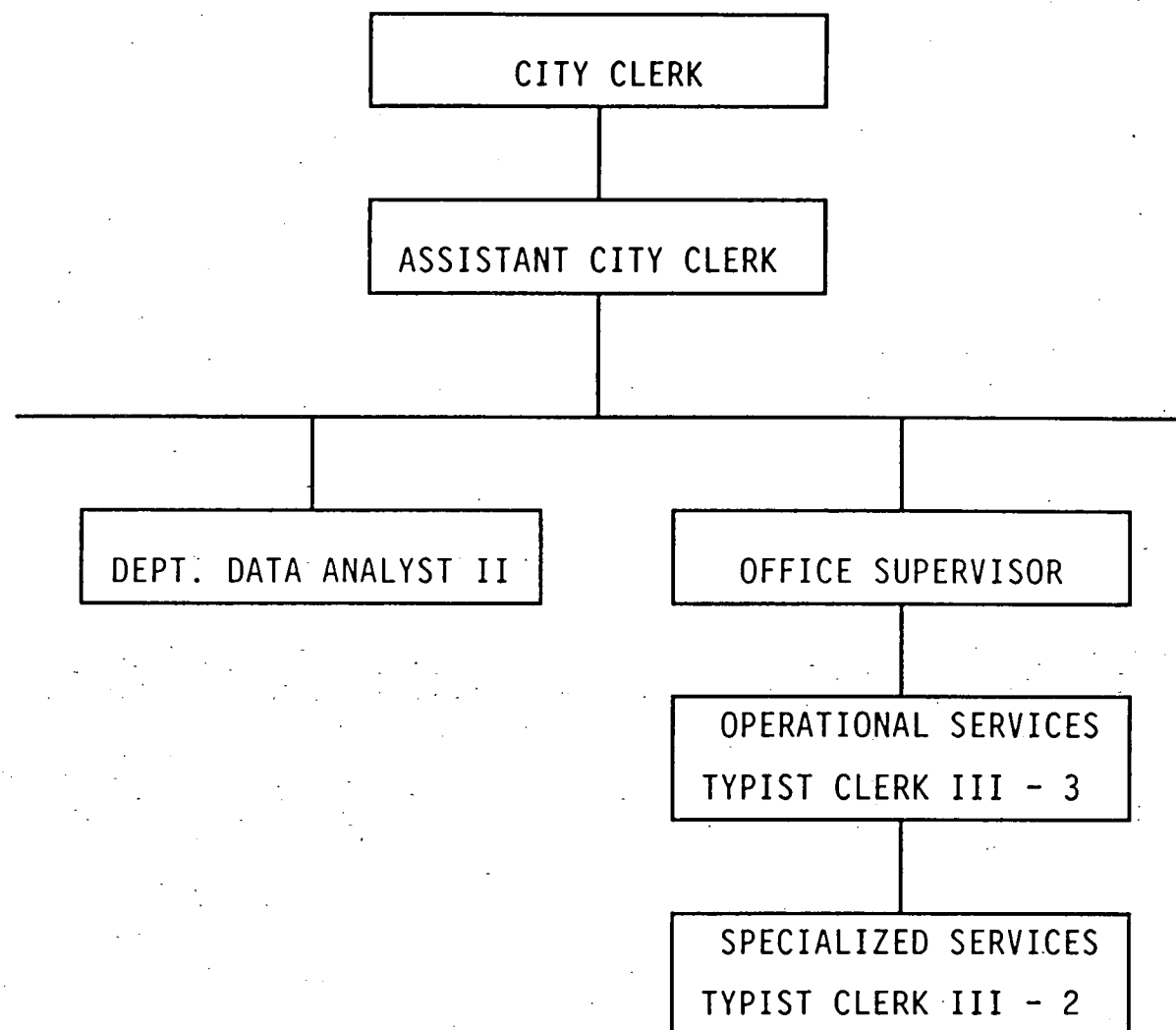
The employee, a Filipino female, was not only trained on office tasks and procedures, but was tutored by staff on vocabulary, reading comprehension, and office procedure skills in order to successfully compete for the position of Typist Clerk II for the City of Sacramento.

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.

OFFICE OF THE CITY CLERK
ORGANIZATIONAL CHART



ANNUAL DEPARTMENT REVIEW

ASSESSMENT OF DEPARTMENT AFFIRMATIVE ACTION EFFORTS

YES NO

RECRUITMENT

- x 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.
- x 1. Recruited applicants from high school? Community colleges? Universities? Specialized schools?
- x 2. Sent job announcements to minority organizations? Women's organizations? Professional organizations? Unions? Organizations for the Disabled?
- x 3. Established programs for recruiting minorities, women and disabled persons?
- x 4. 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

- x 1. Do hiring panels include minorities, female and disabled persons?
- x 2. Are all reachable candidates interviewed before a hiring decision is made?
- x 3. Is the hiring authority required to report the reason why candidates were not hired?
- x 4. Is the affirmative action implication of appointments considered?
- x 5. Have all supervisors responsible for selection received selection interview training ?

PERSONNEL ACTIVITY

- x 1. Are training programs publicized to all employees?
- x 2. Are training opportunities made available equally?
- x 3. 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)

- X 4. Are promotional opportunities equally made available to all employees?
- X 5. Are training opportunities for promotions available to all employees?
- X 6. Do you have a comprehensive career development plan?
- X 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 ?
X Do you need additional bridging classes ?

