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*City of Alexandria, Virginia*

MEMORANDUM

DATE: FEBRUARY 22, 2001  
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*  
SUBJECT: FY 2000 WORKFORCE UTILIZATION ANALYSIS AND FY 2000 APPLICANT TRACKING REPORT

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**ISSUE:** City Council consideration of the FY 2000 Workforce Utilization Analysis and the FY 2000 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 2000 Workforce Utilization Analysis, the FY 2000 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 2000 and proposed for the next 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 2000.

The Affirmative Action Plan is only one component of the City's overall commitment to diversity in the workplace. 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 reached for City job vacancies, and promotes staff development to facilitate upward

mobility opportunities for current City employees. The City also emphasizes to employees the need for the work environment to reflect the value the City places 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 their hiring.

The annual Workforce Utilization Analysis and the Applicant Tracking Report are each 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.

The City implemented its Affirmative Action Program in the mid-1970s. Since then, the representation of protected classes in the City's workforce has increased as a result of broad recruitment among the qualified available labor force in the Washington metropolitan area. Although the City's workforce has not experienced substantial growth over the years, it has become more representative of the diverse labor force in the recruitment area. There has been increased representation of women in the Official/Administrator (senior manager) and Professional/Other job groups. African American representation has increased in nearly every job group (most notably in the Official/Administrator, Professional, Technical and Public Safety job groups). The representation of Hispanics and Asians has also increased, particularly in the positions that prepare employees for promotional opportunities, in nearly every job group.

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

#### New Initiatives Undertaken in FY 2000

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.

During FY 2000, 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, the Feminist Majority, El Pregonero (a Hispanic newspaper), and the President's Commission on Persons with Disabilities. The Affirmative Action Officer arranged for the City to participate for the first time in the National Latina Council job fair and the Minority Career Day at the University of Virginia which were held during the fall of 2000. The Affirmative Action Officer also initiated a recruitment

campaign with the Workforce Recruitment Program for college students with disabilities. These efforts will continue, and where possible will be expanded, this year.

In FY 2000, staff continued the work begun in FY 1999 to increase the number of women and minorities in public safety jobs. The Fire Department's Recruitment Officer contacted a wide range of minority groups to attract women and minority applicants for EMS and fire suppression positions in the spring and summer of 2000. Additionally, revisions proposed during FY 1999 for the firefighters' selection process were implemented, including a customized written test for the selection of entry level fire fighters that was intended to broaden opportunities for those not already in the Fire profession. The Sheriff's Office and the Police Department continued their own recruitment initiatives to attract women and minorities into their ranks. The Police Department Recruitment Officer attended 15 job fairs targeted to minorities and women. The Police Department also has continued to market its recruitment process through an internet site that targets public safety recruitment. The Sheriff's Office staff attended 10 job fairs at military bases and regional colleges. The goal of these outreach efforts has been to attract a diverse group of highly qualified candidates for the City's public safety jobs.

City outreach efforts specifically targeted to older workers resulted in the hiring during FY 2000 of nine applicants age 50-54, four applicants age 55-59 and two applicants age 60-64. Four of the nine applicants selected for City positions were a result of internal promotions of employees in the 50-59 age categories. Continued efforts will be made this year to reach applicants in the 60+ age category.

Recruitment efforts in FY 2000 with advocacy organizations for persons with disabilities resulted in the selection of two persons with disabilities from the outside pool of applicants, and the promotion of one person with disabilities. Since FY 1998, the City's Personnel Director and the Affirmative Action Officer have undertaken a number of steps to enhance the City's relationship with advocacy organizations in order to expand the number of qualified persons with disabilities in the City's applicant pools. Also, the *JobLink* program continues to assist in coaching and preparing persons with a disability to pursue private and public employment. The Affirmative Action Officer will continue to work closely with *JobLink* personnel to ensure that qualified *JobLink* applicants access the City's employment process.

In FY 2000 in cooperation with the Commission on Persons with Disabilities, for the first time, the City held a special mentoring day in an effort to enable young persons with disabilities to visit City Departments and learn about employment opportunities and careers with the City. This initiative was well received, and is continuing in FY 2001.

Recognizing that the City has a relatively low turnover rate and a moderate growth in its workforce, staff continue 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, continues 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 2000, 68 City employees (42 males and 26 females) received

tuition assistance under this program. Staff from the Department of Personnel Services continue to streamline this program and market it to City employees in an effort to increase employee participation.

In FY 2000 the Personnel Services Department worked with department heads to increase employee advancement opportunities by developing career ladders for their employees. Also, several City departments are cross-training 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 are 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 FY 2000 the Department of Personnel Services updated the City of Alexandria ADA Resource Guide which is designed to assist City departments in responding to requests for accommodations made by persons with disabilities who seek employment with the City, are employed by the City or seek access to City activities or services. The City's ADA Departmental Coordinators receive training to increase employee awareness of, and sensitivity to, diversity and accommodations issues that arise in City work areas. The Affirmative Action Officer, assisted by members of the City employee Affirmative Action/EEO Committee, is now developing a Workforce Diversity program with an interactive curriculum to enhance awareness of our need to utilize and leverage the different talents found among City employees. This program will consist of half-day segments, and will be implemented this spring.

### Statistical Analysis

The FY 2000 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. The FY 2000 Applicant Tracking Report provides data regarding 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. 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 23, 2000, when the City had 1,936 regular full-time positions filled, compared to 1,903 filled positions at the end of FY 1999. The Applicant Tracking statistics show that the City received 8,084 employment applications in FY 2000, compared to 5,328 applications in FY 1999, a 66% increase. This increase in applications is due, in part, to changes in the City's application submission process to permit applications via the internet and to extend the length of time that the City accepts job applications for advertised positions. The FY 2000 Applicant Tracking statistics include information provided by the 7,824 applicants (97% of all applicants) who submitted the voluntary affirmative action data form. The City is encouraged by the increased number of affirmative action data forms submitted in FY 2000, which reverses the declining trend of the previous three years. Of the 8,084 applicants for open positions in FY 2000, 3,393 were certified

as meeting the minimum requirements for the jobs advertised. The City interviewed 898 of these applicants, and eventually filled 217 jobs (either by hiring an outside applicant or promoting a current employee). Highlights of the workforce utilization analysis of the Applicant Tracking Report, as to each class group, are summarized below.

Females. The number of female employees in regular, full-time positions increased to 823 in FY 2000. This represents a gain of 34 positions now occupied by females, increasing to 42% the percentage of females in the workforce. In comparison, as of June 29, 1999, the City's work force was 41% female, approximately the same percentage as at the end of FY 1998. Most of the gains made by females in FY 2000 were in job groups in which there had been some decreases or sustained under-representation of females in the past. Of particular note is a gain of 1.4% in the Skilled Craft job group which had shown little growth since 1992, and which is presently close to the market availability of 6.8%. The representation of females in the Official/Administrator job group remained at the previous fiscal year percentage of 40.2%. There was an increase of 12 females in the Professional/Other category, which opens opportunities for upward mobility. While the City experienced some losses of females in the Professional/Public Safety ranks due to retirement, sustained increases have been shown in the Public Safety job group which prepares officers for promotion to the next level. Indeed, for the first time since 1992, the City has reached full availability (17.9%) of females in this job category. With the City's public safety departments' continued efforts to recruit and develop a diverse pool of officers, we expect that there will be increased representation of females at the higher ranks in the future.

Overall in FY 2000, the representation of females increased in eight job groups (Professional/Attorney, Professional/ Librarian, Professional/Other, Technical/Senior and Other, Public Safety, Para-Professional, Skilled Craft, and Service/Maintenance), and decreased in three job groups (Officials/Administrators, Professional/Public Safety and Service/Maintenance). Females occupied a majority of the positions in six job groups, and increased during in the Technical/Senior category with the addition of eight females in this group (a gain of 2.4% percentage points from the previous fiscal year).

The Applicant Tracking Report showed that: (i) females represented 57% of the individuals who applied for City positions (ii) of these female applicants, 43% were certified; (iii) of the certified female applicants, 24% were chosen to be interviewed; and (iv) of the female interviewees 28% were selected for the position and hired.

African-Americans. The number of African-American employees in regular full-time positions increased to 681 in FY 2000, or 35% of the workforce, compared to 652 in FY 1999 and FY 1998. African-Americans exceeded availability in six jobs groups: Professional/Other, Technical/Other, Para-Professional, Administrative Support, Skilled Craft and Service/Maintenance.

The representation of African-Americans in the Official/Administrator, Professional/Public Safety, and Professional/Other categories remained the same, with modest gains made in the Technical/Senior and Other, and Para-Professional categories. Eleven African American employees were added in the Public Safety job group. The growth sustained in the Professional/Other group, and the gains made in the Public Safety group are significant because these are the job groups that enable employees to compete for promotional entry to the Official/Administrator and Professional/Public

Safety categories.

During FY 2000, African-American representation showed no decline in any of the job groups. However, this group continues to show a slight underutilization in five job categories — Official/Administrator, Professional/Attorney, Professional/Librarian, Professional/Public Safety, and Technical/Senior — and higher underutilization in the Public Safety sector.

The Applicant Tracking Report showed that: (i) African-Americans represented 36% of the individuals who applied for City positions; (ii) of these African-American applicants, 44% were certified; (iii) of the certified African-American applicants, 26% were chosen to be interviewed; and (iv) of the African-Americans who were interviewed, 27% were selected and hired.

Hispanics. The number of Hispanic employees in regular, full-time positions increased to 114 in FY 2000 (or 6% of the workforce) from 98 in FY 1999. In FY 2000, Hispanic representation exceeded availability in nine job groups: Professional/Attorney, Professional/Other, Professional/Librarian, Technical/Senior, Technical/Other, Para-Professional, Public Safety, Administrative Support and Service/Maintenance. The representation of Hispanics in Professional/Public Safety increased for the first time since 1992. This indicates that the growth experienced by this protected class in the Public Safety sector has been sustained long enough to provide promotional eligibility for the upper ranks.

The number of Hispanic individuals in the City's workforce has become more reflective of this growing segment of the metropolitan area's population. Hispanic representation increased in six job groups in FY 2000: Professional/Other, Technical/Senior and Other, Public Safety, Paraprofessional, Administrative Support and Service/Maintenance. A significant gain, 21 employees in FY 2000 compared to 12 in FY 1999, was made in the Professional/Other job group. The number of Hispanics in the Professional/Other category has doubled since FY 1998. This job group offers growth into senior management positions.

The Applicant Tracking Report showed that: (i) Hispanics represented 4.8% of the individuals who applied for City positions; (ii) of these Hispanic applicants 41% were certified; (iii) of the certified Hispanic applicants, 38% were chosen to be interviewed; and (iv) of the Hispanics who were interviewed, 30% were selected and hired.

Asians. The number of Asian employees in regular, full-time positions increased slightly in FY 2000 to 47 (or 2.4% of the workforce), up from 41 employees in FY 1999 and 43 employees in FY 1998. As in FY 1999, in FY 2000 the utilization rate for Asians exceeded availability in five job groups. For the first time since 1993, this job group met market availability in the Professional/Attorney category. Other job groups in which Asian employees met or exceeded availabilities were Professional/Librarian, Technical/Senior, Public Safety and Skilled Craft. The representation of Asians in the City's workforce has not shown attrition in numbers in any of the job categories. However, as a percentage of the workforce this protected class has remained fairly static in most job groups since FY 1997.

The Applicant Tracking Report show that: (i) Asians represented 3.7% of the individuals who applied for City positions (an increase from 2.4% in FY 1999); (ii) of these Asian applicants, 41%

were certified; (iii) of the certified Asian applicants, 29% were chosen to be interviewed; and (iv) of the Asian interviewees, 18% were selected and hired.

Native Americans. In FY 2000, as in FY 1999, there were nine 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 2000. 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 these disabled applicants, 44% were certified; of these certified applicants, 33% were chosen to be interviewed; and of these interviewed, 20% 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 among 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: The certification (43%), interview (34%), and selection (26%) rates for older workers in FY 2000 was higher than the overall pool of applicants. The selection of applicants in the 40-44 age category exceeded that of the general pool of applicants in the Professional/Other, Technical/Senior and Other, Administrative Support and Skilled Craft job groups. Applicants in the 46-49 age group represented 60% of the applicants selected for the Official Administrator jobs, 50% of those selected in the Professional/Public Safety, 41% of the Administrative Support and 50% of

the Service/Maintenance job groups. The 50-59 age category was below the selection rate in all job categories except Administrative Support. The 60-64, and 65+ age categories were also at or slightly below the selection rate of the overall pool of applicants in every job category. Particular efforts will be made in FY 2001 to attract employees in the 50+ age group, and to identify potential barriers to City employment for applicants in this class.

Vietnam-era Veterans: There were 75 applicants from this category of which 38 were certified and nine were interviewed. Two of the candidates were selected for positions with the City in FY 2000. 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

Of the 217 positions that were filled in FY 2000, 49 (22%) were filled through the promotional process by internal candidates.

- Over one-half (62.4%) of the applicants for promotional opportunities were female. Of these females who were certified and interviewed, 22% were selected to fill positions through the promotional process. This rate is equal to the overall selection rate for all promotional applicants.
- African-Americans represented 44% of the individuals who applied for promotional opportunities. Of these African-Americans who were certified and interviewed, 22% were selected for promotion. These employees represented 45% of all the employees selected for promotion, a figure which is slightly higher than the 43% rate for white employees promoted in FY 2000.
- Hispanic applicants in the promotional process were 5.5% of those who applied, approximately the same as FY 1999 (5%). Of these applicants who certified and interviewed, 31% were selected for promotion, which is higher than the overall selection rate of 22%.
- Asian applicants represented 3.3% of those who applied for promotional opportunities, an increase from the .5% rate in FY 1999. Of these applicants who were certified and interviewed, 25% were selected for promotion.
- 12 self-identified applicants with disabilities applied for promotional opportunities, and of those who were certified and interviewed, one applicant was selected for promotion, a selection rate of 13%.
- More than 47.6% of the employees applying for promotional opportunities were over the age of 40. Of those who were certified and interviewed, 17% were selected for promotion, a rate below the overall selection rate of 22% for internal applicants.

Staff worked closely with the Commission for Women, the Commission on Persons with Disabilities, the Commission on Aging and the Human Rights Commission to review and prepare the Workforce Utilization Analysis and the Applicant Tracking Reports. Each Commission offered its assistance by participating in an Affirmative Action Subcommittee composed 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.

The following discussion addresses the points raised by the Commissions in Attachments 3 through 6.

#### Response to Comments of the Commission on Aging (Attachment 3)

The Commission on Aging noted that while persons age 40+ continue to make gains in City employment, this is not so in the 65+ age group. The Commission recommended that a review of the applications of those individuals age 65+ who were interviewed but not selected be made by staff in an effort to identify possible barriers. Staff discussed with the Commission that applicants may be offered employment and decline such offer, in which case the selection of the next best candidate, who may or may not be a member of a protected class, is pursued. With respect to promotions, of three persons 65 or older who sought promotion, none were selected. Since this is a small number of applicants, we will continue to track promotions of those in this category to determine if there are barriers that prevent selection of such candidates.

The Commission also noted that older workers remain under-represented in the City's workforce, when compared to the estimated representation in the national and local workforce. It should be noted that this is not the methodology used by the City. We do not look at the national workforce statistics, but rather focus on the availability of qualified workers in the Washington metropolitan area, and qualified elderly workers are not tracked in the census data that was generated in the 1990 census. Presently, nationally, the workforce population age 55+ represents 11.3% of the national workforce, while those age 60+ represent approximately 5%. The City's workforce includes 400+ personnel in the public safety sector where age restrictions often preclude the employment of persons in the age 60+ category. In response to the Commission's concerns, staff will review the applications of those age 65 and older to identify any possible barriers, while continuing to seek alternative ways to recruit older persons who may be interested in City employment. In response to the Commission's suggestion, as staff prepares to review and incorporate the availability data from the 2000 census, we will review alternative methods by which to capture accurate and representative information to present in the workforce reports. We will continue the joint work of

staff and the Commissions to identify barriers, as well as outreach and recruitment opportunities that will ensure that qualified and diverse applicants are attracted to City employment.

#### Response to Comments of the Human Rights Commission (Attachment 4)

The Human Rights Commission recognized the City has continued its efforts to attract more Hispanic applicants for City employment, and that the Hispanic representation exceed availability in 10 of 12 job groups. The Commission also acknowledged that the number of Asian employees has increased slightly in the past fiscal year. In line with the Commission's suggestion, staff will be reviewing how comparative data may be set out in a more meaningful manner to compare progress.

Mindful of the need to diminish underutilization in the protected groups, staff from the Department of Personnel Services and the City Manager's Office have been working to develop a recruitment protocol to ensure appropriate measures are taken to seek diverse candidates for open positions, and in particular for those positions where sustained underutilization has been identified. Additionally, the Department of Personnel Services, the City Manager's Office, the Department of Human Services and the Department of Recreation have been working to develop an outreach program that will allow Alexandria residents, and other potential applicants, to gain familiarity with the City's employment process. Some of these recruitment initiatives have begun in FY 2001, and will be fully in place in FY 2002.

The Commission further noted that there was a notable increase in applications in FY 2000, when applicants gained access to the employment process by applying on-line, as compared to FY 1999 when the process required the submission of an application via correspondence or in person. Staff from the Department of Personnel Services and the Affirmative Action Officer have reviewed a number of the applications submitted during FY 2000, and will conduct further review in FY 2001, to identify the impact of on-line applications on the City's employment process.

The Commission suggested including explanatory footnotes, as appropriate, to the information that is distributed in connection with the workforce reports. The Affirmative Action Officer and staff from the Department of Personnel Services will continue to make every effort to cross-reference and insert footnotes as needed. As well, staff will continue to be available to respond to the Commissions' questions and concerns to ensure all relevant information is provided to the Commissions.

#### Response to Comments of the Commission on Persons with Disabilities (Attachment 5)

The Alexandria Commission on Persons with Disabilities recognized staff's efforts to promote access to the City's internship program to persons with disabilities and to develop and implement mentoring and summer employment programs with students from T. C. Williams High School. The response from all participants was positive and enabled the students to explore employment opportunities in the public sector.

The Commission expressed its concern that the Utilization Analysis Report does not contain

information for persons with disabilities already in the City's workforce. In order to address this concern, staff provided the Commissions with the results of an employee survey conducted by the City in FY 1999, that identifies the number of employees with disabilities, and the categories of disabilities among those persons who responded to the survey. The accuracy of the information in the survey depends on the willingness of employees to voluntarily, and anonymously, disclose their disabled status. In accordance with the City's Affirmative Action Plan update of 1999, a follow up survey will be conducted in FY 2002 and in five year cycles thereafter. Through FY 2000, the City has used census figures from 1990 to develop the information for the Utilization Analysis Report. With the release of the 2000 census figures, we will review our report format. Staff will continue to explore ways to provide more relevant data for this group, including a review of the alternative suggested by the Commission concerning the data captured for federal employees and published by the EEOC.

The Commission noted that the selection rate in the promotional process of employees with disabilities is below the selection rate of other protected classes. Twelve of the 395 employees who applied for promotions in FY 2000 identified themselves as disabled persons and one was selected for promotion. The Commission also expressed its concern about the severity of the disabilities of employees who are hired or promoted, and noted that the federal EEOC in its 1999 annual report states that "Persons with disabilities, especially people with targeted (severe) disabilities, remain well below their estimated availability." The City recognizes the Commission's concerns. Staff from the Department of Personnel Services, Job *Link* and the Affirmative Action Officer have been working on outreach strategies to increase the representation of persons with disabilities across all levels of employment in the City. Those efforts will continue to ensure persons with severe disabilities have equal access to employment and promotion in the City. However, it should be noted that as previously stated in the response to the Commission on Aging, there may be instances where an offer of employment or promotion may be extended to a disabled person, sometimes with a severe disability, and the candidate declines. Those instances are not currently documented in the format that the City follows to present its statistical information of the hiring and promotion process. Staff will continue to work with the Commission to identify and evaluate more appropriate ways to capture relevant information.

The Commission indicated that the information reported from the Affirmative Action Forms does not identify the number of applicants who submit the form who are not members of a protected class. As presented, the data would not enable the Commissions to conduct a longitudinal trend study. Every effort has been made to provide comparisons from previous years of the data presented within the narrative of the report. However, staff is challenged by technology restrictions in providing more detailed information in the charts presented. We are developing a comprehensive Human Resources Information System that will allow the capture of more detailed information about the City's workforce which would be of help. Over the next several years we expect to be able to improve the presentation of data with input from the Commissions. I also expect some changes in format and data will be made once we receive and review the new census information.

With respect to the Commission's recommendation to modify the survey forms to capture data in a form similar to that of the Census and the EEOC data bases, staff will continue to make every effort to develop survey formats that allow for accurate and, where possible, more detailed

information concerning the number of persons with disabilities in the workforce and the severity of their disabilities. Staff will continue to work with the Commissions to ensure increased representation of persons with disabilities in the workforce.

Response to Comments of the Commission for Women (Attachment 6)

The Commission for Women recognized the City for its progress in having more diverse and inclusive recruitment efforts. In particular the Commission noted the City's efforts in attending job fairs and engaging in other recruitment activities, which resulted in increased representation of the different protected groups in City employment in almost all job categories.

The Commission recognized the value of the City's website and the internet as recruitment tools in this competitive employment market. The City continues to foster use of its website by improving and updating the information offered to potential candidates for employment.

I appreciate the Commission's concern for the need to recruit Hispanics, both male and female, to reflect the representation of this growing segment of the City's population in our workforce. Staff is analyzing barriers to the employment of culturally diverse groups who continue to move in and grow in Alexandria.

The Commission requested that the data for part-time employees be included in the workforce reports. Staff is working to develop ways to capture this data for publication in the future.

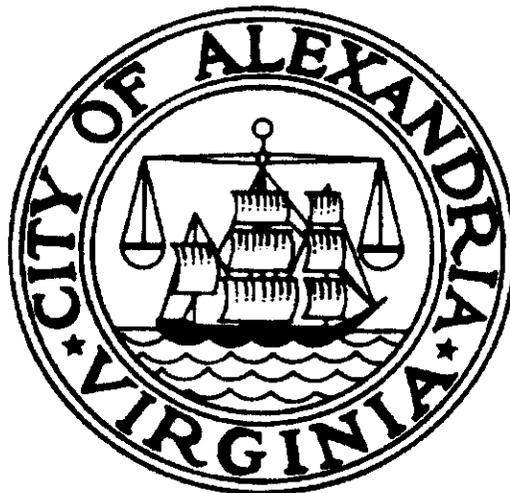
I want to thank the Commission for Women, the Commission on Persons with Disabilities, the Commission on Aging, and the Human Rights Commission for their review of, and for their comments and suggestions on these reports. Their assistance is extremely helpful to the City in our effort to find ways to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

**ATTACHMENTS:**

- Attachment 1. FY 2000 Workforce Utilization Analysis
- Attachment 2. FY 2000 Applicant Tracking Report
- Attachment 3. Letter from the Commission on Aging
- Attachment 4. Letter from the Human Rights Commission
- Attachment 5. Letter from the Commission for Persons with Disabilities
- Attachment 6. Letter from the Commission for Women

**STAFF:** Rita D. Izaguirre, Affirmative Action Officer  
Michele Evans, Assistant City Manager  
Kathleen Schramm, Acting Personnel Services Director

# City of Alexandria Workforce Utilization Analysis Fiscal Year 2000



**Affirmative Action Office**

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If you require this report in an alternative format,  
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# FY 2000 Workforce Utilization Analysis

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# FY 2000 AFFIRMATIVE ACTION PROGRAM WORKFORCE UTILIZATION ANALYSIS

## Introduction

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The City of Alexandria has a long history of commitment to equal employment opportunity. Equal employment opportunity, as discussed in this report, means nondiscrimination on employment-related decisions; that is, hiring and promoting without regard to race, color, religion, age, sex, marital status, national origin, ancestry, physical or mental disabilities, or any other protected class. The City is committed to reducing, and wherever possible, eliminating actual and apparent underrepresentation 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, 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 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 for all minority groups throughout the City's workforce. 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 database 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 see that minorities and women be represented in the workforce.

Unlike availability data by job groups for minorities and women, figures for older workers and persons with disabilities are not published by the Department of Labor. However, the City closely tracks 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 and recruitment 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 workforce. 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. Personnel processes the requisition and advertises the position, with emphasis in those areas where the underutilized group is more likely to be reached. In addition, to attract a diverse workforce and maintain critical skills, the City’s training program includes 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 all new employees as part of their orientation program.

An additional affirmation of the City’s commitment to equal employment opportunity is evident in the City Manager’s support of the Affirmative Action/Equal Employment Opportunity (AA/EEO) Advisory Committee composed of employees from all City departments. In FY 2001, this group’s goals will be redefined to encourage employee input in the adoption and implementation of the City’s AA/EEO initiatives. The City continues its commitment to diversity in its workforce through its inclusive recruitment outreach strategies, its continual tracking of the progress made in further diversifying its workforce, its investment in its current employees, and its advocacy of employee participation and awareness building.

## **About This Report**

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Positions in the City's work force are combined into twelve EEO job groups based upon skill, wages, and level of responsibility. These job groups are: Official/Administrator, Professional (Attorneys, Librarians, Public Safety, and Other), Technical (Senior and Other), Public Safety Officers, 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**

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**Official/Administrator Job Group (Department Heads, Deputies and Division Chiefs).** This job group includes department heads, deputies 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 Other (for example, 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**

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The affirmative action utilization analysis statistics are developed each year using the following three-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 assigned to one of twelve EEO job groups. The jobs within a particular job group have similar work content, wage rates, and levels of responsibility.
- ▶ The representation of minorities and females in each of the city's job groups are computed as of the last pay period at the end of each fiscal year (June 30). The results are compared with the availability figures for qualified minorities and females in the labor market within the Washington, D.C. metropolitan area. The statistical data indicating the availability of qualified minorities and females is based on the 1990 census data provided by the Census Bureau.
- ▶ Underutilization in a particular job group occurs 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 recruitment area.

The City expects the publication of the 2000 Census to provide updated and more meaningful data on the availability of qualified women and minorities within the Metropolitan Statistical Area (MSA).

The affirmative action data for this report were run on June 23, 2000, the last payroll date for FY 2000. On that date, the City had 1936 full-time, filled positions. These figures do not include state, elected, vacant, part-time or seasonal positions or positions outside the City's classification system, such as the City Manager, City Attorney, and City Clerk.

### **Summary of Initiatives Undertaken in FY 2000**

The City's location within the Washington, D.C. Metropolitan Area offers great advantages while posing competitive challenges for the City to retain and attract employees with the education, experience and skills required to keep pace with increasingly changing technological advances. Recognizing how important it is for the City's workforce to be prepared to serve the needs of Alexandria residents, City management focuses on workforce planning which includes developing and maintaining critical skill, the retention of institutional knowledge, and recruiting and training new talent.

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

- increasing the representation of minorities and women, through hiring new employees and promoting incumbent employees, 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 Outreach Efforts**

In FY 2000, the City continued to expand its outreach to qualified, diverse applicants. It did this by advertising job vacancies in regional printed media, Internet and in targeted mailings to agencies and organizations which advocate for women, minorities, persons with disabilities, veterans, and older workers.

The City's recruitment efforts were prominently targeted to underutilized groups during the past fiscal year. The Affirmative Action Officer and the Personnel Services Department attended a number of job fairs and conducted outreach and networking efforts in order to expand the pool of qualified minorities, women, persons with disabilities and older workers for City job vacancies. These included four job fairs targeted to women, African-American, and Hispanic applicants. City staff also attended the President's Commission on Persons with Disabilities job fair and conducted a targeted effort that directly contacted students with disabilities to encourage them to apply for City positions.

