

City of Alexandria, Virginia

12
2-11-03

MEMORANDUM

DATE: FEBRUARY 6, 2003
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: PHILIP SUNDERLAND, CITY MANAGERS
SUBJECT: FY 2002 WORKFORCE UTILIZATION ANALYSIS AND FY 2002 APPLICANT TRACKING REPORT

ISSUE: City Council consideration of the FY 2002 Workforce Utilization Analysis and the FY 2002 Applicant Tracking Report (Attachments 1 and 2).

RECOMMENDATION: That City Council receive the reports and thank the members of the Commission on Persons with Disabilities, the Commission for Women, the Human Rights Commission, and the Commission on Aging for the assistance they have provided in the preparation of the reports. The Commissions' comments are included as Attachments 3 through 6.

DISCUSSION: The City's Human Rights Code, Section 12-4-15(a)(7), specifies that City Council be provided with an annual report describing the City's performance in employment policies and practices as they relate to discrimination because of race, color, sex, religion, ancestry, national origin, marital status, age or disability. The FY 2002 Workforce Utilization Analysis, the FY 2002 Applicant Tracking Report and the accompanying comments from the Commissions fulfill this requirement. The Workforce Utilization Analysis consists of a statistical analysis of the City's workforce by EEO job group and by protected class, as well as a description of the affirmative action initiatives carried out by the City during FY 2002 and the current fiscal year. The Applicant Tracking Report provides an analysis of the City's job applicant tracking data, including statistics on the number of applicants who were certified, interviewed and selected for City employment or promotion during FY 2002.

It is important to recognize that the Workforce Utilization Analysis Report utilizes the Community Labor Statistics provided by the U.S. Census Bureau that are based on the 1990 Census data. Those statistics, which reflect the availability in the Washington Metropolitan area of minority workers in the various EEO job groups, have not yet been updated by the Census Bureau to reflect the 2000 Census. The City will update our database when the updated labor statistics are made available in the spring of 2003. The updated information will allow the City to make a more accurate comparison of our workforce with the available workforce in the Washington Metropolitan Area. This, in turn, will allow us to focus our recruitment efforts on job groups that do not reflect the area's available workforce.

To ensure our ability to attract and employ a diverse workforce, the City tracks changes in the composition of our workforce, makes efforts to broaden the diversity of the pool of applicants for City job vacancies, promotes staff development to facilitate upward mobility opportunities for current City employees, and works to maintain a work environment that reflects the value that is placed on diversity. All City employees participate in the City's diversity training program. This program is offered several times each year so that new employees can complete it soon after they are hired.

The annual Workforce Utilization Analysis and the Applicant Tracking Report are important tools that enable managers to assess the City's progress in accomplishing its affirmative action objectives. The Workforce Utilization Analysis enables managers to determine areas in which the City's workforce is not representative of the qualified labor market in the Washington metropolitan area. The statistics in the Applicant Tracking Report enable managers to monitor the selection rates for specific protected classes, to identify whether any barriers to equal opportunity are apparent, and, where appropriate and possible, to take the necessary steps to remove or correct such barriers.

Since implementation of its Affirmative Action Program in the mid-1970s, the representation of protected classes throughout the City's workforce has increased and has become far more representative of the diverse labor force in the Washington Metropolitan area. In recent years, there has been increased representation of women in the Official/Administrator, Professional/Other, Public Safety, Administrative Support, Skilled Craft, and Service/Maintenance job groups. African American representation has met or exceeded census availability in the following job groups: Professional Attorney, Professional/Other, Technical/Senior, Technical/Other, Para-Professional, Administrative Support, Skilled Craft, and Service/Maintenance. The representation of Hispanics and Asians has also increased, particularly in the positions that prepare employees for promotional opportunities.

Highlights of the activities conducted in FY 2002, which contributed to the increased diversity of the City's workforce, are discussed in the Workforce Utilization Analysis in detail, and are described below.

Initiatives Undertaken in FY 2002

In order to reach a diverse pool of candidates for each job vacancy the Department of Personnel Services continued to disseminate information about job vacancies to civic, community and religious organizations, many of which are advocacy organizations for women, minorities, persons with disabilities, veterans and older workers, as well as to colleges with large populations of minority students.

The City's Affirmative Action Officer and staff from the Department of Personnel Services attended a number of job fairs targeted to the recruitment of specific protected classes, and conducted outreach and networking efforts in order to expand the pool of qualified applicants for

City job vacancies. City staff participated in job fairs sponsored by the NAACP, El Pregonero (a Hispanic newspaper), and the Congressional Black Caucus. The Affirmative Action Officer created a database of colleges and universities that have been identified as historically serving Blacks or Hispanics, and uses the information to notify schools of employment opportunities in the City. These efforts will continue, and where possible will be expanded.

Police personnel staff and patrol officers from the Field Operations Bureau attended 14 job fairs targeted to minorities and women. The Police Department advertised position vacancies on the Eastern Regional Recruiters and LawEnforcementJobs.com web sites, which target public safety recruitment over a wide geographical area. During FY 2002, the department hired 23 new officers, seven of whom are female and five are minority. Further, the Police Department promoted an African American to the rank of Lieutenant, and two African Americans and one female to Sergeant.

The Fire Department continued its outreach to attract diverse qualified applicants to Emergency Medical Service (EMS) and firefighter positions. Fire department personnel actively recruited at fitness centers, community centers, and military bases in the area. Further, Fire department personnel attended several job fairs, and advertised vacancies in minority newspapers and on web sites. During FY 2002 the Fire Department promoted one African American to Battalion Chief, one African American to Captain, three African Americans to Lieutenant, and one African American female to EMS Supervisor. There were five females hired as Emergency Medical Technicians (EMTs).

The Sheriff 's Office staff attended 13 job fairs at military bases and regional colleges. They also advertised position vacancies on the LawEnforcementJobs.com website and continued their outreach efforts to local church and community groups.

City outreach efforts specifically targeted to older workers resulted in the hiring during FY 2002 of 14 applicants age 50-54, 16 applicants age 55-59, five applicants age 60-64, and three applicants age 65 and over. Additionally, 40 employees, who are age 40 and over, were selected as a result of internal promotions. Of these seven applicants were selected in the 50-54 age category, six applicants in the 55-59 age category, and one applicant in the age 65 and over category.

Recruitment efforts in FY 2002 with advocacy organizations for persons with disabilities resulted in the selection of four persons with disabilities from the outside pool of applicants, and the promotion of one person with disabilities. Also, the *JobLink* program continued to assist in coaching and preparing persons with a disability to pursue private and public employment. The City's Department of Personnel Services partnered with the Department of Human Services, particularly its *JobLink* Division, and collaborated on initiatives to increase the hiring of persons with disabilities. *JobLink*, through its Disability Resources Coordinator, actively sought out persons with disabilities for employment in the City government.

Recognizing that the City has a relatively low turnover rate and a moderate growth in its workforce, staff continued to develop programs tailored to increase opportunities for upward mobility of City employees. Employee participation in the City's Educational Tuition Assistance Program, approved by City Council in FY 1997, continued to increase. The program's objective is to encourage City employees to gain skills and improve opportunities for upward mobility by assisting them with educational expenses related to the attainment of a degree that is relevant to the career paths available in the City government. In FY 2002, 356 City employees received tuition assistance, compared to 156 employees in FY 2001.

The Personnel Services Department continued its work with department heads to increase employee advancement opportunities by developing career ladders for their employees. The Department of Human Services continued its Eligibility Intern Program, which is for clerical staff who want to advance to the level of Eligibility Worker. Also, several City departments cross-trained employees to enable them to gain job skills to prepare for lateral and promotional opportunities within the department or in similar jobs in other City agencies. Personnel Services staff is reviewing and updating the City's in-service training offerings to provide programs that enhance skills and address the technological demands of today. The City continued to provide employees with training on workforce diversity and Americans with Disabilities Act (ADA) issues.

In February 2001, the City Manager established the Leadership Institute of the City of Alexandria (LICA), in which employees participate in a 36 weeks, on-line learning program. The first group of 20 employees completed the program and graduated on June 24, 2002. The second group of employees is set to graduate in January 2003. The LICA program provides employees with senior level City employee mentors, exposes them to the latest writings on leadership and management, and provides them with the opportunity to meet and discuss issues in person or on-line via a secure internet website.

Statistical Analysis

The FY 2002 Workforce Utilization Analysis, which appears in Tables I through III-A of the report (Attachment 1), provides a statistical comparison between the representation of minorities and females in the City work force, and the availability of qualified minorities and females in the Washington Metropolitan Area according to the 1990 Community Labor Statistics available from the federal government. The FY 2002 Applicant Tracking Report provides data on the selection rates for males, females, Whites, African-Americans, Hispanics, Asians, persons with disabilities, older workers, and Vietnam-era veterans, at each stage of the City's hiring process: certification, interview, and selection. As discussed below (pp. 5-8), the reports show that the City continues to make progress in making our work force more diverse and reflective of the available workforce in the metropolitan area.

The Workforce Utilization Analysis reflects statistical data captured on the last payroll date of the fiscal year, June 26, 2002, when the City had 2,073 regular full-time positions filled,

compared to 2,021 filled positions at the end of FY 2001. The Applicant Tracking statistics show that the City received 10,247 employment applications in FY 2002 for 271 advertised, full-time vacant positions, compared to 16,938 applications in FY 2001 for 423 advertised, full-time vacant positions. This report captures the data provided by the 6,246 (58%) applicants who completed at least one part of the voluntary affirmative action data form in FY 2002. Of these 6,246 applicants for open positions in FY 2002, 4,548 were certified as meeting the minimum requirements for the jobs advertised. The City interviewed 991 of these applicants. The City filled 271 jobs (by either hiring an outside applicant or promoting a current employee).

It is important to note that the applicant tracking statistics rely on data provided in the voluntary affirmative action form. While the data above on certification and interview rates relate to those who filled out this form, the 271 individuals who were selected for jobs are made up of a combination of those who filled out the form and those who did not. Staff is working on ways to ensure that more applicants complete this form in the future.

Highlights of the Workforce Utilization Analysis and the Applicant Tracking Report for FY 2002 are summarized below.

Females: The number of female employees in regular, full-time positions increased to 909 in FY 2002. This represents a gain of 44 positions now occupied by females, increasing to 44% the percentage of females in the workforce. In comparison, as of June 23, 2001, the City's full-time work force was 42% female. Most of the gains made by females in FY 2002 were in job groups in which there had been some decreases or sustained under-representation of females in the past. Of note is a gain of 1% and 3%, respectively, in the Skilled Craft and Service/Maintenance job groups which have shown little growth since 1992. The representation of females in the Official/Administrator job group improved slightly to 41.5%, compared to 40.0% in the previous fiscal year. There was an increase of 27 females in the Professional/Other category, which opens opportunities for upward mobility. The City experienced some losses of females in the Professional/Attorney and Technical/Other job groups.

In FY 2002, the representation of females increased in six job groups (Official/Administrator, Professional/Other, Public Safety, Administrative Support, Skilled Craft, and Service/Maintenance, and decreased in two job groups (Technical/Other and Administrative Support).

The Applicant Tracking Report showed that: (i) females represented 47% of those who applied for City positions and submitted affirmative action data; (ii) of these female applicants, 71% were certified; (iii) of these certified female applicants, 25% were chosen to be interviewed; and (iv) of these female interviewees, 27% were selected for the position and hired.

African Americans: The number of African American employees in regular full-time positions (723) slightly decreased in FY 2002 to 34.9%, compared to 35% (724) in FY 2001. African-Americans met or exceeded availability in seven job groups: Professional/Attorney, Professional/Other, Technical/Senior, Technical/Other, Para-Professional, Administrative Support, Skilled Craft and Service/Maintenance.

The representation of African Americans in the largest Professional category. Professional/Other, increased – from 30.2%, or 128 employees, in FY 2001 to 30.5%, or 138, in FY 2002. With this 30.5% utilization, the representation of African Americans in this job group for the third year exceeds the census availability of qualified workers, currently 27.7%. "Professional/Other" is the job group that represents the most direct line of upward mobility to the City's top jobs.

In FY 2002, an African American applicant filled a senior level Official/Administrator position (Affirmative Action Officer). The Affirmative Action Officer (AAO) has created a database of contact information for colleges and universities throughout the United States, to include the information for historically black colleges and universities. Efforts will continue to target increasing numbers of African American applicants for the City's various positions. Additionally, the AAO will work to attract increased numbers of qualified African American applicants for non-traditional job groups.

The Applicant Tracking Report showed that: (i) African Americans represented 37% of those who applied for City positions and submitted affirmative action data; (ii) of these African American applicants, 71% were certified; (iii) of these certified African American applicants, 24% were chosen to be interviewed; and (iv) of these African Americans who were interviewed, 26% were selected and hired.

Hispanics: The number of Hispanic employees in regular, full-time positions increased to 137 in FY 2002 (or 6.6% of the workforce) from 123 in FY 2001. In FY 2002, Hispanic representation exceeded availability in nine job groups: Professional/Librarian, Professional/Other, Technical/Senior, Technical/Other, Para-Professional, Public Safety, Administrative Support, Skilled Craft and Service/Maintenance. Further, Hispanic representation increased in seven job groups in FY 2002: Technical/Senior, Technical/Other, Public Safety, Para-Professional, Administrative Support, Skilled Craft and Service/Maintenance.

The Applicant Tracking Report showed that: (i) Hispanics represented 5.1% of those who applied for City positions and submitted affirmative action data; (ii) of these Hispanic applicants, 71% were certified; (iii) of these certified Hispanic applicants, 28% were chosen to be interviewed; and (iv) of these Hispanics who were interviewed, 36% were selected and hired.

Asians: The number of Asian employees in regular, full-time positions increased in FY 2002 to 62 (or 3% of the workforce), up from 53 employees in FY 2001 and 47 employees in FY 2000. The utilization rate for Asians met or exceeded availability in seven job groups. Those groups were: Professional/Librarian, Professional/Other, Technical/Senior, Para-Professional, Administrative Support, Public Safety and Skilled Craft. Although the representation of Asians in the City's workforce remained fairly static in most job groups in FY 2002, increases occurred in the Professional/Other, Para-Professional and Administrative Support job groups.

The Applicant Tracking Report shows that: (i) Asians represented 4.8% of those who applied for City positions and submitted affirmative action data; (ii) of these Asian applicants, 80% were

certified; (iii) of these certified Asian applicants, 18% were chosen to be interviewed; and (iv) of these Asian interviewees, 21% were selected and hired.

Native Americans: In FY 2002, as in FY 2001, there were ten employees in regular full-time positions who identified themselves as Native Americans. This group's representation in the City's workforce has remained at .4% for the past three fiscal years. Since Native Americans represent such a small percentage of the work force, utilization figures are not statistically significant. However, data about their representation in the work force are provided annually for informational purposes.

Persons with Disabilities, Older Workers and Vietnam-era Veterans: The Census Bureau does not provide complete census availability data on qualified workers with disabilities, older workers (age 40 and up), or Vietnam-era veterans. Therefore, the representation of these groups has not been analyzed using the utilization analysis approach. However, we use the data produced by the applicant tracking system to analyze the comparative representation of these groups at the certification, interview and hiring stages of the employment process. It should be noted that job applicants are asked to provide this data voluntarily, so the information below covers only those who chose to self-identify.

Persons with Disabilities: There were 103 self-identified applicants with disabilities in FY 2002. Persons with disabilities were certified at a higher rate than the overall applicant pool in six of the nine job groups containing positions for which such persons applied. Of the disabled applicants, 76% were certified; of these certified applicants, 23% were interviewed; and of those interviewed, 33% were selected and hired.

The City encourages persons with disabilities to complete the voluntary self-identification form. However, the ability to accurately identify the number of individuals with disabilities applying for City jobs is limited by the extent to which applicants choose to disclose their disability on this form. Therefore, with respect to persons with disabilities, the numbers reflected in this report, while representing the best information available, may or may not accurately reflect all of the persons with disabilities who applied or were hired for jobs.

The Affirmative Action Officer and the Department of Personnel Services staff will continue to work with local advocacy organizations for persons with disabilities to promote City jobs. We also will continue our commitment to increase awareness between hiring officials and ADA Coordinators of the need to ensure that any barriers to City employment are eliminated and that the City is seen as an accessible employer by this segment of the employment pool.

Older Workers: In FY 2002, there were 1,339 applicants (age 40 and up) who self-identified in this category, compared to 2,164 in FY 2001. Of these applicants, 1,061 were certified, while 1,324 were certified in FY 2001. The certification (83%), interview (81%), and selection (29%) rates for older workers in FY 2002 were higher than for the overall pool of applicants.

Vietnam-era Veterans: There were 61 applicants from this category, of which 55 (90%) were certified and 14 were interviewed. Nine of the candidates were selected for positions with the

City in FY 2002. The number of candidates that self-identify in this category has continued to decrease each fiscal year as the number of Vietnam Veterans in the job market declines, and these potential applicants grow older.

Promotional Data

In FY 2002, of the 271 positions that were filled, 83 (31%) were filled through the promotional process by internal candidates.

Over one-half (60%) of the applicants for promotional opportunities, who submitted Affirmative Action Data forms, were female. Forty-seven females were selected to fill positions through the promotional process.

African Americans, who submitted Affirmative Action Data forms, represented 52% of the individuals who applied for promotional opportunities. Thirty-three African Americans were selected for promotion. African Americans represented 40% of all the employees selected for promotion, a figure that is higher than the 32% rate for white employees promoted in FY 2002.

Hispanic applicants in the promotional process who submitted Affirmative Action Data forms constitute 9% of those who applied overall, which is slightly higher than the rate in FY 2001 (8%). Eleven Hispanics were selected for promotion, which is higher than the overall selection rate of 31%.

Eight Asian employees who applied for internal promotional opportunities supplied affirmative action information. Of these eight applicants, three were selected for promotion.

Seven self-identified applicants with disabilities applied for promotional opportunities. Two applicants with disabilities were selected for promotion, a selection rate of 33%.

Fifty-one percent of the employees applying for promotional opportunities were over the age of 40. Thirty-nine persons over forty were selected for promotion, a rate slightly below the overall selection rate of 31% for internal applicants. Of those selected for promotion, seven were 55 or older.

Comments from Boards and Commissions

Staff worked with the Human Rights Commission, the Commission on Persons with Disabilities, the Commission for Women, and the Commission on Aging to review and prepare the Workforce Utilization Analysis and the Applicant Tracking Report. Representatives of each Commission participated in an Affirmative Action Subcommittee comprised of representatives of the four commissions, staff from the City Manager's Office and the Department of Personnel Services. The subcommittee was provided with information that included City workforce distribution by salary and grade, summary information on City grievances, terminations, EEOC

complaints, and utilization by race, gender and age of the City's tuition assistance and training courses.

The Commissions expressed support of the City's efforts to promote jobs more broadly in a recruitment market that is increasingly competitive. The Commissions also offered their support to staff in our effort to improve those areas where utilization is below that of the availability of the Washington metropolitan recruitment area.

Comments of the Human Rights Commission (Attachment 3)

Upward mobility programs: The Human Rights Commission recognized the City for its programs and its efforts to hire, train, and promote employees who reflect the diversity of the City. The Commission was pleased with the overall increase in employees who utilize the tuition assistance program. Specifically, the Commission acknowledged the increase in minority and female employees who received tuition assistance during FY 2002. Increased funding for tuition assistance continues in FY 2003.

Efforts to increase the hiring of persons with disabilities: The Commission noted the City's efforts to increase the hiring of persons with disabilities, recognizing the partnering with *JobLink*, a Division of the Department of Human Services, which actively sought persons with disabilities for employment training. Staff will continue to promote such efforts and partnerships.

Programs to expose potential employees to employment opportunities: The Commission recognized the Department of Transportation and Environmental Services for its "Public Works Equipment Show" for T.C. Williams High School students. The program provided students with an understanding of the department's non-traditional jobs and exposed them to the operation of heavy equipment. Staff will work with departments to showcase job opportunities at City schools, colleges, universities and vocational schools.

Improvements in Police Department recruitment efforts: The Commission noted that the Police Department now processes certified Virginia law enforcement officers separately, which eliminates the requirement that they attend the several months of training at the Northern Virginia Criminal Justice Academy. Further, the Commission recognized that the Police Department modified its entrance examination to address an adverse impact that was identified in one section of the examination. Staff will continue to monitor and analyze department data to identify possible adverse impacts or barriers to hiring qualified minority candidates.

Monitor certification, interview, and selection rates of protected classes: Although the Commission was encouraged by the increase in overall applicant certifications, the Commission was concerned that the certification and interview rates for Asian applicants were lower than all other protected classes. The Commission recommended that these statistics be closely monitored to determine if any barriers exist that would account for the disparity between applicant certification and interview rates. Staff will monitor these areas and solicit information from

Asian employees to identify any employment barriers.

Monitor submission rate of the Affirmative Action Data form: The Commission expressed concern that the number of Affirmative Action Data forms received, submission of which is voluntary, decreased. The Commission acknowledged submission of the information is voluntary, but requested that staff identify and implement ways to address this in FY 2003. Staff will examine ways to encourage applicants to complete the affirmative action data forms when submitting applications.

Monitor grievance trends: The Commission noted an increase in grievances filed by City employees over those filed in FY 2001, but recognized that the majority of those filed were in response to disciplinary actions versus policy issues. Nevertheless, Staff will watch for any patterns which might emerge.

Comments of the Commission on Persons with Disabilities (Attachment 4)

The Commission recognized the City's efforts to hire, promote and improve outreach to persons with disabilities through the following:

Provide vacancy advertisements to Project EARN: The Commission noted that the Department of Personnel Services provided its vacancy advertisements to Project EARN, which is a United States Department of Labor grant-funded program for qualified persons with disabilities. The program's goal is to recruit diverse and qualified individuals for City employment.

Services provided through JobLink: JobLink has undertaken an on-line training program, with more than 1,500 courses being reviewed to ensure accessibility to all persons with disabilities. The City expended funds for sign language interpreters and a specially adapted cell phone for deaf personnel at JobLink. Also, the Commission noted that JobLink's Youth Program initiated a pilot program to assist youth with severe disabilities. The project provided job coaches and personal care attendants to individuals, who, without the assistance, would not have been able to participate in employment training provided by JobLink.

Workforce Utilization Analysis: The Commission noted that information on persons with disabilities continues to be of concern. Specifically, the Commission noted that when relevant data from the 2000 Census is received by the City in the spring of 2003 it already will be at least three years old. The Commission suggests the City meet with Census officials to determine when relevant 2000 Census employment data will be available. We expect information to be released by the federal government in late spring. The Affirmative Action Officer and Personnel Services staff will contact Census officials to confirm this.

Administer new survey instrument to determine the status of persons with disabilities in the City workforce: The Commission noted that the survey instrument developed in 1999 to identify persons with disabilities in the workforce is outdated. The Commission suggested that a

new survey instrument and implementation plan be developed with the use of information from the Affirmative Action Data Form. Personnel Services staff were unable to complete an updated survey instrument in FY 2002. Before the end of FY 2003, the Affirmative Action Officer, Personnel Services, and the Commission will work together to develop a new employee survey instrument to be used in early FY 2004. Further, with the release of the labor statistics based on the 2000 Census, staff will review the format of our current reports and continue to explore ways to provide more relevant data for this group.

Applicant Tracking Report: The Commission noted that promotion rates correlate with the proportion of the protected group in the overall population, and provided an example of federal government statistics that indicated the percent of persons with disabilities in the federal workforce compared to the percent of promotions. The Commission expressed concern that, according to the 1999 employee survey, 13.2% of the City's workforce are persons with disabilities, yet only 2.2% of those individuals who self-identified are hired and promoted. The Commission recommends that the City develop a new survey instrument and include more analysis of the data presented. Staff will work closely with the Commission to develop a new survey instrument, and, when the new labor statistics become available, explore ways to evaluate and present statistics for persons with disabilities.

The Commission believes the City needs to clarify the differences between the number of applications received (10,247) and the number of applications (6,246) with some relevant affirmative action data considered for use in the Applicant Tracking Report. In FY 2002, the City received 10,247 applications for full-time positions. However, only 6,246 applicants provided the voluntary affirmative action data. Staff compiles the Applicant Tracking Report from the voluntary affirmative action data forms that are provided to every City job applicant. Because completion of the affirmative action form is voluntary, the Applicant Tracking Report tracks the applicants who completed and submitted the form. Staff recognizes the desirability of determining how many women and minorities who enter the hiring process, but do not provide affirmative action data, are certified, interviewed and selected.

The Commission for Women (Attachment 5)

Overall Assessment: The Commission commented that systemic changes should be made to the collection and reporting of applicant and employment data, and that the Commission looks forward to participating in the restructuring of the Workforce Utilization Analysis and Applicant Tracking Report at the time the new employment census information is available. Regarding this year's reports, the Commission noted that testing for statistical significance of any increases or decreases in percentages, if possible, should be completed and included in this year's report. Although statistical significance cannot be included in this report, staff will solicit the Commission's assistance in determining the inclusion of such testing in the report for FY 2003. When the 2000 Census data becomes available, moreover, the Affirmative Action Officer and Personnel Services staff will work closely with this Commission, and others, on restructuring the Workforce Utilization Analysis and Applicant Tracking Reports.

Applicant Tracking Report; City's hiring practices: The Commission expressed concern that the certification rate of applicants is low compared to the number of applicants. The Commission noted that the number of available workers, according to 1990 Census data, includes only individuals who are trained for each employment category as opposed to individuals who are willing to work in a particular job category or who are willing to be trained in a particular category. After receiving the 2000 Census data, staff will be able to determine if the statistics consider those individuals available in the workforce who are willing to be trained in a particular job category. The City uses minimum qualifications identified by a job's classification to certify that an individual has the knowledge, skills, and abilities to perform a particular job.

The Commission cited their inability, based on the data provided, to determine if the application, certification, and hiring rates are comparable to those in the U.S. labor force. The Commission suggested the City participate in a "best practices" exercise, in which the hiring practices of other municipalities and corporations are reviewed. In FY 2002, the Affirmative Action Officer made informal inquiries regarding the hiring practices of other municipalities, and found similarities in hiring practices. In FY 2003, The Affirmative Action Officer and Personnel Services staff will complete a formal review of the hiring practices of other municipalities in the Washington, D.C. Metropolitan Area, as well as those of general private sector companies considered to be successful in the hiring of a diverse, qualified workforce. Personnel Services staff will review its certification procedure to identify any barriers that may result in a low certification rate for applicants in certain protected groups. We will then discuss our findings with the Commission.

Workforce Utilization Analysis; Compare salaries by sub group: The Commission recommends that a comparison of salaries by sub group, i.e., women to other sub groups, and a comparison showing the number of women and men in management positions be conducted. The Commission expressed interest in reviewing the salary levels of men and women who have similar responsibilities and/or job titles. Addressing the Commission's concern, staff created Appendix C of the Workforce Utilization Analysis, which identifies those in the City's top management jobs by race and sex. Additionally, Appendix D, the General and Public Safety Pay Scales, broken down by gender, race, and ethnicity addresses a part of the Commission's suggestion about the comparison of women and other sub groups in certain income categories. In FY 2004, Personnel Services staff will explore developing computer software that will compare salaries by sub group, in addition to the comparison by salary grade bands.

Commission on Aging (Attachment 6)

Applicant Tracking Report: The Commission on Aging noted that older workers are applying to work for the City, and are being certified, in steadily increasing numbers. The Commission believes that an age range of 55 and older would be more relevant to their concerns than that currently used - the legal definition of "older workers" as age 40 and older, and suggests the City consider using a more appropriate age range in future reports. The Commission also expressed concern that the rate of those over 40 who were interviewed for City employment continued to

decline, although the rate of those selected rose. The term "older worker" is defined by the Federal Age Discrimination in Employment Act (ADEA), and includes employees age 40 and over. The Applicant Tracking Report includes a breakdown of the certification, interview, and selection rates for employees over the age of 40 by age bands (40-44, 45-49, 50-54, 55-59, 60-64, and 65 and older), which addresses the ADEA definition of "older worker" and responds to the Commission's concern regarding information on employees 55 and older.

The Commission noted that older workers seeking promotion are not succeeding in the effort. Again the Commission was unable to look at the statistics to study the promotion rate for those 55 and older. The Commission seeks further examination of those promoted, to discern if there is an identifiable barrier to promotion of older applicants that can be removed. Staff will track promotions of those 55 and older to determine if there is a barrier that prevents selection of such candidates. In response to the Commission's suggestion on age ranges, as staff prepares to review and incorporate the data from the 2000 Census, we will review alternative methods by which to capture accurate and representative information to present in these reports. We will continue the collaborative work of staff and the Commissions to identify barriers, as well as outreach and recruitment opportunities to ensure that qualified and diverse applicants are attracted to City employment.

I want to thank the Human Rights Commission, the Commission on Persons with Disabilities, the Commission for Women, and the Commission on Aging for their review of, and for their comments and suggestions on these reports. Their assistance is extremely helpful to the City in our effort to find ways to increase workforce diversity.

ATTACHMENTS:

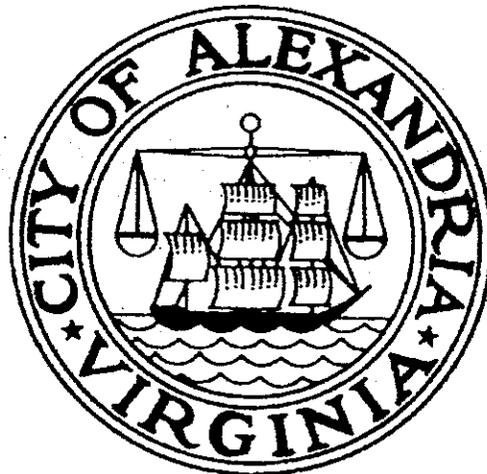
- Attachment 1. FY 2002 Workforce Utilization Analysis
- Attachment 2. FY 2002 Applicant Tracking Report
- Attachment 3. Letter from the Human Rights Commission
- Attachment 4. Letter from the Commission for Persons with Disabilities
- Attachment 5. Letter from the Commission for Women
- Attachment 6. Letter from the Commission on Aging

STAFF:

- Steven J. Mason, Affirmative Action Officer
- Michele Evans, Assistant City Manager
- Kathleen Schramm, Deputy Director, Personnel Services
- Henry Howard, Director, Personnel Services
- Jean Niebauer, Director, Human Rights

12
2-11-03

City of Alexandria
Workforce Utilization Analysis
for
Fiscal Year 2002



The City of Alexandria complies with The Americans with Disabilities Act.

If you require this report in an alternative format,

call (703) 838-4971 [Voice/TTY]

FY 2002 Workforce Utilization Analysis

Table of Contents

Introduction	1
About this Report	3
Description of Job Groups	3
Methodology	4
Summary of Initiatives Undertaken in FY 2002	6
Workforce Summary by Protected Class Group	13
Chart A - Comparison of Workforce Representation (FY 00, FY01 and FY 02 Availability)	13
Chart B - Females in the City Workforce, 1995 - 2005	14
Chart C - African Americans in the City Workforce, 1995 - 2002	16
Chart D - Hispanics in the City Workforce, 1995 - 2002	18
Chart E - Asians in the City Workforce, 1995 - 2002	20
FY 2003 Diversity Plan	21
Overview of Tables I, I-A, II, III and III-A	22
Workforce Distribution Tables	
Table I:	FY 02 Comparisons of Percent of Utilization and Availability
Table II:	FY 02 Comparisons of Percent of Utilization and Availability
Table III:	FY 02 Workforce Distribution - All Departments by Race & Sex
Table III-A:	FY 02 Workforce Distribution - All Departments by Age Bands
Appendix A:	List of City Positions by EEO Job Group
Appendix B:	Utilization Analysis by City Department
Appendix C:	Department Heads by Race and Sex
Appendix D:	General and Public Safety Pay Scales - Gender/Race/Ethnicity
Appendix E:	General and Public Safety Pay Scales - Age Bands

FY 2002 AFFIRMATIVE ACTION PROGRAM WORKFORCE UTILIZATION ANALYSIS

Introduction

The City of Alexandria has a long history of commitment to equal employment opportunity. Equal employment opportunity means nondiscrimination on employment related decisions, that is, hiring and promoting without regard to race, color, religion, age, sex, marital status, national origin, ancestry, sexual orientation, physical or mental disabilities, or any other protected class. The City is committed to reducing, and wherever possible, eliminating actual and apparent under representation of minorities and women in its workforce. The City is equally dedicated to removing procedural and attitudinal barriers to access for persons with disabilities and older persons. The City fully complies with the provisions of all applicable federal, state, and local statutes mandating equal employment opportunity and barring discrimination, including Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment and Assistance Act of 1974, the U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) Guidelines, the U.S. Equal Employment Opportunity Commission (EEOC) guidelines, and the City's Human Rights Code. The City's commitment is further supported by a comprehensive affirmative action program which is designed to attract and maintain a workforce that reflects the diversity of the identified labor pool in the Washington, D.C., metropolitan area.

The City regularly reviews its employment procedures and the composition of its work force to monitor the progress that has been achieved and to identify any practices that might create barriers to equal employment opportunities. The City's principal monitoring tools are the annual **Workforce Utilization Analysis** which captures the composition of the workforce and the **Applicant Tracking System Report** which summarizes recruitment initiatives and hiring practices. In this monitoring effort the City works closely with four Alexandria citizen commissions — the Human Rights Commission, the Commission on Persons with Disabilities, the Commission for Women, and the Commission on Aging — which review the City's workforce statistics and provide input for its reports.

The **Workforce Utilization Analysis** is designed to identify areas of underutilization for four protected classes: Females, African-Americans, Asians, and Hispanics. It is based on a comparison of the percentages of minorities and females employed in regular, full-time positions in the City's work force ("**utilization**") with the percentages of minorities and females with similar training and

education in the Washington, D.C. metropolitan area ("**availability**"). The availability figures for the Washington metropolitan area are based on the 1990 census data. The City will update its data base when the year 2000 census figures are made available by the United States Census Bureau. This comparison of the City's "**utilization**" of minorities and females with the metropolitan area's census "**availability**" of qualified minorities and females is made for twelve different EEO job groups. In each job group in which the City's number of incumbents or "**utilization**" is less than the census availability, an "**underutilization**" exists. In keeping with the City's Affirmative Action Plan, underutilization is noted to alert City departments to the specific job groups where targeted recruitment efforts should be made as vacancies arise.

The finding of "underutilization" is neither a finding of discrimination nor a finding of a lack of good faith efforts. Rather, "underutilization" is a technical term used by affirmative action planners who seek to apply good faith efforts to increment the percentage of minorities and women in a workforce.

The City does not have availability data by job groups for older workers and persons with disabilities, however we closely track the numbers of these self-identified individuals as they progress through the City's employment process to ensure equitable treatment. This information is captured in the **Applicant Tracking Report**, an analytical tool which is also helpful in crafting the City's outreach efforts for the coming fiscal year.