SPECIAL EMPHASIS

- X 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.

- X 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 evaluation period.

ANNUAL DEPARTMENT REVIEW - WORKSHEET #1

DEPARTMENT: City Clerk

REPORT PERIOD: FROM Dec. 29, 1993 TO June 29, 1995

1. Total New Employees Hired (does not include promotions of existing employees);

_____	Supervisory
_____	Police
_____	Fire
_____	Professional
_____	Skilled Craft
_____	Service Maintenance
_____	Technicians
<u>1</u>	Clerical
_____	Exempt

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

	<u>Minority Was</u> <u>Reachable</u>	<u>Minority Was</u> <u>Hired</u>	
		#	%
Supervisory			
Police			
Fire			
Professional			
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.

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

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.

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

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

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

OCCUPATIONAL CATEGORY: Not applicable

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 Action Staff use.

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

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS

DEPARTMENT: City Clerk

OCCUPATIONAL CATEGORY: not applicable

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 Action Staff use.

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

OCCUPATIONAL CATEGORY

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMALE
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.

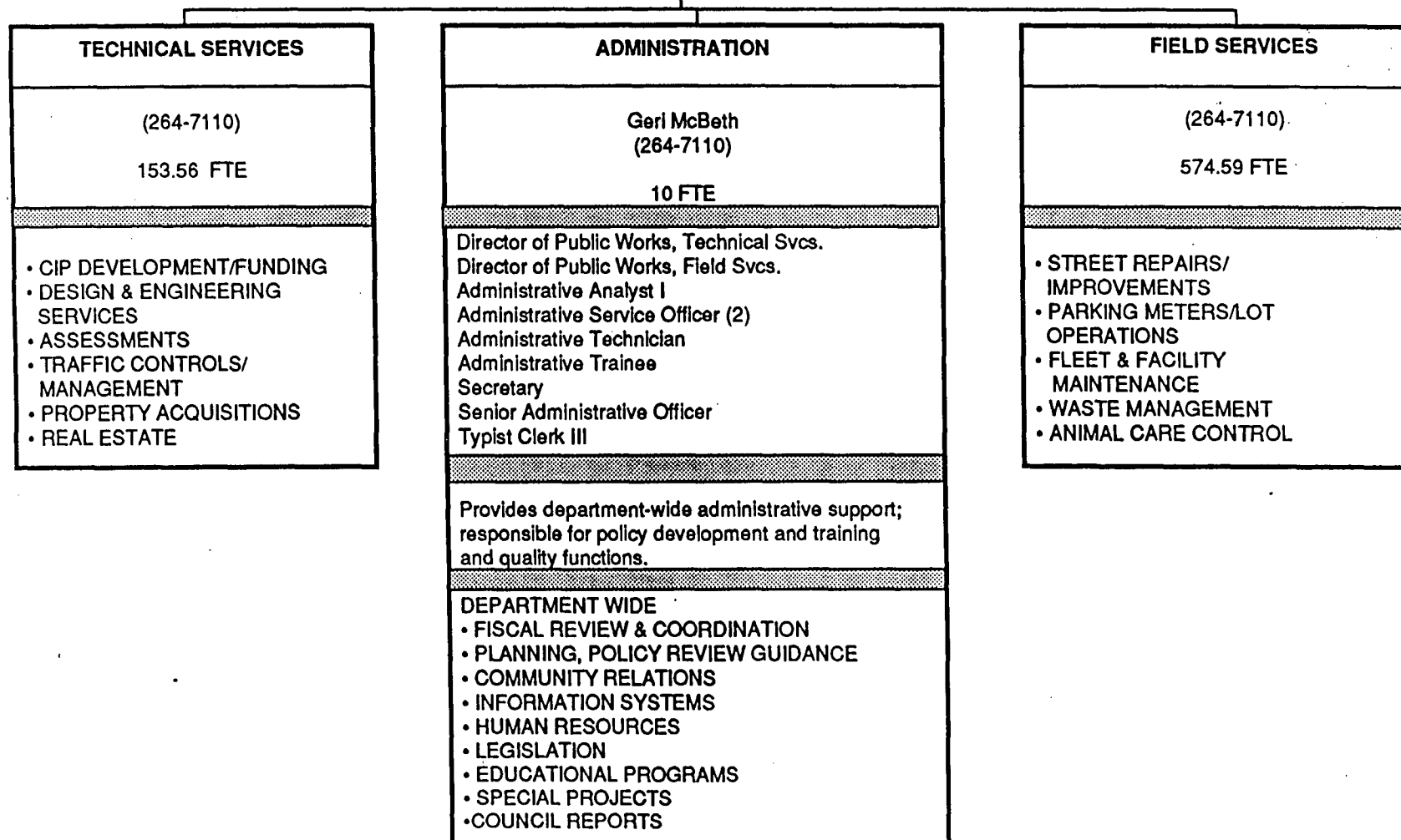
TIMETABLE: Check length of time in which above goal may be reasonable met.