In FY 2000 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 older workers, minority and female applicants were made by the Police and Fire Department recruitment teams and the Affirmative Action Officer. These efforts included attending job fairs at military bases to attract military retirees, NAACP, El Pregonero, and the Feminist Majority sponsored job fairs where minority and women applicants could be recruited. Additionally, direct recruitment efforts were extended to local colleges and organizations with large minority populations.

The Fire Department deployed concentrated recruitment efforts by assigning an officer to full-time recruitment activities. Additionally, the selection process for Fire Department applicants has undergone a complete revision in content and format, including the development of a customized written test to be used in the selection process for entry level fire fighters. As a result of a targeted recruitment effort, the most recent recruitment process for emergency rescue technician yielded three female and four ethnic and racial minority candidates out of eight new hires. Currently under development are internship and outreach programs, as well as an apprentice program for the department. The recruitment efforts of the Fire Department will continue to be specific and designed to increase exposure of the department to women and minorities. To that end, in FY 2001 the Recruitment Officer will pursue ongoing advertising/marketing campaigns to broadly promote anticipated vacancies to under represented groups.

The City's Police Department has continued its targeted recruitment efforts. Police Personnel staff attended fifteen job fairs — ten of which were directed to the recruitment of qualified women and minorities, particularly African Americans — during FY 2000. Furthering its goals, the department promoted 5 minority officers and females, which represented 33% of all promotions for FY 2000. There were 35 transfers in the department to specialized assignments in FY 2000, of which 25% involved minority officers and 29% involved 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 plan outlines a number of initiatives aimed at increasing diversity in the sworn ranks. The department designed and implemented a web site specifically for recruitment purposes — this is a dedicated web site designed to attract candidates for police positions in the City of Alexandria. The department is also featured in the Eastern Regional Recruiters web site, which is aimed at law enforcement recruitment.

The Sheriff's Office has a dedicated Recruitment Deputy who participates in five to seven career fairs each fiscal year with other law enforcement agencies and regional colleges with high populations of minority students. This and other community outreach efforts have resulted in a diverse workforce for the Office. Additionally, in the past five years the Office has been able to send a diverse group of recruits to each law enforcement academy session offered. The consistent and successful participation of minority candidates in the academy has provided the Office with a sustainable source of minority and female candidates for upward mobility. During FY 2000 the Office promoted one minority deputy. The Office has a career ladder for deputies to encourage retention. In FY 2000 there were 24 deputies who moved up the Office career ladder, 15 of whom were females and minorities.

The Department of Human Services continues to expand its workforce diversity. In FY 2000 the Office of Community Services had a volunteer over age 70 to assist with program applicants for one of its emergency programs. The efforts expended by *JobLink's* employment counselor to place persons with disabilities in City positions resulted in the employment of a person with disabilities in the Department of Human Services. *JobLink* continues to support the Summer Youth Training Program which seeks to employ learning disabled youth with public sector employers.

The Department of Transportation and Environmental Services sought to fill a number of its vacancies with females and minorities by advertising in trade publications and with outreach to organizations such as the Society for Women Engineers and the Society of Minority Engineers. As a result of these efforts the department hired a female City Engineer, a position in the Official/Administrator job group. The department has also implemented a recruitment plan that requires a Division Chief to regularly attend job fairs sponsored by women and minority organizations to seek applicants in areas of expertise required by the department.

To attract a diverse applicant pool, the Department of Recreation, Parks and Cultural Activities has publicized its vacancies with several minority and women's advocacy organizations. As a result of these and other City outreach efforts, the Department had ten women and Hispanic candidates who were hired or promoted during the fiscal year. The department has also planned for FY 2001 specific targeted recruitment of Hispanics in order to address the need for bilingual staff in the recreation centers that serve this growing segment of Alexandria's population.

The City continued its outreach efforts to seniors and persons with disabilities. In FY 2000 the City hired one full-time person with disabilities in the Human Services Department, and two persons over age 55. Also during this fiscal year the Affirmative Action Officer began a recruitment initiative targeting students with disabilities. Direct mailers were sent to a number of students with disabilities identified by the Workforce Recruitment Program for College Students with Disabilities, to encourage them to consider employment with the City. This effort will continue during FY 2001.

In FY 2000, the Department of Personnel Services, along with the Commission for Persons with Disabilities, prepared for the implementation of a Disability Mentoring Day, to begin in FY 2001, to provide an opportunity for young people with disabilities to gain insight into career options. All City Departments will also have the opportunity to interact with this future talent pool. In FY 2001 the work of the City's employee ADA Committee continued in order to increase employee awareness of, and sensitivity to, the diversity and accommodations issues that may arise when working with persons with disabilities.

**Upward Mobility Programs**

The City continues to encourage employees to prepare for promotional advancement and to enhance their professional skills by accessing the tuition reimbursement program for college level work related to the attainment of a degree. In FY 2000, 68 City employees received tuition reimbursement under this program, compared to 50 City employees in FY 1999, and 34 in FY 1998. The following show a graphic distribution by demographic group and level of education pursued.

**Tuition Assistance Distribution  
By Gender, Race, Ethnic Group  
FY 2000**

DATA SET	MALE	FEMALE	DISABLED	WHITE	BLACK	HISPANIC	OTHER	TOTAL
# Tuition Assistance	42	26	2	35	23	3	7	68
% Tuition Assistance	62	38	3	51	34	4	10	
% Employees*	55	45	5	55	36	6	3	

\* This figure represents distribution of all eligible employees in the categories of gender, disability and race expressed as a percent based on the Utilization Analysis Report for end of FY 2000.

**Tuition Assistance Distribution By Age Group  
FY 2000**

DATA SET	< 40	40 - 44	45 - 49	50 - 54	55+	TOTAL
# Tuition Assistance	36	18	9	4	1	68
% Tuition Assistance	53	26	13	6	1	
% Employees*	42	13	13	10	12	

\* This figure represents distribution of all eligible employees in the categories expressed as a percent based on the Utilization Analysis Report for end of FY 2000.

**Tuition Assistance Distribution By Gender and Degree Pursued  
FY 2000**

DEGREE	MALE	FEMALE	TOTALS
Doctoral	1	1	2
Master	9	11	20
Bachelor	23	6	29
Associate	4	6	10
Other	2	5	7
Totals*	39 57%	29 43%	68

\* This figure represents distribution of all eligible employees in the categories expressed as a percent based on the Utilization Analysis Report for end of FY 2000.

Focusing on retention of critical skills and internal promotions, City department heads continue to identify areas where career ladders would open cross training and promote upward mobility opportunities. Career ladders are in place for Attorneys and Legal Secretaries in the City Attorney's Office, and 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, for Parking Enforcement Officers as well as for Police Officers in the Police Department, Sheriff's Deputies in the Sheriff Office, and for Code Enforcement Inspectors, Deputy Fire Marshals and Fire Fighters in the Fire Department.

In addition to the City's structured career ladders, departments are also encouraged to tailor other creative programs to the unique needs of their employees who wish to cross-train or to acquire new skills to make them more competitive candidates for City job opportunities as they arise. For example, the Department of Human Services continues to support an Eligibility Intern Program. The program encourages upward mobility for clerical support staff who want to advance to become Eligibility Workers. This program enables support staff to spend one day each week for three months with an eligibility unit learning the activities and programs handled by Eligibility Workers. In FY 2000, the Department promoted three persons into eligibility positions largely due to the experience gained during their internship period. Additionally, the Finance Department's Revenue Division upgraded six positions; the upgrades and other promotional opportunities resulted in the promotion of 13 women and minorities. This division also hired two Hispanic employees into positions that will prepare them for promotional entry to the Technical/ Senior and Technical/Other job groups.

Training and professional development continues to be an important component of the City's employee motivation and upward mobility effort. In late FY 2000 the City Manager began an initiative to review the training programs offered in-house to City employees. This effort will continue during FY 2001 to improve access to, and quality of, the programs in place, and will add new programs as needed. Some of the training opportunities include basic and advanced computer training and interpersonal training, such as developing interviewing skills, preparing for supervision, and development of effective writing skills. Training is available to all City employees who are

interested in upgrading their skills to prepare for promotional opportunities. The following table provides a comparison of hours of training and number of courses taken by employees in FY 2000, distributed by gender, race and age groups.

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

<b>Fiscal Year</b>	<b>Data Set</b>	<b>Total</b>	<b>Male</b>	<b>Female</b>	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Other</b>
<b>2000</b>	# of Training Hours	12,366	5,241	7,125	5,089	4,526	688	2,064
	% of Training Hours		42	58	41	37	6	17
	# of Trained Employees***	1,393	661	732	656	460	73	204
	% of Trained Employees		47	53	47	33	5	15
	% of Employees*		55	45	55	36	6	3

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

<b>Fiscal Year</b>	<b>Data Set</b>	<b>Total</b>	<b>&lt;40</b>	<b>40-44</b>	<b>45-49</b>	<b>50-54</b>	<b>55+</b>
<b>2000</b>	# of Training Hours	12,366	7,567	1,380	1,278	1,186	1,256
	% of Training Hours		59	11	10	10	10
	# of Trained Employees***	1,393	817	153	152	123	148
	% of Trained Employees		59	11	11	9	11
	% of Employees*		42	13	13	10	12

\* This is the distribution of all Full Time employees in the categories of gender, race and age expressed as a percent as reported in the annual Utilization Analysis Report.

\*\* 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 1,393 trained employees, 2,700 courses were taken. This shows that an average of (2700/1392) 1.94 courses taken per trained employee.) If an employee has taken more than one class in the fiscal year, he or she is only counted once.

**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
2000	# of Training Hours	12,366	5,241	7,125	5,089	4,526	688	2,064
	% of Training Hours		42	58	41	37	6	17
	# of Courses***	2,700	1,197	1,503	1,203	949	141	407
	% of Courses		44	56	45	35	5	15
	% of Employees*		55	45	55	36	6	3

**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+
2000	# of Training Hours	12,366	7,267	1,380	1,278	1,186	1,256
	% of Training Hours		59	11	10	10	10
	# of Courses***	2,700	1,561	304	298	262	275
	% of Courses		58	11	11	10	10
	% of Employees*		42	13	13	10	12

\* This is the distribution of all Full Time employees in the categories of gender, race and age expressed as a percent as reported in the annual Utilization Analysis Report.

\*\* 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 1,393 trained employees, 2,700 courses were taken. This shows that an average of (2700/1392) 1.94 courses taken per trained employee.)

In addition to the training classes provided through Personnel Services and ITS, numerous opportunities for internships and training are also available to individuals who volunteer with City agencies to help prepare them to be competitive candidates for City employment as well -- these types of opportunities exist in the Recreation Department, through the Lifeguard Assistant Program, and also in the Human Rights, Office on Women, Personnel Services, ITS, Mental Health, Real Estate Assessments, Finance, and Human Services.

The City's Affirmative Action Office will continue to work closely with the Personnel Services Department and all 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 Workforce Utilization Analysis Report reflects the utilization by City department in twelve EEO job classifications. The City's workforce has remained largely stable for the past five years with an average annual growth rate of only 10.4% and an average annual turn over rate of approximately

12%. This analysis highlights major changes in utilization of each of these protected class groups in the last year, from FY 1999 to FY 2000. Chart A provides a summary of the FY 1999 and FY 2000 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 1993-2000 trend data for each of these respective groups.

**Chart A - Comparison of Workforce Representation to Workforce Availability  
FY 99 and FY 00**

EEO JOB GROUP	% FEMALE			% BLACK			% HISPANIC			% ASIAN		
	FY 99	FY 00	FY 00 Avail.	FY 99	FY 00	FY 00 Avail.	FY 99	FY 00	FY 00 Avail.	FY 99	FY 00	FY 00 Avail.
Official/Admin.	39.5	40.2	41.9	12.9	14.3	17.8	0.8	0.9	2.8	0.0	0.0	2.8
Profess. - Attorney	55.6	55.0	30.7	5.6	5.0	7.7	5.6	5.0	2.1	0.0	0.5	1.9
- Librarian	81.3	83.3	75.1	0.0	0.0	18.0	6.3	5.6	2.7	6.3	5.6	4.7
- Public Safety	9.8	7.5	8.7	13.7	13.2	24.5	0.0	1.9	2.4	0.0	0.0	0.4
- Other	62.1	63.3	58.9	31.2	30.2	27.7	3.4	5.7	2.9	3.4	3.0	3.3
Technical - Senior	20.0	22.4	26.4	19.4	21.4	24.1	3.3	4.6	2.9	1.7	3.1	2.6
- Other	54.0	56.4	54.6	37.6	39.3	30.5	8.7	8.6	3.8	2.8	2.9	3.5
Public Safety	16.6	17.9	17.9	27.7	28.6	32.7	5.1	5.2	2.6	1.4	1.8	0.7
Para-Professional	63.0	63.4	57.1	54.6	55.3	32.1	6.7	4.9	3.6	3.4	3.3	3.2
Admin. Support	84.0	88.6	86.5	49.7	57.2	32.9	7.4	9.0	3.9	2.3	3.0	3.6
Skilled Craft	4.1	5.5	6.8	59.5	60.3	36.2	4.1	4.1	7.2	4.1	4.1	2.9
Service/Maintenance	6.8	5.8	19.2	71.6	70.9	53.2	8.0	10.5	8.7	0.0	0.0	1.8

**Females:** The number of female employees in regular, full-time positions increased from 789 in FY 99 to 823 in FY 2000 for a total gain of 34 positions. As of June 23, 2000, last payroll of the fiscal year, the City's work force was 43% female — an increase of 2% from FY 99.

Most of the gains made by females this fiscal year were in areas where there had been some decreases or sustained under-utilization in the past, such as Technical Senior, and Technical Other. Slight gains were made in Skilled Craft (1.4%), a group which had shown relatively no growth since 1992, and it is now closer than ever to market availability of 6.8%. Females also exceed expected utilization rates in more traditional job groups such as Professional Librarian, Professional Other, and Administrative Support. While some losses were experienced in the Professional Public Safety ranks due to officers eligibility for retirement, the City has experienced sustained growth in Public Safety since 1992. The Public Safety group is the entry point for promotion into the Professional/Public Safety job group. Similarly, in the Official/Administrator job group, which contains the City's senior management positions, the representation of females increased to 40.2%. This continued climb in senior management brings the number of females closer to the market availability of 41.9%.

Overall, females gained representation in eight job groups (Professional Attorney, Professional Librarian, Professional Other, Technical Senior, Technical Other, Public Safety, Paraprofessional, and Skilled Craft). The representation of females remained the same in one job group (Administrative Support), and decreased in three job groups (Official/Administrator, Professional Public Safety, and Service Maintenance). Although females continue to make gains in most job groups, the City will focus its recruitment outreach efforts in the coming year to increase female representation across the board; targeting those areas where under representation still exists while monitoring closely the areas where female representation had maintained steady growth.

Females continue to be significantly under represented in the following job groups:

- Technical Senior
- Service / Maintenance

The underutilization of females in the workforce is addressed in the FY 2001 recruitment and outreach Diversity Plan (see page 17). To review recent trends in the female segment of the City's workforce, see the chart on page 12 which details the representation of females within the workforce from 1993 to 2000.

**Chart B - Females in the City Workforce, 1993-2000**

JOB GROUP (JG)	1993	1994	1995	1996	1997	1998	1999	2000	FY 00 AVAIL.
	# % of JG	%							
Officials	37 34.3%	39 35.8%	40 33.9%	40 36.0%	38 34.9%	43 37.7%	49 39.5%	45 40.2%	41.9%
Professional Attorney	11 68.8%	11 68.8%	10 58.8%	11 61.1%	11 57.9%	10 55.6%	10 55.6%	11 55.0%	30.7%
Professional Librarian	12 92.3%	13 100 %	13 100%	14 93.3%	14 93.3%	12 80.0%	13 81.3%	15 83.3%	75.1%
Professional Public Safety	5 9.8%	4 8.0%	4 8.2%	3 5.8%	3 5.8%	4 7.7%	5 9.8%	4 7.5%	8.7%
Professional Other	187 62.3%	189 61.6%	208 64.4%	219 64.8%	226 65.7%	230 64.8%	221 62.1%	233 63.3%	58.9%
Technical Senior	37 22.6%	36 22.6%	38 23.2%	37 21.4%	42 22.8%	42 23.1%	36 20.0%	44 22.4%	26.4%
Technical Other	120 48.0%	119 48.6%	133 49.6%	141 51.6%	148 53.6%	159 54.8%	155 54.0%	158 56.4%	54.6%
Public Safety	66 15.2%	70 15.8%	67 15.0%	64 14.2%	66 14.9%	64 14.7%	69 16.6%	79 17.9%	17.9%
Para- Professional	70 58.8%	64 59.8%	63 54.8%	65 54.6%	67 56.3%	71 61.2%	75 63.0%	78 63.4%	57.1%
Administrative Support	159 86.4%	151 86.8%	149 87.1%	147 88.6%	142 82.6%	142 84.0%	147 84.0%	147 88.6%	86.5%
Craft	3 3.6%	2 2.4%	2 2.5%	2 2.6%	2 2.7%	3 3.8%	3 4.1%	4 5.5%	6.8%
Service/ Maintenance	4 4.7%	3 3.3%	7 7.9%	7 7.7%	6 7.1	7 8.0%	6 6.8%	5 5.8%	19.2%

Example: In 1993, 37 (or 34.3%) of the employees in the Official/Administrator job group were female.

**African-Americans:** The number of African-American employees in regular full-time positions increased in FY 2000 to 681, or 35% of the full-time workforce, this represents a gain of 29 employees from FY 1999. The representation of African-Americans exceeded census availability in six jobs groups: Professional/Other, Technical/Other, Para-Professional, Administrative Support, Skilled Craft and Service/Maintenance.

The representation of African Americans in the largest Professional category — Professional/Other — remained the same for FY 2000, at 111 employees. For the third consecutive year the representation of African Americans in this job group exceeds the census availability of qualified workers in the Metropolitan Statistical Area (MSA). Professional/Other is the job group from which most employees gain entry to the City's top positions.

African American employees in the Technical/Senior category increased from 19.4% in FY 1999 to 22% in FY 2000. In the Technical/Other job group African Americans increased from 37.6% in FY 1999 to 39% in FY 2000. In Public Safety African Americans gained 11 positions in FY 2000 and represent 28% of the job group. While a slight gain in numbers — 65 in FY 1999 to 68 in FY 2000 — was made in the Para-Professional group, an increase of 9% — 87 in FY 1999 compared to 95 in FY 2000 — was made in the Administrative Support group. The representation of African Americans remained about the same in six job groups — Official/Administrator, Professional/Attorney, Professional/Public Safety, Skilled Craft, and Service/Maintenance.

Workforce statistics indicate that African Americans are underutilized in the following job groups within the City's workforce:

- Official/Administrator
- Professional/Attorney
- Professional/Librarian
- Professional/Public Safety
- Technical Senior
- Public Safety

City staff will focus on reaching potential African American applicants for senior management as well as for upper-level technical positions as they become available. The Affirmative Action Officer, with the support of the City Manager and Department heads, will implement aggressive efforts during FY 2001 to attract increasing numbers of African American and other minority applicants to the City, in all categories of underutilization. To review recent trends in the African American segment of the City's workforce, please see the chart on this and the following page which details the workforce composition from 1993 to 2000.

Chart C - African Americans in the City Workforce, 1993-2000

Job Group (JG)	1993	1994	1995	1996	1997	1998	1999	2000	FY 00 Avail.
	# % of JG	%							
Officials	13 12.0%	12 11.0%	15 13.0%	15 13.5%	14 12.8%	14 12.3%	16 12.9%	16 14%	17.8%
Professional Attorney	2 12.5%	1 6.3%	1 5.9%	1 5.6%	1 5.3%	1 5.6%	1 5.6%	1 5%	7.7%
Professional Librarian	0 0%	1 7.7%	1 7.7%	1 6.7%	1 6.7%	0 0%	0 0%	0 0%	18.0%
Professional Public Safety	6 11.8%	6 12.0%	6 12.2%	6 11.5%	7 13.5%	7 13.5%	7 13.7%	7 13%	24.5%
Professional Other	70 23.3%	79 25.7%	81 25.1%	86 25.4%	100 29.1%	107 30.1%	111 31.2%	111 30%	27.7%
Technical Senior	28 17.1%	29 18.2%	30 18.3%	31 17.9%	32 17.4%	35 19.2%	35 19.4%	42 22%	24.1%
Technical Other	92 36.8%	87 35.5%	90 33.6%	98 35.9%	98 35.5%	109 37.6%	108 37.6%	110 39%	30.5%
Public Safety	107 24.7%	116 26.2%	124 27.7%	124 27.6%	123 27.8%	118 27.2%	115 27.7%	126 28%	32.7%
Para-professional	55 46.2%	48 44.9%	52 45.2%	57 47.9%	58 48.7%	58 50%	65 54.6%	68 54%	32.1%
Administrative Support	89 48.4%	95 54.6%	86 50.3%	89 53.6%	91 52.9%	90 53.3%	87 49.7%	95 58%	32.9%
Craft	52 61.9%	51 62.2%	48 59.3%	46 59.7%	47 62.7%	48 60.8%	44 59.5%	44 60%	36.2%
Service/Maintenance	66 77.6%	66 73.3%	68 76.4%	69 75.8%	62 72.9%	65 73.9%	63 71.6%	61 71%	53.2%

**Example:** In 1993, 11 (or 12%) of the employees in the Official/Administrator job group were African American.

**Hispanics:** The number of Hispanic employees in regular, full-time positions has increased from 96 (5%) in FY 1999 to 114 (6%) in FY 2000. Hispanic representation in the work force exceeded availability in ten job groups — Professional/Attorney, Professional/Librarian, Professional/Public Safety, Professional/Other, Technical/Senior, Technical/Other, Para-Professional, Public Safety, Administrative Support and Service Maintenance — in FY 2000. The representation of Hispanics in Public Safety positions has exceeded census availability for the past eight years (availability remains at 2.6% while the City's utilization rate is 5.2%). However, for the first time in eight years, the Professional/Public Safety category has Hispanic representation; this indicates this EEO class has sustained its growth sufficiently to gain promotion eligibility in this job group. In the Professional/Other job group, Hispanics almost doubled their numbers from 12 or 3.4% in FY 1999 to 21 or 6% in FY 2000. This increase is significant since this job category provides opportunity for advancement into the City's Official/Administrator group. A substantive gain was also made in the Technical/Senior group where Hispanic representation increased from 6 (or 3.3%) to 9 (or 5%).

The number of Hispanic individuals in the City's workforce has become more reflective of this growing segment of the metropolitan area's population, with significant increases in six job groups during FY 2000.

Underutilization exists for Hispanics in the following job groups:

- Official/Administrator
- Skilled Craft

City staff will continue to reach out to potential Hispanic applicants in an effort to attract qualified Hispanic individuals to apply for City vacancies, particularly for senior management and supervisory positions, as they become available. To review recent trends in the Hispanic segment of the City's workforce, please see the following chart which details the representation of Hispanics within the workforce from 1993 to 2000.

**Chart D - Hispanics in the City Workforce, 1993-2000**

Job Group (JG)	1993	1994	1995	1996	1997	1998	1999	2000	FY 00 Avail.
	# % of JG	%							
Officials	0 0%	1 0.9%	1 0.9%	1 0.9%	1 0.9%	2 1.8%	1 0.8%	1 1%	2.8%
Professional Attorney	1 6.3%	1 6.3%	1 5.9%	1 5.6%	1 5.3%	1 5.6%	1 5.6%	1 5%	2.1%
Professional Librarian	0 0%	0 0%	0 0%	0 0%	0 0%	1 6.7%	1 6.3%	1 6%	2.7%
Professional Public Safety	0 0%	1 2%	2.4%						
Professional Other	10 3.3%	7 2.3%	13 4.0%	16 4.7%	14 4.1%	11 3.1%	12 3.4%	21 6%	2.9%
Technical Senior	3 1.8%	4 2.5%	4 2.4%	4 2.3%	4 2.2%	5 2.7%	6 3.3%	9 5%	2.9%
Technical Other	16 6.4%	17 6.9%	22 8.2%	27 9.9%	24 8.7%	28 9.7%	25 8.7%	24 9%	3.8%
Public Safety	21 4.8%	21 4.8%	22 4.9%	22 4.9%	23 5.2%	22 5.1%	21 5.1%	23 5%	2.6%
Para - professional	4 3.4%	4 3.7%	5 4.3%	6 5.0%	5 4.2%	7 6.0%	8 6.7%	6 5%	3.6%
Administrative Support	8 4.3%	7 4.0%	10 5.8%	11 6.6%	12 7.0%	11 6.5%	13 7.4%	15 9%	3.9%
Craft	3 3.6%	3 3.7%	3 3.7%	3 3.9%	3 4.0%	3 3.8%	3 4.1%	3 4%	7.2%
Service/Maintenance	0 0%	2 2.2%	2 2.2%	3 3.3%	3 3.5%	5 5.7%	7 8.0%	9 10%	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 increased slightly in FY 2000 to 47 employees compared to 41 in FY 1999. The utilization rate for Asians exceeded availability in four job groups. Those groups were: Professional/Attorney, Technical/Senior, Public Safety, and Skilled Craft.

Except for a marked increase in the Technical/Senior category — 3 or 1.7% in FY 1999, to 6 or 4% in FY 2000— representation of Asians in the City’s workforce has remained fairly static in most job groups for the past five years. However, for the first time in six years, in FY 2000 Asian employees gained representation in the Professional/Attorney category.

Underutilization exists for Asians in the following job groups:

- Official/Administrator
- Professional/Other
- Technical/Other
- Administrative Support
- Service Maintenance

To review recent trends in the Asian segment of the City’s workforce, please see chart E which details the representation of Asians within the workforce from 1993 to 2000.

**Chart E - Asians in the City Workforce, 1993-2000**

Job Group (JG)	1993	1994	1995	1996	1997	1998	1999	2000	FY 00 Avail.
	# % of JG	%							
Officials	1 0.9%	2 1.8%	1 0.9%	1 0.9%	1 0.9%	1 0.9%	0 0%	0 0%	2.8%
Professional Attorney	1 6.3%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 5%	1.9%
Professional Librarian	1 7.7%	1 7.7%	1 7.7%	1 6.7%	1 6.7%	1 6.7%	1 6.3%	1 6%	4.7%
Professional Public Safety	0 0%	0.4%							
Professional Other	6 2.0%	6 2.0%	6 1.9%	6 1.8%	7 2.0%	7 2.0%	12 3.4%	11 3%	3.3%
Technical Senior	3 1.8%	4 2.5%	6 3.7%	6 3.5%	6 3.3%	5 2.7%	3 1.7%	6 4%	2.6%
Technical Other	14 5.6%	14 5.7%	10 37%	8 2.9%	8 2.9%	7 2.4%	8 2.8%	8 2%	3.5%
Public Safety	2 0.5%	4 0.9%	5 1.1%	5 1.1%	7 1.6%	8 1.8%	6 1.4%	8 2%	0.7%
Para - professional	0 0%	0 0%	3 2.6%	4 3.4%	2 1.7%	4 3.4%	4 3.4%	4 3%	3.2%
Administrative Support	9 4.9%	7 4.0%	8 4.7%	8 4.8%	8 4.7%	7 4.1%	4 2.3%	5 3%	3.6%
Craft	4 4.8%	5 6.1%	5 6.2%	3 3.9%	3 4.0%	3 3.8%	3 4.1%	3 4%	2.9%
Service/ Maintenance	1 1.2%	0 0%	1 1.1	1 1.1%	0 0%	0 0%	0 0%	0 0%	1.8%

Example: In 1998, 1 (or 0.9%) of the employees in the Official/Administrator job group were Asian.