The City values the diversity of its workforce and continually tracks its workforce composition in comparison to the available labor force in the Washington D. C. metropolitan area. When minorities or females are underutilized in a particular job group, the City's Affirmative Action Plan provides for managers and supervisors to design their recruitment efforts in such a way as to attract a strong representation of the underutilized group in the applicant pool to fill vacancies as they occur. The City's Department of Personnel Services and the Affirmative Action Office also monitor areas of underutilization in the City's workforce and develop recruitment strategies, along with department managers, aimed at attracting applicants from the underutilized groups. These efforts reiterate the City's commitment to address, over time, areas of underutilization and to employ a diverse work force. Recruitment efforts are tailored in response to employee turnover, promotional opportunities, and the availability of persons with the requisite skills for the job.

The City's approach to equal employment opportunity encompasses a series of efforts. Specifically, the City has implemented a comprehensive program that identifies areas of underutilization as well as areas of opportunity for staff development and awareness-building. For example, every department submits requisitions to advertise for vacancies wherein the department identifies if it has underutilization of any of the protected classes for the vacancy it seeks to fill. The Department of Personnel Services processes the requisition and advertises the position, targeting areas where the

underutilized group is more likely to be reached. The City's training program includes several classes to prepare employees for upward mobility, the tuition reimbursement program has been amplified and made more accessible, and workforce diversity training is attended by new employees as part of their orientation program.

The City's commitment to equal employment opportunity is also promoted by the City Manager's support of the Affirmative Action/Equal Employment Opportunity (AA/EEO) Advisory Committee, a group made up of employees from every City department. This group's goals have been redefined to encourage employee input in the adoption and implementation of the City's AA/EEO initiatives. Further activities will include training the members of this group to identify AA/EEO issues in their departments and be a resource to facilitate addressing those issues. The City continues its commitment to diversity in its workforce through its recruitment strategies, its continual tracking of the progress made in further diversifying its workforce, its investment in its current employees, and its advocacy for employee participation and awareness building.

About This Report

In accordance with federal guidelines, positions in the City's work force are combined into twelve EEO job groups based upon skill, wages, and level of responsibility. The job groups are: Official/Administrator, Professional/Attorney, Professional/Librarians, Professional/Public Safety, Professional/Other, Technical/Supervisory, Technical/Other, Public Safety, Para-Professional, Administrative Support, Skilled Craft, and Service/Maintenance. A complete list of every position within each job group appears in Appendix A. However, the following gives a brief overview of the types of positions which can be found in each job group.

Description of Job Groups

Official/Administrator Job Group (Department Heads and Division Chiefs). This job group includes department heads and division chiefs who exercise managerial responsibility and authority over City divisions and departments.

Professional Job Group (Attorneys, Librarians, Public Safety, and Others). The Professional job group includes positions that require specialized and theoretical knowledge which is usually acquired through college training or specialized work experience. This job group has been subdivided into four smaller job groups: Attorneys, Librarians, Public Safety, and Others (for example, Professional/Other includes positions such as Accountants, Urban Planners, Engineers, Management Analysts, and Social Workers).

Technical Job Groups (Technical/Senior and Technical/Other). This job group includes positions that require a combination of scientific or technical knowledge and training, and manual skill, which can be acquired through specialized education or through equivalent on-the-job training. This job group has been subdivided into two smaller job groups, "Senior" and "Other." The **Technical/Senior** job group includes technical positions that are either supervisory or highly specialized, such as emergency communication supervisors, inspectors, computer programmers, police and deputy sheriff sergeants, and fire lieutenants. The **Technical/Other** job group includes positions such as emergency rescue technicians, caseworkers, eligibility workers, labor supervisors, and mental health technicians.

Public Safety Job Group. This job group includes sworn officers entrusted with public safety, security, and protection, such as police officers, fire fighters, and deputy sheriffs.

Para-professional Job Group. This job group includes positions in which employees perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than is required for professional or technical positions. For example, this job group includes parking and tag enforcement officer positions, residential counselors and library aides.

Administrative Support Job Group. This job group includes positions in which employees perform internal and external communication functions required for the effective operation of an office, such as clerk typists, administrative secretaries, account clerks, and data entry operators.

Skilled Craft Job Group. This job group includes positions that require special manual skills and a knowledge of the processes involved in specific types of work, which is acquired through on-the-job training or through apprenticeship training programs. It includes positions such as equipment operators, mechanics, and traffic signal service workers.

Service/Maintenance Job Group. This job group includes positions in which employees contribute to the upkeep and care of public property and the comfort and safety of the general public. Examples of positions included in this job group are custodians, maintenance workers, laborers, and refuse collectors.

Methodology

The affirmative action utilization analysis statistics are developed each year using the following four-step process, which is based on the guidelines established by the United States Department of Labor's Office of Federal Contract Compliance Programs.

- ▶ City positions are combined into twelve EEO job groups. The jobs within a particular job group have similar work content, wage rates, and levels of responsibility.
- ▶ The City computes the representation of minorities and females in each of the city's job groups as of the end of each fiscal year (June 30), and compares this representation with the availability of qualified minorities and females in the labor market within the Washington, D.C. metropolitan area. The last full pay period of FY2002 ended on June 25, 2002 and the tables for this report were run the next day.
- ▶ The statistical data indicating the availability of qualified minorities and females are based on the 1990 census data provided by the Census Bureau. Future reports will reflect 2000 census data. The Census Bureau is continuing to release relevant demographic data through the end of calendar year 2002 and into 2003.
- ▶ Areas of underutilization are identified in those particular job groups where the female or minority representation in the workforce is less than the availability of qualified minorities or females in those job groups in the metropolitan area; and
- ▶ Targeted employment outreach efforts are made in recruiting for vacancies in those job groups where minorities or females are underutilized.

It is important to note that there are many qualified minorities and females who, because of institutionalized discrimination in certain occupations, are not currently employed in these occupations. Therefore, the census availability figures represent a conservative estimate of the true availability of qualified minorities and females for certain occupations.

The affirmative action data for this report were run on June 26, 2002, to incorporate the last closed FY02 payroll date of June 25, 2002. On that date, the City had 2,073 full-time, filled positions as compared to 2,021 positions at the end of FY 01. These figures do not include state positions, elected positions, vacant positions or positions outside the City's classification system.

Summary of Initiatives Undertaken in FY 2002

The City's location within the Washington Metropolitan Area offers great advantages while posing competitive challenges for the City to attract and retain employees with the education, experience and skills required to embrace and implement increasingly changing technological advances. Recognizing the criticality of its workforce to ensure its competitive advantage, City management focuses on workforce planning, which includes developing and maintaining critical skills, retaining

institutional knowledge, and recruiting and training new talent.

The City's affirmative action efforts focus on the following main objectives:

- increasing the representation of minorities and women, to the extent employment and upward mobility opportunities exist, in those jobs groups in which they are most under represented; and
- attracting and recruiting qualified persons with disabilities, and older workers (using the federal protected age status of persons age 40 and above) to the City's workforce.

Recruitment

The City continues to work on extending its reach to qualified, diverse applicants by advertising job vacancies in mixed channels such as print media, internet and targeted mailings to agencies and organizations, many of which are advocacy organizations for women, minorities, persons with disabilities, veterans, and older workers.

In FY 2002, the Affirmative Action Officer, the Multi-cultural Coordinator and staff of the Personnel Services Department attended several job fairs individually and together, and conducted outreach and networking efforts in order to expand the pool of qualified applicants for City job vacancies. Together they worked to attract increased numbers of persons with disabilities, minorities, women, and older workers to the City's workforce. These efforts included job fairs targeted to women, African American, and Hispanic applicants. The City also attended the President's Commission on Persons with Disabilities job fair and conducted a targeted effort by directly contacting students with disabilities to encourage them to apply for City positions during early spring 2001.

In FY 2002 the City continued to devote a great deal of time and resources to address the under utilization of females and minorities in the Public Safety and Technical/Senior job groups, the job groups in which positions such as police officers and sergeants, fire fighters, and emergency medical service workers are found. Major efforts to attract diverse, qualified applicants were made by the Personnel Services Department and the Affirmative Action Officer. These efforts included attending job fairs on military bases to attract military retirees, and NAACP sponsored job fairs where minority and women applicants could be recruited. Additionally, the recruitment efforts were extended to local colleges and organizations with large minority population. The city's recruitment efforts will continue to be specific and designed to increase exposure of the department to women and minorities. In particular, the recruitment program will continue to focus on advertising/marketing

campaigns to promote vacancies widely, including in-person recruitment efforts by the Recruitment Officer and the Affirmative Action Officer.

In keeping with its efforts to have a department reflective of the community it serves, the City's Police Department stepped up its targeted recruitment efforts. Police Personnel staff attended fourteen job fairs — the majority of which were directed to the recruitment of qualified women and minorities, particularly African Americans — during FY 2002. During this period, the department hired twenty-three new officers, seven of which are female and six are minority. Further, the department promoted an African-American to Lieutenant, two African-Americans to Sergeant, and one female to Sergeant. There were 28 transfers within the department to specialized assignments during FY 2002, of which thirteen, or 46.4% were minority and/or female officers.

As part of its accreditation standard, the department also created and implemented a Police Officer Recruitment Plan for FY 2000 - FY 2002. The department received approval to process Virginia law enforcement certified applicants separate from those candidates whom would require academy training. This change allows the department to process certified applicants quicker, thus greatly improving the department's hiring opportunities. Also, the department conducted an extensive examination of its entry-level testing and modified the examination when adverse impact was indicated in a portion of the examination. The entrance examination and mandatory orientation are now conducted at least three times a year.

During FY 2002, the Human Services Department staff completed a culture competence self-assessment. Overall, the department examined the diversity of its workforce, then completed an even more extensive examination of individual units within the department. Additionally, the department collected client demographic data and reviewed the accuracy and effectiveness of its translated materials, and reviewed the procedures used to access language interpreters. The department also conducted in-house staff training promoting the importance of a diverse workforce.

The Alexandria Fire Department continued its extensive outreach efforts to create a diverse applicant pool for its fire fighter hiring process. Sworn department representatives have actively recruited at women's fitness centers, including the YMCA and local community centers, as well as military bases in the area. While also attending some of the major job fairs in the area with other city agencies, the Fire Department has also advertised in minority newspapers, radio stations and targeted web sites.

The Department of Transportation and Environmental Services (T&ES) sought to fill a number of vacancies with females and minorities by advertising in targeted trade publications. Professional staff have provided outreach to their respective career organizations, such as the American Society

of Women Engineers to locate candidates for engineer vacancies in T&ES. Full time positions are advertised on computer bulletin boards, networks and at professional conferences to attract a diverse pool of applicants. During FY 2002, the department appointed women to two professional level positions: the City Engineer and a Civil Engineer III. Also, the department hired two female Inspectors and a female Traffic Signal Service Worker. In April, 2002, the department hosted a Public Works Equipment Show for high school students at T.C. Williams High School, which provided an understanding of the department's operation and its non-traditional jobs, and exposed students to the operation of heavy equipment.

During FY 2002, as an integral part of his commitment to employ a diverse workforce, the City Manager appointed an African American as Affirmative Action Officer and females to the Public Information Officer, Director of Fort Ward Park, and Director of Real Estate positions.

Upward Mobility Programs

The City continues to encourage employees to enhance their professional skills by accessing the tuition assistance program for college level work related to the attainment of a degree or a specialized certification. During FY 2002, 356 employees received tuition assistance under this program, compared to 156 City employees in FY 2001, 68 in FY2000 and 50 in FY 1999. Additionally, the first group of twenty employees selected to participate in the City Manager's **Leadership Institute of the City of Alexandria (LICA)** graduated on June 24, 2002. LICA is a new on-line learning program that was created to provide a supplemental learning track to the traditional training and college programs. The second group of twenty began their training in FY 2002, and are scheduled to graduate in January 2003. The following charts provide a graphic distribution by demographic group and level of education pursued.

**Tuition Assistance Distribution
By Gender, Race, Ethnic Group
FY 2002**

DATA SET	MALE	FEMALE	DISABLED	WHITE	BLACK	HISPANIC	OTHER	TOTAL
# Tuition Assistance	183	173	2	151	146	48	11	356
% Tuition Assistance	51	49	1	42	41	13	3	N/A
% Employees*	47	53	100	50	40	6	4	N/A

* This figure represents distribution of all eligible employees in the categories expressed as a percent based on the Utilization Analysis Report for the end of FY 2002.

**Tuition Assistance Distribution
By Age Group
FY 2002**

DATA SET	< 40	40 - 44	45 - 49	50 - 54	55+	TOTAL
# Tuition Assistance	205	53	60	30	8	356
% Tuition Assistance	58	15	17	8	2	N/A
% Employees*	51	9	8	7	20	N/A

* This figure represents distribution of all eligible employees in the categories expressed as a percent.

**Tuition Assistance Distribution
By Degree Pursued
FY 2002**

DEGREE	MALE	FEMALE	TOTALS
Doctoral	1	0	1
Master	25	39	64
Bachelor	89	60	149
Associate	50	47	97
Other	18	27	45
Totals*	183 51%	173 49%	356

* This figure represents distribution of all eligible employees in the categories expressed as a percent.

**Assistance Participation by Race and Sex,
Tuition Age Greater than 40 and Disability
for Fiscal Years 1999 to 2002**

	FY 1999	FY 2000	FY 2001	FY 2002
Total Number of Employees Receiving Tuition Assistance	50 %	68 %	156 %	356 %
# Minority Employees Participating and as a % of Total Participating	22 44%	33 48.5%	79 50.6%	205 67.2%
# Women Employees Participating and as a % of Total Participating	24 48%	26 38.2%	75 48%	173 53%
# Age 40 and up Employees Participating and as a % of Total Participating	36 72%	36 52.9%	85 54.4%	151 42.4%
# Employees with Disabilities Participating and as a % of Total Participating	N/A	2 2.9%	3 1.9%	1 1%

Note: Information on participating employees with disabilities was not captured until fiscal year 2000. Information for this table was compiled from previously published reports. The program began in Fiscal Year 1999.

Focusing on retention of critical skills and internal promotion, City department heads continue to identify areas where career ladders would open cross training to promote upward mobility opportunities. In FY 2002 the Personnel Services Department continued to work with individual department heads who expressed interest in implementing a career ladder system in their respective departments, which would allow for upward mobility within a particular job class. Career ladders now exist for Attorneys and Legal Secretaries in the City Attorney's Office, for Clerks in the Office of the Commonwealth's Attorney, Inspectors in both the Maintenance and the Construction and Inspection Divisions of the Transportation and Environmental Services Department, Buyers in the Purchasing Division of the Finance Department, and for Parking Enforcement Officers in the Police Department as well as for Police Officers, Sheriff's deputies, and Fire Fighters.

During Fiscal Year 2002, the Personnel Services Department continued its review of the internal training programs available to employees. This effort assesses the opportunities available for employees to improve their skills and increase their chances for promotion. Some of the current training programs include basic and advanced computer training, interpersonal training, skill development, such as the Family Medical Leave Act class for supervisors, and classes that allow an employee to prepare for promotion or retirement.

The following tables provide a comparison of hours of training and number of courses taken by all employees during Fiscal Year 2002.

City of Alexandria, Virginia
Comparison of Hours of Training and Courses Taken
To Distribution
By Gender and Race Groups

Fiscal Year	Data set	Total	Male	Female	White	Black	Hispanic	Other
2002	# of Training Hours	10,554	4,362	6,192	4,256	3,613	831	1,855
	% of Training Hours		41	59	40	34	8	18
	# of Trained Employees***	1,256	578	678	574	376	84	222
	% of Trained Employees		46	54	46	30	7	18
	% of Employees*		47	53	51	41	6	4

City of Alexandria, Virginia
Comparison of Hours of Training and Courses Taken
To Distribution By Age Groups

Fiscal Year	Data set	Total	< 40	40-44	45-49	50-54	55+
2002	# of Training Hours	10,554	5,657	1,256	1,267	1,280	1,095
	% of Training Hours		54	12	12	12	10
	# of Trained Employees***	1,256	722	126	136	131	141
	% of Trained Employees		57	10	11	10	11
	% of Employees*		52	8	8	7	19

* This is the distribution of all full time, part-time and temporary employees in the categories of gender, race and age expressed as a percent. City training is available to all employees, regardless of payroll status.

** This data does not include mandatory in-service Public Safety training(Police, Fire, Sheriff), Defensive Driving, or other in-house training by departments.

*** Represents the amount of courses taken by the number of trained employees listed above. (e.g. out of the 1,238 trained employees, 2,419 courses were taken. This shows that an average of (2419/1238) 1.95 courses taken per trained employee)

City of Alexandria, Virginia
Comparison of Hours of Training and Courses Taken
To Distribution
By Gender and Race Groups
Full Time Employees**

Fiscal Year	Data set	Total	Male	Female	White	Black	Hispanic	Other
2002	# of Training Hours	10,554	4,362	6,192	4,256	3,613	831	1,855
	% of Training Hours		41	59	40	34	8	18
	# of Courses***	2,412	1,054	1,358	1,066	779	178	389
	% of Courses		44	56	44	32	7	16
	% of Employees*		47	53	49	41	6	4

City of Alexandria, Virginia
Comparison of Hours of Training and Courses Taken
To Distribution By Age Groups
Full Time Employees**

Fiscal Year	Data set	Total	< 40	40-44	45-49	50-54	55+
2002	# of Training Hours	10,554	5,657	1,256	1,267	1,280	1,095
	% of Training Hours		54	12	12	12	10
	# of Courses***	2,412	1,329	267	269	282	265
	% of Courses		55	11	11	12	11
	% of Employees*		52	8	8	7	19

* This is the distribution of all full time, part-time and temporary employees in the categories of gender, race and age expressed as a percent. City training is available to all employees, regardless of payroll status.

** This data does not include mandatory in-service Public Safety training(Police, Fire, Sheriff), Defensive Driving, or other in-house training by departments.

*** Represents the amount of courses taken by the number of trained employees listed above. (e.g. out of the 1,238 trained employees, 2,419 courses were taken. This shows that an average of (2419/1238) 1.95 courses taken per trained employee)

The City's Affirmative Action Office will continue to work closely with the Personnel Services Department and other City departments to further broaden its pool of applicants in job groups where underutilization exists and will continue to work to enhance staff development to provide upward mobility for employees currently in the City's workforce.

Workforce Summary by Protected Class Group

The major findings and conclusions of the Workforce Utilization Analysis Report are summarized in the section that follows by protected class group. This analysis highlights major changes in utilization of each of these protected class groups in the last year, from FY 2001 to FY 2002. Chart A provides a summary of the FY 2001 and FY 2002 workforce statistics in relation to the labor force availability of each protected class in each of the twelve job groups. In addition to providing written highlights for females, African Americans, Hispanics, and Asians, this section also includes summary tables conveying 1995-2002 trend data for each of these respective groups.

Chart A - Comparison of % Workforce Representation
FY 01 and FY 02

EEO JOB GROUP	% FEMALE			% AFRICAN AMER.			% HISPANIC			% ASIAN		
	FY01	FY02	FY02 Avail	FY01	FY02	FY02 Avail	FY01	FY02	FY02 Avail	FY01	FY02	FY 02 Avail.
Official/Admin.	40.0	41.5	41.9	15.2	16.2	17.8	1.6	0.8	2.8	0.0	0.8	2.8
Profess. - Attorney	52.9	50.0	30.7	5.9	10.0	7.7	0.0	0.0	2.1	5.9	0.0	1.9
- Librarian	83.3	77.3	75.1	0.0	0.0	18.0	5.6	4.5	2.7	5.6	9.1	4.7
- Public Safety	7.5	7.3	8.7	13.2	14.5	24.5	1.9	1.8	2.4	0.0	0.0	0.4
- Other	62.5	64.6	58.9	30.2	30.5	27.7	6.6	6.4	2.9	4.2	4.6	3.3
Technical - Senior	23.6	23.5	26.4	23.6	24.0	24.1	4.6	6.0	2.9	2.5	2.5	2.6
- Other	55.6	54.1	54.6	41.5	40.3	30.5	7.8	8.6	3.8	3.0	3.0	3.5
Public Safety	17.5	18.6	17.9	28.5	28.4	32.7	5.3	5.7	2.6	1.8	1.7	0.7
Para-Professional	63.3	60.7	57.1	59.2	53.6	32.1	4.2	5.0	3.6	2.5	5.0	3.2
Admin. Support	86.4	97.2	86.5	55.4	53.3	32.9	10.3	10.6	3.9	3.3	4.4	3.6
Skilled Craft	2.7	5.7	6.8	63.0	60.0	36.2	6.8	10.0	7.2	4.1	2.9	2.9
Service/Maintenance	10.5	11.5	19.2	72.1	70.5	53.2	9.3	14.1	8.7	0.0	0.0	1.8

Females: The number of female employees in regular, full-time positions continued to demonstrate a positive historical increase from 823 in FY 2000 to 865 in FY 2001 and 909 in FY 2002, for a total one year gain of 44 positions. As of June 25, 2002, last payroll of the fiscal year, the City's full time work force was 43.9% female, a 1% increase over FY 2001.

During FY 2002, females made gains in six of the twelve job groups; Official/Administrator, Professional/Other, Public Safety, Administrative Support, Skilled Craft, and Service/Maintenance. Administrative Support continued its gains, improving 10.8% compared to FY 2001. The Service-Maintenance and Skilled Craft job groups, both considered non-traditional, also experienced gains of 1%

and 3%, respectively. In the Official/Administrator job group, which contains the City's senior management positions, the representation of females grew to 41.5%, bringing the number of females closer to the market availability of 41.9%. The representation of females remained approximately the same in two job groups (Professional/Public Safety and Technical/Senior).

Females continue to be significantly (greater than 4 basis points) under-represented in the Service/Maintenance job group (11.5% versus 19.2% availability). The underutilization of females in the workforce is addressed in the FY 2003 Diversity Plan (see page 24). To review recent trends in the female segment of the City's workforce, see the chart on the next page which details the representation of females within the workforce from 1995 to 2002.

Chart B - Females in the City Workforce, 1995-2002

EEO Job Group	1995	1996	1997	1998	1999	2000	2001	2002	2002
JG	#	#	#	#	#	#	#	#	%
	% of JG	Avail.							
Officials	40 33.9%	40 36.0%	38 34.9%	43 37.7%	49 39.5%	45 40.2%	50 40%	54 41.5%	41.9%
Professional Attorney	10 58.8%	11 61.1%	11 57.9%	10 55.6%	10 55.6%	11 55.0%	9 52.9%	10 50%	30.7%
Professional Librarian	13 100%	14 93.3%	14 93.3%	12 80.0%	13 81.3%	15 83.3%	15 83.3%	17 77.3%	75.1%
Professional Public Safety	4 8.2%	3 5.8%	3 5.8%	4 7.7%	5 9.8%	4 7.5%	4 7.5%	4 7.3%	8.7%
Professional Other	208 64.4%	219 64.8%	226 65.7%	230 64.8%	221 62.1%	233 63.3%	265 62.5%	292 64.6%	58.9%
Technical Senior	38 23.2%	37 21.4%	42 22.8%	42 23.1%	36 20.0%	44 22.4%	47 23.6%	47 23.5%	26.4%
Technical Other	133 49.6%	141 51.6%	148 53.6%	159 54.8%	155 54.0%	158 56.4%	150 55.6%	145 54.1%	54.6%
Public Safety	67 15.0%	64 14.2%	66 14.9%	64 14.7%	69 16.6%	79 17.9%	79 17.5%	85 18.6%	17.9%
Para-Professional	63 54.8%	65 54.6%	67 56.3%	71 61.2%	75 63.0%	78 63.4%	76 63.3%	85 60.7%	57.1%
Administrative Support	149 87.1%	147 88.6%	142 82.6%	142 84.0%	147 84.0%	147 88.6%	159 86.4%	157 87.2%	86.5%
Skilled Craft	2 2.5%	2 2.6%	2 2.7%	3 3.8%	3 4.1%	4 5.5%	2 2.7%	4 5.7%	6.8%
Service-Maintenance	3 7.9%	7 7.7%	7 7.1%	6 8.0%	7 6.8%	6 5.8%	5 10.5%	9 11.5%	19.2%

Example: In 1995, 40 (or 33.9%) of the employees in the Official/Administrator job group were female.

African Americans: The number of African-American employees in regular full-time positions did not increase during FY 2002, and, in fact, decreased by one position to 723, or 34.9% of the full time workforce. During FY 2001, the number was 724, an increase from the 681 of FY 2000, when African Americans represented 34% of the full time workforce. The representation of African/Americans met or exceeded census availability in seven jobs groups: Professional/Attorney, Professional/Other, Technical/Senior, Technical/Other, Para-Professional, Administrative Support, Skilled Craft and Service/Maintenance.

Once again, the representation of African/Americans in the largest Professional category -- Professional/Other -- increased from 30.2%, or 128 employees in FY 2001 to 30.5%, or 138 in FY 2002. With this 30.5% utilization, the representation of African Americans in this job group for the third year exceeds the census availability of qualified workers, currently 27.7%. "Professional/Other" is the job group that represents the most direct line of upward mobility to the City's top jobs.

Workforce statistics indicate that African Americans are underutilized in the following job groups within the City's workforce: Official/Administrator, Professional/Librarian, Professional/Public Safety, Technical/Senior, and Public Safety.

During FY 2002, one senior level Official/Administrator position (Affirmative Action Officer) was filled by an African American applicant. The Affirmative Action Officer (AAO) has created a database of contact information for colleges and universities throughout the United States, to include the information for historically black colleges and universities. Efforts will continue to target increasing numbers of African American applicants to the City's various positions. Additionally, the AAO will offer assistance in attracting increased numbers of qualified African American applicants to non-traditional job groups. To review recent trends in the African American segment of the City's workforce, please see the chart on the next page which details the workforce composition.

Chart C - African Americans in the City Workforce, 1995-2002

Job Group (JG)	1995	1996	1997	1998	1999	2000	2001	2002	FY 02 Avail.
	# % of JG	%							
Officials / Admin	15 13.0%	15 13.5%	14 12.8%	14 12.3%	16 12.9%	16 14.0%	19 15.2%	21 16.2%	17.8%
Professional Attorney	1 5.9%	1 5.6%	1 5.3%	1 5.6%	1 5.6%	1 5.0%	1 5.9%	2 10.0%	7.7%
Professional Librarian	1 7.7%	1 6.7%	1 6.7%	0 0%	0 0%	0 0%	0 0%	0 0%	18%
Professional Public Safety	6 12.2%	6 11.5%	7 13.5%	7 13.5%	7 13.7%	7 13.0%	7 13.2%	8 14.5%	24.5%
Professional Other	81 251%	86 25.4%	100 29.1%	107 30.1%	111 31.2%	111 30.0%	128 30.2%	138 30.5%	27.7%
Technical Senior	30 18.3%	31 17.9%	32 17.4%	35 19.2%	35 19.4%	42 22.0%	47 23.6%	48 24.0%	24.1%
Technical Other	90 33.6%	98 35.9%	98 35.5%	109 37.6%	108 37.6%	110 39.0%	112 41.5%	108 40.3%	30.5%
Public Safety	124 27.7%	124 27.6%	123 27.8%	118 27.2%	115 27.7%	126 28.0%	129 28.5%	130 28.4%	32.7%
Para- professional	52 45.2%	57 47.9%	58 48.7%	58 50.0%	65 54.6%	68 54.0%	71 59.2%	75 53.6%	32.1%
Administrative Support	86 50.3%	89 53.6%	91 52.9%	90 53.3%	87 49.7%	95 58.0%	102 55.4%	96 53.3%	32.9%
Skilled Craft	48 59.3%	46 59.7%	47 62.7%	48 60.8%	44 59.5%	44 60.0%	46 63.0%	42 60.0%	36.2%
Service-Maintenance	68 76.4%	69 75.8%	62 72.9%	65 73.9%	63 71.6%	61 71.0%	62 72.1%	55 70.5%	53.2%

Example: In 1995, 15 (or 13%) of the employees in the Official/Administrator job group were African American.

Hispanics: The number of Hispanic employees in regular, full-time positions increased to 137 employees in FY 2002, a net increase of 14 individuals from the 123 in FY 2001. This continues a positive trend that included 98 employees in FY 1999 and 113 employees in FY 2000. Hispanic representation in the FY 2002 work force exceeded availability in nine job groups: Professional/Librarian, Professional/Other, Technical/Senior, Technical/Other, Public Safety, Para-Professional, Administrative Support, Skilled Craft and Service Maintenance. The representation of Hispanics in Public Safety positions has continued to exceed census availability for the past eight years: (availability remains at 2.6% while the City's utilization rate is currently 5.7%).

The number of Hispanic individuals in the City's workforce continues to reflect this growing segment of the metropolitan area's population. Hispanic representation increased in seven job groups in FY 2002: Technical/Senior, Technical/Other, Public Safety, Para-Professional, Administrative Support, Skilled Craft and Service/Maintenance.

Underutilization by percentage exists for Hispanics in the following job groups: Official/Administrator (.8% vs. 2.8% availability), Professional/Attorney (0% vs. 2.1% availability), and Professional/Public Safety (1.8% vs. 2.4% availability).

Personal Services staff, with assistance from the AAO and the Multi-Cultural Coordinator, will continue reaching out to potential Hispanic applicants in an effort to attract qualified Hispanic individuals to apply for City vacancies, particularly for senior management positions and supervisory positions in Public Safety as they become available.

To review recent trends in the Hispanic segment of the City's workforce, please see the chart on the next page which details the representation of Hispanics within the workforce from 1995 to 2002.

Chart D - Hispanics in the City Workforce, 1995-2002

Job Group (JG)	1995	1996	1997	1998	1999	2000	2001	2002	FY02 Avail
	# % of JG	%							
Officials / Admin	1 0.9%	1 0.9%	1 0.9%	2 1.8%	1 0.8%	1 1.0%	2 1.6%	1 0.8%	2.8%
Professional Attorney	1 5.9%	1 5.6%	1 5.3%	1 5.6%	1 5.6%	1 5.0%	0 0%	0 0%	2.1%
Professional Librarian	0 0%	0 0%	0 0%	1 6.7%	1 6.3%	1 6.0%	1 5.6%	1 4.5%	2.7%
Professional Public Safety	0 0%	0 0%	0 0%	0 0%	0 0%	1 2.0%	1 1.9%	1 1.8%	2.4%
Professional Other	13 4.0%	16 4.7%	14 4.1%	11 3.1%	12 3.4%	21 6.0%	28 6.6%	29 6.4%	2.9%
Technical Senior	4 2.4%	4 2.3%	4 2.2%	5 2.7%	6 3.3%	9 5.0%	9 4.5%	12 6.0%	2.9%
Technical Other	22 8.2%	27 9.9%	24 8.7%	28 9.7%	25 8.7%	24 9.0%	21 7.8%	23 8.6%	3.8%
Public Safety	22 4.9%	22 4.9%	23 5.2%	22 5.1%	21 5.1%	23 5.1%	24 5.3%	26 5.7%	2.6%
Para - professional	5 4.3%	6 5.0%	5 4.2%	7 6.0%	8 6.7%	6 5.0%	5 4.2%	7 5.0%	3.6%
Administrative Support	10 5.8%	11 6.6%	12 7.0%	11 6.5%	13 7.4%	15 9.0%	19 10.3%	19 10.6%	3.9%
Skilled Craft	3 3.7%	3 3.9%	3 4.0%	3 3.8%	3 4.1%	3 4.0%	5 6.8%	7 10.0%	7.2%
Service Maintenance	2 2.2%	3 3.3%	3 3.5%	5 5.7%	7 8.0%	9 10.0%	8 9.3%	11 14.1%	8.7%

Example: In 1998, 2 (or 1.8%) of the employees in the Official/Administrator job group were Hispanic.

Asians: The number of Asian employees in regular, full-time positions (3% of the workforce, or 62 employees) increased slightly in FY 2002 from 53 in FY 2001, 47 in FY 2000 and 41 in FY 1999. The utilization rate for Asians met or exceeded availability in seven job groups. Those groups were: Professional/Librarian, Professional/Other, Technical/Senior, Para-Professional, Administrative Support, Public Safety and Skilled Craft. Although the representation of Asians in the City's workforce remained fairly static in most job groups in FY 2002, significant increases occurred in the Professional/Other, Para-Professional and Administrative Support job groups.

Underutilization exists for Asians in the following job groups:

- Official-Administrator (City 0.8% verses an area availability of 2.8%)
- Professional-Attorney (City 0% versus an area availability of 1.9%)
- Professional-Public Safety (City 0% verses an area availability of 0.4%)
- Technical-Senior (City 2.5% verses an area availability of 2.6%)
- Technical-Other (City 3.0% verses an area availability of 3.5%)
- Service Maintenance (City 0% verses an area availability of 1.8%)

To review recent trends in the Asian segment of the City's workforce, please see the chart on the next page which details the representation of Asians within the workforce from 1995 to 2005.

Native Americans: In FY 2002, there were ten employees in regular full-time positions who had identified themselves as Native American. Native Americans constituted .4% of the work force. Since Native Americans represent such a small percentage of the work force, utilization figures are not statistically significant. However, data about their representation in the work force are provided annually for informational purposes. Please see Tables I-III of this report for a breakdown of Native Americans in the City's workforce.

Persons with Disabilities, Older Workers, and Vietnam-era Veterans: The Census Bureau does not provide complete census availability data on qualified workers available for persons with disabilities, older workers (age 40 and up), or Vietnam-era veterans; therefore, the representation of these groups is not analyzed using the utilization analysis approach. Instead, the City uses the data produced by its applicant tracking system to analyze the comparative representation of these groups at each stage in the selection process: certification, interview, and hiring. For more information concerning the number of individuals from these three groups who applied and who were certified, interviewed, and hired, please refer to the **Applicant Tracking System Report**.

Chart E - Asians in the City Workforce, 1995-2002

Job Group (JG)	1995	1996	1997	1998	1999	2000	2001	2002	FY02 Avail
	# % of JG	%							
Officials / Admin	1 0.9%	1 0.9%	1 0.9%	1 0.9%	0 0%	0 0%	0 0%	1 0.8%	2.8%
Professional Attorney	0 0%	0 0%	0 0%	0 0%	0 0%	1 5.0%	1 5%	0 0%	1.9%
Professional Librarian	1 7.7%	1 7.7%	1 6.7%	1 6.7%	1 6.3%	1 6.0%	1 5.6%	2 9.1%	4.7%
Professional Public Safety	0 0%	0.4%							
Professional Other	6 1.9%	6 1.8%	7 2.0%	7 2.0%	12 3.4%	11 3.0%	18 4.2%	21 4.6%	3.3%
Technical Senior	6 3.7%	6 3.5%	6 3.3%	5 2.7%	3 1.7%	6 4.0%	5 2.5%	5 2.5%	2.6%
Technical Other	10 3.7%	8 2.9%	8 2.9%	7 2.4%	8 2.8%	8 2.0%	8 3.0%	8 3.0%	3.5%
Public Safety	5 1.1%	5 1.1%	7 1.6%	8 1.8%	6 1.4%	8 2.0%	8 1.8%	8 1.7%	0.7%
Para - professional	3 2.6%	4 3.4%	2 1.7%	4 3.4%	4 3.4%	4 3.0%	3 2.5%	7 5.0%	3.2%
Administrative Support	8 4.7%	8 4.8%	8 4.7%	7 4.1%	4 2.3%	5 3.0%	6 3.3%	8 4.4%	3.6%
Skilled Craft	5 6.2%	5 3.9%	3 4.0%	3 3.8%	3 4.1%	3 4.0%	3 4.1%	2 2.9%	2.9%
Service Maintenance	1 1.1%	1 1.1%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1.8%

Example: In 2002, 2 (or 9.1%) of the employees in the Professional Librarian job group were Asian

FY 2003 Diversity Plan

During FY 2003, City staff will continue the following actions to attract a diverse workforce which reflects full utilization of the available labor force within our recruiting area. Particular efforts will be made in the following job groups, in response to the underutilization of women or minorities depicted in Table I.