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



OCCUPATIONAL CATEGORY

Supervisory

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMALE
Caucasian:		<u>4</u>
Black:	<u> </u>	<u>2</u>
Hispanic:	<u> </u>	<u>2</u>
Asian:	<u> </u>	<u>1</u>
Native American:	<u> </u>	<u> </u>
Filipino:	<u> </u>	<u>1</u>
Total Minority:	<u> </u>	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 <u> </u>	2 Years <u> x </u>	3 or more Years <u> </u>
Female:	1 Year <u> </u>	2 Years <u> x </u>	3 or more Years <u> </u>

OCCUPATIONAL CATEGORY

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:		2
Native American:		
Filipino:		1
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:	1 Year _____	2 Years <u>x</u>	3 or more Years _____
Female:	1 Year _____	2 Years <u>x</u>	3 or more Years _____

OCCUPATIONAL CATEGORY

Skilled Crafts

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMALE
Caucasian:		2
Black:		1
Hispanic:		1
Asian:		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 _____

OCCUPATIONAL CATEGORY

Service Maintenance

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMALE
Caucasian:		10
Black:		5
Hispanic:		5
Asian:	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.

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

OCCUPATIONAL CATEGORY

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

OCCUPATIONAL CATEGORY

Clerical

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

	MALE	FEMALE
Caucasian:		
Black:	<u>2</u>	
Hispanic:	<u>2</u>	
Asian:	<u>1</u>	
Native American:		
Filipino:		
Total Minority:	<u>5</u>	Total Female: <u></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 <u></u>	2 Years <u>x</u>	3 or more Years <u></u>
Female:	1 Year <u></u>	2 Years <u>x</u>	3 or more Years <u></u>

OCCUPATIONAL CATEGORY

Exempt

ANALYSIS: (Prepared by the Affirmative Action Office)

GOAL:

Numerical Goals set by the department to achieve parity.

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

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

NEW HIRES

Date: 4 / 28 / 95

Division: Parking

Occupational Category: Supervisor

Classification: Parking Enforcement Supervisor

Occupational Code: 01

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)
5	5 - 01	1	0	1	1 - 01	1 - M	0	Ethnic code of current Supervisor 1 - 01 Female 1 - 03 Male

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: Malvin H. [Signature]

Deputy Director approval: [Signature]

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

NEW HIRES

Date: 6/5/95

Division: Streets

Occupational Category: Professional

Classification: Junior Engineer

Occupational Code: 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)
9	01-2 02-0 03-1 04-4 06-1 07-1	04-1 06-1	0	1	1-06	1-F	0	

DIVISION MANAGER RECOMMENDATION:

*Recommend hiring Maren Guerrero,
Female, Filipino, as most qualified
candidate*

LEGEND	
OCCUPATIONAL CATEGORIES	01 Supervisory, 04 Professional, 05 Skilled Craft, 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	01 Visual impairment, 02 Hearing impairment, 03 Speech impairment, 04 Neurological disorder, 05 Physical impairment (excluding back problems)

Division Manager signature: _____

Deputy Director approval: _____

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 II	1	0	0	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

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 II	2	0	0	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

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 I	1	0	0	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

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	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

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**
Asst Civil Eng	0	0	1	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

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**
Admin Analyst I	0	0	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

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

NEW HIRES

Date: 3, 14, 95

Division: Transportation & Engineering Planning

Occupational Category: Professionals

Classification: Assistant Civil Engineer

Occupational Code: 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)
	1-06 1-04	2	0					

DIVISION MANAGER RECOMMENDATION:

Gwen Owens

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: 

Deputy Director approval: _____

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

NEW HIRES

ate: 3, 9, 1995

Division: Transportation & Engineering Planning

Occupational Category: 0 Professional

Classification: Admin Analyst II

Occupational Code: 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	1-03	0	0	1	1-01			

DIVISION MANAGER RECOMMENDATION:

Brian O'Hara

Division Manager signature: [Signature]

Deputy Director Approval: [Signature]

LEGEND

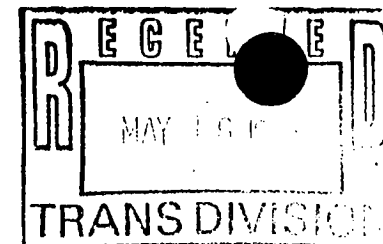
OCCUPATIONAL CATEGORIES & CODES: 01 Supervisory; 04 Professionals; 05 Skilled Crafts; 06 Service Maintenance; 07 Technicians; 08 Clerical; 09 Exempt

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)

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

NEW HIRES



Date: 5 / 11 / 95

Division: Parking

Occupational Category: Professional

Classification: Administrative Analyst II

Occupational Code: 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:

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: Melvin Johnson

Deputy Director approval: [Signature]

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

NEW HIRES

Date: 12/30/94

Division: Architecture & Engineering

Occupational Category: 04

Classification: AAT

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: (Include special recruitment efforts)
5	1 - 03 1 - 02	0	0	1	1 - 02	0	0	One eligible declined to be considered and one did not respond.

DIVISION MANAGER RECOMMENDATION:

I recommend that Craig Lymus be hired as an AAT. He is

the best qualified, is an African-American and can start work the first week in January 1/3/95.