**Native Americans:** In FY 2000, as in FY 1999, there were nine employees in regular full-time positions who had identified themselves as Native American. Native Americans constituted 0.4% of the work force. Since Native Americans represent such a small percentage of the workforce, 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 beginning on page 27 of this report for a breakdown of Native Americans in the City's workforce.

**Persons with Disabilities, Older Workers, and Vietnam-era Veterans:** Due to the lack of availability data from the Census Bureau to determine utilization for persons with disabilities, older workers (age 40 and up), or Vietnam-era veterans; 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—and to measure their entry into the City's workforce. 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**.

**FY 2001 Diversity Plan**

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During FY 2001, City staff will undertake 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, on page 26.

<b>Job Group</b>	<b>Underutilized Groups</b>	<b>FY 2000 Initiatives</b>
<b>Official/ Administrator</b>	Female African American, Hispanic, Asian	Increase participation in job fairs targeting the desired demographic groups. As vacancies occur, aggressively advertise and solicit applicants via appropriate media channels, publications and agencies. Affirmative Action Officer (AAO) to network with professional associations and organizations which target women and minorities.
<b>Professional Public Safety</b>	Female, African American, Asian	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 Sheriff's departments.

<b>Job Group</b>	<b>Underutilized Groups</b>	<b>FY 2000 Initiatives</b>
<b>Technical Senior</b>	African American	AAO and Special Assistant 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 have high representation of minorities.
<b>Skilled Craft</b>	Female, Hispanic	Network and advertise vacancies with organizations targeting women and Hispanics. 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 Skilled Craft positions.
<b>Service/Maintenance</b>	Female, Asian	Explore creative strategies for attracting increasing numbers of women and Asians. Explore with the relevant departments apprentice programs to use as recruiting tool in attracting diverse applicants.
<b>All Job Groups</b>	Persons with Disabilities	Continue attendance at job fairs and networking with organizations targeting persons with disabilities to encourage referrals of qualified applicants. Extend invitation to students with disabilities to explore internship opportunities to allow them to gain relevant job experience and to compete effectively for vacancies in the City as they arise. Monitor selection process to ensure that no barriers exist which may prevent the hiring of persons with disabilities.
<b>All Job Groups</b>	Older workers	Continue to advertise job openings in a variety of media. Network with organizations advocating on behalf of older workers. Monitor hiring process to ensure no barriers exist which may prevent selection of older workers.
<b>All Job Groups</b>	All Groups	Personnel and AAO to collaborate with Department Heads to identify new upward mobility and internship opportunities. Personnel and AAO to develop a recruitment plan specific to each job title with historic underutilization. Personnel and AAO to conduct specific outreach efforts with colleges and universities with high women and minority populations to seek applicants for City employment.

## **Affirmative Action / EEO Committee Initiatives**

The City employee Affirmative Action / EEO Advisory Committee, is made up of a diverse group of employees representing each job group, and each City department so that employees from every agency have a voice in the City's EEO policies and programs. During FY 2000, the group explored several areas of opportunity for employee development, retention and recruitment. Additionally, the group continued its initiative to foster diversity awareness by planning the third annual Festival of Cultures to celebrate the City's workforce diversity. The Committee is in the process of developing a new mission statement to incorporate all the protected classes covered by the City's Human Rights Ordinance. The group has six subcommittees: Multi-cultural Subcommittee, Disability Subcommittee, Work/Family Balance Subcommittee, Publications Subcommittee, Training Subcommittee, Affirmative Action Subcommittee and Employee Relations Subcommittee.

<b>FY 2000 AA/EEO Advisory Committee Members</b>		
<b>DEPARTMENT</b>	<b>MEMBER</b>	<b>POSITION</b>
Citizen Assistance	Darryl Edwards	Consumer Affairs Investigator
City Attorney	Robin Wilson	Supvr. Admin. Asst. to Counsel
City Manager	Rita D. Izaguirre	Affirmative Action Officer
City Manager	Elbert Ransom, Jr.	Special Assistant to the City Mgr
City Clerk	Susan Seagroves	Deputy City Clerk
Code Enforcement	Quentin Tabscott	Existing Structures Inspector
F&ITS/Finance	Chris Bedwell	Rev. Collections Spec. II
F&ITS/ITS	Barbara DiRenzo	Secretary II
Fire	Luis Santano	Lieutenant-Fire
General Services	Brent Bovell	Service Advisor
General Services	Kendrick Bailey	Maintenance Worker
Housing	Barbara Knight	Administrative Supervisor
Human Rights	Jean Niebauer	Director
Human Services	Trina Esters	Social Worker
Library	Loni McCaffrey	Librarian II
MH/MR/SA	Melissa Johnson	Senior Residential Counselor
Office of Historic Alexandria	Jackie Cohan	Records Administrator/Archivist
Office of Management & Budget	Valerie Moore	Budget Analyst
Office on Women	Lisa Oviatt	Director
Personnel	Allison Dichoso	Division Chief-Employee Relations

<b>FY 2000 AA/EEO Advisory Committee Members</b>		
<b>DEPARTMENT</b>	<b>MEMBER</b>	<b>POSITION</b>
Planning	Gregory Tate	Urban Planner
Police Department	Susan Story	Personnel Commander
Real Estate	Cline Hall	Appraiser II
Recreation	Traverse Gray	Facility Director
Sheriff	George Baldwin	Deputy Sheriff
Sheriff	Rosa Johnson	Admin. Officer
T&ES/Solid Waste	James Reaves	Asst. Supt/Refuse Collection
Voter Registration	Ginny Franco	Deputy Registrar

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

**Table I, "Comparisons of Utilization and Availability,"** compares the FY 2000 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. The table also shows the numerical, or "straight parity" underutilization that exists for each job group, by converting the percentages 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 I-A, "Full-Time Work Force Utilization Analysis: Comparisons Displayed as Percent,"** is a reprint of the "FY 99 Utilization Analysis." This table is provided for informational purposes in order to show comparisons between FY 1999 and FY 2000.

**Table II, "Direct Comparison of Utilization to Availability" (merged into Table I)**

**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 I**

# Table I Direct Comparison of Utilization and Percents to Availability - FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

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	112	45	41.9	47	-2	40.2	4	16	17.8	20	-4	14.3	20
22 PROFESSIONAL ATTORNEYS	19	11	30.7	6	5	57.9	***	1	7.7	1	0	5.3	***
LIBRARIAN	18	15	75.1	14	1	83.3	***	0	18	3	-3	0.0	100
PUBLIC SAFETY*	53	4	8.7	5	-1	7.5	13	7	24.5	13	-6	13.2	46
OTHER	374	235	58.9	220	15	62.8	***	112	27.7	104	8	29.9	***
23 TECHNICAL SENIOR	190	42	26.4	50	-8	22.1	16	41	24.1	46	-5	21.6	10
OTHER	280	158	54.6	153	5	56.4	***	110	30.5	85	25	39.3	***
24 PUBLIC SAFETY*	441	79	17.9	79	0	17.9	***	126	32.7	144	-18	28.6	13
25 PARA-PROFESSIONAL	123	78	57.1	70	8	63.4	***	68	32.1	39	29	55.3	***
26 ADMINISTRATIVE SUPPORT	166	147	86.5	144	3	88.6	***	95	32.9	55	40	67.2	***
27 SKILLED CRAFT	73	4	6.8	5	-1	5.5	19	44	36.2	26	18	60.3	***
28 SERVICE - MAINTENANCE	86	5	19.2	17	-12	5.8	70	61	53.2	46	15	70.9	***
	1935	823						681					

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 I**  
**Direct Comparison of Utilization and**  
**Percents to Availability - FY 2000**

City of Alexandria, Virginia  
 Full-time Employees  
 As of June 23, 2000

EEO Job Group	Hispanic					Asian					American Indian								
	Exist	Avail%	Expec	Diff	City Utiliz.%	Under** Utiliz.%	Exist	Avail%	Expec	Diff	City Utiliz.%	Under** Utiliz.%	Exist	Avail%	Expec	Diff	City Utiliz.%	Under** Utiliz.%	
<b>Total</b>	<b>112</b>	<b>0</b>	<b>2.8</b>	<b>3</b>	<b>-3</b>	<b>0.0</b>	<b>100</b>	<b>0</b>	<b>2.8</b>	<b>3</b>	<b>-3</b>	<b>0.0</b>	<b>100</b>	<b>1</b>	<b>0.3</b>	<b>0</b>	<b>1</b>	<b>0.9</b>	<b>-</b>
21 OFFICIAL-ADMIN	19	1	2.1	0	1	5.3	***	1	1.9	0	1	5.3	***	0	0.1	0	0	0.0	-
22 PROFESSIONAL ATTORNEYS	18	1	2.7	0	1	5.6	***	1	4.7	1	0	5.6	***	0	0.1	0	0	0.0	-
LIBRARIAN	53	1	2.4	1	0	1.9	***	0	0.4	0	0	0.0	***	0	0.1	0	0	0.0	-
PUBLIC SAFETY*	374	21	2.9	11	10	5.6	***	12	3.3	12	0	3.2	***	1	0.3	1	0	0.3	-
OTHER																			
23 TECHNICAL SENIOR	190	9	2.9	6	3	4.7	***	5	2.6	5	0	2.6	***	2	0.3	1	1	1.1	-
OTHER	280	24	3.8	11	13	8.6	***	8	3.5	10	-2	2.9	18	0	0.4	1	-1	0.0	-
24 PUBLIC SAFETY*	441	23	2.6	11	12	5.2	***	8	0.7	3	5	1.8	***	5	0.1	0	5	1.1	-
25 PARA-PROFESSIONAL	123	6	3.6	4	2	4.9	***	4	3.2	4	0	3.3	***	0	0.2	0	0	0.0	-
26 ADMINISTRATIVE SUPPORT	166	15	3.9	6	9	9.0	***	5	3.6	6	-1	3.0	16	0	0.4	1	-1	0.0	-
27 SKILLED CRAFT	73	3	7.2	5	-2	4.1	43	3	2.9	2	1	4.1	***	0	0.6	0	0	0.0	-
28 SERVICE - MAINTENANCE	86	9	8.7	7	2	10.5	***	0	1.8	2	-2	0.0	100	0	1	1	-1	0.0	-
<b>1935</b>	<b>113</b>							<b>47</b>						<b>9</b>					

\* "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-A**

**Table I - A**  
**Comparison of Percents of**  
**Utilization to Availability**  
**FY1999**

City of Alexandria, Virginia  
 Full-time Employees  
 As of: 6/29/99

EEO Job Group	Female		Black		Hispanic		Asian		American Indian		
	Census Avail% Utiliz.%	Under** Utiliz.%									
21 OFFICIAL-ADMIN	41.9	6	17.8	28	2.8	71	2.8	0.0	0.3	0.8	***
22 PROFESSIONAL ATTORNEYS	30.7	***	7.7	28	2.1	***	1.9	0.0	0.1	0.0	100
LIBRARIAN	75.1	***	18	100	2.7	***	4.7	6.3	0.1	0.0	100
PUBLIC SAFETY*	8.7	***	24.5	44	2.4	100	0.4	0.0	0.1	0.0	100
OTHER	58.9	***	27.7	***	2.9	***	3.3	3.4	0.3	0.3	6
23 TECHNICAL SENIOR	26.4	24	24.1	19	2.9	***	2.6	1.7	0.3	1.1	***
OTHER	54.6	1	30.5	***	3.8	***	3.5	2.8	0.4	0.0	100
24 PUBLIC SAFETY*	17.9	7	32.7	15	2.6	***	0.7	1.4	0.1	1.2	***
25 PARA-PROFESSIONAL	57.1	***	32.1	***	3.6	***	3.2	3.4	0.2	0.0	100
26 ADMINISTRATIVE SUPPORT	86.5	3	32.9	***	3.9	***	3.6	2.3	0.4	0.0	100
27 SKILLED CRAFT	6.8	40	36.2	***	7.2	44	2.9	4.1	0.6	0.0	100
28 SERVICE - MAINTENANCE	19.2	64	53.2	***	8.7	9	1.8	0.0	1	0.0	100

\* "PROFESSIONAL/PUBLIC SAFETY" includes Police, Fire, and Sheriff Captains, Police and Sheriff Lieutenants;  
 "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.

**Table II**  
**(data merged in Table I)**

### **Table III**

**Table III  
Workforce Distribution  
All Departments  
FY2000**

EEO Job Group:	Total # %	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
<b>21 OFFICIAL-ADMIN</b>	<b># 112</b>	45	56	18	56	38	10	6	0	1	0	0	0	0	0
	<b>%</b>	40	50	16	50	34	9	5	0	1	0	0	0	0	0
<b>22 PROFESSIONAL ATTORNEYS</b>	<b># 20</b>	11	8	3	8	9	0	1	1	0	0	0	1	0	0
	<b>%</b>	55	40	15	40	45	0	5	5	0	0	0	5	0	0
<b>LIBRARIAN</b>	<b># 18</b>	15	2	2	2	14	0	0	0	0	0	0	0	0	0
	<b>%</b>	83	11	11	11	78	0	0	6	0	0	0	6	0	0
<b>PUBLIC SAFETY</b>	<b># 53</b>	4	43	8	43	2	5	2	1	0	0	0	0	0	0
	<b>%</b>	8	81	15	81	4	9	4	2	0	0	0	0	0	0
<b>OTHER</b>	<b># 368</b>	233	82	144	82	142	37	74	8	13	7	4	1	1	0
	<b>%</b>	63	22	39	22	39	10	20	2	4	2	1	4	0	0
<b>23 TECHNICAL SENIOR</b>	<b># 196</b>	44	109	59	109	28	31	11	5	4	5	1	2	2	0
	<b>%</b>	22	56	30	56	14	16	6	3	2	3	1	1	1	0
<b>OTHER</b>	<b># 280</b>	158	71	142	71	67	39	71	8	16	4	4	0	0	0
	<b>%</b>	56	25	51	25	24	14	25	3	6	1	1	0	0	0
<b>24 PUBLIC SAFETY</b>	<b># 441</b>	79	242	162	242	37	90	36	18	5	8	0	4	1	1
	<b>%</b>	18	55	37	55	8	20	8	4	1	2	0	1	0	0
<b>25 PARA-PROFESSIONAL</b>	<b># 123</b>	78	12	78	12	33	30	38	2	4	1	3	0	0	0
	<b>%</b>	63	10	63	10	27	24	31	2	3	1	2	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>	<b># 166</b>	147	12	115	12	39	6	89	1	14	0	5	0	0	0
	<b>%</b>	89	7	69	7	23	4	54	1	8	0	3	0	0	0
<b>27 SKILLED CRAFT</b>	<b># 73</b>	4	22	50	22	1	41	3	3	0	3	0	0	0	0
	<b>%</b>	5	30	68	30	1	56	4	4	0	4	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	<b># 86</b>	5	15	70	15	1	57	4	9	0	0	0	0	0	0
	<b>%</b>	6	17	81	17	1	66	5	10	0	0	0	0	0	0
<b>TOTALS:</b>	<b># 1936</b>	823	674	851	674	411	346	335	57	57	28	19	8	1	1
	<b>%</b>	43	35	44	35	21	18	17	3	3	1	1	0	0	0

## **Table III-A**

**Table III-A**  
**Age Bands/EEO Groups**  
**Full-time Workforce Distribution**  
**All Departments FY2000**

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	112		0	0	0	6	9	15	27	27	17	8	2	1
			0	0	0	5	8	13	24	24	15	7	0	1
22 PROFESSIONAL														
ATTORNEYS	20		0	0	5	4	5	4	2	0	0	0	0	0
			0	0	25	20	25	20	10	0	0	0	0	0
LIBRARIAN	18		0	0	0	1	3	0	2	4	4	3	1	0
			0	0	0	6	17	0	11	22	22	17	0	0
PUBLIC SAFETY	53		0	0	0	2	14	15	13	7	2	0	0	0
			0	0	0	4	26	28	25	13	4	0	0	0
OTHER	368		0	4	32	50	47	70	68	53	29	10	3	2
			0	1	9	14	13	19	18	14	8	3	0	1
23 TECHNICAL														
SENIOR	196		0	2	4	12	36	52	32	28	19	10	0	1
			0	1	2	6	18	27	16	14	10	5	0	1
OTHER	280		0	4	29	45	44	46	41	41	18	11	0	1
			0	1	10	16	16	16	15	15	6	4	0	0
24 PUBLIC SAFETY	441		0	9	55	122	110	65	48	24	7	1	0	0
			0	2	12	28	25	15	11	5	2	0	0	0
25 PARA-PROFESSIONAL	123		0	6	18	16	13	16	28	9	8	7	1	1
			0	5	15	13	11	13	23	7	7	6	0	1
26 ADMINISTRATIVE SUPPORT	166		1	17	20	17	18	32	22	15	13	10	1	0
			1	10	12	10	11	19	13	9	8	6	0	0
27 SKILLED CRAFT	73		0	1	0	9	8	13	23	7	7	5	0	0
			0	1	0	12	11	18	32	10	10	7	0	0
28 SERVICE - MAINTENANCE	86		0	1	3	9	13	19	11	14	9	5	1	1
			0	1	3	10	15	22	13	16	10	6	0	1
<b>TOTALS</b>	<b>1936</b>		<b>1</b>	<b>44</b>	<b>166</b>	<b>293</b>	<b>320</b>	<b>347</b>	<b>317</b>	<b>229</b>	<b>133</b>	<b>70</b>	<b>9</b>	<b>7</b>
			<b>0</b>	<b>2</b>	<b>9</b>	<b>15</b>	<b>17</b>	<b>18</b>	<b>16</b>	<b>12</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>0</b>

**APPENDIX A  
LIST OF CITY POSITIONS  
BY  
EEO JOB GROUP**

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
OFFICIAL - ADMIN		
DIR/TES	1	GS
DIV CHF/NETWORK&SEC	1	GS
DIV CHF/MTR EQUIP	1	GS
DIV CHF/MAINT	1	GS
DIV CHF/LNDLRD-TENAN	1	GS
DIV CHF/FACIL MAINT	1	GS
DIV CHF/DESIGN	1	GS
DIV CHF/CONSTR	1	GS
DIV CHF/COMUNCNS	1	GS
DIV CHF/APPLICATIONS	1	GS
DIR/OFC OF EMPL & TRN	1	GS
DIR\DIV JOBLINK	1	GS
DIV CHF/PROP & CONST	1	GS
DIR/SOC SVCS DIV	1	GS
DIR/RESEARCH & EVAL	1	GS
DIR/RECR	1	GS
DIR/REAL ESTATE ASMN	1	GS
DIR/PERS SVCS	1	GS
DIR/OFC ON YOUTH	1	GS
DIR/OFC ON WOMEN	1	GS
DIR/OFC OF HOUSING	1	GS
DIR/OFC OF HISTORIC A	1	GS
DIV CHF/ADMN SVCS	6	GS
HUMAN RIGHTS ADMNR	1	GS
UNDERSHERIFF	1	GS
SUPRV/MEDICAL	1	GS
SUPRV/ENVRMNTL QUA	1	GS
SUPRV/CHF SOC WKR	1	GS
SUPRV/CHF ELIG	1	GS
SPECIAL ASST PARKS &	1	GS
SPEC ASST/CITY MGR/H	1	GS
PURCH AGENT	1	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
POLICE CHF	1	GS
DIV CHF/PERS SVCS	3	GS
LEGISLATIVE DIR	1	GS
DIV CHF/PLNG	1	GS
FIRE MARSHAL	1	PS
FIRE CHF	1	GS
FIRE BATTALION CHF	4	PS
ELECTIONS ADMNR	1	GS
DIV CHF/TREAS	1	GS
DIV CHF/TRANSIT SVCS	1	GS
DIV CHF/SOLID WASTE	1	GS
DIV CHF/REVENUE ADM	1	GS
DIV CHF/RECR	2	GS
DIR/OUTPATIENT PRGM/	1	GS
MUSEUM DIR	4	GS
DEP DIR/CODE ENFCMN	1	GS
DEP DIR/TES ENGR	1	GS
DEP DIR/TES ADMN	1	GS
DEP DIR/RECR/PRGM OP	1	GS
DIR/OFC OF ECON OPPT	1	GS
DEP DIR/RECR	1	GS
DIR/PLNG & ZONING	1	GS
DEP DIR/PLNG & ZONING	1	GS
DEP DIR/PERS	1	GS
DEP DIR/LIBRARY	1	GS
DEP FIN DIR/COMPTLR	1	GS
DEP DIR/GENL SVCS	1	GS
DEP DIR/RECR & CUL AC	1	GS
DEP COMNWL ATTY	1	GS
DEP CITY MGR	1	GS
DEP CHF/POLICE	3	GS
COORD/TRANSP	1	GS
CONSMR AFF ADMNR	1	GS

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**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
CITY ARCHAEOLOGIST	1	GS
ASST TO THE CITY MGR	1	GS
ASST CITY MGR II	1	GS
ASST CITY MGR I	1	GS
AFFIRM ACT OFCR	1	GS
DEP DIR/ITS	2	GS
DIR/MGMT & BUDG	1	GS
DIR/OFC OF CODE ENFC	1	GS
DIR/OFC OF CITZ ASSTC	1	GS
DIR/OFC EARLY CHLD D	1	GS
DIR/MH/MR/SA	1	GS
DEP DIR/REAL EST ASM	1	GS
DEP FIRE CHIEF	2	GS
DIR/MH CNTR	1	GS
DIR/LIBRARY	1	GS
DIR/ITS	1	GS
DIR/HUMAN SVCS	1	GS
DIR/GENL SVCS	1	GS
DEP SHERIFF/CHIEF	1	PS
DEP REGISTRAR	1	GS
DIR/FITS	1	GS
DIR/AGENCY ON AGING	1	GS
DIR/ALEXANDRIA WORK	1	GS
DIR/CNSULTN & ED PRG	1	GS
DIR/COMUNTY SUPPRT	1	GS
DIR/DIV OF COMUNTY P	1	GS
DIR/DIV OF MR	1	GS
DIR/DIV OF SA	1	GS
DIR/FINANCE	1	GS

Total: 112

PROFESSIONAL/ATTORNEYS

ASST CITY ATTY III	3	GS
CIRCUIT COURT LAW CL	2	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
ASST COMNWL ATTY V	3	GS
ASST COMNWL ATTY IV	1	GS
ASST COMNWL ATTY II	1	GS
ASST COMNWL ATTY I	4	GS
ASST CITY ATTY I	1	GS
ASST CITY ATTY IV	2	GS
SR CIRCUIT COURT LAW	1	GS
ASST CITY ATTY V	2	GS
<b>Total:</b>	<b>20</b>	
<b>PROFESSIONAL/LIBRARIANS</b>		
LIBRARIAN IV	1	GS
LIBRARIAN II	8	GS
LIBRARIAN III	4	GS
LIBRARIAN I	4	GS
LAW LIBRARIAN	1	GS
<b>Total:</b>	<b>18</b>	
<b>PROFESSIONAL/PUBLIC SAFETY</b>		
POLICE LT	13	PS
DEP SHERIFF/CAPT	4	PS
DEP SHERIFF/LT	6	PS
POLICE CAPT	5	PS
FIRE CAPT	25	PS
<b>Total:</b>	<b>53</b>	
<b>PROFESSIONAL/OTHER</b>		
DEP COURT ADMNR	1	GS
INTERNAL AUDITOR II	1	GS
INTERNAL AUDITOR I	1	GS
INMTE CLASSIF COUNSL	8	GS
INFANT DVLPMNT SPEC	1	GS
HUMAN RIGHTS INVSGT	1	GS
HS PRGM ADMNR	2	GS
HOUSING ANL	2	GS
FISCAL OFCR III	1	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
DATABASE ADMNR II	2	GS
DIR/RESIDNL PRGM	2	GS
DATABASE ADMNR I	1	GS
DIR/ALTERNATV PRGMS	1	GS
MGMT ANL I	2	GS
FISCAL OFCR I	4	GS
FISCAL ANL	3	GS
FIRE PRTCTN ENGR	1	GS
FIRE PERS SUPV	1	GS
ELECTRICAL ENGR	1	GS
DIV CHF/ITS CUST SVCS	1	GS
FISCAL OFCR II	6	GS
PUB INFO OFCR	2	GS
STRUCTURAL ENGR	1	GS
SR CLINCL PSYCH	1	GS
SOC WKR II	20	GS
SOC WKR I	27	GS
SAFETY OFFICER	1	GS
RISK MGR	1	GS
RELOCATION ADVSR II	1	GS
RELOCATION ADVSR I	2	GS
RECYCLING PRGM SPEC	1	GS
RECR SPECL	1	GS
RECORDS ADMNR/ARCH	1	GS
LNDLRD/TENANT INVSG	1	GS
RADIO SYS MGR	1	GS
MECHANICAL ENGR	1	GS
PUB HLTH NURSE II	1	GS
PSYCHOL COUNSLR III	24	GS
PSYCHOL COUNSLR II	2	GS
PSYCHOL COUNSLR I	4	GS
PSYCHIATRIC SOCIAL W	14	GS
PSYCHIATRIC NURSE	1	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
PROBN OFCR	3	GS
POLICE RECORDS MGR	1	GS
POLICE PERS SPECL	2	GS
PERS ANL I	3	GS
MGMT ANL II	1	GS
CUSTOMER SUPPORT E	6	GS
REAL ESTATE OFCR	1	GS
BUDG/MGMT ANL II	2	GS
COMPUTER SYS ANL I	2	GS
COMPUTER PRGMR/ANL	6	GS
COMPUTER PRGMR/ANL	1	GS
CLINCL PSYCHOL I	3	GS
CLINCL PSYCH	2	GS
CIVIL ENGR IV	1	GS
CIVIL ENGR III	2	GS
CIVIL ENGR II	1	GS
CIVIL ENGR I	1	GS
CITY ARBORIST	1	GS
CHF OF SURVEYS	1	GS
DATABASE ADMNR	1	GS
BUYER II	1	GS
CONSMR & CITZ AFF INV	2	GS
BUDG/MGMT ANL I	4	GS
ASST VOCNL SVCS MGR	1	GS
ARCHAEOLOGIST	2	GS
ARBORIST	1	GS
ADMN OFCR II	1	GS
ADMN OFCR I	5	GS
ADMN ASST TO THE MA	1	GS
ADMN ASST	6	GS
ACCOUNTANT II	6	GS
SUPRV INFO SYS PROJ	1	GS
PERS ANL II	4	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
BUYER III	2	GS
COORD/LONG-TRM CAR	1	GS
CUSTOMER SUPPORT E	3	GS
CURATOR II	3	GS
CURATOR I	1	GS
COURT ADMNR	1	GS
COORD/YOUTH SVCS	1	GS
COORD/VOLUNTEER SV	3	GS
COORD/VICTIM-WITNES	1	GS
COORD/VCNL & PREVCN	1	GS
COORD/VASP	1	GS
COORD/SITE PLN/ADMN	1	GS
COORD/REHAB LOAN II	1	GS
COMPUTER SYS ANL II	1	GS
COORD/PRGM	1	GS
COMPUTER SYS ANL III	1	GS
COORD/JURY	1	GS
COORD/ITS	3	GS
COORD/HS/HR PRGM II	1	GS
COORD/HS/HR PRGM I	3	GS
COORD/HOUSING PRGR	1	GS
COORD/EMERG PLNG	1	GS
COORD/DOMSTC VIOLN	1	GS
COORD/COMUNTY & FA	1	GS
COORD/CJIS	1	GS
COORD/ASST RESIDNL	3	GS
COORD/ADULT DAY TRT	1	GS
ACCOUNTANT I	5	GS
COORD/REHAB LOAN I	1	GS
TRANSIT SPECL	1	GS
SUPRV/REVENUE	1	GS
SUPRV/SOC WKR	6	GS
SUPRV/THERAPEUTIC R	1	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
SUPRV/ADMN ASST	3	GS
SUPRV/THERAPEUTIC R	1	GS
SUPRV/TREASURY	1	GS
TELECOMMUNICS SPEC	1	GS
SUPRV/RECR V	3	GS
THERAPEUTIC RECR SP	1	GS
URBAN PLANNER II	7	GS
TRANSIT SPECL I	1	GS
TRANSP PLANNER	1	GS
URBAN DESIGNER	1	GS
URBAN PLANNER I	2	GS
URBAN PLANNER III	3	GS
WATERSHED PRGM ADM	1	GS
NATURALIST II	1	GS
THERAPEUTIC RECR LE	1	GS
SUPRV/ELIG	5	GS
VCNL SVCS MGR	1	GS
SUPRV/ADMN OFCR I	5	GS
SUPRV/ADMN ASST TO	2	GS
SUPRV/ARCH	1	GS
SUPRV/BUSINESS & PR	1	GS
SUPRV/RECR IV	3	GS
SUPRV/CRIME ANALYST	1	GS
SUPRV/ADMN OFCR II	1	GS
SUPRV/EMPL & TRN	1	GS
SUPRV/RECR I	7	GS
SUPRV/FIRE MAINT	1	GS
SUPRV/LANDSCAPE AR	1	GS
SUPRV/MH TEAM	8	GS
SUPRV/POLICE PERS &	1	GS
SUPRV/PRGM ANL	2	GS
SUPRV/FINANCIAL REPO	1	GS
SUPRV/RECR III	4	GS