Job Group	Underutilized Groups	FY 2003 Initiatives
Official/ Administrator	Females African Americans, Hispanics, Asians	As vacancies occur, aggressively advertise with publications and agencies targeting women and minorities. Network with professional associations and organizations which target women and minorities.
Professional/ Public Safety	Females African Americans, Hispanics, Asians	Continue inclusive recruitment efforts and outreach strategies to attract women and minorities to entry level Public Safety jobs (the feeder group for Professional/Public Safety). Continue to develop a presence for the City in the employment market through attendance at job fairs, college career days and organizations with high representation of women and minorities. Monitor promotional selection process to ensure no barriers hinder diverse Public Safety employees from moving into management/ professional positions within Fire, Police, and the Office of the Sheriff.
Technical/ Senior	Females African Americans, Asians	The Affirmative Action Officer to develop contacts with trade/technical schools and colleges. Initiate an outreach recruitment program with organizations and professional associations that represent the job titles in this category, such as Public Safety, paralegal, community advocates and the construction and automotive trades that include a high representation of minorities.
Skilled Craft	Females, Asians	Network with and advertise vacancies with organizations targeting women and Asians. Develop relationships with trade schools that have high representations of women and minorities; advertise vacancies with these organizations. Develop cross training programs to create promotional opportunities for women and minorities currently in Service Maintenance jobs which feed into the Skilled Craft positions.

Job Group	Underutilized Groups	FY 2003 Initiatives
Service/ Maintenance	Females, Asians	Explore creative strategies for attracting increasing numbers of women and Asians. Research apprentice programs for possible implementation, to use as recruiting tool in attracting diverse applicants.
All Job Groups	Persons with Disabilities	Attend job fairs targeting persons with disabilities. Continue networking with organizations advocating on behalf of persons with disabilities to promote referrals of qualified applicants. Explore development of increased internship opportunities to enable persons with disabilities to gain relevant job experience and to compete effectively for vacancies as they arise. Monitor selection process to ensure that no barriers exist which may prevent the hiring of persons with disabilities. Solicit assistance from the Commission on Persons with Disabilities in identifying ways to better advertise job opportunities in city government.
All Job Groups	Older workers	Continue to network with organizations, particularly the Commission on Aging, advocating on behalf of older workers. Attend job fairs targeting senior applicants. Monitor hiring process to ensure no barriers exist which may prevent selection of older workers.
All Job Groups	Females Minorities	Personnel and AAO to do specific outreach with colleges and universities to encourage women and minorities to apply for the City's internships and entry level professional jobs.

Overview of Tables I, I-A, II, III, and III-A

Table I, "Comparisons of Percent of Utilization to Availability," compares the FY 2002 percentage of qualified females and minorities available in the Washington, D.C. metropolitan area ("Census Avail.") with the percentage of females and minorities employed full-time in the City work force ("City Util."). This comparison is made for each job group. An underutilization ("Underutil.") exists when the City utilization is lower than the census availability of qualified workers. The percentage of underutilization is shown for each job group having an underutilization. For those job groups having no underutilization, an asterisk appears.

Table I-A, "Full-Time Work Force Utilization Analysis: Comparisons Displayed as Percent," is a reprint of the "FY 2000 Utilization Analysis." This table is provided for informational purposes in order to show comparisons between FY 2000 and FY 2001.

Table II, "Direct Comparison of Utilization to Availability," shows the numerical, or "straight parity" underutilization that exists for each job group, by converting the percentages in Table I to raw numbers. Specifically, the availability percentage for each job group is multiplied by the total number of persons in the job group ("Total") in order to determine the expected number of minorities or females ("Expec.") in each job group. This expected number is then compared with the actual, or existing number ("Exist") of minorities or females in each job group. Where the difference ("Diff") between the existing and the expected number is a positive number, it means the City representation is higher than the census availability. If the difference is a negative number, it means the City has an underutilization in that job group.

Table III, "Full-time Work Force Distribution," shows the distribution of males and females within each racial/ethnic category, for each of the City's job groups.

Table III-A, " Age Bands/EEO Groups, Full Time Workforce Distribution," shows the distribution of the City's full-time workforce by age bands.

Table 1 Direct Comparison of Utilization and Percents to Availability - FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Female					Black						
		Exist	Avail%	Expec	Diff	City Utiliz.%	Under** Utiliz.%	Exist	Avail%	Expec	Diff	City Utiliz.%	Under** Utiliz.%
21 OFFICIAL-ADMIN	130	54	41.9	54	0	41.5	***	21	17.8	23	-2	16.2	9
22 PROFESSIONAL ATTORNEYS	20	10	30.7	6	4	50.0	***	2	7.7	2	0	10.0	***
LIBRARIAN	22	17	75.1	17	0	77.3	***	0	18	4	-4	0.0	100
PUBLIC SAFETY*	55	4	8.7	5	-1	7.3	16	8	24.5	13	-5	14.5	41
OTHER	452	292	58.9	266	26	64.6	***	138	27.7	125	13	30.5	***
23 TECHNICAL SENIOR	200	47	26.4	53	-6	23.5	11	48	24.1	48	0	24.0	***
OTHER	268	145	54.6	146	-1	54.1	1	108	30.5	82	26	40.3	***
24 PUBLIC SAFETY*	458	85	17.9	82	3	18.6	***	130	32.7	150	-20	28.4	13
25 PARA-PROFESSIONAL	140	85	57.1	80	5	60.7	***	75	32.1	45	30	53.6	***
26 ADMINISTRATIVE SUPPORT	180	157	86.5	156	1	87.2	***	96	32.9	59	37	53.3	***
27 SKILLED CRAFT	70	4	6.8	5	-1	5.7	16	42	36.2	25	17	60.0	***
28 SERVICE - MAINTENANCE	78	9	19.2	15	-6	11.5	40	55	53.2	41	14	70.5	***
	2073	909						723					

Definitions: Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

Table 1 Direct Comparison of Utilization and Percents to Availability - FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Hispanic				Asian				American Indian								
		Exist	Avail%	Expec	Diff	City Utiliz.%	Under** Utiliz.%	Exist	Avail%	Expec	Diff	City Utiliz.%	Under** Utiliz.%					
21 OFFICIAL-ADMIN	130	1	2.8	4	-3	0.8	73	1	2.8	4	-3	0.8	73	1	0.3	0	1	0.8
22 PROFESSIONAL ATTORNEYS	20	0	2.1	0	0	0.0	***	0	1.9	0	0	0.0	***	0	0.1	0	0	0.0
LIBRARIAN	22	1	2.7	1	0	4.5	***	2	4.7	1	1	9.1	***	0	0.1	0	0	0.0
PUBLIC SAFETY**	55	1	2.4	1	0	1.8	***	0	0.4	0	0	0.0	***	0	0.1	0	0	0.0
OTHER	452	29	2.9	13	16	6.4	***	21	3.3	15	6	4.6	***	2	0.3	1	1	0.4
23 TECHNICAL SENIOR	200	12	2.9	6	6	6.0	***	5	2.6	5	0	2.5	***	2	0.3	1	1	1.0
OTHER	268	23	3.8	10	13	8.6	***	8	3.5	9	-1	3.0	15	0	0.4	1	-1	0.0
24 PUBLIC SAFETY*	458	26	2.6	12	14	5.7	***	8	0.7	3	5	1.7	***	5	0.1	0	5	1.1
25 PARA-PROFESSIONAL	140	7	3.6	5	2	5.0	***	7	3.2	4	3	5.0	***	0	0.2	0	0	0.0
26 ADMINISTRATIVE SUPPORT	180	19	3.9	7	12	10.6	***	8	3.6	6	2	4.4	***	0	0.4	1	-1	0.0
27 SKILLED CRAFT	70	7	7.2	5	2	10.0	***	2	2.9	2	0	2.9	***	0	0.6	0	0	0.0
28 SERVICE - MAINTENANCE	78	11	8.7	7	4	14.1	***	0	1.8	1	-1	0.0	100	0	1	1	-1	0.0
	2073							62						10				

* "PROFESSIONAL/PUBLIC SAFETY" includes Police, Fire, and Sheriff Captains, Police and Sheriff Lieutenants; "PUBLIC SAFETY" includes Police Officers, Fire Fighters, and Deputy Sheriffs.

Example: Looking at Females in the OFFICIAL - ADMIN Job Group: Of the 119 full time city employees, 47 are female. 41.9% of the qualified candidates in the Washington D.C. Metropolitan Statistical Area are female. Applying this to the 119 city employees, it is expected that 50 of the city employees in this group would be female. Subtracting the expected value from the existing value yields -3, demonstrating that females are underutilized in this job group by 3 individuals.

** Underutilization is calculated by computing City Utilization as a percent of 1990 Census Availability and subtracting that from 100%

Example: Looking at Females in the OFFICIAL - ADMIN Job Group: 41.9% of the qualified candidates for the Official Administrator jobs in the Washington D.C. Metropolitan Statistical Area are female. 39.5% of the full-time Alexandria City employees in this job are female. Dividing the utilization percent by the availability percent (39.5/41.9) and multiplying by 100 yields a utilization percent of 94.3. Therefore the underutilization = (94.3 - 100) or 5.7, rounded up to 6% underutilization. No underutilization is indicated by "*****" in the applicable data area.

Underutilization is not computed for American Indians because they comprise less than 2% of the Metropolitan Statistical Area Population.

Table I
Comparison of Percents of
Utilization to Availability
FY2002

City of Alexandria, Virginia
 Full-time Employees
 As of June 25, 2002

EEO Job Group	Female			Black			Hispanic			Asian			American Indian		
	Census Avail%	City Utiliz. %	Under** Utiliz. %	Census Avail%	City Utiliz. %	Under** Utiliz. %	Census Avail%	City Utiliz. %	Under** Utiliz. %	Census Avail%	City Utiliz. %	Under** Utiliz. %	Census Avail%	City Utiliz. %	Under** Utiliz. %
21 OFFICIAL-ADMIN	41.9	41.5	1	17.8	16.2	9	2.8	0.8	73	2.8	0.8	73	0.3	0.8	-
22 PROFESSIONAL															
ATTORNEYS	30.7	50.0	***	7.7	10.0	***	2.1	0.0	100	1.9	0.0	100	0.1	0.0	-
LIBRARIAN	75.1	77.3	***	18	0.0	100	2.7	4.5	***	4.7	9.1	***	0.1	0.0	-
PUBLIC SAFETY*	8.7	7.3	16	24.5	14.5	41	2.4	1.8	24	0.4	0.0	100	0.1	0.0	-
OTHER	58.9	64.6	***	27.7	30.5	***	2.9	6.4	***	3.3	4.6	***	0.3	0.4	-
23 TECHNICAL															
SENIOR	26.4	23.5	11	24.1	24.0	0	2.9	6.0	***	2.6	2.5	4	0.3	1.0	-
OTHER	54.6	54.1	1	30.5	40.3	***	3.8	8.6	***	3.5	3.0	15	0.4	0.0	-
24 PUBLIC SAFETY*	17.9	18.6	***	32.7	28.4	13	2.6	5.7	***	0.7	1.7	***	0.1	1.1	-
25 PARA-PROFESSIONAL	57.1	60.7	***	32.1	53.6	***	3.6	5.0	***	3.2	5.0	***	0.2	0.0	-
26 ADMINISTRATIVE SUPPORT	86.5	87.2	***	32.9	53.3	***	3.9	10.6	***	3.6	4.4	***	0.4	0.0	-
27 SKILLED CRAFT	6.8	5.7	16	36.2	60.0	***	7.2	10.0	***	2.9	2.9	1	0.6	0.0	-
28 SERVICE - MAINTENANCE	19.2	11.5	40	53.2	70.5	***	8.7	14.1	***	1.8	0.0	100	1	0.0	-

**"PROFESSIONAL/PUBLIC SAFETY" includes Police, Fire, and Sheriff Captains, Police and Sheriff Lieutenant
 "PUBLIC SAFETY" includes Police Officers, Fire Fighters, and Deputy Sheriffs.

** Underutilization is calculated by computing City Utilization as a percent of 1990 Census Availability and subtracting that from 100%

Example: Looking at Females in the OFFICIAL - ADMIN Job Group: 41.9% of the qualified candidates for the Official Administrator jobs in the Washington D.C. Metropolitan Statistical Area are female. 39.5% of the full-time Alexandria City employees in this job are female. Dividing the utilization percent by the availability percent (39.5/41.9) and multiplying by 100 yields a utilization percent of 94.3. Therefore the underutilization = (94.3 - 100) or 5.7, rounded up to 6% underutilization. No underutilization is indicated by "***" in the applicable data area.

Underutilization is not computed for American Indians because they comprise less than 2% of the Metropolitan Statistical Area Population.

Table II Direct Comparison of Utilization to Availability FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian				
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff		
21 OFFICIAL-ADMIN	130	54	41.9	54	0	21	17.8	23	-2	1	2.8	4	-3	1	0.3	0	1	
22 PROFESSIONAL																		
ATTORNEYS	20	10	30.7	6	4	2	7.7	2	0	0	2.1	0	0	0	1.9	0	0	0
LIBRARIAN	22	17	75.1	17	0	0	18	4	-4	1	2.7	1	0	2	4.7	1	1	0
PUBLIC SAFETY*	55	4	8.7	5	-1	8	24.5	13	-5	1	2.4	1	0	0	0.4	0	0	0
OTHER	452	292	58.9	266	26	138	27.7	125	13	29	2.9	13	16	21	3.3	15	6	2
23 TECHNICAL																		
SENIOR	200	47	26.4	53	-6	48	24.1	48	0	12	2.9	6	6	5	2.6	5	0	2
OTHER	268	145	54.6	146	-1	108	30.5	82	26	23	3.8	10	13	8	3.5	9	-1	0
24 PUBLIC SAFETY*	458	85	17.9	82	3	130	32.7	150	-20	26	2.6	12	14	8	0.7	3	5	5
25 PARA-PROFESSIONAL	140	85	57.1	80	5	75	32.1	45	30	7	3.6	5	2	7	3.2	4	3	0
26 ADMINISTRATIVE SUPPORT	180	157	86.5	166	1	96	32.9	69	37	19	3.9	7	12	8	3.6	6	2	0
27 SKILLED CRAFT	70	4	6.8	5	-1	42	36.2	25	17	7	7.2	5	2	2	2.9	2	0	0
28 SERVICE - MAINTENANCE	78	9	19.2	15	-6	55	53.2	41	14	11	8.7	7	4	0	1.8	1	-1	0
	2073	909				723				137				62				10

* "PROFESSIONAL/PUBLIC SAFETY" Includes Police, Fire, and Sheriff Captains, Police and Sheriff Lieutenants;
"PUBLIC SAFETY" Includes Police Officers, Fire Fighters, and Deputy Sheriffs.

Example: Looking at Females in the OFFICIAL - ADMIN Job Group: Of the 119 full time city employees, 47 are female, 41.9% of the qualified candidates in the Washington D.C. Metropolitan Statistical Area are female. Applying this to the 119 city employees, it is expected that 50 of the city employees in this group would be female. Subtracting the expected value from the existing value yields -3, demonstrating that females are underutilized in this job group by 3 individuals.

Definitions:
Exist - Number of employees as of date displayed at top of report
Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
Expec - calculated for each job group: Total * (Avail%/100)
Diff - Calculated for each job group: Exist - Expec

Table III Workforce Distribution All Departments FY2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:

	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 130	54	24	58	48	15	6	1	0	1	0	1	0
	%	42	18	45	37	12	5	1	0	1	0	1	0
22 PROFESSIONAL ATTORNEYS	# 20	10	2	10	8	0	2	0	0	0	0	0	0
	%	50	10	50	40	0	10	0	0	0	0	0	0
LIBRARIAN	# 22	17	3	4	15	0	0	1	0	0	2	0	0
	%	77	14	18	68	0	0	5	0	0	9	0	0
PUBLIC SAFETY	# 55	4	9	44	2	6	2	1	0	0	0	0	0
	%	7	16	80	4	11	4	2	0	0	0	0	0
OTHER	# 452	292	190	91	171	45	93	10	19	13	8	1	1
	%	65	42	20	38	10	21	2	4	3	2	0	0
23 TECHNICAL SENIOR	# 200	47	67	103	30	35	13	8	4	5	0	2	0
	%	24	34	52	15	18	7	4	2	3	0	1	0
OTHER	# 268	145	139	68	61	42	66	8	15	5	3	0	0
	%	54	52	25	23	16	25	3	6	2	1	0	0
24 PUBLIC SAFETY	# 458	85	169	248	41	92	38	21	5	8	0	4	1
	%	19	37	54	9	20	8	5	1	2	0	1	0
25 PARA-PROFESSIONAL	# 140	85	89	21	30	29	46	2	5	3	4	0	0
	%	61	64	15	21	21	33	1	4	2	3	0	0
26 ADMINISTRATIVE SUPPORT	# 180	157	123	14	43	6	90	1	18	2	6	0	0
	%	87	68	8	24	3	50	1	10	1	3	0	0
27 SKILLED CRAFT	# 70	4	51	18	1	39	3	7	0	2	0	0	0
	%	6	73	26	1	56	4	10	0	3	0	0	0
28 SERVICE - MAINTENANCE	# 78	9	66	11	1	49	6	9	2	0	0	0	0
	%	12	85	14	1	63	8	12	3	0	0	0	0
TOTALS:	# 2073	909	932	690	451	358	365	69	68	39	23	8	2
	%	44	45	33	22	17	18	3	3	2	1	0	0

EEO Job Group	Total:	<20:	20 - 24:	25 - 29:	30 - 34:	35 - 39:	40 - 44:	45 - 49:	50 - 54:	55 - 59:	60 - 64:	65 - 69:	70 UP:		
														#	%
21 OFFICIAL-ADMIN	130	0	0	2	4	7	17	21	32	31	11	4	1		
22 PROFESSIONAL	20	0	0	7	2	6	1	4	0	0	0	0	0		
ATTORNEYS	22	0	0	0	0	35	10	30	5	20	0	0	0		
LIBRARIAN	55	0	0	0	0	0	14	5	9	0	27	14	27		
PUBLIC SAFETY	452	0	0	0	0	0	0	10	14	19	10	18	18		
OTHER	268	0	10	22	44	41	34	44	36	23	12	2	0		
23 TECHNICAL	200	0	0	7	12	34	44	41	29	20	12	0	1		
SENIOR	458	0	15	49	106	112	84	51	28	11	2	0	0		
OTHER	140	0	9	22	15	18	15	25	15	10	6	0	0		
25 PARA-PROFESSIONAL	180	0	6	16	11	13	11	18	11	8	5	3	2		
26 ADMINISTRATIVE SUPPORT	70	0	1	1	7	10	10	22	7	9	2	1	0		
27 SKILLED CRAFT	78	0	1	5	4	14	15	11	15	6	6	0	1		
28 SERVICE - MAINTENANCE	2073	0	59	184	280	323	337	333	272	165	89	22	9		
TOTALS		0	3	9	14	16	16	16	13	8	4	1	0		

Appendix A

City Positions by EEO Groups

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
OFFICIAL - ADMIN		
AFFIRM ACT OFCR	1	GS
ASSC DIR/ACUTE & EME	1	GS
ASSC DIR/ADMIN SVCS	1	GS
ASSC DIR/EXTENDED CA	1	GS
ASST. CITY MGR	2	GS
ASST TO THE CITY MGR	1	GS
CITY ARCHAEOLOGIST	1	GS
CITY ATTY	1	AD
CITY CLK & CLK OF COU	1	AD
CITY MGR	1	AD
CLK OF THE CIRCUIT CO	1	AD
COMNWL ATTY	1	AD
COOR/SPECIAL PROJEC	1	GS
COORD/TRANSP	1	GS
DEP CHF/POLICE	3	GS
DEP CITY CLK	1	AD
DEP COMNWL ATTY	1	GS
DEP DIR/CODE ENFCMN	1	GS
DEP DIR/GENL SVCS	1	GS
DEP DIR/ITS	2	GS
DEP DIR/LIBRARY	1	GS
DEP DIR/MGMT & BUDG	1	GS
DEP DIR/OHOU	1	GS
DEP DIR/PERS	1	GS
DEP DIR/PLNG & ZONING	1	GS
DEP DIR/RECR/PRGM OP	1	GS
DEP DIR/TES ENGR	1	GS
DEP DIR/TES TRANS & T	1	GS
DEP FIN DIR/COMPTRLR	1	GS
DEP FIRE CHIEF	2	GS
DEP REGISTRAR	1	GS
DEP SHERIFF/CHIEF	1	PS
DEP/DIR/RECR/P&NR&C	1	GS
DIR/ADHCC	1	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
DIR/AGENCY ON AGING	1	GS
DIR/ALEXANDRIA WORK	1	GS
DIR/CNSULTN & ED PRG	1	GS
DIR/COMUNTY SUPPRT	1	GS
DIR/DIV JUV MH SVCS	1	GS
DIR/DIV OF COMUNTY P	1	GS
DIR/FINANCE	1	GS
DIR/GENL SVCS	1	GS
DIR/HUMAN SVCS	1	GS
DIR/ITS	1	GS
DIR/LIBRARY	1	GS
DIR/MGMT & BUDG	1	GS
DIR/MH/MR/SA	1	GS
DIR/OFC EARLY CHLD D	1	GS
DIR/OFC OF CITZ ASSTC	1	GS
DIR/OFC OF CODE ENFC	1	GS
DIR/OFC OF ECON OPPT	1	GS
DIR/OFC OF EMPL & TRN	1	GS
DIR/OFC OF HISTORIC A	1	GS
DIR/OFC OF HOUSING	1	GS
DIR/OFC OF HUMAN RIG	1	GS
DIR/OFC ON WOMEN	1	GS
DIR/OFC ON YOUTH	1	GS
DIR/OUTPATIENT PRGM/	1	GS
DIR/PERS SVCS	1	GS
DIR/PLNG & ZONING	1	GS
DIR/REAL ESTATE ASMN	2	GS
DIR/RECR & CULTURAL	1	GS
DIR/RESEARCH & EVAL	1	GS
DIR/SOC SVCS DIV	1	GS
DIR/TES	1	GS
DIR/DIV JOBLINK	1	GS
DIV CHF/ADMN SVCS	7	GS
DIV CHF/APPLICATIONS	1	GS
DIV CHF/COMUNCNS	1	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
DIV CHF/CONSTR	1	GS
DIV CHF/DESIGN	1	GS
DIV CHF/FACIL MAINT	1	GS
DIV CHF/HOUS PRGM IM	1	GS
DIV CHF/LNDLRD-TENAN	1	GS
DIV CHF/MAINT	2	GS
DIV CHF/MTR EQUIP	1	GS
DIV CHF/NETWORK & SE	1	GS
DIV CHF/PERS SVCS	5	GS
DIV CHF/PLNG	2	GS
DIV CHF/PROP & CONST	1	GS
DIV CHF/RECR	2	GS
DIV CHF/REVENUE ADM	1	GS
DIV CHF/SOLID WASTE	1	GS
DIV CHF/TRANSIT SVCS	1	GS
DIV CHF/TRANSP	1	GS
DIV CHF/TREAS	1	GS
ELECTIONS ADMNR	1	GS
FIRE BATTALION CHF	4	PS
FIRE CHF	1	GS
FIRE MARSHAL	1	PS
LEGISLATIVE DIR	1	GS
MUSEUM DIR	4	GS
POLICE CHF	1	GS
PUB INFO OFCR	1	GS
PURCH AGENT	1	GS
REGISTRAR	1	AD
SHERIFF	1	GS
SPEC ASST/CITY MGR/H	1	GS
SPECIAL ASST PARKS &	1	GS
SUPRV/CHF ELIG	1	GS
SUPRV/CHF SOC WKR	1	GS
SUPRV/ENVRMNTL QUAL	1	GS
SUPRV/MEDICAL	2	GS
UNDERSHERIFF	1	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
Total:	130	
PROFESSIONAL/ATTORNEYS		
ASST CITY ATTY III	3	GS
ASST CITY ATTY IV	1	GS
ASST CITY ATTY V	2	GS
ASST COMNWL ATTY I	4	GS
ASST COMNWL ATTY II	3	GS
ASST COMNWL ATTY IV	1	GS
ASST COMNWL ATTY V	3	GS
CIRCUIT COURT LAW CL	3	GS
Total:	20	
PROFESSIONAL/LIBRARIANS		
LAW LIBRARIAN	1	GS
LIBRARIAN I	6	GS
LIBRARIAN II	9	GS
LIBRARIAN III	5	GS
LIBRARIAN IV	1	GS
Total:	22	
PROFESSIONAL/PUBLIC SAFETY		
DEP SHERIFF/CAPT	4	PS
DEP SHERIFF/LT	6	PS
FIRE CAPT	25	PS
POLICE CAPT	6	PS
POLICE LT	14	PS
Total:	55	
PROFESSIONAL/OTHER		
ACCOUNTANT I	5	GS
ACCOUNTANT II	8	GS
ADMIN ASST/MAYOR	1	GS
ADMN ASST	7	GS
ADMN OFCR I	7	GS
ADMN OFCR II	1	GS
ARBORIST	1	GS
ARCHAEOLOGIST	2	GS
ASST CRT ADMNR	1	AD

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
ASST VOCNL SVCS MGR	1	GS
BUDG/MGMT ANL I	6	GS
BUDG/MGMT ANL II	1	GS
BUYER II	1	GS
BUYER III	2	GS
CHF OF SURVEYS	1	GS
CITY ARBORIST	1	GS
CITY ARCHITECT	1	GS
CIVIL ENGR I	2	GS
CIVIL ENGR II	1	GS
CIVIL ENGR III	2	GS
CIVIL ENGR IV	2	GS
CLINCL PSYCH	2	GS
CLINCL PSYCHOL I	5	GS
COMPUTER PRGMR/ANL	1	GS
COMPUTER PRGMR/ANL	8	GS
COMPUTER PRGMR/ANL	2	GS
COMPUTER SYS ANL I	2	GS
COMPUTER SYS ANL II	4	GS
COMPUTER SYS ANL III	1	GS
CONSMR & CITZ AFF INV	2	GS
CONTRACT ADMINISTRA	1	GS
COORD/ASAP	1	GS
COORD/ASST RESIDNL S	3	GS
COORD/CJIS	1	GS
COORD/CMNTY SVCS PR	2	GS
COORD/CMNTY SVCS PR	1	GS
COORD/COMUNTY & FA	1	GS
COORD/DAY SUPPORT S	1	GS
COORD/DOMSTC VIOLN	1	GS
COORD/EMERG PLNG	1	GS
COORD/HOUSING PRGR	2	GS
COORD/ITS	5	GS
COORD/JURY	1	GS
COORD/LONG-TRM CAR	1	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
COORD/PRGM	1	GS
COORD/REHAB LOAN I	1	GS
COORD/REHAB LOAN II	1	GS
COORD/SITE PLN/ADMN	1	GS
COORD/VICTIM-WITNES	1	GS
COORD/VOLUNTEER SV	3	GS
COORD/YOUTH SVCS	1	GS
COURT ADMNR	1	AD
CURATOR I	1	GS
CURATOR II	3	GS
CUSTOMER SUPRT ENG	6	GS
CUSTOMER SUPRT ENG	6	GS
DATABASE ADMNR I	3	GS
DATABASE ADMNR II	3	GS
DEP COURT ADMNR	1	AD
DIR/ALTERNATV PRGMS	1	GS
DIR/RESIDNL PRGM	1	GS
DIV CHF/ENVRNMNTL SV	1	GS
EARLY CHLD DVLP TRN	1	GS
ELECTRICAL ENGR	1	GS
FIRE PRTCTN ENGR	1	GS
FISCAL ANL	7	GS
FISCAL OFCR I	5	GS
FISCAL OFCR II	5	GS
FISCAL OFCR III	1	GS
GIS MGR	1	GS
HOUSING ANL	2	GS
HS PRGM ADMNR	3	GS
HUMAN RIGHTS INVSGT	1	GS
INFANT DVLPMTN SPECL	2	GS
INMTE CLASSIF COUNSL	10	GS
INTERNAL AUDITOR I	1	GS
INTERNAL AUDITOR II	1	GS
LNDLRD/TENANT INVSG	1	GS
MECHANICAL ENGR	2	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
MGMT ANL I	3	GS
MGMT ANL II	1	GS
NATURALIST II	1	GS
PERS ANL I	3	GS
PERS ANL II	4	GS
POLICE PERS SPECL	2	GS
POLICE RECORDS MGR	1	GS
PROBN OFCR	3	GS
PSYCHIATRIC NURSE	1	GS
PUB AFF OFCR	1	GS
PUB HLTH NURSE II	1	GS
REAL ESTATE OFCR	1	GS
RECORDS ADMNR/ARCH	1	GS
RECR SPECL	1	GS
RECYCLING PRGM SPEC	1	GS
REGIS NURSE	2	GS
RELOCATION ADVSR I	2	GS
RELOCATION ADVSR II	1	GS
RISK MGR	1	GS
SAFETY OFFICER	1	GS
SOC WKR I	31	GS
SOC WKR II	19	GS
SR CONTRACT ADMINIS	1	GS
STRUCTURAL ENGR	2	GS
SUPRV/ACCP	1	GS
SUPRV/ADMN ASST	3	GS
SUPRV/ADMN ASST TO C	2	GS
SUPRV/ADMN OFCR I	6	GS
SUPRV/ADMN OFCR II	1	GS
SUPRV/BUSINESS & PRO	1	GS
SUPRV/ELIG	6	GS
SUPRV/EMPL & TRN	1	GS
SUPRV/FINANCIAL REPO	1	GS
SUPRV/FIRE MAINT	1	GS
SUPRV/LANDSCAPE ARC	1	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
SUPRV/MH TEAM	11	GS
SUPRV/POLICE PERS &	1	GS
SUPRV/PRGM ANL	2	GS
SUPRV/RECR I	9	GS
SUPRV/RECR II	9	GS
SUPRV/RECR III	8	GS
SUPRV/RECR IV	4	GS
SUPRV/RECR V	3	GS
SUPRV/REVENUE	1	GS
SUPRV/SOC WKR	8	GS
SUPRV/THERAPEUTIC R	1	GS
SUPRV/THERAPEUTIC R	1	GS
SUPRV/TREASURY	1	GS
SUPV/FIRE PERS	1	GS
THERAPEUTIC RECR LE	1	GS
THERAPEUTIC RECR SP	1	GS
THERAPIST I	31	GS
THERAPIST II	5	GS
THERAPIST III	36	GS
THERAPIST SUPERVISO	3	GS
TRAFFIC SIGNAL SYS EN	1	GS
TRANSIT SPECL	2	GS
URBAN DESIGNER	1	GS
URBAN PLANNER I	3	GS
URBAN PLANNER II	8	GS
URBAN PLANNER III	5	GS
WATERSHED PRGM ADM	1	GS
WEB ARCHITECT	1	GS
Total:	452	
TECHNICAL/SENIOR		
AIR POLLUTN CNTRL SP	1	GS
ASST SUPT/CONSTR & M	2	GS
ASST SUPT/SOLID WAST	3	GS
ASST SUPT/TRANSP	1	GS
ASST SUPT/TREE MAINT	1	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
AUTOMTV DIAGNSCN	2	GS
AUTOMTV SVCS ADVSR	2	GS
CODE ENFCMNT INSPCT	6	GS
COMPUTER PRGMR	1	GS
COMPUTER SYS ANL IV	1	GS
CONSTR FIELD REPRSN	6	GS
CONTRACT PROCRMNT	1	GS
CONTRACT TECH	1	GS
COORD/BLDG SVCS III	1	GS
COORD/FIRE EMERG CO	1	GS
DEP FIRE MARSHAL/CHF	1	PS
DEP SHERIFF/SGT	14	PS
ELIG FRAUD INVESTIGAT	2	GS
FIRE LT	21	PS
HACK INSPCTR	2	GS
HLTH & COMUNTY ED SP	1	GS
ITS SCHEDLR/OPS LIBRA	1	GS
LAND SURVEY ANL	1	GS
LATENT PRINT EXAMINE	3	GS
LAW CLERK	2	GS
LEASE MGMT ASST	1	GS
LOTUS NOTES SUPPORT	1	GS
MEDICAL LAB TECH	1	GS
NETWORK ENGINEER I	1	GS
NETWORK ENGINEER II	4	GS
NETWORK ENGINEER III	4	GS
OUTREACH/PRVNTN SP	7	GS
PLANS EXAMINER	1	GS
POLICE RANGE OFCR	1	GS
POLICE SGT	36	PS
POLYGRAPH EXAMINER	1	GS
REAL ESTATE APPRSR II	3	GS
RESEARCH HISTORIAN	1	GS
REV COLLECTION SPEC	3	GS
REV COLLECTION SPEC	1	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
SR ELIG WKR	2	GS
SR REAL ESTATE APPR	2	GS
SUPRV CARTOGRAPHER	1	GS
SUPRV/AUTOMTV MECH/	2	GS
SUPRV/CODE ENFCMNT	1	GS
SUPRV/EMRG COMUNIC	8	GS
SUPRV/EQUIP MAINT	1	GS
SUPRV/EXST STRUC INS	1	GS
SUPRV/FACIL MAINT	1	GS
SUPRV/GRAPHIC ARTIST	1	GS
SUPRV/HORT	1	GS
SUPRV/IDENTFN	1	GS
SUPRV/INFO TECH CNTR	1	GS
SUPRV/MAIL DISTRBND	1	GS
SUPRV/MAINT PROJ	1	GS
SUPRV/PERSONAL PRO	1	GS
SUPRV/TECHNICAL	4	GS
SUPRV/TRAFFIC SIGNAL	1	GS
SUPT/CONSTR & MAINT	1	GS
SUPT/PRKS & FACIL MAI	2	GS
SUPT/REFUSE COLLECTI	1	GS
SUPT/REFUSE DISP/ST C	1	GS
SUPT/TRANSP	1	GS
SURVEY PARTY CHF	2	GS
SYS PRGMR SPECL	2	GS
T&ES INSPECTOR I	2	GS
TES INSPCTR II	7	GS
TES INSPCTR III	1	GS
TRAFFIC COMPUTER SP	1	GS
TRAFFIC OPRNS TECH	1	GS
VCNL SVCS SPECL	1	GS
VICTIM-WITNESS SPECL	2	GS
Total:	<hr/> 200	
TECHNICAL/OTHER		
ACCT CLK IV	1	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
ASSMNT RECORDS SPE	1	GS
ASST IMPOUNDING OFC	1	GS
ASST IMPOUNDING OFC	1	GS
BLDG SYS TECH	8	GS
CASEWKR	5	GS
CASEWKR/INTAKE & RE	2	GS
CODE ENFCMNT INSPCT	11	GS
CODE ENFCMNT INSPCT	2	GS
COMPUTER APPLCNS IN	2	GS
COMPUTER OPER II	3	GS
COMPUTER OPER III	2	GS
COMUNTY SVCS SPECL I	5	GS
COMUNTY SVCS SPECL I	1	GS
COORD/BLDG SVCS I	1	GS
COORD/BLDG SVCS II	2	GS
DEP FIRE MARSHAL I	2	PS
DEP FIRE MARSHAL II	2	PS
DEP FIRE MARSHAL III	3	PS
ELIG WKR I	14	GS
ELIG WKR II	18	GS
EMPL & TRN SPECL	16	GS
EMRG COMUNICS TECH	32	GS
EMRG RESC TECH I	11	PS
EMRG RESC TECH II	34	PS
EMRG RESC TECH III	5	PS
ENGR AIDE	6	GS
EXST STRUCT INSPCTR	1	GS
FIRE TRN ASST	1	GS
FOOD SVCS SPECL	1	GS
GIS SPECL	2	GS
IMPOUNDING OFCR	1	GS
MEDICAL RECORDS TEC	1	GS
MH/MR TECH I	1	GS
MH/MR TECH II	9	GS
PARK FACIL SPECL	1	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
PARK MANAGER	1	GS
PERS ASST	2	GS
PERS TECH	1	GS
PLNG TECH	1	GS
POLICE DRIVING INSTRC	1	GS
PURCH TECH	3	GS
REV COLLECTION SPEC	10	GS
SEWER INSPCTR (TV)	1	GS
SPECIAL POLICE OFCR	4	GS
SR PLNG TECH	1	GS
SUPRV/ACCT CLK	1	GS
SUPRV/BAT'RD WOMEN	2	GS
SUPRV/BUS DRVR	1	GS
SUPRV/CUSTODIAN	5	GS
SUPRV/LABOR	8	GS
SUPRV/PRKNG ENFCMN	3	GS
SUPRV/PROPERTY & EV	1	GS
SUPRV/RECORDS	4	GS
SUPRV/SCHOOL CRSNG	1	GS
SURVEY INSTR OPER	2	GS
TRAFF SIGNAL REPAIR T	1	GS
TRAFFIC SURVEY TECH	1	GS
TRANSIT SVCS ASST	1	GS
VICTIM-WITNESS SPECL	1	GS
ZONING INSPCTR	2	GS