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 problem)

Division Manager signature: _____

Deputy Director approval: _____

off 2/8/95

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

NEW HIRES

Date: 2/8/95

Division: Traffic Engineering

Occupational Category: 04

Classification: Associate Civil Engineer

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: (include special recruitment efforts)
4	1 M6 2 M1 1 F1	1	0					

DIVISION MANAGER RECOMMENDATION:

*Recommend appointment of Bridget Smith,
F, 01. She scored within top rank and
has been Limited Term since 12/3/94.*

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: Walt Han

Deputy Director approval: _____

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 II	3	1	0	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

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. 1	2	0	0	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

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	1	0	0	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

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**
Electrician	5	0	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

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

NEW HIRES

Date: 6.15.95

Division: Streets - St. Maintenance

Occupational Category: Skilled Crafts

Classification: St. Construction, Laborer

Occupational Code: 05

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)
7	01-2 02-2 03-2 05-1	0	0	2	02-1 05-1	M-2	0	

DIVISION MANAGER RECOMMENDATION:

Recommend hiring
George Whipple, American Indian, Male
Dwight Plowder, Black, male
as most qualified candidates

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

Division Manager signature: _____

Deputy Director approval: _____

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

NEW HIRES

Date: 4/29/95

Division: Streets - St. Maintenance

Occupational Category: Skilled Crafts

Classification: St. Construction Laborer

Occupational Code: 05

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)
8	01-4 03-4	0	0	1	01-1	M-1	0	

DIVISION MANAGER RECOMMENDATION:

Recommend hiring
David Elliott, white, male,
as most qualified candidate

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

Division Manager signature: _____

Deputy Director approval: _____

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

NEW HIRES

Date: 316 195

Division: Streets - Street Maintenance Occupational Category: Skilled Crafts

Classification: St. Construction Laborer Trainee Occupational Code: 05

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)
8	4-02 2-01 2-03	4-02 2-01 2-03	0	1	1-02	1-F	0	

DIVISION MANAGER RECOMMENDATION:

Interviewed all interested
graduates from special training
program for females in non-
traditional work. Hired
Robin Williams, Black, as most
qualified trainee candidate.

Division Manager signature: _____

Deputy Director approval: _____

LEGEND	
OCCUPATIONAL CATEGORIES	01 Supervisory, 02 Educators, 03 Skilled Crafts, 04 Service Maintenance, 05 Technicians, 06 Clerical, 07 Executive
ETHNIC CODES	01 White, 02 Black, 03 Hispanic, 04 Asian, 05 Native American, 06 Filipino, 07 Other
HANDICAP CODES	01 Visual impairment, 02 Hearing impairment, 03 Speech impairment, 04 Neurological disorder, 05 Physical impairment (excluding back problems)

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**
Equip. Serviceworker	5	2	1	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

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**
Animal Care Tech	2	0	2	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

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**
Equip. Service worker	7	0	0	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

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**
Equip Soc worker	7	1	0	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

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

NEW HIRES

Date: 9, 16, 94

Division: Street

Occupational Category: Service Maintenance

Classification: Equipment Operator

Occupational Code: 06

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)
1	03-1	0	0	1	03-1	M-1	0	

DIVISION MANAGER RECOMMENDATION:

Recommend hiring
Robert Saldivar, Hispanic male
as a qualified candidate

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

Division Manager signature: _____

Deputy Director approval: _____

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

NEW HIRES

Date: 6/16/94

Division: Street

Occupational Category: Service Maintenance

Classification: Equipment Operator

Occupational Code: 06

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	01-3 02-2 03-1	01-1	Ø	3	01-2 02-1 03-1	3-M	Ø	

DIVISION MANAGER RECOMMENDATION:

Hired

Daniel Petrie, white male
Lawrence Woods, black male
Ronnie Hulsey, white male
as most qualified candidates

LEGEND	
OCCUPATIONAL CATEGORIES & CODES	01 Supervisory; 02 Professional; 03 Skilled Crafts; 04 Service Maintenance; 07 Technicians; 08 Clerical; 09 Executive
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: _____

Deputy Director approval: _____

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

NEW HIRES

Date: 9 / 16 / 94

Division: Parking

Occupational Category: Service Maintenance

Classification: Parking Enforcement Officer

Occupational Code: 60

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 06-1	14	Not Available	21	01-8 02-5 03-7 04-1	5	NOT AVAILABLE	City...

DIVISION MANAGER RECOMMENDATION:

Approximately 70% of recommended appointments are based on merit and experience.

There are no recommendations for special appointments.

* (1) ... two ...

Division Manager signature: [Signature]

Deputy Director approval: [Signature]

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)

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

NEW HIRES

Date: 5 / 5 /95

Division: Parking

Occupational Category: Technicians SERV. MAINT.

Classification: Parking Enforcement Officer

Occupational Code: 07 6

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)
46	01 - 22 02 - 11 03 - 12 04 - 01	01 - 7 02 - 5 03 - 3	01 - 1	2 - 25F/T	1 - 01 1 - 02 1 - 03	1 - F 2 - M	0	Not all candidates wanted part-time positions.

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: Melvin Johnson

Deputy Director approval: [Signature]

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

NEW HIRES

Date: 5 / 5 / 95

Division: Parking

Occupational Category: Technicians SERV. MAINT

Classification: Parking Enforcement Officer

Occupational Code: 07 6

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)
46	01 - 22 02 - 11 03 - 12 04 - 01	01 - 7 02 - 5 03 - 3	01 - 1	2 Non-Career Relief	1 - 01 1 - 02 1 - 03	1 - F 1 - M	0	Not all candidates wanted part-time positions.