**Job Classes by EEO Category Positions  
Filed as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
SUPRV/COUNSLING	2	GS
SUPRV/RECR II	16	GS
<b>Total:</b>	<b>374</b>	
<b>TECHNICAL/SENIOR</b>		
DEP FIRE MARSHAL/CHF	1	PS
DEP SHERIFF/SGT	14	PS
ELIG FRAUD INVESTIGA	2	GS
FIRE LT	21	PS
HLTH & COMUNTY ED S	1	GS
ITS SCHEDLR/OPS LIBR	1	GS
HACK INSPCTR	1	GS
AIR POLLUTN CNTRL SP	1	GS
ASST SUPT/CONSTR & M	2	GS
ASST SUPT/PKS & FACIL	1	GS
SUPRV CARTOGRAPHER	1	GS
SUPRV/AUTOMTV MECH/	3	GS
LAND SURVEY ANL	1	GS
SUPRV/EQUIP MAINT	1	GS
REAL ESTATE APPRSR II	3	GS
SUPRV/EXST STRUC INS	1	GS
SUPRV/EMRG COMUNIC	6	GS
RESEARCH HISTORIAN	1	GS
NETWORK ENGINEER II	2	GS
SUPT/CONSTR & MAINT	2	GS
SUPRV/GRAPHIC ARTIST	1	GS
NETWORK ENGINEER III	4	GS
OUTREACH/PRVNTN SP	5	GS
POLICE RANGE OFCR	1	GS
REV COLLECTION SPEC	2	GS
POLYGRAPH EXAMINER	1	GS
LATENT PRINT EXAMINE	3	GS
REV COLLECTION SPEC	1	GS
SIGNAL REPAIR TECH II	1	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<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
MEDICAL LAB TECH	1	GS
LOTUS NOTES SUPPORT	1	GS
LAW CLERK	1	GS
POLICE SGT	36	PS
SUPRV/HORT	1	GS
SYS PRGMR SPECL	1	GS
SUPT/REFUSE COLLECT	1	GS
AUTOMTV DIAGNSCN	2	GS
ASST SUPT/TREE MAINT	1	GS
ASST SUPT/TRANSP	1	GS
ASST SUPT/SOLID WAST	3	GS
TRAFFIC OPRNS TECH	1	GS
AUTOMTV SVCS ADVSR	2	GS
TES INSPCTR III	1	GS
CODE ENFCMNT INSPCT	8	GS
TES INSPCTR II	4	GS
SUPRV/TAX SVCS & ENF	1	GS
T&ES INSPECTOR I	4	GS
SYS PRGRMR I	1	GS
SUPT/REFUSE DISP/ST	1	GS
SUPT/TRANSP	1	GS
SURVEY PARTY CHF	2	GS
TRAFFIC COMPUTER SP	1	GS
VCNL SVCS SPECL	1	GS
SUPRV/IDENTFN	1	GS
SUPRV/INFO TECH CNT	1	GS
SUPRV/MAIL DISTRBN/D	1	GS
SUPRV/MAINT PROJ	1	GS
SUPRV/PERSONAL PRO	1	GS
NETWORK ENGINEER I	1	GS
SUPRV/TECHNICAL	4	GS

**Job Classes by EEO Category Positions  
Filed as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
AUTOMTV PARTS MGR	1	GS
SUPT/PRKS & FACIL MAI	2	GS
COORD/FIRE EMERG CO	1	GS
COORD/BLDG SVCS III	1	GS
COORD/ALTERNTV PRG	1	GS
CONTRACT PROCRMNT	1	GS
CONSTR FIELD REPRSN	2	GS
COMPUTER SYS ANL IV	1	GS
COMPUTER PRGMR	2	GS
VICTIM-WITNESS SPECL	2	GS
<b>Total:</b>	<b>190</b>	
<b>TECHNICAL/OTHER</b>		
REV COLLECTION SPEC	9	GS
SUPRV/ENGR AIDE	1	GS
COMPUTER OPER III	2	GS
ZONING INSPCTR	1	GS
VICTIM-WITNESS SPECL	2	GS
TRANSIT SVCS ASST	1	GS
TRAFFIC SURVEY TECH	1	GS
SURVEY INSTR OPER	2	GS
SUPRV/SCHOOL CRSNG	1	GS
SUPRV/RECORDS	4	GS
SUPRV/PROPERTY & EV	1	GS
REAL ESTATE APPRSR I	1	GS
SUPRV/LABOR	7	GS
POLICE DRIVING INSTRC	1	GS
SUPRV/CUSTODIAN	4	GS
SUPRV/BUS DRVR	1	GS
SUPRV/BAT'RD WOMEN	3	GS
SUPRV/ACCT CLK	1	GS
SPECIAL POLICE OFCR	8	GS
SIGNAL REPAIR TECH I	1	GS
SANITATION INSPCTR	1	GS

**Job Classes by EEO Category Positions  
Filed as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
REV COLLECTION SPEC	2	GS
PURCH TECH	3	GS
SUPRV/PRKNG ENFCMN	3	GS
CASEWKR/INTAKE & RE	1	GS
DEP FIRE MARSHAL II	2	PS
DEP FIRE MARSHAL I	1	PS
COORD/BLDG SVCS II	2	GS
COMUNTY SVCS SPECL	4	GS
PLNG TECH	3	GS
COMPUTER APPLCNS IN	1	GS
COORD/BLDG SVCS I	1	GS
DEP FIRE MARSHAL III	3	PS
CODE ENFCMNT INSPCT	7	GS
COMPUTER OPER II	3	GS
CASEWKR	26	GS
BUYER I	1	GS
BLDG SYS TECH	7	GS
ASST IMPOUNDING OFC	1	GS
ASST IMPOUNDING OFC	1	GS
ASSMNT RECORDS SPE	1	GS
ACCT CLK IV	2	GS
CODE ENFCMNT INSPCT	1	GS
PARK FACIL SPECL	1	GS
PERS ASST	2	GS
ELIG WKR I	15	GS
MH/MR TECH II	9	GS
MH/MR TECH I	1	GS
MEDICAL RECORDS TEC	1	GS
IMPOUNDING OFCR	1	GS
GIS SPECL	1	GS
FOOD SVCS SPECL	1	GS
EMPL & TRN SPECL	14	GS
PERS TECH	1	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
FIRE TRN ASST	1	GS
ELIG WKR II	17	GS
EMRG COMUNICS TECH	33	GS
EMRG RESC TECH I	1	PS
EMRG RESC TECH II	33	PS
EMRG RESC TECH III	5	PS
ENGR AIDE	13	GS
EXST STRUCT INSPCTR	1	GS
<b>Total:</b>	<b>280</b>	
<b>PUBLIC SAFETY</b>		
POLICE OFCR III	43	PS
FIRE FIGHTER I	1	GS
DEP SHERIFF II	34	PS
DEP SHERIFF III	38	PS
DEP SHERIFF IV	20	PS
DOCKMASTER	1	GS
DEP SHERIFF I	35	PS
FIRE FIGHTER I	16	PS
FIRE FIGHTER II	71	PS
INMTE RECORDS/CLASS	4	GS
POLICE CPL	4	PS
POLICE OFCR II	44	PS
POLICE OFCR IV	82	PS
POLICE OFCR I	48	PS
<b>Total:</b>	<b>441</b>	
<b>PARA-PROFESSIONAL</b>		
MUSEUM AIDE II	1	GS
SR RESIDNL COUNSLR	6	GS
LIBRARY ASST III	1	GS
VOLUNTEER DEVELOPE	2	GS
TAG ENFCMNT OFCR	3	GS
SUPRV/SHLTR	2	GS
ADLT HLTH CARE ACT A	1	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
SUPRV/ADMN TECH	3	GS
RESIDNL DETOX COUNS	6	GS
RESIDNL COUNSLR	32	GS
PUB INFO SPECL	1	GS
PRKNG ENFCMNT OFCR	13	GS
PRKNG ENFCMNT OFCR	9	GS
PRGM AIDE II	1	GS
COMUNIC CLK/TES	2	GS
SUPRV/DETOX CNTR	1	GS
ADMN TECH	10	GS
PLNG ASST I	1	GS
CASE AIDE	2	GS
COMPANION AIDE II	4	GS
COORD/FLEET MAINT	1	GS
CRIME PREVENTION TE	1	GS
HORT SPECL	1	GS
LIBRARY ASST I	10	GS
LIBRARY ASST II	5	GS
MUSEUM AIDE I	1	GS
CLINCL PSYCHOL TRAIN	3	GS

Total: 123

ADMINISTRATIVE SUPPORT

ACCT CLK II	23	GS
SUPRV/SECRETARY III	2	GS
CLIENT INTAKE SVCS W	5	GS
ACCT CLK III	13	GS
ASST REGISTRAR III	1	GS
AUTOMTV PARTS SPECL	2	GS
CLK TYP II	24	GS
CLK TYP III	2	GS
DATA ENTRY OPER II	2	GS
DELIVERY CLK	1	GS
INFO TECH OPER I	1	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>
ACCT CLK I	5	GS
LEGAL SECRETARY II	4	GS
INFO TECH OPER II	2	GS
SECRETARY II	26	GS
SECRETARY I	15	GS
RECEPTIONIST/TELE OP	1	GS
INFO TECH OPER III	1	GS
PUBLIC SAFETY REC CL	3	GS
PUB SAFETY RECORDS	14	GS
PROPERTY CLK	2	GS
POLICE SVCS CLK	1	GS
PERS CLK III	1	GS
PERS CLK II	4	GS
SECRETARY III	5	GS
MAIL DISTRIBN/DUPLOC	2	GS
LEGAL SECRETARY I	3	GS
MGMT INFO CLK	1	GS
<b>Total:</b>	<b>166</b>	

SKILLED CRAFT

HEAVY EQUIP OPER	8	GS
AUTOMTV MECH	11	GS
CARPENTER	1	GS
EQUIP MAINT SPECL	1	GS
FACIL MAINT SPECL	3	GS
APPRENTICE MECHANIC	2	GS
LABORER III	11	GS
OFFSET PRESS OPER I	2	GS
OFFSET PRESS OPER II	1	GS
SIGN FABRICATOR	1	GS
SIGNAL SVC WKR	3	GS
TRAFFIC SVCS WKR II	4	GS
TRAFFIC SVCS WKR III	3	GS
TREE TRIMMER	1	GS

**Job Classes by EEO Category Positions  
Filled as of: June 23, 2000**

<u>Class Title:</u>	<u># of F/T Employees</u>	<u>Pay Scale</u>	
EQUIP OPER II	21	GS	
	<hr/>		
Total:	73		
<b>SERVICE - MAINTENANCE</b>			
AUTOMTV PARTS DRIVE	1	GS	
BLDG SVCS ASST	1	GS	
BUS DRVR	2	GS	
COOK	1	GS	
CUSTODIAN	15	GS	
EQUIP OPER I	13	GS	
HORT ASST	1	GS	
LABORER I	7	GS	
LABORER II	15	GS	
MAINT WKR	9	GS	
ROD AND CHAIN OPER	3	GS	
REFUSE COLLECTOR	18	GS	
	<hr/>		
Total:	86		

<b>Employee Grand Total: 1936</b>
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**APPENDIX B  
UTILIZATION ANALYSIS  
BY  
CITY DEPARTMENT**

## Direct Comparison of Utilization to Availability By Departments FY 2000

### CITIZENS ASSISTANCE

EO Job Group	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
1 OFFICIAL-ADMIN	2	1 41.9 1 0	1 17.8 0 1	0 2.8 0 0	0 2.8 0 0	0 2.8 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0
2 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	0 0.1 0 0	0 0.1 0 0	0 0.1 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	0 0.1 0 0	0 0.1 0 0	0 0.1 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	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0
OTHER	2	1 58.9 1 0	2 27.7 1 1	0 2.9 0 0	0 3.3 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0
3 TECHNICAL SENIOR	0	0 26.4 0 0	0 24.1 0 0	0 2.9 0 0	0 2.6 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 0 0	0 0.3 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 0.4 0 0	0 0.4 0 0	0 0.4 0 0	0 0.4 0 0	0 0.4 0 0
4 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	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0	0 0.1 0 0
5 PARA-PROFESSIONAL	0	0 57.1 0 0	0 32.1 0 0	0 3.6 0 0	0 3.2 0 0	0 0.2 0 0	0 0.2 0 0	0 0.2 0 0	0 0.2 0 0	0 0.2 0 0
6 ADMINISTRATIVE SUPPORT	1	1 86.5 1 0	1 32.9 0 1	0 3.9 0 0	0 3.6 0 0	0 0.4 0 0	0 0.4 0 0	0 0.4 0 0	0 0.4 0 0	0 0.4 0 0
7 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	0 0.6 0 0	0 0.6 0 0	0 0.6 0 0	0 0.6 0 0
8 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	0 1 0 0	0 1 0 0	0 1 0 0	0 1 0 0
<b>Total</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## CITIZENS ASSISTANCE

EEO Job Group:	Total # %	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b>2</b>	1	50	1	50	0	0	0	0	0	0	0	0	0	0
<b>22 PROFESSIONAL</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ATTORNEYS</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>LIBRARIAN</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>PUBLIC SAFETY</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OTHER</b>	<b>2</b>	1	50	2	100	0	0	1	50	0	0	0	0	0	0
<b>23 TECHNICAL</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SENIOR</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OTHER</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>24 PUBLIC SAFETY</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>25 PARA-PROFESSIONAL</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>	<b>1</b>	1	100	1	100	0	0	0	0	0	0	0	0	0	0
<b>27 SKILLED CRAFT</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>5</b>	3	60	4	80	1	20	1	20	3	60	0	0	0	0

## Direct Comparison of Utilization to Availability By Departments FY 2000

### CITY ATTORNEY

EEO Job Group	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
01 OFFICIAL-ADMIN	0	41.9 0 0	0	17.8 0 0	0	2.8 0 0	0	2.8 0 0	0	0.3 0 0
22 PROFESSIONAL ATTORNEYS	7	30.7 2 2	0	7.7 1 -1	1	2.1 0 1	0	1.9 0 0	0	0.1 0 0
LIBRARIAN	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	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	3	58.9 2 0	2	27.7 1 1	0	2.9 0 0	0	3.3 0 0	0	0.3 0 0
23 TECHNICAL SENIOR	0	26.4 0 0	0	24.1 0 0	0	2.9 0 0	0	2.6 0 0	0	0.3 0 0
OTHER	0	54.6 0 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	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	0	57.1 0 0	0	32.1 0 0	0	3.6 0 0	0	3.2 0 0	0	0.2 0 0
26 ADMINISTRATIVE SUPPORT	3	86.5 3 0	3	32.9 1 2	0	3.9 0 0	0	3.6 0 0	0	0.4 0 0
27 SKILLED CRAFT	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	19.2 0 0	0	53.2 0 0	0	8.7 0 0	0	1.8 0 0	0	1 0 0
<b>Total</b>	<b>13</b>	<b>9</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## CITY ATTORNEY

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	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
22 PROFESSIONAL ATTORNEYS	7	4	57	1	14	2	29	0	0	1	14	0	0	0	0
LIBRARIAN	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
OTHER	3	2	67	2	67	1	33	0	0	2	67	0	0	0	0
23 TECHNICAL SENIOR	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
24 PUBLIC SAFETY	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
26 ADMINISTRATIVE SUPPORT	3	3	100	3	100	0	0	0	0	3	100	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>13</b>	<b>9</b>	<b>69</b>	<b>6</b>	<b>46</b>	<b>3</b>	<b>23</b>	<b>4</b>	<b>31</b>	<b>5</b>	<b>38</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>0</b>

## Direct Comparison of Utilization to Availability By Departments FY 2000

### CITY MANAGER

Job Group	Female		Black		Hispanic		Asian		American Indian	
	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff						
01 OFFICIAL-ADMIN	4	41.9 2	1	17.8 1	0	2.8 0	0	2.8 0	0	0.3 0
02 PROFESSIONAL ATTORNEYS	0	30.7 0	0	7.7 0	0	2.1 0	0	1.9 0	0	0.1 0
03 LIBRARIAN	0	75.1 0	0	18 0	0	2.7 0	0	4.7 0	0	0.1 0
04 PUBLIC SAFETY	0	8.7 0	0	24.5 0	0	2.4 0	0	0.4 0	0	0.1 0
05 OTHER	2	58.9 1	0	27.7 1	1	2.9 0	0	3.3 0	0	0.3 0
06 TECHNICAL SENIOR	0	26.4 0	0	24.1 0	0	2.9 0	0	2.6 0	0	0.3 0
07 OTHER	0	54.6 0	0	30.5 0	0	3.8 0	0	3.5 0	0	0.4 0
08 PUBLIC SAFETY	0	17.9 0	0	32.7 0	0	2.6 0	0	0.7 0	0	0.1 0
09 PARA-PROFESSIONAL	0	57.1 0	0	32.1 0	0	3.6 0	0	3.2 0	0	0.2 0
10 ADMINISTRATIVE SUPPORT	0	86.5 0	0	32.9 0	0	3.9 0	0	3.6 0	0	0.4 0
11 SKILLED CRAFT	0	6.8 0	0	36.2 0	0	7.2 0	0	2.9 0	0	0.6 0
12 SERVICE - MAINTENANCE	0	19.2 0	0	53.2 0	0	8.7 0	0	1.8 0	0	1 0
<b>Total</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## CITY MANAGER

EEO Job Group:	Total #	Total Female: %	Total Minority	White		Black		Hispanic		Asian		American Indian	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b>4</b>	<b>100</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>25</b>	<b>0</b>	<b>75</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>22 PROFESSIONAL</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ATTORNEYS</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LIBRARIAN</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC SAFETY</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>	<b>2</b>		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>50</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>23 TECHNICAL</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SENIOR</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24 PUBLIC SAFETY</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>25 PARA-PROFESSIONAL</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>26 ADMINISTRATIVE SUPPORT</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>27 SKILLED CRAFT</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>28 SERVICE - MAINTENANCE</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS:</b>	<b>6</b>		<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>33</b>	<b>0</b>	<b>67</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Direct Comparison of Utilization to Availability By Departments FY 2000

### COMMONWEALTH ATTORNEY

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

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 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## COMMONWEALTH ATTORNEY

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	# 1	1	100	0	0	1	0	0	0	0	0	0	0	0
	%													
22 PROFESSIONAL ATTORNEYS	# 10	5	50	1	5	4	0	0	0	0	0	0	0	0
	%													
LIBRARIAN	# 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
	%													
OTHER	# 2	1	50	0	1	1	0	0	0	0	0	0	0	0
	%													
23 TECHNICAL SENIOR	# 3	2	67	0	1	2	0	0	0	0	0	0	0	0
	%													
OTHER	# 3	3	100	1	0	2	0	0	0	1	0	0	0	0
	%													
24 PUBLIC SAFETY	# 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
	%													
26 ADMINISTRATIVE SUPPORT	# 7	6	86	2	1	4	0	0	0	1	0	0	0	0
	%													
27 SKILLED CRAFT	# 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
	%													
<b>TOTALS:</b>	# 26	18	69	4	8	14	0	2	0	2	0	0	0	0
	%													

## Direct Comparison of Utilization to Availability By Departments FY 2000

FINANCE	Job Group	Female		Black		Hispanic		Asian		American Indian					
		Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%				
	1 OFFICIAL-ADMIN	2	41.9	3	-1	1	17.8	1	0	2.8	0	0	0.3	0	0
	2 PROFESSIONAL ATTORNEYS	0	30.7	0	0	0	7.7	0	0	2.1	0	0	1.9	0	0
	LIBRARIAN	0	75.1	0	0	0	18	0	0	2.7	0	0	4.7	0	0
	PUBLIC SAFETY	0	8.7	0	0	0	24.5	0	0	2.4	0	0	0.4	0	0
	OTHER	9	58.9	12	-3	3	27.7	6	-3	2.9	1	0	3.3	1	2
	3 TECHNICAL SENIOR	2	26.4	1	1	3	24.1	1	2	2.9	0	0	2.6	0	1
	OTHER	14	54.6	9	5	11	30.5	5	6	3.8	1	-1	3.5	1	0
	4 PUBLIC SAFETY	0	17.9	0	0	0	32.7	0	0	2.6	0	0	0.7	0	0
	5 PARA-PROFESSIONAL	1	57.1	1	0	0	32.1	0	0	3.6	0	0	3.2	0	0
	6 ADMINISTRATIVE SUPPORT	20	86.5	22	-2	11	32.9	8	3	3.9	1	2	3.6	1	-1
	7 SKILLED CRAFT	0	6.8	0	0	0	36.2	0	0	7.2	0	0	2.9	0	0
	8 SERVICE - MAINTENANCE	0	19.2	0	0	0	53.2	0	0	8.7	0	0	1.8	0	0
	<b>Total</b>	<b>6</b>				<b>29</b>				<b>4</b>			<b>5</b>		<b>0</b>
			<b>48</b>												

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

# Workforce Distribution By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

FINANCE	EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
			#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
	21 OFFICIAL-ADMIN	6	2		1		4	1	0	1	0	0	0	0	0	0
			33		17		67	17	0	17	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	21	9		7		8	6	1	2	1	0	2	1	0	0
			43		33		38	29	5	10	5	0	10	5	0	0
	23 TECHNICAL SENIOR	5	2		4		1	0	2	1	0	0	0	1	0	0
			40		80		20	0	40	20	0	0	0	20	0	0
	OTHER	17	14		12		2	3	0	11	0	0	1	0	0	0
			82		71		12	18	0	65	0	0	6	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	25	20		14		3	8	1	10	1	2	0	0	0	0
			80		56		12	32	4	40	4	8	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
	<b>TOTALS:</b>	<b>75</b>	<b>48</b>		<b>38</b>		<b>18</b>	<b>19</b>	<b>4</b>	<b>25</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>
			<b>64</b>		<b>51</b>		<b>24</b>	<b>25</b>	<b>5</b>	<b>33</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>

# Direct Comparison of Utilization to Availability By Departments FY 2000

## FIRE

FIRE Job Group	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
1 OFFICIAL-ADMIN	1	41.9 4 -3	1	17.8 2 -1	0	2.8 0 0	0	2.8 0 0	0	0.3 0 0
2 PROFESSIONAL ATTORNEYS	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	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	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	58.9 8 -3	2	27.7 4 -2	1	2.9 0 1	2	3.3 0 2	0	0.3 0 0
3 TECHNICAL SENIOR	36	26.4 10 -5	4	24.1 9 -5	1	2.9 1 0	1	2.6 1 0	0	0.3 0 0
OTHER	69	54.6 38 -11	13	30.5 21 -8	3	3.8 3 0	3	3.5 2 1	0	0.4 0 0
4 PUBLIC SAFETY	88	17.9 16 -10	13	32.7 29 -16	1	2.6 2 -1	0	0.7 1 -1	1	0.1 0 1
5 PARA-PROFESSIONAL	1	57.1 1 -1	0	32.1 0 0	0	3.6 0 0	0	3.2 0 0	0	0.2 0 0
6 ADMINISTRATIVE SUPPORT	3	86.5 3 0	3	32.9 1 2	0	3.9 0 0	0	3.6 0 0	0	0.4 0 0
7 SKILLED CRAFT	3	6.8 0 0	0	36.2 1 -1	0	7.2 0 0	0	2.9 0 0	0	0.6 0 0
8 SERVICE - MAINTENANCE	1	19.2 0 0	0	53.2 1 -1	0	8.7 0 0	0	1.8 0 0	0	1 0 0
<b>Total</b>	<b>10</b>		<b>40</b>		<b>6</b>		<b>6</b>		<b>1</b>	

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Expec - Calculated for each job group: Total \* (Avail%/100)  
Diff - Calculated for each job group: Exist - Expec

# Workforce Distribution By Departments FY 2000

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b>10</b>	1	10	8	10	1	0	0	0	0	0	0	0	0	0
<b>22 PROFESSIONAL ATTORNEYS</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>LIBRARIAN</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>PUBLIC SAFETY</b>	<b>25</b>	1	4	21	0	3	1	0	0	0	0	0	0	0	0
		4	16	84	0	12	4	0	0	0	0	0	0	0	0
<b>OTHER</b>	<b>14</b>	5	5	7	2	0	2	0	2	0	1	2	0	0	0
		36	36	50	14	0	14	0	14	0	7	14	0	0	0
<b>23 TECHNICAL SENIOR</b>	<b>36</b>	5	6	25	5	4	0	1	0	1	0	1	0	0	0
		14	17	69	14	11	0	3	0	3	0	3	0	0	0
<b>OTHER</b>	<b>69</b>	27	19	32	18	6	7	2	1	2	1	2	1	0	0
		39	28	46	26	9	10	3	1	3	1	3	1	0	0
<b>24 PUBLIC SAFETY</b>	<b>88</b>	6	15	67	6	13	0	1	0	1	0	0	0	1	0
		7	17	76	7	15	0	1	0	1	0	0	0	1	0
<b>25 PARA-PROFESSIONAL</b>	<b>1</b>	0	0	1	0	0	0	0	0	0	0	0	0	0	0
		0	0	100	0	0	0	0	0	0	0	0	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>	<b>3</b>	3	3	0	0	0	3	0	0	0	0	0	0	0	0
		100	100	0	0	0	100	0	0	0	0	0	0	0	0
<b>27 SKILLED CRAFT</b>	<b>3</b>	0	0	3	0	0	0	0	0	0	0	0	0	0	0
		0	0	100	0	0	0	0	0	0	0	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	<b>1</b>	0	0	1	0	0	0	0	0	0	0	0	0	0	0
		0	0	100	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>250</b>	48	53	165	32	27	13	4	2	4	2	5	1	1	0
		19	21	66	13	11	5	2	1	2	0	2	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2000