Total: 268

PUBLIC SAFETY

DEP SHERIFF I	31	PS
DEP SHERIFF II	30	PS
DEP SHERIFF III	42	PS
DEP SHERIFF IV	23	PS
DOCKMASTER	1	GS
FIRE FIGHTER I	18	PS
FIRE FIGHTER II	77	PS
INMTE RECORDS/CLASSI	4	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
POLICE CPL	3	PS
POLICE OFCR I	55	PS
POLICE OFCR II	38	PS
POLICE OFCR III	43	PS
POLICE OFCR IV	93	PS
Total:	458	
PARA-PROFESSIONAL		
ADLT HLTH CARE ACT A	2	GS
ADMN TECH	14	GS
CASE AIDE	3	GS
CLINCL PSYCHOL TRAIN	3	GS
COMPANION AIDE II	3	GS
COMUNIC CLK/TES	2	GS
COORD/FLEET MAINT	1	GS
CRIME PREVENTION TE	1	GS
HORT SPECL	2	GS
LIBRARY ASST I	14	GS
LIBRARY ASST II	6	GS
LIBRARY ASST III	1	GS
MUSEUM AIDE II	1	GS
PLNG ASST I	1	GS
PRGM AIDE II	1	GS
PRKNG ENFCMNT OFCR	13	GS
PRKNG ENFCMNT OFCR	13	GS
PRKNG ENFCMNT OFCR	4	GS
PUB INFO SPECL	3	GS
RESIDNL COUNSLR	35	GS
RESIDNL DETOX COUNS	3	GS
SR RESIDNL COUNSLR	8	GS
SUPRV/ADMN TECH	2	GS
SUPRV/SHLTR	2	GS
VOLUNTEER DEVELOPE	2	GS
Total:	140	
ADMINISTRATIVE SUPPORT		
ACCT CLK I	4	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
ACCT CLK II	18	GS
ACCT CLK III	17	GS
ASST REGISTRAR III	1	GS
AUTOMTV PARTS SPECL	2	GS
CLIENT INTAKE SVCS W	7	GS
CLK II	1	GS
CLK TYP II	22	GS
CLK TYP III	1	GS
DATA ENTRY OPER II	1	GS
DELIVERY CLK	1	GS
DEP COURT CLK	20	AD
EXEC SECY	1	GS
INFO TECH OPER II	2	GS
INFO TECH OPER III	1	GS
LEGAL SECRETARY I	2	GS
LEGAL SECRETARY II	4	GS
MAIL DISTRIBN/DUPLIC C	2	GS
MGMT INFO CLK	1	GS
PERS CLK II	5	GS
POLICE SVCS CLK	1	GS
PROPERTY CLK	2	GS
PUB SAFETY RECORDS	18	GS
RECEPTIONIST/TELE OP	3	GS
SECRETARY I	12	GS
SECRETARY II	23	GS
SECRETARY III	6	GS
SUPRV/SECRETARY III	2	GS
Total:	180	
SKILLED CRAFT		
AUTOMTV MECH	10	GS
CARPENTER	2	GS
EQUIP MAINT SPECL	1	GS
EQUIP OPER II	21	GS
FACIL MAINT SPECL	2	GS
HEAVY EQUIP OPER	6	GS

**Job Classes by EEO Category
Positions Filled as of: June 25, 2002**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
LABORER III	13	GS
MASTER ELECTRICIAN	1	GS
OFFSET PRESS OPER I	2	GS
OFFSET PRESS OPER II	1	GS
SIGN FABRICATOR	1	GS
TRAFF SIGNAL REPAIR	2	GS
TRAFFIC SVCS WKR II	3	GS
TRAFFIC SVCS WKR III	3	GS
TREE TRIMMER	2	GS
Total:	70	
SERVICE - MAINTENANCE		
AUTOMTV PARTS DRIVE	1	GS
BLDG SVCS ASST	1	GS
BUS DRVR	2	GS
COOK	1	GS
CUSTODIAN	15	GS
EQUIP OPER I	10	GS
HORT ASST	1	GS
LABORER I	7	GS
LABORER II	14	GS
MAINT WKR	4	GS
REFUSE COLLECTOR	17	GS
ROD AND CHAIN OPER	3	GS
UNDEFINED	2	AD
Total:	78	

Employee Grand Total: 2073

Appendix B

Utilization Analysis by Department

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	0	0	41.9	0	0	17.8	0	0	2.8	0	0	0	0	2.8	0	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	3	3	30.7	1	2	7.7	0	1	2.1	0	0	0	1.9	0	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	2.7	0	0	0	4.7	0	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0	0.4	0	0	0	0	0.1	0	0
OTHER	8	5	58.9	5	0	27.7	2	-1	2.9	0	1	1	3.3	0	1	0	0	0.3	0	0
23 TECHNICAL SENIOR	1	0	26.4	0	0	24.1	0	0	2.9	0	0	0	2.6	0	0	0	0	0.3	0	0
OTHER	1	0	54.6	1	-1	30.5	0	0	3.8	0	0	0	3.5	0	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0	0.7	0	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	3.6	0	0	0	3.2	0	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	0	0	86.5	0	0	32.9	0	0	3.9	0	0	0	3.6	0	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	0	2.9	0	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	0	1.8	0	0	0	0	1	0	0
	13	8					2		1			1			1			0		0

Exist - Number of employees as of date displayed at top of report

Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.

Expec - calculated for each job group: Total * (Avail%/100)

Diff - Calculated for each job group: Exist - Expec

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

CIRCUIT COURT JUDGES

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 3 %	3	1	0	2	0	1	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 8 %	5	3	1	4	0	1	1	1	1	1	0	0
23 TECHNICAL													
SENIOR	# 1 %	0	0	1	0	0	0	0	0	0	0	0	0
OTHER	# 1 %	0	0	1	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
27 SKILLED CRAFT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 13 %	8	4	3	6	0	2	1	0	1	0	0	0
		62	31	23	46	0	15	8	0	8	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

CITIZENS ASSISTANCE

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	1	1	41.9	0	1	17.8	0	1	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	2	1	58.9	1	0	27.7	1	1	0	2.9	0	0	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL SENIOR	0	0	26.4	0	0	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	2	2	86.5	2	0	32.9	1	1	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	1	1	19.2	0	0	53.2	1	-1	1	8.7	0	1	0	1.8	0	0	0	1	0	0
	6	5			5				1				0					0		0

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

CITIZENS ASSISTANCE

Workforce
Distribution By
Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total Female:		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1	1	100	0	0	0	1	0	0	0	0	0	0
22 PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 2	1	50	0	0	1	1	0	0	0	0	0	0
%	%	50	100	0	0	50	50	0	0	0	0	0	0
23 TECHNICAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
SENIOR	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	%	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	%	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 2	2	100	0	0	0	2	0	0	0	0	0	0
%	%	100	100	0	0	0	100	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 1	1	100	0	0	0	0	0	1	0	0	0	0
%	%	100	100	0	0	0	0	0	100	0	0	0	0
TOTALS:	# 6	5	83	6	100	0	4	1	17	0	1	0	0
%	%	83	100	100	100	0	67	17	17	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

CITY ATTORNEY

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	1	0	41.9	0	0	17.8	0	0	1	2.8	0	1	0	2.8	0	0	0.3	0	0	
22 PROFESSIONAL ATTORNEYS	5	3	30.7	2	1	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	3	2	58.9	2	0	27.7	1	1	0	2.9	0	0	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL SENIOR	1	1	26.4	0	1	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	1	1	57.1	1	0	32.1	0	1	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	1	1	86.5	1	0	32.9	0	1	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	12	8			4			1		0		0		0		0				

Exist - Number of employees as of date displayed at top of report

Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.

Expec - calculated for each job group: Total * (Avail%/100)

Diff - Calculated for each job group: Exist - Expec

CITY ATTORNEY

Workforce
Distribution By
Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1	0	1	0	0	0	0	1	0	0	0	0	0
	%	0	100	0	0	0	0	100	0	0	0	0	0
22 PROFESSIONAL ATTORNEYS	# 5	3	0	2	3	0	0	0	0	0	0	0	0
	%	60	0	40	60	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 3	2	2	1	0	0	2	0	0	0	0	0	0
	%	67	67	33	0	0	67	0	0	0	0	0	0
23 TECHNICAL SENIOR	# 1	1	0	0	1	0	0	0	0	0	0	0	0
	%	100	0	0	100	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 1	1	1	0	0	0	1	0	0	0	0	0	0
	%	100	100	0	0	0	100	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 1	1	1	0	0	0	1	0	0	0	0	0	0
	%	100	100	0	0	0	100	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 12	8	5	3	4	0	4	1	0	0	0	0	0
	%	67	42	25	33	0	33	8	0	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

CITY CLERK/CITY COUNCIL

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian								
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff						
21 OFFICIAL-ADMIN	2	2	41.9	1	1	17.8	0	0	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0		
22 PROFESSIONAL																						
ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0	0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0	0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0	0.1	0	0	
OTHER	1	1	58.9	1	0	27.7	0	0	0	2.9	0	0	0	3.3	0	0	0	0	0.3	0	0	
23 TECHNICAL																						
SENIOR	0	0	26.4	0	0	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0	0	0.3	0	0	
OTHER	0	0	54.6	0	0	30.5	0	0	0	3.8	0	0	0	3.5	0	0	0	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0	0.1	0	0	
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0	0.2	0	0	
26 ADMINISTRATIVE SUPPORT	1	1	86.5	1	0	32.9	0	1	0	3.9	0	0	0	3.6	0	0	0	0	0.4	0	0	
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0	0.6	0	0	
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	0	1	0	0	
	4	4			1				0				0					0				

Exist - Number of employees as of date displayed at top of report

Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.

Expec - calculated for each job group: Total * (Avail%/100)

Diff - Calculated for each job group: Exist - Expec

CITY CLERK/CITY COUNCIL

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2 %	2 100	0	0	2 100	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 1 %	1 100	0	0	1 100	0	0	0	0	0	0	0	0
23 TECHNICAL													
SENIOR	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 1 %	1 100	1	0	0	0	1 100	0	0	0	0	0	0
27 SKILLED CRAFT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 4 %	4 100	1 25	0	3 75	0	1 25	0	0	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

CITY MANAGER

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian									
		Exist	Avail%	Expec	Diff	Exist	Avail%	Expec	Diff	Exist	Avail%	Expec	Diff	Exist	Avail%	Expec	Diff						
21 OFFICIAL-ADMIN	8	4	41.9	3	1	2	17.8	1	1	0	2.8	0	0	0	2.8	0	0	0	0	0.3	0	0	
22 PROFESSIONAL																							
ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0	0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0	0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0	0.1	0	0	
OTHER	4	4	58.9	2	2	0	27.7	1	-1	0	2.9	0	0	0	3.3	0	0	0	0	0.3	0	0	
23 TECHNICAL																							
SENIOR	0	0	26.4	0	0	0	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0	0	0.3	0	0	
OTHER	0	0	54.6	0	0	0	30.5	0	0	0	3.8	0	0	0	3.5	0	0	0	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0	0.1	0	0	
25 PARA-PROFESSIONAL	1	1	57.1	1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0	0.2	0	0	
26 ADMINISTRATIVE SUPPORT	1	1	86.5	1	0	1	32.9	0	1	0	3.9	0	0	0	3.6	0	0	0	0	0.4	0	0	
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0	0.6	0	0	
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	0	1	0	0	
	14	10				3				0				0						0			

Exist - Number of employees as of date displayed at top of report

Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.

Expec - calculated for each job group: Total * (Avail%/100)

Diff - Calculated for each job group: Exist - Expec.

CITY MANAGER

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 8	4	2	2	4	2	0	0	0	0	0	0	0
	%	50	25	25	50	25	0	0	0	0	0	0	0
22 PROFESSIONAL ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 4	4	0	0	4	0	0	0	0	0	0	0	0
	%	100	0	0	100	0	0	0	0	0	0	0	0
23 TECHNICAL SENIOR	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 1	1	0	0	1	0	0	0	0	0	0	0	0
	%	100	0	0	100	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 1	1	1	0	0	0	1	0	0	0	0	0	0
	%	100	100	0	0	0	100	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 14	10	3	2	9	2	1	0	0	0	0	0	0
	%	71	21	14	64	14	7	0	0	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian			
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	
21 OFFICIAL-ADMIN	1	0	41.9	0	0	17.8	0	0	2.8	0	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL	0	0	30.7	0	0	7.7	0	0	2.1	0	0	1.9	0	0	0.1	0	0
ATTORNEYS	0	0	30.7	0	0	7.7	0	0	2.1	0	0	1.9	0	0	0.1	0	0
LIBRARIAN	1	1	75.1	1	0	18	0	0	2.7	0	0	4.7	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0.4	0	0	0.1	0	0
OTHER	0	0	58.9	0	0	27.7	0	0	2.9	0	0	3.3	0	0	0.3	0	0
23 TECHNICAL	0	0	26.4	0	0	24.1	0	0	2.9	0	0	2.6	0	0	0.3	0	0
SENIOR	0	0	26.4	0	0	24.1	0	0	2.9	0	0	2.6	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	3.8	0	0	3.5	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0.7	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	3.6	0	0	3.2	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	20	12	86.5	17	-5	32.9	7	-2	3.9	1	-1	3.6	1	2	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	2.9	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	1.8	0	0	1	0	0
	22	13			5			0			3		0				

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

CLERK OF COURT

Workforce
Distribution By
Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1	0	0	1	0	0	0	0	0	0	0	0	0
%	0	0	0	100	0	0	0	0	0	0	0	0	0
22 PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 1	1	0	0	1	0	0	0	0	0	0	0	0
%	100	100	0	0	100	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
23 TECHNICAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
SENIOR	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 20	12	8	6	6	0	5	0	0	2	1	0	0
%	60	40	30	30	30	0	25	0	0	10	5	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 22	13	8	7	7	0	5	0	0	2	1	0	0
%	59	36	32	32	0	23	0	9	5	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

COMMONWEALTH ATTORNEY

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian				
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff		
21 OFFICIAL-ADMIN	2	1	41.9	1	0	17.8	0	0	2.8	0	0	2.8	0	0	0	0.3	0	0
22 PROFESSIONAL	12	4	30.7	4	0	7.7	1	0	2.1	0	0	1.9	0	0	0	0.1	0	0
ATTORNEYS																		
LIBRARIAN	0	0	76.1	0	0	18	0	0	2.7	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0.4	0	0	0	0.1	0	0
OTHER	2	1	58.9	1	0	27.7	1	-1	2.9	0	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL	4	3	26.4	1	2	24.1	1	-1	2.9	0	1	2.6	0	0	0	0.3	0	0
SENIOR																		
OTHER	2	2	54.6	1	1	30.5	1	-1	3.8	0	1	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	3.6	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	7	6	86.5	6	0	32.9	2	0	3.9	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	1.8	0	0	1	0	0	0
	29	17			3				2			0			0			0

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

COMMONWEALTH ATTORNEY

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2	1	0	1	1	0	0	0	0	0	0	0	0
	%	50	0	50	50	0	0	0	0	0	0	0	0
22 PROFESSIONAL ATTORNEYS	# 12	4	1	8	3	0	1	0	0	0	0	0	0
	%	33	8	67	25	0	8	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 2	1	0	1	1	0	0	0	0	0	0	0	0
	%	50	0	50	50	0	0	0	0	0	0	0	0
23 TECHNICAL SENIOR	# 4	3	1	0	3	0	0	1	0	0	0	0	0
	%	75	25	0	75	0	0	25	0	0	0	0	0
OTHER	# 2	2	1	0	1	0	0	0	1	0	0	0	0
	%	100	50	0	50	0	0	0	50	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 7	6	2	0	5	1	1	0	0	0	0	0	0
	%	86	29	0	71	14	14	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 29	17	5	10	14	1	2	1	1	0	0	0	0
	%	59	17	34	48	3	7	3	3	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

FINANCE

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian							
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff					
21 OFFICIAL-ADMIN	5	2	41.9	2	0	1	17.8	1	0	0	2.8	0	0	0	2.8	0	0	0.3	0	0	
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	24	11	58.9	14	-3	4	27.7	7	-3	1	2.9	1	0	3	3.3	1	2	0	0.3	0	0
23 TECHNICAL SENIOR	5	3	26.4	1	2	5	24.1	1	4	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
OTHER	14	11	54.6	8	3	8	30.5	4	4	0	3.8	1	-1	1	3.5	0	1	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	2	2	57.1	1	1	1	32.1	1	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	23	20	86.5	20	0	13	32.9	8	5	3	3.9	1	2	0	3.6	1	-1	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	73	49				32				4			4					0			

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec.

FINANCE

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 5 %	2 40	1 20	3 60	1 20	0 0	1 20	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 24 %	11 46	8 33	8 33	8 33	2 8	2 8	1 4	1 4	2 8	1 4	1 4	0 0
23 TECHNICAL	# 5 %	3 60	5 100	0 0	0 0	2 40	3 60	0 0	0 0	0 0	0 0	0 0	0 0
SENIOR	# 5 %	3 60	5 100	0 0	0 0	2 40	3 60	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 14 %	11 79	9 64	2 14	3 21	0 0	8 57	0 0	0 0	1 7	0 0	0 0	0 0
24 PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
25 PARA-PROFESSIONAL	# 2 %	2 100	1 50	0 0	1 50	0 0	1 50	0 0	0 0	0 0	0 0	0 0	0 0
ADMINISTRATIVE SUPPORT	# 23 %	20 87	16 70	2 9	5 22	1 4	12 52	0 0	3 13	0 0	0 0	0 0	0 0
27 SKILLED CRAFT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
28 SERVICE - MAINTENANCE	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 73 %	49 67	40 55	15 21	18 25	5 7	27 37	1 1	3 4	3 4	1 1	1 1	0 0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

FIRE

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian							
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff					
21 OFFICIAL-ADMIN	10	1	41.9	4	-3	2	17.8	2	0	0	2.8	0	0	0	2.8	0	0	0.3	0	0	
22 PROFESSIONAL																					
ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	25	1	8.7	2	-1	4	24.5	6	-2	0	2.4	1	-1	0	0.4	0	0	0	0.1	0	0
OTHER	14	4	58.9	8	-4	2	27.7	4	-2	1	2.9	0	1	2	3.3	0	2	0	0.3	0	0
23 TECHNICAL																					
SENIOR	37	5	26.4	10	-5	4	24.1	9	-5	2	2.9	1	1	1	2.6	1	0	0	0.3	0	0
OTHER	86	37	54.6	47	-10	16	30.5	26	-10	3	3.8	3	0	4	3.5	3	1	0	0.4	0	0
24 PUBLIC SAFETY	95	6	17.9	17	-11	16	32.7	31	-15	2	2.6	2	0	0	0.7	1	-1	1	0.1	0	1
25 PARA-PROFESSIONAL	1	0	57.1	1	-1	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	3	3	86.5	3	0	2	32.9	1	1	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	2	0	6.8	0	0	0	36.2	1	-1	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
	273	57				46				8				7					1		

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

FIRE

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 10 %	1 10	2 20	7 70	1 10	2 20	0 0	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 25 %	1 4	4 16	21 84	0 0	3 12	1 4	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 14 %	4 29	5 36	8 57	1 7	0 0	2 14	0 0	1 7	2 14	0 0	0 0	0 0
23 TECHNICAL	# 37 %	5 14	7 19	25 68	5 14	4 11	0 0	2 5	0 0	1 3	0 0	0 0	0 0
SENIOR	# 86 %	37 43	23 27	36 42	27 31	8 9	8 9	2 2	1 1	3 3	1 1	0 0	0 0
OTHER	# 95 %	6 6	19 20	70 74	6 6	16 17	0 0	2 2	0 0	0 0	0 0	1 1	0 0
24 PUBLIC SAFETY	# 1 %	0 0	0 0	1 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
25 PARA-PROFESSIONAL	# 3 %	3 100	2 67	0 0	1 33	0 0	2 67	0 0	0 0	0 0	0 0	0 0	0 0
26 ADMINISTRATIVE SUPPORT	# 2 %	0 0	0 0	2 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
27 SKILLED CRAFT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
28 SERVICE - MAINTENANCE	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 273 %	57 21	62 23	170 62	41 15	33 12	13 5	6 2	2 1	6 2	1 0	1 0	0 0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

GENERAL SERVICES

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian							
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff					
21 OFFICIAL-ADMIN	6	0	41.9	3	-3	0	17.8	1	-1	0	2.8	0	0	0	2.8	0	0	0.3	0	0	
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
OTHER	4	1	58.9	2	-1	1	27.7	1	0	0	2.9	0	0	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL SENIOR	20	3	26.4	5	-2	5	24.1	5	0	1	2.9	1	0	0	2.6	1	-1	0	0.3	0	0
OTHER	8	0	54.6	4	-4	3	30.5	2	1	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	1	1	57.1	1	0	1	32.1	0	1	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	10	5	86.5	9	-4	4	32.9	3	1	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	16	1	6.8	1	0	9	36.2	6	3	0	7.2	1	-1	2	2.9	0	2	0	0.6	0	0
28 SERVICE - MAINTENANCE	4	0	19.2	1	-1	3	53.2	2	1	1	8.7	0	1	0	1.8	0	0	0	1	0	0
	69	11				26				2				2					0		

65

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

GENERAL SERVICES

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 6	0	0	6	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 4	1	1	3	0	0	1	0	0	0	0	0	0
	%	25	25	75	0	0	25	0	0	0	0	0	0
23 TECHNICAL													
SENIOR	# 20	3	6	12	2	4	1	1	0	0	0	0	0
	%	15	30	60	10	20	5	5	0	0	0	0	0
OTHER	# 8	0	3	5	0	3	0	0	0	0	0	0	0
	%	0	38	63	0	38	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 1	1	1	0	0	0	1	0	0	0	0	0	0
	%	100	100	0	0	0	100	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 10	5	4	4	2	1	3	0	0	0	0	0	0
	%	50	40	40	20	10	30	0	0	0	0	0	0
27 SKILLED CRAFT	# 16	1	11	4	1	9	0	0	0	2	0	0	0
	%	6	69	25	6	56	0	0	0	13	0	0	0
28 SERVICE - MAINTENANCE	# 4	0	4	0	0	3	0	1	0	0	0	0	0
	%	0	100	0	0	75	0	25	0	0	0	0	0
TOTALS:	# 69	11	30	34	5	20	6	2	0	2	0	0	0
	%	16	43	49	7	29	9	3	0	3	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

HEALTH

EEO Job Group	Total	Female		Black		Hispanic		Asian		American Indian								
		Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff							
21 OFFICIAL-ADMIN	1	0	41.9	0	0	17.8	0	0	0	2.8	0	0	0	0	0.3	0	0	
22 PROFESSIONAL																		
ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0.1	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0.1	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0.1	0
OTHER	1	1	58.9	1	0	27.7	0	0	0	2.9	0	0	0	3.3	0	0	0.3	0
23 TECHNICAL																		
SENIOR	2	2	26.4	1	1	24.1	0	0	1	2.9	0	1	0	2.6	0	0	0.3	0
OTHER	1	1	54.6	1	0	30.5	0	0	1	3.8	0	1	0	3.5	0	0	0.4	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0.1	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0.2	0
26 ADMINISTRATIVE SUPPORT	2	2	86.5	2	0	32.9	1	-1	1	3.9	0	1	0	3.6	0	0	0.4	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0.6	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	1	0
	7	6							3			0					0	

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

HEALTH

Workforce
Distribution By
Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1 %	0 0	0 0	1 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL													
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 1 %	1 100	0 0	0 0	1 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
23 TECHNICAL													
SENIOR	# 2 %	2 100	1 50	0 0	1 50	0 0	0 0	0 0	1 50	0 0	0 0	0 0	0 0
OTHER	# 1 %	1 100	1 100	0 0	0 0	0 0	0 0	0 0	1 100	0 0	0 0	0 0	0 0
24 PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
25 PARA-PROFESSIONAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
26 ADMINISTRATIVE SUPPORT	# 2 %	2 100	1 50	0 0	1 50	0 0	0 0	0 0	1 50	0 0	0 0	0 0	0 0
27 SKILLED CRAFT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
28 SERVICE - MAINTENANCE	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 7 %	6 86	3 43	1 14	3 43	0 0	0 0	0 0	3 43	0 0	0 0	0 0	0 0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian			
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	
21 OFFICIAL-ADMIN	6	4	41.9	3	1	17.8	1	0	2.8	0	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	2.1	0	0	1.9	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	2.7	0	0	4.7	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0.4	0	0	0.1	0	0
OTHER	7	5	58.9	4	1	27.7	2	-1	2.9	0	0	3.3	0	0	0.3	0	0
23 TECHNICAL SENIOR	1	0	26.4	0	0	24.1	0	0	2.9	0	0	2.6	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	3.8	0	0	3.5	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0.7	0	0	0.1	0	0
25 PARA-PROFESSIONAL	2	1	57.1	1	0	32.1	1	-1	3.6	0	0	3.2	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	0	0	86.5	0	0	32.9	0	0	3.9	0	0	3.6	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	2.9	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	1.8	0	0	1	0	0
	16	10			2			0			0			0			

69

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

HISTORIC ALEXANDRIA

Workforce
Distribution By
Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Total Female:	Total Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 6 %	4	1	1	4	1	0	0	0	0	0	0	0
22 PROFESSIONAL	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 7 %	5	1	2	4	0	1	0	0	0	0	0	0
23 TECHNICAL	# 1 %	0	0	1	0	0	0	0	0	0	0	0	0
SENIOR	# 1 %	0	0	100	0	0	0	0	0	0	0	0	0
OTHER	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 2 %	1	0	1	1	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE - MAINTENANCE	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 16 %	10	2	5	9	1	1	0	0	0	0	0	0
		63	13	31	56	6	6	0	0	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Female		Black		Hispanic		Asian		American Indian						
		Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff					
21 OFFICIAL-ADMIN	4	2	41.9	2	0	1	17.8	1	0	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0.1	0	0
ATTORNEYS	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0.1	0	0
LIBRARIAN	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0.1	0	0
PUBLIC SAFETY	0	0	58.9	5	-2	1	27.7	2	-1	1	2.9	0	1	0.3	0	0
OTHER	9	3	26.4	0	0	0	24.1	0	0	0	2.9	0	0	0.3	0	0
23 TECHNICAL	0	0	54.6	0	0	0	30.5	0	0	0	3.8	0	0	0.4	0	0
SENIOR	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0.1	0	0
OTHER	0	0	57.1	0	0	0	32.1	0	0	0	3.6	0	0	0.2	0	0
24 PUBLIC SAFETY	0	0	86.5	4	1	4	32.9	2	2	0	3.9	0	0	0.4	0	0
25 PARA-PROFESSIONAL	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0.6	0	0
26 ADMINISTRATIVE SUPPORT	5	0	19.2	0	0	0	53.2	0	0	0	8.7	0	0	1	0	0
27 SKILLED CRAFT	0	0														
28 SERVICE - MAINTENANCE	0	0														
	18	10				6			1		0		0			

Exist - Number of employees as of date displayed at top of report

Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.

Expec - calculated for each job group: Total * (Avail%/100)

Diff - Calculated for each job group: Exist - Expec

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

HOUSING

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 4 %	2 50	1 25	2 50	1 25	0 0	1 25	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL													
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 9 %	3 33	2 22	4 44	3 33	1 11	0 0	1 11	0 0	0 0	0 0	0 0	0 0
23 TECHNICAL													
SENIOR	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
24 PUBLIC SAFETY													
	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
25 PARA-PROFESSIONAL													
	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
26 ADMINISTRATIVE SUPPORT													
	# 5 %	5 100	4 80	0 0	1 20	0 0	4 80	0 0	0 0	0 0	0 0	0 0	0 0
27 SKILLED CRAFT													
	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
28 SERVICE - MAINTENANCE													
	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 18 %	10 56	7 39	6 33	5 28	1 6	5 28	1 6	0 0	0 0	0 0	0 0	0 0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

HUMAN RIGHTS

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian			
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	
21 OFFICIAL-ADMIN	1	1	41.9	0	1	17.8	0	0	2.8	0	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	2.1	0	0	1.9	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	2.7	0	0	4.7	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0.4	0	0	0.1	0	0
OTHER	1	0	58.9	1	-1	27.7	0	0	2.9	0	1	3.3	0	0	0.3	0	0
23 TECHNICAL SENIOR	0	0	26.4	0	0	24.1	0	0	2.9	0	0	2.6	0	0	0.3	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	3.8	0	0	3.5	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0.7	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	3.6	0	0	3.2	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	1	1	86.5	1	0	32.9	0	0	3.9	0	1	3.6	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	2.9	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	1.8	0	0	1	0	0
	3	2			0			2			0			0			

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec.

HUMAN RIGHTS

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1 %	1 100	0	0	1 100	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 1 %	0	1	0	0	0	0	1 100	0	0	0	0	0
23 TECHNICAL													
SENIOR	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 1 %	1 100	1	0	0	0	0	0	1 100	0	0	0	0
27 SKILLED CRAFT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 3 %	2 67	2 67	0	1 33	0	0	1 33	1 33	0	0	0	0

HUMAN SERVICES

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 14 % 57	8	5	2	7	4	1	0	0	0	0	0	0
22 PROFESSIONAL ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 84 %	70	37	8	39	4	23	2	8	0	0	0	0
23 TECHNICAL SENIOR	# 5 %	4	3	0	2	1	2	0	0	0	0	0	0
OTHER	# 56 %	42	42	4	10	6	21	4	9	0	2	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 13 %	9	10	0	3	2	6	2	0	0	0	0	0
ADMINISTRATIVE SUPPORT	# 22 %	21	19	0	3	0	12	1	5	0	1	0	0
27 SKILLED CRAFT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 2 %	1	2	0	0	1	1	0	0	0	0	0	0
TOTALS:	# 196 %	155	118	14	64	18	66	9	22	0	3	0	0
		79	60	7	33	9	34	5	11	0	2	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

INFORMATION TECHNOLOGY SERVICES

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian								
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff						
21 OFFICIAL-ADMIN	5	1	41.9	2	-1	0	17.8	1	-1	0	2.8	0	0	0	2.8	0	0	0.3	0	0		
22 PROFESSIONAL																						
ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0	
OTHER	21	9	58.9	12	-3	3	27.7	6	-3	0	2.9	1	-1	4	3.3	1	3	0	0.3	0	0	
23 TECHNICAL																						
SENIOR	10	3	26.4	3	0	5	24.1	2	3	1	2.9	0	1	0	2.6	0	0	0	0.3	0	0	
OTHER	4	2	54.6	2	0	1	30.5	1	0	0	3.8	0	0	1	3.5	0	1	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0	
25 PARA-PROFESSIONAL	1	1	57.1	1	0	0	32.1	0	0	1	3.6	0	1	0	3.2	0	0	0	0.2	0	0	
26 ADMINISTRATIVE SUPPORT	4	3	86.5	3	0	4	32.9	1	3	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0	
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0	
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0	
	45	19				13				2				5					0			

Exist - Number of employees as of date displayed at top of report

Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.

Expec - calculated for each job group: Total * (Avail%/100)

Diff - Calculated for each job group: Exist - Expec

INFORMATION TECHNOLOGY SERVICES

Workforce
Distribution By
Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 5 %	1 20	0 0	4 80	1 20	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
OTHER	# 21 %	9 43	7 33	6 29	8 38	2 10	1 5	0 0	0 0	4 19	0 0	0 0	0 0
23 TECHNICAL	# 10 %	3 30	6 60	4 40	0 0	2 20	3 30	1 10	0 0	0 0	0 0	0 0	0 0
SENIOR	# 4 %	2 50	2 50	1 25	1 25	0 0	1 25	0 0	0 0	1 25	0 0	0 0	0 0
OTHER	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
24 PUBLIC SAFETY	# 1 %	1 100	1 100	0 0	0 0	0 0	0 0	0 0	1 100	0 0	0 0	0 0	0 0
PARA-PROFESSIONAL	# 4 %	3 75	4 100	0 0	0 0	1 25	3 75	0 0	0 0	0 0	0 0	0 0	0 0
ADMINISTRATIVE SUPPORT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
SKILLED CRAFT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
SERVICE - MAINTENANCE	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 45 %	19 42	20 44	15 33	10 22	5 11	8 18	1 2	1 2	5 11	0 0	0 0	0 0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

JUVENILE & DOMESTIC RELATIONS

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian			
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	
21 OFFICIAL-ADMIN	0	0	41.9	0	0	17.8	0	0	2.8	0	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	2.1	0	0	1.9	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	2.7	0	0	4.7	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0.4	0	0	0.1	0	0
OTHER	6	5	58.9	4	1	27.7	2	-1	2.9	0	1	3.3	0	0	0.3	0	0
23 TECHNICAL SENIOR	0	0	26.4	0	0	24.1	0	0	2.9	0	0	2.6	0	0	0.3	0	0
OTHER	2	1	54.6	1	0	30.5	1	0	3.8	0	0	3.5	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0.7	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	3.6	0	0	3.2	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	0	0	86.5	0	0	32.9	0	0	3.9	0	0	3.6	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	2.9	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	1.8	0	0	1	0	0
	8	6			2			1			0			0			

Exist - Number of employees as of date displayed at top of report

Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.