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: Melvin H. [Signature]

Deputy Director approval: [Signature]

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

NEW HIRES

Date: 5 / 5 / 95

Division: Parking

Occupational Category: Technicians SERV. MAINT

Classification: Parking Enforcement Officer

Occupational Code: 07 6

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)
46	01 - 22 02 - 11 03 - 12 04 - 01	01 - 7 02 - 5 03 - 3	01 - 1	3 - 0.5 FT 3 - 0.5 FT	1 - 01 1 - 02 1 - 03	1 - F 2 - M	0	Not all candidates wanted part-time positions.

DIVISION MANAGER RECOMMENDATION:

Division Manager signature: *Malvin D. Johnson*

Deputy Director approval: *Robert J. [Signature]*

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)

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

NEW HIRES

Date: 5/ 4 / 95

Division: Parking

Occupational Category: Technicians SERV. MAINT

Classification: Parking Enforcement Officer

Occupational Code: 07 6

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)
46	01 - 22 02 - 11 03 - 12 04 - 01	01 - 7 02 - 5 03 - 3	01 - 1	4 F/T	1 - 01 2 - 02 1 - 03	3 - M 1 - F	0	Recommended hires are currently working limited term

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: Melvin Holman

Deputy Director approval: Pat J. J.

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: _____

Public Works

OCCUPATIONAL CATEGORY: _____

Technicians 07

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Eng Tech I	0	0	1	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

Effective Date: 7/9/94

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS/TRANSFERS

DEPARTMENT: PUBLIC WORKS

DIVISION: Administration

OCCUPATIONAL CATEGORY: TECHNICIANS

OCCUPATIONAL CODE: 07

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.

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

Effective Date

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS / TRANSFERS

DEPARTMENT: PUBLIC WORKS

DIVISION: Administration

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/	White female promoted (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

DEPARTMENT PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

NEW HIRES

Date: 6 / 14 / 95

Division: Architecture & Engineering

Occupational Category: Technician

Classification: Building Inspector I/II

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: (Include special recruitment efforts)
6	4 - 01 1 - 02 1 - 03	0	0	1	1 - 01	M	0	

DIVISION MANAGER RECOMMENDATION:

Recommend hiring of John Leno as the best in-house candidate for transfer from Neighborhood Services to Public Works.

Division Manager signature: 

Deputy Director approval: 

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)

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

NEW HIRES

Date: 10 / 21 / 94

Division: SOLID WASTE

Occupational Category: CLERICAL

Classification: TYPIST CLERK II

Occupational Code: 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 3 - 04 0 - 05 0 - 06 0 - 07	13	1	1	1 - 03	1 - F	0	

DIVISION MANAGER RECOMMENDATION:

Recommend hiring Denise E. Guess, Hispanic, Female
as most qualified applicant.

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: Berna Schwartz

Deputy Director Approval: [Signature]

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

NEW HIRES

Date: 10 / 25 / 94

Division: SOLID WASTE

Occupational Category: CLERICAL

Classification: TYPIST CLERK II

Occupational Code: 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 3 - 04 0 - 05, 06, 07	13	1	1	1 - 02	1 - F	0	

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.

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: *Bruce Johnson* 10/21/94

Deputy Director approval: *[Signature]*

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

NEW HIRES

ate: 11 / 02 / 94

Division: Parking

Occupational Category: _____

Classification: Typist Clerk II

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: (Include special recruitment efforts)
8	01 - 4 02 - 3 03 - 1	6	UNKNOWN	1	02-1	M-1	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

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: _____

Deputy Director Approval: _____

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: Public Works
 OCCUPATIONAL CATEGORY: Clerical 08

Class	Instances Minority Reachable *	Instances Minority Hired*	Instances Female Reachable	Instances Female Hired	Reasons For Action or Waiver**
Typist Clrk II	7	1	12	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

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

NEW HIRES

Date: 4 / 27 / 95

Division: SOLID WASTE

Occupational Category: Clerical

Classification: TYPIST CLERK II

Occupational Code: 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)
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-01) from eligible list.
3. If Pamela declines or can not be appointed, hire Mary M. Coronado (F-01) from eligible list.
4. If Mary declines or can not be appointed, hire Patricia A. Carrillo (F-01) from eligible list.

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: Reina J. Schwartz Reina J. Schwartz

Deputy Director approval: Robert L. Lee Robert L. Lee

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

NEW HIRES

Date: 10 / 21 / 94

Division: SOLID WASTE

Occupational Category: CLERICAL

Classification: TYPIST CLERK II

Occupational Code: 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 3 - 04 0 - 05 0 - 06 0 - 07	13	1	1	1 - 03	1 - F	0	

DIVISION MANAGER RECOMMENDATION:

Recommend hiring Denise E. Guess, Hispanic, Female
as most qualified applicant.