## GENERAL SERVICES

CEO 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
1 OFFICIAL-ADMIN	6	0	41.9 3 -3	0	17.8 1 -1	0	2.8 0 0	0	2.8 0 0	0	0.3 0 0
2 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	2	1	58.9 1 0	1	27.7 1 0	0	2.9 0 0	0	3.3 0 0	0	0.3 0 0
3 TECHNICAL SENIOR	16	1	26.4 4 -3	5	24.1 4 1	0	2.9 0 0	0	2.6 0 0	0	0.3 0 0
OTHER	7	0	54.6 4 -4	2	30.5 2 0	0	3.8 0 0	1	3.5 0 1	0	0.4 0 0
4 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
5 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
6 ADMINISTRATIVE SUPPORT	10	5	86.5 9 -4	5	32.9 3 2	0	3.9 0 0	0	3.6 0 0	0	0.4 0 0
7 SKILLED CRAFT	17	1	6.8 1 0	7	36.2 6 1	0	7.2 1 -1	2	2.9 0 2	0	0.6 0 0
8 SERVICE - MAINTENANCE	7	0	19.2 1 -1	4	53.2 4 0	2	8.7 1 1	0	1.8 0 0	0	1 0 0
	66	9		25		2		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

# Workforce Distribution By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## GENERAL SERVICES

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	6	0	0	0	0	6	0	0	0	0	0	0	0	0	0
						100	0	0	0	0	0	0	0	0	0
<b>22 PROFESSIONAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
ATTORNEYS															
LIBRARIAN	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
OTHER	2	1	0	1	0	1	0	0	1	0	0	0	0	0	0
						50	0	0	50	0	0	0	0	0	0
<b>23 TECHNICAL</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
SENIOR															
						63	6	31	0	0	0	0	0	0	0
OTHER	7	0	0	3	0	4	0	2	0	0	0	1	0	0	0
						57	0	29	0	0	0	14	0	0	0
<b>24 PUBLIC SAFETY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>25 PARA-PROFESSIONAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>26 ADMINISTRATIVE SUPPORT</b>	<b>10</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>27 SKILLED CRAFT</b>	<b>17</b>	<b>1</b>	<b>7</b>	<b>9</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>28 SERVICE - MAINTENANCE</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
						14	0	57	0	29	0	0	0	0	0
<b>TOTALS:</b>	<b>66</b>	<b>9</b>	<b>33</b>	<b>30</b>	<b>6</b>	<b>33</b>	<b>3</b>	<b>19</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
						45	5	29	9	3	0	5	0	0	0

## Direct Comparison of Utilization to Availability By Departments FY 2000

### 1 HISTORIC ALEXANDRIA

EO Job Group	Total	Female		Black		Hispanic		Asian		American Indian					
		Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%				
1 OFFICIAL-ADMIN	6	4	41.9	3	1	17.8	1	0	0	2.8	0	0	0.3	0	0
2 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	1.9	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	4.7	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0.4	0	0
OTHER	8	6	58.9	5	1	27.7	2	-1	0	2.9	0	0	3.3	0	0
3 TECHNICAL SENIOR	1	0	26.4	0	0	24.1	0	0	0	2.9	0	0	2.6	0	0
OTHER	0	0	54.6	0	0	30.5	0	0	0	3.8	0	0	3.5	0	0
4 PUBLIC SAFETY	0	0	17.9	0	0	32.7	0	0	0	2.6	0	0	0.7	0	0
5 PARA-PROFESSIONAL	2	2	57.1	1	1	32.1	1	0	0	3.6	0	0	3.2	0	0
6 ADMINISTRATIVE SUPPORT	0	0	86.5	0	0	32.9	0	0	0	3.9	0	0	3.8	0	0
7 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	2.9	0	0
8 SERVICE - MAINTENANCE	0	0	19.2	0	0	53.2	0	0	0	8.7	0	0	1.8	0	0
	17	12			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

# Workforce Distribution By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## HISTORIC ALEXANDRIA

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b>6</b>	4	67	1	17	1	4	1	0	0	0	0	0	0	0
<b>22 PROFESSIONAL ATTORNEYS</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>LIBRARIAN</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>PUBLIC SAFETY</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>OTHER</b>	<b>8</b>	6	75	1	13	2	5	0	1	0	0	0	0	0	0
<b>23 TECHNICAL SENIOR</b>	<b>1</b>	0		0		1	0	0	0	0	0	0	0	0	0
<b>OTHER</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>24 PUBLIC SAFETY</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>25 PARA-PROFESSIONAL</b>	<b>2</b>	2	100	1	50	0	1	0	1	0	0	0	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>27 SKILLED CRAFT</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>17</b>	12	71	3	18	4	10	1	2	0	0	0	0	0	0

## Direct Comparison of Utilization to Availability By Departments FY 2000

### HOUSING

EO Job Group	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
<b>Total</b>	<b>3</b>									
1 OFFICIAL-ADMIN	2	41.9	1	17.8	1	0	0	2.8	0	0.3
2 PROFESSIONAL ATTORNEYS	0	30.7	0	7.7	0	0	0	1.9	0	0.1
LIBRARIAN	0	75.1	0	18	0	0	0	4.7	0	0.1
PUBLIC SAFETY	0	8.7	0	24.5	0	0	0	0.4	0	0.1
OTHER	8	58.9	5	27.7	2	-1	1	2.9	0	0.3
3 TECHNICAL SENIOR	0	26.4	0	24.1	0	0	0	2.6	0	0.3
OTHER	0	54.6	0	30.5	0	0	0	3.5	0	0.4
4 PUBLIC SAFETY	0	17.9	0	32.7	0	0	0	0.7	0	0.1
5 PARA-PROFESSIONAL	0	57.1	0	32.1	0	0	0	3.2	0	0.2
6 ADMINISTRATIVE SUPPORT	4	86.5	3	32.9	1	2	0	3.6	0	0.4
7 SKILLED CRAFT	0	6.8	0	36.2	0	0	0	2.9	0	0.6
8 SERVICE - MAINTENANCE	0	19.2	0	53.2	0	0	0	1.8	0	1
<b>Total</b>	<b>15</b>		<b>8</b>		<b>5</b>	<b>1</b>	<b>0</b>		<b>0</b>	<b>0</b>

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 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## HOUSING

EEO Job Group:	Total #	Total Female: #	Total Minority	White		Black		Hispanic		Asian		American Indian	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%	67	33	33	33	0	33	0	0	0	0	0	0
<b>22 PROFESSIONAL</b>													
<b>ATTORNEYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%												
<b>LIBRARIAN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%												
<b>PUBLIC SAFETY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%												
<b>OTHER</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%	25	25	50	25	13	0	13	0	0	0	0	0
<b>23 TECHNICAL</b>													
<b>SENIOR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%												
<b>OTHER</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%												
<b>24 PUBLIC SAFETY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%												
<b>25 PARA-PROFESSIONAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%												
<b>26 ADMINISTRATIVE SUPPORT</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%	100	75	0	25	0	75	0	0	0	0	0	0
<b>27 SKILLED CRAFT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%												
<b>28 SERVICE - MAINTENANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%												
<b>TOTALS:</b>	<b>15</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	%	53	40	33	27	7	27	7	0	0	0	0	0

## Direct Comparison of Utilization to Availability By Departments FY 2000

### HUMAN RELATIONS

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

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

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# Workforce Distribution By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## HUMAN RELATIONS

EEO Job Group:	Total # %	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b>4</b>	3	75	0	50	1	25	0	0	0	1	0	0	0	0
<b>22 PROFESSIONAL</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ATTORNEYS</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>LIBRARIAN</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>PUBLIC SAFETY</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OTHER</b>	<b>6</b>	5	83	1	17	1	17	0	0	0	0	0	0	0	0
<b>23 TECHNICAL</b>	<b>4</b>	4	100	2	50	0	50	0	0	0	2	0	0	0	0
<b>SENIOR</b>	<b>4</b>	4	100	2	50	0	50	0	0	0	2	0	0	0	0
<b>OTHER</b>	<b>3</b>	3	100	2	67	0	33	0	0	0	0	0	0	0	0
<b>24 PUBLIC SAFETY</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>25 PARA-PROFESSIONAL</b>	<b>1</b>	1	100	0	0	0	100	0	0	0	0	0	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>	<b>2</b>	2	100	2	100	0	0	0	0	0	1	0	0	0	0
<b>27 SKILLED CRAFT</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>20</b>	18	90	9	45	2	55	10	15	4	20	0	0	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## HUMAN SERVICES

EEO Job Group	Total		Female		Black		Hispanic		Asian		American Indian						
	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%					
21 OFFICIAL-ADMIN	13		6	41.9	5	1	4	17.8	2	2	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
LIBRARIAN	0		0	75.1	0	0	0	18	0	0	0	2.7	0	0	4.7	0	0
PUBLIC SAFETY	0		0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0.4	0	0
OTHER	72		60	58.9	42	18	25	27.7	20	5	9	2.9	2	7	3.3	2	-2
23 TECHNICAL SENIOR	5		4	26.4	1	3	3	24.1	1	2	0	2.9	0	0	2.6	0	0
OTHER	53		40	54.6	29	11	23	30.5	16	7	11	3.8	2	9	3.5	2	0
24 PUBLIC SAFETY	0		0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0.7	0	0
25 PARA-PROFESSIONAL	12		9	57.1	7	2	6	32.1	4	2	2	3.6	0	2	3.2	0	0
26 ADMINISTRATIVE SUPPORT	24		23	86.5	21	2	14	32.9	8	6	4	3.9	1	3	3.6	1	1
27 SKILLED CRAFT	0		0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	2.9	0	0
28 SERVICE - MAINTENANCE	2		0	19.2	0	0	2	53.2	1	1	0	8.7	0	0	1.8	0	0
	181		142				77				26			4			0

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# Workforce Distribution By Departments FY 2000

City Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## HUMAN SERVICES

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b># 13</b>	6		4		4	5	3	1	0	0	0	0	0	0
	<b>%</b>	46		31		38	8	23	8	0	0	0	0	0	0
<b>22 PROFESSIONAL</b>	<b># 0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>ATTORNEYS</b>	<b>%</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>LIBRARIAN</b>	<b># 0</b>	0		0		0	0	0	0	0	0	0	0	0	0
	<b>%</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>PUBLIC SAFETY</b>	<b># 0</b>	0		0		0	0	0	0	0	0	0	0	0	0
	<b>%</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>OTHER</b>	<b># 72</b>	60		34		6	32	4	21	2	7	0	0	0	0
	<b>%</b>	83		47		8	44	6	29	3	10	0	0	0	0
<b>23 TECHNICAL</b>	<b># 5</b>	4		3		0	2	1	2	0	0	0	0	0	0
<b>SENIOR</b>	<b>%</b>	80		60		0	40	20	40	0	0	0	0	0	0
<b>OTHER</b>	<b># 53</b>	40		36		5	12	5	18	3	8	0	2	0	0
	<b>%</b>	75		68		9	23	9	34	6	15	0	4	0	0
<b>24 PUBLIC SAFETY</b>	<b># 0</b>	0		0		0	0	0	0	0	0	0	0	0	0
	<b>%</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>25 PARA-PROFESSIONAL</b>	<b># 12</b>	9		8		0	4	1	5	2	0	0	0	0	0
	<b>%</b>	75		67		0	33	8	42	17	0	0	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>	<b># 24</b>	23		20		1	3	0	14	0	4	0	2	0	0
	<b>%</b>	96		83		4	13	0	58	0	17	0	8	0	0
<b>27 SKILLED CRAFT</b>	<b># 0</b>	0		0		0	0	0	0	0	0	0	0	0	0
	<b>%</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	<b># 2</b>	0		2		0	0	2	0	0	0	0	0	0	0
	<b>%</b>	0		100		0	0	100	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b># 181</b>	142		107		16	58	16	61	7	19	0	4	0	0
	<b>%</b>	78		59		9	32	9	34	4	10	0	2	0	0

# Direct Comparison of Utilization to Availability By Departments FY 2000

## INFORMATION TECHNOLOGY SERVICES

EEO Job Group	Total		Female		Black		Hispanic		Asian		American Indian									
	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%								
21 OFFICIAL-ADMIN	5	-1	1	41.9	2	-1	0	17.8	1	-1	0	2.8	0	0	2.8	0	0	0.3	0	0
22 PROFESSIONAL ATTORNEYS	0	0	0	30.7	0	0	0	7.7	0	0	0	2.1	0	0	1.9	0	0	0.1	0	0
LIBRARIAN	0	0	0	75.1	0	0	0	18	0	0	0	2.7	0	0	4.7	0	0	0.1	0	0
PUBLIC SAFETY	0	0	0	8.7	0	0	0	24.5	0	0	0	2.4	0	0	0.4	0	0	0.1	0	0
OTHER	9	0	5	58.9	5	0	1	27.7	2	-1	0	2.9	0	0	3.3	0	1	0.3	0	0
23 TECHNICAL SENIOR	16	2	6	26.4	4	2	4	24.1	4	0	1	2.9	0	1	2.6	0	1	0.3	0	0
OTHER	5	1	4	54.6	3	1	2	30.5	2	0	0	3.8	0	0	3.5	0	0	0.4	0	0
24 PUBLIC SAFETY	0	0	0	17.9	0	0	0	32.7	0	0	0	2.6	0	0	0.7	0	0	0.1	0	0
25 PARA-PROFESSIONAL	1	0	1	57.1	1	0	0	32.1	0	0	1	3.6	0	1	3.2	0	0	0.2	0	0
26 ADMINISTRATIVE SUPPORT	6	0	5	86.5	5	0	4	32.9	2	2	0	3.9	0	0	3.6	0	0	0.4	0	0
27 SKILLED CRAFT	0	0	0	6.8	0	0	0	36.2	0	0	0	7.2	0	0	2.9	0	0	0.6	0	0
28 SERVICE - MAINTENANCE	0	0	0	19.2	0	0	0	53.2	0	0	0	8.7	0	0	1.8	0	0	1	0	0
	42		22				11				2			2			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 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## INFORMATION TECHNOLOGY SERVICES

EEO Job Group:	Total # %	Total Female: # %	Total Minority	White		Black		Hispanic		Asian		American Indian	
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				80	20	0	0	0	0	0	0	0	0
<b>22 PROFESSIONAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ATTORNEYS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LIBRARIAN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PUBLIC SAFETY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>	<b>15</b>	<b>7</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
				33	40	7	7	0	0	13	0	0	0
<b>23 TECHNICAL</b>	<b>10</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SENIOR</b>	<b>0</b>	<b>40</b>	<b>40</b>	<b>50</b>	<b>10</b>	<b>0</b>	<b>30</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				20	40	0	40	0	0	0	0	0	0
<b>24 PUBLIC SAFETY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				0	0	0	0	0	0	0	0	0	0
<b>25 PARA-PROFESSIONAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				100	100	0	0	0	100	0	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				83	67	0	67	0	0	0	0	0	0
<b>27 SKILLED CRAFT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				0	0	0	0	0	0	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
				0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>42</b>	<b>22</b>	<b>15</b>	<b>16</b>	<b>11</b>	<b>1</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
				38	26	2	24	2	2	5	0	0	0

## Direct Comparison of Utilization to Availability By Departments FY 2000

MH/MR/SA

EEO Job Group	Female		Black		Hispanic		Asian		American Indian			
	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%		
01 OFFICIAL-ADMIN	4	41.9	3	1	-1	0	2.8	0	0	0.3	0	0
02 PROFESSIONAL ATTORNEYS	0	30.7	0	0	0	0	2.1	0	0	0.1	0	0
LIBRARIAN	0	75.1	0	0	0	0	2.7	0	0	0.1	0	0
PUBLIC SAFETY	0	8.7	0	0	0	0	2.4	0	0	0.1	0	0
OTHER	60	58.9	52	8	2	6	2.9	3	3	0.3	0	0
03 TECHNICAL SENIOR	2	26.4	1	1	1	2	2.9	0	2	0.3	0	0
OTHER	22	54.6	19	3	3	13	30.5	10	3	0.4	0	0
04 PUBLIC SAFETY	0	17.9	0	0	0	0	32.7	0	0	0.1	0	0
05 PARA-PROFESSIONAL	29	57.1	30	-1	21	2	3.6	2	0	0.2	0	0
06 ADMINISTRATIVE SUPPORT	21	86.5	19	2	8	4	3.9	1	3	0.4	0	0
07 SKILLED CRAFT	0	6.8	0	0	0	0	7.2	0	0	0.6	0	0
08 SERVICE - MAINTENANCE	1	19.2	0	1	-1	0	8.7	0	0	1	0	0
<b>Total</b>	<b>8</b>					<b>94</b>			<b>17</b>		<b>5</b>	
												<b>0</b>

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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 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

**MH/MR/SA**

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b># 8</b>	4	50	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>22 PROFESSIONAL ATTORNEYS</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>LIBRARIAN</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>PUBLIC SAFETY</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>OTHER</b>	<b># 88</b>	60	68	35	40	15	17	11	13	2	2	4	3	0	0
	<b>%</b>														
<b>23 TECHNICAL SENIOR</b>	<b># 5</b>	2	4	4	4	1	0	2	0	0	2	0	0	0	0
	<b>%</b>														
<b>OTHER</b>	<b># 34</b>	40	22	80	16	20	5	40	6	1	40	7	0	0	0
	<b>%</b>														
<b>24 PUBLIC SAFETY</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>25 PARA-PROFESSIONAL</b>	<b># 52</b>	29	56	40	77	3	6	20	38	0	4	2	0	0	0
	<b>%</b>														
<b>26 ADMINISTRATIVE SUPPORT</b>	<b># 22</b>	21	95	21	95	0	5	1	5	0	4	0	2	0	0
	<b>%</b>														
<b>27 SKILLED CRAFT</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>28 SERVICE - MAINTENANCE</b>	<b># 1</b>	1	100	0	0	0	1	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>TOTALS:</b>	<b># 210</b>	139	66	116	55	28	13	40	19	3	1	14	5	0	0
	<b>%</b>														

## Direct Comparison of Utilization to Availability By Departments FY 2000

### 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	5	2	41.9 2 0	1	17.8 1 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	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	9	7	58.9 5 2	3	27.7 2 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	0	24.1 0 0	0	2.9 0 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	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	0	0	57.1 0 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	2	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	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
	19	14		7		0		0		0	

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

# Workforce Distribution By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## PERSONNEL SERVICES

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	5	2	40	1	20	2	40	1	20	0	0	0	0	0	0
<b>22 PROFESSIONAL</b>															
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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	9	7	78	3	33	11	56	1	11	2	22	0	0	0	0
<b>23 TECHNICAL</b>															
SENIOR	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	1	33	0	0	0	0
<b>24 PUBLIC SAFETY</b>															
25 PARA-PROFESSIONAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	2	2	100	2	100	0	0	0	0	2	100	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>19</b>	<b>14</b>	<b>74</b>	<b>7</b>	<b>37</b>	<b>16</b>	<b>47</b>	<b>2</b>	<b>11</b>	<b>5</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Direct Comparison of Utilization to Availability By Departments FY 2000

### PLANNING & ZONING

EEO Job Group	Total	Female		Black		Hispanic		Asian		American Indian	
		Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%	Exist	Avail%
21 OFFICIAL-ADMIN	3	2	41.9	1	17.8	1	2.8	0	2.8	0	0.3
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	7.7	0	2.1	0	1.9	0	0.1
LIBRARIAN	0	0	75.1	0	18	0	2.7	0	4.7	0	0.1
PUBLIC SAFETY	0	0	8.7	0	24.5	0	2.4	0	0.4	0	0.1
OTHER	13	4	58.9	8	27.7	4	2.9	0	3.3	0	0.3
23 TECHNICAL SENIOR	1	0	26.4	0	24.1	0	2.9	0	2.6	0	0.3
OTHER	5	4	54.6	3	30.5	2	3.8	0	3.5	0	0.4
24 PUBLIC SAFETY	0	0	17.9	0	32.7	0	2.6	0	0.7	0	0.1
25 PARA-PROFESSIONAL	1	1	57.1	1	32.1	0	3.6	0	3.2	0	0.2
26 ADMINISTRATIVE SUPPORT	2	2	86.5	2	32.9	1	3.9	0	3.6	0	0.4
27 SKILLED CRAFT	0	0	6.8	0	36.2	0	7.2	0	2.9	0	0.6
28 SERVICE - MAINTENANCE	0	0	19.2	0	53.2	0	8.7	0	1.8	0	1
	25	13		5		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 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## PLANNING & ZONING

EEO Job Group:	Total # %	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	3	2	67	0	0	1	2	0	0	0	0	0	0	0	0
<b>22 PROFESSIONAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	13	4	31	1	8	4	4	1	0	0	0	0	0	0	0
<b>23 TECHNICAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>							
SENIOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	5	4	80	2	2	1	2	0	2	0	0	0	0	0	0
<b>24 PUBLIC SAFETY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
25 PARA-PROFESSIONAL	1	1	100	0	0	0	1	0	0	0	0	0	0	0	0
26 ADMINISTRATIVE SUPPORT	2	2	100	2	2	0	0	0	2	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b>25</b>	<b>13</b>	<b>52</b>	<b>5</b>	<b>20</b>	<b>11</b>	<b>9</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Workforce Distribution By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## POLICE

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b>7</b>	2		1	14	4	2	1	0	0	0	0	0	0	0
		29		14		57	29	14	0	0	0	0	0	0	0
<b>22 PROFESSIONAL</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>ATTORNEYS</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
<b>LIBRARIAN</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
		0		0		0	0	0	0	0	0	0	0	0	0
<b>PUBLIC SAFETY</b>	<b>18</b>	1		3		14	1	2	0	1	0	0	0	0	0
		6		17		78	6	11	0	6	0	0	0	0	0
<b>OTHER</b>	<b>14</b>	8		4		5	5	0	3	1	0	0	0	0	0
		57		29		36	36	0	21	7	0	0	0	0	0
<b>23 TECHNICAL</b>	<b>46</b>	10		9		28	9	4	1	2	0	1	0	1	0
<b>SENIOR</b>	<b>22</b>	22		20		61	20	9	2	4	0	2	0	2	0
<b>OTHER</b>	<b>44</b>	23		24		15	5	5	14	1	3	0	1	0	0
		52		55		34	11	11	32	2	7	0	2	0	0
<b>24 PUBLIC SAFETY</b>	<b>221</b>	38		72		125	24	36	10	12	4	7	0	3	0
		17		33		57	11	16	5	5	2	3	0	1	0
<b>25 PARA-PROFESSIONAL</b>	<b>27</b>	12		16		6	5	8	7	0	0	1	0	0	0
		44		59		22	19	30	26	0	0	4	0	0	0
<b>26 ADMINISTRATIVE SUPPORT</b>	<b>24</b>	22		10		1	13	1	9	0	0	0	0	0	0
		92		42		4	54	4	38	0	0	0	0	0	0
<b>27 SKILLED CRAFT</b>	<b>0</b>	0		0		0	0	0	0	0	0	0	0	0	0
		0		0		0	0	0	0	0	0	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	<b>5</b>	1		5		0	0	4	1	0	0	0	0	0	0
		20		100		0	0	80	20	0	0	0	0	0	0
<b>TOTALS:</b>	<b>406</b>	117		144		198	64	61	45	17	7	9	1	4	0
		29		35		49	16	15	11	4	2	2	0	1	0

# Direct Comparison of Utilization to Availability By Departments FY 2000

## REAL ESTATE ASSESSMENTS

EEO Job Group	Total		Female		Black		Hispanic		Asian		American Indian					
	Exist	Avail	Exist	Avail	Exist	Avail	Exist	Avail	Exist	Avail	Exist	Avail				
21 OFFICIAL-ADMIN	2	1	41.9	1	0	17.8	0	0	0	2.8	0	0	1	0.3	0	1
22 PROFESSIONAL ATTORNEYS	0	0	30.7	0	0	7.7	0	0	0	2.1	0	0	0	1.9	0	0
LIBRARIAN	0	0	75.1	0	0	18	0	0	0	2.7	0	0	0	4.7	0	0
PUBLIC SAFETY	0	0	8.7	0	0	24.5	0	0	0	2.4	0	0	0	0.4	0	0
OTHER	0	0	58.9	0	0	27.7	0	0	0	2.9	0	0	0	3.3	0	0
23 TECHNICAL SENIOR	5	1	26.4	1	0	24.1	1	-1	0	2.9	0	0	0	2.6	0	0
OTHER	2	1	54.6	1	0	30.5	1	-1	0	3.8	0	0	0	3.5	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
25 PARA-PROFESSIONAL	0	0	57.1	0	0	32.1	0	0	0	3.6	0	0	0	3.2	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
27 SKILLED CRAFT	0	0	6.8	0	0	36.2	0	0	0	7.2	0	0	0	2.9	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
	10	4			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.