Expec - calculated for each job group: Total * (Avail%/100)

Diff - Calculated for each job group: Exist - Expec

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

JUVENILE & DOMESTIC RELATIONS

EEO Job Group:	Total	Total Female:		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
22 PROFESSIONAL ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 6	5	83	1	17	3	50	0	0	1	17	0	0
	%	6	83	1	17	3	50	0	0	1	17	0	0
23 TECHNICAL SENIOR	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 2	1	50	1	50	1	50	0	0	0	0	0	0
	%	2	50	1	50	1	50	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 8	6	75	3	38	1	13	4	50	1	13	1	13
	%	8	75	3	38	1	13	4	50	1	13	1	13

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

LIBRARY

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	2	1	41.9	1	0	17.8	0	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0	
22 PROFESSIONAL																				
ATTORNEYS	0	0	30.7	0	0	7.7	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0	
LIBRARIAN	18	14	75.1	14	0	18	3	-3	2.7	0	1	1	4.7	1	0	0	0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0	
OTHER	2	2	58.9	1	1	27.7	1	-1	2.9	0	0	0	3.3	0	0	0	0.3	0	0	
23 TECHNICAL																				
SENIOR	1	0	26.4	0	0	24.1	0	0	2.9	0	0	1	2.6	0	1	0	0.3	0	0	
OTHER	1	0	54.6	1	-1	30.5	0	1	3.8	0	0	0	3.5	0	0	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0	
25 PARA-PROFESSIONAL	20	14	57.1	11	3	32.1	6	-2	3.6	1	1	2	3.2	1	1	1	0.2	0	1	
26 ADMINISTRATIVE SUPPORT	2	2	86.5	2	0	32.9	1	-1	3.9	0	0	0	3.6	0	0	0	0.4	0	0	
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0	
28 SERVICE - MAINTENANCE	1	0	19.2	0	0	53.2	1	0	8.7	0	0	0	1.8	0	0	0	1	0	0	
	47	33			6				3			4					1			

Exist - Number of employees as of date displayed at top of report

Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.

Expec - calculated for each job group: Total * (Avail%/100)

Diff - Calculated for each job group: Exist - Expec

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

LIBRARY

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2	1	50	0	0	1	1	0	0	0	0	0	0	0	0
22 PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 18	14	78	2	11	3	13	0	0	1	0	0	1	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 2	2	100	1	50	0	1	0	0	0	0	0	0	0	1
23 TECHNICAL	# 1	0	0	1	100	0	0	0	0	0	0	1	0	0	0
SENIOR	# 1	0	0	1	100	0	0	0	0	0	0	100	0	0	0
OTHER	# 1	0	0	1	100	0	0	1	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 20	14	70	9	45	3	8	2	2	0	2	1	2	0	0
ADMINISTRATIVE SUPPORT	# 2	2	100	0	0	0	2	0	0	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 1	0	0	1	100	0	0	1	0	0	0	0	0	0	0
TOTALS:	# 47	33	70	15	32	7	25	4	4	1	2	2	3	0	1
	%														

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

MANAGEMENT AND BUDGET

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian					
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff			
21 OFFICIAL-ADMIN	2	1	41.9	1	0	17.8	0	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0
22 PROFESSIONAL	0	0	30.7	0	0	7.7	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
ATTORNEYS	0	0	75.1	0	0	18	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
LIBRARIAN	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
PUBLIC SAFETY	8	4	58.9	5	-1	27.7	2	1	2.9	0	1	0	3.3	0	0	0	0.3	0	0
OTHER	0	0	26.4	0	0	24.1	0	0	2.9	0	0	0	2.6	0	0	0	0.3	0	0
23 TECHNICAL	0	0	54.6	0	0	30.5	0	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
SENIOR	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
OTHER	0	0	57.1	0	0	32.1	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
24 PUBLIC SAFETY	0	0	86.5	0	0	32.9	0	0	3.9	0	0	0	3.6	0	0	0	0.4	0	0
25 PARA-PROFESSIONAL	0	0	6.8	0	0	36.2	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
26 ADMINISTRATIVE SUPPORT	0	0	19.2	0	0	53.2	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
27 SKILLED CRAFT	10	5			3			1			0					0			
28 SERVICE - MAINTENANCE																			

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec.

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

MANAGEMENT AND BUDGET

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2	1	0	1	1	0	0	0	0	0	0	0	0
	%	50	0	50	50	0	0	0	0	0	0	0	0
22 PROFESSIONAL ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 8	4	4	2	2	2	1	0	1	0	0	0	0
	%	50	50	25	25	25	13	0	13	0	0	0	0
23 TECHNICAL SENIOR	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 10	5	4	3	3	2	1	0	1	0	0	0	0
	%	50	40	30	30	20	10	0	10	0	0	0	0

hs

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

MH/MR/SA

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian								
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff						
21 OFFICIAL-ADMIN	10	5	41.9	4	1	0	17.8	2	-2	0	2.8	0	0	0	2.8	0	0	0.3	0	0		
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0	
OTHER	121	91	58.9	71	20	41	27.7	34	7	8	2.9	4	4	6	3.3	4	2	0	0.3	0	0	
23 TECHNICAL SENIOR	5	2	26.4	1	1	2	24.1	1	1	1	2.9	0	1	0	2.6	0	0	0	0.3	0	0	
OTHER	13	9	54.6	7	2	9	30.5	4	5	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0	
25 PARA-PROFESSIONAL	52	32	57.1	30	2	36	32.1	17	19	2	3.6	2	0	1	3.2	2	-1	0	0.2	0	0	
26 ADMINISTRATIVE SUPPORT	21	20	86.5	18	2	13	32.9	7	6	4	3.9	1	3	3	3.6	1	2	0	0.4	0	0	
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0	
28 SERVICE - MAINTENANCE	2	1	19.2	0	1	1	53.2	1	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0	
	224	160				102				15				10					0			0

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

MH/MR/SA

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 10 %	5 50	0	5 50	5 50	0	0	0	0	0	0	0	0
22 PROFESSIONAL	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 121 %	91 75	55 45	13 11	53 44	16 13	25 21	1 1	7 6	0 0	6 5	0 0	0
23 TECHNICAL	# 5 %	2 40	3 60	1 20	1 20	2 40	0 0	0 0	1 20	0 0	0 0	0 0	0
SENIOR	# 13 %	9 69	9 69	2 15	2 15	2 15	7 54	0 0	0 0	0 0	0 0	0 0	0
OTHER	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PARA-PROFESSIONAL	# 52 %	32 62	39 75	3 6	10 19	16 31	20 38	0 0	2 4	1 2	0 0	0 0	0
ADMINISTRATIVE SUPPORT	# 21 %	20 95	20 95	0 0	1 5	1 5	12 57	0 0	4 19	0 0	3 14	0 0	0
SKILLED CRAFT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE - MAINTENANCE	# 2 %	1 50	1 50	0 0	1 50	1 50	0 0	0 0	0 0	0 0	0 0	0 0	0
TOTALS:	# 224 %	160 71	127 57	24 11	73 33	38 17	64 29	1 0	14 6	1 0	9 4	0 0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

OFFICE ON WOMEN

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian				
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff		
21 OFFICIAL-ADMIN	1	1	41.9	0	1	17.8	0	0	2.8	0	0	2.8	0	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	2.1	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	2.7	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0.4	0	0	0	0.1	0	0
OTHER	6	6	58.9	4	2	27.7	2	-2	2.9	0	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL SENIOR	4	4	26.4	1	3	24.1	1	-1	2.9	0	2	2.6	0	0	0	0.3	0	0
OTHER	2	2	54.6	1	1	30.5	1	0	3.8	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	2.6	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	1	1	57.1	1	0	32.1	0	0	3.6	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	1	1	86.5	1	0	32.9	0	1	3.9	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	7.2	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	8.7	0	0	1.8	0	0	0	1	0	0
	15	15			2			2			0			0				

18

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

OFFICE ON WOMEN

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1 %	1 100	0	0	1 100	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 6 %	6 100	0	0	6 100	0	0	0	0	0	0	0	0
23 TECHNICAL													
SENIOR	# 4 %	4 100	2	0	2 50	0	0	0	2 50	0	0	0	0
OTHER	# 2 %	2 100	1	0	1 50	1	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 1 %	1 100	0	0	1 100	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 1 %	1 100	1	0	0	1 100	0	0	0	0	0	0	0
27 SKILLED CRAFT	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 15 %	15 100	4	0	11 73	2	0	2	13	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

PERSONNEL SERVICES

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	7	4	41.9	3	1	3	17.8	1	2	0	2.8	0	0	2.8	0	0	0.3	0	0	
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	1.9	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	4.7	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0.4	0	0	0	0.1	0	0
OTHER	8	6	58.9	5	1	4	27.7	2	2	0	2.9	0	0	3.3	0	0	0	0.3	0	0
23 TECHNICAL SENIOR	0	0	26.4	0	0	0	24.1	0	0	0	2.9	0	0	2.6	0	0	0	0.3	0	0
OTHER	3	3	54.6	2	1	1	30.5	1	0	0	3.8	0	0	3.5	0	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0.7	0	0	0	0.1	0	0
25 PARA-PROFESSIONAL	0	0	57.1	0	0	0	32.1	0	0	0	3.6	0	0	3.2	0	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	1	1	86.5	1	0	1	32.9	0	1	0	3.9	0	0	3.6	0	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	2.9	0	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	0	53.2	0	0	0	8.7	0	0	1.8	0	0	0	1	0	0
	19	14				9				0			0				0			0

Exist - Number of employees as of date displayed at top of report.
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

PERSONNEL SERVICES

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian			
		#	%	#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
21 OFFICIAL-ADMIN	7	4	57	3	43	1	14	3	43	2	29	1	14	0	0	0	0
22 PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	8	6	75	4	50	1	13	3	38	1	13	3	38	0	0	0	0
23 TECHNICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SENIOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	3	3	100	1	33	0	67	2	67	0	0	1	33	0	0	0	0
24 PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	1	1	100	1	100	0	0	0	100	0	0	1	100	0	0	0	0
27 SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	19	14	74	9	47	2	11	8	42	3	16	6	32	0	0	0	0

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

PLANNING & ZONING

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 4	4	0	0	4	0	0	0	0	0	0	0	0
	%	100	0	0	100	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 19	6	3	11	5	1	1	1	0	0	0	0	0
	%	32	16	58	26	5	5	5	0	0	0	0	0
23 TECHNICAL													
SENIOR	# 1	0	0	1	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
OTHER	# 6	4	2	1	3	1	1	0	0	0	0	0	0
	%	67	33	17	50	17	17	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 1	0	0	1	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 2	2	2	0	0	0	2	0	0	0	0	0	0
	%	100	100	0	0	0	100	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 33	16	7	14	12	2	4	1	0	0	0	0	0
	%	48	21	42	36	6	12	3	0	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian					
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff			
21 OFFICIAL-ADMIN	7	2	41.9	3	-1	1	17.8	1	0	0	2.8	0	0	0	2.8	0	0	0	0
22 PROFESSIONAL	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0
ATTORNEYS	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0
LIBRARIAN	0	0	8.7	2	-1	3	24.5	5	-2	1	2.4	0	1	0	0.4	0	0	0	0
PUBLIC SAFETY	20	1	8.7	2	-1	3	24.5	5	-2	1	2.4	0	1	0	0.4	0	0	0	0
OTHER	12	7	58.9	7	0	1	27.7	3	-2	0	2.9	0	0	2	3.3	0	2	0	0.3
23 TECHNICAL	49	12	26.4	13	-1	9	24.1	12	-3	2	2.9	1	1	1	2.6	1	0	1	0.3
SENIOR	49	12	26.4	13	-1	9	24.1	12	-3	2	2.9	1	1	1	2.6	1	0	1	0.3
OTHER	39	23	54.6	21	2	17	30.5	12	5	3	3.8	1	2	0	3.5	1	-1	0	0.4
24 PUBLIC SAFETY	232	41	17.9	42	-1	41	32.7	76	-35	19	2.6	6	13	7	0.7	2	5	3	0.1
25 PARA-PROFESSIONAL	32	13	57.1	18	-5	19	32.1	10	9	0	3.6	1	-1	1	3.2	1	0	0	0.2
ADMINISTRATIVE SUPPORT	26	24	86.5	22	2	11	32.9	9	2	2	3.9	1	1	0	3.6	1	-1	0	0.4
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6
28 SERVICE - MAINTENANCE	5	1	19.2	1	0	6	53.2	3	2	0	8.7	0	0	0	1.8	0	0	0	1
	422	124				107				27			11					4	

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

POLICE

**Workforce
Distribution By
Departments FY 2002**

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 7 %	2 29	1 14	4 57	2 29	1 14	0 0	0 0	0 0	0 0	0 0	0 0	0 0
22 PROFESSIONAL	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
ATTORNEYS	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
LIBRARIAN	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
PUBLIC SAFETY	# 20 %	1 5	4 20	15 75	1 5	3 15	0 0	1 5	0 0	0 0	0 0	0 0	0 0
OTHER	# 12 %	7 58	3 25	4 33	5 42	0 0	1 8	0 0	0 0	1 8	1 8	0 0	0 0
23 TECHNICAL	# 49 %	12 24	13 27	26 53	10 20	7 14	2 4	2 4	0 0	1 2	0 0	1 2	0 0
SENIOR	# 49 %	12 24	13 27	26 53	10 20	7 14	2 4	2 4	0 0	1 2	0 0	1 2	0 0
OTHER	# 39 %	23 59	20 51	12 31	7 18	3 8	14 36	1 3	2 5	0 0	0 0	0 0	0 0
24 PUBLIC SAFETY	# 232 %	41 18	70 30	133 57	29 13	33 14	8 3	15 6	4 2	7 3	0 0	3 1	0 0
PARA-PROFESSIONAL	# 32 %	13 41	20 63	9 28	3 9	9 28	10 31	0 0	0 0	1 3	0 0	0 0	0 0
ADMINISTRATIVE SUPPORT	# 26 %	24 92	13 50	1 4	12 46	1 4	10 38	0 0	2 8	0 0	0 0	0 0	0 0
SKILLED CRAFT	# 0 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
SERVICE - MAINTENANCE	# 5 %	1 20	5 100	0 0	0 0	4 80	1 20	0 0	0 0	0 0	0 0	0 0	0 0
TOTALS:	# 422 %	124 29	149 35	204 48	69 16	61 14	46 11	19 5	8 2	10 2	1 0	4 1	0 0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian					
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff			
21 OFFICIAL-ADMIN	2	1	41.9	1	0	17.8	0	0	2.8	0	0	0	2.8	0	0	1	0.3	0	1
22 PROFESSIONAL	0	0	30.7	0	0	7.7	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0
ATTORNEYS	0	0	75.1	0	0	18	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0
LIBRARIAN	0	0	8.7	0	0	24.5	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	58.9	0	0	27.7	0	0	2.9	0	0	0	3.3	0	0	0	0.3	0	0
OTHER	0	0	26.4	1	0	24.1	1	-1	2.9	0	0	0	2.6	0	0	0	0.3	0	0
23 TECHNICAL	5	1	54.6	1	0	30.5	0	0	3.8	0	0	0	3.5	0	0	0	0.4	0	0
SENIOR	1	0	17.9	0	0	32.7	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0
OTHER	0	0	67.1	0	0	32.1	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0
24 PUBLIC SAFETY	0	1	86.5	1	0	32.9	0	1	3.9	0	0	0	3.6	0	0	0	0.4	0	0
25 PARA-PROFESSIONAL	1	0	6.8	0	0	36.2	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0	0
26 ADMINISTRATIVE SUPPORT	0	0	19.2	0	0	53.2	0	0	8.7	0	0	0	1.8	0	0	0	1	0	0
27 SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	9	3			1			0			0				1				

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

REAL ESTATE ASSESSMENTS

Workforce
Distribution By
Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 26, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 2	1	1	0	1	0	0	0	0	0	0	0	1
	%	50	50	0	50	0	0	0	0	0	0	0	50
22 PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
23 TECHNICAL	# 5	1	0	4	1	0	0	0	0	0	0	0	0
SENIOR	%	20	0	80	20	0	0	0	0	0	0	0	0
OTHER	# 1	0	0	1	0	0	0	0	0	0	0	0	0
%	0	0	0	100	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 1	1	1	0	0	0	1	0	0	0	0	0	0
%	100	100	0	0	0	100	0	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
%	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 9	3	2	5	2	0	1	0	0	0	0	1	0
%	33	33	22	56	22	0	11	0	0	0	0	11	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

RECREATION & CULTURAL ACTIVITIES

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian			
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	
21 OFFICIAL-ADMIN	7	3	41.9	3	0	17.8	1	1	0	2.8	0	0	0	0	0.3	0	0
22 PROFESSIONAL																	
ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	0	0.1	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	0	0.1	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0	0.1	0	0
OTHER	45	22	58.9	27	-5	23	27.7	12	11	3	2.9	1	2	0	3.3	1	-1
23 TECHNICAL																	
SENIOR	6	0	26.4	2	-2	4	24.1	1	3	0	2.9	0	0	0	2.6	0	0
OTHER	11	1	64.6	6	-5	9	30.5	3	6	0	3.8	0	0	0	3.5	0	0
24 PUBLIC SAFETY	1	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0
25 PARA-PROFESSIONAL	2	0	57.1	1	-1	0	32.1	1	-1	0	3.6	0	0	0	3.2	0	0
26 ADMINISTRATIVE SUPPORT	5	5	86.5	4	1	4	32.9	2	2	0	3.9	0	0	0	3.6	0	0
27 SKILLED CRAFT	10	1	6.8	1	0	7	36.2	4	3	1	7.2	1	0	0	2.9	0	0
28 SERVICE - MAINTENANCE	24	4	19.2	5	-1	15	53.2	13	2	5	8.7	2	3	0	1.8	0	0
	111	36				64				9				0			1

69

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

RECREATION & CULTURAL ACTIVITIES

Workforce
Distribution By
Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 7	3	2	2	3	2	0	0	0	0	0	0	0
	%	43	29	29	43	29	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 45	22	27	9	9	11	12	2	1	0	0	1	0
	%	49	60	20	20	24	27	4	2	0	0	2	0
23 TECHNICAL													
SENIOR	# 6	0	4	2	0	4	0	0	0	0	0	0	0
	%	0	67	33	0	67	0	0	0	0	0	0	0
OTHER	# 11	1	9	1	1	9	0	0	0	0	0	0	0
	%	9	82	9	9	82	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 1	0	0	1	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 2	0	0	2	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 5	5	4	0	1	0	4	0	0	0	0	0	0
	%	100	80	0	20	0	80	0	0	0	0	0	0
27 SKILLED CRAFT	# 10	1	8	2	0	6	1	1	0	0	0	0	0
	%	10	80	20	0	60	10	10	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 24	4	20	4	0	12	3	4	1	0	0	0	0
	%	17	83	17	0	50	13	17	4	0	0	0	0
TOTALS:	# 111	36	74	23	14	44	20	7	2	0	0	1	0
	%	32	67	21	13	40	18	6	2	0	0	1	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian								
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff						
21 OFFICIAL-ADMIN	3	1	41.9	1	0	17.8	1	-1	0	2.8	0	0	0	2.8	0	0	0	0.3	0	0		
22 PROFESSIONAL																						
ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0	0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0	0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0	0.1	0	0	
OTHER	0	0	58.9	0	0	27.7	0	0	0	2.9	0	0	0	3.3	0	0	0	0	0.3	0	0	
23 TECHNICAL																						
SENIOR	0	0	26.4	0	0	24.1	0	0	0	2.9	0	0	0	2.6	0	0	0	0	0.3	0	0	
OTHER	0	0	54.6	0	0	30.5	0	0	0	3.8	0	0	0	3.5	0	0	0	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0	0.1	0	0	
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0	0.2	0	0	
26 ADMINISTRATIVE SUPPORT	1	0	86.5	1	-1	32.9	0	0	0	3.9	0	0	0	3.6	0	0	0	0	0.4	0	0	
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0	0.6	0	0	
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	0	0	1	0	0	
	4	1							0				0					0				

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

REGISTRAR OF VOTERS

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 3	1	0	2	1	0	0	0	0	0	0	0	0
	%	33	0	67	33	0	0	0	0	0	0	0	0
22 PROFESSIONAL													
ATTORNEYS	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
23 TECHNICAL													
SENIOR	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
24 PUBLIC SAFETY	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 1	0	0	1	0	0	0	0	0	0	0	0	0
	%	0	0	100	0	0	0	0	0	0	0	0	0
27 SKILLED CRAFT	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	# 0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	# 4	1	0	3	1	0	0	0	0	0	0	0	0
	%	25	0	75	25	0	0	0	0	0	0	0	0

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

SHERIFF

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian						
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff				
21 OFFICIAL-ADMIN	4	1	41.9	2	-1	1	17.8	1	0	0	2.8	0	0	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0
ATTORNEYS	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0
PUBLIC SAFETY	10	2	8.7	1	1	1	24.5	2	-1	0	2.4	0	0	0	0.4	0	0	0	0.1	0
OTHER	19	16	58.9	11	5	15	27.7	5	10	0	2.9	1	-1	0	3.3	1	-1	0	0.3	0
23 TECHNICAL	15	2	26.4	4	-2	4	24.1	4	0	0	2.9	0	0	1	2.6	0	1	1	0.3	0
SENIOR	15	2	26.4	4	-2	4	24.1	4	0	0	2.9	0	0	1	2.6	0	1	1	0.3	0
OTHER	3	3	54.6	2	1	0	30.5	1	-1	1	3.8	0	1	0	3.5	0	0	0	0.4	0
24 PUBLIC SAFETY	130	38	17.9	23	15	73	32.7	43	30	5	2.6	3	2	1	0.7	1	0	1	0.1	0
25 PARA-PROFESSIONAL	1	1	57.1	1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	0	0	0	0.2	0
26 ADMINISTRATIVE SUPPORT	12	12	86.5	10	2	9	32.9	4	5	1	3.9	0	1	1	3.6	0	1	0	0.4	0
27 SKILLED CRAFT	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	0	2.9	0	0	0	0.6	0
28 SERVICE - MAINTENANCE	0	0	19.2	0	0	0	53.2	0	0	0	8.7	0	0	0	1.8	0	0	1	0	0
	194	75				103				7				3				2		

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec.

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

SHERIFF

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	4	1	25	1	25	3	0	0	0	0	0	0	0	0	0
22 PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	10	2	20	1	10	8	1	0	0	0	0	0	0	0	0
OTHER	19	16	84	15	79	0	4	3	16	12	0	0	0	0	0
23 TECHNICAL	15	2	13	6	40	9	0	2	2	2	0	0	1	0	1
SENIOR	15	2	13	6	40	9	0	2	2	2	0	0	1	0	1
OTHER	3	3	100	1	33	0	2	0	0	0	1	0	0	0	0
24 PUBLIC SAFETY	130	38	29	80	62	44	6	43	30	4	1	1	1	0	1
25 PARA-PROFESSIONAL	1	1	100	0	0	0	1	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	12	12	100	11	92	0	1	0	9	0	1	0	1	0	0
27 SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	194	75	39	115	59	64	15	48	55	4	3	2	1	1	1

Direct Comparison of Utilization to Availability By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

TRANS & ENVIORN SERVICES

EEO Job Group	Total	Female			Black			Hispanic			Asian			American Indian								
		Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff	Exist	Avail%	Expec Diff						
21 OFFICIAL-ADMIN	13	3	41.9	5	-2	1	17.8	2	-1	0	2.8	0	0	1	2.8	0	1	0	0.3	0	0	
22 PROFESSIONAL																						
ATTORNEYS	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0	0	0.1	0	0	
LIBRARIAN	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0	0	0.1	0	0	
PUBLIC SAFETY	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0	0	0.1	0	0	
OTHER	21	9	58.9	12	-3	4	27.7	6	-2	0	2.9	1	-1	3	3.3	1	2	0	0.3	0	0	
23 TECHNICAL																						
SENIOR	28	2	26.4	7	-5	7	24.1	7	0	1	2.9	1	0	1	2.6	1	0	0	0.3	0	0	
OTHER	15	4	54.6	8	-4	12	30.5	5	7	1	3.8	1	0	0	3.5	1	-1	0	0.4	0	0	
24 PUBLIC SAFETY	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0	0.7	0	0	0	0.1	0	0	
25 PARA-PROFESSIONAL	7	6	57.1	4	2	5	32.1	2	3	0	3.6	0	0	0	3.2	0	0	0	0.2	0	0	
26 ADMINISTRATIVE SUPPORT	6	6	86.5	5	1	3	32.9	2	1	1	3.9	0	1	0	3.6	0	0	0	0.4	0	0	
27 SKILLED CRAFT	42	2	6.8	3	-1	26	36.2	15	11	6	7.2	3	3	0	2.9	1	-1	0	0.6	0	0	
28 SERVICE - MAINTENANCE	39	1	19.2	7	-6	28	53.2	21	7	4	8.7	3	1	0	1.8	1	-1	0	1	0	0	
	171		33			86				13				5					0			

Exist - Number of employees as of date displayed at top of report
 Avail% - Availability as a percentage, taken from census data for the Washington, D.C. Metropolitan Statistical Area.
 Expec - calculated for each job group: Total * (Avail%/100)
 Diff - Calculated for each job group: Exist - Expec

Workforce Distribution By Departments FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

TRANS & ENVIORN SERVICES

EEO Job Group:	Total	Total		White		Black		Hispanic		Asian		American Indian	
		Female:	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 13 %	3	2	8	3	1	0	0	0	1	0	0	0
22 PROFESSIONAL	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
ATTORNEYS	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	# 21 %	9	7	8	6	1	3	0	0	3	0	0	0
23 TECHNICAL	# 28 %	2	9	17	2	7	0	1	0	1	0	0	0
SENIOR	# 28 %	7	32	61	7	25	0	4	0	4	0	0	0
OTHER	# 15 %	4	13	2	0	8	4	1	0	0	0	0	0
24 PUBLIC SAFETY	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	# 7 %	6	5	1	1	0	5	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	# 6 %	6	4	0	2	0	3	0	1	0	0	0	0
27 SKILLED CRAFT	# 42 %	2	32	10	0	24	2	6	0	0	0	0	0
SERVICE - MAINTENANCE	# 39 %	1	76	24	0	57	5	14	0	0	0	0	0
TOTALS:	# 171 %	33	104	53	14	68	18	12	1	5	0	0	0

104

Appendix C

City Department Directors by Race and Sex

City Department Directors by Race and Sex

<u>Name</u>	<u>Race</u>	<u>Sex</u>	<u>Department</u>
Richard Baier	W	M	Transportation & Environmental Services
Rose Williams Boyd	B	F	Citizen Assistance
William Cole	W	M	Information Technology
Mildrilyn Davis	B	F	Housing
Jean Federico	W	F	Historic Alexandria
Eileen Fogarty	W	F	Planning and Zoning
L. Michael Gilmore	W	M	Mental Health
James Gower	W	M	Fire
Henry Howard	B	M	Personnel Services
Charles Konigsberg	W	M	Health
Edward Mandley	W	M	General Services
Carol Moore	W	F	Management and Budget
Daniel Neckel	W	M	Finance
Jean Niebauer	W	F	Human Rights
Patrick O'Brien	W	M	Library
Lisa Oviatt	W	F	Office on Women
Charles Samarra	W	M	Police
Cindy Smith-Page	W	F	Real Estate
Beverly Steele	W	F	Human Services
Sandra Whitmore	W	F	Recreation Department

Appendix D

General and Public Safety Salary Scales - Gender/Race/Ethnicity

Appendix D

Gender/Race/Ethnicity Full-time Workforce Distribution All Departments - General Scale Only *

FY 2002

Grade	Salary Range	Total:	Total Female	Total Minority	WHITE		BLACK		HISPANIC		ASIAN		AMERICAN IND.	
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
32	79,495.86 - 125,691.53	# 1	1	0	0	1	0	0	0	0	0	0	0	0
		%	100	0	0	100	0	0	0	0	0	0	0	0
31	75,710.19 - 119,705.97	# 8	3	0	5	3	0	0	0	0	0	0	0	0
		%	38	0	63	38	0	0	0	0	0	0	0	0
30	72,109.88 - 114,013.50	# 6	2	2	3	1	1	1	0	0	0	0	0	0
		%	33	33	50	17	17	17	0	0	0	0	0	0
29	68,679.60 - 108,589.84	# 11	5	3	5	3	0	1	0	0	0	1	1	0
		%	45	27	45	27	0	9	0	0	0	9	9	0
28	65,406.71 - 103,414.40	# 16	4	2	10	4	2	0	0	0	0	0	0	0
		%	25	13	63	25	13	0	0	0	0	0	0	0
27	62,292.13 - 98,490.57	# 15	8	3	5	7	2	1	0	0	0	0	0	0
		%	53	20	33	47	13	7	0	0	0	0	0	0
26	59,489.48 - 94,059.27	# 11	6	0	5	6	0	0	0	0	0	0	0	0
		%	55	0	45	55	0	0	0	0	0	0	0	0
25	56,654.70 - 89,577.18	# 15	10	1	4	10	1	0	0	0	0	0	0	0
		%	67	7	27	67	7	0	0	0	0	0	0	0
24	53,962.38 - 85,320.35	# 55	29	15	19	21	7	6	2	0	0	0	0	0
		%	53	27	35	38	13	11	4	0	0	0	0	0
23	51,395.18 - 81,261.33	# 14	9	4	2	8	1	0	0	0	0	0	0	0
		%	64	29	14	57	7	0	0	0	0	0	0	0
22	48,946.71 - 77,390.03	# 35	24	12	7	16	3	6	2	0	0	0	0	0
		%	69	34	20	46	9	17	3	6	0	0	0	0
21	46,619.34 - 73,710.19	# 77	42	22	25	30	7	7	0	1	3	4	0	0
		%	55	29	32	39	9	9	0	1	4	5	0	0
20	44,619.34 - 70,199.51	# 74	36	24	27	23	8	10	3	3	2	2	1	0
		%	49	32	36	31	11	14	4	4	3	3	1	0
19	42,286.99 - 66,860.29	# 86	45	32	28	26	7	15	3	3	3	1	0	0
		%	52	37	33	30	8	17	3	3	3	1	0	0
18	40,276.98 - 63,682.25	# 23	10	6	10	7	2	3	0	0	1	0	0	0
		%	43	26	43	30	9	13	0	0	4	0	0	0
17	38,356.06 - 60,645.06	# 107	61	40	25	42	15	15	3	3	2	1	1	0
		%	57	37	23	39	14	14	3	3	2	1	1	0
16	36,531.82 - 57,760.74	# 45	25	20	13	12	7	11	0	2	0	0	0	0
		%	56	44	29	27	16	24	0	4	0	0	0	0
15	34,789.14 - 55,005.37	# 66	37	33	15	18	5	19	5	4	4	0	0	0
		%	56	50	23	27	8	29	8	6	6	0	0	0

Appendix D

Gender/Race/Ethnicity Full-time Workforce Distribution All Departments - General Scale Only * FY 2002

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

Grade	Salary Range	Total:		WHITE		BLACK		HISPANIC		ASIAN		AMERICAN IND.	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
14	33,137.05 - 52,393.26	93		51	55	15	30	25	16	3	6	2	2
13	31,544.27 - 49,874.89	119		67	68	22	29	23	29	6	7	1	2
12	30,120.22 - 47,623.31	68		47	38	11	24	19	24	5	6	1	2
11	28,764.53 - 45,479.24	110		69	56	16	19	13	34	1	7	0	0
10	26,667.61 - 42,164.07	74		48	47	12	15	12	29	1	3	1	0
9	26,315.69 - 41,607.95	67		16	46	15	6	28	9	6	0	1	1
8	25,059.10 - 39,621.14	31		23	25	3	3	4	16	1	4	0	0
7	23,942.07 - 37,854.82	74		44	81	10	10	13	52	3	13	0	0
6	22,877.04 - 36,171.06	45		36	31	5	9	4	14	0	7	0	0
5	21,875.13 - 34,586.94	21		80	69	11	20	9	31	0	16	0	0
4	20,912.18 - 33,064.41	4		4	86	14	0	62	10	2	5	0	0
3	19,988.77 - 31,604.40	18		1	17	1	0	16	75	0	25	0	0
2	19,102.16 - 30,202.58	22		5	94	6	0	89	6	0	0	0	0
1	18,283.21 - 28,907.72	3		3	91	9	0	12	4	3	1	0	0
TOTALS		1414		780	720	317	377	248	317	41	63	24	23
		#		#		#		#		#		#	#
		%		%		%		%		%		%	%

The following positions included in this table are ones that are not appointed by the City Manager:
Undersheriff, Deputy Library Director, Deputy Commonwealth's Attorney, and Health Department staff.