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: Denise E. Guess

Deputy Director approval: [Signature]

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #1

NEW HIRES

Date: 11 / 02 / 94

Division: Parking Occupational Category: _____

Classification: Typist Clerk II 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: (Include special recruitment efforts)
8	01 - 4 02 - 3 03 - 1	6	UNKNOWN	1	02-1	M-1	UNKNOWN	Trans Cert Reemploy

DIVISION MANAGER RECOMMENDATION:

Transfers Applied Responded to Cert Desired Interviews

02 - M (1)

01 - 2

01 - 2

02 - 2

02 - 3

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: _____

Deputy Director Approval: _____

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

NEW HIRES

Date: 11/23/94

Division: A&E Division

Occupational Category: Clerical

Classification: Typist Clerk II

Occupational Code: 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)
62	01-36 02-16 03-4 04-3 05-1 06-2	01-33 02-15 03-4 04-2 05-1 06-2	0	1	02	Female	0	Applications were screened & minimum scores in performance areas were established which provided a sufficient minority candidate pool. 14 candidates and 3 Transfers were certified including 11 minorities. 6 people were interested in the position, including 4 minorities.

DIVISION MANAGER RECOMMENDATION:

Karen Parker is recommended for the position.
She is a Black female and well qualified.

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: _____

Deputy Director approval: _____

Effective Date: 7/1/94

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.

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

Effective Date:

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS/TRANSFERS

DEPARTMENT: PUBLIC WORKS

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.

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

Effective Date:

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS / TRANSFERS

DEPARTMENT: PUBLIC WORKS

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**
Refuse Collection General Supervisor	1/1	1/1	0/1	0/1	Male Black promoted (M 02)

* 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

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - PROMOTIONS
DEPARTMENT: PUBLIC WORKS - SPECIAL SERVICES DIVISION

OCCUPATIONAL CATEGORY: EXEMPT MANAGEMENT

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

* 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

ANNUAL DEPARTMENT REVIEW WORKSHEET #2 - NEW HIRES

DEPARTMENT: PUBLIC WORKS

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 03) from CSUS Minority Engineers Program

* 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

Effective Date: _____

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #3**

PROMOTION(S)

Date: 5 / 11 / 95

Division: ARCHITECTURE AND ENGINEERING

Occupational Category: 04 / PROFESSIONAL

Classification: JUNIOR ARCHITECT

Occupational Code: 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: Promotion: Exam cert/prom interview/ flex staffing? (Include special recruitment efforts)
2	01-2	0	0	1	0	1 MALE	0	INTERVIEWS WERE HIRED FROM LIST GIVEN TO US BY PERSONNEL.

DIVISION MANAGER RECOMMENDATION:

RECOMMEND HIRING OF TOM MORRIS AS THE
BEST CANDIDATE FOR THE POSITION OF
JUNIOR ARCHITECT.

Division Manager signature: _____

[Signature] for DUANE WRAT

Deputy Director approval: _____

[Signature]

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)

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #3

PROMOTION(S)

Date: 1 / 1

Division: ARCHITECTURE & ENGINEERING

Occupational Category: 04/PROFESSIONAL

Classification: ASSOCIATE ARCHITECT

Occupational Code: 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: Promotion; Exam cert/prom interview/ flex staffing? (Include special recruitment efforts)
1	1-01	0	0	1	01	M	0	

DIVISION MANAGER RECOMMENDATION:

PROMOTE KIRK THOMPSON FROM
ASSISTANT ARCHITECT TO ASSOCIATE ARCHITECT -
EFFECTIVE 6/3/95

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: _____

Deputy Division Manager approval: _____

**DEPARTMENT PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #3**

PROMOTION(S)

Date: 5 / 11 / 95

Division: ARCHITECTURE AND ENGINEERING

Occupational Category: 04 / PROFESSIONAL

Classification: JUNIOR ARCHITECT

Occupational Code: 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: Promotion: Exam cert/prom interview/ flex staffing? (Include special recruitment efforts)
2	01-2	0	0	1	0	1 MALE	0	INTERVIEWS WERE HIRED FROM LIST GIVEN TO US BY PERSONNEL.

DIVISION MANAGER RECOMMENDATION:

RECOMMEND HIRING OF TOM MORRIS AS THE
BEST CANDIDATE FOR THE POSITION OF
JUNIOR ARCHITECT.

Division Manager signature: _____

M. S. Mello for DUANE WRAT

Deputy Director approval: _____

FORM AA-3

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)

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #2

TRANSFER(S)

Date: 10 / 27 / 94

Division: SOLID WASTE (3142)

Occupational Category: SERVICE MAINTENANCE

Classification: MAINTENANCE WORKER

Occupational Code: 06

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	1-B	0	0	1	1-B	1-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.

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: Reina J. Schwartz Reina J. Schwartz

Deputy Director approval: [Signature]

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #2**

TRANSFER(S)

ate: 10 / 27 / 94

vision: SOLID WASTE (3142)

Occupational Category: SERVICE MAINTENANCE

assification: MAINTENANCE WORKER

Occupational Code: 06

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	1-B	0	0	1	1-B	1-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.