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

Diff - Calculated for each job group: Exist - Exec

# Workforce Distribution By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## REAL ESTATE ASSESSMENTS

EEO Job Group:	Total		Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
	#	%	#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	2		1		0	1	0	0	0	0	0	0	0	0	1	0
			50		0	50	0	0	0	0	0	0	0	0	50	0
<b>22 PROFESSIONAL ATTORNEYS</b>	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	0
<b>LIBRARIAN</b>	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	0
<b>PUBLIC SAFETY</b>	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	0
<b>OTHER</b>	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	0
<b>23 TECHNICAL SENIOR</b>	5		1		4	1	0	0	0	0	0	0	0	0	0	0
			20		80	20	0	0	0	0	0	0	0	0	0	0
<b>OTHER</b>	2		1		1	1	0	0	0	0	0	0	0	0	0	0
			50		50	50	0	0	0	0	0	0	0	0	0	0
<b>24 PUBLIC SAFETY</b>	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	0
<b>25 PARA-PROFESSIONAL</b>	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	0
<b>26 ADMINISTRATIVE SUPPORT</b>	1		1		0	0	0	0	0	0	0	0	0	0	0	0
			100		0	0	0	0	0	0	0	0	0	0	0	0
<b>27 SKILLED CRAFT</b>	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	0
<b>28 SERVICE - MAINTENANCE</b>	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	0
<b>TOTALS:</b>	10		4		5	3	2	5	0	1	0	0	0	0	1	0
			40		50	30	20	50	10	0	0	0	0	0	10	0

# Direct Comparison of Utilization to Availability By Department FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## RECREATION & CULTURAL ACTIVITIES

EEO Job Group	Total		Female		Black		Hispanic		Asian		American Indian	
	Exist	% Avail	Exist	% Avail	Exist	% Avail	Exist	% Avail	Exist	% Avail	Exist	% Avail
21 OFFICIAL-ADMIN	7	0	3	41.9	2	17.8	1	1	0	2.8	0	0
22 PROFESSIONAL												
ATTORNEYS	0	0	0	30.7	0	7.7	0	0	0	2.1	0	0
LIBRARIAN	0	0	0	75.1	0	18	0	0	0	2.7	0	0
PUBLIC SAFETY	0	0	0	8.7	0	24.5	0	0	0	2.4	0	0
OTHER	44	-4	22	58.9	21	27.7	12	9	1	2.9	1	0
23 TECHNICAL												
SENIOR	6	-1	1	26.4	4	24.1	1	3	0	2.9	0	0
OTHER	8	-4	0	54.6	7	30.5	2	5	0	3.8	0	0
24 PUBLIC SAFETY	1	0	0	17.9	0	32.7	0	0	0	2.6	0	0
25 PARA-PROFESSIONAL	1	-1	0	57.1	0	32.1	0	0	0	3.2	0	0
26 ADMINISTRATIVE SUPPORT	5	1	5	86.5	4	32.9	2	2	0	3.6	0	0
27 SKILLED CRAFT	8	0	1	6.8	6	36.2	3	3	0	7.2	1	-1
28 SERVICE - MAINTENANCE	27	-3	2	19.2	5	53.2	14	5	2	8.7	2	0
<b>107</b>	<b>34</b>	<b>63</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>

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 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## RECREATION & CULTURAL ACTIVITIES

EEO Job Group:	Total		Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
	#	%	#	%	#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<b>21 OFFICIAL-ADMIN</b>	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
<b>22 PROFESSIONAL ATTORNEYS</b>	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
<b>LIBRARIAN</b>	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
<b>PUBLIC SAFETY</b>	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
<b>OTHER</b>	44		22		23		10	11	10	11	1	0	0	0	1	0
			50		52		23	25	23	25	2	0	0	0	2	0
<b>23 TECHNICAL SENIOR</b>	6		1		4		2	0	3	1	0	0	0	0	0	0
			17		67		33	0	50	17	0	0	0	0	0	0
<b>OTHER</b>	8		0		7		1	0	7	0	0	0	0	0	0	0
			0		88		13	0	88	0	0	0	0	0	0	0
<b>24 PUBLIC SAFETY</b>	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
<b>25 PARA-PROFESSIONAL</b>	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
<b>26 ADMINISTRATIVE SUPPORT</b>	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
<b>27 SKILLED CRAFT</b>	8		1		6		2	0	5	1	0	0	0	0	0	0
			13		75		25	0	63	13	0	0	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	27		2		21		6	0	17	2	2	0	0	0	0	0
			7		78		22	0	63	7	7	0	0	0	0	0
<b>TOTALS:</b>	107		34		67		25	15	44	19	3	0	0	0	1	0
			32		63		23	14	41	18	3	0	0	0	1	0

## Direct Comparison of Utilization to Availability By Departments FY 2000

### TRANS & ENVIORN SERVICES

EEO Job Group	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
<b>21 OFFICIAL-ADMIN</b>	9	2 41.9 4 -2	0 17.8 2 -2	0 2.8 0 0	0 2.8 0 0	0 2.8 0 0	0 2.8 0 0	0 0.3 0 0	0 0.3 0 0	
<b>22 PROFESSIONAL ATTORNEYS</b>	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	0 0.1 0 0			
<b>LIBRARIAN</b>	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	0 0.1 0 0			
<b>PUBLIC SAFETY</b>	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	0 0.1 0 0			
<b>OTHER</b>	16	6 58.9 9 -3	3 27.7 4 -1	0 2.9 0 0	2 3.3 1 1	0 0.3 0 0	0 0.3 0 0			
<b>23 TECHNICAL SENIOR</b>	27	2 26.4 7 -5	8 24.1 7 1	1 2.9 1 0	0 2.6 1 -1	0 0.3 0 0	0 0.3 0 0			
<b>OTHER</b>	23	11 54.6 13 -2	14 30.5 7 7	1 3.8 1 0	0 3.5 1 -1	0 0.4 0 0	0 0.4 0 0			
<b>24 PUBLIC SAFETY</b>	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	0 0.1 0 0			
<b>25 PARA-PROFESSIONAL</b>	3	3 57.1 2 1	2 32.1 1 1	1 3.6 0 1	0 3.2 0 0	0 0.2 0 0	0 0.2 0 0			
<b>26 ADMINISTRATIVE SUPPORT</b>	7	7 86.5 6 1	4 32.9 2 2	0 3.9 0 0	1 3.6 0 1	0 0.4 0 0	0 0.4 0 0			
<b>27 SKILLED CRAFT</b>	45	2 6.8 3 -1	31 36.2 16 15	3 7.2 3 0	1 2.9 1 0	0 0.6 0 0	0 0.6 0 0			
<b>28 SERVICE - MAINTENANCE</b>	41	1 19.2 8 -7	29 53.2 22 7	5 8.7 4 1	0 1.8 1 -1	0 1 0 0	0 1 0 0			
<b>TOTAL</b>	171	34	91	11	4	0	0			

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

Diff - Calculated for each job group: Exist - Expec

# Workforce Distribution By Departments FY 2000

City Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## TRANS & ENVIORN SERVICES

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	# 9	2		0	7	2	0	0	0	0	0	0	0	0
	%	22		0	78	22	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
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	# 16	6		5	7	4	1	2	0	0	2	0	0	0
	%	38		31	44	25	6	13	0	0	13	0	0	0
23 TECHNICAL	# 27	2		9	16	2	8	0	1	0	0	0	0	0
SENIOR	%	7		33	59	7	30	0	4	0	0	0	0	0
OTHER	# 23	11		15	4	4	7	7	1	0	0	0	0	0
	%	48		65	17	17	30	30	4	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	# 3	3		3	0	0	0	2	0	1	0	0	0	0
	%	100		100	0	0	0	67	0	33	0	0	0	0
26 ADMINISTRATIVE SUPPORT	# 7	7		5	0	2	0	4	0	0	0	1	0	0
	%	100		71	0	29	0	57	0	0	0	14	0	0
27 SKILLED CRAFT	# 45	2		35	10	0	29	2	3	0	1	0	0	0
	%	4		78	22	0	64	4	7	0	2	0	0	0
28 SERVICE - MAINTENANCE	# 41	1		34	7	0	28	1	5	0	0	0	0	0
	%	2		83	17	0	68	2	12	0	0	0	0	0
TOTALS:	# 171	34		106	51	14	73	18	10	1	3	1	0	0
	%	20		62	30	8	43	11	6	1	2	1	0	0

## Direct Comparison of Utilization to Availability By Departments FY 2000

### LIBRARY

EEO Job Group	Female		Black		Hispanic		Asian		American Indian				
	Exist	Avail% Expec Diff	Exist	Avail% Expec Diff									
<b>Total</b>	<b>2</b>	<b>41.9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2.8</b>	<b>0</b>	<b>0</b>	<b>2.8</b>	<b>0</b>	<b>0.3</b>	<b>0</b>	<b>0</b>
21 OFFICIAL-ADMIN	0	30.7	0	0	0	2.1	0	0	1.9	0	0	0.1	0
22 PROFESSIONAL ATTORNEYS	17	75.1	13	1	0	2.7	0	1	4.7	1	0	0.1	0
LIBRARIAN	0	8.7	0	0	0	2.4	0	0	0.4	0	0	0.1	0
PUBLIC SAFETY	2	58.9	1	1	0	2.9	0	0	3.3	0	0	0.3	0
OTHER	1	26.4	0	0	0	2.9	0	0	2.6	0	1	0.3	0
23 TECHNICAL SENIOR	0	54.6	0	0	0	3.8	0	0	3.5	0	0	0.4	0
OTHER	0	17.9	0	0	0	32.7	0	0	32.7	0	0	0.1	0
24 PUBLIC SAFETY	17	57.1	10	5	-1	32.1	5	-1	32.1	5	2	0.2	0
25 PARA-PROFESSIONAL	2	86.5	2	0	-1	32.9	1	-1	32.9	1	0	0.4	0
26 ADMINISTRATIVE SUPPORT	0	6.8	0	0	0	36.2	0	0	36.2	0	0	0.6	0
27 SKILLED CRAFT	2	19.2	0	0	1	53.2	1	1	53.2	1	0	1	0
28 SERVICE - MAINTENANCE	43	34	6	1	5	0	0	0	0	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

# Workforce Distribution By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## 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	Male	Female
<b>21 OFFICIAL-ADMIN</b>	<b># 2</b>	1	50	0	0	1	50	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>22 PROFESSIONAL ATTORNEYS</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>LIBRARIAN</b>	<b># 17</b>	14	82	2	12	2	13	0	0	1	0	0	1	0	0
	<b>%</b>														
<b>PUBLIC SAFETY</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>OTHER</b>	<b># 2</b>	2	100	0	0	0	2	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>23 TECHNICAL SENIOR</b>	<b># 1</b>	0	1	0	0	0	0	0	0	0	0	0	1	0	0
	<b>%</b>	0	100	0	0	0	0	0	0	0	0	0	100	0	0
<b>OTHER</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>24 PUBLIC SAFETY</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>25 PARA-PROFESSIONAL</b>	<b># 17</b>	15	88	7	41	1	9	1	3	0	0	0	0	3	0
	<b>%</b>														
<b>26 ADMINISTRATIVE SUPPORT</b>	<b># 2</b>	2	100	0	0	0	2	0	0	0	0	0	0	0	0
	<b>%</b>														
<b>27 SKILLED CRAFT</b>	<b># 0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>%</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>28 SERVICE - MAINTENANCE</b>	<b># 2</b>	0	2	0	0	0	0	2	0	0	0	0	0	0	0
	<b>%</b>	0	100	0	0	0	0	100	0	0	0	0	0	0	0
<b>TOTALS:</b>	<b># 43</b>	34	12	28	12	4	27	3	3	1	0	1	4	0	0
	<b>%</b>	79	28	28	28	9	63	7	7	2	0	2	9	0	0

## Direct Comparison of Utilization to Availability By Departments FY 2000

### MANAGEMENT AND BUDGET

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

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

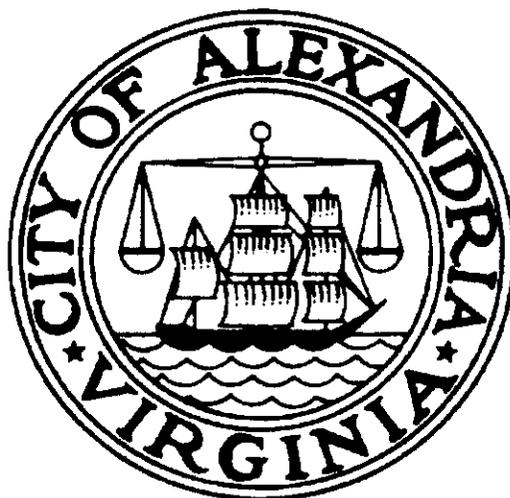
# Workforce Distribution By Departments FY 2000

City of Alexandria, Virginia  
Full-time Employees  
As of June 23, 2000

## MANAGEMENT AND BUDGET

EEO Job Group:	Total	Total Female:		Total Minority		White		Black		Hispanic		Asian		American Indian	
		#	%	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
21 OFFICIAL-ADMIN	# 1	1	100	0	1	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
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	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	0
OTHER	# 6	3	50	2	3	1	3	2	0	0	0	0	0	0	0
	%	6		33	50	17	50	33	0	0	0	0	0	0	0
23 TECHNICAL	# 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
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	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	0
25 PARA-PROFESSIONAL	# 1	1	100	1	0	0	0	0	0	0	0	0	0	0	0
	%	1		100	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	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	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	0
<b>TOTALS:</b>	# 8	5	63	3	4	1	4	2	1	0	0	0	0	0	0
	%	8		38	50	13	50	25	13	0	0	0	0	0	0

# City of Alexandria Applicant Tracking Report Fiscal Year 2000



Affirmative Action Office

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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 2000 Applicant Tracking Report

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## **INTRODUCTION**

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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 results of 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 since 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 of 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 fully 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 in this regard.

**Methodology.** Staff compiles the applicant tracking report from the voluntary affirmative action data forms that are provided to every City job applicant. Since completion of the affirmative action data form is voluntary, this report tracks the applicants who completed and submitted this form. In FY 2000, the City received a total of 8084 applications for full time positions. This report captures the data provided by the 7824 applicants who submitted the affirmative action data forms. The number of applications submitted with affirmative action data forms increased to 96% of all applications received by the City; this reverses the declining trend of the past two years — in FY 1999 only 76% of all applicants submitted this form, while in FY 1998 85% of the total number of applicants submitted affirmative action data. We believe that because we changed the format of on-line applications in FY 2000, more applicants saw and completed those forms. The data for this report is a snapshot of the City's workforce on the last payroll date of the fiscal year — June 23, 2000 — and reflects all job requisitions filled during FY 2000.

**Summary of Applicant Tracking Tables.** Tables IV-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. Tables IV-B, V-B, and VI-B break down 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 IV-C through VI-E detail the selections which were made via the City's **internal promotional process**.

## **PHASE I: APPLIED AND CERTIFIED**

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**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 2000, positions — including internal or promotional as well as external candidates. Table VI-C marks the section of this report which indicates the positions which were filled via the internal promotional process.

**Announcing City Job Vacancies.** Acquiring and retaining quality talent is the central purpose of the City's selection process. With that goal 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 newspapers, including regional press, radio announcements, job fairs, 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), as well as 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 affirmative action data forms. The affirmative action data forms are separated from the original application and logged into the applicant tracking system for inclusion in this report. 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" reflect the minimum experience and credentials 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.

#### **ANALYSIS OF CERTIFICATION RATES BY PROTECTED CLASS**

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In FY 2000 the City processed 7824 applications with the relevant affirmative action data to prepare this report; of those, 3393 (43%) were certified, and 217 full time positions were filled. By comparison, in FY 1999 the City received 5328 applications, with relevant affirmative action data, of those 2815 (53%) were certified, and 227 full-time positions were filled.

**Females:** In FY 2000, the certification rate for females (43%) was equivalent to that for males (44%) and about the same as for the overall pool of applicants. There was a significant increase in the number of female applicants for the Professional/Other (1,674 female/985 male), Technical/Senior (905 female/625 male) and in the Para-professional group (450 female/253 male). With certification rates considerably higher for females in the Technical/Senior (female 46%/male 40%) and Para-professional (female 70%/male 63%) job groups. While overall females applied at higher rates than males (4,467 female/3,357 male) for City positions, males applied in much larger numbers than females in six out of the twelve job groups — Official/Administrator, Professional/Public Safety, 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, 3 females (vs. 88 males) applied for Skilled Craft positions, and 11 females (vs. 95 males) applied for Service/Maintenance positions. However, females were certified at higher or comparable rates

than males in the Professional/Other, Technical/Other, Public Safety, Para-professional, Administrative Support, and Skilled Craft job groups.

**African-Americans:** The certification rate (44%) for African Americans was slightly higher this year than the overall certification rate for all applicants of 43%. Additionally, the certification rate for African Americans was higher than or comparable to the overall certification rate in five of the twelve job groups: Technical/Senior, Technical/Other, Public Safety, Skilled Craft, and Service/Maintenance. The number of African American applicants in FY 2000 was 2777 an increased of 632 applicants compared to FY 1999. The greatest gains were in the following job categories: Professional/Other 796 applicants compared to 396 in FY 1999; Technical/Senior 141 compared to 34 in FY 1999; Technical/Other 523 compared to 426 in 1999; Public Safety 331 compared to 288 in 1999; and Administrative Support 493 from 307 in 1999.

**Hispanics:** The certification rate for Hispanics was 41% which is slightly lower than the overall rate of 43%. Although applicants increased from 239 in 1999 to 379 in FY 2000, Hispanics continue to apply in very small numbers for City positions — 4.8% of all applicants in FY 2000 were Hispanic. However, there was an increase of Hispanic applicants in entry level jobs that will prepare them for upward mobility such as Professional/Other 126 in FY 2000 compared to 53 in FY 1999; Technical/Senior increased from 5 applicants in FY 1999 to 19 in FY 2000; and Technical/Other 74 in FY 2000 compared to 47 in FY 1999.

**Asians:** Asians were certified at 41% slightly lower than the overall pool. However, the overall number of applicants continues to increase. In FY 2000 there were 289 Asian applicants compared to 126 in FY 1999 an increase of 163 applicants from this group. As well, the number of Asians applying in the Professional/Other job category increased from 46 in FY 1999 to 102 in FY 2000; this is the job category that serves as an entry to the senior management group.

**Persons with Disabilities:** The certification rate for persons with disabilities (45%) was slightly higher than the overall certification rate (43%). A total of 103 self-identified persons with disabilities submitted applications in FY 2000, and 46 of those applicants were certified as meeting minimum requirements. Person with disabilities were certified at a rate higher than the overall certification rate for seven of the twelve EEO job groups.

**Older Workers:** In FY 2000, the certification rate for older workers (51%) was significantly higher than the overall certification rate of 43%. This group had substantially higher certification rates than the overall applicant pool in the Technical/Senior, 52% vs. 39% for all applicants, and Technical/Other, 54% vs. 43% for all applicants. The total number of applicants for this group increased to 1402 in FY 2000 compared to 1194 in FY 1999. The areas of significant increases in applicants were the Professional/Other with 500 applicants in FY 2000; Technical/Senior 128; and Technical/Other 239 applicants. The number of certified applicants in this group was 710 in FY 2000 compared to 674 in FY 1999.

**Vietnam Veterans:** The certification rate for Vietnam veterans, 51% in FY 2000, was higher than the overall certification rate. The overall number of applicants who self-identify for this group was 75, which represent an increase from the previous fiscal year, when 61 applicants self-identified.

## **PHASE II: CERTIFIED AND INTERVIEWED**

**Overview.** As indicated in Table IV, of the 7824 individuals who applied for positions with the City in FY 2000, 3393 (43%) 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 2000 as well as the interview rate (percentage of the number interviewed divided by the number certified). Of the 3393 individuals who were certified, 898 were interviewed, for an overall interview rate of 26%. Although there is a decline in percentage from the previous fiscal year, there was a net gain of 66 applicants interviewed to fill 217 positions in FY 2000, while in FY 1999 832 applicants were interviewed to fill 227 positions.

## **ANALYSIS OF INTERVIEW RATES BY PROTECTED CLASS**

**Females:** In FY 2000 there were 1,901 females certified, and 459 were interviewed, for an interview rate of 24%. The interview rate for females was slightly lower than the overall rate of 26% and was also lower than the interview rate for male applicants (29%). The interview rate for females was higher than the rate for males in six job groups: Official/Administrator, Technical/Senior, Paraprofessional, Administrative Support, Skilled Craft, and Service/Maintenance. Notably, the number of female applicants for Public Safety in FY 2000 were outnumbered 3 to 1 by males. 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 recruitment. This fiscal year, once again, the interview rates were higher for females in the Skilled Craft and Service/Maintenance job groups, however, this number should be measured in light of the low number of females that applied and were certified for these jobs. In FY 2000, only two females were interviewed for Skilled Craft positions and only two for Service/Maintenance positions.

**African-Americans:** Of the 1,218 African Americans who were certified for City positions in FY 2000, 329 or 27% were selected for an interview. This interview rate was slightly higher than the overall rate for all applicants. The interview rates of African Americans were higher than or comparable to the overall interview rates in five job groups: Professional/Other with a gain of 25 more applicants interviewed than the previous fiscal year; Technical/Other; Administrative Support; Skilled Craft; and Service/Maintenance.

**Hispanics:** In FY 2000 156 Hispanics who were certified for City positions, and 60 were selected for an interview, for an interview rate of 38%— 12% higher than the interview rate for all applicants. The interview rate for Hispanic applicants was higher than or comparable to the overall interview rate in seven job groups: Official/Administrator; Professional/Other; Technical/Senior; Technical/Other; Para-professional; Administrative Support; and Service/Maintenance.

**Asians:** Of the 118 Asian individuals who were certified, 34 were selected for an interview, for an interview rate of 29%. The interview rates for Asian applicants were higher than the overall group in Technical/Other 36% vs. 24%; and Public Safety.

**Persons with Disabilities:** In FY 2000, of 46 persons with disabilities who were certified for city positions, 15 were interviewed, for an interview rate of 33%— a rate 7 percentage points higher than the overall rate for all applicants. The interview rates for persons with disabilities were higher than or comparable to the overall interview rates in all job groups.

**Older Workers:** Of the 710 applicants over the age of 40 who were certified for city positions, 244 were selected for an interview, for an interview rate of 34%— 8% higher than the overall interview rate for all applicants. This group interviewed at a higher rate than the overall pool of applicants in four job groups Official/Administrator; Professional/Other; Technical/Other; Administrative Support; and Service/Maintenance. More specifically, the interview rate of those ages 50-54 was

33%; in the 55-59 age group interviewing rate was 41%; and in the 60-64 age group the interview rate was 33%, all of which were significantly higher than the rate for all applicants. Of those applicants 65 and older 16 were certified and 4 were interviewed.

**Vietnam Veterans:** Of the 38 self-identified Vietnam veterans who were certified, 9, or 24% were interviewed, an interview rate slightly lower than the overall interview rate for all applicants.

### **PHASE III: INTERVIEWED AND SELECTED**

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**Overview.** Before the recruitment process begins, 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 2000, of the 898 individuals who were interviewed, 217 were selected for hire, for an overall selection rate of 24%, which is closely in line with FY 1999, where 832 individuals were interviewed and 227 individuals were hired for an overall selection rate of 24%.

### **ANALYSIS OF SELECTION RATES BY PROTECTED CLASS**

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**Females:** The selection of females from internal candidates was 26 of 49 promotions, and 101 of 168 external candidates. Overall the City filled 127 of the 217 positions requisitioned and filled during the FY 2000 with female applicants. The overall selection rate for females was 28%, which is comparable to the overall selection rate of 24%. Females were selected at rates higher than males five job groups: Professional/Other, Technical/Senior, Technical/Other, Public Safety, and Skilled Craft. Females represented 57% of all applicants, and 58% of all applicants selected for City positions in FY 2000, while males represented 42% of the total applicant pool and 41% of the selected.

The selection rate for females was 50% in the Skilled Craft and Service/Maintenance job groups, however, it is important to point out that very few females applied for jobs in those categories. Only

3 out of 91 applicants for Skilled Craft positions were female, and only 11 of 106 in the Service/Maintenance group. In each job group there were two candidates interviewed and one selected. Special recruitment efforts will continue to attract qualified females into those job categories.

Recruitment of females to the Public Safety job group, continues to be a challenge. Of an overall pool of 836 applicants only 28 females were interviewed, and only 4 selected. While the selection rate for females (14%), exceeded that of males (9%), this is an area that will receive individualized attention in the recruitment plans prepared by the Fire, Sheriff and Police Department for the next fiscal year.

**African-Americans:** The selection rate for African American applicants was 85 (26%) of 217 positions filled, this selection rates exceeds the overall selection rate of 24%. African American applicants were selected for 22 (45%) of 49 internal promotions, while 63 (37%) of 168 were external candidates. The selection rate for African Americans was 26% in FY 2000, compared to 24% in FY 99, and 13% in FY 98. The FY 2000 selection rate for African-Americans was two percent higher than the overall selection rate of 24%. This group has a demonstrated steady climb with a selection rate for African Americans higher than or comparable to the overall selection rate in each job category. African Americans were selected for 85 of 217 positions filled in FY 2000, this group represented 39% of all selected applicants.

**Hispanics:** Hispanics were selected at a rate of 30%, significantly higher than that of the overall selection rate of 24%. This group has made steady gains for the past three years, with a selection rate in FY 1999 of 29% and of 25% in FY 1998. Hispanics were selected at rates comparable to or higher than the overall selection rates for all applicants in all job groups, except Professional/Other where the Hispanic selection rate was 16% or 5% below that of the overall pool of applicants. There were 18 Hispanics selected who represent 8.3% of the total number of applicants selected.

**Asians:** The selection rate for Asians of 18% in FY 2000 represented a gain of 3% from FY 1999 when the selection rate was 15%. Although there was an increase of applicants in this group, the small numbers of Asians who applied make it difficult to provide meaningful statistical comparisons. Of the 217 positions filled in FY 2000, only 6 or 2.8% of the individuals selected were Asian.

**Persons with Disabilities:** The selection rate for persons with disabilities in FY 2000 was 20%. In FY 2000, 15 self identified persons with disabilities were interviewed for positions in six of the twelve job groups. There were 3 persons with disabilities selected for positions in the Professional/Other; Technical/Senior and Skilled Craft categories. It is important to note that our ability to accurately depict the number of individuals with disabilities applying for City jobs depends on the cooperation of applicants who choose to disclose their disability on the voluntary Affirmative Action Data Form. Since this information may be viewed as more personal in nature than one's race/ethnicity and gender, individuals may be hesitant to note their disability status on this form. Therefore, with respect to disabilities, the numbers reflected in this report — while representing the best information available — may or may not accurately capture all of the hires of persons with disabilities.

In addition to the three individuals with disabilities selected for full time positions in FY 2000, two persons with disabilities were also hired for part time positions. Many of these hires resulted from the extensive outreach activities that the Department of Personnel Services conducted since the beginning of FY 99. City staff will continue outreach efforts with advocacy organizations serving persons with disabilities in order to attract a larger pool of qualified applicants with disabilities. The Affirmative Action Office will continue its initiative to seek and encourage college students with disabilities for City positions. The grant-funded outreach coordinator hired for *JobLink* in FY 99 to help find employment for persons with disabilities residing in Alexandria has continued to expand outreach efforts among public and private employers. 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 ADA Committee and the departmental ADA coordinators. Through these and other initiatives City officials will strive to make the City's workforce more inclusive of persons with disabilities.

**Older Workers:** The selection rate for older workers was 26%, 18 of 105 applicants interviewed were selected for City positions. This selection rate is higher than the overall selection rate of 24% for all hires in FY 2000. Additionally, in FY 2000 there were 9 selections in the 50-54 age category of which 2 were promotions and 7 were hired from the outside pool of applicants; of 4 selections in the 55-59 age group two were internal; finally, from the 60-64 age bracket there were two applicants selected for City employment, both from the outside applicant pool. Of 244 applicants 40 and older, 63 were selected for City positions. The 40 and older group represents 29% of the 217 individuals

selected to fill City vacancies in FY 2000, of which 21 were promotional candidates and 42 were outside applicants.

**Vietnam Veterans:** The selection rate for Vietnam veterans was 22%, of those individuals who self identified, a rate comparable to the overall selection rate. Two out of nine applicants interviewed were selected.

## **SUMMARY OF PROMOTIONAL DATA**

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**Commitment to Upward Mobility.** The City has a strong commitment to upward mobility for its employees. In keeping with this commitment, the City typically conducts an internal recruiting process for most positions prior to advertising and recruiting persons from outside the City government. Typically, the City advertises vacant positions internally for seven days and then conducts an interview process among those 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 2000. **Tables IV-C, D, and E; V-C, D, and E; and VI-C, D, and E** break down the promotional data by the number applied/certified, certified/interviewed, and interviewed/selected according to gender, race, ethnicity, disability status, 40 and older, Vietnam Veteran-status, and by five-year age bands. Of the 217 positions that were filled in FY 2000, 49 (22%) were filled by internal candidates through the promotional process. Table IV-C shows that 395 City employees applied for vacancies and 329 (83%) of their applications were certified. Of those certified, 221 (67%) were interviewed (Table V-C), and subsequently 49 (22%) of those interviewed were selected (Table VI-C). The following text specifies the general trends evident in the promotional applicant tracking data according to protected class group:

**Females:** Over half (60%) of the applicants for promotional opportunities were female, and 82% of these female applicants were certified -- approximately the same certification rate as that for males. Of the 289 females who were certified for internal opportunities, 55% (159) were interviewed. Of the females interviewed, 47% (30) were selected, a selection rate which was 2% higher than the overall selection rate for promotionally filled jobs, and 5% higher than the selection

rate for males. Females were selected for 60% of the jobs that were filled internally. Please refer to **Tables IV-C, V-C, and VI-C** for a detailed look at this data.

**African-Americans:** Over half (54%) of the employees applying for promotional opportunities were African American. Of the 319 African Americans who applied for promotional positions, 78% (249) were certified — a certification rate comparable to the overall certification rate for all internal applicants. Of the African Americans who were certified, 54% (135) were interviewed, a rate 5% lower than the overall interview rate of 59%. Of the 135 African Americans interviewed, 26% (35) were selected for the job, as compared to the overall selection rate of 28%. African Americans represented 45% of the current City employees hired via the promotional process, approximating the percentage of Whites hired (46%). (Please see **Tables IV-C, V-C, and VI-C.**)

**Hispanics:** Approximately 5% of the City employees who applied for promotional opportunities were Hispanic, and 90% (28) of the Hispanics who applied were certified. Of the 28 Hispanic employees who were certified, 64% (18) were selected for an interview. Of those Hispanic individuals interviewed, six were hired, for a selection rate of 33%. Although this selection rate is higher than the overall selection rate of 28%, the base numbers are too small to make meaningful comparisons. Of the 78 City employees who were selected through the internal promotional process to fill a vacancy, 7.7% (6) of these individuals were Hispanic. (Please see **Tables IV-C, V-C, and VI-C.**)

**Asian:** The number of Asian employees who applied for vacancies through the internal promotional process (3) was too small to make meaningful comparisons. The tracking figures show that of the three Asian employees who applied for promotion, two of these individuals were certified, one was interviewed and this individual was not selected. (Please see **Tables IV-C, V-C, and VI-C.**)

**Persons with Disabilities:** According to the applicant tracking data shown in **Tables IV-D, V-D, and VI-D**, 12 self-identified persons with disabilities applied for promotional opportunities in FY 2000, and all 12 individuals were certified. Of those certified, 67% (8) were interviewed. Of those interviewed, one person (13%) was selected for internal promotion.