This table does not include the following positions: City Manager, City Attorney, City Clerk and Clerk of Council, Commonwealth's Attorney, Registrar, Sheriff, Deputy City Clerk, Asst. Court Administrator, Administrative Aide / City Council, Deputy Court Clerk/Trainee, Clerk of the City Court, Senior Clinical Psychiatrist

GENUINE/FAITHFUL/COURTSHIP Full-time Workforce Distribution All Departments - Public Safety Scale Only * FY 2002

Grade	Salary Range	Total:	Total		WHITE		BLACK		HISPANIC		ASIAN		AMERICAN IND.	
			Female	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
18	59,489.48 - 94,059.27	# 1	0	0	1	0	0	0	0	0	0	0	0	0
		%	0	0	100	0	0	0	0	0	0	0	0	0
17	56,654.70 - 89,577.18	# 14	1	4	10	0	3	1	0	0	0	0	0	0
		%	7	29	71	0	21	7	0	0	0	0	0	0
16	53,962.38 - 85,320.35	# 1	0	0	1	0	0	0	0	0	0	0	0	0
		%	0	0	100	0	0	0	0	0	0	0	0	0
15	51,395.18 - 81,261.33	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
14	48,946.71 - 77,390.03	# 45	3	7	36	2	5	1	1	0	0	0	0	0
		%	7	16	80	4	11	2	2	0	0	0	0	0
13	46,619.34 - 73,710.19	# 1	0	0	1	0	0	0	0	0	0	0	0	0
		%	0	0	100	0	0	0	0	0	0	0	0	0
12	44,398.94 - 70,199.51	# 79	12	22	48	9	11	3	5	0	2	0	1	0
		%	15	28	61	11	14	4	6	0	3	0	1	0
11	42,286.99 - 66,860.29	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
10	40,276.98 - 63,682.25	# 5	0	2	3	0	2	0	0	0	0	0	0	0
		%	0	40	60	0	40	0	0	0	0	0	0	0
9	38,356.06 - 60,645.06	# 116	15	20	84	12	13	2	1	1	2	0	1	0
		%	13	17	72	10	11	2	1	1	2	0	1	0
8	36,531.82 - 57,760.74	# 198	37	72	108	18	38	16	7	2	6	0	2	0
		%	19	36	55	9	19	8	4	1	3	0	1	0
7	34,789.14 - 55,005.37	# 172	44	79	71	22	40	21	13	1	3	0	1	0
		%	26	46	41	13	23	12	8	1	2	0	1	0
6	33,137.05 - 52,393.26	# 11	7	1	4	6	0	1	0	0	0	0	0	0
		%	64	9	36	55	0	9	0	0	0	0	0	0
5	31,544.27 - 49,874.89	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
4	30,120.22 - 47,623.31	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
3	28,764.53 - 45,479.24	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
2	27,467.64 - 43,429.00	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
1	26,315.69 - 41,607.95	# 0	0	0	0	0	0	0	0	0	0	0	0	0
		%	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS		# 643	119	207	367	69	112	45	27	4	13	0	5	0
		%	19	32	57	11	17	7	4	1	2	0	1	0

* The following position included in this table is one that is not appointed by the City Manager: Undersheriff
This table does not include the following position: Sheriff

Appendix E

General and Public Safety Salary Scales - Age Bands

Appendix E

Age Bands/Pay Grades Full-time Workforce Distribution

City of Alexandria, Virginia
Full-time Employees
As of June 25, 2002

All Departments - General Scale Only * FY2002

Grade: Salary Range	Total:	<20:	20 - 24:	25 - 29:	30 - 34:	35 - 39:	40 - 44:	45 - 49:	50 - 54:	55 - 59:	60 - 64:	65 - 69:	70 UP:
32 79,495.86 - 125,691.53	# 1 %	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1 100	0 0	0 0
31 75,710.19 - 119,705.97	# 8 %	0 0	0 0	0 0	0 0	1 13	0 0	0 0	2 25	2 25	3 38	0 0	0 0
30 72,109.88 - 114,013.50	# 6 %	0 0	0 0	0 0	0 0	0 0	0 0	1 17	1 17	3 50	1 17	0 0	0 0
29 68,679.60 - 108,589.84	# 11 %	0 0	0 0	0 0	0 0	0 0	1 9	4 36	2 18	2 18	1 9	0 0	1 9
28 65,406.71 - 103,414.40	# 16 %	0 0	0 0	0 0	0 0	3 19	1 6	4 25	3 19	4 25	1 6	0 0	0 0
27 62,292.13 - 98,490.57	# 15 %	0 0	0 0	0 0	2 13	1 7	1 7	3 20	3 20	3 20	0 0	2 13	0 0
26 59,489.48 - 94,059.27	# 11 %	0 0	0 0	0 0	0 0	2 18	2 18	5 45	1 9	1 9	0 0	0 0	0 0
25 56,654.70 - 89,577.18	# 15 %	0 0	0 0	0 0	0 0	1 7	4 27	2 13	4 27	2 13	1 7	1 7	0 0
24 53,962.38 - 85,320.35	# 55 %	0 0	0 0	2 0	4 7	8 15	13 24	8 15	11 20	7 13	2 4	0 0	0 0
23 51,395.18 - 81,261.33	# 14 %	0 0	0 0	0 0	6 43	1 7	0 0	2 14	2 14	2 14	0 0	1 7	0 0
22 48,946.71 - 77,390.03	# 35 %	0 0	0 0	1 0	2 6	2 6	13 37	5 14	9 26	1 3	1 3	0 0	1 3
21 46,619.34 - 73,710.19	# 77 %	0 0	0 0	10 0	12 16	7 9	12 16	11 14	15 19	6 8	3 4	0 0	1 1
20 44,619.34 - 70,199.51	# 74 %	0 0	0 0	1 0	9 12	8 11	14 19	18 24	10 14	9 12	4 5	1 1	0 0
19 42,286.99 - 66,860.29	# 86 %	0 0	0 0	6 0	8 9	9 10	15 17	18 21	9 10	9 10	7 8	5 6	0 0
18 40,276.98 - 63,682.25	# 23 %	0 0	0 0	2 0	4 17	3 13	3 13	3 13	2 9	3 13	3 13	0 0	0 0
17 38,356.06 - 60,645.06	# 107 %	0 0	0 0	13 0	7 7	11 10	18 17	17 16	24 22	8 7	8 7	0 0	1 1

Grade: Salary Range	10001	10002	10003	10004	10005	10006	10007	10008	10009	10010	10011	10012	10013	10014	10015	10016	10017	10018	10019	10020
16 36,531.82 - 57,760.74	# 45	0	1	5	2	7	6	9	8	3	3	0	1							
	%	0	2	2	4	16	13	20	18	7	7	0	2							
15 34,789.14 - 55,005.37	# 66	0	1	8	11	7	11	7	9	7	4	1	0							
	%	0	2	2	17	11	17	11	14	11	6	2	0							
14 33,137.05 - 52,393.26	# 93	0	5	15	11	9	6	14	17	9	5	1	1							
	%	0	5	5	12	10	6	15	18	10	5	1	1							
13 31,544.27 - 49,874.89	# 119	0	7	8	15	21	15	19	18	13	3	0	0							
	%	0	6	6	13	18	13	16	15	11	3	0	0							
12 30,120.22 - 47,623.31	# 68	0	2	6	12	9	7	11	8	5	7	1	0							
	%	0	2	3	18	13	10	16	12	7	10	1	0							
11 28,764.53 - 45,479.24	# 110	0	5	7	14	13	19	21	13	10	5	1	2							
	%	0	5	5	13	12	17	19	12	9	5	1	2							
10 26,667.61 - 42,164.07	# 74	0	3	8	9	11	9	8	13	6	6	1	0							
	%	0	4	4	12	15	12	11	18	8	8	1	0							
9 26,315.69 - 41,607.95	# 67	0	1	3	4	12	10	18	6	6	5	2	0							
	%	0	1	1	6	18	15	27	9	9	7	3	0							
8 25,059.10 - 39,621.14	# 31	0	3	4	3	3	3	3	3	2	6	1	0							
	%	0	10	10	10	10	10	10	10	6	19	3	0							
7 23,942.07 - 37,854.82	# 74	0	3	9	10	10	8	14	12	4	1	2	1							
	%	0	4	4	14	14	11	19	16	5	1	3	1							
6 22,877.04 - 36,171.06	# 45	0	6	12	3	3	7	5	4	3	4	1	0							
	%	0	13	13	7	7	16	11	9	7	9	2	2							
5 21,875.13 - 34,586.94	# 21	0	1	1	1	5	4	3	4	1	1	0	0							
	%	0	5	5	5	24	19	14	19	5	5	0	0							
4 20,912.18 - 33,064.41	# 4	0	2	1	1	0	0	0	0	0	0	0	0							
	%	0	50	50	25	0	0	0	0	0	0	0	0							
3 19,988.77 - 31,604.40	# 18	0	1	2	2	6	3	2	2	0	0	0	0							
	%	0	6	6	11	33	17	11	11	0	0	0	0							
2 19,102.16 - 30,202.58	# 22	0	0	1	1	1	5	2	5	4	3	0	0							
	%	0	0	0	0	5	23	9	23	18	14	0	0							
1 18,283.21 - 28,907.72	# 3	0	0	1	2	0	0	0	0	0	0	0	0							
	%	0	0	0	67	0	0	0	0	0	0	0	0							
TOTALS	# 1414	0	41	126	155	174	210	237	220	135	86	21	9							
	%	0	3	9	11	12	15	17	16	10	6	1	1							

Appendix E

Full-time Workforce Distribution

Full-time Employees
As of June 25, 2002

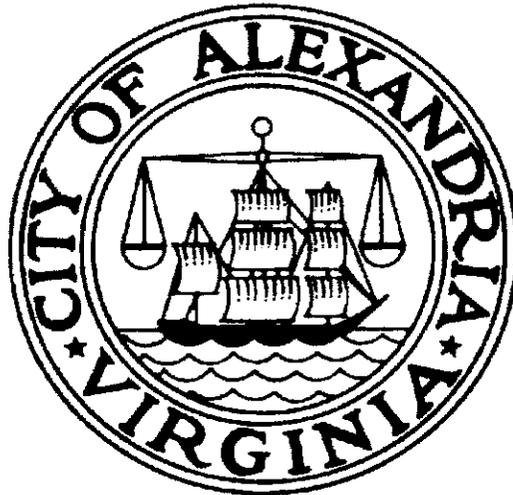
All Departments - Public Safety Scale Only * FY2002

Grade: Salary Range	Total:	<20:	20 - 24:	25 - 29:	30 - 34:	35 - 39:	40 - 44:	45 - 49:	50 - 54:	55 - 59:	60 - 64:	65 - 69:	70 UP:
#	%	#	%	#	%	#	%	#	%	#	%	#	%
18 59,489.48 - 94,059.27	# 1 %	0	0	0	0	0	0	0	0	1	0	0	0
17 56,654.70 - 89,577.18	# 14 %	0	0	0	0	1	6	3	2	2	0	0	0
16 53,962.38 - 85,320.35	# 1 %	0	0	0	0	0	0	0	0	1	0	0	0
15 51,395.18 - 81,261.33	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
14 48,946.71 - 77,390.03	# 45 %	0	0	0	0	9	10	17	8	1	0	0	0
13 46,619.34 - 73,710.19	# 1 %	0	0	0	0	0	0	1	0	0	0	0	0
12 44,398.94 - 70,199.51	# 79 %	0	0	0	5	19	24	18	6	6	1	0	0
11 42,286.99 - 66,860.29	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
10 40,276.98 - 63,682.25	# 5 %	0	0	0	0	0	1	0	2	2	0	0	0
9 38,356.06 - 60,645.06	# 116 %	0	0	0	0	27	32	34	17	4	2	0	0
8 36,531.82 - 57,760.74	# 198 %	0	0	1	14	50	64	20	11	3	0	0	0
7 34,789.14 - 55,005.37	# 172 %	0	0	15	41	64	28	18	1	2	0	0	0
6 33,137.05 - 52,393.26	# 11 %	0	0	0	3	6	1	1	0	0	0	0	0
5 31,544.27 - 49,874.89	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
4 30,120.22 - 47,623.31	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
3 28,764.53 - 45,479.24	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
2 27,467.64 - 43,429.00	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
1 26,315.69 - 41,607.95	# 0 %	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	# 643 %	0	16	58	125	149	127	96	47	22	3	0	0

114

12
2-11-03

City of Alexandria Applicant Tracking Report Fiscal Year 2002



The City of Alexandria complies with The Americans with Disabilities Act.
If you require this report in an alternative format,
call (703) 519-3489 [Voice/TTY]

FY 2002 Applicant Tracking Report

Table of Contents

Introduction	1
Methodology	1
Phase I: Applied and Certified	2
Phase II: Certified and Interviewed	10
Phase III: Interviewed and Selected	14
Summary of Promotional Data	19
Conclusion	21

Applicant Tracking Tables

Gender/Race/Ethnicity

Table IV: Certification Rates	23
Table IV-A: Interview Rates	25
Table IV-B: Selection Rates	27

Persons with Disabilities, Older Workers and Vietnam Veterans

Table V: Certification Rates	29
Table V-A: Interview Rates	31
Table V-B: Selection Rates	33

Age Bands

Table VI: Certification Rates	35
Table VI-A: Interview Rates	37
Table VI-B: Selection Rates	39

Promotional Selection Rates

Gender/Race/Ethnicity

Table VII: Certification Rates	41
Table VII-A: Interview Rates	43
Table VII-B: Selection Rates	45

Persons with Disabilities, Older Workers and Vietnam Veterans

Table VIII:	Certification Rates	47
Table VIII-A:	Interview Rates	49
Table VIII-B:	Selection Rates	51

Age Bands

Table IX:	Certification Rates	53
Table IX-A:	Interview Rates	55
Table IX-B:	Selection Rates	57

INTRODUCTION

The **Applicant Tracking Report** supplements the City's Workforce Utilization Analysis by providing another means of tracking the City's progress toward attaining an increasingly diverse workforce. The information contained in this report details the comparative certification, interview, and selection rates for males, females, Whites, African Americans, Hispanics, Asians, persons with disabilities, older workers (over age 40), and Vietnam-era veterans.

Purpose of the Report. This report reviews the outcomes of the employment process to ensure no barriers exist which may impede equal employment opportunity. The process of capturing applicant data serves to identify disparities which may signify barriers to employment. Such disparities do not, themselves, establish the presence of discrimination because other factors may account for these differences. However, whenever disparities do exist, it is the City's policy to investigate the reasons and take corrective action if warranted. For example, staff may modify the City's recruitment strategies, or tailor its advertising and outreach methods, to reach individuals from under-represented groups and ensure they have ample opportunity to learn about jobs available within the City government. The City's goal is to recruit highly qualified candidates who will effectively serve the citizens of Alexandria and to utilize the talents of the diverse population within its recruiting area (i.e. the Washington, D.C. metropolitan area). This report provides the City with a method of measuring its progress achieving that goal.

Methodology. Staff compiles the applicant tracking report from the voluntary affirmative action data forms that are provided to every City job applicant. Because completion of the affirmative action data form is voluntary, this report tracks the applicants who completed and submitted this form. In FY 2002, the City received a total of 10,247 applications for full-time positions. This report captures the data provided by the 6,246 applicants who completed at least one part of the voluntary affirmative action data forms. The data for this report are compiled from the applicant tracking software program in place for FY2002, and they reflect all job requisitions filled during FY 2002. The City filled 271 full-time regular positions during FY2002, a substantial decrease compared to the 423 full-time regular positions filled during FY2001. The decrease in hiring can be viewed, in part, as a result of fewer employees leaving City service and a hiring freeze imposed with spending reductions.

Summary of Applicant Tracking Tables. Tables IV through VI-B show the comparative selection rates at each stage of the selection process: certification, interview and hiring. The first three columns of each table show the overall numbers of individuals who were certified, interviewed, or selected as a raw number and as a percent. The subsequent columns show the individual selection rates for males, females, Whites, African Americans, Hispanics, Asians, persons with disabilities, older workers and Vietnam veterans. The term "older worker" refers to persons over the age of 40, as defined by the Federal Age Discrimination in Employment Act. Included is a breakdown of the certification, interview, and selection rates for persons over the age of 40 by age bands (40-44, 45-49, 50-54, 55-59, 60-64, and 65 and older). Additionally, Tables VII through IX-B detail the selections which were made via the City's **internal promotional process.**

PHASE I: APPLIED AND CERTIFIED

Overview of Application Process. The City's hiring process begins when the hiring official completes a personnel requisition package and submits it to the Department of Personnel Services. Once the necessary budgetary and personnel approvals are obtained, the position is advertised. Most positions are advertised as internal promotional opportunities for seven calendar days. This policy reflects the City's strong commitment to upward mobility for City employees. If the position is not filled via the promotional process, the position is advertised through external recruitment sources for fourteen calendar days. The figures contained in this analysis represent an aggregation of all the applicants and hires for FY 2002 positions — including both internal or promotional and external candidates.

Announcing City Job Vacancies. Acquiring and retaining highly qualified employees is the central purpose of the City's selection process. With that purpose in mind, the City conducts a selection process that provides an equal opportunity to all applicants, and has taken specific steps to make the application process clear and equitable. When job vacancies are not filled promotionally, they are advertised in the Metropolitan Washington recruitment area, through local and regional newspapers, radio announcements, job fairs, internet job sites, and notices to more than 350 colleges and community organizations. Every job notice contains a detailed description of duties for the position, the minimum qualifications (education and experience), and any preferred qualifications. The notice also lists the salary range and describes experience which may substitute for the desired education credentials.

Processing Applications and "Certification." Applications are submitted to the Department of Personnel Services, along with the voluntary affirmative action data forms. The affirmative action data forms are separated from the original applications and logged into the applicant tracking system for statistical purposes only. The information on each applicant's affirmative action data form is kept confidential and is not released to the hiring officials. The application is reviewed by a Personnel Analyst to determine whether the applicant meets the minimum eligibility requirements (i.e., whether the applicant is "certified").

It is important to note that "minimum eligibility requirements" are the minimum experience and education necessary to be considered for a position. In today's competitive job market, many applicants have experience and credentials that exceed the minimums. Therefore, the Department of Personnel Services may "certify" a large pool of applicants, but the skills and abilities of these candidates may vary widely. When the applications are received by the hiring official, only those applicants who are most qualified are selected for an interview. Departments may use the listed preferred requirements when selecting individuals for interview appointments.

ANALYSIS OF CERTIFICATION RATES BY PROTECTED CLASS

In FY 2002 the City processed 6,247 applications with relevant affirmative action data to prepare this report; 4,548 (73%) were certified, and 271 full-time positions were filled. By comparison, in FY 2001 the City received 10,680 applications with relevant affirmative action data; 6,234 (58%) were certified, and 423 full-time positions were filled. During FY 2000 the City received 7,824 applications with relevant affirmative action data; 3,393 (43%) were certified, and 217 full-time positions were filled. The certification rate for applications has steadily increased over the last three fiscal years, which indicates the City each year attracts candidates better qualified than those the previous year.

The table below provides a glance at the trends for the last four fiscal years. Information for this table was compiled from previously published reports.

**Comparison of Applications Received and Certified
FY1999 to FY2002**

	FY1999	FY2000	FY2001	FY2002
# Applicants providing voluntary information	5,328	7,824	10,680	6,246
# Certified and % of total above	2,815 53%	3,393 43%	6,234 58%	4,548 73%
# Full time Regular positions Filled	227	217	423	271

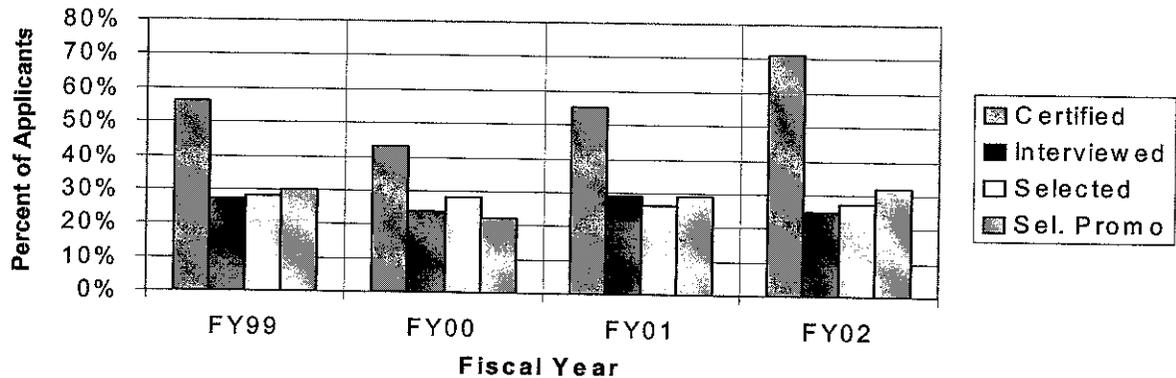
Females: In FY 2002, the certification rate for males (76%) was greater than the rate for females (71%). However, the certification rate for females was about the same as for the overall pool of applicants (73%).

There was an increase in the number of female applicants for the Professional/Attorney (10 female/1 male), Professional/Other (1,377 female/991 male), Technical/Other (304 female/229 male), Para-Professional (288 female/234 male) and in the Administrative Support group (535 female/88 male). As in FY 2001, during FY 2002 females applied for City positions at higher rates than males (2,961 female/2,556 male), and males only applied in larger numbers than females in five out of the twelve job groups — Official/Administrator, Technical/Senior, Public Safety, Skilled Craft, and Service/Maintenance. There continues to be a challenge in attracting females for jobs in the most non-traditional job groups. For example, 13 females (vs. 155 males) applied for Skilled Craft positions, and only 6 females (vs. 52 males) applied for Service/Maintenance positions.

Female Applications by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Applied (with Female stated)	2,646	4,467	5,265	2,961
# Certified	1,473	1,901	2,915	2,099
% Rate Certified	56%	43%	55%	71%
% of All Applications with Voluntary Information Supplied	49% of 5,328	57% of 7,824	49% of 10,680	47% of 6,246

Women Applicants

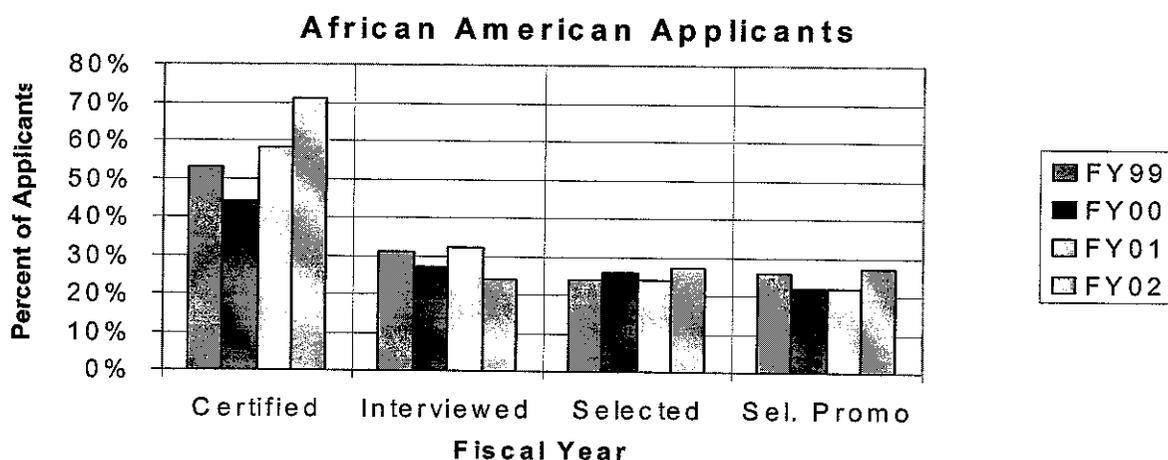


* Example of all females who applied in FY01, 55% were certified as meeting the requirements for the vacancy.

African Americans: The certification rate (71%) for African Americans closely matched the overall certification rate for all applicants (73%). Additionally, the certification rate for African Americans was higher than, or comparable to, the overall certification rate in seven of the twelve job groups: Professional/Attorney, Technical/Senior, Public Safety, Para-Professional, Administrative Support, Skilled Craft, and Service/Maintenance. The number of African American applicants in FY 2002 was 2,336, a decrease of 1,878 applicants compared to FY 2001. However, the **certification** rate of those who applied was 13 percentage points higher in FY2002. The following table illustrates the history of African American applications received:

African American Applications by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Applied (with Race stated)	2,145	2,777	4,214	2,336
# Certified	1,127	1,218	2,453	1,665
% Rate Certified	53%	35.4%	58%	71%
% of All Applications with Voluntary Information Supplied	38.7% of 5,328	40.2% of 7,824	35.4% of 10,680	39.4% of 6,246



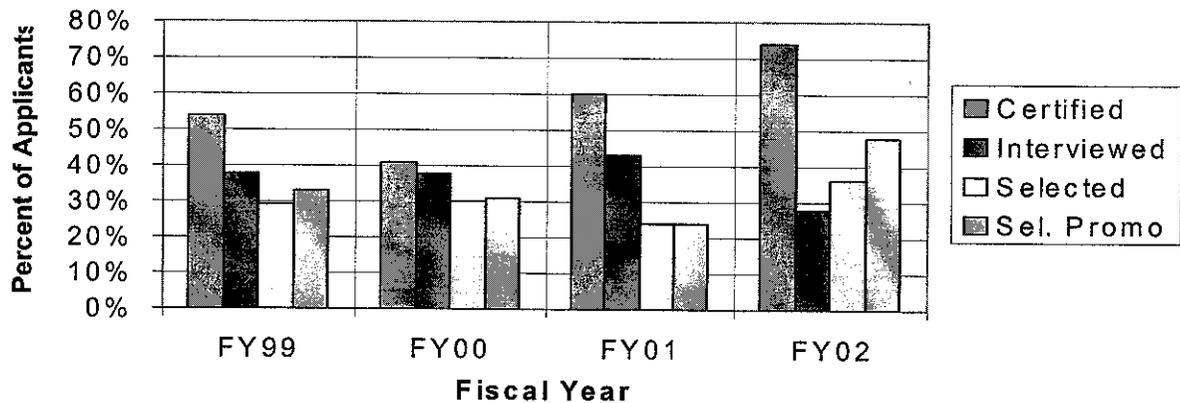
* Example of all African-Americans who applied in FY01, 58% were certified as meeting the requirements for the vacancy.

Hispanics: The certification rate for Hispanics was 74%, which is slightly higher than the overall certification rate of 73%. Applications from Hispanics decreased from 569 in FY 2001 to 321 in FY2002, and Hispanics continue to apply in very small numbers for City positions — 5.1% of all applicants in FY 2002 were Hispanic. However, there was an increase of Hispanic applicants in two job groups: Technical/Senior and Skilled Craft.

Hispanic Applications by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Applied (with Race stated)	239	379	569	321
# Certified	128	156	339	237
% Rate Certified	54%	41%	60%	74%
% of All Applications with Voluntary Information Supplied	4.4% of 5,328	4.8% of 7,824	5.3% of 10,680	5.1% of 6,246

Hispanic Applicants



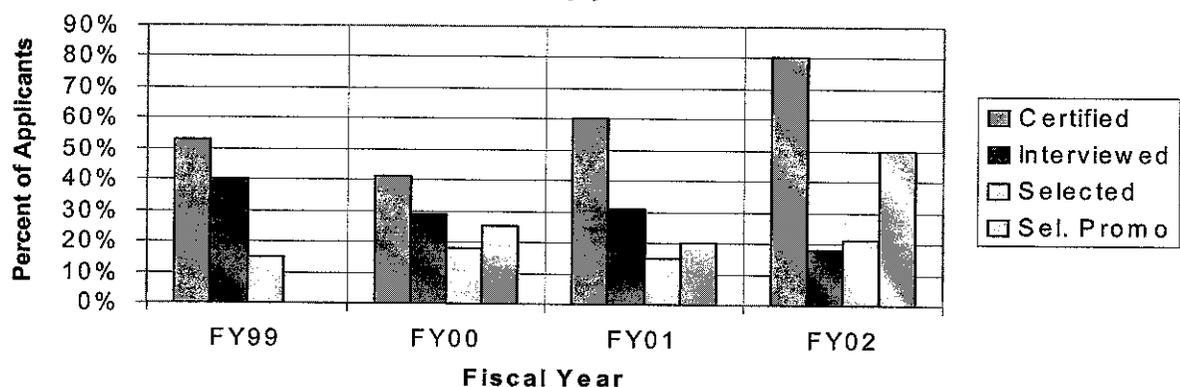
* Example of all hispanics who applied in FY01, 60% were certified as meeting the requirements for the vacancy.

Asians: Asians were certified at 80%, significantly higher than the overall pool rate of 73%. However, the overall number of applicants decreased in FY 2002. In FY 2002 there were 302 applicants, a decrease from the 399 Asian applicants in FY 2001, but still higher than the 289 Asian applicants in FY 2000. Additionally, the percentage of Asian applicants who provided voluntary affirmative action information, compared to all applications with supplied information, increased from 3.7% in FY 2001 to 4.8% in FY 2002. The number of Asian applicants increased in only one job group: Skilled Craft.

Asian Applications by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Applied (with Race stated)	126	289	399	302
# Certified	67	118	238	243
% Rate Certified	53%	41%	60%	80%
% of All Applications with Voluntary Information Supplied	2.3% of 5,328	3.6% of 7,824	3.7% of 10,680	4.8% of 6,246

Asian Applicants



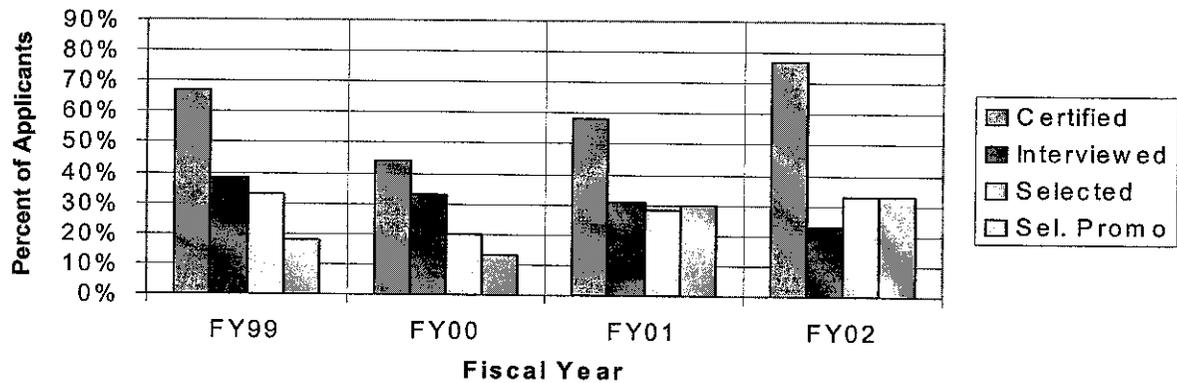
* Example of all asians who applied in FY01, 60% were certified as meeting the requirements for the vacancy.

Persons with Disabilities: The certification rate for persons with disabilities (77%) was higher than the overall certification rate for all applicants (73%). A total of 103 self-identified persons with disabilities submitted applications in FY 2002, and 79 of those applicants were certified as meeting minimum requirements.

Applicants with Disabilities by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Applied (with Disability stated yes)	72	103	198	103
# Certified	48	46	115	79
% Rate Certified	67%	44%	58%	77%
% of All Applications with Voluntary Information Supplied	1.3% of 5,328	1.3% of 7,824	1.8% of 10,680	1.2% of 6,246

Disabled Applicants



* Example of all disabled who applied in FY01, 58% were certified as meeting the requirements for the vacancy.

Older Workers: In FY 2002 the certification rate for older workers (79%) was higher than the overall certification rate of 73%; however, the total number of applicants for this group decreased to 1,339 in FY 2002, down from the 2,164 in FY 2001. The area of significant increase in applicants was the Official/Administrator group with 193 applicants in FY 2002 (120 applicants in FY 2001). The number of certified applicants in this group was 1,061 in FY 2002, 1,324 in FY 2001 and 710 in FY 2000.

Applicants Over Age 40 by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Applied (with age >40 provided)	1,194	1,402	2,164	1,339
# Certified	674	710	1,324	1,061
% Rate Certified	56%	50%	61%	79%
% of All Applications with Voluntary Information Supplied	22.4% of 5,328	17.9% of 7,824	20.2% of 10,680	21.4% of 6,246

Vietnam Veterans: The certification rate for Vietnam veterans was 90% in FY 2002, compared to 59% in FY 2001. The overall number of applicants who self-identified for this group was 61, a decrease from the 111 who applied during FY 2001. Because the qualifying dates for Vietnam-era veteran's status are between August 5, 1964 and May 7, 1975, many of these same individuals are already included in the over-forty protected class charts above.

PHASE II: CERTIFIED AND INTERVIEWED

Overview. As indicated in Table IV, of the 6,246 individuals who applied¹ for positions with the City in FY 2002, 4,548 (73%) were certified as meeting the minimum qualifications for the position for which they applied. **Tables V through V-B** show the numbers of individuals who were certified and interviewed for City positions in FY 2002, as well as the interview rate (percentage of the number interviewed divided by the number certified). Of the 4,548 individuals who were certified, 991 were interviewed, for an overall interview rate of 22%, which represents competitive interest pools for City jobs.

ANALYSIS OF INTERVIEW RATES BY PROTECTED CLASS

Females: In FY 2002 there were 2,099 females certified, and 529 were interviewed, for an interview rate of 25%. The overall interview rate for females was slightly higher than the overall rate of 23% for males. The interview rate for females was higher than the rate for males in four job

¹ See Methodology, Page 1: For the purposes of this report, "applied" means submission of a City application with at least one part of the voluntary affirmative action form completed.

groups: Professional/Attorney, Professional/Other, Technical/Other, and Skilled Craft. Recruitment of females in the Public Safety job group continues to be a challenge, and the City's Fire, Sheriff and Police Departments continue to work aggressively on such recruitments. This fiscal year, the interview rates were higher for females in the Professional/Attorney, Para-Professional and Skilled Craft job groups. In FY 2002, six females were interviewed for Skilled Craft positions, but only two for Service/Maintenance positions.

Female Applicants Interviewed by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Certified (with "female" stated)	1,473	1,901	2,915	2,099
# Interviewed	394	459	857	529
% Rate Interviewed	27%	24%	29%	25%
% of All Interviewed Applicants with Voluntary Information Supplied	47.3% of 832	51.1% of 898	46.9% of 1,826	53.3% of 991

African Americans: Of the 1,665 African Americans who were certified for City positions in FY 2002, 406 or 24% were selected for an interview. This interview rate was slightly higher than the overall rate for all applicants (22%) and exceeds the 80% adverse impact test rate of 23%. The interview rates of African Americans were higher than or comparable to the overall interview rates in seven job groups: Professional Other, Technical/Senior, Technical/Other, Para-Professional, Administrative Support, Skilled Craft and Service/Maintenance.

African Americans Interviewed by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Certified (African American stated)	1,127	1,218	2,453	1,665
# Interviewed	351	329	779	406
% Rate Interviewed	31%	27%	32%	22%
% of All Interviewed Applicants with Voluntary Information Supplied	42.1% of 832	36.6% of 898	42.6% of 1,826	41% of 991

Hispanics: In FY 2002, 237 Hispanics were certified for City jobs, compared to 339 certified in FY 2001. The interview selection rate for Hispanic applicants was 28% compared to 22% for the overall interview rate. This interview rate exceeds the 80% adverse impact test rate of 23%. The interview rate for Hispanic applicants was higher than or comparable to the overall interview rate in six job groups: Official/Administrator, Professional/Other, Technical/Other, Public Safety, Skilled Craft, and Service/Maintenance. The chart that follows demonstrates the performance of Hispanic applicants from FY 1999 to FY 2002.

Hispanic Applicants Interviewed by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Certified (with Hispanic stated)	128	156	339	237
# Interviewed	48	60	147	67
% Rate Interviewed	38%	38%	43%	28%
% of All Interviewed Applicants with Voluntary Information Supplied	5.7% of 832	6.6% of 898	8% of 1,826	6.8% of 991

Asians: Of the 243 Asian individuals who were certified, 43 were selected for an interview, for an interview rate of 18%, lower than the interview rate for all applicants of 22%. The interview rates for Asian applicants were higher than the overall group in six job categories: Official/Administrator, Technical/Senior, Technical/Other, Para-Professional, Administrative Support and Skilled Craft.