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: Reina J. Schwartz Reina J. Schwartz

Deputy Director approval: [Signature]

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #2**

TRANSFER(S)

06 / 30 / 95

Division: Parking

Occupational Category: Technician SERV. MAINT

Classification: Parking Meter Coin Collector

Occupational Code: 07 6

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?
	01 3 02 1 03 3	01 2 02 1	0					Inside Dept. 4 Outside Dept 3

Division Manager Recommendation:

Division Manager signature: _____

Deputy Director Approval: _____

4-11-1

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)

AFFIRMATIVE ACTION REVIEW WORKSHEET #3

PROMOTION(S)

Date: 5 / 25 / 95

Division: TRAFFIC ENGINEERING

Occupational Category: TECHNICIANS

Classification: 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/ flex staffing? (Include special recruitment efforts)
9	1 M 04 6 M 01 2 F 01	2	0	1	1 01	1 M	0	Promotional Exam

DIVISION MANAGER RECOMMENDATION:

Recommend filling position with Tom Webber, M, 01, 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: *Robert H. ...*

Deputy Director approval: X

FORM AA-1

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)

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #3**

PROMOTION(S)

Date: 6 / 16 / 95

Division: TRAFFIC ENGINEERING

Occupational Category: TECHNICIANS

Classification: ENGINEERING TECHNICIAN II

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/ flex staffing? (Include special recruitment efforts)
1	1 01	0	0	1	1 01	1 M	1 01	Employee flexibly staffed from Engineering Tech I to Engineering Tech II

DIVISION MANAGER RECOMMENDATION:

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

Division Manager signature: Mark Hammer

Deputy Director approval: X

FORM AA.1

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)

DEPARTMENT PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #3

PROMOTION(S)

Date: 4 / 7 / 95

Division: A & E Division

Occupational Category: Technician

Classification: Sr. Accounting Technician

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/ flex staffing? (Include special recruitment efforts)
8	02-1 03-1 01-6	8	0	1	01-1	1-F	0	Exam Certified City Employees

DIVISION MANAGER RECOMMENDATION:

Selection committee comprised of Inge Kress, Craig Lymus and Greg Hovious unanimously recommend Donna Foley. The committee's second choice would be Marcia Elliott.

Unable to locate original-
recreated document, using
Jeff Blanton's document
as example

Division Manager signature: 

Deputy Director approval: _____

LEGEND

01 Supervisory; 04 Professionals;
05 Skilled Crafts; 06 Service Maintenance;
07 Technicians; 08 Clerical; 09 Exempt

01 White; 02 Black; 03 Hispanic; 04 Asian;
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)

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #2

TRANSFER(S)

Effective: 11 / 2 / 94

Division: SOLID WASTE

Occupational Category: TECHNICIANS

Classification: ADMINISTRATIVE TECHNICIAN

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?
9	7 - W 1 - A 1 - B	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-1 from promotional list & 3 from transfer list.

VISION MANAGER RECOMMENDATION:

Recommendation is to hire:

1. Hang Schlossstein (FA) from transfer list

If Hang declines,

2. Donna Foley (FW) from transfer list

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: Reina J. Schwartz

Deputy Director approval: [Signature]

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #3**

PROMOTION(S)

Effective Date: 5/11/95

Division: Trans + Eng Planning

Occupational Category: Technicians

Classification: 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/ flex staffing? (Include special recruitment efforts)
	1-04	2	0					promotional exam/interview

VISION MANAGER RECOMMENDATION:

Anwar Ali - Asian Male

Division Manager signature: _____

Deputy Director approval: _____

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)

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #3**

PROMOTION(S)

te: 02/16/95

vision: Transportation Engineering Planning

Occupational Category: Technicians

Classification: Engineering Technician I/II

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/ flex staffing? (Include special recruitment efforts)
	3	2	0					Exam certification

VISION MANAGER RECOMMENDATION: Catherine V. Smith

vision Manager signature: [Signature]

puty Director approval: [Signature]

4443

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)

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #3**

PROMOTION(S)

Date: 5/11/95

Division: Trans & Eng Planning

Occupational Category: Technicians

Classification: 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/ flex staffing? (Include special recruitment efforts)
	1-04	2	0					promotional exam/interview

DIVISION MANAGER RECOMMENDATION:

Anwar Ali - Asian Male

Division Manager signature: _____

Deputy Director approval: _____

FORM AA-3

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)

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

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #3**

PROMOTION(S)

Date: 2/24/95

Division: A&E Division

Occupational Category: Exempt

Classification: Sr ~~Chief~~ Engineer

Occupational Code: 09

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/ flex staffing? (Include special recruitment efforts)
5	4-01 1-04	1	0	1	1-04	1-F	None	City Only Promotion

DIVISION MANAGER RECOMMENDATION:

Recommend Doree Laine for the Senior engineer position as the best qualified candidate.

Division Manager signature: _____

Deputy Director approval: _____

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)

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #2**

TRANSFER(S)

Date: 11 / 02 / 94

Division: Parking

Occupational Category: _____

Classification: Typist Clerk II

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: 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

02 - M (1)

01 - 2

01 - 2

02 - 2

02 - 3

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: _____

Deputy Director approval: _____

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #3

PROMOTION(S)

Date: 8 / 11 / 99

Division: Public Works

Occupational Category: Cleaner

Classification: 35

Occupational Code: 02-1

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/ flex staffing? (Include special recruitment efforts)
35	01-22 02-1 03-0 04-2 05-0 06-1 07-1	35	Unknown	1	02-1	F-1	Unknown	7/11/99

DIVISION MANAGER RECOMMENDATION: Approved

Deputy Director

Division Manager signature: _____

Deputy Director approval: _____

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)

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #3

PROMOTION(S)

Date: 10/26 / 94

Division: SOLID WASTE

Occupational Category: CLERICAL

Classification: TYPIST CLERK III

Occupational Code: 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: Promotion: Exam cert/prom interview/ flex 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 & 5 from transfer list; all candidates outside Dept. Interviewed 8 from promotion al list & 3 from transfer list

DIVISION MANAGER RECOMMENDATION: 1st choice Jane Marchelli F-01 Declined

2nd choice Recommendation is to hire Laura Pratt. F-01

3rd choice Marie 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 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:

Reina J. Schwartz

Deputy Director approval:

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #2

TRANSFER(S)

Date: 10/21/94

Division: SOLID WASTE

Occupational Category: CLERICAL

Classification: TYPIST CLERK III

Occupational Code: 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: Transfer: Inside/Outside Department?
5	3 - W 1 - H 1 - I	5	0	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.