**Older Workers (over age 40):** Over 40% of the City employees applying for promotional opportunities were workers over the age of 40, according to the applicant tracking data displayed in

**Tables IV-D, V-D, and VI-D.** Specifically, 85% (211) of all the applicants over the age of 40 who applied were certified (compared to the overall certification rate of 81%), and 63% of those certified were interviewed. Of the 132 older workers interviewed, 27% (35) were selected, a selection rate comparable to the overall promotional selection rate of 28%. Therefore, of the 78 City employees who were selected for internal promotional opportunities, 45% of these individuals were over the age of 40. Broken down further, 81% (31) of the 38 applicants age 55 and above were certified, and 65% (20) of these certified applicants were interviewed. Of the 20 applicants over the age of 55 who were interviewed, five were selected, for a selection rate of 25%. This selection rate is comparable to the overall selection rate (27%) for all internal candidates. Please see **Tables IV-E, V-E, and VI-E** for a more detailed look at the promotional tracking by age band.

**Vietnam-era Veterans:** In FY 2000, six City employees who are Vietnam Veterans applied for promotional opportunities, four were certified, for a certification rate of 67%. All four certified were interviewed, but no Vietnam Veterans were selected for the positions to which they applied.

## **CONCLUSION - APPLICANT TRACKING**

The following chart highlights overall 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 1999 and FY 2000**

CLASS	City Workforce	Applicants	New Hires	New Hires
	FY 1999	FY 1999	FY 1999	FY 2000
Female	42.5%	57.0%	48.0%	58.0%
African American	35.0%	35.5%	37.0%	39.0%
Hispanic	5.8%	4.8%	6.2%	8.3%
Asians	2.4%	3.6%	1.7%	2.7%
Older Workers (over 40)	57.4%	17.9%	34.3%	29.0%
Persons with Disabilities	NA*	1.3%	2.6%	1.3%

\* Complete workforce representation information is not available for this class group.

In summary, the City remains firmly committed to conducting recruitment outreach efforts to attract increasing numbers of qualified females, minorities, and persons with disabilities into its workforce, particularly in job groups in which females or minorities are underutilized. While workforce turnover is fairly low – typically 8-12% of the City’s full time workforce turns over each year – The City expects its proactive outreach efforts to positively impact the overall diversity of the organization. Additionally, as the City’s workforce becomes increasingly diverse, we expect that upward mobility efforts will impact the diversity at all levels within the organization.

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 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**

City of Alexandria, Virginia  
Full-time Employee  
Requisitions that closed in FY 200

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

**Applicant Tracking**

EEO Job Group	Appl	Overall		Male		Female		White		Black		Hispanic		Asian		Am Indian									
		Cert %	%	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %	Appl	Cert %								
21 OFFICIAL-ADMIN	472	123	26	264	84	32	208	39	18	195	58	29	92	20	21	12	3	25	15	3	20	2	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	22	20	91	22	20	91	0	0	0	17	16	94	3	2	66	1	1	100	1	1	100	0	0	0	0
OTHER	2659	1085	41	985	421	43	1674	664	39	834	383	45	796	288	36	126	50	39	102	38	37	2	2	100	
23 TECHNICAL SENIOR	440	171	39	270	122	45	170	49	28	135	64	47	141	57	40	19	6	31	21	7	33	2	0	0	0
OTHER	1530	665	43	625	247	40	905	418	46	420	163	38	523	242	46	74	29	39	50	22	44	6	0	0	0
24 PUBLIC SAFETY	836	402	48	642	303	47	194	99	51	263	120	45	331	190	57	39	17	43	28	14	50	2	2	100	0
25 PARA-PROFESSIONAL	703	473	67	253	160	63	450	313	69	137	97	70	294	185	62	25	16	64	19	13	68	2	1	50	0
26 ADMINISTRATIVE SUPPORT	965	361	37	113	48	42	852	313	36	146	64	43	495	179	36	63	23	36	48	18	37	3	0	0	0
27 SKILLED CRAFT	91	42	46	88	40	45	3	2	66	17	8	47	42	23	54	10	5	50	4	2	50	0	0	0	0
28 SERVICE - MAINTENANCE	106	51	48	95	47	49	11	4	36	1	0	0	60	32	53	10	6	60	1	0	0	0	0	0	0
<b>Totals</b>	7824	3393	43	3357	1492	44	4467	1901	43	2165	973	45	2777	1218	44	379	156	41	289	118	41	19	5	26	0

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

Example: Looking at Females in the OFFICIAL -ADMIN Job Group: 208 Females applied for Official Admin jobs. 39 are certified. Dividing the amount certified by the amount applied (39/208) and multiplying by 100 yields a percentage of 18.75, rounded to 19%.

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**

**Table IV-A, Certification Rates  
Applied and Certified  
Persons With Disabilities, Older Workers, & Vietnam Veterans**

**Applicant Tracking**

EEO Job Group	Overall Appl Cert	%	Disabled Appl Cert	%	40 and Older Appl Cert	%	Vietnam Appl Cert	%	
21 OFFICIAL-ADMIN	472	123	26	3	1	33	12	2	17
22 PROFESSIONAL ATTORNEYS	0	0	0	0	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	22	20	91	2	2	100	10	9	90
OTHER	2659	1085	41	23	11	48	500	258	52
23 TECHNICAL SENIOR	440	171	39	8	6	75	128	67	52
OTHER	1530	665	43	33	13	39	239	130	54
24 PUBLIC SAFETY	836	402	48	1	1	100	52	33	63
25 PARA-PROFESSIONAL	703	473	67	12	7	58	76	46	61
26 ADMINISTRATIVE SUPPORT	985	361	37	19	4	21	168	86	51
27 SKILLED CRAFT	91	42	46	2	1	50	26	13	50
28 SERVICE - MAINTENANCE	106	51	48	0	0	0	26	13	50
<b>Totals</b>	7824	3393	43	103	46	44	1402	710	50
							75	38	50

Percentages are: certified(Cert) as a percentage of applied(Appl).  
Example: Looking at disabled in the OFFICIAL -ADMIN Job Group: 3 disabled persons applied for Official Admin jobs. 1 was certified. Dividing the amount certified by the amount applied (1/3) and multiplying by 100 yields 33.3, 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 IV-B**

# Table IV-B, Certification Rates Applied and Certified Age Bands

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2000

## Applicant Tracking

EEO Job Group	Overall		40 - 44		45 - 49		50 - 54		55 - 59		60 - 64		65 and Older								
	Appl	Cert %	Appl	Cert %																	
21 OFFICIAL-ADMIN	472	123	26	59	17	29	45	17	38	17	38	4	0	4	1	25					
22 PROFESSIONAL ATTORNEYS	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					
PUBLIC SAFETY	22	20	91	6	5	83	2	2	100	2	2	100	0	0	0	0					
OTHER	2659	1085	41	198	112	57	133	64	48	82	43	52	53	26	49	16	7	44			
23 TECHNICAL SENIOR	440	171	39	50	28	56	30	10	33	28	15	54	14	10	71	2	1	50			
OTHER	1530	665	43	103	59	57	81	37	46	34	21	62	15	10	67	4	2	50			
24 PUBLIC SAFETY	836	402	48	30	18	60	12	8	67	6	4	67	2	2	100	1	1	100			
25 PARA-PROFESSIONAL	703	473	67	32	16	50	21	14	67	19	12	63	2	2	100	0	0	0			
26 ADMINISTRATIVE SUPPORT	965	361	37	53	23	43	72	37	51	21	11	52	13	11	85	3	1	33			
27 SKILLED CRAFT	91	42	46	14	7	50	6	4	67	3	1	33	3	1	33	0	0	0			
28 SERVICE - MAINTENANCE	106	51	48	5	2	40	9	5	56	11	5	45	1	1	100	0	0	0			
<b>Totals</b>	7824	3393	43	550	287	52	414	196	47	251	131	52	120	68	56	30	12	40	37	16	43

Percentages are: certified(Cert) as a percentage of applied(Appl).  
 Example: Looking at 40 - 44 in the OFFICIAL -ADMIN Job Group:59 individuals between the ages of 40 and 44, applied for Official Admin jobs. 17 are certified. Dividing the amount certified by the amount applied (17/59) and multiplying by 100 yields a percentage of 28.8, 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**

**Table V, Interview Rates  
 Certified and Interviewed  
 Gender/Race/Ethnicity**

**Applicant Tracking**

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	123	32	26	84	21	25	39	11	28	58	18	31	20	5	25	3	3	100	3	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	0
PUBLIC SAFETY	20	20	100	20	20	100	0	0	16	16	100	2	2	2	100	1	1	100	1	1	100	0	0	0	0
OTHER	1085	264	24	421	111	26	664	153	23	383	112	29	288	74	25	50	19	38	38	6	15	2	0	0	0
23 TECHNICAL SENIOR	171	77	45	122	50	41	49	27	55	64	37	57	57	24	42	6	4	66	7	1	14	0	0	0	0
OTHER	665	161	24	247	71	29	418	90	21	163	42	25	242	65	26	29	9	31	22	8	36	0	0	0	0
24 PUBLIC SAFETY	402	125	31	303	97	32	99	28	28	120	45	37	190	52	27	17	5	29	14	8	57	2	0	0	0
25 PARA-PROFESSIONAL	473	54	11	160	17	11	313	37	11	97	25	25	185	13	70	16	3	18	13	4	30	1	0	0	0
26 ADMINISTRATIVE SUPPORT	361	120	33	48	11	23	313	109	34	64	21	32	179	66	36	23	11	47	18	5	27	0	0	0	0
27 SKILLED CRAFT	42	26	62	40	24	60	2	2	100	8	6	75	23	16	69	5	2	40	2	1	50	0	0	0	0
28 SERVICE - MAINTENANCE	51	19	37	47	17	36	4	2	50	0	0	0	32	12	37	6	3	50	0	0	0	0	0	0	0
<b>Totals</b>	3393	898	26	1492	439	29	1901	459	24	973	322	33	1218	329	27	156	60	38	118	34	29	5	0	0	0

Percentages are: interviewed(int) as a percentage of  
 Example: Looking at Females in the OFFICIAL -ADMIN Job Group;39 Females Certified for Official Admin jobs. 11 were interviewed. Dividing the amount interviewed by the amount certified (11/39) and multiplying by 100 yields a percentage of 28.2, rounded up to 28%.

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  
Persons With Disabilities, Older Workers, & Vietnam**

**Applicant Tracking**

EEO Job Group	Overall		Disabled		40 and Older		Vietnam					
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %				
21 OFFICIAL-ADMIN	123	32	26	1	0	0	55	15	27	2	1	50
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	20	20	100	2	2	100	9	9	100	1	1	100
OTHER	1085	264	24	11	4	36	258	94	36	9	3	33
23 TECHNICAL SENIOR	171	77	45	6	4	67	67	26	39	5	0	0
OTHER	665	161	24	13	3	23	130	39	30	9	1	11
24 PUBLIC SAFETY	402	125	31	1	0	0	33	9	27	6	0	0
25 PARA-PROFESSIONAL	473	54	11	7	0	0	46	4	9	2	1	50
26 ADMINISTRATIVE SUPPORT	361	120	33	4	1	25	86	34	40	4	2	50
27 SKILLED CRAFT	42	26	62	1	1	100	13	8	62	0	0	0
28 SERVICE - MAINTENANCE	51	19	37	0	0	0	13	6	46	0	0	0
<b>Totals</b>	<b>3393</b>	<b>898</b>	<b>26</b>	<b>46</b>	<b>15</b>	<b>33</b>	<b>710</b>	<b>244</b>	<b>34</b>	<b>38</b>	<b>9</b>	<b>24</b>

Percentages are: interviewed(int) as a percentage of certified(Cert).  
 Example: Looking at 40 and Older in the OFFICIAL -ADMIN Job Group: 55 people 40 years or older certified for Official Admin jobs. 15 were interviewed. Dividing the amount interviewed by the amount certified (15/55) and multiplying by 100 yields 27.2, rounded to 27%.

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 VI**

# Table VI, Selection Rates Interviewed and Selected Gender/Race/Ethnicity

## Applicant Tracking

City of Alexandria, Virginia  
Full-time Employee  
Requisitions that closed in FY 200

EEO Job Group	Overall		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	32	13 41	21	8 38	11	5 45	18	9 50	5	2 40	3	2 66	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	20	9 45	20	9 45	0	0 0	16	7 43	2	1 50	1	1 100	1	0 0	0	0 0
OTHER	264	55 21	111	17 15	153	38 24	112	34 30	74	13 17	19	3 15	6	5 83	0	0 0
23 TECHNICAL SENIOR	77	27 35	50	17 34	27	10 37	37	16 43	24	8 33	4	3 75	1	0 0	0	0 0
OTHER	161	40 25	71	11 15	90	29 32	42	20 47	65	17 26	9	3 33	8	0 0	0	0 0
24 PUBLIC SAFETY	125	13 10	97	9 9	28	4 14	45	8 17	52	5 96	5	0 0	8	0 0	0	0 0
25 PARA-PROFESSIONAL	54	10 19	17	3 18	37	7 18	25	4 16	13	6 46	3	0 0	4	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	120	35 29	11	3 27	109	32 29	21	7 33	66	24 36	11	3 27	5	1 20	0	0 0
27 SKILLED CRAFT	26	9 35	24	8 33	2	1 50	6	3 50	16	5 31	2	1 50	1	0 0	0	0 0
28 SERVICE - MAINTENANCE	19	6 32	17	5 29	2	1 50	0	0 0	12	4 33	3	2 66	0	0 0	0	0 0
<b>Totals</b>	<b>898</b>	<b>217 24</b>	<b>439 90 21</b>	<b>21</b>	<b>459 127 28</b>	<b>28</b>	<b>322 108 34</b>	<b>34</b>	<b>329 85 26</b>	<b>60 18 30</b>	<b>34 6 18</b>	<b>0 0 0</b>				

Percentages are: selected (Sel) as a percentage of interviewed (Int).  
 Example: Looking at Females in the OFFICIAL-ADMIN Job Group: 11 Females interviewed for Official Admin jobs. 5 were selected. Dividing the amount selected by the amount interviewed (5/11) and multiplying by 100 yields 45.4, rounded to 45%.

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**

**Table VI-A, Interview Rates  
Certified and Interviewed  
Persons With Disabilities, Older Workers, & Vietnam**

City of Alexandria, Virginia

Full-time Employee

Requisitions that closed in FY 2000

**Applicant Tracking**

EEO Job Group	Overall		Disabled		40 and Older		Vietnam					
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %				
21 OFFICIAL-ADMIN	32	13	41	0	0	0	15	9	60	1	1	100
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	20	9	45	2	0	0	9	2	22	1	0	0
OTHER	264	55	21	4	1	25	94	20	21	3	0	0
23 TECHNICAL SENIOR	77	27	35	4	1	25	26	9	35	0	0	0
OTHER	161	40	25	3	0	0	39	7	18	1	0	0
24 PUBLIC SAFETY	125	13	10	0	0	0	9	0	0	0	0	0
25 PARA-PROFESSIONAL	54	10	19	0	0	0	4	0	0	1	0	0
26 ADMINISTRATIVE SUPPORT	120	35	29	1	0	0	34	12	35	2	1	50
27 SKILLED CRAFT	26	9	35	1	1	100	8	2	25	0	0	0
28 SERVICE - MAINTENANCE	19	6	32	0	0	0	6	2	33	0	0	0
<b>Totals</b>	<b>898</b>	<b>217</b>	<b>24</b>	<b>15</b>	<b>3</b>	<b>20</b>	<b>244</b>	<b>63</b>	<b>25</b>	<b>9</b>	<b>2</b>	<b>22</b>

Percentages are: Selected(Sel) as a percentage of interviewed(Int).  
 Example: Looking at 40 and Older in the OFFICIAL -ADMIN Job Group: 15 people 40 years and older interviewed for Official Admin jobs. 9 were selected. Dividing the amount selected by the amount interviewed (9/15) and multiplying by 100 yields a percentage of 60.

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**

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

City of Alexandria, Virginia  
Full-time Employee  
Requisitions that closed in FY 2000

## Applicant Tracking

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	32	13 41	2	2 100	5	3 60	7	4 57	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
LIBRARIAN	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0	0	0 0
PUBLIC SAFETY	20	9 45	5	1 20	2	1 50	2	0 0	0	0 0	0	0 0	0	0 0
OTHER	264	55 21	43	11 26	19	4 21	14	1 7	13	3 23	3	1 33	2	0 0
23 TECHNICAL SENIOR	77	27 35	13	6 46	3	0 0	4	1 25	4	1 25	1	1 100	1	0 0
OTHER	161	40 25	13	5 38	15	1 7	7	1 14	3	0 0	0	0 0	1	0 0
24 PUBLIC SAFETY	125	13 10	7	0 0	1	0 0	1	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	54	10 19	1	0 0	1	0 0	2	0 0	0	0 0	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	120	35 29	7	4 57	17	7 41	3	1 33	7	0 0	0	0 0	0	0 0
27 SKILLED CRAFT	26	9 35	5	2 40	3	0 0	0	0 0	0	0 0	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	19	6 32	1	0 0	2	1 50	3	1 33	0	0 0	0	0 0	0	0 0
<b>Totals</b>	<b>898</b>	<b>217 24</b>	<b>97</b>	<b>31 32</b>	<b>68 17 25</b>	<b>43 9 21</b>	<b>28 4 14</b>	<b>4 2 50</b>						

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

Example: Looking at 40 - 44 in the OFFICIAL - ADMIN Job Group: 2 individuals between the ages of 40 and 44, interviewed for Official Admin jobs. 2 were selected. Dividing the amount selected by the amount interviewed (2/2) and multiplying by 100 yields a percentage of 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.

## **Promotional Data**

(The data presented in this section is a subset of the preceding Applicant Tracking data. Its purpose is to provide information on employees who pursued promotional opportunities during FY 2000.)

## **Table IV-C**

# Table IV-C, Promotional Certification Rates Applied and Certified Gender/Race/Ethnicity

City of Alexandria, Virginia

## Applicant Tracking

Full-time Employees

Requisitions that closed in FY 200

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	26	19 73	13	8 62	13	11 84	17	11 64	6	6 100	1	1 100	0	0 0	1	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	17	16 94	17	16 94	0	0 0	14	13 92	2	2 100	0	0 0	1	1 100	0	0 0
OTHER	144	123 85	55	49 89	89	74 83	57	50 87	59	47 79	12	11 91	2	2 100	1	1 100
23 TECHNICAL SENIOR	49	42 86	33	29 88	16	13 81	27	24 88	15	13 86	3	2 66	1	1 100	1	0 0
OTHER	53	43 81	21	15 71	32	28 87	16	13 81	28	23 82	2	2 100	2	2 100	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	17	13 76	5	4 80	12	9 75	6	5 83	7	5 71	0	0 0	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	71	60 85	8	8 100	63	52 82	14	12 85	44	40 90	2	2 100	7	3 42	0	0 0
27 SKILLED CRAFT	9	7 78	9	7 78	0	0 0	1	1 100	6	5 83	2	1 50	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	9	6 67	6	4 67	3	2 66	0	0 0	8	6 75	0	0 0	0	0 0	0	0 0
<b>Totals</b>	<b>395</b>	<b>329 83</b>	<b>167</b>	<b>140 84</b>	<b>228</b>	<b>189 83</b>	<b>152</b>	<b>129 85</b>	<b>175</b>	<b>147 84</b>	<b>22</b>	<b>19 86</b>	<b>13</b>	<b>9 69</b>	<b>3</b>	<b>1 0</b>

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

Example: Looking at Females in the OFFICIAL -ADMIN Job Group: 13 Females applied for Official Admin jobs. 11 were certified. Dividing the amount certified by the amount applied (11/13) and multiplying by 100 yields a percentage of 84.6, rounded to 85%.

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-D**

**Table IV-D, Promotional Certification Rates  
 Applied and Certified  
 Persons With Disabilities, Older Workers, & Vietnam Veterans**

**Applicant Tracking**

EEO Job Group	Overall Appl Cert	%	Disabled Appl Cert	%	40 and Older Appl Cert	%	Vietnam Appl Cert	%	
21 OFFICIAL-ADMIN	26	19	73	0	0	0	12	2	17
22 PROFESSIONAL ATTORNEYS	0	0	0	0	0	0	0	0	0
LIBRARIAN	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	17	16	94	2	2	100	9	8	89
OTHER	144	123	85	3	3	100	71	61	86
23 TECHNICAL SENIOR	49	42	86	2	2	100	20	17	85
OTHER	53	43	81	3	3	100	28	24	86
24 PUBLIC SAFETY	0	0	0	0	0	0	0	0	0
25 PARA-PROFESSIONAL	17	13	76	0	0	0	6	4	67
26 ADMINISTRATIVE SUPPORT	71	60	85	2	2	100	21	20	95
27 SKILLED CRAFT	9	7	78	0	0	0	7	5	71
28 SERVICE - MAINTENANCE	9	6	67	0	0	0	7	5	71
<b>Totals</b>	<b>395</b>	<b>329</b>	<b>83</b>	<b>12</b>	<b>12</b>	<b>100</b>	<b>188</b>	<b>158</b>	<b>84</b>
							<b>75</b>	<b>38</b>	<b>50</b>

Percentages are: Selected(Se) as a percentage of Interviewed(Int).  
 Example: Looking at disabled in the OFFICIAL -ADMIN Job Group: 3 disabled persons applied for Official Admin jobs. 1 was certified. Dividing the amount certified by the amount applied (1/3) and multiplying by 100 yields a percentage of 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 IV-E**

# Table IV-E, Promotional Certification Rates Applied and Certified Age Bands

City of Alexandria, Virginia

## Applicant Tracking

Full-time Employees

Requisitions that closed in FY 2000

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	26	19 73	4	3 75	7	5 71	4	3 75	2	2 100	1	0 0	1	1 100
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	17	16 94	4	4 100	3	2 67	2	2 100	0	0 0	0	0 0	0	0 0
OTHER	144	123 85	25	24 96	22	16 73	13	12 92	9	7 78	1	1 100	1	1 100
23 TECHNICAL SENIOR	49	42 86	7	7 100	6	4 67	4	3 75	3	3 100	0	0 0	0	0 0
OTHER	53	43 81	6	5 83	13	12 92	5	4 80	3	2 67	0	0 0	1	1 100
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	17	13 76	0	0 0	1	0 0	4	3 75	0	0 0	0	0 0	1	1 100
26 ADMINISTRATIVE SUPPORT	71	60 85	4	4 100	11	10 91	3	3 100	3	3 100	0	0 0	0	0 0
27 SKILLED CRAFT	9	7 78	6	5 83	0	0 0	1	0 0	0	0 0	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	9	6 67	1	1 100	0	0 0	6	4 67	0	0 0	0	0 0	0	0 0
<b>Totals</b>	<b>395</b>	<b>329 83</b>	<b>57</b>	<b>53 92</b>	<b>63</b>	<b>49 77</b>	<b>42</b>	<b>34 80</b>	<b>20</b>	<b>17 85</b>	<b>2</b>	<b>1 50</b>	<b>4</b>	<b>4 100</b>

Percentages are: certified(Cert) as a percentage of applied(Appl).  
 Example: Looking at 40 - 44 in the OFFICIAL-ADMIN Job Group: 4 individuals between the ages of 40 and 44, applied for Official Admin jobs. 3 were certified. Dividing the amount certified by the amount applied (3/4) and multiplying by 100 yields a percentage of 75.

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-C**

**Table V-C, Promotional Interview Rates  
Certified and Interviewed  
Gender/Race/Ethnicity**

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 2000

**Applicant Tracking**

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	19	7 37	8	2 25	11	4 36	6	2 33	1	1 100	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
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	16	16 100	16	16 100	13	13 100	2	2 100	0	0 0	0	0 0	1	1 100	0	0 0
OTHER	123	80 65	49	34 69	74	46 62	50	31 62	47	35 74	11	7 63	2	2 100	1	0 0
23 TECHNICAL SENIOR	42	37 88	29	24 83	13	13 100	24	22 91	13	11 84	2	2 100	1	1 100	0	0 0
OTHER	43	30 70	15	11 73	28	19 67	13	9 69	23	15 65	2	2 100	2	2 100	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	13	6 46	4	4 100	9	2 22	5	3 60	5	2 40	0	0 0	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	60	37 62	8	3 38	52	34 65	12	6 50	40	28 70	2	0 0	3	2 66	0	0 0
27 SKILLED CRAFT	7	6 86	7	6 86	0	0 0	1	1 100	5	4 80	1	1 100	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	6	2 33	4	2 50	2	0 0	0	0 0	6	2 33	0	0 0	0	0 0	0	0 0
<b>Totals</b>	329	221 67	140	102 73	189	119 63	129	89 69	147	101 69	19	13 68	9	8 89	1	0 0

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

Example: Looking at Females in the OFFICIAL -ADMIN Job Group: 11 Females Certified for Official Admin jobs. 5 were interviewed. Dividing the amount interviewed by the amount certified (5/11) and multiplying by 100 yields a percentage of 45.4, rounded to 45%.