Asian Applicants Interviewed by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Certified (with Asian stated)	67	118	238	243
# Interviewed	27	34	73	43
% Rate Interviewed	40%	29%	31%	18%
% of All Interviewed Applicants with Voluntary Information Supplied	3.2% of 832	3.7% of 898	3.9% of 1,826	4.3% of 991

Persons with Disabilities: In FY 2002, of 79 persons with disabilities who were certified for City positions, 18 were selected for interview, an interview rate of 23%. This is slightly higher than the 22% interview selection rate for all applicants. The interview rates for persons with disabilities were higher than or comparable to the overall interview rates in four job groups: Professional/Other, Technical/Other, Public Safety and Para-Professional.

Applicants with Disabilities Interviewed by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Certified (with Disability stated yes)	48	46	115	79
# Interviewed	18	15	36	18
% Rate Interviewed	38%	33%	31%	23%
% of All Interviewed Applicants with Voluntary Information Supplied	2.2% of 832	1.6% of 898	1.9% of 1,826	1.8% of 991

Older Workers: Of the 1,061 applicants over the age of 40 who were certified for City positions, 332 were selected for an interview, for an interview rate of 31%— significantly higher than the overall interview rate of 22%. The level of job experience this age group presents on applications makes them more likely to meet or exceed the preferred requirements, and, therefore, they are more likely to be interviewed. This group met or interviewed at a higher rate than the overall pool of applicants in nine job groups, and interviewed at a lower percentage rate in only one category, Professional/Attorney. In Table V-B, the interview rate for individuals over 40, broken down by age bands demonstrates the same trend. More specifically, the interview rate of those ages 50-54 was 30%; in the 55-59 age group the interview rate was 31%; in the 60-64 age group the interview rate was 35%, and the interview rate for those age 65 and over was 44%. All of these groups interviewed at a significantly higher rate than the rate for all applicants.

Applicants Over Age 40 Interviewed by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Certified (with age >40 stated)	673	710	1,324	1,061
# Interviewed	279	244	511	332
% Rate Interviewed	41%	34%	39%	31%
% of All Interviewed Applicants with Voluntary Information Supplied	33% of 832	27.1% of 898	38.5% of 1,826	33.5% of 991

Vietnam Veterans: Of the 55 self-identified Vietnam veterans who were certified, 14, or 25%, were interviewed, an interview rate higher than the overall interview rate of 22% for all applicants.

PHASE III: INTERVIEWED AND SELECTED

Overview. As a requirement of the recruitment process, every hiring official must complete a form indicating whether the position they are filling is in a job group in which females or minorities are underutilized. Additionally, to ensure the use of diverse panels, the hiring official must indicate the name, race, and gender of each individual who will participate on the interview panel. This form is submitted to the Affirmative Action Officer for approval. To the greatest extent possible, City officials are expected to ensure that all interview panels are diverse and, particularly, that they include members of underutilized groups.

In FY 2002, of the 991 individuals who were interviewed, 271 were selected for hire, for an overall selection rate of 27%, which is closely in line with FY 2001, when 1,826 individuals were interviewed and 423 individuals were hired for an overall selection rate of 23%. The number of vacancies decreased during FY 2002, but the City was able to continue its trend of adding more diversity to the work place. Fiscal Year 2002 mirrored other fiscal years since 1998, with the exception of FY 2001, which was a peak year for filled jobs.

ANALYSIS OF SELECTION RATES BY PROTECTED CLASS

Females: Overall the City filled more than half of the 271 filled jobs with females in FY 2002. The

overall selection rate for females was 27%, which compares to the overall selection rate of all selected at 27%. During FY 2001 Females were selected at rates higher than the overall rate in six job groups: Professional/Attorney, Professional/Other, Technical/Senior, Para-Professional, Administrative Support and Service Maintenance. Females represented 46% of all certified applicants, and 52% of all applicants selected for City positions in FY 2002, while males represented 43% of the total certified applicant pool and 48% of those selected.

Recruitment of females for the Public Safety job group continues to be a challenge. Of an overall pool of 134 female certified applicants for this category, only 10 females were interviewed, and 5 selected. While the selection rate for females (27%), compared with that for males (29%), this is an area that continues to receive individualized attention in the recruitment plans prepared by the Fire, Sheriff and Police Departments. It is important to note that only those who succeed in the exhaustive selection process steps and background investigations of these departments get an interview with the respective Chiefs or Sheriff.

Female Applicants Selected by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Interviewed (with female stated)	394	459	857	529
# Selected	110	127	219	142
% Rate Selected	28%	28%	26%	27%
% of All Selected Applicants with Voluntary Information Supplied	48% of 227	59% of 217	52% of 423	52% of 271

African Americans: The selection rate for African American applicants was 104 (38%) of 271 positions filled; this selection rate far exceeds the overall selection rate for all candidates of 27%. The selection rate for African Americans was 24% in FY 2001, compared to 26% in FY 2000, and 24% in FY 1999. During FY 2002, African Americans were selected at a rate higher than the overall selection rate in four categories: Technical/Senior, Technical/Other, Public Safety and Administrative Support. The adverse impact test rate for selection is 18%, so African Americans as a group exceeded that test rate in nine of ten filled job categories.

African American Applicants Selected by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Interviewed (with African American stated)	351	329	779	406
# Selected	84	85	187	104
% Rate Selected	24%	26%	24%	26%
% of All Selected Applicants with Voluntary Information Supplied	37% of 227	39% of 217	44% of 423	38% of 271

Hispanics: Hispanics were selected at a rate of 36%, well above the rate for all applicants of 27%. This group has made steady gains for the three fiscal years of 1999 through 2001, with FY 2001 being a peak year for Hispanic selection (35). Hispanics were selected at rates comparable to, or higher than, the overall selection rates for all applicants in four job groups; Professional/Other, Technical/Senior, Administrative Support and Service/Maintenance.

Hispanic Applicants Selected by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Interviewed (with Hispanic stated)	48	60	147	67
# Selected	14	18	35	24
% Rate Selected	29%	30%	24%	36%
% of All Selected Applicants with Voluntary Information Supplied	6% of 227	13% of 217	8% of 423	9% of 271

Asians: The selection rate for Asians was 21% in FY 2002. Although there was an increase in applicants from this group, the small numbers of Asians who applied make it difficult to provide meaningful statistical comparisons. Of the 271 positions filled in FY 2002, 9, or 3% of the

individuals selected were Asian. These percentages have been roughly consistent since FY 2000.

Asian Applicants Selected by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Interviewed (with Asian stated)	27	34	73	43
# Selected	4	6	11	9
% Rate Selected	15%	18%	15%	21%
% of All Selected Applications with Voluntary Information Supplied	1.7% of 227	2.7% of 217	2.6% of 423	3% of 271

Persons with Disabilities: The selection rate for persons with disabilities in FY 2002 was 33%. In FY 2002, 18 self identified persons with disabilities were interviewed for positions in four of the twelve job groups. Of the six individuals selected, four were hired from outside the City workforce and two were hired promotionally. One's ability accurately to depict the number of individuals with disabilities applying for City jobs depends on the applicants' voluntary disclosure of their disabilities on the Affirmative Action Data Form. Because this information may be viewed as more personal in nature than one's race/ethnicity and gender, individuals may be hesitant to identify a disability on this form. Therefore, with respect to disabilities, the numbers reflected in this report — while representing the best information available — may not accurately capture all of the hires of persons with disabilities, or those who could qualify under this protected class if they chose to self identify.

The City's Department of Personnel Services partnered with the Department of Human Services ("DHS"), particularly its JobLink Division, and collaborated on initiatives to increase the hiring of persons with disabilities. JobLink, through its Disability Resources Coordinator, actively sought out persons with disabilities for employment in the city government. During FY 2002, the City paid the entire cost to provide assistive technology to any employee who requested, to include temporary, contract employees. JobLink's Youth Program, with approximately 15% of its participants who self-identify as having a disability, provides training and employment. Last summer, a major effort called "The Pilot Project" was undertaken as a consortium among the Alexandria City Public Schools, the state's Department of Rehabilitative Services, Didlake (a private rehabilitation company), and DHS to provide students with severe disabilities with job coaches and personal attendants, if required.

Participants were placed in various City Departments, such as Fleet Services, Office of Management and Budget, Historic Alexandria, and the Recreation Department. Additionally, DHS and the Department of Personnel Services participated in programs such as Situational Assessments and Unpaid Work Experiences to assist persons with disabilities in obtaining employment. JobLink has an Employment Resource Center which is staffed by a full-time Assistive Technology Specialist. The center serves Alexandria residents with disabilities looking for employment, as well as, new or incumbent City employees who need reasonable accommodations and/or assistive technology. JobLink is recognized by the U.S. Department of Labor as a “Best Practices” One-Stop Employment Center for its expansive services to persons with disabilities.

The Affirmative Action Office will continue its initiative to seek and encourage applicants with disabilities and college students with disabilities for City positions. Additionally, as noted in the Utilization Analysis, the City’s Department of Personnel Services will continue to promote awareness and understanding of the challenges faced by persons with disabilities in the City’s workforce through the departmental ADA coordinators. Through these and other initiatives, City officials will strive to make the City’s workforce inclusive of persons with disabilities, and te City’s workplace attractive to persons with disabilities..

Applicants with Disabilities Selected by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Interviewed (with Disability stated yes)	18	15	36	18
# Selected	6	3	10	6
% Rate Selected	33%	20%	28%	33%
% of All Selected Applicants with Voluntary Information Supplied	2.6% of 227	1.3% of 217	2.3% of 423	2.2% of 271

Older Workers: The FY 2002 selection rate for older workers was 31%; 104 of 332 interviewed applicants were selected for City positions. This selection rate is higher than the overall selection rate of 27% for all hires in FY 2002. Typically, for the past four fiscal years, roughly one-third of

all filled jobs in the City were filled by applicants over the age of 40. Additionally, in FY 2002 there were 14 applicant selections in the 50-54 age category, 16 applicant selections in the 55-59 age group, 5 applicant selections from the 60-64 age bracket and 3 applicant selections from the age 65 and over pool.

Applicants Over Age 40 Selected by Fiscal Year

	FY1999	FY2000	FY2001	FY2002
# Interviewed (with age >40 stated)	279	244	511	332
# Selected	78	63	138	104
% Rate Selected	28%	25%	27%	31
% of All Selected Applicants with Voluntary Information Supplied	34% of 227	29% of 217	33% of 423	38% of 271

Vietnam Veterans: The selection rate for self-identified Vietnam veterans was 64%, a rate well above than the overall selection rate. Nine out of fourteen applicants interviewed were selected. These individuals are included in the greater than age 40 chart above, assuming they also supplied the voluntary age data.

SUMMARY OF PROMOTIONAL DATA

Commitment to Upward Mobility The City has a strong commitment to upward mobility for its employees. In keeping with this commitment, the City conducts an internal recruiting process for most positions prior to advertising and recruiting persons from outside the City government. Typically, the City advertises a vacant position internally for seven days and then conducts an interview process among those City employees who are certified. If the position is not filled via this promotional process, then external recruitment begins.

Overview of Promotional Tables The following section summarizes the outcomes of the promotional hires made in FY 2002. Tables VII, VII-A, and VII-B; Tables VIII, VIII-A, and VIII-B; and Tables IX, IX-A, and IX-B break down the promotional data by the number applied/certified,

certified/interviewed, and interviewed/selected , respectively, according to gender, race, ethnicity, disability status, age 40 and older, Vietnam Veteran-status, and by five-year age bands. Of the 271 positions that were filled in FY 2002, 83 (31%) were filled by internal candidates through the promotional process. One cannot assume, however, that employees applied for all 271 filled positions. Table VII shows that 406 City employees applied for vacancies and 335 (83%) of their applications were certified. Of those certified, 267 (80%) were interviewed (Table VII-A), and subsequently 83 (31%) of those interviewed were selected (Table VII-B). The following general trends are evident in the promotional applicant tracking data, according to protected class:

Females: Over half (60%) of the applicants for promotional opportunities were female, and 80% of these female applicants were certified -- slightly lower than the certification rate for males. Of the 194 females who were certified for internal opportunities, 77% (149) were interviewed. Of the females interviewed, 32% (47) were selected, a selection rate which was slightly higher than the group as a whole. Male internal candidates were selected at a 31% rate. Females were selected for 57% of the 83 jobs that were filled internally. (See Tables VII, VII-A, and VII-B.)

African Americans: Over half (52%) of the employees applying for promotional opportunities were African American. Of the 211 African Americans who applied for promotional positions, 77% (163) were certified — a certification rate slightly lower than the overall certification rate for all internal applicants. Of the African Americans who were certified, 76% (124) were interviewed, a rate 4% lower than the overall interview rate of 80%, but well above the adverse impact test rate. Of the 124 African Americans who were interviewed, 27% (33) were selected for the job, as compared to the overall selection rate of 31%. African Americans represented 40% of the current City employees hired via the promotional process, higher than the percentage of Whites hired (32%). (See Tables VII, VII-A, and VII-B.)

Hispanics: Approximately 9% of the City employees who applied for promotional opportunities were Hispanic, and 83% (29) of the Hispanics who applied were certified. Of the 29 Hispanic employees who were certified, 79% (23) were selected for an interview. Of those Hispanic individuals interviewed, eleven were hired, for a selection rate of 48%. This selection rate is higher than the overall selection rate of 31%. Of the 83 City employees who were selected internally, 13% (11) of these individuals were Hispanic. (See Tables VII, VII-A, and VII-B.)

Asian: The number of Asian employees who applied for vacancies through the internal promotional process (8) was too small to make meaningful comparisons. The tracking figures show that of the eight Asian employees who applied for promotion, seven of these individuals were certified, six were interviewed and three employees were selected. (See Tables VII, VII-A, and VII-B.)

Persons with Disabilities: According to the applicant tracking data shown in Tables VIII, VIII-A, and VIII-B, 7 self-identified persons with disabilities applied for promotional opportunities in FY 2001, and 7 individuals were certified. Of those certified, 86% (6) were interviewed. Of those interviewed, two persons (33%) were selected for internal promotions.

Older Workers (over age 40): According to the applicant tracking data displayed in Tables VIII, VIII-A, and VIII-B, of the City employees applying for promotional opportunities, 50% were workers over the age of 40. Specifically, 83% (171) of all the applicants over the age of 40 who applied were certified (compared to the overall certification rate of 83%), and 81% of those certified were interviewed. Of the 139 older workers interviewed, 29% (40) were selected, a selection rate comparable to the overall promotional selection rate of 31%. Therefore, of the 83 City employees who were selected for internal promotional opportunities, 48% of these individuals were over the age of 40. Broken down further, for example, 14 of 20 applicants age 55 to 59 applied and were certified, and all 14 interviewed. Of the 14 applicants in this age band, six were selected, for a selection rate of 43%. All total, the City promoted 14 employees who are age 50 and over, seven were 50 to 54, six were 55 to 59 and one was over 65. (See Tables IX, IX-A, and IX-B for a more detailed look at the promotional tracking by age band.)

Vietnam-era Veterans: In FY 2002, six City employees who are Vietnam Veterans applied for promotional opportunities. All six were certified, for a 100% certification rate. All six certified applicants were interviewed, and four Vietnam veterans were selected for the positions to which they applied.

CONCLUSION - APPLICANT TRACKING

The following chart highlights applicant tracking data, in aggregate, alongside overall figures about the City's workforce in general.

Chart A

Composition of City Workforce, Applicants, and New Hires in FY 2001 and FY 2002

CLASS	% of FY 2002 CITY WORKFORCE*	% of ALL FY 2002 APPLICANTS	% of THOSE HIRED - FY 2001	% of THOSE HIRED - FY 2002
Female	43.8%	47.4%	51.7%	52.3%
African American	34.8%	37.3%	44.2%	38.3%
Hispanic	6.6%	5.1%	8.3%	8.8%
Asians	2.9%	4.8%	2.6%	3.3%
Older Workers (over 40)	59.1%	21.4%	34.8%	38.3%
Persons with Disabilities	13.2**	1.6%	2.4%	2.2%

* These numbers include all employees combined as of June 30, 2002

** Estimated workforce representation information was taken from the voluntary survey of employees completed in 1999, during which 13.2% claimed one or more qualifying disabilities.

The City remains firmly committed to recruiting more qualified females, minorities, and persons with disabilities into its workforce, particularly in job groups in which females or minorities are underutilized. While employee turnover is fairly low – typically 8-12% of the City’s full-time workforce turns over each year – the City expects its outreach efforts to improve the diversity of the workforce. As the City’s workforce becomes more diverse, one would expect that upward mobility efforts will impact concomitantly the diversity at all levels of employment.

Staff will continue to monitor the City’s workforce composition as well as the applicant flow data to ensure that no barriers exist to hinder the development of an inclusive and representative workforce. The City will review demographics as new census data become available, and will continue its recruitment outreach efforts to ensure that highly qualified applicants who are representative of the diversity of the recruitment area are attracted to employment opportunities within the workforce of the City of Alexandria.

TABLE IV

Applicant Tracking

Table IV, Certification Rates
Applied and Certified
Gender/Race/Ethnicity

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	Overall	Male	Female	White	Black	Hispanic	Asian	Am Indian																
	Appl	Appl	Appl	Appl	Appl	Appl	Appl	Appl																
	Cert	Cert	Cert	Cert	Cert	Cert	Cert	Cert																
	%	%	%	%	%	%	%	%																
21 OFFICIAL-ADMIN	498	379	249	222	148	166	145	87	178	121	68	30	23	77	9	7	78	5	2	40				
22 PROFESSIONAL																								
ATTORNEYS	15	12	80	1	1	100	10	8	80	1	1	100	0	0	0	0	0	0	0	0	0			
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
OTHER	2701	1892	70	991	718	72	1377	947	69	820	609	74	799	522	65	108	74	69	201	168	84	15	10	67
23 TECHNICAL																								
SENIOR	135	95	70	70	57	81	49	31	63	56	43	77	33	23	70	18	15	83	5	4	80	1	0	0
OTHER	619	420	68	229	165	72	304	192	63	159	126	79	246	153	62	35	25	71	24	18	75	4	3	75
24 PUBLIC SAFETY	743	655	88	487	425	87	157	134	85	189	163	86	312	282	90	46	38	83	11	7	64	3	2	67
25 PARA-PROFESSIONAL	607	451	74	234	182	78	288	217	75	168	124	74	234	181	77	26	20	77	19	13	68	4	4	100
26 ADMINISTRATIVE SUPPORT	677	502	74	88	56	64	535	411	77	90	67	74	398	304	76	29	20	69	29	23	79	5	2	40
27 SKILLED CRAFT	190	90	47	155	81	52	13	6	46	40	25	63	89	40	45	21	14	67	4	3	75	0	0	0
28 SERVICE - MAINTENANCE	61	52	85	52	44	85	6	5	83	1	1	100	46	38	83	8	8	100	0	0	0	0	0	0
Totals	6246	4548	73	2556	1942	76	2961	2099	71	1699	1311	77	2336	1665	71	321	237	74	302	243	80	37	23	62

Percentages are: certified(Cert) as a percentage of applied(Appl).

Example: Looking at Females in the OFFICIAL -ADMIN Job Group: 222 Females applied for Official Admin Jobs. 148 are certified. Dividing the amount certified by the amount applied (148/222) and multiplying by 100 yields a percentage of 66.67, rounded to 67%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE IV-A

Applicant Tracking

**Table IV-A, Interview Rates
Certified and Interviewed
Gender/Race/Ethnicity**

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	Overall		Male		Female		White		Black		Hispanic		Asian		Am Indian	
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %
21 OFFICIAL-ADMIN	379	25 7	213	18 8	148	7 4.7	145	17 12	121	4 3.3	23	2 8.7	7	1 14	2	0 0
22 PROFESSIONAL																
ATTORNEYS	12	3 25	1	0 0	8	3 38	8	3 38	1	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	1892	383 20	718	144 20	947	229 24	609	175 29	522	123 24	74	23 31	168	16 9.5	10	2 20
23 TECHNICAL																
SENIOR	95	68 72	57	49 86	31	17 55	43	36 84	23	17 74	15	9 60	4	4 100	0	0 0
OTHER	420	131 31	165	55 33	192	75 39	126	53 42	153	53 35	25	9 36	18	6 33	3	0 0
24 PUBLIC SAFETY	655	46 7	425	35 8	134	10 7.5	163	27 17	282	13 4.6	38	5 13	7	0 0	2	0 0
25 PARA-PROFESSIONAL	451	112 25	182	54 30	217	54 25	124	35 28	181	59 33	20	1 5	13	5 38	4	3 75
26 ADMINISTRATIVE SUPPORT	502	146 29	56	20 36	411	126 31	67	27 40	304	95 31	20	5 25	23	9 39	2	0 0
27 SKILLED CRAFT	90	52 58	81	45 56	6	6 100	25	16 64	40	23 58	14	8 57	3	2 67	0	0 0
28 SERVICE - MAINTENANCE	52	25 48	44	22 50	5	2 40	1	0 0	38	19 50	8	5 63	0	0 0	0	0 0
Totals	4548	991 22	1942	442 23	2099	529 25	1311	389 30	1665	406 24	237	67 28	243	43 18	23	5 22

Percentages are: Interviewed(Int) as a percentage of certified(Cert).
 Example: Looking at Females in the OFFICIAL-ADMIN Job Group: 148 Females Certified for Official Admin jobs. 7 were interviewed. Dividing the amount interviewed by the amount certified (7/148) and multiplying by 100 yields a percentage of 4.73, rounded to 4.7%.

Totals presented reflect only those applicants who supplied voluntary EEO information.
 Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE IV-B

Applicant Tracking

Table IV-B, Selection Rates
Interviewed and Selected
Gender/Race/Ethnicity

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	Overall		Male		Female		White		Black		Hispanic		Asian		Am Indian	
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %								
21 OFFICIAL-ADMIN	25	9 36	18	7 39	7	2 29	17	8 47	4	1 25	2	0 0	1	0 0	0	0 0
22 PROFESSIONAL																
ATTORNEYS	3	1 33	0	0 0	3	1 33	3	1 33	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	383	96 25	144	30 21	229	66 29	175	61 35	123	23 19	23	8 35	16	3 19	2	1 50
23 TECHNICAL																
SENIOR	68	15 22	49	11 22	17	4 24	36	6 17	17	4 24	9	3 33	4	2 50	0	0 0
OTHER	131	31 24	55	14 25	75	17 23	53	14 26	53	15 28	9	1 11	6	1 17	0	0 0
24 PUBLIC SAFETY	46	33 72	35	28 80	10	5 50	27	18 67	13	12 92	5	3 60	0	0 0	0	0 0
25 PARA-PROFESSIONAL	112	24 21	54	10 19	54	14 26	35	11 31	59	11 19	1	0 0	5	1 20	3	1 33
26 ADMINISTRATIVE SUPPORT	146	32 22	20	2 10	126	30 24	27	4 15	95	23 24	5	3 60	9	2 22	0	0 0
27 SKILLED CRAFT	52	16 31	45	15 33	6	1 17	16	9 56	23	5 22	8	2 25	2	0 0	0	0 0
28 SERVICE - MAINTENANCE	25	14 56	22	12 55	2	2 100	0	0 0	19	10 53	5	4 80	0	0 0	0	0 0
Totals	991	271 27	442	129 29	529	142 27	389	132 34	406	104 26	67	24 36	43	9 21	5	2 40

Percentages are: selected (Sel) as a percentage of interviewed (Int).
Example: Looking at Males in the OFFICIAL-ADMIN Job Group: 7 Females interviewed for Official Admin jobs. 2 were selected. Dividing the amount selected by the amount interviewed (2/7) and multiplying by 100 yields a percent of 28.57, rounded to 29%.

Totals presented reflect only those applicants who supplied voluntary EEO information.
Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE-V

Applicant Tracking

Table V, Certification Rates
Applied and Certified

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

Persons With Disabilities, Older Workers, Vietnam Veterans

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %
21 OFFICIAL-ADMIN	498	379 76	17	12 71	193	161 83	20	18 90
22 PROFESSIONAL								
ATTORNEYS	15	12 80	0	0 0	4	4 100	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	2701	1892 70	32	25 78	591	462 78	18	17 94
23 TECHNICAL								
SENIOR	135	95 70	0	0 0	21	17 81	2	2 100
OTHER	619	420 68	17	11 65	140	102 73	6	5 83
24 PUBLIC SAFETY	743	655 88	9	9 100	75	66 88	2	2 100
25 PARA-PROFESSIONAL	607	451 74	10	8 80	105	83 79	4	4 100
26 ADMINISTRATIVE SUPPORT	677	502 74	16	13 81	134	114 85	4	2 50
27 SKILLED CRAFT	190	90 47	2	1 50	48	29 60	4	4 100
28 SERVICE - MAINTENANCE	61	52 85	0	0 0	28	23 82	1	1 100
Totals	6246	4548 73	103	79 77	1339	1061 79	61	55 90

Percentages are: certified(Cert) as a percentage of applied(Appl).

Example: Looking at disabled in the OFFICIAL -ADMIN Job Group: 17 disabled persons applied for Official Admin jobs. 12 was certified. Dividing the amount certified by the amount applied (12/17) and multiplying by 100 yields a percent of 70.6, rounded to 71%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE V-A

**Table V-A, Interview Rates
Certified and Interviewed**

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran					
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %				
21 OFFICIAL-ADMIN	379	25	7	12	0	0	161	14	9	18	0	0
22 PROFESSIONAL												
ATTORNEYS	12	3	25	0	0	0	4	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	1892	383	20	25	5	20	462	143	31	17	7	41
23 TECHNICAL												
SENIOR	95	68	72	0	0	0	17	12	71	2	2	100
OTHER	420	131	31	11	8	73	102	46	45	5	2	40
24 PUBLIC SAFETY	655	46	7	9	1	11	66	5	8	2	0	0
25 PARA-PROFESSIONAL	451	112	25	8	4	50	83	32	39	4	0	0
26 ADMINISTRATIVE SUPPORT	502	146	29	13	0	0	114	49	43	2	0	0
27 SKILLED CRAFT	90	52	58	1	0	0	29	19	66	4	3	75
28 SERVICE - MAINTENANCE	52	25	48	0	0	0	23	12	52	1	0	0
Totals	4548	991	22	79	18	23	1061	332	31	55	14	25

Percentages are: interviewed(Int) as a percentage of certified(Cert).

Example: Looking at 40 and Older in the OFFICIAL-ADMIN Job Group: 161 people 40 years or older certified for Official Admin jobs. 14 were interviewed. Dividing the amount interviewed by the amount certified (14/161) and multiplying by 100 yields a percentage of 8.69, rounded to 9%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE V-B

**Table V-B, Selection Rates
Interviewed and Selected**

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

Persons With Disabilities, Older Workers, Vietnam Veterans

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %
21 OFFICIAL-ADMIN	25	9 36	0	0 0	14	7 50	0	0 0
22 PROFESSIONAL								
ATTORNEYS	3	1 33	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	383	96 25	5	1 20	143	46 32	7	4 57
23 TECHNICAL								
SENIOR	68	15 22	0	0 0	12	6 50	2	2 100
OTHER	131	31 24	8	3 38	46	10 22	2	1 50
24 PUBLIC SAFETY	46	33 72	1	1 100	5	4 80	0	0 0
25 PARA-PROFESSIONAL	112	24 21	4	1 25	32	6 19	0	0 0
26 ADMINISTRATIVE SUPPORT	146	32 22	0	0 0	49	9 18	0	0 0
27 SKILLED CRAFT	52	16 31	0	0 0	19	9 47	3	2 67
28 SERVICE - MAINTENANCE	25	14 56	0	0 0	12	7 58	0	0 0
Totals	991	271 27	18	6 33	332	104 31	14	9 64

Percentages are: Selected(Sel) as a percentage of interviewed(Int).

Example: Looking at 40 and Older in the OFFICIAL-ADMIN Job Group: 14 people 40 years and older interviewed for Official Admin jobs. 7 were selected. Dividing the amount selected by the amount interviewed (7/14) and multiplying by 100 yields 50%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE VI

Applicant Tracking

Table VI, Certification Rates
Applied and Certified

Age Bands

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	Overall		40 - 44		45 - 49		50 - 54		55 - 59		60 - 64		65 and Older								
	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %							
21 OFFICIAL-ADMIN	498	379	76	54	43	80	50	41	82	47	40	85	27	23	85	8	7	88	7	7	100
22 PROFESSIONAL ATTORNEYS	15	12	80	1	1	100	1	1	100	2	2	100	0	0	0	0	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	2701	1892	70	216	168	78	168	130	77	99	76	77	68	55	81	25	20	80	15	13	87
23 TECHNICAL SENIOR	135	95	70	11	8	73	4	4	100	2	2	100	4	3	75	0	0	0	0	0	0
OTHER	619	420	68	49	37	76	47	35	74	23	15	65	12	9	75	7	5	71	2	1	50
24 PUBLIC SAFETY	743	655	88	46	44	96	18	12	67	3	3	100	3	3	100	2	2	100	3	2	67
25 PARA-PROFESSIONAL	607	451	74	40	30	75	33	29	88	16	11	69	14	12	86	1	0	0	1	1	100
26 ADMINISTRATIVE SUPPORT	677	502	74	50	41	82	46	40	87	24	21	88	6	5	83	5	4	80	3	3	100
27 SKILLED CRAFT	190	90	47	19	9	47	17	11	65	4	3	75	6	4	67	2	2	100	0	0	0
28 SERVICE - MAINTENANCE	61	52	85	14	10	71	8	7	88	5	5	100	1	1	100	0	0	0	0	0	0
Totals	6246	4548	73	500	391	78	392	310	79	225	178	79	141	115	82	50	40	80	31	27	87

Percentages are: certified(Cert) as a percentage of applied(Appl).

Example: Looking at 40 - 44 in the OFFICIAL -ADMIN Job Group: 54 individuals between the ages of 40 and 44, applied for Official Admin jobs. 43 are certified. Dividing the amount certified by the amount applied (43/54) and multiplying by 100 yields a percentage of 79.6, rounded to 80%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE VI-A

Applicant Tracking

**Table VI-A, Interview Rates
Certified and Interviewed
Age Bands**

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	Overall		40 - 44		45 - 49		50 - 54		55 - 59		60 - 64		65 and Older									
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %								
21 OFFICIAL-ADMIN	379	25	7	43	3	7	41	5	12	40	2	5	23	2	9	7	1	14	7	1	14	
22 PROFESSIONAL																						
ATTORNEYS	12	3	25	1	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	1892	383	20	168	42	25	130	45	35	76	22	29	55	17	31	20	9	45	13	8	62	
23 TECHNICAL																						
SENIOR	95	68	72	8	4	50	4	4	100	2	2	100	3	2	67	0	0	0	0	0	0	0
OTHER	420	131	31	37	16	43	35	16	46	15	9	60	9	4	44	5	1	20	1	0	0	
24 PUBLIC SAFETY	655	46	7	44	4	9	12	0	0	3	0	0	3	0	0	2	0	0	2	1	50	
25 PARA-PROFESSIONAL	451	112	25	30	16	53	29	8	28	11	2	18	12	5	42	0	0	0	1	1	100	
26 ADMINISTRATIVE SUPPORT	502	146	29	41	10	24	40	21	53	21	13	62	5	2	40	4	2	50	3	1	33	
27 SKILLED CRAFT	90	52	58	9	6	67	11	6	55	3	2	67	4	4	100	2	1	50	0	0	0	
28 SERVICE - MAINTENANCE	52	25	48	10	7	70	7	3	43	5	2	40	1	0	0	0	0	0	0	0	0	
Totals	4548	991	22	391	108	28	310	108	35	178	54	30	115	36	31	40	14	35	27	12	44	

Percentages are: Interviewed (Int) as a percentage of certified (Cert).

Example: Looking at 40 - 44 in the OFFICIAL -ADMIN Job Group: 43 individuals between the ages of 40 and 44. Certified for Official Admin jobs. 7 were interviewed. Dividing the amount interviewed by the amount certified (7/43) and multiplying by 100 yields a percentage of 6.97, rounded to 7%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE VI-B

Applicant Tracking

**Table VI-B, Selection Rates
Interviewed and Selected
Age Bands**

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	Overall		40 - 44		45 - 49		50 - 54		55 - 59		60 - 64		65 and Older	
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %
21 OFFICIAL-ADMIN	25	9 36	3	1 33	5	3 60	2	1 50	2	2 100	1	0 0	1	0 0
22 PROFESSIONAL														
ATTORNEYS	3	1 33	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	383	96 25	42	14 33	45	11 24	22	8 36	17	8 47	9	3 33	8	2 25
23 TECHNICAL														
SENIOR	68	15 22	4	2 50	4	1 25	2	2 100	2	1 50	0	0 0	0	0 0
OTHER	131	31 24	16	3 19	16	3 19	9	2 22	4	1 25	1	1 100	0	0 0
24 PUBLIC SAFETY	46	33 72	4	3 75	0	0 0	0	0 0	0	0 0	0	0 0	1	1 100
25 PARA-PROFESSIONAL	112	24 21	16	4 25	8	1 13	2	0 0	5	1 20	0	0 0	1	0 0
26 ADMINISTRATIVE SUPPORT	146	32 22	10	4 40	21	4 19	13	0 0	2	0 0	2	1 50	1	0 0
27 SKILLED CRAFT	52	16 31	6	1 17	6	5 83	2	0 0	4	3 75	1	0 0	0	0 0
28 SERVICE - MAINTENANCE	25	14 56	7	5 71	3	1 33	2	1 50	0	0 0	0	0 0	0	0 0
Totals	991	271 27	108	37 34	108	29 27	54	14 26	36	16 44	14	5 36	12	3 25

Percentages are: Selected (Sel) as a percentage of Interviewed (Int).

Example: Looking at 40 - 44 in the OFFICIAL-ADMIN Job Group: 3 individuals between the ages of 40 and 44, interviewed for Official Admin jobs. 1 were selected.

Dividing the amount selected by the amount interviewed (1/3) and multiplying by 100 yields a percentage of 33.33, rounded to 33%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE VII

Applicant Tracking

Table VII, Promotional Certification Rates
Applied and Certified
Gender/Race/Ethnicity

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	All Promotional		Male		Female		White		Black		Hispanic		Asian		Am Indian	
	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %
21 OFFICIAL-ADMIN	13	9 69	10	8 80	3	1 33	8	7 88	4	2 50	1	0 0	0	0 0	0	0 0
22 PROFESSIONAL																
ATTORNEYS	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	155	128 83	52	41 79	103	87 84	61	57 93	77	58 75	15	12 80	2	1 50	0	0 0
23 TECHNICAL																
SENIOR	54	52 96	48	46 96	6	6 100	38	36 95	12	12 100	1	1 100	3	3 100	0	0 0
OTHER	52	34 65	15	14 93	37	20 54	18	14 78	29	16 55	4	3 75	1	1 100	0	0 0
24 PUBLIC SAFETY	2	2 100	1	1 100	1	1 100	0	0 0	1	1 100	0	0 0	1	1 100	0	0 0
25 PARA-PROFESSIONAL	17	13 76	2	1 50	15	12 80	4	3 75	13	10 77	0	0 0	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	79	66 84	3	1 33	76	65 86	17	14 82	58	48 83	3	3 100	1	1 100	0	0 0
27 SKILLED CRAFT	22	19 86	20	17 85	2	2 100	6	5 83	11	10 91	5	4 80	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	12	12 100	12	12 100	0	0 0	0	0 0	6	6 100	6	6 100	0	0 0	0	0 0
Totals	406	335 83	163	141 87	243	194 80	152	136 89	211	163 77	35	29 83	8	7 88	0	0 0

Percentages are: certified(Cert) as a percentage of applied(Appl).
Example: Looking at Males in the OFFICIAL -ADMIN Job Group: 10 Males applied for Official Admin jobs. 8 were certified. Dividing the amount certified by the amount applied (8/10) and multiplying by 100 yields a percentage of 80%.