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:

Reina J. Schwartz

Deputy Director approval:

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #3

PROMOTION(S)

Date: 10 / 21 / 94

Division: SOLID WASTE

Occupational Category: CLERICAL

Classification: TYPIST CLERK III.

Occupational Code: 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: Promotion: Exam cert/prom interview/ flex 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:

Recommendation is to hire Jane Martinelli (FW) as most
qualified candidate.

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:  Reina J. Schwartz

Deputy Director Approval: 

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #2**

TRANSFER(S)

Date: 3 18 196 hire date 6/12/95

Division: Animal Control

Occupational Category: 08

Classification: Account Clerk II

Occupational Code: 06

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	03-1	1	0	1	03	F	01	Transfer of person scheduled to be laid off - only person interviewed for new/reclassified position

DIVISION MANAGER RECOMMENDATION:

Division Manager Signature: _____

Deputy approval (Initials): _____

LEGEND

OCCUPATIONAL
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)

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #2

TRANSFER(S)

Date: 11 / 02 / 94

Division: Parking

Occupational Category: _____

Classification: Typist Clerk II

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: 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

02 - M (1)

01 - 2

01 - 2

02 - 2

02 - 3

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: _____

Deputy Director approval: _____

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #3

PROMOTION(S)

Date: 10/26 / 94

Division: SOLID WASTE

Occupational Category: CLERICAL

Classification: TYPIST CLERK III

Occupational Code: 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: Promotion: Exam cert/prom interview/ flex 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 & 5 from transfer list; all candidates outside Dept. Interviewed 8 from promotional list & 3 from transfer list

DIVISION MANAGER RECOMMENDATION: 1st choice Jane Martixelli F-01 Declined

2nd choice Recommendation is to hire Laura Pratt.. F 01

3rd choice Marcie Brinkman F-02

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: Reina J. Schwartz Reina J. Schwartz

Deputy Director approval: [Signature]

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #3

PROMOTION(S)

Date: 10 / 21 / 94

Division: SOLID WASTE

Occupational Category: CLERICAL

Classification: TYPIST CLERK III

Occupational Code: 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: Promotion: Exam cert/prom interview/ flex 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:

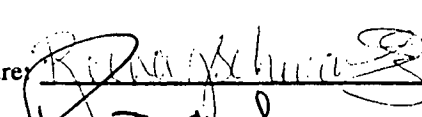
Recommendation is to hire Jane Martinelli (FW) as most
~~XXXXXX~~ qualified candidate.

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:  Reina J. Schwartz

Deputy Director approval: 

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #2

TRANSFER(S)

Date: 10 21 / 94

Division: SOLID WASTE

Occupational Category: CLERICAL

Classification: TYPIST CLERK III

Occupational Code: 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: Transfer: Inside/Outside Department?
5	3 - W 1 - H 1 - I	5	0	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.

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: Reina J. Schwartz

Deputy Director approval:

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #2

TRANSFER(S)

ate: 10 / 27 / 94

Division: SOLID WASTE

Occupational Category: TECHNICIANS

Classification: 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	0	Transfer within Dept & Div

DIVISION MANAGER RECOMMENDATION:

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

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:

Reina J. Schwartz

Deputy Director Approval:

**DEPARTMENT OF PUBLIC WORKS
AFFIRMATIVE ACTION REVIEW WORKSHEET #3**

PROMOTION(S)

ate: 4 / 28 / 95

Division: SOLID WASTE

Occupational Category: TECHNICIANS

Classification: 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/ flex staffing? (Include special recruitment efforts)
9	01 - 8 04 - 1	2	Unknown	1	01 - 1	M - 1	Unknown	Promotional eligible list

DIVISION 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-01) 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.

Division Manager signature: Reina J. Schwartz

Deputy Director approval: Robert L. Lee

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)

DEPARTMENT OF PUBLIC WORKS AFFIRMATIVE ACTION REVIEW WORKSHEET #2

TRANSFER(S)

Date: 6/26/95

Division: Architecture and Engineering

Occupational Category: 07/Technicians

Classification: Engineering Technician II

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	01-1 02-0 03-0 04-0 05-0 06-0 07-0	01-1 02-0 03-0 04-0 05-0 06-0 07-0	0	1	01	Female	0	Candidate was a transfer applicant from the Transportation & Engineering Planning (TEEP) Division within the Department of Public Works

DIVISION MANAGER RECOMMENDATION:

Recommend hiring of Catherine Smith / Alexander. Catherine is studying to be an architect and can gather drafting and design experience on building work. She will also have opportunity to work under supervision of licensed engineers and architects.

Division Manager signature: _____

Deputy Director approval: _____

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)