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-D**

# Table V-D, Promotional Interview Rates

## Certified and Interviewed

### Persons With Disabilities, Older Workers, & Vietnam

City of Alexandria, Virginia

Full-time Employee

Requisitions that closed in FY 200

#### Applicant Tracking

EEO Job Group	Overall		Disabled		40 and Older		Vietnam	
	Cert	Int %	Cert	Int %	Cert	Int %	Cert	Int %
21 OFFICIAL-ADMIN	19	7 37	0	0 0	14	4 29	2	1 50
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	16	16 100	2	2 100	8	8 100	1	1 100
OTHER	123	80 65	3	1 33	61	40 66	9	3 33
23 TECHNICAL SENIOR	42	37 88	2	2 100	17	15 88	5	0 0
OTHER	43	30 70	3	2 67	24	17 71	9	1 11
24 PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	6	0 0
25 PARA-PROFESSIONAL	13	6 46	0	0 0	4	2 50	2	1 50
26 ADMINISTRATIVE SUPPORT	60	37 62	2	1 50	20	13 65	4	2 50
27 SKILLED CRAFT	7	6 86	0	0 0	5	4 80	0	0 0
28 SERVICE - MAINTENANCE	6	2 33	0	0 0	5	2 40	0	0 0
<b>Totals</b>	<b>329</b>	<b>221 67</b>	<b>12</b>	<b>8 67</b>	<b>158</b>	<b>105 66</b>	<b>38</b>	<b>9 23</b>

Percentages are: Interviewed as a percentage of certified(Cert).  
 Example: Looking at People 40 and older in the OFFICIAL -ADMIN Job Group: 14 people 40 and older were certified for Official Admin jobs. 4 were interviewed. Dividing the amount interviewed by the amount certified (4/14) and multiplying by 100 yields a percentage 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-E**

# Table V-E, Promotional Interview Rates Certified and Interviewed Age Bands

City of Alexandria, Virginia

## Applicant Tracking

Full-time Employees

Requisitions that closed in FY2000

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	19	7 37	3 1 33	5 2 40	3 1 33	2 0 0	0 0 0	0 0 0	0 0 0	0 0 0	1 1 100	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 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 0 0	0 0 0	0 0 0	0 0 0	0 0 0
PUBLIC SAFETY	16	16 100	4 4 100	2 2 100	2 2 100	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 0
OTHER	123	80 65	24 16 67	16 8 50	12 8 67	7 6 86	1 1 100	1 1 100	1 1 100	1 1 100	1 1 100	1 1 100	1 1 100	1 1 100
23 TECHNICAL SENIOR	42	37 88	7 7 100	4 3 75	3 3 100	3 2 67	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	43	30 70	5 4 80	12 7 58	4 4 100	2 1 50	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 0	0 0 0	0 0 0	0 0 0	0 0 0
25 PARA-PROFESSIONAL	13	6 46	0 0 0	0 0 0	3 2 67	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 0
26 ADMINISTRATIVE SUPPORT	60	37 62	4 2 50	10 6 60	3 2 67	3 3 100	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	7	6 86	5 4 80	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 0	0 0 0	0 0 0
28 SERVICE - MAINTENANCE	6	2 33	1 0 0	0 0 0	4 2 50	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 0
<b>Total</b>	<b>329</b>	<b>221 67</b>	<b>53 38 72</b>	<b>49 28 57</b>	<b>34 24 71</b>	<b>17 12 71</b>	<b>1 1 100</b>	<b>1 1 100</b>	<b>1 1 100</b>	<b>1 1 100</b>	<b>4 2 50</b>	<b>4 2 50</b>	<b>4 2 50</b>	<b>4 2 50</b>

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

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

Dividing the amount interviewed by the amount certified (1/3) and multiplying by 100 yields a percentage of 33.3, 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 VI-C**

**Table VI-C, Promotional Selection Rates  
Interviewed and Selected  
Gender/Race/Ethnicity**

City of Alexandria, Virginia  
Full-time Employees  
Requisitions that closed in FY 200

**Applicant Tracking**

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	4 57	2	1 50	5	3 60	4	2 50	2	1 50	1	1 100	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	16	5 31	16	5 31	0	0 0	13	4 30	2	1 50	0	0 0	1	0 0	0	0 0
OTHER	80	14 18	34	5 15	46	9 19	31	4 12	35	6 17	7	2 28	2	2 100	0	0 0
23 TECHNICAL SENIOR	37	10 27	24	6 25	13	4 30	22	7 31	11	2 18	2	1 50	1	0 0	0	0 0
OTHER	30	7 23	11	3 27	19	4 21	9	3 33	15	4 26	2	0 0	2	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	6	0 0	4	0 0	2	0 0	3	0 0	2	0 0	0	0 0	0	0 0	0	0 0
26 ADMINISTRATIVE SUPPORT	37	8 22	3	2 67	34	6 17	6	1 16	28	7 25	0	0 0	2	0 0	0	0 0
27 SKILLED CRAFT	6	1 17	6	1 17	0	0 0	1	0 0	4	1 25	1	0 0	0	0 0	0	0 0
28 SERVICE - MAINTENANCE	2	0 0	2	0 0	0	0 0	0	0 0	2	0 0	0	0 0	0	0 0	0	0 0
<b>Totals</b>	221	49 22	102	23 23	119	26 22	89	21 24	101	22 22	13	4 31	8	2 25	0	0 0

Percentages are: selected (Sel) as a percentage of interviewed (Int).  
Example: Looking at Females in the OFFICIAL -ADMIN Job Group: 5 Females interviewed for Official Admin. 3 were selected. Dividing the amount selected by the amount interviewed (3/5) and multiplying by 100 yields a percentage of 60.

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-D**

**Table VI-D, Promotional Selection Rates  
Interviewed and Selected  
Persons With Disabilities, Older Workers, & Vietnam**

EEO Job Group	Overall		Disabled		40 and Older		Vietnam	
	Int	Sel %	Int	Sel %	Int	Sel %	Int	Sel %
21 OFFICIAL-ADMIN	7	4 57	0	0 0	4	2 50	1	1 100
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	16	5 31	2	0 0	8	1 13	1	0 0
OTHER	80	14 18	1	1 100	40	6 15	3	0 0
23 TECHNICAL SENIOR	37	10 27	2	0 0	15	3 20	0	0 0
OTHER	30	7 23	2	0 0	17	3 18	1	0 0
24 PUBLIC SAFETY	0	0 0	0	0 0	0	0 0	0	0 0
25 PARA-PROFESSIONAL	6	0 0	0	0 0	2	0 0	1	0 0
26 ADMINISTRATIVE SUPPORT	37	8 22	1	0 0	13	2 15	2	1 50
27 SKILLED CRAFT	6	1 17	0	0 0	4	1 25	0	0 0
28 SERVICE - MAINTENANCE	2	0 0	0	0 0	2	0 0	0	0 0
<b>Totals</b>	221	49 22	8	1 13	105	18 17	9	2 22

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

Example: Looking at people 40 and older in the OFFICIAL -ADMIN Job Group: 4 people in the 40 and older group were interviewed for Official Admin jobs. 2 were selected. Dividing the amount selected by the amount interviewed (2/4) and multiplying by 100 yields a percentage of 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-E**



January 4, 2001

19  
2-28-01

Ms. Rita Izaguirre  
Affirmative Action Officer  
City of Alexandria  
City Hall  
301 King Street, Room 3400  
Alexandria, VA 22314

Dear Rita:

The Commission on Aging would like to thank the City and your office for the opportunity to comment on the City's Applicant Tracking and Workforce Utilization Analysis Reports for the Fiscal Year 2000 since elderly workers are one of the protected classes included among your analyses.

We are also appreciative of the opportunity we will have to review the draft docket memo prior to its submission to City Council (planned for Feb. of 2000). This review process represents a departure from that of previous years and, we feel, will greatly enhance our mutual efforts to move from analyses to solutions.

We will comment on each report separately. A supporting document that shows the specifics of our review is attached to this letter.

A. Applicant Tracking Report

1. Treatment of New Applicants. We find that the process for attracting and interviewing new applicants appears to be working well. Elderly persons seeking work are applying to the City in the numbers that would be expected given their representation in the local population. They are also being certified, interviewed and selected for positions in proportions that are equivalent to applicants overall. We have one reservation to this finding, which is that none of the four applicants over the age of 65 interviewed for positions were hired (n=4).
2. Treatment of Promotion Seekers. We find that existing elderly employees seeking promotion are also applying, being certified, and being interviewed in equivalent proportion to overall applicants for promotion. However, it appears that none of the three elderly persons interviewed for promotion were hired (n=3).
3. Applicant Tracking Conclusions.
  - a. The City's recruitment and application process appears to be successful. While elderly applicants who successfully completed the process appear to have been hired in equivalent proportion to applicants overall, this is not the case for new applicants aged 65 or older (4) nor for those seeking promotion (3).
  - b. We note that the data presented do not offer a way to determine if persons selected for positions actually accept them and then are hired, and we therefore recognize that the City could have offered employment to one or more elderly applicants who did not ultimately take the position(s).

4. Applicant Tracking Recommendations.

- a. Due to the relatively small number of elderly applicants not selected for employment following their interviews (7), we suggest that these cases be reviewed by our Income and Employment Sub-Committee in conjunction with the City's Affirmative Action Officer in order to identify areas for improvement.
- b. We suggest that the City add an additional data field to its tracking process, one that will allow it to differentiate applicants who are selected from those who are actually hired. As it stands now, the count of selected applicants only includes those who accept the positions or promotions and are hired, and therefore an undercount of selected applicants is possible.
- c. We would like to suggest that the front section of the report include a table that summarizes the data for the past five years so that that progress can be readily observed.

B. Utilization Report

1. Representation of Elderly Workers Among City of Alexandria Employees. We find that elderly workers remain under-represented in the City workforce (approx. 5%) versus their estimated representation in the national and local workforces (9% and 11%, respectively).
2. Utilization Report Recommendations. We reiterate the recommendation made in A.4.a. above, that the cases of qualified individuals who were not hired be reviewed to identify areas for improvement.

We affirm that the persons hired and promoted by the City, and elsewhere, should be those who are best qualified to do the job. And we are pleased to note that the application process in place appears to be yielding a source of qualified elderly applicants to the City. However, our long-term objective is to reverse the observed under-employment of elderly workers by the City. A review of the qualified applicants who were not hired or promoted may provide us all with an opportunity to learn from and improve upon the system in place. We look forward to assisting the City in whatever way we can to bring about this objective.

Sincerely,

Vaira Harik  
for Donald Fowler, Chairman

**Commission on Aging-Income and Employment Subcommittee, 12/00**

**Review of City of Alexandria FY2000 Applicant Tracking and Utilization Reports**

**1. Definitions**

- City Fiscal Year 2000 ended June, 2000.
- “Older Workers” defined as workers aged 40 and over by the City, but this review limits analysis to those aged 60 and over.
- The Applicant Tracking report identifies the number of people applying to work for the City of Alexandria and tracks their progress through the process.
- The Utilization Report measures the representation of, among other protected classes, elderly in the City’s full-time and part-time workforce.

**2. Applicant Tracking Report.**

Question 1: Are elderly Alexandrians who are seeking work applying in sufficient numbers to the City?

- Total applicants to City of Alexandria in FY2000 = 7,824
- Number of applicants to City aged 60+ = 67, or 0.9% of total.
  
- Estimated number of elderly in Alexandria in year 2000 = 16,858/123,200, or 13.7% (interpolated from 1990 Census data)
- Estimated percentage of the US population, aged 60+, seeking employment = 0.15%
- Therefore, estimated number of elderly Alexandrians actively seeking work in 2000 = 185.
  
- City estimates that only 1/3 of applicants are from Alexandria (1/3 from No. VA, and 1/3 from MD).
- Estimated elderly applicants from Alexandria (1/3 of 67 elderly applicants) = 22
  
- Unemployed elderly as % of the total US labor force =  $410,000/141,000,000 = 0.3\%$
- Estimated unemployed elderly Alexandrians as % of total applicants to City =  $22/7,824 = 0.28\%$

Q1 Answer = Yes.

Question 2: Are elderly applicants being certified in commensurate proportion to other applicant classes?

- Percent certified overall = 43%
- Percent elderly certified = 42%

Q2 Answer = Yes

Question 3: Are certified elderly applicants being interviewed in commensurate proportion to other certified applicants overall?

- Percent interview of certified overall = 26%
- Percent elderly interviewed of certified =  $8/28 = 29\%$

Q3 Answer = Yes

Question 4: Are interviewed applicants being selected in commensurate proportion to overall interviewed applicants?

- Percent selected of interviewed overall = 24%
- Percent elderly selected of interviewed =  $2/8 = 25\%$

Q4 Answer = Yes, with reservations. Of the age band 65 and older 4 applicants were interviewed and none were selected.

Question 5: Are existing elderly employees who are seeking **promotions** within the system receiving equitable treatment versus overall promotion seekers?

- Percentage of elderly applicants seeking certification for promotion who are certified is the same as the overall percentage, 83%
- Percentage of those certified being selected for interview is very close, 67% overall vs. 60% elderly (3/5).
- But the percentage of those selected vs. interviewed overall = 22%, whereas **no** elderly who were interviewed for a promotion were selected for that promotion (0/3).

Q5 Answer = No.

### 3. Utilization Report

Question 1: Are elderly Alexandrians represented in the City's workforce in a proportion that is commensurate with their representation in the community?

- Estimated number and percentage of elderly Alexandrians, 60+ = 16,858/123,200, or 13.7%.
- Estimated percentage of working elderly of total US workforce = 13 million/141 million, or 9% (via census), and 11% in the DC Metro area (via AARP).
- Estimated percentage of elderly in City workforce full-time = 86/1,936, or 4.4%
- Estimated percentage of elderly in City workforce part-time = 16/174, or 9.2%
- Total elderly employed (full or part) versus total City = 102/2,110, or 4.8%

Q1 Answer = No, elderly persons are under-represented in the City workforce versus their estimated representation in the national workforce. Also, it is unclear how many of the elderly City employees live in Alexandria. Therefore, the number of elderly Alexandrians employed by the City, on a percentage basis, could be even lower.

### Major Observations

- The City's recruitment and application process appears to be successful.
- Additional progress needs to be made on the hiring and promotion of qualified elderly applicants and those seeking promotion from within.
- Since rejected new applicants aged 65+ = 4, and rejected promotional applicants = 3, it is recommended that these 7 cases be studied by the I&E Sub-Committee Chair in conjunction with the City's Affirmative Action Officer in order to identify areas for improvement in the processes used.



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*Human Rights Commission*  
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Fax:  
(703) 838-4976

January 4, 2001

Ms. Michele Evans  
Assistant City Manager  
City of Alexandria  
City Hall – 301 King Street  
Alexandria, VA 22314

Dear Michele:

Thank you for requesting the Human Rights Commission's (HRC) comments about the City of Alexandria's FY 2000 Workforce Utilization Analysis (UA) and Applicant Tracking Report (AT).

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's December 14, 1999 letter to Elbert Ransom, Jr., recommended that the City of Alexandria continue to address the need for aggressive recruitment of Hispanic workers, and initiate a program that focused on their recruitment, training and mentoring. The HRC was pleased by improvements made in FY 2000. Specifically, we were encouraged that:

- The number of Hispanic employees in regular, full-time positions increased from 5% in FY 1999 to 6% in FY 2000, and
- Hispanic representation in the City's workforce exceeded availability in 10 of the 12 EEO job groups.

As you prepare the final report for the City Council, we would like to make several comments and recommendations about the presentation of the data, programs that may further strengthen the City's recruitment efforts, and areas that warrant continued monitoring.

\* **Provide FY 1999 data in the “Recruitment Outreach Efforts” section of the Workforce Utilization Analysis.** The City’s achievements in FY 2000 were highlighted in this section. To put the FY 2000 numbers and improvements in perspective and context, we think the findings would be better highlighted if FY 1999 statistics were inserted in the narrative for comparison purposes to further showcase the FY 2000 accomplishments.

\* **Continue the City’s vigilance of underutilized protected groups.** In FY 2000, Asians were underutilized in 7 of the 12 EEO job groups—the highest number of underutilization cases of the four protected classes. However, we were pleased that the number of Asian employees in regular, full-time positions increased slightly in FY 2000 to 47 employees compared to 41 in FY 1999. We also understand that the amount of underutilization is more significant than just looking at the number of job groups in which the underutilization exists, but it is important that the City continue its efforts to minimize the scope and number of underutilization cases.

\* **Formalize successful outreach programs.** The certification rates for Hispanics and Asians were slightly below the City’s overall applicant certification rate. The HRC was pleased, however, to see that the Hispanic selection rate of 30% was significantly higher than the City’s overall selection rate of 24%.

In an effort to increase certification rates for these protected groups, we suggest that, if additional research indicates that programs that are now conducted informally are deemed effective and produce higher certification rates, the City consider formally adopting those programs.

For example, the Affirmative Action Officer, on an informal, periodic basis, has been conducting workshops for the Hispanic community about applying for City positions. She recognizes that cultural differences could possibly contribute to lower certification rates. It seems as if these types of workshops represent excellent recruitment opportunities and can serve to promote other City services and programs. If their effectiveness is confirmed, the City should consider providing the resources to implement similar programs more widely.

\* **Mention the increase of job applications submitted online and their possible impact on certification rates.** The Personnel Office has seen a notable increase in the number of job applications that are submitted online. Because of the ease in submitting applications online, one result of this trend seems to be that some applicants are taking a “shotgun” approach and applying for every open position in the City—whether or not they meet the minimum eligibility requirements. When applicants do not self-screen, this may increase the number of applications submitted, but decrease the number that may be certified. Because of the potential impact on certification rates, it would be useful to mention this factor (in the “Phase I: Applied and Certified” section, pages 2-3 of the AT draft) as a possible certification rate variable.

The Human Rights Commission was pleased to note that for the first time in five years, there were no EEOC complaints in FY 2000, and the number dropped from seven in FY 1999 to zero in FY 2000.

We appreciate the opportunity to provide feedback about these reports. Please contact Human Rights Commissioner Susan Rumberg (O: 703-998-3298) 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,

  
Nancy O. Jenkins  
Chair, Alexandria Human Rights Commission

cc: Chet Avery, Commission on Persons with Disabilities, Human Rights Commission  
Joe Delfico, Commission on Persons with Disabilities  
Vaira Harik, Commission on Aging  
Rita Izaguirre, Affirmative Action Officer  
Jean Niebauer, Alexandria Office of Human Rights  
Susan Rumberg, Human Rights Commission  
Kathleen Schramm, Acting Personnel Director  
Jenny Wade, Commission on Women, Human Rights Commission



Barbara Gilley, Chair  
Tom Sachs, Vice Chair

# Acpd

## Alexandria Commission on Persons with Disabilities

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Office of Aging & Adult Services

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Department of Human Services

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January 8, 2001

Michele Evans, Assistant City Manager  
Council Relations and Administration  
110 N. Royal Street  
Alexandria, VA 22314

Dear Ms. Evans:

This letter transmits comments and recommendations of the Alexandria Commission on Persons with Disabilities (ACPD) regarding the FY 2000 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. Rita Izaguirre, Affirmative Action Officer, provided excellent co-ordination with the Commission. She also sponsored helpful meetings with members of the Commission's Employment Committee and representatives of the Human Rights Commission, Commission on Aging, and the Women's Commission. These meetings helped clarify issues and provided us with a sounding board for possible recommendations designed to help improve the City's EEO-AAP reporting process. We also appreciate the valuable support given by Kathleen Schramm, Acting Director-Personnel, who helped clarify City personnel practices.

In FY 2000 the City made a concerted effort to hire and promote people with disabilities and to improve their outreach efforts. For example, City staff should be commended for their efforts to have a vigorous management internship program for persons with disabilities. The City was very supportive in the mentoring program and summer employment program with students from T.C. Williams High School. These efforts helped individuals obtain job experience while exposing managers and employees to the capabilities of individuals with severe disabilities.

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

Accordingly, we focus the rest of our report on areas of the UA and AY reports where we believe the City has a clear opportunity to improve upon its commitment to affirmative action. The following are ACPD's observations and recommendations which, in large part, have been brought to the attention of your staff.

### **Utilization Analysis**

Issues: The Commission is concerned that people with disabilities are not included in the Utilization Analysis Report though the City has data on women, blacks, Hispanics, Asians, and American Indians. The City does not collect information on people with disabilities for the Workforce Utilization Analysis report and most of the Supplementary Information. According to City personnel they are hindered because of the various difficulties obtaining descriptive, accurate and comparable data on the City's workforce and the lack of information on people with disabilities in the 1990 Census, which is used as a comparison base to determine workforce utilization. Hence, the City knows little about the utilization of this protected group and any implications regarding the City's dedication to removing procedural and attitudinal barriers to access for persons with disabilities. We find this situation to be unacceptable.

Recommendations: Regarding the lack of utilization information in the Census data, the EEOC currently collects employment data on people with disabilities in the federal government. The most current information is detailed in EEOC's 1999 annual report. Since there is no compatible census data we recommend that the City staff work with the Commission to examine federal government data, particularly those of the EEOC. We also recommend that the city review what other local jurisdictions do in this situation. Arlington and Montgomery counties may be good places to start with. The Bureau of Labor Statistics is also collecting employment data based on recommendations from the recent President's Committee on Disability and these data may eventually be useful. Using national data from EEOC has promise. Although this data may make comparisons inexact, it would provide the City with valuable baseline data for statistical purposes. At a minimum any data would be valuable for analytical purposes given the current alternative of no data at all.

## **Applicant Tracking Report**

Issues: The Commission is concerned that the promotion rates for people with disabilities continues to lag rates for the other protected groups as a whole. Though people with disabilities do well through the certification and interview phase of the process they are selected for positions at lower rates than the protected group as a whole. In FY 2000 13% of people with disabilities who were interviewed were promoted compared to 22% of the protected group as a whole. This pattern is evident in FY 1999 also. From another prospective, In FY 1998, 1999 and 2000 people with disabilities made up 0%, 3% and 2% of all promotions respectively. This is particularly concerning when these statistics are compared to EEOC statistics for promotions in Federal government agencies of 1000 or more. In FY 1999 people with disabilities obtained 7% of the government's promotions. Additionally, the overall trend for both hires and promotions by the City is not encouraging. In FY 1996 through 2000 the total number of people with disabilities hired and promoted was 5,4,1,6 and 3 respectively. Though our reaction may be premature, we had expected some measurable change in FY 2000 now that the Personnel Department has additional assistance from the employment coordinator for persons with disabilities at Job Link.

One issue that cuts across all others is the question of the severity of the disability of people hired and promoted and those not hired and promoted. We are concerned that severity of disability comes into play when people are considered for employment and promotion. The EEOC states in their 1999 annual report that "People with disabilities especially people with targeted (severe) disabilities, remain well below their estimated availability". People with these targeted disabilities are promoted and hired at a markedly lower rate than the population of people with disabilities as a whole. This raises concern that the City's hires and promotions might include a predominance of people with non-severe disabilities. The human resource data system the City uses is not capable of providing severity information unless the analysis of existing data is done manually. It is our understanding that this analysis is not currently being done.

Recommendations: We believe that the City should investigate the reasons why people with disabilities do poorly in the promotion process. The City should also increase awareness and intensify sensitivity training particularly at the upper management levels and consider developing a selective placement program for people with disabilities. To enhance the pool of people with disabilities eligible for hire the City should develop and implement a coordinated outreach plan with Job Link, the City's ADA Committee and departmental ADA coordinators among others. The current success of the Job Link program in recruiting candidates with disabilities for the private sector should also be reflected in the City's

hiring patterns, unfortunately this doesn't appear to be the case. Furthermore we believe that the question of severity of disability should be addressed and reflected in future affirmative action reports. If the city is to take a comprehensive approach to affirmative action it needs to recognize the effects of disability severity in hiring and promotions and act to change any negative perceptions on the part of city managers and staff.

### **General Methodology Issues**

Issues: The review of the ATR and UA reports suggested some improvements to the methodology used.

The Affirmative Action Forms are designed to capture information on all protected groups including the types of disabilities of the applicants for City jobs and promotions. This year 96% of all applicants filled out the form and statistics developed in the ATR are based on the total number of forms completed. We question whether 96% of all applicants are members of the protected groups. The form can be filled out voluntarily by anyone including "unprotected" group members, people without disabilities who are white males under 40. Unfortunately, they will also be counted in the totals and affect the statistics for the protected groups.

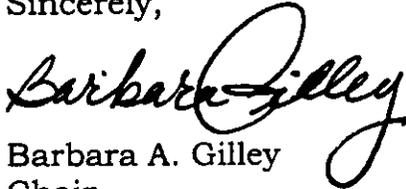
Another issue is data presentation in the ATR and UA. We have commented on this topic in our 1999 letter and again ask to have results published from prior years so we could study longitudinal trends.

Regarding the City's periodic collection of workforce data on the people with disabilities, we believe that these efforts are laudable, should continue to be improved to make the information more useful and compatible. However, antiquated information systems make analyses difficult.

Recommendations: The City should review the raw data from the FY 2000 affirmative action forms to determine the extent and impact of the possible inclusion of "unprotected" group members and take steps to eliminate any future discrepancies. As we did in 1999 we strongly recommend that the Application Tracking System report contain application, certification, interview and selection data for prior years to facilitate analysis. Finally, to improve the quality of data on the City's population of people with disabilities the City should make their survey information compatible with Census and EEOC data bases by including, in the survey forms, compatible job description information. The City should also design the forms to be able to record the number of people with severe disabilities.

Again, thank you and members of your staff for preparing these useful reports and for your sensitivity and responsiveness regarding the recommendations and concerns of the Commission. If you have any questions please direct them to Commissioner Joseph Delfico at 703-683-4638. We will be happy to answer any questions you may have and are looking forward to hearing how you will address our concerns.

Sincerely,

A handwritten signature in cursive script that reads "Barbara A. Gilley". The signature is written in black ink and is positioned to the right of the typed name.

Barbara A. Gilley  
Chair

cc:

Kathleen Schramm, Acting Director of Personnel  
Rita Izaguirre, Affirmative Action Officer

Ms. Michele Evans  
Assistant City Manager  
City of Alexandria  
City Hall-301 King Street  
Alexandria, VA 22314

Dear Ms. Evans:

On behalf of the Commission For Women (CFW), I would like to thank you for the opportunity to review and comment on the City of Alexandria Applicant Tracking Report Fiscal Year 2000 and the City of Alexandria Workforce Utilization Analysis Fiscal Year 2000.

The efforts the City has made to reach underutilized populations and to attract a diverse population to its workforce is to be commended. Job fairs, direct recruitment at local colleges and organizations, recruitment materials and continuous outreach are effective ways to reach potential applicants. The Commission for Women would like to stress the importance of maintaining such efforts to build upon the success seen during this report year. Promoting the tuition reimbursement program is another valuable resource for assistance women to advance in their careers. Since these efforts are demonstrating a positive impact, the City should continue to support them and to consider additional tools and practices.

We are pleased with the gains females have made in eight of the twelve job groups evaluated; however, we are concerned with the decrease in three groups (Official/Administrator, Professional Public Safety, and Service Maintenance). We recommend recruitment efforts similar to those that worked successfully for gaining female representation in the Fire Department and Police Department. CFW is available to discuss other market sources to gain female employees in these areas. Perhaps working with area organizations serving professional maintenance workers, laborers and others within the Service/Maintenance group may lead to job recruitment. Additionally, providing career information at middle schools and high schools will encourage young girls to consider underrepresented fields and begin to take courses necessary to begin the path to that career.

In spite of the increase of women in the Technical Senior group this report year, we appreciate the attention given to the significant under-representation of women in this group. We understand the competitive market for employees with technical skills and management experience in Northern Virginia; however, efforts from the city can help. We believe that with continued recruitment efforts and with the tuition reimbursement program, this area will gain a more representative population.

The CFW would like to commend the City for its dramatic increase of affirmative action data forms completed in fiscal year 2000. The increase of completed forms provides a more accurate description of the applicants applying for positions, thus allowing a better analysis of effective efforts by the City. Since the website is attributed for this increase,

we recommend that the City's website (<http://ci.alexandria.va.us/>) be a priority as a recruitment tool and information source. Perhaps efforts should be made to have the website linked from other websites, which our underrepresented groups access.

Like other City Commissions, the CFW is also concerned with the low applicant rate of Hispanics. We recommend that alternative methods be used to reach this population of our community. Working with individuals from our Hispanic population and personal visits to community events will be more productive than websites or advertisements. Since the Hispanic population is growing in our community, representation in the City's workforce should reflect this. We support efforts to recruit more Hispanics (female and male).

The CFW also supports the City Manager's support of the Affirmative Action/Equal Opportunity Advisory Committee. Since AA/EEO is an on-going and all-inclusive effort, the participation of every City department and the availability of the City Manager are vital to achieving the City's diversity goals.

The CFW has stated in the past and would like to reiterate that is important to track data on part time employees. We understand the difficulty with seasonal and temporary work; however, part time employees are vital part of the City's employment base. We are interested in learning how many women are in that pool and how many become permanent full-time employees. This need should be considered when determining future databases or tracking methods.

The CFW anticipates the effect of the 2000 census reports on the next fiscal year report and the impact it will have on recruitment and retention efforts of the City. We look forward to continuing our assistance in reviewing the reports and offering input.

Thank you for the opportunity to review the reports. We applaud the work of the staff and their commitment to equal employment opportunity.

Sincerely,

Susan Butler  
Chair,  
Alexandria Commission for Women

cc: Chet Avery, Commission on Person with Disabilities, Human Rights Commission  
Joe Delfico, Commission on Persons with Disabilities  
Vaira Harik, Commission on Aging  
Rita Izaguirre, Affirmation Action Officer  
Nancy Jenkins, Alexandria Human Rights Commission  
Jean Niebauer, Alexandria Office on Human Rights  
Susan Rumberg, Human Rights Commission  
Kathleen Schramm, Acting Personnel Director