Totals presented reflect only those applicants who supplied voluntary EEO information.
Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE VII-A

Applicant Tracking

Table VII-A, Promotional Interview Rates
Certified and Interviewed
Gender/Race/Ethnicity

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	All Promotional		Male		Female		White		Black		Hispanic		Asian		Am Indian	
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %
21 OFFICIAL-ADMIN	9	7 78	8	7 88	1	0 0	7	6 86	2	1 50	0	0 0	0	0 0	0	0 0
22 PROFESSIONAL	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
ATTORNEYS	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	128	95 74	41	32 78	87	63 72	57	43 75	58	40 69	12	11 92	1	1 100	0	0 0
23 TECHNICAL	52	49 94	46	43 93	6	6 100	36	33 92	12	12 100	1	1 100	3	3 100	0	0 0
SENIOR	34	29 85	14	12 86	20	17 85	14	13 93	16	14 88	3	1 33	1	1 100	0	0 0
OTHER	2	0 0	1	0 0	1	0 0	0	0 0	1	0 0	0	0 0	1	0 0	0	0 0
24 PUBLIC SAFETY	13	10 77	1	1 100	12	9 75	3	3 100	10	7 70	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	66	53 80	1	1 100	65	52 80	14	11 79	48	39 81	3	2 67	1	1 100	0	0 0
26 ADMINISTRATIVE SUPPORT	19	19 100	17	17 100	2	2 100	5	5 100	10	10 100	4	4 100	0	0 0	0	0 0
27 SKILLED CRAFT	12	5 42	12	5 42	0	0 0	0	0 0	6	1 17	6	4 67	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	335	267 80	141	118 84	194	149 77	136	114 84	163	124 76	29	23 79	7	6 86	0	0 0
Totals																

Percentages are: Interviewed (Int) as a percentage of certified (Cert).

Example: Looking at Males in the OFFICIAL-ADMIN Job Group: 8 Males Certified for Official Admin jobs, 7 were interviewed. Dividing the amount interviewed by the amount certified (7/8) and multiplying by 100 yields a percentage of 87.5, rounded to 88%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE VII-B

Applicant Tracking

Table VII-B, Promotional Selection Rates
Interviewed and Selected
Gender/Race/Ethnicity

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	All Promotional		Male		Female		White		Black		Hispanic		Asian		Am Indian	
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %
21 OFFICIAL-ADMIN	7	5 71	7	5 71	0	0 0	6	4 67	1	1 100	0	0 0	0	0 0	0	0 0
22 PROFESSIONAL	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
ATTORNEYS	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	95	32 34	32	8 25	63	24 38	43	21 49	40	8 20	11	3 27	1	0 0	0	0 0
23 TECHNICAL	49	11 22	43	8 19	6	3 50	33	5 15	12	3 25	1	1 100	3	2 67	0	0 0
SENIOR	29	8 28	12	3 25	17	5 29	13	1 7 7	14	6 43	1	1 100	1	0 0	0	0 0
OTHER	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
24 PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	10	3 30	1	0 0	9	3 33	3	0 0	7	3 43	0	0 0	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	53	12 23	1	1 100	52	11 21	11	1 9 1	39	8 21	2	2 100	1	1 100	0	0 0
27 SKILLED CRAFT	19	8 42	17	7 41	2	1 50	5	4 80	10	3 30	4	1 25	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	5	4 80	5	4 80	0	0 0	0	0 0	1	1 100	4	3 75	0	0 0	0	0 0
Totals	267	83 31	118	36 31	149	47 32	114	36 32	124	33 27	23	11 48	6	3 50	0	0 0

Percentages are: selected (Sel) as a percentage of interviewed (Int).
Example: Looking at Males in the OFFICIAL -ADMIN Job Group: 7 Males interviewed for Official Admin. 5 were selected. Dividing the amount selected by the amount interviewed (5/7) and multiplying by 100 yields a percentage of 71.43, rounded to 71%.

Totals presented reflect only those applicants who supplied voluntary EEO information.
Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE VIII

Applicant Tracking

Table VIII, Promotional Certification Rates Applied and Certified

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

Persons With Disabilities, Older Workers, Vietnam Veterans

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %
21 OFFICIAL-ADMIN	13	9 69	0	0 0	10	7 70	0	0 0
22 PROFESSIONAL								
ATTORNEYS	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	155	128 83	4	4 100	83	70 84	2	2 100
23 TECHNICAL								
SENIOR	54	52 96	0	0 0	20	19 95	1	1 100
OTHER	52	34 65	2	2 100	27	18 67	0	0 0
24 PUBLIC SAFETY	2	2 100	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	17	13 76	1	1 100	10	7 70	0	0 0
26 ADMINISTRATIVE SUPPORT	79	66 84	0	0 0	31	29 94	0	0 0
27 SKILLED CRAFT	22	19 86	0	0 0	16	13 81	3	3 100
28 SERVICE - MAINTENANCE	12	12 100	0	0 0	8	8 100	0	0 0
Totals	406	335 83	7	7 100	205	171 83	6	6 100

Percentages are: Selected(Sel) as a percentage of Interviewed(Int).
Example: Looking at People 40 and Older in the OFFICIAL -ADMIN Job Group: 10 people 40 and Older applied for Official Admin jobs. 7 was certified. Dividing the amount certified by the amount applied (7/10) and multiplying by 100 yields 70%.

Totals presented reflect only those applicants who supplied voluntary EEO information.
Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE VIII-A

Applicant Tracking

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

**Table VIII-A, Promotional Interview Rates
Certified and Interviewed
Persons With Disabilities, Older Workers, Vietnam Veterans**

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %
21 OFFICIAL-ADMIN	9	7 78	0	0 0	7	5 71	0	0 0
22 PROFESSIONAL								
ATTORNEYS	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	128	95 74	4	4 100	70	53 76	2	2 100
23 TECHNICAL								
SENIOR	52	49 94	0	0 0	19	18 95	1	1 100
OTHER	34	29 85	2	2 100	18	17 94	0	0 0
24 PUBLIC SAFETY	2	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	13	10 77	1	0 0	7	5 71	0	0 0
26 ADMINISTRATIVE SUPPORT	66	53 80	0	0 0	29	24 83	0	0 0
27 SKILLED CRAFT	19	19 100	0	0 0	13	13 100	3	3 100
28 SERVICE - MAINTENANCE	12	5 42	0	0 0	8	4 50	0	0 0
Totals	335	267 80	7	6 86	171	139 81	6	6 100

Percentages are: Interviewed as a percentage of certified(Cert).

Example: Looking at People 40 and older in the OFFICIAL -ADMIN Job Group: 7 people 40 and Older were certified for Official Admin Jobs. 5 were interviewed. Dividing the amount interviewed by the amount certified (5/7) and multiplying by 100 yields a percentage of 71.43, rounded to 71%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE VIII-B

Applicant Tracking

Table VIII-B, Promotional Selection Rates
 Interviewed and Selected
 Persons With Disabilities, Older Workers, Vietnam Veterans
 City of Alexandria, Virginia
 Full-time Employees
 Requisitions that closed in FY 2002

EEO Job Group	Overall		Disabled		40 and Older		Vietnam Veteran	
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %
21 OFFICIAL-ADMIN	7	5 71	0	0 0	5	3 60	0	0 0
22 PROFESSIONAL								
ATTORNEYS	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	95	32 34	4	1 25	53	16 30	2	1 50
23 TECHNICAL								
SENIOR	49	11 22	0	0 0	18	4 22	1	1 100
OTHER	29	8 28	2	1 50	17	4 24	0	0 0
24 PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	10	3 30	0	0 0	5	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	53	12 23	0	0 0	24	3 13	0	0 0
27 SKILLED CRAFT	19	8 42	0	0 0	13	7 54	3	2 67
28 SERVICE - MAINTENANCE	5	4 80	0	0 0	4	3 75	0	0 0
Totals	267	83 31	6	2 33	139	40 29	6	4 67

Percentages are: certified(Cert) as a percentage of applied(Appl).
 Example: Looking at People 40 and Older in the OFFICIAL -ADMIN Job Group: 5 people in the 40 and Older group were interviewed for Official Admin jobs. 3 were selected. Dividing the amount selected by the amount interviewed (3/5) and multiplying by 100 yields 60%.

Totals presented reflect only those applicants who supplied voluntary EEO information.
 Totals for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE IX

Applicant Tracking

Table IX, Promotional Certification Rates
Applied and Certified

Age Bands

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	All Promotional		40 - 44		45 - 49		50 - 54		55 - 59		60 - 64		65 and Older	
	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %
21 OFFICIAL-ADMIN	13	9 69	2	1 50	3	2 67	3	2 67	1	1 100	1	1 100	0	0 0
22 PROFESSIONAL														
ATTORNEYS	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	155	128 83	32	27 84	20	19 95	16	13 81	9	6 67	4	3 75	2	2 100
23 TECHNICAL														
SENIOR	54	52 96	13	12 92	4	4 100	2	2 100	1	1 100	0	0 0	0	0 0
OTHER	52	34 65	6	5 83	10	8 80	6	2 33	3	1 33	2	2 100	0	0 0
24 PUBLIC SAFETY	2	2 100	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	17	13 76	3	1 33	4	4 100	2	1 50	1	1 100	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	79	66 84	6	4 67	19	19 100	6	6 100	0	0 0	0	0 0	0	0 0
27 SKILLED CRAFT	22	19 86	3	3 100	6	5 83	2	1 50	5	4 80	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	12	12 100	3	3 100	2	2 100	3	3 100	0	0 0	0	0 0	0	0 0
Totals	406	335 83	68	56 82	68	63 93	40	30 75	20	14 70	7	6 86	2	2 100

Percentages are: certified(Cert) as a percentage of applied(Appl).
 Example: Looking at 45 - 49 in the OFFICIAL -ADMIN Job Group: 3 individuals between the ages of 45 and 49, applied for Official Admin jobs. 2 were certified.
 Dividing the amount certified by the amount applied (2/3) and multiplying by 100 yields a percentage of 66.67, rounded to 67%.

Totals presented reflect only those applicants who supplied voluntary EEO information.
 Totals for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE IX-A

Applicant Tracking

Table IX-A, Promotional Interview Rates
Certified and Interviewed
Age Bands

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY2002

EEO Job Group	All Promotional		40 - 44		45 - 49		50 - 54		55 - 59		60 - 64		65 and Older	
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %
21 OFFICIAL-ADMIN	9	7 78	1	0 0	2	1 50	2	2 100	1	1 100	1	1 100	0	0 0
22 PROFESSIONAL														
ATTORNEYS	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
OTHER	128	95 74	27	19 70	19	13 68	13	10 77	6	6 100	3	3 100	2	2 100
23 TECHNICAL														
SENIOR	52	49 94	12	12 100	4	3 75	2	2 100	1	1 100	0	0 0	0	0 0
OTHER	34	29 85	5	5 100	8	8 100	2	2 100	1	1 100	2	1 50	0	0 0
24 PUBLIC SAFETY	2	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	13	10 77	1	1 100	4	2 50	1	1 100	1	1 100	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	66	53 80	4	3 75	19	16 84	6	5 83	0	0 0	0	0 0	0	0 0
27 SKILLED CRAFT	19	19 100	3	3 100	5	5 100	1	1 100	4	4 100	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	12	5 42	3	2 67	2	1 50	3	1 33	0	0 0	0	0 0	0	0 0
	335	267 80	56	45 80	63	49 78	30	24 80	14	14 100	6	5 83	2	2 100

Percentages are: Interviewed (Int) as a percentage of certified (Cert).
Example: Looking at 45 - 49 in the OFFICIAL -ADMIN Job Group: 2 individuals between the ages of 45 and 49, Certified for Official Admin jobs. 1 was interviewed.
Dividing the amount interviewed by the amount certified (1/2) and multiplying by 100 yields 50%.

Totals presented reflect only those applicants who supplied voluntary EEO information.
Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.

TABLE IX-B

Applicant Tracking

**Table IX-B, Promotional Selection Rates
Interviewed and Selected
Age Bands**

City of Alexandria, Virginia
Full-time Employees
Requisitions that closed in FY 2002

EEO Job Group	All Promotional			40 - 44			45 - 49			50 - 54			55 - 59			60 - 64			65 and Older		
	Int	Sel	%	Int	Sel	%	Int	Sel	%	Int	Sel	%	Int	Sel	%	Int	Sel	%	Int	Sel	%
21 OFFICIAL-ADMIN	7	5	71	0	0	0	1	1	100	2	1	50	1	1	100	1	0	0	0	0	0
22 PROFESSIONAL																					
ATTORNEYS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	95	32	34	19	6	32	13	5	38	10	2	20	6	2	33	3	0	0	2	1	50
23 TECHNICAL																					
SENIOR	49	11	22	12	2	17	3	0	0	2	2	100	1	0	0	0	0	0	0	0	0
OTHER	29	8	28	5	0	0	8	2	25	2	1	50	1	0	0	1	0	0	0	0	0
24 PUBLIC SAFETY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	10	3	30	1	0	0	2	0	0	1	0	0	1	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	53	12	23	3	0	0	16	3	19	5	0	0	0	0	0	0	0	0	0	0	0
27 SKILLED CRAFT	19	8	42	3	0	0	5	4	80	1	0	0	4	3	75	0	0	0	0	0	0
28 SERVICE - MAINTENANCE	5	4	80	2	2	100	1	0	0	1	1	100	0	0	0	0	0	0	0	0	0
Totals	267	83	31	45	10	22	49	15	31	24	7	29	14	6	43	5	0	0	2	1	50

Percentages are: Selected (Sel) as a percentage of Interviewed (Int).

Example: Looking at 45 - 49 in the OFFICIAL -ADMIN Job Group 1 individual between the ages of 45 and 49, interviewed for an Official Admin job. 1 was selected. Dividing the amount selected by the amount interviewed (1/1) and multiplying by 100 yields 100%.

Totals presented reflect only those applicants who supplied voluntary EEO information.

Sums for gender and/or race may not equal the total because gender and/or race is unknown for some applicants.



12

2-11-03

HUMAN RIGHTS COMMISSION

421 King Street, Suite 400
Alexandria, Virginia 22314

ci.alexandria.va.us

Phone (703) 838-6390
Fax (703) 838-4976

December 18, 2002

Ms. Michele Evans, Assistant City Manager
Mr. Henry Howard, Director, Personnel Services Department
City of Alexandria
City Hall – 301 King Street
Alexandria, Virginia 22314

Re: Applicant Tracking Report and Workforce Utilization Analysis

Dear Michele and Henry:

Thank you for requesting the Human Rights Commission's (HRC) comments about the City of Alexandria's FY 2002 Workforce Utilization Analysis (UA) and Applicant Tracking Report (AT).

We understand the need to use 1990 census figures for the FY 2002 reports because of the unavailability of complete 2000 census figures. However, we also recognize that due to the City's population shifts in the last 10 years, the UA and AT reports may not provide as current a snapshot of the City's workforce as we would like. Therefore, we eagerly await the FY 2003 reports with the new data and updated analysis.

We were impressed by the thoroughness of the reports and the thoughtful narrative and analysis. The City should be commended for its programs and efforts to hire, train, and promote employees who reflect the diversity of our City and our region.

The HRC applauds the City's efforts in FY 2002 that responded to the marketplace and identified and implemented creative ways and programs to achieve its goals. Specifically, we want to highlight the following FY 2002 successes.

- **Upward mobility programs.** The HRC is pleased that the number of employees who received tuition assistance from the City increased again in FY 2002. Even with the City's budget constraints, that number increased to 356 in FY 2002, continuing its upward trend (from 50 in FY 1999, to 68 in FY 2000, to 156 in FY 2001). It is also noteworthy that the percentage of minority employees who received tuition assistance gradually increased from 44% in FY 1999 to 67.2% in FY 2002, and female participation increased from 48% in FY 2001 to 53% in FY 2002. The HRC supports the City's efforts to provide employees with opportunities to enhance their professional skills through tuition assistance programs for college level work.
- **Efforts to increase the hiring of persons with disabilities.** The HRC commends the City's initiatives to increase hiring persons with disabilities, including partnering with the JobLink Division in the Department of Human Services (DHS) to seek out persons with disabilities; paying the entire cost to provide assistive technology to any employee requesting it; and participating in a consortium to provide students with severe disabilities with job coaches and personal attendants.
- **Programs to expose potential employees to employment opportunities.** The Department of Transportation and Environmental Services' "Public Works Equipment Show" for T.C. Williams High School students provided a better understanding of the department's operation, exposed them to the operation of heavy equipment, and showcased the department's non-traditional jobs. These types of unique outreach programs are important because they highlight the City's wide range of job opportunities and acknowledge that some students will enter the full-time workforce immediately upon graduation.
- **Improvements in Police Department recruitment efforts.** In order to more quickly process and hire certified applicants, the Department is now processing Virginia law enforcement certified applicants separate from those candidates who would require academy training. Also, as a result of the Department's extensive examination of its entry-level testing, it modified the exam when adverse impact was indicated in a portion of the exam. We appreciate this responsiveness to correct existing weaknesses in hiring tools.

As you prepare the final report for the City Council, we would like to make several comments and recommendations to further strengthen the City's recruitment efforts, and also flag areas that warrant continued monitoring.

- **Monitor certification, interview, and selection rates of protected classes.** It's encouraging that the overall certification rate for applicants has steadily increased over the last three fiscal years (from 43% in FY 2000 to 58% in FY 2001 to 73% in FY 2002), indicating that the City annually attracts better-

qualified candidates. It's important to note that the certification rates for each protected class also increased in FY 2002.

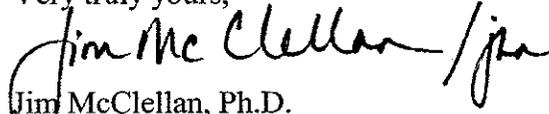
However, the certification and interview rates for Asians were troubling. Asians had a certification rate of 80%, which was higher than the overall applicant certification rate of 73% (and higher than the certification rates for females, African Americans, Hispanics, persons with disabilities, and older workers). Yet, the Asian interview rate was 18%, which was lower than the overall interview rate of 22%, and lower than all other protected classes. Also, Asians' selection rate of 21% was lower than the overall selection rate of 27%, and the lowest of all protected classes. We recommend that these figures be watched carefully to determine if any barriers might exist that would account for Asians' high certification rate, low interview rate, and consequently low selection rate.

- **Continue the City's vigilance of underutilized protected classes.** Both females and Asians were underutilized in six of the 12 job groups. We hope that the City's FY 2003 Diversity Plan will help reduce the number of underutilized job groups and will continue to address the fact that four protected groups (females, African Americans, Hispanics, Asians) are underutilized in two job groups: Officials/Administrators and Professional Public Safety.
- **Monitor submission rate of Applicant Tracking and Affirmative Action Data Forms.** Last year the HRC expressed concern that in FY 2001, only 63% of all applicants submitted the Affirmative Action Data Forms. We are concerned that in FY 2002, that percentage decreased even further to 61%, representing the lowest percentage submission rate in the five-year period from FY 1998 – FY 2002. Although submission of the form is voluntary, it is difficult for the City to compile meaningful statistics if the number of forms submitted is decreasing. We urge staff to continue identifying and implementing ways in FY 2003 that might increase voluntary submission of these forms.
- **Monitor grievance trends.** The number of grievances filed in FY 2002 for full-time employees increased to 23, a jump from the eight filed in FY 2001. Although disciplinary actions, rather than policy issues, accounted for 19 of the 23 grievances, we ask the City to stay alert to any patterns (i.e., disproportionate share of grievances filed by one gender or one protected class) that might warrant further investigation.

We appreciate the opportunity to provide feedback about these reports and input for the Docket Memo to the City Council. Please contact Human Rights Commissioner Susan Rumberg (703-836-1210) if you have further questions about our comments.

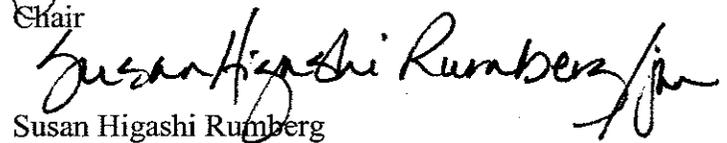
We applaud the staff for its hard work and commitment to ensuring a diverse workforce in the City of Alexandria.

Very truly yours,



Jim McClellan, Ph.D.

Chair



Susan Higashi Rumberg

Vice Chair

cc: Chet Avery, Commission on Persons with Disabilities
and Human Rights Commission
Joe Delfico, Commission on Persons with Disabilities
Laura Mandala, Commission on Women
Susan Dawson, Commission on Aging
Jean Niebauer, Alexandria Office of Human Rights
Kathleen Schramm, Deputy Director, Personnel Services Department
Steve Mason, Affirmative Action Officer



Barbara Gilley, Chair

Voice 703-838-0711

AcPd

Alexandria Commission on Persons with Disabilities

Office of Aging & Adult Services
 Department of Human Services
 2525 Mt. Vernon Avenue
 Alexandria, Virginia 22301
 Facsimile 703-838-0886

TDD 703-836-1493



January 14, 2003

Michele R. Evans, Assistant City Manager
 City Hall, Room 3500
 301 King Street
 Alexandria, Virginia 22314

Dear Ms. Evans

This letter transmits comments and recommendations of the Alexandria Commission on Persons with Disabilities (ACPD) regarding the FY 2002 Utilization Analysis Report (UA) and Application Tracking System Report (AT). These reports provide information on the employment of protected populations under the City's Equal Employment Opportunity-Affirmative Action Plan (EEO-AAP).

We would like to thank you for the opportunity to review the City's reports. The Commission commends you and your staff for their responsiveness and openness during this review period. Steve Mason, the Affirmative Officer, provided excellent coordination with the Commission particularly considering his short tenure in his new position.

In FY 2002 the City made a concerted effort to hire, promote and to improve their outreach efforts to persons with disabilities. A few examples of the City's efforts are listed below.

1. City Personnel has been providing all of it's job listing to Project EARN. Project EARN is a USDOL grant-funded program that facilitates job openings with qualified persons with disabilities through organizations that serve them. The goal is to recruit more diverse and qualified persons with disabilities for City employment.
2. JobLink has undertaken an on-line training program of over 1500 courses. A Committee is reviewing the software to ensure it is accessible to all persons with disabilities.
3. The City has spent a notable amount of funds on reasonable accommodations and public access to programs. The majority of funds expended were for sign language interpreters. The City also purchased a specially adapted cell phone for deaf personnel at JobLink.
4. Last summer, the Youth Program initiated a Pilot Project, which included 11 youth with severe disabilities. This Pilot Project provided job coaches and personal care

attendants to the participants. Without the job coaches and attendants, these youth would have been left out of the program. DRS paid for the job coaches and attendant services.

5. The Employer Awards Program, recognizing exemplary employers in the City who employ and assist persons with disabilities, was, once again, a success. There was a large turnout at the awards ceremony with the Mayor representing the city.

Unfortunately, in a short report such as this there are too many of these examples to cover in detail so we have highlighted only a few.

Regarding the City's UA and AT reports, the Commission has listed its observations below along with some possible courses of action for your consideration.

1. The lack of information on people with disabilities in the Utilization Analysis Report has been a topic of concern for this Commission for at least the past 3 years. We noted this concern in our official correspondences to the City and the City's response has been to wait for the results of the 2000 Census. At best, if relevant data for people with disabilities can be extracted from the census in 2003, it will be 3 years old. If relevant data is not available, which is a possibility, then the City needs an alternate plan to deal with this lack of information. Without UA data we only have half of the story about the progress of persons with disabilities in the City and a somewhat incomplete Equal Employment Opportunity-Affirmative Action Plan.

We believe the City needs to take the following steps to address this lack of information:

- a. Meet with Census officials to determine if the needed data can be extracted from the 2000 census data-base and, if so, determine when will it be available. This extraction was not possible in the 1990 census and we are not sure it can now be obtained with sufficient specificity in the 2000 census.
 - b. If the information is not forthcoming, the City should develop an alternative method for measuring utilization in the City's workforce for persons with disabilities. For the past 2 years this Commission has suggested exploring an approach using EEOC data as a comparison base and improving internal city data on persons with disabilities as noted in item 2 below.
2. A key action needed to assess how persons with disabilities are being utilized in the City workforce is to develop a new survey instrument to determine the status of persons with disabilities now in the workforce. In 1999 the City developed and administered such a survey and they should be commended for this effort. However, the results are suspect and the survey, and its administration, needs to be redone. For example, the 13.2 % of the workforce that claimed 1 or more disabilities appears to be a very high percentage of the workforce. We recognize the difficulties in accomplishing this task, not the least of which are privacy concerns, but some action needs to be undertaken soon to acquire better data.

We believe the City needs to take the following steps.

- a. Develop a new survey instrument and a survey plan with the input from all interested stakeholders. The data collected over the past few years from the City's voluntary Affirmative Action form may provide some valuable input.
 - b. Structure the survey so that its results are compatible with the EEO job groups used in the UA reports so that comparisons can be made if census data are unavailable.
3. The Application tracking report indicates that 4 people with disabilities were hired and 2 were promoted from within. This represents 2.2% of the 271 hires and promotions in 2002 and varies little from previous years. What is lacking is a baseline to compare these figures to. History has shown that promotion rates roughly correlate with the proportion of the protected groups in the total population of an entity. For example, federal government statistics collected by the EEOC show that in 1999 persons with disabilities in the government accounted for 7% of the workforce and 7% of the promotions. The table on page 23 of the draft ATR report roughly verifies this, except for people with disabilities. As mentioned earlier in this letter, 13.2% of the City's workforce are persons with disabilities, according to a 1999 survey, but, only 2.2% are hired and promoted. Either the 1999 survey is not accurate or persons with disabilities are not being promoted at the rates of other protected groups.

A more positive way to look at the statistics indicates that persons with disabilities who applied for jobs had a slightly better chance of being selected than the others in the remaining protected groups. Put another way, 5.8% of the applicants who were people with disabilities got jobs whereas only 4.3% of the rest did.

We believe that the City needs to address these anomalies by:

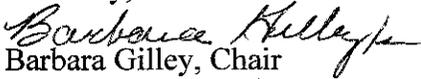
- a. Redoing its survey of people with disabilities in the city's workforce, as we mentioned previously,
 - b. Include more analysis of the data presented in the reports so readers can understand the factors that affect the annual results.
4. The ATR report does not adequately address the difference between the number of total applications (10247) and the number of applications with relevant affirmative action data (6246). The report states that 4001 applicants did not enter the formal hiring process for various reasons, implying that all the 6246 applicants who "submitted at least one component of the form" were considered. We would like to better understand exactly what this means with regard to the results presented in the reports.

We believe the City needs to clarify the variations in these numbers by:

- a. Explaining the reasons for the differences in the numbers, and
- b. How many people (if any) were selected who did not fill out a form.

We would like to thank you again for the opportunity to comment on your reports. If you have any questions please direct them to Commissioner Joseph Delfico at 703-683-4638 or by email to j.delfico@verizon.net.

Sincerely,



Barbara Gilley, Chair

Alexandria Commission on Persons with Disabilities

ALEXANDRIA COMMISSION FOR WOMEN
ALEXANDRIA, VA

TO: STEVE MASON
FROM: LAURA MANDALA, ALEXANDRIA COMMISSION FOR WOMEN
SUBJECT: RESPONSE TO WORKFORCE UTILIZATION AND APPLICANT TRACKING REPORTS
DATE: 1/3/2003

The following are comments on the City's Workforce Utilization and Applicant Tracking reports for the FY 2002. We extend our thanks to the City Manager and City staff for requesting the Commission's input and for providing us with the continued opportunity to work with the City of Alexandria in improving its outreach to and employment of historically underrepresented groups.

As you know, this year we were given a relatively short amount of time to respond to these reports. We would like to retain the option of providing any additional commentary at a future date.

Again, we applaud the volume of data the City collects and staff's willingness to provide us with additional analysis of the data to address our questions and concerns.

Overall Assessment

As we noted in our response to the 2001 report, we believe that there are systemic changes that should be made to the collection and reporting of applicant and employment data. We have been assured by Steve Mason, Human Resources Officer, that our input will be requested during 2003 when the most recent decennial census data are included in the City's reporting. We look forward to working with the City at that time to restructure some of the elements of the reporting systems. (Please refer to our memo dated 5/13/02 for our specific comments and recommendations.)

One change we believe can be included this year is the testing for the statistical significance of any increases and decreases in percentages in both reports. Currently, increases and decreases are reported without any reference to their statistical significance, which can lead to inaccurate interpretations of the data, and even misuse of the data. If the testing cannot be achieved within the timeline set by the City Manager, then we strongly suggest that a caveat is included in the beginning of each report stating that the data have not been tested for statistical significance.

Applicant Tracking Report

Applications and Certification

As we stated last year, we believe the City's hiring practices may be resulting in missed opportunities to hire good candidates in protected classes. For women and other groups, there are a large number of applicants yet there is what appears to be a very low certification rate.

Overall, providing some context for review of the applicant tracking data would assist us in further evaluating the applicant tracking data. Currently, the City uses Census data to determine how many individuals are available in each employment category. While we understand and appreciate that this is a voluntary measure undertaken by the City, we note that the number of "available" workers includes only those who are presently trained for each employment category. It does not take into account individuals who are "willing" to work in each employment category or who are willing to be trained for each employment category.

As we stated last year, we cannot determine if the rates of applications, certification, and hiring are comparable to the U.S. labor force as a whole or comparable to other municipalities similar to Alexandria. In the absence of some larger context, we cannot determine if these applicant tracking numbers are "good" or "bad."

In addition, without these contexts, we cannot determine if the certification rate is high, low, or at a normal level. (Intuitively, the certification rate seems fairly low.)

Given that the City is actively trying to recruit members of underrepresented groups it seems that it may be in the City's interest to review the certification requirements for each of its positions and review the process by which applicants are certified. Again, we suggest that the City consider participating in a "best practices" exercise, in which it reviews the practices of other municipalities and even corporations that are successful in attracting talented individuals from underrepresented groups.

In addition, the City may want to consider taking a closer, more holistic view of applicants to understand if it can hire candidates who may have valuable skills to offer the City but require some training for the job for which they are applying. This change in the method of hiring may enable the City of find very talented employees who can be trained to serve in non-traditional and higher paying positions. (This may help improve the numbers of women in public safety occupations, which still remains very low.)

Since our comments on last year's report, we have not received an update on any initiatives the City has taken in the area of certification. We are very interested in learning what steps, if any, the City has taken to review the certification process.

Utilization Analysis

We recommend a comparison of salaries by sub group, in addition to the current comparison of salary grade bands. We suggest as a first step the comparison of women to other sub groups in the following categories: annual incomes less than \$50,000; annual incomes greater than \$50,000.

In addition to showing the number of men and women in management positions, we would like to know which departments are being managed by those men and women (e.g. administration, finance, engineering, etc.)

We are also interested in reviewing the salary levels of men and women who have similar responsibilities/job titles. We also would like to review the starting salaries of new recruits (men and women) compared with current employees who hold similar positions.

As we noted in our meeting with staff, an increase in the number of women in administrative positions is not necessarily a "gain," since these have historically been lower paying positions.



Office: 703-838-0920

City of Alexandria, Virginia
Commission on Aging

Office of Aging and Adult
Services

Division of Community Programs
Department of Human Services
2525 Mount Vernon Avenue, Unit 5
Alexandria, Virginia 22301-1159



Fax: 703-838-0886

January 30, 2003

Ms. Michele Evans, Assistant City Manager
Mr. Henry Howard, Director of Personnel Services
City of Alexandria
City Hall - 301 King Street
Alexandria, VA 22314

Dear Michele and Henry,

We wish to thank you for your efforts in providing the information necessary for our review and comment on the City of Alexandria's Annual Workforce Utilization Analysis and Applicant Tracking Report.

We also wish to point out that although the City defines Older Workers as those aged 40 and older, we believe age 55+ and over to be more applicable to our concerns. We would like the city to consider including a more appropriate age range in future reports; one that is more relevant to our constituency and in keeping with the requirements of the Older American's Act.

In general, our review of the 2002 document was rewarding. The older worker has made many gains since last year. The percentage of older workers (age 55+) in the top six pay grades and salary ranges rose by 9% this year, an increase from 33% in 2001 to 42% in 2002. Even in the Part-time workforce category, the majority of those in the top 12 pay grades and salary ranges were over the age of 50, another increase from 2001. Common sense suggests this should be the case for the rewards of experience and the wisdom that come with it. We also noted that there was no one in the 50+ age range Terminated for Cause. Another common sense indicator of the work ethic that makes seniors so valued in the workforce.

Applicant Tracking Report Review

1. New Applicants

We note with satisfaction that older workers (40+) applying to work for the City of Alexandria have steadily increased from 56% in 1999 to 79% in 2002. While the rate of those certified also increased from 56% in 1999 to 79% in 2002, the rate of those interviewed has continued to decline from 41% in 1999 to 31% in 2002. This is even more noticeable in the context of the larger applicant and certified pool. However, the rate of older workers selected continued to rise.

2. Older Workers Seeking Promotion

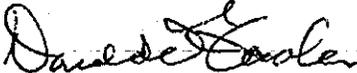
We remain concerned that older city employees seeking promotion largely fail in the effort. Qualified older workers are being interviewed for promotion in similar proportions to their colleagues overall. However, they are not being promoted. Our review of the data has not allowed us to tease out the numbers we are most concerned about (Those age 55+). What we do know is that of the 207 employees applying for promotions, 50% were over age 40 and of the final 83 promoted, 7 were 55+. This finding likely merits further examination, since the City's efforts in other personnel matters, as they relate to older

workers, appear to be even-handed. Could it be that older applicants are at the top of their career ladder, where promotions would be more difficult? Or, from a systemic point of view, is there some barrier to promotion of older applicants that can be identified and removed?

The only other noticeable change over last year was the increase in grievances filed by those age 50+. From 28% of the total grievances filed in 2001 to 55% of total grievances filed in 2002.

Again, we appreciate the opportunity to respond to the information contained in these reports, on behalf of the protected class we serve. Please contact COA Commissioner Susan L. Dawson (703-836-4414) with any questions or comments you may have.

With best wishes,



Donald Fowler, Chair
Alexandria Commission on Aging

cc: Debbie Ludington, Alex. Office for Aging and Adult Services
Chet Avery, Commission on Persons with Disabilities, and Human Rights Commission
Joe Delfico, Commission on Persons with Disabilities
Laura Mandala, Commission on Women
Lisa Webster, Commission on Women
Susan Rumberg, Human Rights Commission
Kathleen Schramm, Deputy Director, Personnel Services Department
Steve Mason, Affirmative Action Officer